

"While archival methods of arranging and describing cannot be defined as precisely as library methods of classifying and cataloging . . . the principles and methods that govern [archival] work can be made much more precise than they now are, and they can, and will, be standardized. For the reverse of Gresham's law applies to methodology: good principles and techniques will replace the bad and will gain general currency."

T.R. SCHELLENBERG  
*The Management of Archives*  
(1965)

"The major obstacle to improved administration of records, whether public or private, is the absence of a systematized, standardized set of archival definitions, principles, and techniques."

H.G. JONES  
*The American Archivist*  
(October 1965)  
Book review of Schellenberg's  
*The Management of Archives*



# The Management of Oral History Sound Archives

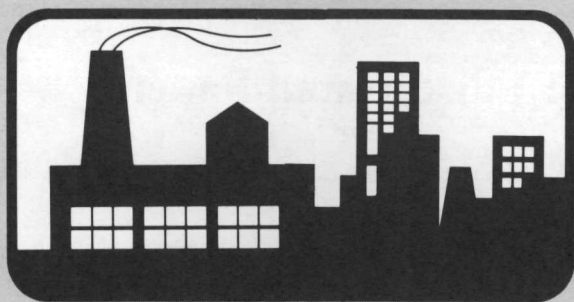
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Also, a condition of access statement notes any user restrictions on the materials. In addition, three indexes—an index by business type, a geographic index, and an index of contact persons—provide other points of access to the entries.

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# Society of American Archivists

## Society of American Archivists Council Meeting Minutes Oak Brook, Illinois 2–4 June 1989

Present were: President Frank B. Evans; Vice President John A. Fleckner; Treasurer Linda Henry; and Council members Nicholas C. Burckel, Richard J. Cox, Maygene Daniels, Linda Edgerly, Linda Matthews, Archie Motley, James O'Toole, Mary Jo Pugh, and Joan Warnow-Blewett. Staff members Donn C. Neal, Paul Conway, and Georgeann Palmer attended all or part of the meeting, and George Farr of the National Endowment for the Humanities also attended a portion of the meeting.

### Call to Order and Adoption of the Agenda

President Evans called the meeting to order at 3:15 P.M. on 2 June and announced several additions to the preliminary agenda. On a motion by O'Toole, seconded by Daniels, Council approved the revised agenda.

### Approval of Minutes

On a motion by Edgerly, seconded by Warnow-Blewett, Council voted unanimously to accept the draft minutes of its meeting on 3–5 February 1989.

### Report of the President

President Evans reported that he had made several new appointments or nominations since the previous meeting. On his nomination, Maygene Daniels

was appointed by the Archivist of the United States to a users' group advising the National Archives and Records Administration on the planning of Archives II. Philip Mason will serve as the Society's official representative on an advisory committee that the National Historical Publications and Records Commission has created to study America's documentary heritage. Evans said that he had nominated several persons, including Richard Cox and Frank Burke, to be considered by the American Library Association as the Society's representative on the committee that ALA is assembling to study its guidelines on accreditation. Burke, James Fogerty, and Ruth Helmuth have been chosen to serve on the new J. Franklin Jameson Award Subcommittee of the Awards Committee, Evans said.

Evans also reported that efforts are under way to achieve a common position with the National Association of Government Archives and Records Administrators on legislative matters, including the agenda of the National Coordinating Committee for the Promotion of History. Evans, Fleckner, and Neal will attend the NAGARA board meeting in July in order to discuss this matter and others. Evans also said that the Society had encouraged its members to urge Congress to consider larger appropriations

for the National Archives and Records Administration.

### Report of the Treasurer

**A. Revision of audit figures for fiscal year 1987–88.** Henry reviewed the process by which deficits in two federal grants closed out during 1987–88 remained on the Society's books and said that the negative balances needed to be transferred to the General Fund for that year. This, she said, would necessitate amending the audit statement for 1987–88. Henry noted that this step was recommended by the Society's auditing firm. On her motion, seconded by Fleckner, this transfer was made and the audit for 1987–88 was amended accordingly.

**B. Report for fiscal year 1988–89.** Henry distributed a financial report for the first ten months of 1988–89 and discussed the reasons for a shortfall in revenue and certain expenditure areas that exceeded estimates. She and Neal responded to numerous specific questions about these matters, and Henry pointed out that from year to year the Society operates on a relatively narrow margin.

Henry also noted that, under the Society's new retirement program for its employees, Council must approve each June the actual commitment of the funds that had been withheld during the fiscal year (3% of

salaries during 1988–89). On a motion by O’Toole, seconded by Motley, Council voted to commit those funds.

### Report of the Executive Director

**A. Annual meeting plans.** Neal briefed Council on the financial difficulties that the hotel in St. Louis was undergoing and on the precautions that the staff had undertaken. It was agreed that a carefully worded statement about this matter should be distributed in the *SAA Newsletter* so that rumors could be scotched, and so that SAA members would have adequate warning of the possible difficulties and information about how the Society was handling this matter.

Moving on to future annual meetings, Neal reported that the plans for 1990 were moving along well and that staff had prepared a possible redesign of the 1992 meeting in order to accommodate the special conditions of meeting in conjunction with Canadian archivists and the Congress of the International Council on Archives. Council members expressed satisfaction with the redesign as described.

Neal and Palmer then outlined the options for the 1994 meeting, reporting that archivists in Indianapolis, Louisville, Cincinnati, and Cleveland as well as Kansas City had invited SAA to consider meeting in their cities. Based upon the combination of economic and other factors, Council narrowed the choice to Louisville and Indianapolis and charged staff with negotiating a final agreement with a hotel in the former city if possible and with one in the latter if necessary.

Neal concluded by noting that Washington, Richmond, and Baltimore would make attractive sites for 1995 and that the

Society would most likely meet in the western United States in 1996.

**B. Update on certification.** Neal reported that more than 150 petitions to be certified had been received, that about 100 persons had been approved already, and that approximately 60 of these persons had paid the entire fee to become certified. He said that expenses for developing the program during 1988–89 had been about as expected but that the delay in approving petitions had meant a lag in expected income; some of this income, he said, would actually be received during fiscal year 1989–90. Neal also described his visits to several regional archival associations, where he spoke on certification, and noted that the certification petition would be distributed as part of the July issue of the *SAA Newsletter*. Finally, he outlined plans for the examination development meeting later in June 1989, and for the candidate handbook to be prepared later in the summer.

Council also discussed a report prepared by Edie Hedlin, chair of the Interim Board for Certification, and a draft agreement (prepared by Henry and Neal) outlining the relationship between the Society and the Academy of Certified Archivists, once established. Henry noted that both SAA and ACA would have to approve the agreement, which included a schedule for the repayment of funds that the Society had invested to develop the program since 1987. Henry expressed a preference for a simple agreement, but Edgerly and others argued for more specificity. There was considerable discussion of how autonomous the Academy would be in practice. O’Toole suggested that the Society seek repayment of funds

with interest, and Warnow-Blewett observed that the Society had invested not only money but a considerable share of the time of the executive director.

It was agreed to divide the draft agreement into two parts: one regarding the schedule of repayment and another regarding the services that the Society would be willing to provide to the Academy. It was also agreed that the Society should propose to retain the rights to the examination until the repayment was completed as security for the loan, but that they should then be transferred to the Academy. It was further agreed that SAA should be given the responsibility for preparing and distributing any materials designed to assist candidates in preparing for the examination, and that the executive director of the Society should represent it at all meetings of the ACA.

Daniels (Cox seconding) then moved adoption of the two agreements for submission to the Interim Board. Henry suggested that the Interim Board be asked to respond to the draft agreements, that the Executive Committee be empowered to discuss any alterations in them with the Interim Board, and that the final versions be presented for approval at the Council meeting in October. There was considerable discussion of the exact process by which the draft agreements would be reviewed and readied for action, including the role that both the Interim Board and the Academy itself would play. Matthews suggested that the executive director secure legal advice, before the Academy comes into existence, regarding how the negotiations between SAA and the ACA should be completed, what can be considered binding as a result of the negotiation process being undertaken, and

the legal status of any repayment schedule included in an agreement. Pugh pointed out that it would be advisable for the Society to remain involved in the development of examinations sponsored by the Academy. Matthews proposed an amendment to the motion that would ask the Interim Board to review and comment on the draft agreements and the executive director then to secure legal counsel on them before final action in October. Motley seconded the amendment, which Daniels and Cox accepted. The motion as amended was then passed without dissent.

**C. Health insurance for SAA employees.** Neal reported that Jim Sauder, the Society's new financial officer, had prepared a thorough study of some possible alternatives for the Society's health, dental, and life insurance plan and that a decision could be made soon, once some additional information was collected and staff could be consulted. Neal noted that a change in plans, provided that benefits could be maintained, might produce several thousand dollars in savings for SAA during the coming fiscal year.

**D. Report on ARIC and NCC meetings.** Henry, who attended the March 1989 meeting of the Archives and Records Information Coalition, said that there had been considerable discussion of the potential of the new information center at the National Archives, and the support that NARA was giving to that center. Council members discussed ways to encourage greater use of and support for this center, and there was a consensus in favor of urging NARA to provide greater support for the center so that it could play a larger role in disseminating information. It was agreed that Fleckner would convey these sentiments to Don

Wilson, along with an invitation to meet with Council in October.

Neal then reported on the April 1989 NCC meeting, saying that it had focused on the need for greater appropriations for the National Archives. He went on to report interest, expressed most recently at the spring 1989 meeting of the Joint Committee of Historians and Archivists, in a conference that would bring archivists and historians together in order to discuss archival education programs. Neal said that he and Arnita Jones, acting executive director of the Organization of American Historians, had agreed to think about a possible proposal for foundation support for such a conference. Council members discussed this idea, with some of them cautioning that a conference like this needed to be carefully planned in order to be most productive and to avoid unnecessary disharmony. Motley and Matthews said that this project should not be a high priority for SAA, given its other needs, and Neal noted that any detailed planning ought to wait until a new education officer could be recruited. O'Toole moved that the executive director, working with a Council committee, develop before October 1989 a preliminary plan for a conference of archivists and historians and explore possible foundation interest in supporting such a conference. Cox recommended that librarians also be included, and this was agreed to. Burckel objected to proceeding without more detailed information about the conference, including its purpose, potential audience, and structure, but Cox noted that the committee would be expected to address these issues. The motion was then approved on a vote of 10 to 2, and Evans asked Cox

(chair), O'Toole, and Pugh to serve on the committee, along with Neal.

**E. Possible grant proposals.** Neal said that he and Fleckner had developed two possible grant proposals to the National Endowment for the Humanities, one for the Office of General Programs and the other for the Office of Research Programs. He said that the Committee on Automated Records and Techniques was continuing to work on a proposal to be submitted to NHPRC. The new education officer, Neal went on, would most likely play a key role in all of these projects, if funded.

**F. Membership report.** Neal distributed copies of the monthly membership report as of May 1989. He noted that this report reflected a more accurate data base than previous reports.

**G. NCC briefing at Council meeting.** Neal reported that Page Putnam Miller would attend the Council meeting in October in order to provide a briefing on NCC and its activities and agenda. There was a discussion of how to inform NCC about archival issues that might be on its agenda, and Fleckner asked what process SAA should employ to develop a legislative agenda for itself. Evans stated that he would name a Council committee to explore this issue: O'Toole (chair), Matthews, and Burckel. The committee was asked to report in October.

**H. Search for new education officer.** Neal announced that Timothy Ericson, education officer since 1987, would be leaving the Society in July 1989 for a position in Wisconsin. In addition to placing advertisements in the *Employment Bulletin* and the *SAA Newsletter*, Neal said, he would be sending a letter announcing the position to all SAA members in



order to accelerate the search process. It is hoped that a replacement for Ericson can be at work by early fall; until then, the executive director will assume these duties.

**I. Preservation project.** Neal reported that NEH had granted funds for a six-month extension of the current preservation education project, and that Paul Conway would continue to direct it. Neal pointed out that the work done as a part of this project had prepared the Society for an expanded initiative in this area in the future and that planning for the funding of that initiative was already underway.

**J. Archives assessment and planning workbook.** Neal circulated a copy of the newly published archives assessment and planning workbook, which, he said, reflects the hard work of Pugh, Paul McCarthy, and Conway. Council requested that Neal send a letter of appreciation to McCarthy for seeing this important project to completion.

**K. Council handbook.** Neal reported that former president Sue Holbert is willing to do much of the editorial work on the Council handbook, and that he would be meeting with her within the next several months in order to arrange for further work on this project.

#### **Report of the Executive Committee**

Cox reported on the Executive Committee meeting held on June 1 and 2. In addition to reviewing and approving the agenda, he said, the Executive Committee discussed a number of concerns regarding NARA's responses to certain issues and supported expressing those concerns to the Archivist of the United States. Cox also said that in discussing a proposed motion to rename the Professional Standards Committee it had be-

come clear that an effort should be made to strengthen the expectations placed upon the committee rather than to limit them, and so the motion would not be considered at this Council meeting.

Cox went on to say that the Executive Committee had also discussed a more active role for the Membership Committee, some possible solutions to the financial needs facing the Society, and the performance evaluation and new contract of the executive director. Cox observed that, as always, most of these items, if not already discussed, would be taken up in detail later in the present meeting.

#### **Report of the Council Committee on Committees**

**A. Committee guidelines.** Cox moved approval of guidelines for the following standing committees: Automated Records and Techniques, International Archival Affairs, and Public Information. Pugh seconded this motion, which was approved without dissent.

**B. Election to Nominating Committee.** By lot, Council selected Pugh and Motley to serve as its representatives on the 1989-90 Nominating Committee.

**C. Report from Membership Committee.** Cox noted that the Membership Committee had reported informally rather than formally, and that it continued to work on several projects related to membership development.

#### **Report of the Council Committee on Sections and Roundtables**

**A. Draft guidelines for roundtables.** Warnow-Blewett described the latest draft of guidelines for roundtables. It was agreed to request from each roundtable, as part of its initial

three-year plan, a statement of purpose. Cox questioned the need to publish each section and roundtable's three-year plan in the *SAA Newsletter*, and it was agreed to require each of these groups to submit a summary of up to 150 words, which might be published. Council also discussed the timing of budget requests for sections and roundtables, agreeing that preliminary requests would be filed before the winter Council meeting and final ones in time for Council's spring budget meeting. When Council turned to the proposal for a ten-year review of the need and purposes of each section and roundtable, Edgerly suggested that SAA try the new three-year planning process and then institute a "sunset" provision if that seemed needed. Several Council members pointed out that roundtables were intended to be informal, information-exchanging groups rather than action bodies, and that they could be pressed too hard to undertake planning and projects. It was agreed, however, that they should be expected to report on their attendance at annual meetings, in part so that a record could be maintained of interest in the roundtable and in part so that the Membership Committee could collect the names of potential new SAA members. Warnow-Blewett said that her final version of the guidelines for sections and roundtables would incorporate these revisions. Edgerly moved the acceptance of the report as amended, with Burckel seconding, and this motion passed unanimously.

**B. New roundtable.** Warnow-Blewett presented a petition for a Recorded Sound Roundtable, and Neal said that a sufficient number of SAA members had signed the petition. Cox moved creation of the

new roundtable, Burckel seconded the motion, and Council voted unanimously to create it.

### Report of the Council Committee on Task Forces and Representatives

**A. Report on SAA representatives.** Ederly explained that the final version of this report would be presented at the October meeting of Council.

**B. SAA membership on National Standards Council.** Ederly reported that the Task Force on Archival Standards had urged that the Society become more involved with several groups that actively maintain standards affecting archival practice. The Task Force recommended that SAA become a member of, and appoint a representative to, the National Information Standards Organization, which has responsibility for standards in a number of areas of interest to archivists: bibliographic information interchange, permanent paper, and environmental conditions for storage, for instance. The annual fee would be \$750. The Task Force also recommended, Ederly went on, that SAA participate (at no cost) in the National Standards Council of the Association for Information and Image Management, which would bring the Society into contact with those groups involved in establishing standards for microform. Ederly said that the Council Committee on Task Forces and Representatives had endorsed these recommendations.

Ederly also reported that the Task Force had revised its 1989–90 request upward to \$1,000, which would help it to compile and print in either the *SAA Newsletter* or the *American Archivist* a list of standards applying to archival practice in North America.

Members of Council asked

for more information about the direct usefulness to SAA members of the Society's participation in NISO and the NSC, and Ederly pointed out that these are the arenas where standards affecting archival practice in the future will be created. Neal wondered if NISO would permit SAA to send an observer, who could report on the potential usefulness of SAA membership in NISO, and Evans suggested that SAA inquire about working with NARA to have its present delegate represent the Society's interests as well. Burckel moved that additional information regarding the benefits of SAA membership in NISO be sought, that in the meantime the executive director explore observer status for SAA, and that a report be made in October. Matthews seconded this motion, which was approved without dissent. It was agreed that the list of standards that the Task Force was preparing be submitted for possible publication in the *American Archivist*.

**C. Membership in American Institute for Conservation.** Evans explained that SAA's representative to the American Institute for Conservation, Karen Garlick, had recommended a closer relationship between it and the Society, and it was agreed to request her to prepare a concrete proposal for the next meeting.

**D. NHPRC study.** Council discussed a report from the Society's representative to NHPRC, Helen Samuels, regarding the Commission's project to study America's documentary heritage. Ederly pointed out that two issues were involved in this matter: the appropriateness of the study itself and Council's relationship with the Society's representative to NHPRC. There was considerable support for Samuels' crit-

icism of the Commission's project, and Burckel moved that Council communicate to her its approval of the position that she had taken. Cox seconded this motion, which was amended at Ederly's suggestion, to request that Samuels report back to Council following the next Commission meeting. This motion was approved without dissent. Burckel then urged that clearer instructions be given to the Society's next representative to NHPRC, and Fleckner suggested that formal guidelines be prepared. Ederly noted that these would be included in her committee's forthcoming report on task forces and representatives.

### Report of the Council Committee on Goals and Priorities

Cox expressed his regret that Council spends so little time on reviewing and revising goals and priorities. Burckel suggested that better scheduling would permit more time for goals and priorities, and Matthews moved that a discussion of goals and priorities be the first topic taken up at the initial Council meeting for 1989–90, to be held at the 1989 annual meeting. Motley seconded this motion, which passed on a vote of 6 to 5. Pugh observed that there appears to be no overall use of goals and priorities in the conduct of Council business, and Warnow-Blewett wondered if the discussion of goals and priorities might better come during the winter meeting rather than during the spring budget meeting.

### Old Business

**A. Council members' service on other SAA bodies.** Cox moved (Burckel seconding) the following resolution dealing with the service of Council members on other SAA bodies:

Council recognizes that its members and the elected officers of the Society should maintain close and active ties with constituent groups of the Society in order to be informed of their activities and concerns. Council also recognizes that some of its members and the officers may have knowledge or experience needed for certain Society activities and initiatives. At the same time, however, Council recognizes the critical importance of making leadership positions open to as many individuals as possible. It also recognizes that service in elected capacities is demanding. With these factors in mind, Council establishes the following policy for its members and the elected officers of the Society.

Members of Council and elected officers are encouraged to remain involved in activities of the Society as members, observers, and participants in its constituent groups, and as representatives to other organizations. In recognition of the demands of Council service and the need to open leadership positions to as many Society members as possible, however, Council members and elected officers may not serve as officers, steering committee members, or editors for any other body within the Society.

Council reaffirms its position that no elected officer or member of Council shall concurrently serve as a paid employee of, or contractor to, the Society, with the exception that contracts let prior to election may be completed.

After some discussion, Council voted 10-2 to approve this motion. Motley asked that

his dissent be recorded in the minutes.

**B. Policy Regarding position announcements in the *SAA Newsletter*.** Motley, introducing the discussion on behalf of the ad hoc Council committee had he had chaired, noted that Council needed to deal with two separate issues: the specific instance that some SAA members directed attention to, and the broader issue of whether or not position announcements in the *SAA Newsletter* and the *Employment Bulletin* should contain a salary range. The committee, Motley continued, decided to recommend that SAA endorse a policy similar to the one enunciated by the Midwest Archives Conference and that SAA request salary ranges from employers listing positions. Neal asked for guidance regarding the operational implications for the SAA office staff. Daniels opposed requiring salary ranges, since inclusion of these might have the effect of limiting rather than increasing the average level of salaries. Motley suggested that the executive director might review and edit advertisements to ensure that they are not discriminatory, and Fleckner said that it might be well for SAA to print a statement similar to the one that MAC had devised. Motley moved that Council direct the executive director or his designated staff member to review all position announcements submitted to the *SAA Newsletter* and the *Employment Bulletin*; and that Council authorize the executive director or his designated staff member to refuse to print position announcements that are clearly inconsistent with the principles of non-discrimination and intellectual freedom. Matthews seconded this motion, which was approved on a vote of seven to four, with one abstention.

Matthews then moved (Pugh seconding) that all those employers submitting position announcements be strongly urged to provide salary ranges for these positions. Council discussed the pros and cons of this step and then voted 11-1 in favor of doing so.

**C. Report from ad hoc Council committee on contributions.** Warnow-Blewett, who had chaired the ad hoc Council committee on contributions, introduced the document that the committee had prepared. She observed that the Society is well-placed to solicit contributions, including a challenge grant; to commence an annual giving campaign; and to undertake other fund-raising efforts (including encouraging estate planning). She said that the committee had recommended a modest start, with a more formal plan to be developed by a group to include both Council members and other members of the Society. Fleckner asked if giving SAA members the opportunity to choose among the areas where contributions are needed would be desirable. Henry suggested that Council might appoint a group to plan and conduct an annual giving campaign during November and December of 1989, reporting its plan of action at the October 1989 Council meeting. It was agreed that this step might be considered as an initial one, and that a long-range effort would also be needed. It was also agreed that the Society could profit from the advice of a fund-raising consultant. Evans offered the opinion that the vice president should assume the lead in any fund-raising effort, and Council discussed at some length the goals and techniques of developing a fund-raising plan. Neal offered to circulate a document on financial goals for SAA that he had submitted

to the Executive Committee in August 1988. Matthews moved that the vice president chair a working group to gather information on potential strategies and sources for the future development of fund-raising activities and prepare a working paper for Council discussion. Burckel seconded her motion, which was unanimously approved. Evans appointed Warnow-Blewett, Henry, Burckel, and Fleckner (chair) to serve on this working group.

**D. Proposal from Committee on Education and Professional Development regarding certification.** Cox expressed his concerns about the proposal as submitted, arguing that it needed to address the concept of "entitled" programs more broadly and to clarify the respective roles of CEPD and the Academy of Certified Archivists, once established. Pugh recommended that Council endorse the concept of entitlement of archival education programs, thereby underscoring the link between certification and archival education. Fleckner suggested that a small group might refine the CEPD proposal for its review in October, and for review then by the Academy. Daniels then moved, with Motley seconding, a resolution registering Council's endorsement of the principle of entitled programs as a way of strengthening graduate archival education. This motion was approved without dissent. Fleckner then moved, with Burckel seconding, that an ad hoc Council committee refine the CEPD proposal, consulting with both CEPD and the Interim Board, so that final action could be taken at the Council meeting in October. This motion was also approved without dissent, and Evans asked the already established ad hoc committee of Cox, O'Toole,

and Pugh to take on this additional assignment.

**E. Contract and performance evaluation for executive director.** Evans announced that the Executive Committee had conducted a positive evaluation of the executive director and had successfully negotiated a new contract with him. This contract, Evans said, would be a "rolling" contract for two years, renewable each year for an additional year. He also noted that the executive director's request for a two-month sabbatical would be considered in the future.

**F. Proposed Committee on Institutional Evaluation.** Pugh, the author of a proposal for a new standing committee on institutional evaluation, pointed out that one of the ways in which a profession regulates itself is through the evaluation of the institutions where professionals work. A new standing committee, she said, would carry forward the work of the Task Force on Institutional Evaluation by publicizing existing tools, revising them, and collecting data on a regular basis—both for the profession as a whole and for constituent groups. The committee, she continued, would be expected to maintain a liaison with the Task Force on Standards. Burckel asked about the timing of the next archival census, and Pugh replied that outside funding will be needed. Fleckner suggested adding a focus on institutional development and management to the scope of the proposed committee, and Cox said that the committee should also be concerned with setting standards. In response to Cox, Pugh said that the existing task force should complete its work first. Council discussed whether the proposed committee should focus on evaluation or development, ultimately changing its name to

Committee on Institutional Evaluation and Development. After additional changes in the charge as drafted, Council (motion by Cox, second by Henry) approved creation of the committee. Evans noted that Council typically creates new bodies and endorses new activities without regard to the financial implications their creations entail, and he suggested that future proposals address these implications; his suggestion was received favorably.

### New Business

**A. Publication of election results.** Council discussed the suggestion that candidate-by-candidate vote tallies from the Society's elections be published in the *SAA Newsletter* but decided not to alter the present policy, which enables individual members to request the tallies.

**B. SAA policy on influencing sentencing.** Evans reported several requests urging him as president to write letters to judges in cases of archival theft. He asked for guidance. Burckel suggested that each president make his or her own judgment, and, over Motley's objection, this was the consensus among Council.

**C. Report on National Archives Users Group.** Daniels, a member of an ad hoc committee of six persons appointed by the Archivist of the United States to advise the National Archives and Records Administration on plans for its new building, reported on the meetings that she had attended. She said that the discussions helped NARA to refine the design to serve users better. Burckel asked if the architect had used a consulting archivist, and how archivists could work with that person to strengthen the design.

**D. Report from Editorial**

**Board.** Evans summarized the written report that the chair of the Editorial Board, Susan Grigg, had made to the Executive Committee. Council discussed two points in particular: the role of the Editorial Board in making financial decisions, now that the Publications Management Board had been dissolved, and the future role of a non-serials editor, if one can be retained. On the first matter, Henry said that the Editorial Board should prioritize its recommendations about publications for the Society to pursue and that Council would commit itself to finding the resources to publish good titles once the Editorial Board had recommended them. On the second issue, Henry said that Council intended the new non-serials editor to undertake program development as well as actual editing. Cox stated that the Society needs a document to provide an overall publications plan, especially in the area of non-serial publications. He asked if Grigg might be requested to draft a discussion document that would analyze the role that SAA plays in publishing archival literature and the gaps that exist. Fleckner suggested that Neal communicate the sense of Council's discussion to Grigg, giving assurances where necessary, and this step was agreed to.

#### **SAA Budget for 1989-90**

Henry, in presenting a draft budget for fiscal year 1989-90, complimented the Society's new financial officer, Jim Sauder, for his work in establishing control over SAA's finances and in helping to prepare estimates for the coming year.

Discussion of the proposed budget, which envisioned a deficit for 1989-90, centered upon sales estimates for the new manual series, the use of the

education endowment, and the level of income expected from dues. Several members of Council argued that the Society could realize more income from the annual meeting and from providing services to non-members. Neal pointed out that the budget for fiscal year 1990-91 would also be under some strain, since during that year the Society would be absorbing all of the salary and benefits for the education officer, would not realize any income from certification fees, and should be prepared to add to the staff a program assistant for education. In addition, he said, the Society could not be sure of having income from indirect costs.

At the request of Evans, Fleckner reported on discussions the Executive Committee had had regarding additional sources of income. Fleckner said that the Committee had discussed increased contributions; a revised dues structure; repayment by the Academy of Certified Archivists of SAA's investment in certification, perhaps with interest; additional grants; and efforts to enlarge the Society's membership, advertising revenues, and publications sales.

Daniels asked where spending cuts might be made, and Henry pointed out that the proposed budget already included such economies; the problem is, she said, that no amount of cutting would balance the budget for 1989-90, let alone provide for rebuilding the Society's reserves. Henry advocated a dues increase for institutions and an increase in the rates for subscriptions, with a dues increase for individuals to take place in 1990. Pugh asked about the implications of a failure of certification, if the revenues expected do not materialize. Henry noted that the long-range implications

could not be determined but that for the immediate future SAA's budget would benefit from certification, since fees for certification by petition will be received during fiscal year 1989-90.

After considerable discussion of alternative sources of revenue and Henry's description of the increases that the Executive Committee had considered, O'Toole observed that there appeared to be a consensus among Council members in support of raising institutional dues and subscription rates. Discussion then turned to the nature of the increases to propose, and how and when to do so. Egerly moved (Cox seconding) the following proposal: that institutional dues be increased to \$100, effective 1 January 1990, subject to approval at the 1989 business meeting; that sustaining institutional dues be increased to \$200, effective 1 January 1990, subject to approval at the 1989 business meeting; that subscription rates for the *American Archivist* be increased to \$50 (North America) and \$65 (all other), effective 1 January 1990, subject to approval at the 1989 Business Meeting; that a fundraising packet be prepared for distribution during November 1989; and that a proposal for an individual dues increase be drawn up for action at the 1990 business meeting. Pugh said that subscription rates could be increased without a vote at the business meeting, and Egerly and Cox accepted her amendment to change the effective date of the new rates to 1 July 1989 and to strike the provision relating to approval of new subscription rates by the 1989 business meeting. There was discussion of the benefits provided under each membership category, and it was agreed that this subject deserved further

study. Egerly also urged that a realignment of dues categories should be studied and take effect as any increases were implemented. The vote on her motion was five in favor and seven opposed.

Daniels then moved (Warnow-Blewett seconding) the following: that institutional dues be increased to \$100, effective 1 January 1990, subject to approval at the 1989 business meeting, with these members to receive the journal, the newsletter, and publications discounts; that sustaining institutional dues be increased to \$200, effective 1 January 1990, subject to approval at the 1989 Business Meeting, with these members to receive the journal, the newsletter, publications discounts, an annual meeting packet, a membership directory, and one free copy of each SAA publication; that a "sponsor" category be created, subject to approval at the 1989 business meeting, with these members to receive two copies of the journal, two copies of the newsletter, publications discounts, an annual meeting packet, a membership directory, and one free copy of all new SAA publications; that subscription rates for the *American Archivist* be increased to \$55 (North America) and \$70 (all other), effective as soon as possible; that a fund-raising packet be prepared for distribution during November 1989; and that a proposal for an individual dues increase be drawn up for action at the 1990 Business Meeting. There was discussion of the proposed new sponsor category and its benefits, and how to promote such membership. Daniels commented that the proposed increases in institutional dues and subscription rates for the *American Archivist* recognize that the Society is principally an indi-

vidual membership organization and that the proposed changes would encourage individual membership and participation in the Society. Fleckner urged an annual giving campaign as a more focused version of a "fund-raising packet." Council then agreed to vote on just the increases in dollar amounts, leaving the topics of a fund-raising packet and a plan for increased individual dues for later action. The motion was approved unanimously.

Daniels urged development of a strategy for undertaking a giving campaign and for increasing individual dues but decided not to put these proposals into the form of a motion.

Henry reported that increasing subscription rates would reduce the prospective deficit for 1989-90 substantially, and that the increases in institutional dues, if approved at the 1989 business meeting, would eliminate the prospective deficit altogether.

Next, Council turned to the requests from SAA bodies for funding for 1989-90. Egerly reported that the Committee on Task Forces and Representatives recommended support for one meeting of the Joint Committee of Historians and Archivists (\$1,250), dues for the National Institute for the Conservation of Cultural Property (\$100), the costs of participating in the Network Advisory Committee (\$140), and funds for a conference call for the Task Force on Records Management (up to \$100). Daniels said that the Society should develop a policy on how much support to provide to its representatives and proposed a policy of equivalent support for similar groups. Egerly replied that it is not possible to support all groups and that her committee regarded the

Joint Committee of Historians and Archivists as particularly important.

Warnow-Blewett then reported the recommendations of the Committee on Sections and Roundtables. She asked that this committee have discretion to grant requests for the newsletters of sections and roundtables, including requests for additional pages. The total amount for 1989-90, she said, would be \$3,800. There was a consensus in support of this proposal.

Cox reported for the Committee on Committees, which recommended the following: for the Committee on Archival Information Exchange, \$1,550 for two meetings and \$50 for a subscription; for the Committee on Automated Records and Techniques, \$75 for supplies and postage; for the Committee on Education and Professional Development, \$1,500 for a mid-year meeting (contingent on receipt of additional information); for the Committee on Goals and Priorities, \$1,500 for a mid-year meeting; for the Committee on International Archival Affairs, \$100 for its newsletter; for the Nominating Committee, \$100 for meals in connection with its meeting; and for the Committee on Public Information, \$1,500 for a mid-year meeting and \$450 for press kits and other projects. Cox, citing Evans' stricture about creating new committees without funding, also suggested that Council provide \$1,500 to the newly established Committee on Institutional Evaluation and Development so that it could meet during the year. He pointed out that the Committee on Committees recommended \$1,500 as the maximum amount to provide for a mid-year meeting. Council also took note of the request of the Committee on Goals and Priorities to draw

upon \$1,500 allocated to it for 1988–89 and directed that these funds should not be spent, since the grant under which the Committee was operating had been extended. Edgerly questioned the amount being allocated to the Committee on Archival Information Exchange in view of other priorities.

Cox then moved adoption of the proposed budget for 1989–90 as revised. O'Toole seconded the motion, which was adopted without dissent.

Commenting on the reports of the various groups, Daniels objected to restructuring the Holmes Award to enable U.S. archivists to travel overseas, and

there was a consensus opposed to any change in the award.

Henry then moved creation of a Council committee (but also including the chair of the Membership Committee, Roland Baumann, and the executive director) to develop a plan for an increase in individual dues, to be presented at the 1990 business meeting; the committee, she said, would report to Council in January 1990. Burckel seconded this motion, which was approved unanimously. Evans said that he would appoint Henry, Motley, and incoming Council member James Fogerty to serve on this

committee along with Baumann and Neal.

#### **Announcements and Other Business**

Evans reminded Council members that the next meeting would take place at the SAA Annual Meeting in St. Louis on Tuesday, 24 October.

#### **Adjournment**

There being no other business, Council adjourned at 12:15 P.M. on 4 June 1989.

DONN C. NEAL

*Executive Director*

*Approved by SAA Council: 24 October 1989.*

## **Society of American Archivists Council Meeting Minutes St. Louis, Missouri 24 October 1989**

Present were: President Frank B. Evans; Vice President John A. Fleckner; Treasurer Linda Henry; Council members Nicholas C. Burckel, Richard J. Cox, Maygene Daniels, Linda Edgerly, Linda Matthews, Archie Motley, James O'Toole, and Joan Warnow-Blewett; Vice President Elect Trudy H. Peterson; and Council member elect Robert Sink. Also attending was Executive Director Donn C. Neal. Council member Mary Jo Pugh was unable to attend due to family emergency, and Council members elect Terry Eastwood and James E. Fogerty were unable to attend because of teaching commitments.

Attending as guests for a portion of the meeting were two representatives from the Association of Records Managers and Administrators, President David O. Stephens and Executive Director James P. Souders. Also attending a portion of the meeting was Page Putnam Miller,

Executive Director of the National Coordinating Committee for the Promotion of History.

#### **Call to Order and Adoption of the Agenda**

President Evans called the meeting to order at 9:05 A.M. and welcomed Peterson and Sink. Executive Director Neal related several additions to the agenda, as recommended by the Executive Committee, and the agenda was then adopted. Neal also said that the Executive Committee had requested that its report be moved earlier in the agenda, and this was agreed to.

#### **Approval of Minutes**

O'Toole inquired about the Society's policy regarding recording dissenting votes in the minutes. He subsequently moved that when there is a divided vote the names of those voting both pro and con be recorded in the minutes. Motley seconded this motion, which

was approved unanimously. Matthews then moved approval of the minutes of the Council meeting of 3–4 June 1989. Burckel seconded this motion, which was approved without dissent.

#### **Report of the Executive Committee**

Cox reported that the Executive Committee had reviewed the Council agenda and discussed a large number of issues, including the breakfast meeting with Claudine Weiher; fundraising and giving initiatives; financial planning; dues levels; the executive director's view of SAA's priorities; the relationship between SAA and the Academy of Certified Archivists; the executive office workplan for 1989–90; the entitlement proposal; and the criteria for the Distinguished Service Award. He said that he would be reporting the recommendations of the Executive Committee as Council progressed through the agenda.

Evans added that the Executive Committee had also established some broad time limits for each portion of the agenda so that Council could complete its work efficiently.

### Report of the President

Evans announced that the lecturer expected from the Soviet Union would be unable to come to the United States until later in the year. He reported on the ICA Roundtable meeting that he had recently attended and reminded the members of the Resolutions Committee that they should review all resolutions presented at the annual business meeting. Evans informed Council that he had received from Larry Dowler a request that the Society adopt as a standard the second edition of *Archives, Personal Papers, and Manuscripts*, being prepared by Steven Hensen. Matthews made a motion to this effect, and Ederly seconded the motion. The vote to adopt the publication as a standard was unanimous.

### Report of the Vice President

Vice President Fleckner distributed a list of his appointments for 1989–90, noting that Frank Evans should be added to the list as SAA's representative to the Section of Professional Archival Associations of the International Council on Archives.

### Report of the Treasurer

Treasurer Henry distributed copies of the 1988–89 audit statement for information, noting that Council would act upon the statement at its winter 1990 meeting. She went on to review the substance of her report at the forthcoming business meeting. Henry pointed out that a portion of the deficit for 1988–89 could be traced to the fact that receipts for certification continued to be received after

the fiscal year had closed, and that the Society's advances had now been entirely repaid. The remainder of the 1988–89 deficit, Henry went on, could be attributed to a smaller-than-expected surplus from the 1988 annual meeting, not budgeting for depreciation, and other items. She said that she would emphasize at the business meeting the narrow margin the Society operates on and the very small reserve it has.

Matthews asked if there was one major reason for insufficient revenues, and Henry replied that the reasons vary from year to year; the important factor, she said, is that the Society has no "cushion" for weathering what would otherwise be minor fluctuations. Ederly emphasized that during the last several years Council has been addressing the Society's long-term financial conditions and needs and not just responding to a series of immediate crises. She also noted that Council now has better information and an improved sense of planning. Burckel observed that the demands upon the Society's budget were the result of some valuable initiatives. Henry also distributed a report on income and expenditures for the first quarter of 1989–90, pointing out that the format had been rearranged to group similar functions.

### Report of the Executive Director

Neal reported on planning for future annual meetings. He said that the Society might experiment in 1990 with a briefer pre-convention program booklet, with the full program to be distributed in Seattle. This experiment, which would help to accelerate the distribution of program information during the ten months before the 1990 meeting, would also yield cost savings. Neal said that staff

would ask for reactions to this idea on the questionnaire to follow the 1989 meeting. On a motion by Warnow-Blewett, seconded by Cox, the executive director was asked to explore this possibility. Neal also described progress in planning the meetings for 1991 and after.

Neal reported that 755 petitions for certification had been received, and that twenty-one persons would be taking the first examination. Cox said that the Executive Committee had found it difficult to address the relationship between SAA and ACA because the latter had not yet organized; the Executive Committee recommended, he said, that it be empowered to negotiate with ACA regarding the relationship between the two bodies. O'Toole asked if Council wished to give the Executive Committee any instructions, and Ederly said that Council had already expressed its concerns. She moved that Council affirm its support for the Executive Committee to negotiate with those authorized by ACA on issues related to the Academy and the interaction between SAA and ACA, taking into account the negotiating documents drafted in June 1989. Matthews seconded this motion, which was approved unanimously. On a motion by Burckel, seconded by Warnow-Blewett, Council then passed unanimously a resolution of appreciation for the members of the Interim Board for Certification.

Continuing his report, Neal said that a change in the health insurance coverage for SAA employees would not be possible without reduced coverage for some employees. He went on to report on three grant proposals that had recently been submitted. One, to the National Endowment for the Humanities, would help archivists to use predictable, high-visibility



events to develop effective public programs. Another, also to NEH, would collect information about current archival reference services and practices and access issues in the humanities. The third, Neal said, had been submitted to the National Historical Publications and Records Commission. It would support production of three teaching packets in automated records and techniques. All of these projects, if funded, would include additional staff, Neal observed.

Neal then circulated current membership figures and provided some estimates of how the membership might redistribute if there were additional income categories. He noted that the 1989 survey, the results of which would be available soon, would provide useful information about the salary profile of the membership.

Neal introduced the Society's new education officer, Jane A. Kenamore. On the Council handbook, Neal said that Sue Holbert would be helping to complete this project. Burckel suggested that the handbook be finished in time for the June 1990 Council meeting.

Cox said that the Executive Committee had taken no position on the issue of SAA sponsorship of a group health program for members, as proposed by a commercial firm. Edgerly questioned the benefit of such sponsorship, but Burckel recommended that a decision be made after receipt of a full proposal. He moved that a full proposal be invited, and that information be collected from other associations sponsoring similar plans. O'Toole seconded this motion, which was approved on a vote of ten (Evans, Fleckner, Henry, Burckel, Cox, Daniels, Matthews, Motley, O'Toole, and Warnow-Blewett) to one (Edgerly).

Neal presented the executive office workplan for 1989-90, noting that Council action would take place at the meeting on 28 October. He also circulated a memorandum dealing with a decision not to proceed at this time with publication of *MARC for Visual Materials*. Motley questioned this decision, which Neal then further explained.

Neal also reported on a recent preservation management institute for Latin American archivists, and Council asked that he express the Society's thanks to James Grant Stroud, who organized and directed the institute. Neal described a preservation planning meeting, also held recently, pointing out that Paul Conway would be drafting a proposal to NEH for expansion of the Society's activities in this area. Cox complimented Conway for his work on the conference and the project as a whole.

Neal said that SAA's efforts to become involved in planning for the forthcoming White House Conference on Library and Information Services had been frustrated. Evans noted that the National Association of Government Archives and Records Administrators was preparing a position paper on issues and suggested that SAA do the same. Burckel moved that the president appoint, with Executive Committee approval, a knowledgeable person to represent the Society's perspective during the planning process. Motley seconded this motion, which was approved without opposition.

At the conclusion of the Executive Director's report, Council approved a resolution of appreciation to the SAA staff for its work during 1989 under particularly trying circumstances.

### **Report of the Council Committee on Committees**

Cox said that, with the exception of the Committees on Archival Information Exchange and Professional Standards, guidelines had been prepared and edited for all SAA committees. Daniels said that the remaining work would be done by the Winter 1990 meeting, if possible. She also invited comments that could be relayed to committees at the regular meeting between their chairs and the Council Committee on Committees. Fleckner suggested that the Awards Committee be encouraged to seek out potential recipients. There was also discussion of the role of the Professional Standards Committee.

### **Report of the Council Committee on Sections and Roundtables**

Warnow-Blewett presented an application for a new Roundtable of MicroMARC: amc Users. O'Toole moved approval, with Edgerly providing the second. The vote was unanimous. Warnow-Blewett also said that guidelines for sections and roundtables approved by Council at its June 1989 meeting had been distributed and would be discussed during the forthcoming annual meeting. She also displayed new attendance reporting sheets for SAA roundtables.

### **Report of the Council Committee on Task Forces and Representatives**

Edgerly reported that the National Information Standards Organization is willing to accept an observer from SAA. She suggested that discussion of how to implement this practice be put aside until the Winter 1990 meeting, when Council would be receiving a series of recommendations regarding stan-

dards. Egerly also said that the Committee would clarify the matter of the recommendations regarding SAA's involvement with the American Institute for Conservation.

Council then discussed the communication it had received from the Society's representative to NHPRC, Helen Samuels. Fleckner pointed out that he would present at the 28 October meeting the name of a person to replace Samuels, and that Samuels would be attending that meeting. Council discussed her recommendation that Commission members receive SAA publications. On a motion by Burckel, seconded by Matthews, Council urged the new NHPRC representative to communicate at least once a year with the members of the Commission regarding publications and other information they would be receiving from the Society. This motion was approved without dissent. Cox said that he would like to see exploration of Samuels' suggestion that the success of projects be communicated to the Commission, and Egerly said that this practice could be implemented without much difficulty.

Council also received interim reports from the Task Force on Consultant Guidelines and the Task Force on Ethics.

Egerly reviewed development of the Committee's report on SAA representatives, noting Neal's comment that the executive office could accommodate itself to all of the recommendations. Fleckner asked if Council action was anticipated, and it was decided to ask the Committee to return on 28 October with any specific actions that Council should authorize. Evans expressed Council's appreciation to Egerly and her colleagues for their work and asked Burckel to su-

perwise the completion of the project.

### **Report of the Council Committee on Goals and Priorities**

Cox observed that the Council Committee on Goals and Priorities was scheduled to report at the meeting on 28 October.

### **Old Business**

Fleckner reviewed with Council materials, including a draft letter, that he had prepared for an annual giving campaign. He said that a campaign in 1989 would set a structure in place for the future. Egerly moved that the Society proceed, and Warnow-Blewett seconded this motion. A vote to do so was unanimous. Fleckner also presented a draft framework for considering the long-term financial goals of the Society. Daniels suggested that this framework should be seen in connection with SAA's goals and priorities. After considerable discussion, it was agreed that Council should devote time at its winter 1990 meeting to extended analysis of a further refinement of Fleckner's draft.

Cox, reporting for a committee consisting of himself, Pugh, and O'Toole, said that the committee had not been able to come to agreement yet on the concept of entitled graduate programs. At the suggestion of Evans, each Council member and officer present offered an opinion on the issue as guidance to the Committee on Education and Professional Development, which was asked to produce a new document embodying a definite proposal for Council consideration at its winter 1990 meeting. Cox offered a motion to endorse entitlement in concept and to request that CEPD (1) use the 1988 Graduate Education

Guidelines to create a procedure for identifying entitled programs, (2) study and make recommendations on related issues, and (3) establish a timetable for implementing an entitlement program. Motley seconded this motion, which was approved unanimously.

Henry, reporting for an ad hoc committee studying a possible dues increase, said that it would report at the 28 October meeting. She added, however, that the Society needed to establish a relationship between individual and institutional dues levels. She moved fixing the latter \$25 above the highest individual category, with sustaining membership dues double those for institutional members. After some discussion, Council decided to employ a percentage instead of a specific dollar amount. Egerly suggested a motion that would rescind the June 1989 motion of Council and (subject to action at the business meeting) set institutional dues at more appropriate levels: one-third higher than the highest category of individual dues, with sustaining membership double institutional dues, effective with billings in December 1989. Henry agreed to revise her motion to accommodate these suggestions, and Warnow-Blewett seconded the revised motion, which then passed unanimously.

Cox, reporting for another ad hoc committee that had considered a proposed conference on archival education, moved Council approval of the position paper that the committee had drafted. Motley seconded this motion, which passed on a vote of ten (Evans, Fleckner, Henry, Cox, Daniels, Egerly, Matthews, Motley, O'Toole, and Warnow-Blewett) to one (Burckel). It was agreed to send the position paper to the acting executive secretary of the Or-

ganization of American Historians, originator of the idea.

Peterson pointed out that a resolution on permanent paper, already approved by the U.S. Senate, awaited action by the House of Representatives. She urged a letter endorsing the resolution, and Evans observed that such a step would be consistent with the resolution adopted by SAA's 1988 business meeting. Peterson added that the Joint ALA/SAA Committee on Archives and Library Relationships had also endorsed the Senate resolution. On a motion by Daniels, seconded by Fleckner, Council voted without dissent to endorse the Senate resolution.

#### **New Business**

At this point in the agenda, Council met with guests. These included two representatives from the Association of Records Managers and Administrators, President David O. Stephens and Executive Direc-

tor James P. Souders, who joined Council for a wide-ranging discussion of possible collaboration between ARMA and SAA as proposed in the report of the Task Force on Records Management. Topics covered included cooperation in meetings, publications, and education. It was agreed that both organizations would consider establishing a joint committee, which could pursue these areas of potential collaboration.

Later, Council had its regular annual meeting with Page Putnam Miller, Executive Director of the National Coordinating Committee for the Promotion of History. She and Council discussed NCC's activities and the Society's perspectives on them.

Council also discussed its upcoming meeting with the Deputy Archivist of the United States, Claudine Weiher, and the topics that were likely to arise at the meeting. Fleckner

noted that this meeting should be seen as part of an ongoing process that would include, for instance, a meeting with the Archivist of the United States during the winter of 1990.

#### **Announcements and Other Business**

Fleckner presented two resolutions recognizing the service of retiring Council members Richard J. Cox, Linda Edgerly, and Joan Warnow-Blewett, and outgoing SAA President Frank B. Evans. These resolutions were seconded by several persons and approved by voice vote.

#### **Adjournment**

There being no other business, Evans adjourned the meeting at 6:25 P.M.

DONN C. NEAL

*Executive Director*

*Approved by SAA Council: 23 February 1990.*

## **Society of American Archivists Council Meeting Minutes St. Louis, Missouri 28 October 1989**

Present were: President John A. Fleckner; Vice President Trudy H. Peterson; Treasurer Linda Henry; Council members Nicholas C. Burckel, Maygene Daniels, Terry Eastwood, James E. Fogerty, Linda Matthews, Archie Motley, James O'Toole, Mary Jo Pugh, and Robert Sink. Also attending was Executive Director Donn C. Neal.

Attending as guests for a portion of the meeting were two representatives from the Committee on Goals and Priorities, John Burns and Anne Diffendal; Patricia Battin, president of the Commission on Preservation and Access; Helen Samuels, the Society's representative to the National Historical Pub-

lications and Records Commission; and two of the officers of the Academy of Certified Archivists, President Gregory S. Hunter and Treasurer Karen Benedict.

#### **Call to Order and Adoption of the Agenda**

President Fleckner called the meeting to order at 5:40 P.M. and reviewed the agenda.

#### **Approval of Minutes**

There were no minutes to approve.

#### **Report of the Executive Committee**

Fleckner reported that the Executive Committee, less the

member to be elected by Council, had met briefly in order to discuss certain items on the agenda, and to discuss with the newly chosen officers of the Academy of Certified Archivists how to effect the transition from SAA's management of certification to that of the ACA, the organization of the Academy, and how SAA and ACA might relate to one another in the future.

#### **Report of the President**

Fleckner introduced two of the officers of the Academy of Certified Archivists, President Gregory S. Hunter and Treasurer Karen Benedict. Hunter emphasized the need to finish

the petition phase of certification and transact necessary business until ACA could complete its organizational process. He expressed a desire for cooperation between ACA and SAA. Henry said that she had given the ACA's officers the draft service agreement that Council had discussed in June 1989, for their study and reactions. Hunter said that the Academy would be looking for volunteers and airing the many issues that needed to be resolved.

President Fleckner, proceeding with his report, said that efforts were under way to arrange for the Archivist of the United States to meet with Council in February 1990. He invited certain members of Council to volunteer to develop short discussion papers on a variety of roles that the National Archives play within the profession, since these topics were likely to come up at the meeting. If these papers could be drafted by 1 December, he said, Council would find them useful as background for the meeting. Topics and volunteers included education (Daniels), advocacy (O'Toole), communication (Burckel), technology (Matthews), leadership of the profession (Eastwood), and international representation (Daniels).

#### **Report of the Vice President**

Vice President Peterson had no report.

#### **Report of the Treasurer**

Treasurer Henry had no report.

#### **Report of the Executive Director**

Neal said that preliminary reports on the 1989 meeting were positive, with a strong attendance. On a motion by Henry, with a second by

Burckel, the executive office workplan for 1989-90 was approved without change. Neal then circulated proposed guidelines for an occasional papers series that would enable SAA groups to publish directories, bibliographies, and other publications; these guidelines, he said, had been recommended by the Editorial Board. Daniels suggested that the chair of the Editorial Board be responsible for communicating any editorial changes to the SAA group, and this change was agreed to. After some discussion of what would constitute a potential "occasional paper," Daniels suggested that the words "SAA will see to the publication" be changed to "SAA may see to the publication." This change was also agreed to, after which (on a motion by Burckel, seconded by Motley) Council unanimously approved the guidelines.

#### **Report of the Council Committee on Committees**

At this point in the agenda, two representatives from the Committee on Goals and Priorities, John Burns and Anne Diffendal, joined Council. Because of limited funds for meetings, they said, the Committee's schedule for completing the five-year assessment has been revised. The Committee will use its 1989-90 allocation from the SAA budget to hold a meeting in April 1990 that will undertake detailed analysis of the three-year plans submitted by SAA groups and continue the five-year assessment of progress toward achieving the goals and priorities set forth in *Planning for the Archival Profession*. The Committee will continue the assessment at its meeting during the SAA annual meeting in Seattle. The final report should be ready for

Council's winter 1991 meeting, they concluded.

Daniels reported on the Committee's visits to the meetings of various SAA committees. She said that the Awards Committee had discussed how to increase the number of nominations. Neal noted that the Committee on Public Information had asked that the guidelines for the new Jameson Award be amended to permit up to three recipients per year, and Fleckner added that the Awards Committee had endorsed this request. On a motion by Daniels, seconded by Motley, this change was unanimously approved. Daniels also said that the Committee on Education and Professional Development had suggested two new awards, and Council agreed to refer this matter to the Awards Committee.

#### **Report of the Council Committee on Sections and Roundtables**

O'Toole, reporting on this Committee's visits, said that there is interest among SAA roundtables in having more time for their meetings. Neal said he had received a communication from the Chair of the Conservation Section requesting Council approval of a change in its name; the new name would be the Preservation Section. On a motion by Matthews, seconded by Sink, the new name was approved without dissent.

#### **Report of the Council Committee on Task Forces and Representatives**

At this point in the agenda, Helen Samuels, the Society's representative to the National Historical Publications and Records Commission, joined Council. She reported on a recent NHPRC meeting, covering such topics as funding, new

program emphases, and the search for a new executive director. Samuels urged SAA to educate commission members and thanked the Society for the opportunity to represent it. In return, Fleckner expressed the Society's appreciation for Samuels' outstanding service as a member of the Commission.

Motley then moved approval of seven of the recommendations found in the Committee's report on representatives, which had been discussed at the meeting on 24 October:

1. That the executive director make a six-month pilot effort to *estimate* and record the representation-related portion of his time in and out of the office, and the portion of travel expenses for each trip made that relates to his representation assignments. The pilot would commence in November 1989 and continue through April 1990. The information gathered should be turned over to the Executive Committee, the treasurer, and the Council Committee on Task Forces and Representatives at the beginning of May 1990 for review prior to consideration of the 1991-92 budget.

2. That each new appointee to serve as the SAA representative to the Joint ALA/SAA Committee on Archives and Library Relations be made aware that his or her attendance is expected at two American Library Association meetings and one Society of American Archivists meeting per year, and that SAA is currently not in a position to absorb more of the expenses associated with the representative's attendance at these meetings.

3. That each SAA representative be loaned by the SAA office a specially compiled file containing (a) copies of the

available information on his or her assignment, including copies of the last four years' annual reports from his or her predecessors, (b) citations to Council resolutions regarding the specific representation for which the individual will be responsible, and (c) any other summary information that can be supplied.

4. That the Committee on Task Forces and Representatives' liaison to the Joint ALA/SAA Committee, Nicholas Burckel, and the current representative to the joint committee, Trudy Peterson, should review some areas of the joint committee's structure, the manner in which it operates, etc. At the Winter 1990 meeting of Council, the Council Committee on Task Forces and Representatives should determine whether Council might request the representative to the Joint ALA/SAA Committee to explore some of these matters with the joint committee as a whole.

5. That no new representative assignments be accepted by anyone in SAA without the approval of the Executive Committee.

6. That the *SAA Newsletter* begin an occasional feature on representatives and/or representative assignments.

7. That the executive director's office, with the assistance of the Committee on Task Forces and Representatives, develop a chart based on available information that shows those representatives' terms that end in 1990, 1991, 1992, and 1993. The chart should indicate also which representatives' terms have no defined limit. The chart should be available to the members of the Committee on Task Forces and Representatives in time for the Winter 1990 meeting of Council.

Matthews seconded the motion, which was approved without opposition.

Motley said that the Task Force on Records Management had recommended an SAA joint committee with the Association of Records Managers and Administrators and read a draft charge for such a committee, which would be established for a three-year period. Such a committee, he said, would help to effect liaison and coordination of the committee, and Eastwood seconded the motion, which passed unanimously. Fleckner agreed to communicate with ARMA regarding the committee.

Peterson reported that the Joint ALA/SAA Committee on Archives and Library Relationships had discussed the White House Conference on Library and Information Services. The joint committee, she said, suggested that SAA develop materials for the planned state conferences and propose a national archival preconference. Fleckner said that the Executive Committee had proposed that a person be appointed to explore the situation and make some recommendations to Council; Fleckner said he would make such an appointment.

### **Report of the Council Committee on Goals and Priorities**

Daniels proposed that the Council Committee on Goals and Priorities draft a three-year plan for Council, with an extended discussion of this plan at the February 1990 meeting. She said that the committee would also make a recommendation about its composition. Fleckner, referring to the draft, "A Framework for Considering Long-Term SAA Financial Conditions," which he had

prepared, asked Matthews and Burckel to review it.

### Old Business

O'Toole reported for the committee he was chairing on a legislative agenda. He said that the committee had analyzed the issues and would propose in February 1990 some priorities and a structure for monitoring developments.

At Henry's request, Neal provided a preliminary analysis of the range of salaries reported on the 1989 survey of archivists. Henry said that the ad hoc committee studying a dues increase had discussed restructuring the current dues categories and what impact that would have on increased revenue. She gave members some preliminary categories and dues figures for study. Council decided to have the Executive Committee develop a strategy and action plan for a dues increase in 1990.

### New Business

At this point in the agenda, Patricia Battin, president of the Commission on Preservation and Access, joined Council for a discussion of the commission's work and SAA's perspectives on the issue of archival preservation.

Burckel then moved Council endorsement, in principle, of the objectives and initiatives contained in a document addressing a nationwide archival preservation policy, which had previously been distributed.

O'Toole seconded Burckel's motion. Burckel pointed out that the endorsement would permit the Society to move forward while specific plans were maturing. Council voted unanimously to endorse the document. Fleckner then invited a motion to create a Task Force on Preservation. Matthews made such a motion, which Burckel seconded. Burckel suggested that the Task Force furnish an interim report in June 1990 and expressed the hope that funding could be found in the current grant to enable the task force to meet before then.

Fleckner proposed Nancy Sahli, Steven Hensen, Roxanne Nilan, and Debra Newmanham as appointments to the Editorial Board, noting that the chair of the Editorial Board and the Editor of the *American Archivist* had endorsed these nominations. Motley seconded Fleckner's nominations, which were approved unanimously.

Fleckner then nominated Anne Diffendal as the Society's representative to NHPRC, to serve the remainder of Samuels' term and the regular one-year term accorded the Society. Motley seconded this nomination, which was approved without opposition.

Peterson reported that the International Council on Archives had requested a resolution supporting reentry of the United States into UNESCO. Council referred this request to the Committee on International Ar-

chival Affairs for consideration.

Council members elected Maygene Daniels as its representative on the Executive Committee for 1989-90.

### Announcements and Other Business

Fleckner presented the text of a resolution acknowledging SAA staff members. Eastwood seconded Fleckner's motion for Council approval of the resolution, which was approved unanimously.

Fleckner said that the Executive Committee had suggested 9-11 February for the winter 1990 meeting. There were objections, so the dates of 2-4 February were chosen instead, subject to confirmation with the Archivist of the United States. It was agreed that Council should begin at 9:00 A.M. on Friday, with Council committees meeting over dinner on Friday evening, and that Larry Dowler and Thomas Hickerson should be invited to join Council for a discussion of archival standards. Council then set 22-24 June as tentative dates for its June 1990 meeting.

### Adjournment

There being no further business, Council adjourned at 9:30 P.M.

DONN C. NEAL

*Executive Director*

*Approved by SAA Council: 23 February 1990.*

**Annual Index**  
**Volume 52 (1989)**  
 ANNA MOODY, Compiler

This index contains entries for authors, article titles, titles and authors of books contained in the "Reviews" department, reviewers, SAA fellows and award recipients, and obituary names. Subject entries have been confined mostly to broad topics covered by an article, with most of the subject entries derived from the article's abstract. Proper names of individuals, institutions, and places are similarly confined to those that receive extended coverage. Names appearing in "about the author" sketches and footnotes are not indexed. Entries for SAA reports and council minutes all appear under the "Society of American Archivists" heading.

**A**

- Academic archives: factors determining, 343-44; faculty and administrators, 345-46; libraries and, 344-45; parent institution and, 344, 348-49; status and development, 342-49
- Academic archivists: choice of, 344-45; influence of, 346; role, 343, 348-49
- Access (*See also* Restricted access; Subject access): archivist's role, 52-62; authority files and, 474-76; description standards and, 472-74, 507-8, 524; ethics and, 52-62; information explosion and, 52-62; intellectual access, automation and, 399-400; legal issues and, 52-62, 411; political aspects, 214-36; privacy and, 99-101; research, 472-73; Soviet Union, 214-36; type of material, indexing and, 302, 312-19; Vatican archives, 538-46
- "Access to Archives and Privacy: The Twenty-third International Archival Round Table Conference Proceedings," Ann Clifford Newhall, 99-101
- Acquisition of Archival Materials in Developing Countries*, Dhan Keswani, review, 551-52
- ACRL. *See* Association of College and Research Libraries
- Acronyms: glossaries, 436-38
- Adams, Patricia L., reviewer, 258
- Alabama: Seven States Project. *See* Seven States Project
- Ambacher, Bruce I., reviewer, 551-52
- American Association for State and Local History (AASLH), 459-60
- American Association of Museums: code of ethics, 68
- American Bible Society: employees, 168, 170, 172; history, 167-68; policies, institutionalization and, 166-78
- American History Sourcebook, The*, Joel Makower (ed.), review, 553-54
- American Library Association (ALA) (*See also* Association of College and Research Libraries; names of divisions and subgroups): access, guidelines, 54-55; code of ethics, 55, 68; description standards, 458
- American Library Association, *101 Software Packages to Use in Your Library: Descriptions, Evaluations, and Practical Advice*, 557
- American Library Association. Preservation of Library Materials Section: *A Core Collection in Preservation*, review, 265; *Preservation Education Directory*, review, 265
- American Library Association. Rare Books and Manuscripts Section, Standards Committee: *Binding Terms*, 116; *Provenance Evidence*, 116
- American Library Association. Reference and Adult Services Division (RASD), 458
- American National Standards Institute (ANSI), 460-61
- American Ship Building Company and Predecessors, Naval Architectural Drawings, 1867-1920*, The Institute for Great Lakes Research, 558
- American Society for Information Science (ASIS): code of ethics, 68
- America's Four Hundredth Anniversary Committee, *Mapping the North Carolina Coast: Sixteenth-Century Cartography and the Roanoke Voyager*, 115
- Amsterdam (Holland): archives, source for North American history, 88-93
- "Amsterdam Municipal Archives as a Source for the History of the United States of America, The," Henri Spijkerman, 88-93
- Anglo-American Cataloging Rules*, 2nd ed. (AACR 2): MARC formats and, 30
- "An Introduction to *Janus*," Cam Stewart Weber, 392-93
- Appraisal: information systems and, 332-40; Soviet Union, 214, 231-32
- Architecture: California, resources for study, 555-56; thesauri, 306-19
- Architectural drawings, and plans, 117, 241-42, 558; naval architecture, 558
- "Archival Description Standards: Concepts, Principles, and Methodologies," Lisa B. Weber, 504-13
- "Archival Description Standards: Scope and Criteria," Richard Szary, 520-26
- Archival profession, development and status of: Central America, 262-63; certification and,

- 122-24, 140-42, 334-35; Sue E. Holbert on, 144-51; marketing and, 332-40; professional identity and, 332-40; public perception of, 72-78; 332-40; resource allocation and, 332-40; social role and, 332-40, 385-90; South America, 262-63; Soviet Union, 214-36
- Archival theory: academic archives and, 346-48
- Archives (See also Academic archives; Business archives; Government archives; Institutional archives; Local archives; names of individual archives; Presidential libraries; Religious archives; State archives; and under names of places): art, 258; buildings, 402-4; definitions of, 72-78; diplomatics and, 376-82; facilities, 117; funding, 401-2; general works on, 250-53, 396-97; guides. See Guides; historical aspects, 144-45; information systems and, 255-56, 332-40, 394-95; international aspects, 392-93; libraries and, 122-24, 144-51, 394-95; literary archives, 409-10; management of, 108-10, 250-53, 301; marketing and, 332-40; national archives, 402-4, 443-44; publications, 392-93; public perception of, 72-78, 332-40; record keeping case studies, implications of, 166-78; records management and, 122-24, 144-51, 405-6; small archives, 251-53; Southern, Ulrich Bonnell Phillips and, 320-31; technology and, 246-47; standards. See Standards; storage, 558
- "Archives and Manuscript Control with Bibliographic Utilities: Challenges and Opportunities," David Bearman, 26-39
- Archives and the Computer*, Michael Cook, 557-58
- Archives Library Information Center (ALIC): description, 457
- Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Libraries* (APPM). See Hensen, Steven
- Archivists (See also Academic archivists): education and training description standards, 471; international aspects, 241; vocabulary, professional, 11-25
- "Archivists, You Are What People Think You Keep," David B. Gracy II, 72-78
- Argentina: archives, 552-53; government and politics, 265-66, bibliographies, 265-66
- Arkansas: women's studies, resources for, 558
- Arrangement: architectural plans, 117; question negotiation and, 40-50; resources for, 494-95; southern records and manuscripts, 320-31
- Arrangement and Description of The Architectural Plans Collection*, The, Garron Wells and Jane Nokes (ed.), 117, 558
- Art: archives, 258; thesauri, 306-19
- Association for Information and Image Management (AIIM), 459
- Association for Library Collections and Technical Services (ALCTS), 458
- Association for Recorded Sound Collections (ARSC), 459
- Association for Systems Management (ASM): code of ethics, 68-71
- Association of College and Research Libraries: *Rare Books and Manuscripts Librarianship*, review, 394-95; Rare Books and Manuscripts Section, description standards and, 458
- Association of British Columbia Archivists. Small Archives Committee, *A Manual for Small Archives*, review, 251-53
- Association of Records Managers and Administrators (ARMA), 459
- Audio-visual records: catalogs and cataloging. See Audio-visual materials under Catalogs and cataloging
- "Authority Control Issues and Prospects," David Bearman, 286-99
- Authority files (See also Indexes and indexing; Subject access; Thesauri): access and, 474-76; applications, 475-76; bibliographies, 317-19, 500-501; cataloging and, 305, 507-8; characteristics, generally, 304-30; choice, 311-12; databases and, 35-37, 286-99; description standards and, 450, 458, 474-76, 507-8; effectiveness of, 286-99; form of material and, 288-99; headings, formulation, 312-15; indexes and indexing and, 286-99; libraries and, 288-99; Library of Congress subject heading lists, 476; maintenance, 286-99, 475-76; syndetics, 292-93, 304-5; types of, 292-99; type of material and, 305-19; USMARC and, 309-13
- Automating Intellectual Access to Archives*, Anne J. Gilliland (ed.), review, 399-400
- Automation (See also Bibliographic networks; Databases; Machine-readable records): and photographs, 243; bibliographic utilities. See Bibliographic networks; bibliographies, 500; description and, 440-50, 504-12, 515; description standards and, 512; general works, 557-58; intellectual access and, 399-400; libraries, 266; MicroMARC:amc. See MicroMARC:amc; records, effect on, 441; Soviet Union, 235-36; thesauri and, 305; USMARC AMC. See USMARC Format for Archival and Manuscripts Control; USMARC Format for Bibliographic Data (UFBD). See USMARC Format for Bibliographic Data (UFBD)

## B

- Barlee, Kathleen (comp.), *The Central Okanagan Records Survey*, review, 411
- Bartlett, Nancy R.: awards and prizes, recipient, 120; "Eleventh Congress of the International Council on Archives: An American Perspective," 238-48
- Baumann, Karen J., reviewer, 110
- Bearman, David, 534: "Archives and Manuscript Control with Bibliographic Utilities: Challenges and Opportunities," 26-39; "Authority Control Issues and Prospects," 286-99; "Description Standards: A Framework for Action," 514-19
- Bell, Carol Willsey, *Ohio Guide to Genealogical Sources*, review, 554-55
- Bellardo, Lynn L., 534



- Beyond the Printed Word: Newsreel and Broadcast Reporting in Canada*, National Archives of Canada, 117, 259
- “Bibles, Benevolence, and Bureaucracy: The Changing Nature of Nineteenth Century Religious Records,” Peter J. Wosh, 166–78
- Bibliographic networks (*See also* Online Computer Library Center, Inc. (OCLC); Research Libraries Information Network (RLIN)): bibliographies, 500; integrated cataloging, archives and, 27, 31–32; databases. *See* Bibliographic databases under Databases; libraries, use of, generally, 26–27; library networks; MARC format, use for, 398–99; regional networks, 28
- Bibliographies: authority control, 500–501; automation, 500; bibliographic networks, 500; Central America, 262–63; description standards, 498–502; immigrant labor press, 106–7; machine-readable records, 501–2; sociology, periodicals, 408–9; South America, 262–63
- Billy Graham Center Archives, 373–75
- Bindings (books): terminology, 116
- Binding Terms*, American Library Association. Rare Books and Manuscripts Section, Standards Committee, 116
- Blouin, Francis, 240–41
- Bockstruck, Lloyd DeWitt, *Virginia’s Colonial Soldiers*, 117
- Boles, Frank: letter in response to, 8–9
- Boletín Bibliográfico Archivístico*, Centro Interamericano de Desarrollo de Archivos, 117, 262–63
- Books (*See also* Bindings (books)): care, 413; rare books: journals about, 94–95; thesauri, 307–8
- Books in Peril* (proceedings), 557
- Boomgaard, Jan: awards and prizes, recipient, 121
- Bowen, Louisa, reviewer, 260–61
- Braden, Carl and Anne: personal papers, restricted access to, 180–90
- Brannan, Beverly W. *See* Fleischbauer, Carl
- Britain. *See* United Kingdom
- British Columbia: records surveys, 411
- Bronze: Chinese, archival records and, 94–98
- Brown, J. Thomas, *Public Accountability and Our Documentary Heritage: The Indiana Access to Public Records Law*, review, 411
- Bureau of Canadian Archivists: description, 457
- Business: management of, 108–10
- Business archives, 241; French, 246–47
- C**
- California: architecture, resources for study, 555–56; Seven States Project. *See* Seven States Project
- California Cooperative Preservation of Architectural Records (CalCOPAR), 555–56
- Campbell, Edward G.: obituary, 269–70
- Canada (*See also* National Archives of Canada): archives, 117, conservation policy, 265; description standards, 466–67, 505–6, 509, 511, 513; genealogy, 116; journalism, 117, 259
- Cantrell, Andrea E., *Manuscript Resources for Women’s Studies*, 558
- Cantrell, Karen. *See* Wallen, Denise
- Care of Fine Books, The*, Jane Greenfield, review, 413
- Care of Photographs, The*, Siegfried Rempel, review, 112–13
- Cartography (*See also* Maps): 16th century, 115
- Carvalho, Joseph III. *See* Kaufman, Martin
- Catalogs and cataloging: archival principles; compared to library practice, 30–31, 507–8; audio visual materials; authority files and, 305, 507–8; automation; type of material and, 300–319; bibliographic networks. *See* Integrated cataloging under Bibliographic networks; MARC format, use for, 398–99; description standards and, 476–77; integrated cataloging, 476–77; National Union Catalog of Manuscript Collections. *See* National Union Catalog of Manuscript Collections; public access catalogs, 28, 31, 300–19; type of material and, 300–319; rare books, USMARC and, 309–10; resources for, 495–96; type of material and, 300–319
- Catholic church: Vatican Archives. *See* Vatican Archives
- Celebrating the Constitution: a Bicentennial Retrospective, Prologue*, Quarterly of the National Archives, review, 404–5
- Central America: archival profession, bibliographies, 262–63
- Central Okanagan Records Survey, The*, Kathleen Barlee (comp.), review, 411
- Centro Interamericano de Desarrollo de Archivos, *Boletín Bibliográfico Archivístico*, 117
- Chadbourne, Erika S., *Erwin Nathaniel Griswold: Illustrious Alumnus*, review, 266
- Chan, Lois Mai, and Richard Pollard, *Thesauri Used in Online Databases: An Analytical Guide*, review, 266
- Chang Tong. *See* Zhao Aiguo
- Charbonneau, Normand. *See* Janson, Gilles
- Cheney, Lynne V., *Humanities in America. A Report to the President, the Congress, and the American People*, review, 413
- Chile: archives, 552–53
- China: bronzes, archival records and, 94–98
- Chmielewski, Wendy E., *Guide to Sources on Women in The Swarthmore College Peace Collection*, 117, 260–61
- Clark, Martha L., reviewer, 107–8
- Clash of Cultures, The: Managers and Professionals*, Joseph A. Roehm, review, 108–10
- Cline, Scott, *Guide to the Archives of the City of Seattle*, 118
- Cloud, Patricia. *See* Zinkham, Helena
- Collection Management for Museums: Proceedings of an International Conference Held in Cambridge England 26–29 September 1987*, Andrew D. Roberts (ed.), review, 266
- Collections: public access catalogs; loading from bibliographic networks, 28, 31; rare books, USMARC and, 309–10; type of material and, 300–319; usage, 303–4

- Collins, Kathleen, reviewer, 112
- Colombia: archives, 552-53
- Colonial Identities: Canada from 1760 to 1818*, Bruce Wilson, review, 264-65
- Commercial information services: states, databases and public records, 36-37
- Committee on Cataloging Description and Access (CC:DA): archival standards, development and 464-65
- Committee on Representation in Machine-Readable Form of Bibliographic Information (MARBI): archival standards, development and, 464-65; description standards and, 458
- Conservation (*See also* Permanence; Preservation): development of, 18-21; glossaries, 557; photographs, 265; planning, 411-12
- Conservation of Photographic Materials*, Klaus B. Hendricks and Anne Whitehurst, review, 265
- Conway, Paul, reviewer, 102-3
- Coombs, Leonard A., "A New Access System for the Vatican Archives," 538-46
- Cook, Michael, *Archives and the Computer*, 557-58
- Copyright: technological aspects, 397-98
- Corcoran, Kathryn L. and John Sanford, *A Guide to the Archives of the Albright-Knox Art Gallery*, 118
- Core Collection in Preservation*, A, American Library Association. Preservation of Library Materials Section, review, 265
- Cox, Richard J., "A Documentation Strategy Case Study: Western New York," 192-200; reviewer, 255-56
- Cunha, George M., *Methods of Evaluation to Determine the Preservation Needs in Libraries and Archives*, review, 411-12
- Cunliffe, William and Michael Miller, "Writing a General Records Schedule for Electronic Records," 350-56
- "Current State of Academic Archives, The: A Procrustean Bed for Archival Principles?," William J. Maher, 342-49
- D**
- Daniels, Maygene, 241-42
- Danielson, Elena S., "The Ethics of Access," 52-62
- Databases: authority files and, 35-37, 286-99; architectural plans, 242; bibliographic databases, 110-11, small scale databases, 117; commercial information services, state public records and 36-37; description standards and, 516; government databases, records management and, 350-56; Library of Congress Subject Headings, use in, 359; local databases, thesauri, 359, 364; multimedia, 38-39; repositories; guides and, 102; thesauri, 266, 359, 364
- Dearstyne, Bruce W.: SAA fellow, 119
- DeLoach, Lynda J. *See* Wurl, Joel
- DePew, John, *Statewide Disaster Preparedness and Recovery Program for Florida Libraries*, 557
- Description (*See also* Description standards), 498-99; architectural plans, 117; automation and, 440-50, 504-12, 515; control and, 440-43; databases and, 516; definitions, 433, 440-43, 505-7; development, 517-19; evaluation, 473-74; criteria for, 518-19; form, access and, 300-319; genre, access and, 300-319; machine-readable records and, generally, 515-16; matrix models, 516-17; organizations influencing, 456-61, 517-18; physical characteristics, access and, 300-319; question negotiation and, 40-50; resources for, 494-95; scope, 515; Society of American Archivists and, 515; types of, 516-18; USMARC AMC, effect on, 432-35
- Description standards, 498-99, 504-5, 508-9, 511-13; access and, 472-74, 507-8, 524; analysis, 433-35; descriptive programs and, 524; *Archives, Personal Papers, and Manuscripts* (APPM): and, 469-71, 476; authority control and, 474-76, 507-8; automation and, 512; bibliographies, 450, 498-502; Britain and, 466-67, 506, 509, 511, 513; Canada and, 466-67, 505-6, 509, 511, 513; checklists, 478-92; chronology, 441-50; comprehensibility and, 523-24; costs and, 520-26; databases and, 516; data content and, 509-10; data structures and, 509; data value and, 510-11; definitions, 505-6; development, 456-77, 517-19; difficulties of, 511-12; education and training, 471; evaluation, 433-35, 455-56, 518-26; format and, 523-24, 526; glossaries, 436-38; integrated cataloging and, 476-77; library practice and, 506-8; limitations, 522-23; machine-readable records and, 515-16; matrix models, 432-35, 452-56, 473-74, 478-81, 516-17; National Archives and, 443-44; national information systems and, 445-47; need for, generally, 521-22; NISTF Data Elements Dictionary and, 445-47, 456, 469-70; organizations influencing, 456-61, 517-18; publications, 471-72; research, 467-68, 472-74; resources for, 494-96; RLIN and, 448-50; scope, 520-26; Society of American Archivists and, 462-67, 469, 515; types of, 516-18; United Kingdom and, 466-67; USMARC Format for Archival and Manuscripts Control and, 432-35, 446-50, 456-59, 469-70; Working Group on Standards for Archival Description and, 432-35
- "Description Standards: A Framework for Action," David Bearman, 514-19
- Detroit (Michigan), Archdiocese of: archives, 205-7
- Detroit Public Library. Burton Collection, 412; government local land office records, 159-60
- "Development of Ethics in Archival Practice, The," David E. Horn, 64-71
- "Development of the PRESNET Subject Description Thesaurus," William H. McNitt, 358-64
- Developing countries: acquisition in, 551-52
- Diffendal, Anne P.: SAA fellow, 120; SAA treasurer, report, 128-34
- Diplomatics, 386, 516; archives and, 376-82
- "Diplomatics and Archives," Don C. Skemer, 376-82
- Directory of Oral History Collections*, Allen Smith (ed.), review, 115-16

Disaster plans and planning, 557  
 Disposition: Seven States Project, treatment of 33–34  
 Dobson, David, *The Original Scots Colonists of Early America, 1612–1783*, review, 413  
 Documentation strategy: case studies, 192–200; Larry J. Hackman on, 8–9  
 “Documentation Strategy Case Study, A: Western New York,” Richard J. Cox, 192–200  
*Documenting America, 1935–1943*, Fleischbauer, Carl and Beverly W. Brannan (eds.), review, 413  
 Documents: forgery. *See* forgery  
 Dollerhide, William, *Managing a Genealogical Project*, 117, 264  
 Donors: restrictions. *See* Restricted access  
 Dowler, Lawrence, 534: “Introduction” [Standards for Archival Description], 432–35; SAA fellow, 119  
 Dryden, Jean E., 534–35  
 Duchein, Michel (ed.), *Modern Buildings of National Archives*, review, 402–4  
 Duranti, Luciana, reviewer, 548–50

## E

Education: England, history, sources for, 114  
 Electronic records. *See* Machine-readable records  
 “Eleventh Congress of the International Council on Archives: An American Perspective,” Nancy Bartlett, 238–48  
*End-User Searching: Services and Providers*, Martin Kesselman and Sarah B. Watstein (eds.), 117  
 Engst, Elaine D., reviewer, 406–8  
 Ericson, Timothy L., reviewer, 251–53  
*Erwin Nathaniel Griswold: Illustrious Alumnus*, Erika S. Chadbourn, review, 266  
 Ethics: access and, 52–62; codes, archival practice and, 64–71  
 “Ethics of Access, The,” Elena S. Danielson, 52–62  
 Europe: archives, diplomacies and, 376–82; Northern Europe, immigrants from, 106–7  
 Evans, Frank, 244; SAA president, remarks by, 122–24  
 Evans, Linda J., and Maureen O’Brien Will, *MARC for Archival Visual Materials: a Compendium of Practice*, review, 398–99  
 ““Everyone Did What Was Right in His Own Eyes’ Nondenominational Fundamentalist/Evangelical/Pentecostal Archives in the United States,” Robert Shuster, 366–75  
 Expositions: architectural records, 241–42  
 “Exquisite Art and Precious Archives: China’s Records in Bronze,” Zhao Aiguo and Chang Tong, William W. Moss (trans.), 94–98

## F

Factor, Regis A., *Guide to the “Archiv für Sozialwissenschaft und Sozialpolitik” Group, 1904–*

*1933: A History and Comprehensive Bibliography*, review, 408–9  
 Family history (*See also* Genealogy): general works, 1; Ireland, sources for study, 412; publications, 114  
*Family History at the Crossroads: A “Journal of Family History” Reader*, Tamara Harevan and Andrejs Plakans, review, 114  
 Federal Bureau of Investigation: restricted access, legal aspects, case studies, 180–90  
 “Federal Land Records in State Repositories: The Experience in the Old Northwest,” Gregory Kinney, 152–64  
 Federal records (*See also* individual federal departments and agencies): destruction, felony, 157; disposition, law and legislation, 157; electronic records, 350–56; records schedules, 350–56  
 Finding aids: Soviet Union, problems of, 232–36, automation and, 235–36; Vatican Archives, 539–46  
 Fleischbauer, Carl and Beverly W. Brannan (eds.), *Documenting America, 1935–1943*, review, 452:413  
 Florida: libraries, disaster plans and planning, 557  
 Fogerty, James E., 240; SAA fellow, 120  
 Forgery: diplomacies and, 376–82; Mormon documents, 104–106; Salamander letter, 114  
 Form: access and. *See* Type of material and under Access; definitions, 303  
 Fox, Lisa L., reviewer, 253–55  
 France: archival congresses, 238–48; archives in, 245–48, 384–90; business archives, 246–47; 11th century, resources for study, 384–90; libraries, 247–48; military archives, 243; religious archives, 384–90  
 Freeman, Elsie T., reviewer, 396–97  
 Freud, Sigmund: papers, access to, 54–58  
*From Reliable Sources: The Archives of America Art*, Smithsonian Institution, review, 258  
*Funding for Museums, Archives and Special Collections*, Denise Wallen and Karen Cantrell, review, 401–2

## G

*Genealogical Guide to the Burton Historical Collection, A*, Joseph Oldenburg, review, 412  
 Genealogy (*See also* Family history), 117; Canada, 116; Ohio, 554–55; Virginia, 117; research, general works, 264; resources for study, 412–13, 554–55; West Virginia, 554–55  
 Genre: access and. *See* Type of material and under Access; definition, 303  
 George Meany Memorial Archives, The, *Labor’s Heritage: Quarterly of the George Meany Memorial Archives*, review, 395–96  
 Georgia: archives, development, 320–31; local government records, 320–31  
 Gerald R. Ford Library: PRESNET, use, 358–64  
 Germany: bibliographies, sociology periodicals, 408–9  
 Gerrie, Brenda. *See* Judge, Peter

- Getty Art History Information Program, 460
- Gibson, Sr. Mary Anna, reviewer, 111–12
- Gilliland, Anne J., (ed.), *Automating Intellectual Access to Archives*, review, 399–400
- “Glasnost” in the Archives? Recent Developments on the Soviet Archival Scene,” Patricia Kennedy Grimsted, 214–36
- Glorious Revolution in Massachusetts, The: Selected Documents, 1689–1692*, Robert E. Moody and Richard C. Simmons, 558
- Glossaries, 436–48, 557
- Glossary of Basic Archival and Library Conservation Terms*, International Council on Archives, 557
- Government archives: Municipal archives. See Local archives; publications about, 266; state archives. See State archives
- Government records: access; law and legislation, 411; electronic records, 405–6; federal records. See Federal records; municipal. See Local government records
- Gracy, David B. II, “Archivists, You Are What People Think You Keep,” 72–78
- Great Britain. See United Kingdom
- Greenfield, Jane, *The Care of Fine Books*, review, 413
- Grimsted, Patricia Kennedy, “Glasnost” in the Archives? Recent Developments on the Soviet Archival Scene,” 214–36
- Guatemala: archives, 552–53
- Guides (individual titles for guides to holdings): *American Passenger Arrival Records: A Guide to the Records of Immigrants Arriving at American Ports by Sail and Steam*, Michael Tepper, 117, 261–62; *Architectural Records in the San Francisco Bay Area: A Guide to Research*, Waverly B. Lowell (ed.), review, 555–56; *The Archives: A Guide to the National Archives Field Branches*, Loretto Dennis Szucs and Sandra Hargreaves Leubking, review, 550–51; *Directory of Archives and Manuscript Repositories in the United States*, 2nd ed., National Historical Publications and Records Commission, review, 102–3; *Guide to Kentucky Archival and Manuscript Collections*, Barbara Teague (ed.), review, 406–8; *Guide to Museum Pest Control*, A, Lynda A. Zycherman, review, 412; *Guide to Sources on Women in the Swarthmore College Peace Collection*, Wendy E. Chmielewski (ed.), 117; review, 260–61; *Guide to the Archives of the Albright-Knox Art Gallery*, A, Kathryn L. Corcoran and John Sanford, 118; *Guide to the Archives of the City of Seattle*, Scott Cline, 118; *Guide to the Archives of the Polish Institute of Arts and Sciences of America*, George Simor, review, 413; *Guide to the “Archiv für Sozialwissenschaft und Sozialpolitik” Group, 1904–1933; A History and Comprehensive Bibliography*, Regis A. Factor, review, 408–9; *Guide to the Botanical Records and Papers in the Archives of the Hunt Institute*, Michael T. Stieber and Anita L. Karg (comps.), 118; *Guide to the History of Massachusetts*, A, Martin Kaufman, John W. Ifkovic, and Joseph Carvalho, III (eds.) review, 107, 108; *Guide to the Manuscript Collections in the University Libraries at Virginia Polytechnic Institute and State University*, Laura H. Katz (comp.), 117; *Literary Archives Guide*, National Archives of Canada, review, 409–10; *Researcher’s Guide to Archives and Regional History Sources*, John C. Larsen (ed.), review, 396–97; *Women in the First and Second World Wars. A Checklist for the Holdings of the Hoover Institution on War, Revolution and Peace*, Helena Wedborn (comp.), 558
- Gwinn, Nancy E.: awards and prizes, recipient, 120–21

## H

- Haberstich, David, reviewer, 398–99
- Hackman, Larry J., 240; letter to editor, 8–9
- Harevan, Tamara, and Andrej Plakans, *Family History at the Crossroads: A “Journal of Family History” Reader*, review, 114
- Harvard University: faculty, 266
- Harzig, Christiane. See Hoerder, Dirk
- Hell and Highway: A Disaster Information Sourcebook*, Barbara J. Rhodes, 557
- Hendricks, Klaus B., and Anne Whitehurst (comps.), *Conservation of Photographic Materials*, review, 265
- Hendrickson, Gordon O., reviewer, 555–56
- Hensen, Steven L., 535; *Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Libraries* (APPM), description standards and, 469–71, 476
- Herzstein, Robert Edwin, “The Recently Opened United Nations War Crimes Archives: A Researcher’s Comment,” 209–13
- Hickerson, H. Thomas, 535
- Hill, Janet Swan. See Intner, Sheila S.
- “Historian as Archival Advocate, The: Ulrich Bonnell Phillips and The Records of Georgia and The South,” John David Smith, 320–31
- Historians: archives and, development and status of, 320–31
- Historical Documents Editions, 1988*, National Historical Publications and Records Commission, 117; review, 265
- Historical societies: permanence and, 15–16
- History: French archives and, 384–90; resources for study, 553–54; Southern, archival development and, 320–31
- Hoerder, Dirk, (ed.), and Christiane Harzig (asst. ed.), *The Immigrant Labor Press in North America, 1840s–1970s: An Annotated Bibliography. Volume I: Migrants from Northern Europe*, review, 106–7
- Holbert, Sue E.: on archival profession, 144–51; reviewer, 550–51; “Searching for Common Ground,” (presidential address), 144–51
- Honhart, Frederick: awards and prizes, recipient,

- 121; "MicroMARC:amc: A Case Study in the Development of an Automated System," 80–86  
 Horn, David E., "The Development of Ethics in Archival Practice," 64–71  
 Horowitz, Rosario Gassol de, *Librarianship: A Third World Perspective*, 117  
 Horvath, Laszlo (comp.), *Peronism and The Three Perons*, review, 265–66  
*Humanities in America. A Report to the President, The Congress, and The American People*, Lynne V. Cheney, review, 413

## I

- ICA. *See* International Council on Archives  
 Ifkovic, John W. *See* Kaufman, Martin  
 Illinois: genealogy, resources for study, 413; local land district offices records, transfer to state, 154–56, 163; state archives. *See* Illinois State Archives  
*Illinois Libraries*, Lowell M. Volkel (ed.), review, 413  
 Illinois State Archives: local land district office records, 153, 156, 163–64  
*Immigrant Labor Press in North America, 1840s–1970s, The: An Annotated Bibliography. Volume I: Migrants from Northern Europe*, Dirk Hoerder and Christiane Harzig (eds.), review, 106–7  
 Immigrants and immigration (*See also* Passenger lists): guides, 117, 261; Irish, 117; labor movement, press and, 106–7  
*Immigration History Research Center Report to the Collection Development Advisory Committee*, Joel Wurl and Lynda J. DeLoach, review, 413  
*Index to Personal Names in the National Union Catalog of Manuscript Collections, 1959–1984*, Harriet Ostroff (ed.), review, 400–401  
 Indexes and indexing (*See also* Authority files; Subject access; Thesauri): authority files and, 286–99; definitions, 303; personal names, 400–401; thesauri, use and, 363–64; type of material and, 301–19; vocabulary lists. *See* Authority files  
 Indiana: government records, access, law and legislation, 411; local land district offices records, transfer to state, 154–55, 163  
 Indiana State Archives: local land district office records, 156, 163–64  
*Information Policies for Museums*, Elizabeth Orna, review, 266  
 Information retrieval systems: thesauri and, 358–64  
 Information systems: appraisal and, 332–40; archives and, 255–56, 332–40  
*Information Systems: A Strategic Approach to Planning and Implementation*, Richard M. Kesner, review, 255–56  
 Information Systems Standards Board (ISSB), 461  
 Innes, Stephan, *Work and Labor in Early America*, 266  
 Insects. *See* Pest control  
 Institute for Great Lakes Research, The, *American Ship Building Company and Predecessors, Naval Architectural Drawings, 1867–1920*, 558  
 Institute of Electrical and Electronics Engineers (IEEE), 461  
 Institutional archives: archivist's role and, 203–5; goals and objectives, 203, 206–7; parent organization and, 202–3  
 "Institutionalizing an Archives: Developing Historical Records Programs in Organizations," Elizabeth Yakel, 202–7  
*Intellectual Property Rights in an Electronic Age. Proceedings of the Library of Congress Network Advisory Committee Meeting, April 22–24, 1987*, Network Advisory Committee, Library of Congress, review, 397–98  
 International Council on Archives: "Access to Archives and Privacy: The Twenty-Third International Archival Round Table Conference Proceedings," 99–101; Committee on Conservation and Restoration, *Glossary of Basic Archival and Library Conservation Terms*, 557; description, 458; description standards and, 466–67; eleventh congress (August, 1988), 238–48; Executive Committee, 243–44; meeting minutes (September 1988), 271; procedures, 239–41; *Proposta Para um Programa de Modernizacao dos Sistemas Arquivisticos dos Países Latino-Americanos*, review, 552–53; publications, 392–93  
 International Organization for Standardization (ISO), 461  
 International Telephone and Telegraph Consultative Committee (CCITT), 461  
 Interpersonal communications: question negotiation. *See* Question negotiation under Reference service  
 Interviews and interviewing: orientation interview. *See* Reference service  
 Intner, Sheila S., and Janet Swann Hill (eds.), *Recruiting, Educating, and Training Cataloging Librarians: Solving the Problems*, 559  
 Intrinsic value. *See* Permanence  
 Ireland: family history, resources for study, 412; history, sources for, 114  
*Irish History from 1700s: A Guide to Sources in the Public Records Office*, Alicc Prochaska, review, 114  
*Irish Passenger Lists, 1847–1871*, Brian Mitchell (comp.), 117  
*Irish Records: Sources for Family and Local History*, James Ryan, review, 412  
 Italy (*See also* Vatican archives): archives, publications, 548–50  
 Ives, Alan: awards and prizes, recipient, 121

## J

- Jacklin, Kathleen, 243  
 Jackson–Brown, Grace, *Libraries and Information Centers Within Women's Studies Research Centers*, 118; review, 264  
 Janson, Gilles, and Normand Charbonneau, *Réper-*

- toire Numérique Simple du Fonds de la Pa-  
lestre Nationale, 559; *Liste des Fonds et  
Collections d'Archives Privées Conservées au  
Service des Archives de l'Uqam*, 558–59
- Janus (journal), 392–93
- Jeanson, Martine. *See* Pilote, Francine
- Jessee, W. Scott, "Monks, Monasteries, and Manu-  
scripts: Archival Sources for Eleventh-Century  
France," 384–90
- Jimerson, Randall C., "Refining Archival Identity:  
Meeting User Needs in the Information Soci-  
ety," 332–40
- Joint Steering Committee for the Revision of  
AARC, 458
- Journalism: Canada, 117, 259
- Judge, Peter, and Brenda Gerrie (eds.), *Small Scale  
Bibliographic Databases*, 110–11, 117

## K

- Katz, Laura H. (comp.), *Guide to the Manuscript  
Collections in the University Libraries at Vir-  
ginia Polytechnic Institute and State University*,  
117
- Kaufman, Martin, John W. Ifkovic, and Joseph  
Carvalho, III (eds.), *A Guide to the History of  
Massachusetts*, review, 107–8
- Keeping Archives*, Ann Pederson (ed.), review,  
250–51
- Kentucky: archives, 406–8
- Kesner, Richard M., *Information Systems: A Strat-  
egic Approach to Planning and Implementa-  
tion*, review, 255–56
- Kesselman, Martin, and Sarah B. Watstein (eds.),  
*End-User Searching: Services and Providers*,  
117
- Keswani, Dhan, *Acquisition of Archival Materials  
in Developing Countries*, review, 551–52
- Kinney, Gregory: awards and prizes, recipient, 121,  
152; "Federal Land Records in State Reposi-  
tories: The Experience in the Old Northwest,"  
152–64
- Kline, Laura S., reviewer, 554–55
- Koch, David, reviewer, 409–10
- Koehler, Kathleen A.: awards and prizes, recipient,  
120
- L**
- Labor history: bibliographies, 106; immigrant press,  
106; periodicals, 395–96
- Labor's Heritage: Quarterly of the George Meany  
Memorial Archives*, The George Meany Mem-  
orial Archives, review, 395–96
- Larsen, John C. (ed.), *Researcher's Guide to Ar-  
chives and Regional History Sources*, review,  
396–97
- Latin America: archives, modernization, 552–53
- Lee, Mary Wood, *Prevention and Treatment of  
Mold in Library Collections With an Emphasis  
on Tropical Climates*, review, 411
- Leffler, Richard, reviewer, 404–5
- Legal value: restricted access and, case studies,  
180–90
- Letters of a Woman Homesteader*, Ellen Pruitt  
Stewart, review, 115
- Levinson, Paul: obituary, 268–69
- Libby: The Alaskan Diaries and Letters of Libby  
Beaman, 1879–1880, As Presented by Her  
Granddaughter, Betty John*, 558
- Librarians and librarianship: authority files and,  
288–99; corporate librarians, 118; education,  
118; education and training, 559; description  
standards, 471; French, 247–48; question nego-  
tiation techniques, application to archives refer-  
ence service, 40–50; special collections,  
journals, 394–95
- Librarianship: A Third World Perspective*, Rosario  
Gassol de Horowitz, 117
- Libraries (*See also* Presidential libraries): aca-  
demic libraries, academic archives and,  
344–45; archives and, 122–24, 144–51,  
344–45; authority files and, 288–99; auto-  
mation, 266, 557; bibliographic networks  
description standards, 506–8; disaster plans  
and planning, 557; French, 247–48; gener-  
ally, 27; preservation, planning, 411–12;  
software, 557; Third World, 117
- Libraries and Information Centers Within Women's  
Studies Research Centers*, Grace Jackson-  
Brown, 118; review, 264
- Library Information Technology Association  
(LITA), 458
- Library of Congress: archival community and, 469;  
description standards and, 447–48, 458–59
- Library of Congress. Manuscript Division: Sigmund  
Freud papers, access, 54–58
- Library of Congress. Network Advisory Committee,  
459; Intellectual Property Rights in an Elec-  
tronic Age. Proceedings of the Library of Con-  
gress Network Advisory Committee Meeting,  
April 22–24, 1987, review, 397–98
- Library of Congress. Network Development and  
MARC Standards Office, 458–59
- Library of Congress. Prints and Photographs Divi-  
sion, 459
- Library of Congress Subject Headings. *See* Library of  
Congress Subject Headings under Authority  
files
- Liste des Fonds et Collections d'Archives Privées  
Conservées au Service des de l'Uqam*, Gilles  
Janson and Normand Charbonneau, 558–59
- Literacy: permanence and, 12–14
- Local government records: Georgia, 320–31
- Local history, resources for: Massachusetts, 107–8;  
Southern records and manuscripts, 320–31
- Local records: United States, 240
- Long, Linda J., "Question Negotiation in the Ar-  
chival Setting: The Use of Interpersonal Com-  
munication Techniques in the Reference  
Interview," 40–50
- Lowell, Waverly B. (ed.), *Architectural Records in  
the San Francisco Bay Area: A Guide to Re-  
search*, review, 555–56
- Lowenheim, Francis: Roosevelt Library case, 53–54

Luebking, Sandra Hargreaves. *See* Szucs, Loretto Dennis

## M

- McGinnis, Carol, *West Virginia Genealogy: Sources and Resources*, review, 554–55
- Machine-Readable Cataloging (MARC) (*See also* MARC Format for Visual Materials; USMARC Format for Archival and Manuscripts Control (USMARC AMC); *and* USMARC Format for Bibliographic DATA (UFBD)), 398–99
- Machine-readable records, 351–52, 405–6; bibliographies, 501–2; data exchange standards, development, 468–69; description standards and. *See* Machine-readable records under Description standards
- Mackaman, Frank H., reviewer, 256–58
- McNitt, William H., “Development of the PRES-NET Subject Descriptor Thesaurus,” 358–64
- McReynolds, Mike, 242–43
- Maher, William J.: on certification of archivists, response to letter, 141–42; “The Current State of Academic Archives: A Procrustean Bed for Archival Principles?,” 342–49
- Makower, Joel (ed.), *The American History Sourcebook*, review, 553–54
- Management. *See* Management under Archives; *and* Business, Management of
- Managerial Competencies of Twelve Corporate Librarians, The: A Validation Study of New Directions in Library and Information Science Education*, Marcy Murphy, 118
- Mapping of Genealogical Projects*, William Dollarhide, 117, 264
- Manual for Small Archives*, A, Association of British Columbia Archivists. Small Archives Committee, review, 251–53
- Manuscript Resources for Women’s Studies*, Andrea E. Cantrell, 558
- Manuscripts: guides. *See* Guides; journals about, 394–95; thesauri, 307–8
- Manuscripts Society, 459
- Mapping the North Carolina Coast: Sixteenth Century Cartography and the Roanoke Voyagers*, America’s Four Hundredth Anniversary Committee, 115
- Maps (*See also* Cartography), 242
- Maps Contained in the Publications of the American Bibliography 1639–1819: An Index and Checklist*, Jim Walsh, review, 413
- MARBI. *See* Committee on Representation in Machine-Readable Bibliographic Information (MARBI)
- MARC. *See* Machine-Readable Cataloging (MARC)
- MARC for Archival Visual Materials: A Compendium of Practice*, Linda J. Evans and Maureen O’Brien Will, review, 398–99
- MARC Format for Archival and Manuscripts Control (MARC AMC). *See* USMARC Format for Archival and Manuscripts Control (USMARC AMC); *and* USMARC Format for Bibliographic Data (UFBD)
- MARC Format for Visual Materials, 398–99
- MARC-AMC. *See* USMARC Format for Archival and Manuscripts Control (USMARC AMC)
- Marcos, Ferdinand: files on, access to, 58
- Mark Hofmann Interviews: Interviews Conducted at the Utah State Prison Between February 11 and May 27, 1987; Transcripts, Supplements and Exhibits*, Utah Lighthouse Ministry, 114
- Martin, Robert S., reviewer, 394–95
- Martinson, Doris: awards and prizes, recipient, 122
- Massachusetts: archives in, 107–8, 117; building, 266; history, guides to, 107–8; resources for study, 558
- Massachusetts State Archives, 266
- Materials for the Local and Regional Study of Schooling*, W. B. Stephens and R. W. Unwin, review, 114
- Matters, Marion, 535
- Matthews, Linda M., reviewer, 397–98
- Mayo, Hope. *See* Zinkham, Helena
- Methods of Evaluation to Determine the Preservation Needs in Libraries and Archives*, George M. Cunha, review, 411–12
- Michelson, Avra: awards and prizes, recipient, 121
- Michigan: local government land office records, transfer to state, 158–60, 163–64
- Microfilm and microfilming: permanence and, 16–17; Soviet Union, problems of, 225–26
- Micrographics*, William Saffady, 559
- MicroMARC:amc: database creation, Vatican Archives, 546; development, 80–86
- “MicroMARC:amc: A Case Study in the Development of an Automated System,” Frederick L. Honhart, 80–86
- Military archives: France, 243
- Miller, Fredric, 535–36
- Miller, Harold L., “Will Access Restrictions Hold Up in Court? The FBI’s Attempt to Use the Braden Papers at the State Historical Society of Wisconsin,” 180–90
- Miller, Michael. *See* Cunliffe, William
- Milton, Sybil H., reviewer, 408–9
- Minnesota: history, government land records and, 153, 161–64; Seven States Project. *See* Seven States Project
- Minnesota Historical Society: government land office records, 153, 161–64
- Mitchell, Brian (comp.), *Irish Passenger Lists, 1847–1871*, 117
- Mitterand, François (President of France), 245–48
- Mobile Storage of Archival Collections, Four Case Studies*, Spacesaver Corporation, 558
- Modern Buildings of National Archives*, Michel Duchein (ed.), review, 402–4
- Moltke-Hansen, David: letter to editor, 140–41
- “Monks, Monasteries, and Manuscripts: Archival Sources for Eleventh-Century France,” W. Scott Jesse, 384–90
- Moody, Robert E., and Richard C. Simmons, *The Glorious Revolution in Massachusetts: Selected Documents, 1689–1692*, 558
- Mormons: documents, forgery, 104–6, 114
- Moss, William W. *See* Zhao Aiguo
- Motion pictures: thesauri, 308

- Mount, Ellis (ed.), *One Hundred Years of Sci-Tech Libraries: A Brief History*, 559
- Municipal archives. *See* Local archives
- Municipal records. *See* Local records
- Murphy, Marcy, *The Managerial Competencies of Twelve Corporate Librarians: A Validation Study of New Directions in Library and Information Science Education*, 118
- Museum Computer Network (MCN), 460
- Museums: collections management, 266; funding, 401-2; USMARC AMC format, use of, 37-38; information policies, 266; pest control, 412
- N**
- NAGARA. *See* National Association of Government Archives and Records Administration (NAGARA)
- National Archives and Records Administration (NARA) (*See also* National Historical Publications and Records Administration): description standards, development and, 467-69; machine-readable records, data exchange standards, development and, 468-69; Bicentennial and, 404-5; code of ethics, archival practice and, 64-71; description and, generally, 457; records schedules, electronic records, 350-56; regional archives, guides, 550-51; research, 467-68; subject access, functions vocabulary and, 34
- National Archives of Canada: *Beyond the Printed Word: Newsreel and Broadcast Reporting in Canada*, 117; *Conservation Policy*, review, 265; holdings, 264-65; *Literary Archives Guide*, review, 409-10; *Strategic Approaches, 1988-1992*, 117; review, 259, 264
- National Association of Government Archives and Records Administration (NAGARA): description, 457; *Preservation Needs in State Archives*, 117; review, 253-55
- National Endowment for the Humanities, *National Endowment for the Humanities Twenty-Second Annual Report-1987*, 118
- National Historical Publications and Records Commission (NHPRC): archives and manuscripts surveys, 406-8; *Directory of Archives and Manuscript Repositories in the United States, 2nd Edition*, review, 102-3; *Historical Documents Editions 1988*, 117; review, 265; Seven States Project, funding, 27-28
- National Information Standards Organization (NISO), 462; archival standards, development and, 465-66
- National Institute of Standards and Technology (NIST), 460
- National Union Catalog of Manuscript Collections*: indexes, personal names, 400-401
- Nations Within a Nation: Historical Statistics of American Indians*, Paul Stuart, review, 104
- Native Americans: land claims, government land records, use, 153; statistics, 104
- Neal, Donn C.: SAA executive director, report, 124-28
- Nelson, Margaret: awards and prizes, recipient, 122
- Newhall, Ann Clifford, "Access to Archives and Privacy: The Twenty-Third International Archival Round Table Conference Proceedings," 99-101
- "New Access System for the Vatican Archives, A," Leonard A. Coombs, 538-46
- New Massachusetts Archives Facility, The: A Study in Planning and Process*, Albert H. Whitaker, Jr., 117; review, 266
- Newspapers: immigrants and, 106-7; labor movement and, 106-7; Ohio, 117
- Newton, Virginia, A., reviewer, 552-53
- New York (state): documentation strategy, case studies, 192-200; electronic records, 405-6; historical records, 115; history, Dutch archives as source for, 88-93; information policy, 405-6; Seven States Project. *See* Seven States Project
- New York Document Conservation Advisory Council, *Our Memory at Risk: Preserving New York's Research Resources*, review, 115
- New York Historical Records Program Development Project: Western New York Project, 192-200
- NISTF Data Element Dictionary: description standards and, 469-70
- Nokes, Jane. *See* Wells, Garron
- Nolan, Patrick B., reviewer, 400-2
- Nolte, William, reviewer, 108-10
- Nonverbal communication: question negotiation and. *See* Question negotiation under Reference service
- North America: history, Dutch archives as source for, 588-93
- North Carolina: cartography, 16th century, 115
- O**
- OCLC. *See* Online Computer Library Center, Inc. (OCLC)
- Ohio: genealogy, 554-55; history, resources for study, 111-12, 115; land districts, 153-54; newspapers, 117
- Ohio Guide to Genealogical Sources*, Carol Willsey Bell, review, 554-55
- Ohio Historical Society: local land district office records, 155-56; transfer to state, 154-55, 163-64
- Ohio Historical Society. Microfilm Dept., *Ohio Newspapers on Microfilm*, 117
- Ohio Newspapers on Microfilm*, Ohio Historical Society. Microfilm Dept., 117
- Oldenburg, Joseph, *A Genealogical Guide to the Burton Historical Collection*, review, 412
- Online Computer Library Center, Inc. (OCLC): Electronic Publishing and Information Delivery Division, 35; regional networks and, 28
- "On the Idea of Permanence," James M. O'Toole, 10-25
- 101 Software Packages to Use in Your Library: Descriptions, Evaluations, and Practical Advice*, American Library Association, 557
- One Hundred Years of Sci-Tech Libraries: A Brief History*, Ellis Mount (ed.), 559



- Oral history: collections, directories, 115; essays on, 111–12
- Organization of American States, *Boletín Bibliográfico Archivístico* Vol. 1, No. 1, review, 262–63
- Orientation interview. *See* Reference service
- Original Scots Colonists of Early America, 1612–1783*, The, David Dobson, review, 413
- Orna, Elizabeth, *Information Policies for Museums*, review, 266
- Ostroff, Harriet, 536; *Index to Personal Names in the National Union Catalog of Manuscript Collections, 1959–1984* (ed.), review, 400–1
- O'Toole, James M., "On the Idea of Permanence," 10–25
- Our Memory at Risk: Preserving New York's Unique Research Resources*, New York Document Conservation Advisory Council, review, 115
- P**
- Pacifico, Michele F., reviewer, 402–4
- Palmer, Roger C., *Understanding Library Micro-computer Systems*, 266
- Papers of Ulysses S. Grant, Volume 15, The: May 1 – December 31, 1865*, John Y. Simon (ed.), review, 266
- Papers of Ulysses S. Grant, Volume 16, The: 1866*, John Y. Simon (ed.), 266
- Parker, Thomas A., *Study on Integrated Pest Management for Libraries and Archives*, 559
- Passenger lists: guides, 117, 261; Irish, 117
- Past Meets the Present, The: Essays on Oral History*, David Stricklin and Rebecca Sharpless, review, 111–12
- Paul, Karen Dawley, *Records Management Handbook for United States Senate Committees*, 118; review, 256–58
- Pederson, Ann: awards and prizes, recipient, 121; *Keeping Archives*, (ed.), review, 250–51
- Pennsylvania: Seven States Project. *See* Seven States Project
- Periodicals: labor history, 395–96
- Permanence: conservation and, 17–18; generally, 15–22, 23–25; historical societies and, 15–16; in American archives, 14–25; intrinsic value and, 22, 24–25; literacy and, 12–14; oral cultures and, 12–14; preservation and, 15–18, 24; problems of, 20–21; publication and, 16–19; relativity of, 22–25; term, 11–25; technology and, 16–20, 25
- Peronism and The Three Perons*, Laszlo Horvath (comp.), review, 265–66
- Pest control, 412
- Peterson, Trudy Huskamp, 239–40
- Phillips, Ulrich Bonnell, 320–31
- Photographs: automation and, 243; conservation, 265; general works on, 112–13; thesauri, 307–8
- Physical characteristics: access and. *See* Type of material under Access; definition, 303
- Pifer, Richard L., reviewer, 553–54
- Pilote, Francine, and Martine Jeanson, *Répertoire Numérique Détailé du Fonds du Centre des Loisirs Immaculée Conception*, 559
- Plakans, Andrejs. *See* Harevan, Tamara
- Plans (*See also* Architectural drawings and plans); arrangement and description, 117; databases, 242
- Plantations: records, 321–31
- Pollard, Richard. *See* Chan, Lois Mai
- Preservation (*See also* Conservation; Permanence): cooperation for, 147–48; development of, 17–18, 20; education, 265; electronic records, 405–6; mold (fungi), 411; planning, 411–12; problems of, scope, 20–21; publications, 265; research on, 20; selectivity and, 22–23; South Africa, 557; southern records and manuscripts, 320–31; state archives, 117, 253–55
- Preservation Education Directory*, American Library Association. Preservation of Library Materials Section, review, 265
- Preservation Needs in State Archives*, National Association of Government Archives and Records Administrators, 117; review, 253–55
- Presidential Libraries Information Network (PRESNET), 358–64; Gerald R. Ford Library. *See* Gerald R. Ford Library; subject description thesaurus, 358–64; construction, 359–62; retrieval, 363–64; revision, 361–64; use, 363–64; photographs, thesauri, 307–8, 358–64; physical characteristics, access and. *See* Type of Material and under Access, definition, 303; preservation, electronic records, 405–6
- PRESNET. *See* Presidential Libraries Information Network (PRESNET)
- Press. *See* Newspapers
- Prevention and Treatment of Mold in Library Collections with an Emphasis on Tropical Climates*, Mary Wood Lee, review, 411
- Privacy: access and, 99–101
- Processing: type of material and, 301
- Prochaska, Alice, *Irish History from 1700: A Guide to Sources in the Public Records Office*, review, 114
- Prologue*, Quarterly of The National Archives, *Celebrating the Constitution: A Bicentennial Retrospective*, review, 404–5
- Proposta Para um Programa de Modernizacao dos Sistemas Arquivisticos dos Países Latino-Americanos*, International Council on Archives, review, 552–53
- Provenance: access and, Vatican Archives, 544–46; evidence, 116; principle of, compared to bibliographic practices, 30–31
- Provenance Evidence*, American Library Association. Rare Books and Manuscripts Section Standards Committee, 116
- "Providing Access by Form of Material, Genre, and Physical Characteristics: Benefits and Techniques," Helena Zinkham, Patricia D. Cloud, and Hope Mayo, 300–319
- Public Accountability and Our Documentary Heritage: The Indiana Access to Public Records Law*, J. Thomas Brown, review, 411
- Public records. *See* Government records

Publications and publishing: concept of, 31  
Pugsley, Sharon, reviewer, 104-06

## Q

Question negotiation. *See* Question negotiation under Reference service  
"Question Negotiation in the Archival Setting: The Use of Interpersonal Communication Techniques in the Reference Interview," Linda J. Long, 40-50

## R

Raelin, Joseph A., *The Clash of Cultures: Managers and Professionals*, review, 108-10  
*Rare Books & Manuscripts Librarianship*, Association of College and Research Libraries, review, 394-95  
*Rassegna degli Archivi di Stato*, Ministry of Cultural and Environmental Properties, Central Office for Archival Properties (Italy), review, 548-50  
"Recently Opened United Nations War Crimes Archives, The: A Researcher's Comment," Robert Edwin Herzstein, 209-13  
"Recommendations of the Working Group on Standards for Archival Description," 462-77  
Records management: archives and, 122-24, 144-51, 405-6; automation and, 376-82, 557-58; diplomatics and, relevance of, 376-82; machine-readable records, 33, 350-56, 405-6; municipal. *See* Local government records; religious records and recordkeeping, 19th century, 166-78; handbooks, 118; scheduling, 33; Seven States Project, sharing of, 33; United States Senate Committees, 256-68  
*Records Management Handbook for United States Senate Committees*, Karen Dawley Paul, 118; review, 256-58  
Records surveys: British Columbia, 411  
*Recruiting, Educating, and Training Cataloging Librarians: Solving the Problems*, Sheila S. Intner and Janet Swan Hill (eds.), 559  
Reference service, question negotiation: archival setting and, 48-50; archivists and development of, 42-43; arrangement and description and, 48-50; importance of, 42; interpersonal communication and, 40-50; literature review, 41-43; nonverbal communication, 46-48; orientation interview and, 40-50; paralinguistic communication and, 42; problems of, 41-43; subject access and, 42; theory, librarians and, 41-48  
"Redefining Archival Identity: Meeting User Needs in the Information Society," Randall C. Jimereson, 332-40  
Religious archives (*See also* Vatican Archives), 243; evangelical movement and, 366-75; forgeries, diplomatics and, 376-82; French, 384-90; institutional organization and, 203-5; non-

denominational archives, 366-75; religious records and recordkeeping, 166-78  
Rempel, Siegfried, *The Care of Photographs*, review, 112-13  
*Répertoire Numérique Détailé du Fonds du Centre des Loisirs Immaculée-Conception*, Francine Pilote and Martine Jeanson, 559  
*Répertoire Numérique Simple du Fonds de la Palette Nationale*, Gilles Janson and Normand Charbonneau, 559  
Repositories: complementary collections, importance of, 208-13; guides. *See* Guides  
Research: databases, multimedia, 38-39  
Research Libraries Group (RLG): as research database, 28-29; databases and, 35-36; formation, 28-29; Seven States Project. *See* Seven States Project  
Research Libraries Information Network (RLIN): description standards and, 448-50; USMARC AMC, use in Seven States Project and, 26-27  
Restricted access, 52-62; enforcement, legal aspects, case studies, 180-90; ethical aspects, 52-62; Vatican Archives, 540-42; war crimes archives, 210  
Revolutionary War: resources for study, 558  
Rhodes, Barbara J., *Hell & Highwater: A Disaster Information Sourcebook*, 557  
RLG. *See* Research Libraries Group (RLG)  
RLIN. *See* Research Libraries Information Network (RLIN)  
Roberts, D. Andrew (ed.), *Collections Management for Museums: Proceedings of an International Conference Held in Cambridge, England 26-29 September 1987*, review, 266  
Roberts, Allen D. *See* Sillitoe, Linda  
Roe, Kathleen, 536; reviewer, 262-63  
Roy, Janine, *Tracing Your Ancestors in Canada*, 116  
Ryan, James, *Irish Records: Sources for Family and Local History*, review, 412

## S

Saffady, William, *Micrographics*, 559  
Sahli, Nancy, 536; review, 399-400  
Salamander forgery, 104-6, 114  
*Salamander: The Story of the Mormon Forgery Murders*, Linda Sillitoe and Allen D. Roberts, review, 104-6  
Samuels, Helen, 242-43  
Sanford, John. *See* Corcoran, Kathryn L.  
Scientific and technological archives, 242-43  
Seattle (WA): archives, 118  
Sennett, Br. Denis, S.A.: awards and prizes, recipient, 121  
Serials: cataloging of, 30-31; concept of, 30-31  
Seven States Project: agency history record, 33; form-of-material authority control, 34; funding, 27-28; USMARC AMC action field, 26-27, 33-34; multiple peer file database, implications, 34-35; records scheduling, sharing of, 33; subject access and, functions vocabulary, 33-34

- Sharpless, Rebecca. *See* Stricklin, David
- Shuster, Robert, "“Everyone Did What Was Right in His Own Eyes:” Nondenominational Fundamentalist/Evangelical/Pentecostal Archives in the United States,” 366–75
- Sigmund Freud Archives: access and, 52–62
- Sillitoe, Linda, and Allen D. Roberts, *Salamander: The Story of the Mormon Forgery Murders*, review, 104–6
- Simmons, Richard C.. *See* Moody, Robert E.
- Simon, John Y. (ed.): *The Papers of Ulysses S. Grant, Volume 15: May 1 – December 31, 1865*, review, 266; *The Papers of Ulysses S. Grant, Volume 16: 1866*, review, 266
- Simor, George, *Guide to the Archives of the Polish Institute of Arts and Sciences of America*, review, 413
- Skemer, Don C., “Diplomatics and Archives,” 376–82
- Slaves and slavery: history, archives and, 320–31
- Small Scale Bibliographic Databases*, Peter Judge and Brenda Gerrie (eds.), review, 110–11, 117
- Smith, Allen (ed.), *Directory of Oral History Collections*, review, 115–16
- Smith, John David, “The Historian as Archival Advocate: Ulrich Bonnell Phillips and the Records of Georgia and the South,” 320–21
- Smith, Michael, reviewer, 106–7
- Smithsonian Institution, *From Reliable Sources: The Archives of American Art*, review, 258
- Sniffin–Marinoff, Megan, 241
- Society of American Archivists: awards and prizes (1988), 119–22; budget (1989–90), 567–69; bylaws: amendments, 275–76; Code of Ethics, 52–62, 64–71
- committees: Archival Information Exchange, 449
  - Council, meeting minutes: September 1988, 271–80; February 1989, 414–21; June 1989, 560–69; October 1989, 569–76
  - description standards and, 462–67, 469, 515
  - Executive Director, reports: annual report 1988, 124–28; September 1988, 273; February 1989, 415; June 1989, 561; October 1989, 570–71, 574
  - fellows (1988), 119–20
  - Minorities Roundtable, 419
  - obituaries, 268–70
  - officers. *See* titles of individual officers under this topic
  - president: Frank B. Evans, 1988 incoming remarks, 122–24; Sue E. Holbert, 1988 presidential address, 144–51; reports: September 1988, 277; February 1989, 414; June 1989, 560; October 1989, 570, 573–74
  - task forces: Archival Standards, 462–63; National Information Systems Task Force (NISTF): description standards and, 27, 34, 445–47, 456; USMARC AMC and, 446–47
  - treasurer, reports: annual report (June 1988), 128–34; September 1988, 272; February 1989, 414–15; June 1989, 560; October 1989, 570, 574
  - vice president, reports: September 1988, 272, 278; February 1989, 414; October 1989, 570, 574
- Society of Archivists (Britain): description, 458
- Sociology: periodicals, 408–9
- Soldiers: Virginia, 117
- South Africa: preservation, 557
- South America: archival profession, bibliographies, 262–63
- Soviet Union: access, political aspects, 214–36; appraisal, 214, 231–32; archival profession, development and status of, 214–36; archives, criticism of, 214–22; documentary publications, 221–22; *glasnost*’ and, 214–36; state control and, 231–32; finding aids, problems of, 232–36; automation and, 235–36
- Spacesaver Corporation, *Mobile Storage of Archival Collections, Four Case Studies*, 558
- Spijkerman, Henri, “*The Amsterdam Municipal Archives as a Source for the History of the United States of America*,” 88–93
- Standards (*See also* Description standards), 505, 511; development, recommendations for, 462–77; generally, 451–52; machine-readable records. *See* Machine-readable records
- “Standards for Archival Description: Special Section,” Victoria Irons Walch, 431–537
- State archives (*See also* under individual state archives; names of states): preservation in, 117, 253–55, 405–6; Southern, Ulrich Bonnell Phillips and, 320–31; technology and, 246–47
- State Archives and Records Administration (New York), *A Strategic Plan for Managing and Preserving Electronic Records in New York State Government*, review, 405–6
- State Historical Society of Wisconsin: restricted access, legal aspects, case studies, 180–90
- Statewide Disaster Preparedness and Recovery Program for Florida Libraries*, John De Pew, 557
- Stephens, W. B., and R. W. Unwin, *Materials for the Local and Regional Study of Schooling*, review, 114
- Stewart, Ellen Pruitt, *Letters of a Woman Homesteader*, review, 115
- Stieber, Michael T., and Anita L. Karg (comps.), *Guide to the Botanical Records and Papers in the Archives of the Hunt Institute*, 118
- Stout, Leon J., 536
- Strassberg, Richard, reviewer, 395–96
- Strategic Approaches of the National Archives of Canada 1988–1992, National Archives of Canada, 117; review, 264
- Strategic Plan for Managing and Preserving Electronic Records in New York State Government, A*, State Archives and Records Administration, review, 405–6
- Stricklin, David, and Rebecca Sharpless, *The Past Meets the Present: Essays on Oral History*, review, 111–12
- Stuart, Paul, *Nations Within A Nation: Historical Statistics of American Indians*, review, 104
- Study on Integrated Pest Management for Libraries and Archives*, Thomas A. Parker, 559
- Subject access (*See also* Authority files; Thesauri): controlled vocabularies and, 358–64; definitions, 303; effectiveness of, and entry terms, 288–99; syndetics and, 292–93; functions vo-

- cabulary and, 33–34, 292–93, 298–99; genre and, 292–93, 298–99; question negotiation and, 40–50; Seven States Project and, 33; type of material and, 300–319
- Szary, Richard V., 536; “Archival Description Standards: Scope and Criteria,” 520–26
- Szuci, Loretto Dennis, and Sandra Hargreaves Luebking, *The Archives: A Guide to the National Archives Field Branches*, review, 550–51
- ## T
- Teague, Barbara (ed.), *Guide to Kentucky Archival and Manuscript Collections*, review, 406–8
- Technology: copyright and, 397–98
- Tepper, Michael, *American Passenger Arrival Records: A Guide to the Records of Immigrants Arriving at American Ports by Sail and Steam*, 117; review, 261–62
- Thesauri (See also Authority files): applications, 475–76; automation and, 305; bibliographies of, 317–19; construction, 359–62, 364; databases, use in, 266; described, 359; design, 358–64; end-user thesauri, retrieval and, 289; indexers and indexing and, 363–64; information retrieval systems and, 358–64; National Archives Subject Reference Authority List, 362–63; PRESNET subject descriptor thesaurus, 358–64; revision, 361–64; standards and development, 305–8; use in local databases, 359, 364
- Thesauri Used in Online Databases: An Analytical Guide*, Lois Mai Chan and Richard Pollard, review, 266
- Thibodeau, Sharon Gibbs, 536
- Tracing Your Ancestors in Canada*, Janine Ray, 116
- Trennert, Robert A., reviewer, 104
- ## U
- Understanding Library Microcomputer Systems*, Roger C. Palmer, 266
- United Kingdom: description standards and, 466–67, 506, 509, 511, 513
- United Nations. War Crimes Archives: access, 210–11; complementary collections, importance of, 209–13; contents, 209–10, use, 211–12
- United Nations. War Crimes Commission, 209
- United States: Bicentennial, 404–5; Constitution, 404–5
- United States. Bureau of Land Management: local land district office records, disposition, 163–64
- United States. General Land Office (See also United States Bureau of Land Management): local land district offices, records, 152–64; structures and policies, 153–54
- United States. Postal Service: records disposition, 157
- United States. Senate: committees, records management, 256–58
- United States. Treasury Department: records, disposition, 157
- University of Michigan: Bentley Historical Library, awards and prizes, recipient, 120
- Unwin, R. W. See Stephens, W. B.
- Uruguay: archives, 552–53
- USMARC Format for Archival and Manuscripts Control (USMARC AMC): action field, 33–34; bibliographic networks, use in, 27, 29–30; description and description standards, 432–35, 446, 456–59, 469–70; implications of, community, ties to, 29; museum use, 37–38; NISTF and, 446–47; physical format and, 29; RLIN, use in, 26–27; scope, expansion, 37–38
- USMARC Format for Bibliographic Data (UFBD), 499–500; bibliographies, 499–500; description standards and, 469–70; fields and tags, 308–11; type of material, access and, 308–13
- Utah: Seven States Project. See Seven States Project
- Utah Lighthouse Ministry, *Mark Hofmann Interviews: Interviews Conducted at the Utah State Prison Between February 11 and May 27, 1987; Transcripts, Supplements and Exhibits*, 114
- ## V
- Van Camp, Anne, 241
- Vatican Archives: access, 538–46; database creation, 544–46; finding aids, 539–46; history, 539–41
- Venezuela: archives, 552–53
- Virginia: genealogy, 117; soldiers, 117
- Virginia's Colonial Soldiers*, Lloyd DeWitt Bockstruck, 117
- Vocabulary lists. See Authority files
- Volkel, Lowell M. (ed.), *Illinois Libraries*, review, 413
- ## W
- Walch, Victoria Irons, 537
- Waldheim, Kurt: files on, access to, 58–59, 210–11
- Wallen, Denise, and Karen Cantrell, *Funding for Museums, Archives and Special Collections*, review, 401–2
- Walsh, Jim, *Maps Contained in the Publications of the American Bibliography 1639–1819: An Index and Checklist*, review, 413
- War crimes: archives, holdings, complementary collections, importance of, 209–13
- Warner, Robert, 243–44
- Watstein, Sarah B. See Kesselman, Martin
- Weber, Cam Stewart: “An Introduction to *Janus*,” 392–93
- Weber, Lisa B., 536–37; “Archival Description Standards: Concepts, Principles, and Methodologies,” 504–13
- Wedborn, Helena (comp.), *Women in the First and Second World Wars. A Checklist of the Hold-*

- ings of the Hoover Institution on War, Revolution and Peace*, 558
- Weir, Thomas E., Jr., reviewer, 405–6
- Wells, Garron, and Jane Nokes (ed.), *The Arrangement and Description of the Architectural Plans Collection*, 117, 558
- West Virginia: genealogy, 554–55
- West Virginia Genealogy: Sources and Resources*, Carol McGinnis, review, 554–55
- Whitaker, Albert H., Jr., *The New Massachusetts Archives Facility: A Study in Planning and Process*, 117; review, 266
- Whitehurst, Anne. *See* Hendricks, Klaus B.
- Wilkinson v. the FBI*, archival implications, 180–90
- Will, Maureen O'Brien (*See also* Evans, Linda J.), reviewer, 259
- “Will Access Restrictions Hold up in Court? The FBI’s Attempt to Use the Braden Papers at the State Historical Society of Wisconsin,” Harold L. Miller, 180–90
- Williams, Sheryl, reviewer, 400–401
- Wilson, Bruce, “Colonial Identities: Canada from 1760 to 1818,” review, 264–65
- Wisconsin: government land office records, 158, 160–61, 163–64; Seven States Project. *See* Seven States Project
- Wittgenstein, Ludwig: papers, access to, 55–56
- Women’s history, sources for: Arkansas, 558; general, 260–61, 558; pioneers and settlers, 115; women’s studies research centers, 264; World Wars, 558
- Work and Labor in Early America*, Stephan Innes, 266
- Working Group on Standards for Archival Description, 431–537
- Wosh, Peter J., “Bibles, Benevolence, and Bureaucracy: The Changing Nature of Nineteenth Century Religious Records,” 166–78
- “Writing a General Records Schedule for Electronic Records,” William Cunliff and Michael Miller, 350–56
- Wurl, Joel, and Lynda J. DeLoach, *Immigration History Research Center Report to the Collection Development Advisory Committee*, review, 413

## Y

- Yakel, Elizabeth, 243; “Institutionalizing an Archives: Developing Historical Records Programs in Organizations,” 202–07
- Young, Julia Marks, reviewer, 250–51

## Z

- Zhao, Aiguo, and Chang Tong, William W. Moss (trans.), “Exquisite Art and Precious Archives: China’s Records in Bronze,” 94–98
- Zinkham, Helena, Patricia Cloud, and Hope Mayo, “Providing Access by Form of Material, Genre, and Physical Characteristics: Benefits and Techniques,” 3, 300–319
- Zycherman, Lynda A., *A Guide to Museum Pest Control*, review, 412

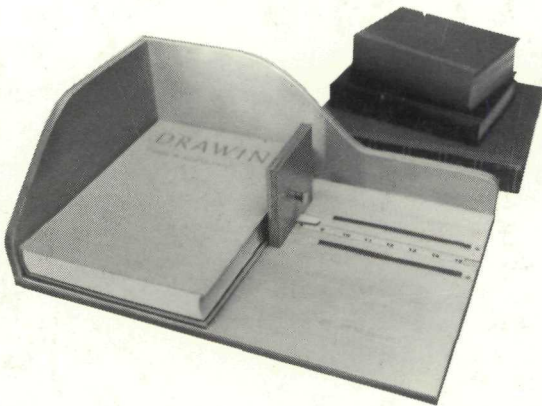
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