



Content Transformation Solutions

- SGML, HTML, XML
- Imaging
- eBook & PDF
- DTD Development
- Web-site Development
- *and so much more....*



Information Publishing Group, 11150 Main Street, Suite 402, Fairfax, VA 22030
239.549.2384 • iris.hanney@techbooks.com • www.techbooks.com

saving your audio & video recordings for life in the future



- ✓ obsolete audio & video formats
- ✓ deteriorating & damaged media
- ✓ digital encoding & archiving
- ✓ archival file to tape transfers

to learn more about restoring
and migrating your media
collection please call us at
800.653.8434 or visit
vidipax.com

vidipaxTM
a loudeye company

A FULL MEDIA PRESERVATION FACILITY

Coast to Coast!

SAA Annual Meetings



Visit online at
www.archivists.org

GALLERY OF CONTRIBUTORS



Barbara L. Craig is an associate professor of archives in the Faculty of Information Studies of the University of Toronto. She has a Ph.D. in Archives Studies. Prior to joining the University of Toronto in 1993, she worked as university archivist and head of Archives and Special Collections at York University, and from 1970 to 1989 she was an archivist at the Archives of Ontario.



Anne J. Gilliland-Swetland is an associate professor in the Department of Information Studies of the Graduate School of Education and Information Studies at UCLA where she teaches in the graduate specialization in Archives and Preservation Management. She has published widely in the areas of electronic records administration, development and evaluation of digital archival information systems, and archival education. She is currently co-director of the US-InterPARES Project. She was elected a fellow of the Society of American Archivists in 2000.



Steven L. Hensen is the director of planning and project development at Duke University's Rare Book, Manuscript and Special Collections Library. Before coming to Duke in 1986, he held positions at the Library of Congress and at Yale University. He is the author of *Archives, Personal Papers, and Manuscripts* as well as numerous journal articles, conference papers, and lectures. He was president of the Society of American Archivists, 2001–2002.



Tom Hyry is the Head of Arrangement and Description in Manuscripts and Archives in the Yale University Library, where he has worked since 1997. He holds a Bachelor's of Arts in U.S. History from Carleton College and a Masters of Information and Library Studies with an archival concentration from the School of Information, University of Michigan.



Michelle Light is the assistant archivist at Northeastern University's Archives and Special Collections. Previously, she worked in Manuscripts and Archives in the Yale University Library. She earned an M.S. in information with a concentration in archives and records management from the University of Michigan, where she is also a Ph.D. candidate in history.



Jennifer A. Marshall is a doctoral student in the Department of Library and Information Science, School of Information Sciences, University of Pittsburgh. She holds an MLIS with a concentration in archives and records studies from the University of Pittsburgh. Her primary research interests are in the area of archival appraisal.



Christopher J. Prom is assistant university archivist and assistant professor of library administration at the University of Illinois. He is currently vice-chair/chair-elect of SAA's Description Section, a member of the Standards Committee and the Technical Subcommittee on Descriptive Standards. Chris is also co-principal investigator on a project funded by the Mellon Foundation to study the feasibility of implementing a scholarly information portal using the Open Archives Initiative Metadata Harvesting Protocols. He holds an M.A. in history from Marquette University.



Reto Tschan is currently in the second year of the Master of Archival Studies program at the University of British Columbia. He received his B.A. from the University of Toronto in 1998, majoring in History and English Literature, before completing a master's degree in history at UBC. He has enjoyed brief stints at both the National Archives of Scotland and the Oxford University Archives and is looking forward to returning to Edinburgh in the near future.

Safe Sound Archive

"Preserving the Sound of History"

www.safesoundarchive.com/references.cfm

May we add you
to the list?



audio
preservation • conservation • restoration
archival storage

georgeblood@safesoundarchive.com
21 West Highland Avenue
Philadelphia, Pennsylvania 19118-3309
(215) 248-2100



society of american archivists

SAA Publications

Providing the best archival resources worldwide

- copyright, intellectual property, and legal issues
- digitization and digital preservation
- electronic records
- international archives
- photographs and visual arts
- preservation
- records and knowledge management
- and much, much more...

Visit online at
www.archivists.org/catalog

SOCIETY OF AMERICAN ARCHIVISTS

Council Meeting Minutes

May 30–June 1, 2002—Chicago

President Steve Hensen called the meeting to order at 8:35 a.m. Present: Vice President Peter Hirtle, Treasurer Elizabeth Adkins, and Council members Danna Bell-Russel, Tom Connors, Jackie Dooley, Mark Greene, Becky Haglund-Tousey, David Haury, Richard Pearce-Moses, Megan Sniffin-Marinoff. Thomas Battle was absent due to illness. Also present were Executive Director Susan Fox and Meetings Director Debra Nolan.

Adoption of the Agenda

Hirtle moved and Bell-Russel seconded adoption of the agenda as amended. PASSED.

Approval of the January 2002 Minutes

Greene moved and Adkins seconded approval of the January 2002 minutes as amended. PASSED.

Discussion with John Carlin, Archivist of the United States

Council briefly discussed a range of issues via conference call with John Carlin, Archivist of the United States. These issues included, among others, the pending retirement of Ann Newhall, Executive Director

of NHPRC; Hensen's meeting at the White House with administration officials on the issue of Bush's Executive Order on the Presidential Records Act; Web preservation and electronic archives; and the NARA budget.

Report of the Executive Committee

Greene reported on electronic votes taken by Council between meetings, which were: Accepting the revised page from the auditor's report to more clearly delineate lease expenses; approval of funding in support of the *Eldred* case amicus; endorsement of an NCC letter to Mayor Bloomberg on the matter of the Giuliani mayoral records; endorsement of Tom Connors statement to the New York City Council on the Giuliani papers; endorsement of the New York City Archives Roundtable statement on the Giuliani papers; and agreement not to register an opinion in the Catalonian archives debate. Adkins moved approval, Tousey seconded. PASSED.

Report of the President

Hensen reported on Executive Order 13233 and HR 4187. He participated in a number of media related events. He interviewed with the Bill Moyers *Now* program

on PBS, but that segment landed on the cutting room floor, preempted by Rep. Burton's statement. He was invited to appear on the Lehrer News Hour, but a snowstorm prevented travel to the broadcast studio. He was, however, interviewed by Nina Totenberg on NPR. Morning Edition devoted 16 minutes on two consecutive days of excellent coverage. He most recently met at the White House with Judge Gonzales and others. In general it was a positive meeting. Hensen expressed hope that SAA would continue this level of advocacy.

He reported on the CUSTARD (Canada-US Task Force on Archival Description) April meeting in Washington, DC. The group was convened in order to support the process of reconciling the two principal North American standards for archival description with each other and with a broader international standard. It would probably not be until this time next year for the release of what was tentatively called "Describing Archives: A Content Standard." It would also be published in French and would have a stronger theoretical basis than APPM. The expectation was that this would lay the foundation for a truly international content standard. It would give archivists a way to organize description of records in a consistent and logical way. Selection of Jean Dryden to serve as Editor was exactly the right choice.

Hensen then gave an update on the work of the ad hoc Fellows Steering Committee, chaired by Bill Joyce. The Committee would develop a proposed structure to present at the August Council meeting.

He concluded by reporting he was recently elected to the NINCH board of directors for a two-year term.

Report of the Vice President

Hirtle said he was not as far along on appointments as he would like due to some unexpected work obligations. He did have the local arrangements committee appointments made with Sue Hodson and Luke Swetland serving as co-chairs. Alexandra Gressitt, a godsend as chair of the Awards Committee, agreed to serve an additional

year. He said he hoped to fill the other appointments within two weeks.

The *Eldred v. Ashcroft* amicus turned out very well. He recently learned the Justice Department asked for an extension until the end of August to file their brief. Eldred would then have until the end of September to respond to the Justice brief, but amici cannot. Hirtle suggested it would be worthwhile to add two new members to the Intellectual Property Working Group and suggested some possible names. Council agreed. Hirtle said he would follow up.

Executive Director's Report

Nolan reported on possible locations for the 2007 annual meeting. The Fairmont Hotel in Chicago offered extremely competitive rates. Greene moved and Bell-Russel seconded the motion to hold the 2007 annual meeting in Chicago. PASSED.

Nolan also gave a Birmingham update, noting that people were signing up on the Web and signing up for tours early, a good sign. Also, the exhibitor spaces were nearly filled.

Election of Council Member to Executive Committee

Council members elected by ballot Tom Connors to serve on the 2002–2003 executive committee, commencing at the close of the 2002 annual meeting. Dooley and Battle would serve on the 2002 Nominating Committee.

Report of the Treasurer

Adkins reported that the Society experienced a better than expected fiscal year 2002, and projected a net gain of nearly \$34,000 against an originally budgeted net gain of \$11,000. The favorable result could be attributed to a better than expected attendance at the Washington, D.C. meeting, more robust publication sales, and a slight increase in new members. The education program did less than expected,

largely as a result of multiple workshop cancellations post September 11.

Adkins presented the fiscal year 2003 budget, which projected 900 attendees for the Birmingham meeting, a 21% drop in revenues from budgeted 2002 revenues, placing a strain on the rest of the budget. The budget did, however, project a slight increase in publications and education revenues and a cut in general and administrative expenses, to help make up for some of the revenue shortfall. In spite of these pressures, the FY03 budget projected a net gain of \$2,800.

Survey Funds

Adkins then discussed means to fund the surveys contained in the Membership Marketing Action Plan for year one as presented and discussed on Planning Day and at the Winter Council meeting. She proposed that of the projected \$34,000 net gain for fiscal year 2002, Council reduce that amount approximately \$10,000 through early payment of maintenance contracts and dues normally paid in fiscal year 2003. This early payment would provide an additional \$10,000 in the FY03 budget. By taking this amount and creating a new Surveys line item in the operating budget, SAA could budget for periodic membership and salary surveys, instead of relying on the special funds.

To accommodate the cost of surveys for the coming fiscal year, Adkins proposed that Council establish a balance of \$42,000 in the Surveys line item from the following sources: \$20,000 from the FY2002 surplus, \$10,000 from the FY2003 budget, and \$12,000 from contributions of \$4,000 each from the Norton, Education, and Publications funds.

Greene moved to approve the membership budget for year one of the marketing plan. Adkins seconded. PASSED with Hirtle in abstention.

Online Course Development Funds

Adkins moved approval of \$20,000 from the Education Fund for development of a Basic Electronic Records online course

and \$5,000 from the Education Fund for development of content for an online course in Photographic Archives, with the income from registration fees to be contributed back to the Education Fund. Greene seconded.

Hirtle said he was opposed to the motion. Until the Committee on Education and Professional Development issued its report on continuing education, Council did not have a full view of where continuing education fit within the overall SAA agenda. He was operating on the assumption that continuing education had to recoup its expenses. Without seeing a business plan for the electronics records course that proved it could realize a profit, he felt uncomfortable supporting a subsidy. The bigger question was whether or not the Society wanted to fund continuing education on a continuing basis. He did not have enough information to vote.

Connors said he supported investment in SAA's mission. The Society, he said, was not a business and should not be expected to operate as such. He was, however, concerned about the cost of development. He supported taking a risk, but it would need to be well managed. He was especially concerned that the Education Directors were stretched too thin and that there had not been enough thought to class size, etc. The onus would be on Fox to see that the online courses were managed correctly. The first step of developing the courses would be to see if they were successful, and to develop a shell that could be used in other online courses.

Pearce-Moses said he heard parts of a business plan in the directors' presentation. In terms of "is it worth the investment?" the Society needed to try it in order to find out. Bell-Russel moved to table the motion until more concrete information was developed and the Education Directors explored other options and issues and developed a clear business plan of how the \$20,000 would be invested. Pearce-Moses seconded. Bell-Russel and Connors voted in favor. Greene, Hirtle, Haury, Sniffin-Marino, Dooley and Hensen voted against. Pearce-Moses and Tousey abstained. FAILED.

Council then voted on Adkins original motion. In favor: Greene, Haury, Tousey, Sniffin-Marinoﬀ, Dooley, Adkins, Pearce-Moses, Hensen. Opposed: Hirtle. Abstain: Bell-Russel, Connors. PASSED.

Draft Investment Policy

Adkins presented a draft investment policy and asked Council to review the document for further discussion at the August meeting.

NEW BUSINESS

Task Force on Electronic Publishing Interim Report

Haury presented the interim report from the Task Force on Electronic Publishing. He said the subcommittee reports contained in the interim report had not yet been fully vetted by the task force. He also cautioned that the rapidly changing landscape in electronic publishing could well change again in six to nine months. The report addressed critical services to members, especially the newsletter and the journal, among others. The task force recognized that SAA would not be able to implement all the recommendations in the report, and that some of the recommendations may be too advanced for the Society, either technically or economically. Some issues the task force ended up addressing surprised them, such as aggregation and disaggregation of content. The vision contained therein would take some time to implement, but the task force looked forward to Council response and comment.

Hensen commended the task force on an astonishingly thorough job of addressing just the right issues. He thanked task force Chair Rob Spindler and the rest of the task force for its work.

Council echoed Hensen's commendation and provided Haury with advice and comment for the task force to consider for its final report to Council in August. Council asked that Fox post the interim report on the Web site for member comment.

Proposed ICA SPA Meeting In Chicago

Karen Benedict, SAA's representative to the International Council on Archives Section on Professional Associations, had inquired whether or not Council would support a meeting of SPA at the SAA offices in 2003. Benedict indicated that she would handle the logistics of the meeting and asked only that SAA provide the meeting site and a very modest reception. Pearce-Moses moved that SAA host the ICA SPA meeting in Chicago in 2003. Adkins seconded. PASSED.

Archives & Archivists Advisory Board

Fox said Pearce-Moses would be rotating off Council's Archives & Archivists discussion list advisory subcommittee thereby creating a vacancy. Greene said the Executive Committee had discussed this vacancy and thought that incoming Council member Elaine Engst would be a good replacement. Adkins moved that Elaine Engst be assigned to serve on the Archives & Archivists listserv subcommittee. Bell-Russel seconded. PASSED.

Student Chapter Application

Greene moved approval of the Indiana University application to become a student chapter of SAA. Hirtle seconded. PASSED.

Museum Archives Section Guidelines

On behalf of Thomas Battle, absent due to illness, Greene presented the Museum Archives Section Guidelines. The guidelines came to Council via the Standards Committee, which vetted and approved the process. Based largely on the College & University Section Guidelines, Greene said it was a useful document, particularly in institutions where administrators were inclined to appoint individuals without experience to archival functions. Sniffin-

Marinoff expressed concern over the assumption that a museum was an independent entity, because many museums operated within the context of another institution, such as in academia. She asked that the section clarify that it was speaking for independent museums. Fox said she would speak to the Section chair to obtain the revision.

Designated Student Paper Session at SAA Annual Meetings

Dooley reviewed discussion of a proposal to designate a permanent slot for student paper presentations at SAA annual meetings that originally occurred on the Council listserv. Dooley said that Council, as a corporate oversight body, had an obligation to provide an overarching view of what was important to SAA and therefore to balance representation at annual meetings. Students and student chapters needed a special place in the program. A recent Program Committee inadvertently dropped student paper sessions and by doing so exposed a need for a dedicated slot.

Greene supported the idea. He did not think that creating a permanent place for student papers needed to be seen as a precedent that Council was micromanaging the program, but instead that Council had previously agreed that integrating students into SAA was a priority.

Hirtle said he would be more supportive of the proposal if it were a guideline instead of a requirement. Sniffin-Marinoff said it was important to keep in mind the academic year and the difficulty of meeting submission deadlines in early October.

Dooley moved that the guidelines for the program committee include a strong recommendation that a session dedicated to papers presented by graduate students in archival studies be on the annual program. The stated purpose of this session will be to ensure the participation of students, for whom it generally is not feasible to propose specific papers by the early autumn annual deadline for student proposals, as well as to give conference attendees access to the state-of-the-art work that

is often accomplished by students. Greene seconded. PASSED.

Preservation Section

Connors presented a progress report from the Preservation Section, submitted by Chair Diane Vogt-O'Connor.

International Archival Affairs Roundtable

Connors presented a proposal from the International Archival Affairs Roundtable requesting that SAA designate a part of the annual meeting budget to allow for travel support of a foreign archivist to attend the meeting. The Roundtable also requested that SAA provide funding for an international archivist reception.

Greene recommended that Council request that the Roundtable better define how it proposed to raise the funds. Greene also recommended that Council discuss the issue of how SAA handles international receptions and the many groups we want to target at the next Council meeting in August.

The meeting adjourned for the day at 5:40 pm.

SATURDAY, JUNE 1

Electronic Voting Protocol

Greene presented a redraft of the Guidelines for Use of the Council Listserv. He said the redraft reflected the years of experience in using the list since the guidelines were first instituted in 1997. He believed the process could become less formal and cumbersome. In addition, there was an underlying belief explicit in the guidelines that, because of the ability to confer and make decisions via the list, it was right and proper that Council make more decisions that previously were left to the Executive Committee.

Council deliberated on the pros and cons of discussions via electronic means. Hensen asked that Greene and Hirtle revise the draft in consideration of the discussion and present it again at the August Council meeting.

SAA Copyright Policy

Hirtle reported that Lawrence Lessig had started a new group called the Copyright Commons with the goal of convincing individuals and publishers to turn over their copyright to the public domain or to assign their copyright to public license 14 years after publication, respecting the original term of the founding fathers. O'Reilly publishers had agreed to join the Copyright Commons, which led him to wonder whether or not SAA should follow this example. Fox said SAA needed a copyright policy. Although the publications department negotiated copyrights on an individual basis, an association wide policy did not exist. Hensen referred the issue to the Intellectual Property Working Group with the inclusion of Teresa Brinati and charged them to develop a draft policy by the August Council meeting.

OLD BUSINESS

Review of SAA Representation

Council reviewed the organizations to which the Society had appointed representatives and/or paid dues. Because it was the only regional to which SAA belonged, and because there were many equally deserving regional and local archival organizations, Haury moved that SAA drop membership in the Midwest Archives Conference. Pearce-Moses seconded. PASSED.

Greene moved that SAA discontinue membership in Heritage Preservation and the National Institute for Conservation. Adkins seconded. PASSED with Connors opposed.

Student Benefits

Dooley presented her survey of benefits conducted among SAA student chapters. She noted that the SAA student chapter listserv was not an effective means of distribution due to its low usage. Most, if not all, of the responses received to date came from Council visits to student chapters.

She found students to be very positive about SAA during her chapter visits. She discovered that the students needed a clearer understanding of what is available to them. The value of the existence of student chapters was that they gave students an identity as emerging archival professionals. The chapter visits revealed the need for career help and job opportunities. The career center at annual meetings emerged as one benefit of importance. They also had practical concerns and their interest in SAA was very pragmatic. She also learned that students are very interested in beginning their continuing education while they were still in school, which revealed the need to hold SAA workshops at graduate institutions. Students also expressed a desire for more networking opportunities among themselves at the new member breakfast and other venues at the annual meeting.

Greene agreed with Dooley's observations and said on his chapter visit he discovered that career counseling, resume building, networking and publishing were top concerns. He echoed Dooley's observation of the desire for more time to network at annual meetings. He also said students should have a seat at the table during discussions of graduate education and continuing education guidelines. He said he was concerned that the student chapter listserv was moribund—perhaps one way to resurrect it would be for Council to begin participating as a further way of permitting and encouraging students to get to know leaders of the profession and to discuss archival questions. One idea might be to have a monthly online chat to give students the opportunity to talk with a member of Council.

Dooley said her conclusions from the survey were the need to raise awareness of SAA benefits and services—perhaps through an annual mailing—and the need to give the chapters clear goals. Chapter coordinators had the greatest investment in SAA. Therefore, Council liaisons should think about communication especially with that group. Fox said she would begin

posting student chapter reports on the Web site.

Committee On Ethics And Professional Conduct Guidelines

Hensen introduced a letter from SAA's lawyer outlining the legal implications of SAA's Ethics Guidelines, which were many.

Pearce-Moses said he supported the goal of an aspirational code and not have the Society engaged in enforcement.

Hensen appreciated the lawyer's analysis of the problematic interpretation within the Code of Ethics commentary. We are living in a litigious world. Dooley observed that some of the substance of the code is in the commentary.

Hensen asked, given the lawyer's comments regarding SAA liability, what are the next steps? He suggested removing the commentary from the code immediately and, as part of the revision of the code, ascertain how to work it back in. He also questioned whether there was a difference between best practices and ethical standards, an area the lawyer did not address.

Greene moved that, given the response by the attorney, Council suspend implementation of the ethics procedures, pending a response from the Committee on Ethics and Professional Conduct, to the suspension. Pearce-Moses seconded. PASSED.

Fox said she would contact the lawyer to elicit more detail on which areas of the

commentary the lawyer found problematic and why.

Second Council Meeting in August

Haury raised the issue of the second Council meeting held during the annual meeting. He questioned its efficacy from a logistical point of view. The second meeting, held late Saturday afternoon, often necessitated an additional night's stay. Fox also observed that while this meeting originated as a way to officially welcome new Council members, it also often resulted in impaired decision-making due to exhaustion at the end of a very hectic week.

Council agreed it would be better to welcome the new Council members during an informal luncheon, where the orientation guidelines would also be reviewed for their benefit.

Adoption of the FY03 Budget

Adkins moved adoption of the FY03 budget as amended on May 31 and June 1. Dooley seconded. PASSED.

Adkins read the To Do List.

The meeting adjourned at 2:31 pm.

SUSAN FOX

Executive Director

Approved by Council on Aug. 20, 2002

THE AMERICAN ARCHIVIST EDITORIAL POLICY

The *American Archivist* is the semi-annual 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.

The *American Archivist* is a refereed journal. Each submission will be reviewed by experts in the subject matter of the submission and a final decision for publication will be based on this review.

Journal Contents

The *American Archivist* features a variety of types and lengths of articles. Except for book reviews, all inquiries and submissions should be directed to Philip B. Eppard, Editor, the *American Archivist*, University at Albany, State University of New York, School of Information Science & Policy, 135 Western Ave./113 Draper, Albany, NY 12222. Telephone: (518) 442-5115. Fax: (518) 442-5367. E-mail: pbe40@csc.albany.edu.

Research Articles are analytical and critical expositions based on original investigation or on systematic review of literature. A wide variety of subjects are encouraged.

Case Studies are analytical reports of projects or activities that take place in a specific setting and offer the basis for emulation or comparison in other settings.

Perspectives are commentaries, reflective or opinion pieces, addressing issues or practices that concern archivists and their constituents.

International Scene pieces may include elements of any of the above formats in covering archival developments outside the United States.

Professional Resources can be annotated bibliographies, other items designed for practical use within the profession, or essays that review the developments (as opposed to the literature) in specified areas in a way that describes particular initiatives and places them in the context of broader trends.

The **Reviews** department evaluates books and other archival literature as well as the tools and products of archival activity such as finding aids, microfilm editions, audio-visual materials, exhibits, and computer software. On occasion it includes review essays to permit comparative analysis of related publications. Reviewers are selected by the Reviews editor. Direct inquiries to Elisabeth

Kaplan, Charles Babbage Institute, University of Minnesota, 211 Andersen Library, 222 21st Ave., Minneapolis, MN 55455 USA. Telephone: (612) 625-9053. Fax: (612) 625-8054. E-mail: Kapla024@tc.umn.edu.

The **Forum** contains letters to the editor commenting on recently published articles or other topics of interest to the profession.

Manuscript Submission Requirements

Manuscripts should be typed in English on white paper 8 ½-by-11 inches in size. Computer-printed documents are preferred to be in near-letter-quality mode. Both text (including lengthy block quotations) and endnotes should be double-spaced 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 8,000 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 all 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.

Editors of the *American Archivist* use the *Chicago Manual of Style*, 14th edition (University of Chicago, 1993), as the standard of style and endnote format, and *Webster's Third New International Dictionary of the English Language* (Merriam-Webster Inc., 1995) 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.

It is expected upon acceptance that authors will provide an electronic version of their manuscript either as an e-mail attachment or on diskette. At this time, it is preferred to receive manuscripts composed in MicrosoftWord or in Rich Text Format.

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 endnote 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.

Review and Production Procedures

Manuscripts are sent out (without the author's name) for peer review by two readers who evaluate them and recommend acceptance, rejection, or revision. 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. Authors are given the opportunity to approve editorial changes and to review 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 approximately twelve months; various factors can affect that time period.

Authors will receive two complimentary copies of the journal in which their articles appear; reviewers receive two tear-sheets. Reprints/offprints may be ordered at the time page proofs are sent to the author for review.

Additional Inquiries

Address additional inquiries about the *American Archivist* to: Teresa Brinati, Director of Publishing, Society of American Archivists, 527 S. Wells St., 5th Floor, Chicago, IL 60607-3922. Telephone: (312) 922-0140. Fax (312) 347-1452. E-mail: tbrinati@archivists.org. Web site: www.archivists.org.

Annual Index
Volume 65 (2002)
Katherine E. Caiazza, Compiler

The annual Index to *American Archivist* includes authors and titles of articles; authors, titles, and reviewers of items in the "Reviews" section; letters to the editor; editor's column; presidential address; and reports of the Society of American Archivists. Items with multiple authors are listed fully only under the first author.

Spring/Summer (65:1) pp. 1-160
 Fall/Winter (65:2) pp. 161-306

A

- Accounting records, 128-30
 Acquisition policies. *See* Collecting policies
American Archival Studies: Readings in Theory and Practice, Randall C. Jimerson, ed., review, 119-21
 Annotations, 201, 204, 226-30
 Appraisal:
 —and the archival paradigm, 52-54
 —and collecting policies, 231-56
 —faculty papers, 56-69
 —and finding aids, 216-30
 —"Minnesota Method," 59-65, 68-69
 —models, 176-95
 Archival mission, 42-55
 Archival principles, 120, 172, 174, 177
 Archival value, 54, 178, 189
 Archives:
 —appraisal of, 177-95
 —collecting policies, 231-56
 —conceptions of, 42-55
 —definitions, 44-45, 178-81
 —and democracy, 107-115
 —and EAD, 257-75
 —and memory, 277-89
 —and museums, 9-17
 —and postmodernism, 24-41
 —preservation strategies for, 70-94
 —and technology, 17-23
 —university, 56-69
See also, Records
 Archivists:
 —and appraisal, 177-95
 —and the archival paradigm, 42-55
 —and collecting policies, 231-56
 —and computerized records, 38-41
 —and EAD, 257-75
 —electronic records, 71, 196-215, 292-96
 —and finding aids, 216-30

- and memory, 277-89
 —and postmodernism, 24-41
 —roles, 9-17
 —and technology, 10, 14, 17-23
 "Archivization," 30-35
Armstrong v. Executive Office of the President, 133-34
Art of Memory, The, Frances A. Yates, review, 283
Assassins of Memory: Essays in the Denial of the Holocaust, Pierre Videt-Naquet, review, 280
 Authentic records, 134, 199, 207
 —definition, 96

B

- Bauer, G. Philip, 53, 233
 Best evidence rules, 133, 198
 Biography, 138-42
 Bland, Gilbert, 136-38
 Boles, Frank, 52-53
Book of Memory, The: A Study of Medieval Culture, Mary Carruthers, review, 283-84
 Booms, Hans, 187, 188
 Boswell, James, 138-42
Boswell's Presumptuous Task: The Making of the Life of Dr. Johnson, Adam Sisman, review, 138-42
 Boyns, Rosemary E., Trevor Boyns, and John Richard Edwards, *Historical Accounting Records: A Guide for Archivists and Researchers*, review, 128-30
 Boyns, Trevor. *See* Boyns, Rosemary E.
 Bradsher, Gregory, 44-45
 Brichford, Maynard, 58, 234, 257
 Brymner, Douglas, 28, 31-33, 39, 220
 Bundling, 74-77, 90
 —definition, 96
 Business information systems, 203, 206-207
 Business records, 57, 59, 132

C

- Carruthers, Mary, *The Book of Memory: A Study of Medieval Culture*, review, 283–84
- Cloonan, Michèle V. and Shelby Sanett, "Preservation Strategies for Electronic Records: Where We Are Now—Obliquity and Squint?," 70–106
- Collecting policies, 56–69, 231–56
- Collecting repositories, 44
- Collection-based Persistent Object Preservation, *see also* Knowledge Based Persistent Object Preservation, 74
—definition, 95
- Collective Memory, The*, Maurice Halbwachs, review, 285–86
- College and university archives:
—and EAD, 261–62
—and faculty papers, 56–69
—online collecting policies of, 231–56
- Colophons, 223–26, 230
- "Colophons and Annotations: New Directions for the Finding Aid," Michelle Light and Tom Hry, 216–30
- "Comparison of Jenkinson and Schellenberg on Appraisal, A," Reto Tschan, 176–95
- Connerton, Paul, *How Societies Remember*, review, 286
- Content analysis, 210–11, 231–56
- Conway, Paul, 86, 268
- Cook, Terry, 42–43, 48, 218
—on appraisal, 188, 190, 193, 195, 219
—on the role of archivists, 220
- Copyright, 83, 92, 174
—discrepancies in the laws, 90
—and electronic records, 71
- Cox, Richard J., 45–47, 51–52
—reviewer, 138–42
- Craig, Barbara L., "Selected Themes in the Literature on Memory and Their Pertinence to Archives," 276–89
- Cunningham, Adrian, 45, 48, 51
- "Cyberarchivists," 17–23

D

- Daniels-Howell, Todd, 59, 62, 69, 219
- Data structures, 72, 226, 274
- Deaccessioning,
—policies, 233, 237, 253
—statements, 244, 248
- "Dear Mary Jane: Some Reflections on Being an Archivist," 21–22, 168–75
- Dearstyne, Bruce W., 246
—on collection policies, 237
—definition of records, 44, 48
—ed., *Effective Approaches for Managing Electronic Records and Archives*, review, 292–96

- "Democracy—and Documents—in America," James M. O'Toole, 107–15
- Democracy in America*, Alexis de Tocqueville, review, 107–15
- Denying the Holocaust: The Growing Assault on Truth and Memory*, Deborah Lipstadt, review, 276–89
- Derrida, Jacques, 25, 30–31
- Descriptive standards, 171–74, 221, 290–91
- Digital archaeology, 77
—definition, 96
- Digital preservation, 70–94
—costs
—definition, 95
- Digital records, 70, 84
—definition, 96
- Diplomatics, 131–36, 193, 196–212
- Documentary evidence, 108, 132, 197, 241
- Documentation strategy, 189, 240, 288
—development of, 187
—and the Minnesota Method, 60
—and the post-custodial view, 194
- Doughty, Arthur, 32–33
- Draaisma, Douwe, *Metaphors of Memory: A History of Ideas about the Mind*, review, 287
- Duff, Wendy and Daniel V. Pitti, eds., *Encoded Archival Description on the Internet*, review, 290–92
- Duranti, Luciana, 51
—on appraisal, 189
—and diplomatics, 134, 174, 200, 207
—and the recordkeeping paradigm, 45–47
- Dynaweb, 260, 270–71

E

- "EAD Cookbook, The: A Survey and Usability Study," Christopher J. Prom, 257–75
- Eales, Anne Bruner and Robert M. Kvasnicka, eds., *Guide to Genealogical Research in the National Archives, 3rd Edition*, review, 121–24
- Edwards, John Richard, *see* Boyns, Rosemary E.
- Effective Approaches for Managing Electronic Records and Archives*, Bruce W. Dearstyne, ed., review, 292–96
- Electronic records, 195
—and appraisal, 192–93
—archivists and, 17–23
—authenticity of, 196–215
—court cases related to, 133–34
—and diplomatics, 134–36, 174
—management of, 39, 41, 192, 293–96
—preservation of, 70–94
—projects, 40–1
—and the reinterpretation of archives, 193

- Emulation, 72–93
—definition, 95
- Encoded Archival Description (EAD), 19, 82, 216, 225
—on the internet, 290–92
—usability, 257–75
- Encoded Archival Description on the Internet*, Wendy Duff and Daniel V. Pitti, eds., review, 290–292
- Evidential value:
—assignment of, 46–47
—documentation strategy and, 189
—risks to, 72
—Schellenberg on, 180, 184, 187
- F**
- faculty papers, 56–69
- Fentress, James and Chris Wickham, *Social Memory (New Perspectives on the Past)*, review, 287
- finding aids:
—EAD, 257–75
—and postmodernism, 216–30
- Fleckner, John, 21, 169–70, 174–75
- Fox, Michael, 258, 264, 291–92
- functional analysis, 240, 288
—and the InterPARES Project, 209
—and the Minnesota Method, 60
—institutional, 189, 254
- G**
- Genealogical research, 13, 121–24
- Genealogical value, 121, 123
- Genealogists, 117, 121–24, 229, 268
- Geographic Information Systems (GIS), 20, 80, 203, 295
- Gilliland-Swetland, Anne J., “Testing Our Truths: Delineating the Parameters of the Authentic Archival Electronic Record,” 196–215
—on digital preservation, 72
—on EAD, 264–65, 267, 291–92
—on electronic records management, 54
- Government records, 39, 48–49
- Greene, Mark A., “The Power of Meaning: The Archival Mission in the Postmodern Age,” 42–55
—and the “Minnesota Method,” 59, 63, 69
—on appraisal, 219
- Griffith, Sally F., *Serving History in a Changing World: The Historical Society of Pennsylvania in the Twentieth Century*, review, 116–19
- Grigg Report, 190–91
- Grounded theory, 202–3, 210
- Guide to Genealogical Research in the National Archives*, 3rd Edition, Anne Bruner Eales and Robert M. Kvasnicka, eds., review, 121–24
- H**
- Halbwachs, Maurice, *The Collective Memory*, review, 285–86
- Ham, F. Gerald,
—on acquisition policies, 237
—on appraisal, 51–52, 187–88, 191, 231, 232–33, 234, 246
- Harper, Richard H.R. *See* Sellen, Abigail J.
- Harvey, Miles, *The Island of Lost Maps: A True Story of Cartographic Crime*, review, 136–38
- Hedstrom, Margaret, 41, 73, 76, 120
- Hensen, Steven L., “Revisiting Mary Jane, or, Dear Cat: Being Archival in the 21st Century,” Presidential Address, 168–75
- Historical Accounting Records: A Guide for Archivists and Researchers*, Rosemary E. Boyns, Trevor Boyns, and John Richard Edwards, review, 128–30
- Historical Society of Pennsylvania, 116–19
- Historical value, 183
- History as an Art of Memory*, Patrick H. Hutton, review, 284
- History and Memory*, Jacques LeGoff, review, 284
- Honhart, Frederick, 59, 63
- Horton, Robert, 293–95
—reviewer, 124–28
- How Societies Remember*, Paul Connerton, review, 279–89
- Hutton, Patrick H., *History as an Art of Memory*, review, 284
- Hyry, Tom, Diane Kaplan, and Christine Weideman, “‘Though this be madness, yet there is method in ’t’: Assessing the Value of Faculty Papers and Defining a Collecting Policy,” 56–69
See also Light, Michelle
- I**
- Information management, 174, 292
- Information science, 18, 48, 172
- Informational value, 180–81, 184, 187, 189–90
- Institutional archives, 35, 43–44, 142
- Intellectual property, 14, 17, 72, 115
- InterPARES Project, 71–72, 196–216
—Authenticity Task Force, 199–216
—Preservation Task Force, 72–76
- Island of Lost Maps, The: A True Story of Cartographic Crime*, Miles Harvey, review, 136–38
- J**
- Jenkinson, Hilary, 27–8, 51, 218
—on appraisal, 176–95
- Jimerson, Randall C., ed., *American Archival Studies: Readings in Theory and Practice*, review, 119–21
- Johnson, Samuel, 138–42

K

- Kaplan, Diane. *See* Hyry, Tom
 Kaplan, Elisabeth, 221–22
 Knowledge Based Persistent Object Preservation, 77, 79
 —definition, 95
See also Collection Based Persistent Object Preservation
 Kowlowitz, Alan S., 293–96
 Kvasnicka, Robert M. *See* Eales, Anne Bruner

L

- Lawson, Brenda M., reviewer, 116–19
 Lee, Christopher A., reviewer, 130–36
 LeGoff, Jacques, *History and Memory*, review, 284
 Light, Michelle and Tom Hyry, “Colophons and Annotations: New Directions for the Finding Aid,” 216–30
 Lipstadt, Deborah, *Denying the Holocaust: The Growing Assault on Truth and Memory*, review, 280
Logic and the Art of Memory: The Quest for a Universal Language, Paolo Rossi, review, 276–89

M

- MacNeil, Heather, *Trusting Records: Legal, Historical and Diplomatic Perspectives*, review, 130–36
 Macro-appraisal, 189, 222, 240, 288
 —and the “Minnesota Method,” 60, 68
 Maher, William, 237, 246, 251–53
 Maps, 20, 136–38, 181
 Marshall, Jennifer A., “Toward Common Content: An Analysis of Online College and University Collecting Policies,” 231–56
 Mattern, Caroline, 238–40
 McDonald, John, 293–94
 memory, 276–89
 —administrative, 191
 —collective, 45, 141, 171–72
 —cultural, 47, 49, 229
 —human, 44, 219
 —institutional, 193–94
 —public, 24, 32, 191
 —social, 43, 48, 51, 280
 —societal, 32, 87, 191, 229
 metadata, 20, 43, 72
 —and EAD, 269, 270, 271, 272
Metaphors of Memory: A History of Ideas about the Mind, Douwe Draaisma, review, 276–89
 migration, 72–93, 193, 274
 —definition, 95
 Minnesota Historical Society, 235
 “Minnesota Method,” 59–69
 museum professionals, 9–17, 117–18

museums:

- and archives, 9–17
 —curators, 11–17, 290
 —exhibits, 9–17
Myth of a Paperless Office, The, Abigail J. Sellen and Richard H.R. Harper, review, 124–28

N

- National Archives of Canada, 28, 31–32, 37, 293
 National Archives and Records Administration, 33, 39–40, 180
 —and electronic records, 133–34
 —genealogical records of, 121–24
 Nesmith, Tom, “Seeing Archives: Postmodernism and the Changing Intellectual Place of Archives,” 24–41
 Nora, Pierre, *Realms of Memory: The Construction of the French Past*, review, 284–85
 Norton, Margaret Cross, 47, 130–31, 195

O

- O’Toole, James M., “Democracy—and Documents—in America,” 107–15
 Oral history, 46, 48, 50, 142
 Original order, 27, 217, 219, 220; *See also* Respect des fonds

P

- Phillips, Faye, 231–56
 Pitti, Daniel V. *See* Duff, Wendy
 Postmodernism, 133
 —and archives, 53–55
 —and finding aids, 216–30
 “Power of Meaning, The: The Archival Mission in the Postmodern Age,” Mark A. Greene, 42–55
 Preservation,
 —and appraisal, 178, 180, 182, 183, 190
 —costs, 87–90
 —definitions, 84–87, 95
 —of electronic records, 70–94, 196–215
 —policy, 90
 “Preservation Strategies for Electronic Records: Where We Are Now—Obliquity and Squint?,” Michèle V. Cloonan and Shelby Sanett, 70–106
 Primary sources, 15, 27, 133, 241
 Primary value, 180
 Prom, Christopher J., “The EAD Cookbook: A Survey and Usability Study,” 257–75
 —reviewer, 290–92
 Provenance, 35–36, 188–89, 219–20
Public Citizen v. John Carlin, 133–34

R

- Realms of Memory: The Construction of the French Past*, Pierre Nora, review, 284–85
- Recordkeeping paradigm, 42–55
- Records:
- appraisal of, 176–95
 - conceptions of, 42–55
 - definitions, 181–82
 - and democracy, 107–115
 - and diplomatics, 207
 - and finding aids, 216–230
 - and postmodernism, 24–41
 - trustworthiness, 130–36
 - university, 56–69
- Records creation, 32, 41, 186, 219
- Records creators, 64, 68
- and authenticity, 212
 - and the recordkeeping paradigm, 45–46
 - and archivists, 186, 191, 218
- Record groups, 57, 122, 216, 220
- Record series, 122, 220, 227, 262
- Records managers:
- and electronic records, 293–96
 - and archivists, 186–87, 193, 194
- Reed-Scott, Jutta, 235–36
- Refreshing, 72–90
- definition, 95
- “Reimagining Archives: Two Tales for the Information Age,” Leon J. Stout, Presidential Address, 9–23
- Representative value, 185
- Respect des fonds, 174, 179. *See also* original order
- “Revisiting Mary Jane, or, Dear Cat: Being Archival in the 21st Century,” Steven L. Hensen, 168–75
- Robotics, 74, 77–78, 93
- definition, 96
- Rossi, Paolo, *Logic and the Art of Memory: The Quest for a Universal Language*, review, 283
- Russell, Kelly, 88–89, 91

S

- Salmon, M. Stephen, reviewer, 128–30
- Samuel, Raphael, *Theatres of Memory*, review, 285
- Samuels, Helen, 64, 191, 222
- on faculty papers, 58, 61
 - and functional analysis, 189, 253–54
- Sanett, Shelby. *See* Cloonan, Michèle V.
- Schellenberg, Theodore, 172
- on appraisal, 53, 176–95
- Security, 20, 116, 126, 137
- “Seeing Archives: Postmodernism and the Changing Intellectual Place of Archives,” Tom Nesmith, 24–41
- “Selected Themes in the Literature on Memory and Their Pertinence to Archives,” Barbara L. Craig, 276–89

- Sellen, Abigail J. and Richard H.R. Harper, *The Myth of the Paperless Office*, review, 124–28
- Serving History in a Changing World: The Historical Society of Pennsylvania in the Twentieth Century*, Sally F. Griffith, review, 116–19
- Sisman, Adam, *Boswell's Presumptuous Task: The Making of the Life of Dr. Johnson*, review, 138–42
- Slavin, Timothy A., 293–96
- Sniffin-Marinoff, Megan, reviewer, 119–21
- Social Memory (New Perspectives on the Past)*, James Fentress and Chris Wickham, review, 276–89
- Society of American Archivists, 173
- Council meeting minutes: 11–12 January, 2002, 150–55; 30 May–1 June, 2002, 297–303
 - on security, 137
 - Task Force on Goals and Priorities, (GAP), 231
 - Technical Subcommittee on Descriptive Standards, 274
- Stitt, Susan, 117–18
- Stout, Leon J., “Reimagining Archives: Two Tales for the Information Age,” 9–23
- Strassberg, Richard, reviewer, 136–38
- Swanson, Duane P., reviewer, 121–24

T

- “Testing Our Truths: Delineating the Parameters of the Authentic Archival Electronic Record,” Anne J. Gilliland-Swetland, 196–215
- Theatres of Memory*, Raphael Samuel, review, 285
- “‘Though this be madness, yet there is method in ‘t’: Assessing the Value of Faculty Papers and Defining a Collecting Policy,” Tom Hyry, Diane Kaplan, and Christine Weideman, 56–69
- Tocqueville, Alexis de *Democracy—and Documents—in America*, review, 107–15
- “Toward Common Content: An Analysis of Online College and University Collecting Policies,” Jennifer A. Marshall, 231–56
- Transactional records, 46–52
- Trusting Records: Legal, Historical and Diplomatic Perspectives*, Heather MacNeil, review, 130–36
- Tschan, Reto, “A Comparison of Jenkinson and Schellenberg on Appraisal,” 176–95

U

- Uniform Electronic Evidence Act of 1998 (UEEA), 133
- Universal Preservation Format (UPF), 74–75
- definition, 69

University of British Columbia
 —electronic records project, 40, 134,
 200–1

V

Veatch, Matthew B., reviewer, 292–96
 Vidal-Naquet, Pierre, *Assassins of Memory: Essays
 in the Denial of the Holocaust*, review, 280

W

Weideman, Christine, *See* Hyry, Tom, 235
 Weinberger, Ellis, 88–89, 91
 Wickham, Chris. *See* Fentress, James

Y

Yale University Library, 57–69
 Yates, Frances A., *The Art of Memory*, review, 283

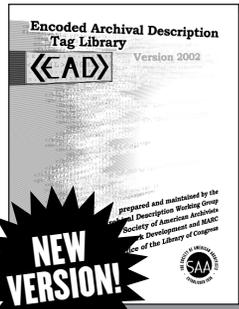


*In recognition of 50 years or more
of continuous membership,
the Society of American Archivists
salutes the following institutions:*



*Alabama Department of Archives and History
American Philosophical Society
California State Archives
Indiana State Library
Indiana University
Louisiana State University at Baton Rouge
Maine Historical Society
Massachusetts Institute of Technology
Milwaukee Public Library
Newberry Library
Northwestern University
University of Colorado
University of New Mexico
University of Washington
Utah State Archives
Vermont Historical Society*

EAD



ENCODED ARCHIVAL DESCRIPTION TAG LIBRARY VERSION 2002

An essential tool for archivists, librarians, and allied professionals who either are learning EAD for the first time or converting their finding aids from Version 1.0 to EAD 2002.

SAA (2002) 314 pp., soft cover

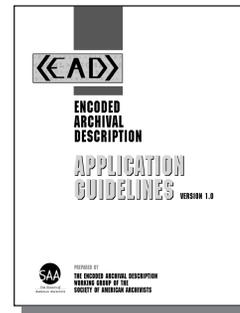
List \$31 • SAA members \$26 • Product code 343

ENCODED ARCHIVAL DESCRIPTION APPLICATION GUIDELINES VERSION 1.0

Addresses the various stages and levels of EAD implementation and its associated activities from both a management and an encoding perspective.

SAA (1999) 285 pp., soft cover

List \$30 • SAA members \$25 • Product Code 365



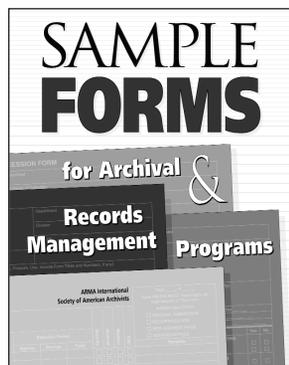
ENCODED ARCHIVAL DESCRIPTION: CONTEXT, THEORY, AND CASE STUDIES

EDITED BY JACKIE M. DOOLEY

Explores the context within which EAD was developed, the essentials of its structured approach to encoding finding aid data, and the role that EAD is meant to play in individual repositories and for the archival profession as a whole.

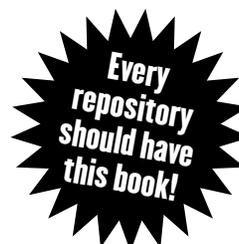
SAA (1998) 178, soft cover • List \$40 • SAA members \$30 • Product Code 349

To order: Contact the SAA Publications Dept. at publications@archivists.org or browse 175+ titles at www.archivists.org/catalog.



Sample Forms for Archival & Records Management Programs

*ARMA International
and Society of
American Archivists*



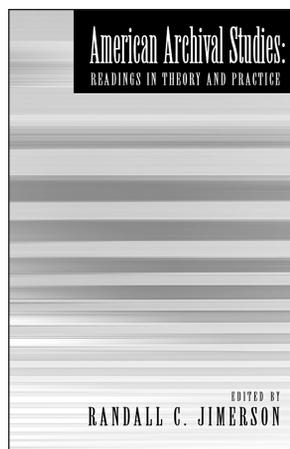
Nearly 200 sample forms and policies commonly used in records management and archival programs comprise this joint collaboration. Forms have been standardized and made generic so that they can be used as is, either individually or as a compilation selected for inclusion in your own institution's organizational manual. Camera-ready originals can be photocopied, distributed, and completed. Plus, a compact disc (CD) includes these same forms in rich text format (RTF), portable document format (PDF), and in Microsoft Word 97. The CD is compatible with Windows 95, 98, 2000, and NT and Macintosh operating systems.

Includes the following must-have resources:

- Appraisal Worksheet • Cataloging Worksheet
- Conservation Survey • Deaccessioning Policy • Deed of Gift
- Electronic Records Inventory Selection
- Evaluating Records Management Software
- Internal Transfer Document • Lead File Form
- Micrographics Services Request & Specification Sheets
- Oral History Interview Agreement • Permission to Publish
- Preservation Priority • Reading Room Rules
- Records Inventory Forms & Retention Schedules
- Records Management Policy Statement
- Records Management Policy Components
- Researcher Registration • Use Fee Schedule • Vital Records Forms

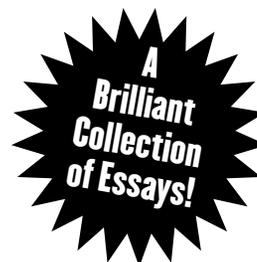
ARMA INTERNATIONAL & SAA (2002) 264 pp., soft cover
List \$40 • SAA & ARMA members \$28 • Product Code 176

To order: Contact the SAA Publications Dept. at publications@archivists.org
or browse 175+ titles at www.archivists.org/catalog.



AMERICAN ARCHIVAL STUDIES: Readings in Theory and Practice

edited by
Randall C. Jimerson



The 28 essays reprinted in this volume represent significant recent American writings on archives and the role of archivists in modern society. The essays are arranged into nine parts: "Understanding Archives and Manuscripts," "Archival History," "Selection and Documentation," "Appraisal," "Arrangement and Description," "Reference and the Use of Archives," "Preservation," "Electronic Records," and "Management." These articles provide important perspectives both on basic elements of archival practice and on fundamental principles in archival theory and methodology. In addition to these nine parts, there is an introduction and a list of contributors, which includes information that provides important context for the readings.

What deserves careful reading . . . is Jimerson's seventeen-page introduction. It is brilliant and worth the price of the entire volume. In it, Jimerson lays the groundwork for a commanding understanding of the thought and development of the profession in the two decades of the 1980s and 1990s.

—MEGAN SNIFFIN-MARINOFF, *American Archivist* (spring/summer 2002)

SOCIETY OF AMERICAN ARCHIVISTS (2000) 658 pp., soft cover

List \$44.95 • SAA members \$34.95 • Product Code 395

To order: Contact the SAA Publications Dept. at publications@archivists.org
or browse 175+ titles at www.archivists.org/catalog.



Top 10 Reasons Why You Should Join the Society of American Archivists



- 1 Continuing Professional Education**
Keep pace in a rapidly evolving workplace. The SAA Continuing Education program provides archivists with unmatched opportunities to learn about new and developing technologies, polish professional skills, and enhance knowledge. All workshops are available to members at a special rate.
- 2 Professional Publications**
Build your knowledge base. The SAA *Professional Resources Catalog* features more than 170 titles covering a broad range of archival topics. All books are available to members at a discount.
- 3 Annual Meeting**
Join more than 1,100 archivists from around the world at this annual event. This is an excellent opportunity to participate in educational sessions and workshops, repository and cultural tours, section and roundtable meetings, SAA business, social events, and networking. Special registration rate for members.
- 4 Archival Outlook**
Keep abreast of the latest news and developments in the profession and in the association with SAA's award-winning newsletter, *Archival Outlook*.
- 5 The American Archivist**
Get one of the premier scholarly journals for archivists. Published since 1937, *American Archivist* features research articles, literature reviews, case studies, perspectives, and international reports.
- 6 Mentoring Program**
Collaborate with archival colleagues to build a stronger profession. The mentoring program is designed to encourage the communication of knowledge and experience between new and seasoned archivists. Assignments are based on mutual interests and geographic proximity.
- 7 Sections and Roundtables**
Connect with colleagues who share your expertise or job function by joining two sections and an unlimited number of roundtables. These subgroups of SAA focus attention on and give voice to the concerns of specific areas of archival interest.
- 8 Career Opportunities @ www.archivists.org/employment**
The most-visited area of the SAA Web site is the *Online Employment Bulletin*. Announcements about professional opportunities for archivists are posted weekly.
- 9 SAA Student Chapters**
Accelerate your involvement in the archival profession by joining an SAA student chapter. Student chapter activities include repository tours, guest speakers, and trips to the SAA annual meeting.
- 10 Networking and Advocacy**
With more than 3,600 members, SAA can put you in touch with a network of archival professionals primarily in North America, and also around the world. In addition, SAA is the authoritative voice in the United States on issues that affect the archival mandate.

Founded in 1936, the Society of American Archivists is North America's oldest and largest national archival professional association. Serving the educational and informational needs of more than 3,600 individual and institutional members, SAA provides leadership to ensure the identification, preservation, and use of records of historical value.

To join SAA, contact:

Jeanette Spears, Membership Services
Society of American Archivists
527 S. Wells Street, 5th Floor
Chicago, IL 60607 USA
312/922-0140 • fax: 312/347-1452
e-mail: jspears@archivists.org
or visit: www.archivists.org/membership

The Society of American Archivists
527 S. Wells Street, 5th Floor
Chicago, Illinois 60607-3922 • USA
312/922-0140 • Fax 312/347-1452
info@archivists.org • www.archivists.org

NON-PROFIT
U.S. Postage
PAID
Permit No. 115
St. Joseph, MI

Change Service Requested

