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- ◆ Historians
- ◆ Librarians
- ◆ Museum Curators
- ◆ Manuscript Curators
- ◆ Records Managers

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- ◆ workshops
- ◆ roundtables
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- ◆ sections
- ◆ sessions

Receive subscriptions to the *American Archivist*, the Society's quarterly journal, and the bimonthly *SAA Newsletter*.

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**Become a member of the Society of American Archivists
by contacting:**

**Director of Membership Services
Society of American Archivists
600 S. Federal, Suite 504
Chicago, Illinois 60605
(312) 922-0140**



A R C H I V A L

P R E S E R V A T I O N

M A N A G E M E N T

A NATIONWIDE TRAINING PROGRAM

Is your institution interested in preserving its collections? In becoming a model for archival preservation programming? Are you interested in participating in a unique training program—one that pioneers the concept of preservation as a function of overall archival management? The Society of American Archivists Preservation Management Training Program, funded by the National Endowment for the Humanities, features four series of six-day workshops to be offered throughout the country between 1992-1994.

Forty to sixty institutions will have the opportunity to participate in this innovative program. Series are divided into four geographic regions:

- Northeastern Series begins November 1992
- Midwestern Series begins February 1993
- Western Series begins November 1993
- Southeastern Series begins February 1994

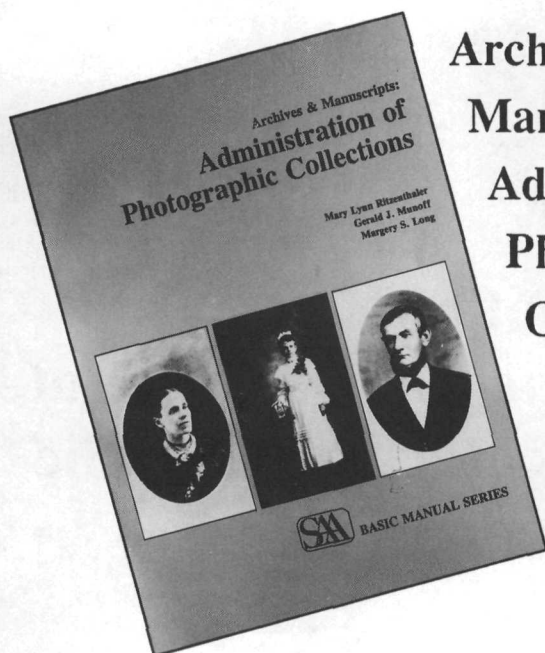
As part of the program, participants will:

- Develop management strategies and skills to organize and implement comprehensive preservation programs;
- Implement several of the key components of a preservation program at their home institutions as an integral part of their training;
- Confront the realities of the operational context within which their programs will exist; and
- Learn how to balance preservation concerns against other institutional priorities.

Requests for program information should be directed to:

**Preservation Office
Society of American Archivists
600 S. Federal, Suite 504
Chicago, Illinois 60605
(312) 922-0140**

PICTURE THIS!



Archives & Manuscripts: Administration of Photographic Collections

*Mary Lynn Ritzenthaler,
Gerald J. Munoff, and
Margery S. Long*

All aspects of managing photographic materials are addressed in *Archives & Manuscripts: Administration of Photographic Collections*. This valuable resource emphasizes the archival perspective, stressing the development of systems to organize, access, and preserve entire historical photograph collections. The volume includes nearly 100 color and black-and-white photographs, numerous drawings, charts, forms, a bibliography, glossary, supply list, and an index.

Published by Society of American Archivists (1984), 176 pp., soft cover
\$18 SAA members, \$23 nonmembers,
plus postage/handling; prepayment required

To order, contact:



Society of American Archivists
600 S. Federal, Suite 504, Chicago, Illinois 60605
(312) 922-0140

Archives, Personal Papers, and Manuscripts

A Cataloging Manual for Archival Repositories,
Historical Societies, and Manuscript Libraries

compiled by Steven Hensen

The standard manual of rules for archival description and cataloging (originally published by the Library of Congress in 1983) has been revised and substantially expanded. Rules from the first edition have been clarified, amplified, and rearranged. Entirely new sections cover choice of entry and formulating headings for personal, geographic, and corporate names and uniform titles. Appendices contain several sample descriptions, MARC-coded versions for all examples given in the text, and tables relating the manual's descriptive elements and MARC fields.

"This manual is a must for everyone formulating catalog records for archival and manuscript materials in paper or any other format." *Library Journal*

Published by Society of American Archivists (1989), 196 pp., soft cover
\$19 SAA members, \$26 nonmembers,
plus postage/handling; prepayment required

To order, contact:



Society of American Archivists
600 S. Federal, Suite 504, Chicago, Illinois 60605
(312) 922-0140

GRASP

Guide and Resources for Archival Strategic Planning

This 600+ page resource compendium, manual for preservation planning strategies, and computer-assisted self study, which was supported by a grant from NHPRC, will enhance comprehensive preservation planning at all types and sizes of manuscript repositories for years to come. *Guide and Resources for Archival Strategic Planning (GRASP)* systematically addresses preservation needs for staffing, facility, and holdings, and consists of three coordinated tools:

- (1) The *GRASP Computer-Assisted Self Study* asks archivists multiple-choice questions about preservation issues that affect archival functions. Through artificial intelligence, the computer program derives and reports suggestions tailored to a repository's needs. The computer program is for an IBM-compatible personal computer (with printer) that has at least 360K memory. It is available on both 3 1/2" and 5 1/4" disks.
- (2) The *Grasp Manual* provides specific preservation planning strategies. (205 pp., paper cover, three-hole punched and shrink wrapped)
- (3) The *GRASP Resource Compendium* contains more than 600 pages of readings and citations to help develop and guide a preservation program. It is divided into six sections: resources, administration, security & disaster, physical plant & environment, record materials, and reprography. (645 pp., paper cover, three-hole punched and shrink wrapped)

GRASP is a highly recommended resource and reference tool.

Published by NAGARA (1990)
\$95 SAA members, \$120 nonmembers,
plus postage and handling

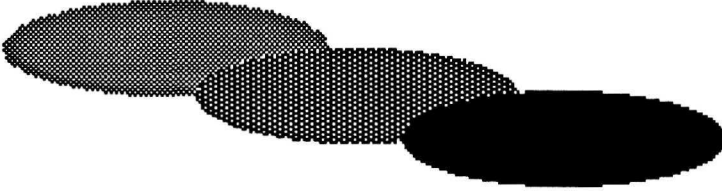
To order, contact:



Society of American Archivists
600 S. Federal, Suite 504, Chicago, Illinois 60605
(312) 922-0140

Automated Records and Techniques in Archives

A Resource Directory



Edited by Marion Matters

This publication contains annotated lists of the most important and useful sources of information concerning automated records and techniques in archives, selected by archivists who know how to use them—members of the Society of American Archivists' Committee on Automated Records and Techniques. This publication includes a "Directory of Organizations," a "Directory of Information Clearinghouses," a "Directory of Educational and Training Programs," "Selected Bibliography," "List of Periodicals," and a "Directory of Bibliographic Databases." An index is also included.

Published by Society of American Archivists (1990), 81 pp., soft cover
\$12 SAA members, \$16 nonmembers,
plus postage/handling; prepayment required

To order, contact:



Society of American Archivists
600 S. Federal, Suite 504, Chicago, Illinois 60605
(312) 922-0140

Society of American Archivists

Executive Director's Annual Report 1990-91

This is the report of three executive directors: Donn Neal, who having served SAA since the spring of 1986, departed at the end of last September; Tim Ericson, Part-Time Limited-Term Interim Executive Director, who labored for the Society two days a week from October through the end of March; myself, who arrived in the Chicago office at the beginning of April.

It is also the report of a number of other people: an SAA President who provided the "glue" that kept things together in this period of transition (Trudy Peterson's efforts this year truly are evidence that the tenure of an SAA President is a job and not simply an honor or a reward); and a number of members, some from the elected leadership, who undertook some of the duties of the Executive Director, particularly the work of liaison with allied organizations.

It is the report particularly of the SAA staff who carried on. We are well-served by a group of talented, energetic, and loyal folks, whose principal concern is to do the best for SAA. Even more remarkable is that two principal members joined the staff in late November.

Bernice Brack, Troy Sturdivant, Teresa Brinati, Jane Kenamore, Nancy Van Wieren, Jim Sauder, Jason Walker, and Dave

Klaassen, the *American Archivist* editor, are the stalwarts who have been with us for some time.

Joining the staff as Bookkeeper and Office Manager is Ana Joyce. Replacing Georgeann Palmer, who left to work in her family's business, is Cathy Mason, Meeting Planner and Director of Membership Services.

All of these people continued the normal work of the office:

- developed and administered workshops
 - organized the 1991 annual meeting and planned for future ones
 - published the bimonthly newsletter on schedule
 - as well as the employment bulletin on the alternate months
 - produced four issues of the *American Archivist*
 - answered hundreds of phone calls and letters from non-archivists, new archivists, and experienced ones seeking advice and referrals
 - served as the secretariat for the ACA earning fees for SAA for services rendered
 - processed thousands of membership renewals
 - filled publications orders
 - filled orders for mailing lists
 - paid the bills on time
- During this year of transition, a number of projects were completed or accomplished:
- Two additional volumes of the

Archival Fundamentals Series appeared: *Understanding Archives and Manuscripts* by James M. O'Toole and *Managing Archival and Manuscript Repositories* by Thomas Wilsted and William Nolte.

- SAA began to distribute *A Guide and Resources for Archival Strategic Planning* (GRASP), a computer assisted self-study that allows a repository to systematically address its preservation needs, which was developed by the National Association of Government Archives and Records Administrators.
- The following publications were produced: the *1990-91 Education Directory*, the *1991 Membership Directory*, a *Directory of Business Archives in the United States and Canada*, and an *Index to the SAA Newsletter, 1974-88*.
- The Society began printing its publications on permanent paper.
- The second of two grants from National Historical Publications and Records Commission to support the basic activities of the Committee on Goals and Priorities was concluded. This funding, which began in 1986, enabled CGAP to establish planning for the profession and by the Society as an essential part of SAA's work. Though the funding has ended, the work of the Com-

mittee continues, as it begins to guide the Society in strategic planning.

- Three new Committees were established: the Standards Board, the Committee on Legal and Legislative Affairs, and the Education Office Advisory Board.

Several projects were continued or were begun:

- In May we learned that SAA was awarded \$645,000 by the National Endowment for the Humanities for a Preservation Management Training Program that will train 60 archivists over a three-year period to serve as preservation administrators in institutions across the country. The process of hiring staff is underway, and the project will begin in January 1992, with the first workshops scheduled for next summer.
- We are in the midst of a project funded by the NHPRC to develop learning objectives and recommendations for a structure for a curriculum for archivists in the area of automated records and techniques. The final activities are scheduled for this fall with a report due early next year.
- We have engaged the services of a membership marketing consultant who is currently undertaking an audit of what we do and how we do it to attract and serve members. He will present a report in the fall,

and then we will consider its implementation.

- The first titles in our co-publishing agreement with Scarecrow Press are in process:

a) the manuscript for Bill Maher's college and university archives manual has been delivered and is in the early stages of production.

b) we are undertaking a joint project with the Association of Canadian Archivists for a reader composed of some of the best articles from *Archivaria*, the journal of the ACA. This will be the second of our series with Scarecrow Press.

- In June Council adopted the first formal, three-year plan for the work of the Society. It will review and revise the plan every spring.

- The process of review for a revised Code of Ethics for archivists is underway. An Open Forum on the code will be held at this meeting. Council will consider the adoption of the new code early next year.

These are among the highlights of a busy and productive year for the Society.

However, all is not perfect. There are far more good ideas than the association can successfully implement. It is difficult to choose among them and even more difficult to say "no" once a decision has been made.

I would personally prefer that SAA do a few important things well than many things only ad-

equately. I am encouraged by Council's progress in establishing its own planning process and hopeful as CGAP begins strategic planning for the Society.

These undertakings provide a mechanism for identifying a core set of programs and responsibilities which the Society must maintain. And another set of activities which SAA is most suited to undertake as well as able to accomplish. Strategic planners would call the latter our "distinctive competencies."

Then there are those many projects that would advance the work of archivists but which the Society cannot undertake without diverting resources from its other commitments. For these, we can encourage and applaud the work of other associations, of our own members as they pursue them through their own institutions or other, allied associations. But we need to be very careful of making promises that cannot be fulfilled.

We can say "no" to many ideas because we have said "yes" to others. This is not easy. It is, however, a necessary and important challenge. I invite your participation in this upcoming year of the strategic plan for SAA, and encourage your support for the Officers and Council in their decision-making.

ANNE P. DIFFENDAL
Executive Director
26 September 1991

Treasurer's Annual Report 1 July 1990–30 June 1991

Two financial statements for the Society's fiscal year which ended June 30, 1991, accompany this report. Statement 1, the combined balance sheet prepared by our auditing firm, lists the four fund categories into which the Society groups financial transactions.

1. The general fund includes funds for the usual and ordinary activities of a professional association. For example, income includes dues, and expenses include publishing the *American Archivist* and holding the annual meeting.

2. The second category is grant funds, and these must be accounted for separately. This category includes grants from the National Historical Publications and Records Commission and the National Endowment for the Humanities, for example, which we have used to develop publications and to support workshops.

3. The third category is special projects funds, a separate category because its tax status under Internal Revenue Code Section 501(c)3 allows contributors to take deductions for donations. It includes, for example, the Education Endowment Fund and funds for cash awards.

4. The fourth category, created in 1989, holds retirement funds for SAA employees.

A balance sheet records finances at a given point in time, for us June 30th each year. Last June 30th, our assets exceeded our liabilities, which is good. Please note two other figures on the balance sheet. Under assets, the figure for inventory, \$96,817, is an increase of roughly \$65,000 over last year. I will explain this good news later in this report. Please note also the Fund Equity, or Fund

Balance in the general fund of \$52,098, an increase over last year of roughly \$32,000. For the first time in three years I'm not bringing alarming news about our depleting this fund.

The bottom of Statement 2 shows the Society's general fund balance figure for 1990-91 again, as well as the balances for the previous two years. We focus on the general fund because it is unrestricted money, unlike special projects or grant funds, and because this is where most of SAA's financial transactions occur. The general fund balance represents our only reserve. A reserve is a cushion to absorb unanticipated expenses or income shortfalls. It also ought to hold enough money to permit the Society to operate in case of emergency or disaster.

The top of Statement 2, column three, is the income and expense statement for the general fund for last fiscal year. We also included columns for the last two years as well. Unlike the balance sheet, which shows financial status at a fixed point in time, the income and expense statement shows financial activity over a period of time, the whole fiscal year. The top of the statement shows receipts or income; the bottom shows disbursements or expenses. Please note that some items are listed in both places—*American Archivist*, publications, annual meetings and workshops. You must subtract the expense figure from the income figure to determine net gain or loss for these items.

The bottom line for last year, column 3 for FY90-91, shows an excess of revenues over expenses. No deficit. Hooray. No parentheses. Why?

I wish I could say that we

finally have an excess solely because we raised dues. The dues increase helped, certainly, as you can see on the top two income lines. The single most important factor, however, was the increase in the value of our inventory, which I mentioned earlier, and which we looked at on the balance sheet. This \$65,000 increase appears on the income and expense statement in less clear terms—it is subtracted under expenses, publications for sale. The increase in the inventory figure mostly represents publications we produced last year, approximately 7000 copies of three titles in the new archival fundamentals series. In accounting terms, we exchanged one asset, cash, for another, publications that are saleable. The formula is a conservative estimate of only a portion of the selling price. This large figure significantly improved our financial position last year, but this is a temporary bonus. The inventory will continue to increase this fiscal year and the next one with publication of the remaining titles in the archival fundamentals series, but then the figure will decrease as we sell publications. The inventory figure doesn't enhance our financial position for the long term, and we shouldn't start counting the ways to spend extra money.

Let me explain a few other figures for last year. Under receipts or income, publications sales are largely for the new archival fundamental series, and interest from 501(c)3 income is interest from our special projects fund. Administrative fees are largely indirect costs from grants. The figure for last year is in parentheses, indicating a loss. This is money we had to

Statement 1				
THE SOCIETY OF AMERICAN ARCHIVISTS, INC.				
ALL FUNDS				
Combined Balance Sheet				
30 JUNE 1991				
	GENERAL FUND	GRANT FUNDS	SPECIAL PROJECTS FUNDS	PROFIT SHARING FUND
ASSETS				
Cash	\$227,429	\$26,406	\$240,810	\$11,020
Accounts Receivable	19,968	—	—	6,469
Inventory	96,817	—	—	—
Fixed Assets	42,145	—	—	—
TOTAL ASSETS	\$386,359	\$26,406	\$240,810	\$17,489
LIABILITIES AND FUND EQUITY				
LIABILITIES				
Accounts Payable	\$ 8,257	\$—	\$—	\$—
Accrued Payroll Taxes	142	—	—	—
Other Payables	7,194	—	—	—
Deferred Revenue	312,776	—	—	—
Compensated Absences	5,892	—	—	—
Due to Participants	—	—	—	17,489
TOTAL LIABILITIES	334,261	—	—	17,489
FUND EQUITY				
Fund Balance	52,098	26,406	240,810	—
TOTAL FUND EQUITY	52,098	26,406	240,810	—
TOTAL LIABILITIES AND FUND EQUITY	\$386,359	\$26,406	\$240,810	\$17,489

repay the National Endowment for the Humanities for operating a grant that ended in 1989 without a negotiated indirect cost rate for the last one and one half years of the grant period. This problem only surfaced and was resolved this last fiscal year. Under expenses, note that most of them rose last year. The General and Administrative line includes a number of items, such

as equipment and depreciation, supplies, telephone, travel, and professional services such as accounting and insurance.

For the second part of my report, I would like to offer some observations I've gained over the last three years about SAA's financial matters and discuss: (1) the meaning of the dues increase, (2) the importance of setting priorities, and (3) the

need to have realistic expectations about what the Society can afford to do.

The Society's vote to raise dues at last year's annual business meeting was our single most important financial decision. Society members should take great pride in making that commitment to professionalism, particularly during a recessionary period. We did lose

institutional members, but happily we did not lose individual members. The dues increase has enabled us to stop deficit spending and to stop depleting our reserves. It also has given us a cushion, a margin, and some flexibility to overcome the unexpected. Increased dues income is cause for relief, however, not for dancing in the streets. Dues income brought in an additional \$62,000 last year. Given the size of our budget, however, this modest increase shouldn't encourage us to think of new ways to spend additional dues money.

Dues income will rise this fiscal year, since our new dues were in effect for only nine months last year. In the next two or three years, we'll also have additional temporary income from: (1) publication of all of the new archival fundamental series and (2) the new conservation grant from NEH, which will bring in administrative fees (or indirect costs) income. We should view both of these as temporary benefits, however. The publications sales income and resultant inventory bonus will drop after time; the grant will end. Neither will enhance our long term financial position.

But the current improved and improving financial position leads to my second observation, the importance of setting financial priorities. Council set the first priority at its meeting last June: building up the reserve. Look again at the general fund balance at the bottom of Statement 2, and remember that this balance is our only reserve fund. Many professional associations try to maintain a reserve that would fund six months or, more often, three months of operating expenses. Ours would fund about three and one half weeks. This is unacceptable. Council therefore re-

solved to set aside a minimum of three percent of each year's general fund budget until an amount equal to three months reserve is reached. This figure would be almost \$200,000. As this balance grows each year, we should not consider it money we can spend on other things, however much we might like to do that. Setting another priority, council also passed a resolution to examine our dues structure every three years. Since last year's dues increase was the first one in ten years, we believe it more financially responsible to examine the dues structure more often. I am not saying dues will rise in three years, only that the structure will be examined at regular intervals. I would also urge Council to address more firmly the issue of setting programmatic, not just financial priorities. If we do have extra money, where do we spend it? Council has done much toward planning. Much remains to be done.

This leads to my third observation, the need for all SAA components to have realistic expectations about what the Society can afford to fund. Our improved financial position will not, for example, enable us to add new professional archival positions in the SAA office, as a growing number of Society groups are urging. Paid staff enable activity to grow enormously not slowly, but adding staff is not a realistic expectation. Let's take the example of adding a professional archival position in the office at a salary of \$30,000. (I realize that such a salary may be entirely too low, it will make my point nonetheless). The personnel line would actually be \$37,500, since our benefits add another 25% to costs. An additional staff person also uses the phone and FAX machine, travels and otherwise requires additional

money, for which we might add \$5,500 per year, for a figure of \$43,000. Then, each year all these expenses would rise. Even if we estimate increases conservatively at five percent per year, in year four the real expense for this additional staffperson is almost \$50,000. Then this person needs assistance—since all archivists know that assistance is crucial or one operates the photocopy machine most of the time. Adding a figure of half the expenses for assistance—probably a more ridiculous figure—the real cost of adding staff in year one is \$64,000, and in year four it rises to \$75,000. Even if the Society can increase income over that shown on the income statement for FY 90-91, surely our inability to add new staff is clear. Furthermore, the real need in the SAA office is support staff for the personnel we already have, rather than new professional staff. Our current staff already spends far too much time on support, rather than on other, services.

Council has also tried to think in larger terms of increasing the whole financial pie, for example, raising money for an endowment from which we could use the interest to sizably increase income and fund new initiatives. Last year the SAA's Task Force on Development addressed that issue, and their report was not encouraging. For example, the report noted that "in order for the Society to have the use of a sum between \$25,000 and \$50,000 per year, an endowment of \$500,000 and \$1,000,000 would have to be raised." This is indeed sobering.

I believe that it's time to realize that we can't do all that we would like to do and to acknowledge the limits of our current funding structure. It is more realistic to be creative and

Statement 2
The Society of American Archivists, Inc.
GENERAL FUND
Income and Expense Statement

<u>RECEIPTS</u>	<u>FY 88-89</u>	<u>FY 89-90</u>	<u>FY 90-91</u>
Dues - Individual	\$ 138,580	\$ 142,458	\$ 171,477
Dues - Institutional	48,705	56,961	89,665
AA/Newsletter/Emp Bul/ Ads & Subs	41,786	57,674	95,230
Publications	123,538	138,785	166,418
Annual Meeting	137,821	137,765	188,042
Workshops	59,268	62,633	80,214
Interest	8,806	13,580	20,214
Interest from 501(c)3	15,962	18,305	13,880
Administrative Fees	34,624	25,316	(9,585)
Other	6,677	13,911	13,411
Subtotal	<u>615,767</u>	<u>667,388</u>	<u>828,966</u>
Certification	<u>34,775</u>	<u>76,469</u>	<u>- 0 -</u>
Total Receipts	<u>650,542</u>	<u>743,857</u>	<u>828,966</u>
<u>EXPENSES</u>			
Personnel	227,509	263,590	295,163
Rent & Utilities	22,667	32,094	31,453
General & Administrative	95,323	95,094	95,890
Annual Meetings	115,833	84,731	113,293
Workshops	28,603	31,878	46,221
American Archivist	66,881	97,083	77,628
SSA Newsletter/Employment Bulletin	25,586	21,670	25,305
Publications for Sale	45,796	52,343	61,631
Representation	3,500	3,778	4,000
Committees/Sections/Task Force	10,191	10,769	15,866
Council	8,707	11,493	30,894
Subtotal	<u>650,596</u>	<u>704,523</u>	<u>797,344</u>
Certification	<u>52,885</u>	<u>50,269</u>	<u>- 0 -</u>
Total Expenses	<u>703,481</u>	<u>754,792</u>	<u>797,344</u>
Excess (deficiency) of revenues over expenses	<u>\$ (52,939)</u>	<u>\$ (10,935)</u>	<u>\$ 31,622</u>

Fund Balances
as of
June 30

<u>1989</u>	<u>1990</u>	<u>1991</u>
<u>\$ 31,411</u>	<u>\$ 20,476</u>	<u>\$ 52,098</u>

imaginative about how a very small amount of money, rather than a large amount, can promote activity, and to determine what more volunteer efforts can do. For example, funding for an additional meeting could significantly promote a group's activity, but the activity would still rely on more volunteer effort. I realize that stressing volunteerism will remind many of you of Reagan/Bush republi-

canism. To which I reply: we've already raised taxes—our dues increase.

Rather than ending like Ebenezer Scrooge, I'll risk sounding like an Society cheerleader instead. I note that we already do a lot for an association with such a small membership. For example, over one third the number of the individual members are attending this annual meeting, an astounding figure

in the association world. We have 54 SAA groups through which we promote activity for the archival profession, another figure of pride. We can lament what we can't afford to do. Or we can focus on what we now do and how—with imagination and creativity, not big bucks—we can continue and expand activity. Let's do that.

LINDA J. HENRY
Treasurer

Society of American Archivists Council Meeting Minutes 24 September 1991 Philadelphia, Pennsylvania

President Trudy Peterson called the meeting to order at 9:05a.m. Present in addition to Peterson were Vice President Frank Burke, Treasurer Linda Henry, and Council Members Brenda Banks, Nick Burckel, Linda Matthews, Jim O'Toole, Bob Sink, Anne VanCamp, and Bill Wallach. Absent was Jim Fogerty. Also present were incoming Vice President Anne Kenney, incoming Council members Mary Janzen and Rand Jimerson, and Executive Director Anne Diffendal. Attending for parts of the day were incoming Treasurer Bill Maher; SAA staff members Cathy Mason, Jane Kenamore, and Teresa Brinati; SAA representative to the National Historical Publications and Records Commission John Fleckner; and Executive Director of the National Coordinating Commission for the Promotion of History Page Miller.

Amend and Approve Agenda

There were several additions to the agenda. Burke moved and Matthews seconded to approve the agenda as amended. PASSED.

Approve Minutes of Previous Meeting

There were a few corrections to the minutes. O'Toole moved and Burke seconded to approve the minutes of the June 13-14, 1991, meeting as corrected. PASSED.

Report of Executive Committee

There was no report from the Executive Committee.

Report of the President

Peterson reminded members of several scheduled events at the Annual Meeting. She announced that the head of the Soviet archival association would not be able to come to Philadelphia.

● White House Conference on Libraries and Information Sciences

In Peterson's view, this was not a well-run conference. She is unsure about its long term accomplishments, which will depend upon the uses that lobbyists make of the conference resolutions.

● Committee on Legal and Legislative Issues

Peterson announced her appointment of Edie Hedlin (chair), Menzi Behrnd-Klot, Karen Paul, David Gracy, Lew Bellardo and Larry Hackman to this new committee. She has asked that it look at the proposed rules regarding federal employees' volunteer work for professional associations and at the proposed legislation regarding on-line access to federal data bases through the GPO.

● Education Office Advisory Board

Peterson announced her appointment of Linda Matthews (chair), Hilary Kaplan, Debbie Pendleton, Tom Frusciano, and Paul McCarthy, in addition to Bonnie Hardwick, ex officio as chair of CEPD, to this new Board.

● Archival Encyclopedia Advisory Board

Peterson announced her appointments of Frank Evans, John Fleckner, Mary Jo Pugh, Margaret Hedstrom, and Nick Burckel to assist General Editor Bill Joyce.

● Closing Archives

Peterson reported on letters she has sent recently regarding the closing of three archives and severe cutbacks in a fourth.

● ALA/SAA Joint Access Statement

Following a proposal from ALA that this statement be reviewed and revised, Peterson has referred it for review to the following SAA Sections: Government Records; Manuscript Repositories; and Reference, Access, and Outreach.

Report of the Vice President

● Committee Appointments

Burke presented his appointment files to Kenney and announced that his appointments had been made and that committees were in place.

● Copyright Legislation

Burke announced that he had received a reply from Senator Paul Simon to his letter regarding the definition of "fair use." Burke reported that the current legislation is not moving.

● NHPRC

Burke reported that he had written a letter and testified in support of funding for NHPRC.

● Standards for Library Accreditation

Burke reminded Council of the session scheduled at the Annual Meeting. The final draft will be revised in November by the ALA subcommittee and forwarded for adoption by the ALA Council in June 1992.

Report of the Treasurer

● Final Report for FY90-91

Henry summarized the report that she will give to the Business Meeting. She emphasized Council's decision to increase the unrestricted funds balance

to an amount that represents at least three-months General Fund expenses. She reported that the dues increase had met projections. Calling attention to the increase in the value of the publications inventory because of the Archival Fundamentals Series, she warned that this situation was only temporary as the inventory value would decrease as the copies were sold.

● **Current Financial Statements**
The Treasurer receives the financial statements monthly. Council receives them at the time of each Council meeting. There is little to be said about the current ones, which cover only the first two months of the fiscal year.

● **Successor Trustees for Retirement Plan**
Henry moved and Wallach seconded that Anne Diffendal and William Maher replace Timothy Ericson and Linda Henry as trustees of the SAA retirement plan for its employees. PASSED.

● **Annual Giving Plan**
Henry reported on discussions with and advice from professionals in development on some changes in the Society's appeal for contributions to its special projects funds. It was the sense of Council that the changes be made and the campaign undertaken again this year. Henry suggested that an ad hoc committee evaluate the 1991 effort.

● **Investments Other than CDs.**
This topic was postponed until the Council meeting on Sunday, September 29.

Report of the Executive Director

● **1991 Annual Meeting**
Mason reported that there had been 1098 pre-registrations. The hotel block had filled quickly.

● **Membership**
Mason described the trend that has been apparent since the dues increase: the level of individual memberships has increased; in-

stitutional members have been moving to subscribers. The marketing consultant is continuing his audit. His report is due in the fall.

● **Education Office**
Kenamore distributed copies of the 1991-92 Education Directory. For the first time, programs were charged a fee to be listed. The directory is distributed at no charge. Kenamore reviewed her written report on workshops. Workshop registration at this Annual Meeting is an all-time high.

● **Publications**
Brinati and Diffendal updated Council on the status of the four remaining volumes in the Archival Fundamentals Series, the schedule of the *American Archivist*, the appearance of the Membership Directory, the sales of *GRASP*, and the additional cost of printing the *SAA Newsletter* on permanent paper.

Diffendal announced that the two candidates for AA Editor would be interviewed in the upcoming week, with a decision to be made shortly thereafter.

Council directed that the Directory of Consultants be published according to the plan that it approved in the spring, even though the number of listings received were insufficient to cover the costs of production. Jimerson was asked to report this to the Acquisitions and Appraisal Section.

Diffendal reported that returns from the marketing survey regarding the Directory of Institutions were being received. The National Register Publishing Company will analyze them in the next few weeks and decide if it will undertake this publication.

Council welcomed Jim O'Toole as the Society's new Acquisitions Editor and affirmed that his completing the final year of Terry Eastwood's term on Council does not rep-

resent a conflict with his serving as editor.

Diffendal announced the first two titles to be published under the Society's agreement with Scarecrow Press: Bill Maher's manual on college and university archives and, as a joint undertaking with the Association of Canadian Archivists, a reader of articles from *Archivaria*. Both titles are expected to be ready for sale at the Annual Meeting in Montreal.

● **Preservation Administration Training Program**
Diffendal reported that she will interview four candidates for the position of program director in the upcoming week. She expects to announce a decision by the end of October.

The Advisory Committee will convene at this Annual Meeting and begin to plan for recruiting institutions and individuals to participate in the training program.

● **Council Handbook**
Diffendal reported that she will be editing the handbook during the fall and early winter and plans to distribute a draft for Council's review before the June meeting.

Reports from Council Subcommittees

Council Committee on Committees

● **Awards**
Diffendal reported that Fogerty and the co-chairs of the Awards Committee, Valerie Brown and Charles Lesser, had reviewed the past practice of determining the amount given recipients of the awards that have cash funds. They recommended that the past practice should continue; the amount of the award approximates the interest earned by the particular fund in the year past. The Executive Director determines the exact sum, which in no case represents an expenditure of the principal. In years

when no award is given, all of the interest is applied to the principal in that particular fund.

- Committee on Goals and Priorities

Burke moved and Wallach seconded that the "sunset" provision be removed from the guidelines for CGAP, which was the only SAA committee with such a provision. PASSED.

Council Committee on Sections and Roundtables

- Request from African American and Third World Archivists. Banks moved and O'Toole seconded that Council reallocate \$95, approved but not expended in FY90-91, to enable the roundtable to publish a membership directory. PASSED.

- Representative to the African Experience and Contributions Memorial Commission.

Council accepted the recommendation of the AATWA Roundtable not to appoint an SAA representative to this Commission because of insufficient information about this group and its plans.

- Charging for Section Newsletters

Council decided not to offer Section newsletters to other than section members by subscription. To do so would obligate the Society to provide certain services by mail. Because the newsletters are products of volunteers, they are not always produced on a regular schedule. Offering subscriptions could jeopardize the Society's non-profit bulk mail permit.

Council Committee on Task Forces, Boards, and Representatives

- "Preserving History's Future"

Burckel moved and O'Toole seconded that Council accept the revised version of this document that was prepared by the

Task Force on Preservation and that the Executive Director in consultation with the Task Force determine the means of distribution. PASSED.

- Staffing After the Conclusion of the Preservation Grant

Henry, Burckel, and Banks will meet with members of the Preservation Task Force to discuss the financial realities of adding staff to the SAA office. They will initiate discussion on various ways of maintaining an SAA presence in the national preservation effort.

- Task Force on Development

Wallach moved and Burckel seconded that (1) Council thanks the current chair and members of the Task Force for their work and their final report on raising an endowment; (2) the Council Committee will revise the charge to the Task Force to focus on deferred giving, annual giving, and programmatic support from private foundations; and (3) the President will appoint a new chair and members. PASSED.

- SAA Representative to ACA

Henry moved and O'Toole seconded the adoption of guidelines for the SAA representative to the Academy of Certified Archivists and the selection by Council of a Council member to be that representative for a two-year term. PASSED. Council selected Bill Wallach to be the representative.

- Report from NHPRC Representative

Fleckner reported on the planning process being undertaken by NHPRC. The draft plan reflects a broad vision of the role of the Commission. The document is just now available and is being sent to the organizations represented on the Commission and other related bodies. The Commission will consider it first at its November meeting and then adopt it in February so that it can go forward with other materials as the NHPRC

prepares for reauthorization hearings in the spring of 1992.

Burckel moved and Sink seconded that (1) Diffendal send copies of the important parts of the plan to each Council member; (2) each member will send individual comments to Fleckner by November 1; and (3) the three senior Council members, with O'Toole as convener, will prepare a position paper on the plan for Council's consideration at its January meeting. PASSED.

- Council Committee Guidelines

Wallach moved and Burke seconded that the draft guidelines prepared for the Council Committee on Task Forces, Boards, and Representatives be adopted and that they also be used for the Council Committee on Committees. PASSED.

- Charge to the Education Office Advisory Board

Burke moved and Banks seconded the adoption of the draft charge to the Education Office Advisory Board. PASSED.

- ACRL/RBMS Standards

Four standards of the Rare Books and Manuscripts Section of the Association of College and Research Libraries sent by that body for adoption were referred to the SAA Standards Board.

- Report on IFLA Preservation Conference

Peterson circulated a written report from Hilary Kaplan who was designated as SAA representative to an IFLA Preservation Conference.

- Task Force on Library Archives

Council received a report on a revised charge and activities of the Task Force. Burckel moved and O'Toole seconded that (1) the life of the Task Force be extended until the 1992 Montreal meeting; (2) the Task Force submit by May 1 an outline of the scope of and the costs of the

proposed projects regarding a promotional brochure and a survey of current state and local legislation regarding the retention of library records; (3) the Task Force not pursue a manual on records management for libraries; and (4) the proposed workshop for librarians be referred to the SAA Education Office. **PASSED**

● **Council Committee on Goals and Priorities**

Matthews reported that the Three-Year Plan that Council adopted in June had been revised and distributed in a mailing in August to the leadership. There was general agreement about the need for an article on the plan in the newsletter.

Old Business

● **SAA/NARA relationship**
Burckel summarized the activities of the past year and urged Council to continue maintaining a liaison with the Archivist of the US.

● **Code of Ethics**

Peterson reminded Council of the Open Forum on the Code of Ethics to be held at this Annual Meeting.

● **Policy on Council Members Receiving SAA Publications at No Charge**

Discussion centered on the need for Council to be informed about the appearance and the content of new SAA publications. There was agreement that the Executive Director's updates were appropriate and sufficient means for Council members to be kept informed, and that supplying Council with publications at no charge was an unnecessary expense to the Society. However, brochures and promotional pieces will be sent to Council members.

● **Membership in NHEN**

Council reaffirmed its earlier decision not to join the National History Education Network. This group has worthy and useful purposes, but other

bodies relate more directly to the goals of SAA.

● **Report from NCC**

Page Miller, Executive Director of the National Coordinating Commission for the Promotion of History, reported on the current status of appropriations for NHPRC and NEH as well as other federal legislation. She encouraged the Council to bring to her attention issues of particular interest to archivists that the NCC might focus on.

New Business

● **Orientation for New Officers and Council**

Burckel moved and O'Toole seconded the adoption of guidelines and a schedule for the orientation of new officers and Council members. **PASSED**.

● **Committee for Resolutions at the Business Meeting**

The first-year members of Council traditionally constitute this committee. This year the members are Brenda Banks, Anne VanCamp, and Bill Wallach. Because the Business Meeting this year is scheduled so early during the Annual Meeting, VanCamp moved and Sink seconded that members be allowed to submit resolutions until 5:00p.m. of the day before the Business Meeting. **PASSED**.

● **1989 and 1992 Surveys of Archivists**

Diffendal reported that a survey will be sent with the 1992 ballot in February. Paul Conway is preparing an article for the January newsletter that will summarize the results of the 1989 survey.

● **Date of 1994 Annual Meeting in Indianapolis**

Council noted that the preconference portion of the 1994 Annual Meeting corresponds with the observance of Rosh Hashanah. Council regrets this

conflict and directed the SAA office to take the dates of the Jewish holidays into account in planning future annual meetings. A contract with a hotel has been signed for 1994, which imposes substantial financial penalties should the Society make changes.

● **Fund Raising by SAA Groups**
Council took note of a number of examples of fund raising by SAA groups without authorization (and in most cases knowledge) of Council. Such fund raising sometimes puts the Society in competition with itself. All such fund raising incurs commitments that the office and the governing body may not be aware of. Accordingly, Henry moved and O'Toole seconded the following revision and clarification in the guidelines for SAA Committees, Sections, and Roundtables: "If a Committee (or Section or Roundtable) wishes to seek resources—whether in cash or in kind—from any source outside SAA, Executive Committee approval must be obtained in every instance before approaching the source. Proposals should be routed through the Executive Director, with sufficient time for consideration by the Executive Committee, which will respond within thirty days." Further that the Council liaisons will communicate directly with the groups that have been engaged in fund raising and that all groups will receive a letter, to be drafted by VanCamp, about the revised guidelines. **PASSED**.

Adjournment

Upon a motion by Burke and second by Wallach, the meeting was adjourned at 5:30p.m.

ANNE P. DIFFENDAL
Executive Director

7 October 1991

Amended: 19 December 1991

Society of American Archivists Council Meeting Minutes 29 September 1991 Philadelphia, Pennsylvania

President Frank Burke called the meeting to order at 7:00a.m. Present in addition to Burke were Vice President Anne Kenney, Treasurer Bill Maher, and Council members Brenda Banks, Jim Fogerty, Mary Janzen, Rand Jimerson, Waverly Lowell, Jim O'Toole, Bob Sink, Anne VanCamp, and Bill Wallach. Also present was Executive Director Anne Diffendal.

Amend and Approve Agenda

There were several additions to the agenda. Wallach moved and Lowell seconded to approve the agenda as amended. PASSED.

Election of Executive Committee Member

While the officers, members of the senior class of Council, and Executive Director left the room, Council elected Jim Fogerty as the Council representative on the Executive Committee.

Report of the President

Burke declared that the Annual Meeting had been a good one and offered his thanks to the staff.

Burke distributed an abstract of the Council Three-Year Plan that included the goals for 91-92 for the first three goals regarding education, preservation, and public understanding. He announced that his own personal goal for the year was to concentrate on the need to increase membership. He commented on the small proportion of archivists employed by the federal government among the members, ironic in view of a

recent succession of SAA Presidents from federal institutions.

His other goals for the year will be received from the agendas of the Society's various groups.

Council Planning

O'Toole, as chair of the Council Committee on Goals and Priorities, suggested the need to decide now on having a Planning Day in June so as to establish a mechanism to monitor the plan. There was general agreement to do so. Council members were assigned to the various goals as follows:

- I. Education — VanCamp
- II. Preservation — Banks
- III. Public Understanding — Fogerty
- IV. Publications — Lowell and Jimerson
- V. Standards — Wallach
- VI. Effectiveness of Council — Janzen
- VII. Finances — Sink

O'Toole described monitoring as (1) watching what Council is doing and how it fits with a goal, (2) being aware of the various groups identified as the actors, and (3) preparing a report for the June Planning Day.

Report of the Vice President

● **Appointments**
Kenney reported on the following appointments:

1993 Program Committee: Elaine Engst (chair), Donald West, Katharine Morton, Brent Thompson, Bill Walker, Jean Hrichus, Barbara Teague, Timothy Murray, Karen Garlick, Raimund Goerler, Jackie Dooley, and Carla Kemp. She hopes to attract Central and South American participation

in this meeting which will be held in New Orleans.

1993 Host Committee: Wilbur Meneray and Alfred Lemmon (co-chairs)

In addition to the usual considerations of gender, race, institutional affiliation, and geographic location, Kenney's goal is to make 25% of her appointments from among members who are newer to the profession and will endeavor not to appoint people with other committee or task force assignments. She will seek people who are active in regionals.

● **CGAP 2020 Vision Project**
Kenney handed out a description of this project. She sought and received general approval from Council to approach other sources for funding should any of the four already asked not contribute funds.

CGAP will draw up a draft contract for the speakers and also a budget for the project.

● **Strategic Planning**
CGAP has drafted a mission statement for the Society to be published in the Newsletter. The Committee is preparing for a half day planning session at the Montreal meeting for the SAA leadership. Kenney will draft a letter about the strategic planning process for Council liaisons to send to their groups.

Report of the Treasurer

Maher is gathering information to present at the January meeting regarding alternatives to Certificates of Deposit for investing some of the Society's cash. The current policy needs to be reviewed because of the declining interest rates and consequent decline in income from SAA's investments.

Report of the Executive Director

Diffendal reported that interviews of the two candidates for Editor of the *American Archivist* had been conducted. The interview committee had made a decision, but because one candidate had left Philadelphia early and had not yet been contacted, she would wait to announce the results.

Diffendal had conducted interviews with four applicants for the Preservation Training Program Director position. She will be calling more references in the next few weeks and expects to fill the position by the end of October.

Report from the Nominating Committee

Fogerty reported that the slate is almost complete. Sink reported that the Committee will recommend no change in nominations for Vice President. Two candidates will continue to be nominated.

Kenney reported that the Academy of Certified Archivists has decided to begin its nominating process at the SAA Annual Meeting rather than wait to learn the names of the SAA nominees. There may be difficulties in the future with both organizations seeking the same individuals to run.

Other Business

• Ribbons

There was general discussion about the proliferation of ribbons attached to name badges at the Annual Meeting. Also, concern about an ACA ribbon, referring to the Academy of Certified Archivists, in Montreal when we will be meeting jointly with the Association of Canadian Archivists. Wallach will prepare a resolution on the subject for the January meeting.

• Task Force on Development
O'Toole moved and Sink seconded the following elements in a new charge to the Task Force: (1) that it identify outside funding sources; (2) that it present a report by December 1, 1992; and (3) that it include the Treasurer and Executive Director, ex officio, and additional new members appointed by the President, not to exceed five. PASSED.

• Directory of Consultants
Jimerson brought a recommendation from the Acquisition and Appraisal Section that distribution at no charge of the list of appraisers developed by the Section be continued after the Directory was published. There was discussion about the wisdom of distributing for free something for which you were trying to recover the cost of production and distribution. Jimerson moved and O'Toole seconded that the SAA office continue to distribute at no charge the list of appraisers

compiled by the Section for the next two years. PASSED with Kenney, Maher, Banks, Fogerty, Janzen, Jimerson, Lowell, Sink, and VanCamp in favor; Wallach and O'Toole opposed.

• Future Annual Meeting Sites
Banks reported that she had received a resolution from the Afro-American and Third World Archivists Roundtable and will be receiving one from the Gay and Lesbian Archives Roundtable requesting that Council take social issues into account in selecting future annual meeting sites. Kenney stated that archivists who had issued invitations should be informed about all of the issues that Council would be considering in making its decision, so that they could address them in presenting information about their cities to Council. Banks will send the resolutions to Diffendal who will draft a letter to those who have issued invitations for 1996. The Executive Committee will approve the language of the letter before it is sent.

Adjournment

Upon a motion by Banks and second by Lowell, the meeting was adjourned at 9:15 a.m.

ANNE P. DIFFENDAL

Executive Director

7 October 1991

Amended: 19 December 1991

Automating the Archives: A Beginner's Guide

by Richard M. Kesner and Lisa B. Weber

This brief technical leaflet will assist archivists and others looking to computerize their operations. The approach is project-management oriented, summarizing a proven methodology that encompasses operational needs assessments, work plan development, project implementation, and ongoing systems support. Also included are three implementation scenarios, a discussion of the MARC record format, archival information exchange, and a list of critical automation project management success factors.

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Annual Index
Volume 54 (1991)
 SUZANNA 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 subjects 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. Works by multiple authors are listed only under the first author, with "see" references from additional authors. Reviews and listings of published (mostly repository-level) finding aids are grouped under "Guides."

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The American Archivist

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The *American Archivist* is the quarterly journal of the Society of American Archivists. It seeks to reflect thinking about theoretical and practical developments in the archival profession, particularly in North America; about the relationships between archivists and the creators and users of archives; and about cultural, social, legal, and technological developments that affect the nature of recorded information and the need to create and maintain it.

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Manuscripts should be typed in English on white paper 8 1/2- by-11 inches in size. Computer-printed documents are preferred to be in near-letter-quality mode. Both text (including lengthy block quotations) and footnotes should be double-spaced with the notes following the text, not at the foot of each page. All pages should be numbered. The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript. The preferred maximum length is 6,000 words for research articles and surveys and 3,000 words for case studies and perspectives, but these length requirements can be waived for certain articles in consultation with the editor. All articles should be accompanied by a 100-word abstract and author's biographical statement.

Four copies of the manuscript should be submitted for research articles, and two copies for all other types of articles. Illustrations are welcome in all departments. Only photocopies of photographs need be included with the initial submission of an article. Glossy 8-by-10 inch originals will be required when and if the article is accepted for publication. Similarly, figures and charts can be submitted initially in rough form, but authors must be prepared to provide camera-ready artwork or illustrations if their articles are accepted.

Editors of the *American Archivist* use the *Chicago Manual of Style*, 13th edition (University of Chicago, 1982), as the standard of style and footnote format, and *Webster's Third New International Dictionary of the English Language*, (G. & C. Merriam Co., 1971) for spelling. Terms having special meanings for members of the profession should conform to the definitions in Lewis J. and Lynn Lady Bellardo, comps., *A Glossary for Archivists, Manuscript Curators, and Records Managers* (Chicago: Society of American Archivists, 1992). Authors' variations from these standards should be minimal and purposeful.

Manuscripts prepared on computers can dramatically improve the speed and accuracy of editorial text handling. Authors should indicate at the time of initial (hard copy) submission if their manuscripts are available in electronic form, identifying the type of computer, the word-processing program, and the diskette size. Upon acceptance, the editors will advise on whether to send a computer data file on diskette as well as a typescript copy. At this time, it is preferred to receive manuscripts composed in WordPerfect 5.0 or 5.1, but the editor can accommodate any other word processing software.

The *American Archivist* will not consider a manuscript that is being reviewed by another journal at the same time, nor will it normally consider an article that has been published previously in a similar form. A separate reprinting policy has been prepared, but normally reprinting will be initiated by the editor.

The author is responsible for understanding and following the principles that govern the "fair use" of quotations and illustrations and for obtaining written permission to publish, where necessary. Accuracy in footnote citations is also the author's responsibility, although the editors may occasionally confirm the accuracy of selected citations. Authors are required to assign copyright of their work to the journal but can expect to receive permission for subsequent use of their own work without restriction.

Authors wanting to submit manuscripts or to obtain more detailed guidelines should contact Teresa Brinati, Managing Editor, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. Telephone: (312) 922-0140.

Review and Production Procedures

Research article manuscripts are submitted (without the author's name) to qualified readers to evaluate them and recommend acceptance, rejection, or revision. Submissions

to the Case Studies, Perspectives, and International Scene departments are also sent out for peer review. Author notification of a final decision normally takes a minimum of eight to ten weeks. Acceptance for publication is usually on the condition that specified revisions be made. If an article is accepted, the author will be requested to prepare a brief biographical sketch to accompany the published article. Authors are given the opportunity to approve all editorial changes and to review galley or page proofs for correction of printers' errors. The minimum editorial and production cycle—which includes receipt of a manuscript, review, acceptance, revision, page makeup, printing and distribution—is between six and nine months; various factors can extend that time period.

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