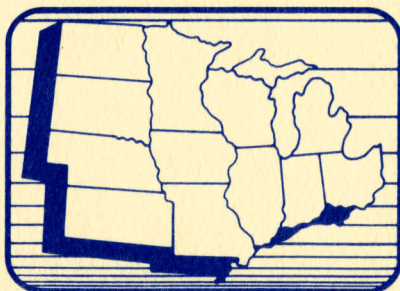


Archival Issues

*An Index To Volumes 9-21
1984 – 1996*

MAC

MIDWEST ARCHIVES CONFERENCE



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*An Index To Volumes 9-21
1984 – 1996*

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PREFACE

This index begins where the previous index to volumes 1-8 of *The Midwestern Archivist*, compiled by Suzanna Moody and Susan Steinwell, ended. Coverage includes volumes 9-21 (1984-1996) of the journal, which changed its title to *Archival Issues* with volume 17, published in 1992. The index provides title, author, and subject access to each of the article abstracts and book reviews appearing within the journal. Editorial commentaries and issue prefaces were not indexed. The index is arranged in four parts: *Abstracts*, *Reviews*, *Author Index*, and *Subject Index*. Each part is described below in fuller detail.

ABSTRACTS

The index lists all 124 articles published between 1984 and 1996 in alphabetical order by their title. Each entry is numbered in sequential order and includes the full title of each article, its authors, a volume and page citation, and a reprint of the published abstract. Abstracts did not appear until the second issue of volume 10 in 1985. For articles published before that time, brief excerpts from the articles are presented.

Each abstract is preceded by an abstract number. This number corresponds to locators given in the author and subject indexes. Because the pages within each volume are sequentially numbered, citations are simply given as volume and page number with no identification of issue, e.g. 9:5. A sample abstract format and index entry are shown below.

ABSTRACT LOCATOR

ARTICLE TITLE, Author, volume:page.

Abstract.

81

NATIONAL INFORMATION SYSTEMS AND STRATEGIES FOR RESEARCH USE, Nancy Sahli, 9:5.

These article headlines and advertising slogans from a recent issue of the *Chronicle of Higher Education* are clear evidence of the climate in which all discussions of national information systems for archives and manuscripts must be placed, a climate in which the educated use population will be increasingly familiar with and, consequently, dependent upon, computer applications as a fact of daily life. (Article excerpt.)

REVIEW INDEX

The second section of the index lists each of the 202 articles, books, collection guides, software packages, videorecordings, and other works reviewed by volumes 9-21 in alphabetical order by their title. The reviews are numbered in sequential order by a locator which corresponds to locators which appear in italics in the author and subject indexes. Each entry consists of the title of the reviewed work, the authors, the publication imprint, and date followed by the name of the review author and the journal citation. A sample review format and index entry are illustrated below.

REVIEW LOCATOR

Title of Reviewed Work. Author. Series title. Place of publication: publisher, date. Reviewing author, volume:page.

1

*An Action Agenda for the Archival Profession:
Institutionalizing the Planning Process.* A Report to
SAA Council by the Committee on Goals and Priorities.
Chicago: Society of American Archivists, 1988.
Reviewed by Eric Pumroy, 14:53.

AUTHOR INDEX

The third section provides an alphabetical listing of the authors of journal articles, works reviewed by the journal, and reviews. One entry is given for each author or co-author's name, followed by locators corresponding to the abstract and review sections of the index. Locators referring to reviews are printed in italics. Entries for some authors may include references to journal articles, to published works which were reviewed in the journal, and to journal reviews of another author's work. For authors whose listings include references to both sections, abstract locators are given first, followed by locators referring to reviewed works, followed by locators referring to reviews. Locators corresponding to reviews are preceded by the cue word *review(s)*. A sample author format and index entry are given below.

Last name, First name, Middle, [Abstract locators] 1, 2, 3,
[Reviewed work locators] 1, 2, 3, [Review locators]
reviews 1, 2, 3

Baumann, Roland M., 84, 77, 97, *reviews 6, 108, 163*

SUBJECT INDEX

The last portion of the index provides access to the subjects covered by the articles and reviewed works. Subject terms used within the index include topics, geographic places, personal names, legislative works, institutional programs and projects, research methodologies; and specific genres, such as bibliographies, collection guides, directories, manuals, and research guides.

Wherever possible, subject terminology employed in the previous index to *The Midwestern Archivist* was used in this index. Additional terminology was drawn from the 1992 SAA *Archival Fundamental Series* publication of *A Glossary for Archivists, Manuscript Curators, and Records Managers*. Subheadings for geographic places, research methodologies, and genres were rotated so that entries may be found under topical headings as well as under place names, methodologies, and genres. *See* references are included to direct users from terms which are not used in the index to preferred headings under which entries may be found.

Entries and related subheadings are listed in alphabetical order followed by locators listed in sequential order corresponding to the abstract and review sections. Review locators are printed in italics following the abstract locators. A sample subject format and index entry are shown below.

Subject headings, [abstract locators] 1, 2, 3, [*review locators*] 1, 2, 3

Sub-heading, [abstract locators] 1, 2, 3, [*review locators*] 1, 2, 3

Arrangement and description, 66, 93, 28, 50

Case studies, 108, 113

Manuals, 32, 116, 123, 181

ABSTRACTS

- 1**
ACHIEVING BALANCED DOCUMENTATION: SOCIAL SERVICES FROM A CONSUMER PERSPECTIVE, David J. Klaassen, 11:111.

The concept of documentation, with its emphasis on the need to understand a phenomenon in all its complexity and to identify the universe of available records as the basis for an informed selection for preservation, has profoundly affected the theory—if not always the practice—of acquisitions policy and appraisal. Much of the recent literature has focused on macro-level interinstitutional policy. This article draws on the experience of the Social Welfare History Archives to illustrate how the documentation concept can be applied to analyze and refine the collecting and appraisal strategy of a particular repository. It describes the emergence of archival interest in social service records, the growth of the service sector, and the increase in consumer activism. It discusses the extent to which agency and organizational archives reflect the participation and perspective of consumers and presents issues related to identification and acquisition of consumer-created records.

- 2**
ADAPTING LIBRARY BIBLIOGRAPHIC UTILITIES AND LOCAL SYSTEMS SOFTWARE FOR USE IN ARCHIVAL INFORMATION SYSTEMS—THE CASE OF NOTIS 5.0, Tyler O. Walters, 19:107.

The USMARC AMC format was developed for the control of archives and manuscripts. It is designed to organize

and provide access to both bibliographic and internal collection management information. Today's USMARC AMC-supporting library bibliographic utilities and local system software focus on bibliographic aspects while support for managing internal administrative information is sorely underdeveloped. This article looks at the development of the NOTIS system as an example of one major AMC-supporting bibliographic system along with the functional requirements of archival information systems and general considerations when employing library utilities and software in archival management.

- 3**
ADOPTING AND ADAPTING RECORDS MANAGEMENT TO COLLEGE AND UNIVERSITY ARCHIVES, Marjorie Rabe Barritt, 14:5.

A comprehensive records management program has proven an elusive goal at many college and university archives, partially because of the development of college and university archives out of the manuscript tradition. A 1987 survey of archives at twelve universities showed that the archives are modifying records management to suit their particular situation while continuing traditional archival services. Elements of an archives and records management program are discussed with particular emphasis on adopting and adapting certain records management techniques to fit individual college and university archives.

4
ANALYSIS OR PRESCRIPTION:
RICHARD BERNER ON ARCHIVAL
THEORY AND PRACTICE, Ann
Pederson, 9:35.

Richard Cox recently reminded the American archival profession yet again that our "past is prologue" and described the history of archival enterprise in the United States as weak, uneven, and full of large and numerous holes. So it was with relief of the besieged sighting the dust of the approaching cavalry that I received the news of the imminent publication of our profession's first comprehensive, reflective work, *Archival Theory and Practice in the United States: A Historical Analysis*, by Richard Berner. At last, an experienced and well-published practitioner would achieve what all had been calling for—a benchmark book tracing the development of American archival principles and practices and highlighting those points of genuine progress and contribution which are so hard to identify as events unfold day-to-day. (Article excerpt.)

5
ANNOTATED SELECTED
BIBLIOGRAPHY OF WORKS
RELATING TO SOUND
RECORDINGS AND MAGNETIC
AND OPTICAL MEDIA, Christopher
Ann Paton, 16:31.

The following were selected for this bibliography because they offer insights into the special nature and needs of sound recordings. They were written over a period of more than thirty years and offer a broad range of information from a variety of perspectives, not all of which are oriented toward archival purposes. Inclusion in this bib-

liography does not imply that the advice offered by the authors is authoritative. Archivists using these works should be careful in applying any suggested or implied treatments or remedies to sound recordings in their collections.

6
APPRAISAL OF CONGRESSIONAL
RECORDS AT THE MINNESOTA
HISTORICAL SOCIETY: A CASE
STUDY, Mark A. Greene, 19:31.

The papers of U.S. Senators and Representatives are fundamental sources for local and national history. However, their tremendous bulk and complexity makes such collections increasingly difficult for repositories to appraise and administer. The Minnesota Historical Society, which has one of the largest collections of Congressional papers in the nation, assembled an internal committee to tighten its appraisal criteria. Drawing from two decades of mostly abstract articles and books on Congressional records appraisal, the Society created a concrete records disposition list. This list has been invaluable in communicating with the Congressional staffs (improving the content and reducing the size of accessions) and promises to deliver substantial space reductions through appraisal.

7
ARCHIVAL ADVENTURES ALONG
THE FREEDOM OF INFORMATION
TRAIL: WHAT ARCHIVAL
RECORDS REVEAL ABOUT THE FBI
AND THE UNIVERSITIES IN THE
MCCARTHY PERIOD, Sigmund
Diamond, 12:29.

Two events that occurred toward the end of 1986 serve to remind us that a

fully informed citizenry is one of the most important antidotes to tyranny. The first was the publication of Ellen Schrecker's book *No Ivory Tower: McCarthyism and the Universities* which casts considerable doubt on the view that American universities were bastions of free inquiry. The second was, of course, the revelations association with the "Contragate" scandal. In each instance the public was made aware of the abuse of governmental authority by the illuminating power of the written documentary record.

This article discusses several specific instances of abuses of public power that involved a questionable relationship between the Federal Bureau of Investigation and various universities during the McCarthy period. It is a slightly modified version of a paper presented at a session entitled "The Archives of the Second American Red Scare: Sources, Issues, and Reflections" at the Forty-ninth Annual Meeting of the Society of American Archivists in Austin, Texas, on November 1, 1985.

The research that this article is based upon was made possible by obtaining, through recourse to the Freedom of Information Act, copies of pertinent records of the Federal Bureau of Investigation. The necessary documentation was obtained with considerable difficulty.

The cases examined in this article should help to underscore the notion that archivists have an ethical and civic obligation to support the right of citizens to as free access as possible to public records and an equally important responsibility to discourage the imposition of unduly restrictive conditions of access on records held by private organizations.

8

ARCHIVAL ADVOCACY: REFLECTIONS ON MYTHS AND REALITIES, Elsie Freeman Finch, 20:115.

Archival advocacy and public relations is a daily activity. Our publics already have an opinion about us, and that opinion is a reflection of the quality of our services and products. In other words, we practice public relations now whether or not we do so consciously. To do it well, we must understand what public relations is and how to integrate it with traditional archival functions. Advocacy, not the implementation of traditional functions, is now the core activity of the archives, but certain misconceptions about how advocacy operates and how we should practice it often prevent us from advocating. Once these misconceptions are laid aside, archivists can practice advocacy, ensuring long-term identification and preservation of, and access to, archives. When archivists understand and practice their role as advocates, certain other changes will take place affecting funding, education and training, products, programs, and collaboration which will further benefit archival institutions and the profession. This essay was originally presented as the keynote address at the MAC Fall meeting, October 6, 1994 in Saint Paul, Minnesota.

9

THE ARCHIVAL BRIDGE, Kevin Proffitt, 16:115.

Once upon a time state archival groups stood alone. The emergence of regional organizations such as MAC forced many state groups to face a new reality. A newly competitive archival world prompted them to readjust their goals

and priorities. Cooperation between archival groups must be part of this re-adjustment. Through cooperation the state groups and the regionals will benefit, as well as the larger archival profession.

10

ARCHIVAL EDUCATION: THE EXPERIENCES OF THE ASSOCIATION OF CANADIAN ARCHIVISTS, Bryan E. Corbett, 18:97.

Since its founding in 1975 the Association of Canadian Archivists has been active in the development of important initiatives in archival education. The annual conference has been a mix of formal academic-style sessions and hands-on practical workshops where archival theory and the "why" of practice are discussed with the "how" of archival methods. The Association has developed guidelines for pre-appointment and post-appointment and continuing professional education and training and intends to develop guidelines for the education and training of archival technicians and paraprofessionals. The ACA has encouraged and assisted archival and educational institutions in developing programs of archival education. The ACA is working with the Association des archivistes du Québec in developing education initiatives at a national level. It has developed a five year *Education Programme and Plan* to provide a framework for these activities in archival education. This article outlines the education activities of the ACA and assesses the education initiatives of the Association.

11

ARCHIVAL EDUCATION: THE NEXT STEP, Susan E. Davis, 14:13.

Archival education has undergone rapid changes in recent years. Developments thus far have focused more on the various venues for archival education than on the actual content of courses. The current concern about professionalism will dominate the next stage. As a result, future developments will concentrate on four areas: the range of audiences for educational programs; the content of these programs; teaching methodology; and control of regulation of archival education. Certification may also play a major role.

12

THE ARCHIVAL INTERSECTION: COOPERATION BETWEEN COLLECTING REPOSITORIES AND NONPROFIT ORGANIZATIONS, David J. Klaassen, 15:25.

The records of nonprofit organizations constitute a valuable but endangered species of historical documentation. Organizations frequently lack the combination of resources, perceived need, and will necessary to operate their own archival programs. If such records are to be preserved, archivists will have to intervene, either to encourage the organization to establish its own archives, or to arrange a transfer to an appropriate collecting repository. Collaboration between the organization and the collecting repository challenges some existing conceptions about the nature of archives and offers opportunities for creative interaction.

13**ARCHIVAL MISSION AND USER STUDIES**, Roy C. Turnbaugh, 11:27.

User studies provide archivists with a useful tool for internal planning and analysis, but they are less reliable when used to justify programs to authorities outside the archives. They should be used on a well-defined sense of institutional mission rather than serving as the basis from which to create such purpose. User studies are normally limited to reference services, implying that reference is the primary function of an archives. Although such a definition may be more appropriate for manuscript repositories, it places government archivists at a serious disadvantage and devalues archival functions other than reference. Appraisal and disposition of records are the key activities, and any definition of use should reflect such activity. The author uses examples from his experience at the Illinois State Archives to demonstrate the futility of developing programs in response to perceived needs based on studies of existing patterns of use. The key to user studies in a governmental context is to broaden the definition of use to include all areas in which the archives acts so as to reflect the governmental as well as the cultural function that the archives serves. This can provide the basis for embedding the archives in the processes of government so that standard operations are automatically funded.

14**ARCHIVAL OUTREACH ON THE WORLD WIDE WEB**, William Landis, 20:129.

The World Wide Web offers archivists new opportunities for the dissemination of information about services and collections, and even digital facsimiles of items from collections. This review article provides some explanation of basic concepts and terminology associated with the Web, as well as pointers to information sources both on-line and in print. It also presents a few snapshot descriptions and discussions of representative archival repository Web sites. Finally, it discusses some broader issues for consideration as archivists prepare to exploit technological advances that allow for what amounts to a potential revolution in access to archival repositories by remote users.

15**ARCHIVES AND ARCHIVISTS IN THE TWENTY-FIRST CENTURY: WHAT WILL WE BECOME?**, Richard Cox. 20:97.

Archivists have become more prone in the past decade to speculate on their future. This essay argues that such speculation should be grounded in the current trends of changes of organizations and the society these organizations reside in and reflect. The author uses two well-known management tomes, stressing reengineering and reinventing, as a foundation for tracking these changes and arguing what archivists should be focused on as they cope in rapidly transforming organizations and society. The author concludes that many of these changes should bring a greater opportunity for archives and archivists to meet the archival mission.

16
 ARCHIVES AND HISTORIC
 PRESERVATION: THE CASE OF THE
 CCC, Bonnie Stepenoff, 13:77.

After 1942 when the federal government dismantled New Deal programs such as the Civilian Conservation Corps and retreated from involvement in the activities of state park systems, it left the states with an impressive legacy of rustic park architecture impossible to duplicate and difficult to maintain. In the 1980s, the Missouri Department of Natural Resources, custodian of the state's system of parks and historic sites, engaged in a patient effort to document and preserve hundreds of buildings and structures erected by Depression era relief workers on Missouri's park lands. Records held by the National Archives and the department itself played an important and continuing role in determining the future of this great New Deal legacy. This paper discusses how archival materials were used in the preservation effort and suggests, through this discussion, how they might be used in other historic preservation projects.

17
 ARCHIVES AND MUSEUMS, John A.
 Fleckner, 15:67.

Despite striking differences in methods and techniques, archives and museums—especially history museums—share much in common. Moreover, recent developments in both fields are increasing the area of commonality. Although it is hardly startling, I reached this realization only as a result of on-the-job-experience—on the museum's collections committee (which approves all major acquisitions), in developing registration procedures with the

museum's registrar's office, and through participation in seminars, colloquia, and informal discussion. Like many archivists, I suspect, my understanding of the museum world had previously been exclusively from the perspective of a visitor to museum exhibitions.

18
 ARCHIVES IN THE MIDWEST:
 ASSESSMENTS AND PROSPECTS,
 Virginia Stewart, 10:5.

The editorial board has, from time to time, grappled with the issue of the degree to which *The Midwestern Archivist* should reflect the regional status of its title and to its parent organization. Over the years authors of articles appearing in the journal have been predominantly members of the Midwest Archives Conference, but the content of the articles has not been particularly regional in scope. While recognizing that most archival conditions and practices transcend regional boundaries, the editorial board agreed that it would be desirable to offer a thoughtful analysis of the overall condition of archives in the midwest. The state archival needs-assessment surveys and reports, sponsored by the National Historical Publications and Records Commission, appeared to offer the baseline for such an analysis. We turned to Virginia Stewart, believing that she knew the region thoroughly but had no direct interest to protect in relation to the findings of any of the state reports. That she has given us a prescription for dealing with future prospects that transcends the region suggests to us that we asked the right question of the right person. (Editor's note.)

19**ARCHIVES, OPTICAL DISKS AND THE COPYRIGHT ACT OF 1976,**

Helen Humeston, 18:15.

Recently many archival repositories have begun or are planning to copy portions of their holdings on optical disks. This article contends that, depending upon the copyrighted status of the material, using computer-assisted reprography might infringe upon the author's copyrights. This interpretation is based upon an analysis of the provisions of Title 17 of the United State Code, the legislative and judicial case history of copyrights, and the final report of the National Commission on New Technological Uses of Copy-righted Works. Extensive bibliographic citations are included.

20**THE ARCHIVIST AS PUBLIC ADMINISTRATOR,**

Barbara Floyd, 15:17.

The vast majority of archivists are employed by public service sector organizations, defined as all organizations dependent on public funding. Yet previous discussions of management training for archivists have made little mention of the applicability of the field of public administration to that training. Unlike business administration, public administration teaches management skills for the public and nonprofit sectors, with an emphasis on its political context. This article introduces archivists to the field of public administration, demonstrates how this course of study is appropriate for archivists wanting to improve their management skills, and finally makes the case for archivists becoming more effective public administrators in order to thrive in this era of shrinking public dollars.

21**ARCHIVISTS AND GENEALOGISTS: THE TREND TOWARD PEACEFUL**

COEXISTENCE, Gail R. Redmann, 18:121.

Throughout history, genealogy has often been maligned, misused, and misunderstood. However, over the past twenty years, practitioners of both genealogy and history have shifted their focus and have adopted similar methods of study. These changes have altered the traditionally negative view of archivists toward genealogists, with many in the profession not only accommodating genealogists but actually welcoming them to their institutions.

22**ARCHIVISTS AND PROFESSIONALISM IN THE UNITED STATES REVISITED,**

Richard J. Cox, 15:5.

The past decade was a period of self-scrutiny by the archival profession. The 1990s might be a time when the navel-gazing of the 1980s is translated into more intensive activity by the archival community. This is indicative of the dynamic nature of all professions. Two important recent studies on the nature of professions—one a general analysis of professional systems and the other an investigation of librarianship as a profession—suggest some ways to understand the recent development of the American archival profession. This essay reviews these two studies, assesses the archival discipline as a part of the system of professions, and re-evaluates the agenda for professional change suggested by the author in 1986.

23

ARCHIVY AND THE COMPUTER: A CITATION ANALYSIS OF NORTH AMERICAN PERIODICAL LITERATURE, Anne Gilliland-Swetland, 17:95.

The author reviews bibliographic analyses that have been conducted on American archival literature. She then reports the methodology and results of a citation analysis that she conducted on articles in six periodicals core to the professional reading of North American archivists. The analysis, which covers the lifespan of the periodicals, identifies key individuals and publications, as well as disciplinary influences and seminal writings in the area of archival automation and electronic records. The author speculates about the implications of these findings and also recommends citation analysis as a useful research approach for understanding the development of archival practice and education.

24

ASSESSING THE HISTORICAL VALUE OF THE HISTORICAL RECORDS SURVEY, Patricia L.

Adams, 12:5.

The Historical Records Survey is fifty years old and is best known for its survey of the local records in the nation's 3000 counties. This article describes the activities of the HRS and the types of information gathered by HRS workers. The article compares the expectations of HRS officials on how the HRS records would be used, with the results of a poll of research use of the 104 repositories holding HRS records. Although used by a variety of researchers, archivists feel that the records are underutilized based on their historical

value. With the states assessing their archival needs in the recent National Historical Publications and Records Commission-sponsored grants, the article concludes with parallels between these two federally-funded archival surveys of the nation's records.

25

AUDIO PRESERVATION IN THE U.S.: A REPORT ON THE ARSC/AAA PLANNING STUDY, Barbara Sawka, 16:5.

This article summarizes the current state of audio preservation in the United States as detailed in the final report of a two-year study conducted by a consortium of major sound archives. The study's conclusions illustrate the fledgling state of preservation knowledge, effort, and funding in the sound archives community. The study has inspired new cooperative and standards-setting efforts among the sound archives community, but the larger archival community must still be alerted to the precarious condition and uncertain future of our aural heritage.

26

AUTOMATION, REFERENCE, AND THE SMALL REPOSITORY, 1967-1997, Glen A. Gildemeister, 13:5.

Over the past two decades archival automation has evolved from the cumbersome, costly, and complex systems of the 1960s to the fast, inexpensive user-friendly software packages now found in nearly every repository. The impact in the small repository has been mostly in the area of reference services and the revolution to automated control of and access to holdings is past the halfway mark. Foremost among the new technologies to arrive in archives in the

1990s will be optical media to store data, faster, more expansive, yet relatively less expensive microcomputers; and local area network systems to expand reference service and access to data on holdings.

27

BEYOND ORAL EVIDENCE, SPEAKING (CON)STRICTLY ABOUT ORAL HISTORY, Charles T. Morrissey, 17:89.

The recorded interview is a central component of oral history reminiscences, but several scholars in North American and Europe, representing diverse research fields, have liberally expanded the definition of oral history. They include other types of archival materials, many with orality in their origins but significantly without the essential characteristics of oral history. The author illustrates the recurring and unwarranted designation of such records as oral history documents. Revising definitions of oral history he broached in 1980 and 1984 he proposes a new version, emphasizing the critical interaction between interviewer-historians and historically knowledgeable informants, but still archivally based.

28

BEYOND USMARC AMC: THE CONTEXT OF A DATA EXCHANGE FORMAT, Jill Tatem, 14:39.

Archivists' discussions about use of the USMARC-AMC format so far have failed adequately to address goals and system design and implementation issues. The article focuses on one commonly articulated goal, improved end-user access to archival collections. It examines the issues of data quantity, data quality, and user-system interfaces

and concludes that unresolved problems in all three areas present significant obstacles to end-user access to archival collections via current bibliographic descriptive networks.

29

BUYING QUARTER INCH HOLES: PUBLIC SUPPORT THROUGH RESULTS, Elsie T. Freeman, 10:89.

Archivists must learn specifically and accurately, who uses their holdings; a few individuals and institutions are now examining this question. Archivists must also learn what users produce with their research and how these products affect our personal and public lives. Four methods for ascertaining this information are suggested. Finally, armed with information about clients and results, archivists can reach new user constituencies, affect the general public's perception of archives, and influence those who underwrite and support archival activity. The write provides suggestions for undertaking this outreach.

30

CATALOG THEM AGAIN FOR THE FIRST TIME, Mark A. Vargas and Janet Padway, 17:49.

Original cataloging of archival materials into online catalogs is a resource-intensive enterprise and should be undertaken only after thorough planning. The purpose of this article is to provide archivists with guidelines that may prove useful in creating online bibliographic records, based on lessons learned from the experiences at the University of Wisconsin-Milwaukee. The article provides both the library cataloger's and the archivist's perspective on automating bibliographic records for an archives, focusing on the

reasons for implementing and the consequences of an automation project, and offers ten recommendations for archivists and technical services staff.

31
CATALOGING: A CASE STUDY OF PRACTICES AT THE UNIVERSITY OF PENNSYLVANIA, Nancy M. Shawcross, 18:133.

The following paper contextualized manuscript cataloging tactics in Special Collections, University of Pennsylvania. Penn's approach maximizes existing capabilities of RLIN and the AMC format. Through extensive use of "linked records," Penn provides access to manuscript holdings without adding significantly to the time required for typical arrangement and description. Foremost in the creation of this methodology was the assurance that the RLIN/AMC database would not be degraded and would, in fact, be strengthened for researchers. Although current manuscript cataloging rules are followed, the spirit of this new approach appears to run counter to prevailing archival conventions or perceptions.

32
COMING TO AMERICA: DUTCH ARCHIVISTIEK AND AMERICAN ARCHIVAL PRACTICE, Marjorie Rabe Barritt, 18:43.

Most archivists acknowledge that the antecedents of archival theory in the United States were theoretical developments in France, Germany, and the Netherlands in the nineteenth century. The author describes the influence of the principles of *respect des fonds* from the French and *Registraturprinzip* from the Germans on Dutch archival devel-

opment which resulted in the publication in 1898 of the *Manual for the Arrangement and Description of Archives* by Samuel Muller, Johan Feith, and Robert Fruin. The influence of the *Manual* and of the principle of provenance on early American archival practice is traced through the speeches and writings of Arnold J.F. Van Laer and Waldo G. Leland. The article also discusses Arthur H. Leavitt's 1940 English translation of the Dutch *Manual*.

33
CONSERVATION: WHAT'S AN ARCHIVIST TO DO?, Judith Fortson-Jones, 9:83.

Virtually everyone has vast stores of materials. Even if they had the money needed for the monumental task of preserving them, they would not be able to save every physical object, there is not enough time. Time races on, and the sheer mass of the holdings seems to dictate that the caretakers of archives find some equivalent scale for preservation efforts. (Article excerpt.)

34
COOPERATIVE COMPETITORS: LOCAL, STATE AND NATIONAL ARCHIVAL ASSOCIATIONS, William J. Maher, 16:105.

Archivists' professional development is critically dependent on a diverse system of archival organizations. Through meetings, publications, and committee work, these organizations provide members with education, experience, and legitimization. Regional archival organizations are enviably positioned to fulfill archivists' educational and socialization needs. Their middle position, however, requires special attention to ensure that cooperation and competition are used productively.

35

CORPORATE RECORDS IN NONCORPORATE ARCHIVES: A CASE STUDY, Dennis E. Meissner, 15:39.

When a corporation decides to formally preserve its historically valuable records, it generally has two options. It may establish an in-house archives program or it may seek to donate its records to an outside archival repository. The author considers the extent to which outside archives may serve as appropriate repositories for the records of large corporations. In doing so he draws upon the experiences of the Minnesota Historical Society in administering the archives of the Northern Pacific and Great Northern Railways as a case study. He concludes that a good match between corporate donor and noncorporate repository is likely to be a rare occurrence and offers several cautions to corporations and repositories considering such a relationship.

36

CREATING A FRONT DOOR TO ARCHIVAL KNOWLEDGE IN THE UNITED STATES: GUIDELINES FOR A MASTER OF ARCHIVAL STUDIES DEGREE, Tyler O. Walters, 18:77.

The author explores the need for the Master of Archival Studies (M.A.S.) degree in the United States and its expression through the Society of American Archivists' *Guidelines for the Development of a Curriculum for a Master of Archival Studies*. He contends that the substantial and distinct body of archival knowledge, coupled with the emergence of new information technologies that have changed the way archives are created, maintained, and used, make an autonomous two-year

degree curriculum necessary. The article examined SAA's history in educational guidelines development, the Canadian experience with educational guidelines and twelve years of M.A.S. degree programs, the growth of U.S. graduate archival education during the 1980s, and major features of the 1993 draft M.A.S. guidelines.

37

CRISIS IN CELLULOID: COLOR FADING AND FILM BASE DETERIORATION, Richard Hinch, 17:125.

The twin dilemma of film base deterioration and color fading threaten the film collections of archives everywhere. The causes of these phenomena, rooted in past and present film industry practice, appear highly resistant to corrective measures. Current research has established procedures that can only retard, not stop or reverse, the effects. Alternative film bases and imaging systems, as presently constituted, exhibit technological or economic drawbacks that render them unattractive. Without practical, cost-effective solutions to these problems, the prognosis for film archives is grim.

38

THE DEPOSIT AGREEMENT IN ARCHIVAL COLLECTION DEVELOPMENT, Dennis F. Walle, 10:117.

The article analyzes the results of research on the usage of deposit agreements and their impact on collection development. It is based on a survey response from 135 archival agencies. It includes examples of institutional experience as well as suggested elements of a deposit agreement. Many

archivists and archival repositories use deposit agreements to acquire collections when the owner is reluctant to relinquish title through the standard deed of gift. A survey of selected archival repositories illustrates a diversity of practice regarding the extent of usage and types of arrangements. The arrangements are variously designated as semi-permanent, open-ended, timed, or otherwise modified. To provide guidance to those considering using deposit agreements in their programs, the author discusses fourteen possible elements of a deposit agreement. Depositories contemplating their use are urged to seek legal counsel. The deposit agreement is a viable tool for collection development which archivists should use with caution.

39

A DIFFERENT SHADE OF GREEN: DOCUMENTING ENVIRONMENTAL RACISM AND JUSTICE, Stephen C. Sturgeon, 21:33.

For the past twenty years archivists have been attempting to diversify their collections to include historically excluded groups such as minorities. The environmental justice movement, an attempt by people of color to combat toxic pollution in their neighborhoods, presents a unique opportunity for archivists to achieve this goal by documenting the efforts of these community-based coalitions. This opportunity also offers archivists a chance to reexamine the use and usefulness of "documentation strategies" for filling gaps in collections. This essay argues that instead of "documentation strategies," the profession needs to engage in "documentation advocacy" to secure diverse collections.

40

DIGITAL COMMUNICATIONS: DOCUMENTARY OPPORTUNITIES NOT TO BE MISSED, Anne J. Gilliland-Swetland, 20:39.

Drawing upon professional literature and electronic records and digital library research initiatives at the University of Michigan, this paper examines the nature of and opportunities provided by digital communications, primarily as evolving documentary media, but also as digital environments through which documentation may potentially be made more widely available and relevant. It cautions against utilizing a pure systems or risk management approach in identifying such materials for long-term retention, and concludes with a discussion of the need to revisit the role of appraisal to establish and capitalize on the nature and use of digital communications.

41

DIGITAL EVOLUTION: CHANGING ROLES AND CHALLENGES FOR ARCHIVISTS IN THE AGE OF GLOBAL NETWORKING, Laurie Brooke Crum, 20:51.

The combination of the evolving nature of the Internet and new document types and information that are being disseminated throughout the World Wide Web pose significant challenges for any professional engaged in the documentation and study of organizations and human culture. This article serves as an exploratory platform for archival issues related to global computer networking as exemplified by the Internet. A discussion of the parallels and differences of the evolution of the

book and hypermedia World Wide Web documents highlights a number of important challenges for archivists. The article also offers dynamic, organic definitions of the Internet and World Wide Web documents. The author examines important cultural implications and concerns for professionals engaged in the use and documentation of new forms of digital media.

42

DISSIMILAR APPRAISAL DOCUMENTATION AS AN IMPEDIMENT TO SHARING APPRAISAL DATA: A SURVEY OF APPRAISAL DOCUMENTATION IN GOVERNMENT ARCHIVAL REPOSITORIES, Thomas J. Ruller, 17:65.

A survey of twenty-one government archival repositories gathered data on methods for documenting appraisal decisions. When analyzed, the survey reveals significant disparity among institutions. The institutions surveyed create four primary forms of appraisal documentation. The differences in format and content of appraisal documentation seriously inhibit interinstitutional sharing of appraisal data. To promote sharing, a standard interchange format for appraisal documentation should be created.

43

DO WE NEED AUTHORITY CONTROL? INVESTIGATIONS AT THE MILWAUKEE URBAN ARCHIVES, Mark A. Vargas, 19:45.

Although authority control is an issue of growing importance to archivists, little research has been done to investigate its necessity. As an initial step, the Milwaukee Urban Archives conducted

an experiment to answer one specific question: how often do names used by the MUA match those already in the Library of Congress Name Authority File (LCNAF) for the same person or organization? The research focused on the potential need to create authority records for personal and corporate names, used either as creators of collections or as added entries. The results show that 85 percent of the names did not exactly match those already in the LCNAF, including 34 percent which conflicted. Only 15 percent of the names matched the LCNAF exactly, meaning that no conflict could occur. The study concludes with observations on the need for further research.

44

DOCUMENTATION OF THE UNITED STATES AT WAR IN THE 20TH CENTURY: AN ARCHIVIST'S REFLECTIONS ON SOURCES, THEMES, AND ACCESS, Shirley J. Burton, 13:17.

War is not simply a military matter, but rather a complex phenomenon that affects all of society. The documentation of war is similarly complex. It appears in both public and private sources and in machine-readable, audio, and video—as well as paper—form, thereby presenting a considerable challenge to archivists concerned with the preservation of adequate documentation. Trends in research and interpretation can affect the demand for particular types of sources, but access to the archival record is often a greater obstacle to research than limitations on the nature or extent of the documentation. Archivists will bear considerable responsibility for what the future will know of war in the twentieth century

because that knowledge will depend to a large extent upon those fragments of the past that survive—the archival record.

45
DOCUMENTING AGRICULTURE
AND RURAL LIFE, Gould P. Colman,
12:21.

To conserve the resources available for historic documentation, archivists would do well to concentrate on what is most crucial in shaping events. The farm family has been crucial to shaping agriculture and rural life in the United State since chattel slavery was abolished. Methods which can be used to document the family-based occupation of farming, where production on the farm is integrated with reproduction in the family, are described. Limitations of these methods are noted. Problems involved with retrieval are considered.

46
DOCUMENTING AMERICA:
OBSERVATIONS ON
IMPLEMENTATION, F. Gerald Ham,
14:83.

The author outlines how the NHPRC's state assessment reports might be transformed into planning documents with detailed priorities, actors, objectives, and monitoring procedures. He critiques the most commonly recurring recommendations and establishes a three-level paradigm (state, regional, and national) to implement the best recommendations emerging from the state reports. He concludes that the state reports, if properly evaluated, could serve as building blocks for an integrated national records program.

47
DOCUMENTING THE DIFFICULT
OR COLLECTING THE
CONTROVERSIAL, Karen M.
Lamoree, 20:149.

Conflict has traditionally been a well-spring of historical research and interpretation, for it is inherently interesting. Examining controversy permits study not only of the contested issue itself but also of the context in which it is found and the factors that led to its appearance. Despite such inherent interest many archival and manuscript repositories have failed to document relatively recent conflicts in their areas of collection responsibility. Why, as a profession, are we reluctant to document the battles over school prayer, integration, abortion, gay rights, and even the flouridation of water?

48
DOCUMENTING THE VIETNAM
SOLDIER: A CASE STUDY IN
COLLECTION DEVELOPMENT,
Carolyn J. Mattern, 15:99.

This paper reviews a special collection at the State Historical Society of Wisconsin that documents opposition to the war in Vietnam among the military. Using this as an example the author argues that the value of written collecting policy statements has been overstated.

49
EDUCATION FOR ARCHIVISTS:
HARD CHOICES AND HARD WORK,
David Horn, 21:25.

In contrast with the view in the preceding article [Frank Boles, Making Hard Choices: Continuing Education and the Archival Profession, 21:7.], a different description of the audience for continu-

ing archival education is presented. Archival appointments include many part-time assignments, and many archivists will not take graduate programs. There is a large and varied audience for continuing education programs that do not presume pre-appointment education. The model for education offerings will include two main types of archivists—those with and those without extensive pre-appointment education. Scarce resources can and must be stretched to meet a wide variety of needs.

50

ENSURING CONTINUITY AND PRESERVATION THROUGH ARCHIVAL SERVICE

AGREEMENTS, William J. Maher, 19:5.

Associations and organizations need not hire their own archival staff or establish in-house archives to ensure the preservation of their documentary heritage. Fee-for-service deposit agreements with institutional archives and manuscript repositories provide a mechanism for meeting an association's archival needs. Such agreements also can help ensure that a repository has the policy and resource base to fulfill its responsibilities for records that document the important role that multiple and diverse volunteer, professional, and trade associations play in modern life. This article describes over twenty years of experience at the Archives of the University of Illinois at Urbana-Champaign in contract-based relations for managing the archives of external organizations such as the American Library Association and provides a sample deposit agreement.

51

ESTABLISHING A VIETNAM WAR VETERANS ARCHIVES, Elaine D.

Engst, 10:43.

In January 1981, the Department of Manuscripts and University Archives at Cornell University in Ithaca, New York, entered into an agreement with the Vietnam War Veterans Archives and History Center of Santa Rosa, California. The Department agreed to become the repository for records collected by the Center, documenting the experience of individual soldiers during the Vietnam War. This article will consider the history of the project and the various strategies devised to survey and collect materials, examining the relationship between an archival repository and an advocacy group in collecting contemporary records. (Article excerpt.)

52

THE FBI RECORDS APPRAISAL, James Gregory Bradsher, 13:51.

The appraisal of the headquarters and field office records of the Federal Bureau of Investigation by the National Archives in 1981 was perhaps the most important and certainly the most extensive and expensive appraisal carried out by federal archivists. In this article the author discusses the FBI records appraised; the appraisal methodology, including sampling case files for appraisal; the decision-making process for retaining records; and the records to be retained. The author also provides the background to the appraisal, including the 1979 lawsuit that led to the appraisal, and the judicial process that took place during and subsequent to the appraisal.

53
 FROM CLASSROOMS TO
 COMMONS: DOCUMENTING THE
 TOTAL STUDENT EXPERIENCE IN
 HIGHER EDUCATION, John Straw,
 19:19.

As educators and researchers in higher education increasingly recognize the importance of the out-of-classroom experience in the education process, academic archivists are challenged to better document student life. Recent literature, sessions at professional conferences, and an admittedly non-scientific survey on the Archives Listserv attest to archivists' continuing efforts to collect documentation on this elusive, but significant, part of higher education. Using an endowed student life and culture archival program at the University of Illinois Archives as an example, the author examines the issues related to documenting the total student experience in American colleges and universities.

54
 FROM DUST TO ASHES: BURNOUT
 IN THE ARCHIVES, Hugh A. Taylor,
 12:73.

In contrast to several studies on burnout among librarians, nothing comparable has been attempted for archivists. For want of hard data, the author has attempted to indicate similarities and contrasts in terms of stress between the two professions. The reader is introduced to Charlie, a mercifully fictitious character, who, as a result of his education and subsequent career, achieves massive burnout over time, and in circumstances familiar to many archivists. The principal causes of burnout among librarians are seen to be management-related and have to do with poor work-

ing conditions, role conflict, and insufficient training. This may be true for some archivists as well.

At a deeper level, archivists also may be disturbed and confused by profound changes in the production and management of information and mixed media in an electronic age less heavily reliant on the printed and written word. The whole field of heritage is becoming increasingly interdependent, and the old familiar "spaces" and categories of job classification are also changing. An imaginative education, coupled with a "non-specialist preparation of awareness" of changing patterns, is becoming essential.

55
 HOW ARCHIVES MAKE NEWS,
 James Boylan, 10:99.

The author analyzed the "image" of archives and archivists in 300 news clippings dated from 1981 to 1984. Three types of stories were found: (1) those in which archives and archivists played a secondary role, (2) those in which they appear in an arranged "pseudo-event," and (3) those in which they were portrayed substantively. In the last group, few stories discussed serious issues; instead, they employed metaphors of accumulation and rot. Such treatment may reflect the political weakness of archivists. The article concludes that archivists should try to provide full, honest information to journalists, to create pseudo-events of legitimate interest, and to encourage stories on archival policies and social roles.

56

**IMPACT OF THE MARC AMC
FORMAT ON ARCHIVAL
EDUCATION AND EMPLOYMENT
DURING THE 1980S, Donald L.**

DeWitt, 16:73.

During the 1980s, the development of the MARC AMC format allowed archives and manuscript repositories to take advantage of automation on an unprecedented scale. A review of archival position vacancies indicates the increasing extent to which knowledge of the MARC AMC format became a criterion for employment in the 1980s and that employers tended to prefer candidates with pre-appointment knowledge of the format. Most positions utilizing the MARC AMC format were at colleges and universities. A survey of archival education programs reveals that by the end of the decade these programs had made only a limited response in providing training in the MARC AMC format. On-the-job-training was the most frequently cited source of training for successful candidates who came to a position with knowledge of the MARC AMC format.

57

**THE IMPORTANCE OF BEING
DIVERSE: THE ARCHIVAL
PROFESSION AND MINORITY
RECRUITMENT, Kathryn M. Neal,**

21:145.

Recent projections indicate that the American work force will become increasingly pluralistic during the 21st century. What implications do these changing demographics have for the archival profession? Regardless of racial background, individuals have joined the profession in small numbers. The field remains largely racially ho-

mogeneous, however, despite some past and current efforts to remedy the situation. The author presents reasons why the issue of diversity demands archivists' concern, explores the reasons behind the shortage of minorities in the profession, and suggests possible means by which to encourage more people of color to enter.

58

**IN SEARCH OF ARCHIVES
HISTORY: EUGENIO CASANOVA
AND THE SUSPECT LINCOLN
LETTER, Valerie Komor, 18:55.**

This paper presents a slice of European archival history which might be of special interest to American archivists. It recounts the circumstances which led to the ouster in 1932 of Italy's foremost archivist, Eugenio Casanova: the publication of a letter believed to have been written by Abraham Lincoln.

59

**THE INDIRECT APPROACH: A
STUDY OF SCHOLARLY USERS OF
BLACK AND WOMEN'S
ORGANIZATIONAL RECORDS IN
THE LIBRARY OF CONGRESS
MANUSCRIPT DIVISION, Jacqueline
Goggin, 11:57.**

Archivists need to understand better the uses to which archival materials are put, and the role of documentation in the final product. This is especially the case for scholarly research which results in publications that can be systematically analyzed to reveal patterns of use. As one of the largest and most heavily used manuscript repositories in the country, the Library of Congress holds a wealth of information for studying the scholarly use patterns of manuscript collections. An analysis of the scholarly use

patterns of thirteen collections of black and women's organizational records over a ten year period revealed that 123 users had published 168 books. Close examination of eighty-five of these books indicated that only thirty-one authors made extensive use of the archival documentation available for their research topics. The results of this study support the findings of other studies of archival use among scholars and suggest that if archivists paid more attention to the users of their collections, current archival administrative practices would need serious modification.

60

"JUST A BUNCH OF BIGOTS": A CASE STUDY IN THE ACQUISITION OF CONTROVERSIAL MATERIALS,
Frank Boles, 19:53.

This article is a case study documenting the acquisition of Ku Klux Klan membership records by the Clarke Historical Library and the reaction to that acquisition. After chronicling the facts of the case, the author discusses what the case reveals about contemporary inter-institutional cooperation, the reaction of the general public to controversial archival acquisitions, and the reaction of students, faculty, and university administrators to such acquisitions. The author discusses at some length the impact of multiculturalism upon the debate regarding the acquisition of controversial materials and suggests that although multiculturalism can be used to question the legitimacy of placing controversial material in an archives, multiculturalism also contains within it the seeds for a powerful argument in retaining controversial records.

61

KEEPING THE FAITH? BISHOPS, HISTORIANS, AND CATHOLIC DIOCESAN ARCHIVISTS, 1790-1980,
Peter J. Wosh, 9:15.

American Catholic archives, according to Boston Archdiocesan archivist James O'Toole in a recent article, are experiencing a "renaissance in progress." In fact, since the National Conference of Catholic Bishops urged dioceses, religious communities, and institutions to "inaugurate a nationwide effort to preserve and organize all existing records and papers" in 1976, archival programs in many sees, motherhouses, and parishes throughout the country have been born again. (Article excerpt.)

62

THE LABOR ARCHIVIST AND THE "LABOR QUESTION": TWO STEPS FORWARD, ONE STEP BACK,
Thomas Connors, 12:61.

Although the "labor question" has carried various political, economic, and sociological meanings in the nineteenth and twentieth centuries, for the labor archivist it has been a question of preservation and control. Efforts of labor archivists and academics to collect, preserve, and make available the records of organized labor in the United States are traced from the early decades of the twentieth century through the 1980s. The state of labor's records cannot be separated from the state of the movement that created them. Labor archivists too, must adapt to the changing environment facing organized labor in America if they are to construct their project "for the long haul."

63

LEADERSHIP AND LOCAL GOVERNMENT RECORDS: THE OPPORTUNITY OF THE JOINT COMMITTEE ON THE MANAGEMENT, PRESERVATION AND USE OF LOCAL GOVERNMENT RECORDS, Richard J. Cox, 10:33.

Few dispute, at least, openly, the value of local government records. For over a century historians and the antiquarians who preceded them, have used local government records to document political administration, local history, and the lives of individuals and families. By the turn of this century, progressive reformers and public servants began to recognize governmental records as administrative necessities. Archivists, too, have professed the value of local government records. Unfortunately, their commitment has not resulted in providing them with adequate care and protection because of the weakness of state and, especially, national leadership. (Article excerpt.)

64

A LESSON IN ARCHIVAL REALITY: A COMMENTARY ON DONALD RATCLIFFE'S "THE MYSTERY OF OHIO'S MISSING PRESIDENTIAL ELECTION RETURNS", Dennis East, 17:145.

Public record archivists in Ohio should be grateful for Donald Ratcliffe's painstaking search for the missing presidential election returns for the first forty years of statehood. He has done a masterful job in delineating and unraveling the history of these records. His diligence obviously benefitted his research, Ohio archivists, and the state's

electoral history as offered statistically by the secretary of state. (Article excerpt.)

65

LET ME HEAR AN AMEN: GOSPEL MUSIC AND ORAL HISTORY, Ellen Garrison, 14:23.

In the last decade a substantial number of articles have appeared urging archivists to become activists in creating records to capture historical and cultural experiences that do not generate traditional written records, and to employ new techniques to insure adequacy of documentation. The difficulties and successes which the Center for Popular Music has experienced in developing its resources for gospel music research demonstrate the utility of one such tool—oral history—in capturing critical information needed to understand such ephemeral phenomena, and support the view that archivists should develop a multi-dimensional approach to collection development.

66

LETTING THE WORLD IN: ANTICIPATING THE USE OF RELIGIOUS ARCHIVES FOR THE STUDY OF NONRELIGIOUS SUBJECTS, Paul A. Ericksen, 12:83.

Like researchers who overlook religious archives when writing secular history or exploring other nonreligious topics, religious archivists often neglect to consider these same researchers when describing their collections and planning their outreach. Archivists at the Billy Graham Center Archives (Wheaton College, Wheaton, Illinois) go beyond serving those researchers who come to use their materials to study religious topics and reach out to those studying nonreligious subjects.

67
 LOVE ME OR LEAVE ME: GETTING
 BUSINESSES INTERESTED IN
 ARCHIVES, Steven L. Wright, 21:159.

American archival repositories have done a fairly good job of documenting political activities, military conquests, the arts and cultural affairs, as well as the lives of prominent individuals. However, they have done a less than adequate job documenting where people spend a majority of their lives—in the workplace. Large corporations recognize the importance of history and employ professional archivists who preserve those records that assist the company in accomplishing its mission. Problems arise, however, in trying to document the small to medium-sized companies, the “bone and sinew” of America’s capitalist system. How can archives and related historical projects be made affordable to businesses? Perhaps, more importantly, how do we convince a CEO of the utility of history? In 1991, the Cincinnati Historical Society Library inaugurated a successful and unique corporate outreach program that confronts these issues directly.

68
 MAKING HARD CHOICES:
 CONTINUING EDUCATION AND
 THE ARCHIVAL PROFESSION, Frank
 Boles, 21:7.

Continuing education has received little critical examination by archivists. This article categorizes the audiences that benefit from archival continuing education and priorities among these audiences. In attempting to come to terms with questions regarding the type of education needed by archivists the article also addresses a more basic ques-

tion regarding the type of education archivists should receive prior to entering the profession, since what is offered through continuing education depends in part on what the recipients of the education already have learned. Finally, the article outlines a possible model structure for future archival continuing education.

69
 MANAGING INTELLECTUAL
 ASSETS: THE IDENTIFICATION,
 CAPTURE, MAINTENANCE, AND
 USE OF THE RECORDS OF
 FEDERALLY SPONSORED
 SCIENTIFIC RESEARCH, Kimberly J.
 Barata, 21:129.

Academic organizations, in addition to government and private industry, must begin to regard sponsored research records as vital and integral *evidential* and *intellectual assets*. This essay emphasizes these records’ value as a means of risk management for both the researcher and the institution. Establishing a Department of Intellectual Assets (a name chosen to reflect the nature of the records management/archives program) under the jurisdiction of the University’s Controller’s Office, where the vital records of all research being performed at the University are maintained, is the primary goal for ensuring adequate evidence and accountability of these activities. The paper points out that the records which emanate from scientific research activities are discipline specific and, as a result, archivists and records managers must work together to develop programs that will reflect this diversification. The goal of what this essay is suggesting is to transform the focus of records professionals off of *information* and onto

evidence—evidence of fiscal, administrative, and legal transactions, as well as providing evidence of laboratory proceedings.

70

MANAGING TOMORROW'S RECORDS TODAY: AN EXPERIMENT IN ARCHIVAL PRESERVATION OF ELECTRONIC MAIL, Carol Elizabeth Nowicke, 13:67.

Encouraged by the speed of transmission and ease of use, many organizations are relying heavily on electronic mail for internal and external communications. What are the implications of electronic mail for the archivist? An experiment was undertaken by the Navy Laboratories History Program to examine use of electronic mail within the Navy Laboratory community and attempt to preserve and archivally manage this evanescent form of communication.

71

"MCCARTHYISM WAS MORE THAN MCCARTHY": DOCUMENTING THE RED SCARE AT THE STATE AND LOCAL LEVEL, Don E. Carleton, 12:13.

Although the post World War II red scare is popularly associated with the activities of Senator Joseph R. McCarthy and his impact on the federal government, the anti-Communist hysteria of the 1950s actually went far beyond McCarthy and Washington, D.C. Institutions and individuals in communities through the United States experienced their own local versions of the red scare. The purpose of this article is to urge archivists in documenting local history to be aware of the need to collect materials related to the ex-

treme anti-Communist reaction at the local level. Using the example of the author's study of the red scare in Houston, Texas, the article discusses types of records that are likely to prove useful for research in this important subject.

72

MEMORY AND HISTORY: WHAT CAN YOU BELIEVE?, Walter W. Menninger, 21:97.

"Ten years ago it was my privilege to keynote the annual meeting of the Association of State and Local History when it met in Topeka, where I was asked to share some thoughts on the relationship of the human mind and history. At the time, I had been intrigued with the vicissitudes of human memory. All too often I came across instances of individuals recalling history as it wasn't. In a period when modern technology has enhanced the recording—tape and video—of oral history, I thought it advisable to explore the validity and reliability of memories. My title on that occasion: "Say It Isn't So: When Wishful Thinking Obscures Historical Reality." Today, I want to pick up on that theme with a recognition that the past ten years have seen further recognition of the limits to the accuracy of human memory."

(Excerpt from the plenary address by W. Walter Menninger, M.D., president and chief officer of the Menninger Foundation and Clinic, presented at the Joint Meeting of the Midwest Archives Conference and the Society of Rocky Mountain Archivists, Topeka, Kansas, October 1995.)

73

THE MIDWEST ARCHIVES
 CONFERENCE: A RICH HISTORY
 REVISITED, Patrick M. Quinn, 18:5.

This article will recount the origins and evolution of the Midwest Archives Conference (MAC) from its birth in the Bismarck Hotel in Chicago on May 5 and 6, 1972, through its development into the largest and one of the most dynamic regional archival organizations in the United States. Although this article is grounded in the extensive records of MAC held by Northwestern University Archives, it is more a personal memoir of a founding member and a two-decade participant in MAC than a formal history. Such a history, well-deserved, will come, no doubt, in due time, crafted by another author with a less-prismed lens and sufficient distance from the events described below.

74

"MIND AND SIGHT": VISUAL
 LITERACY AND THE ARCHIVIST,
 Elizabeth Kaplan and Jeffrey Mifflin,
 21:107.

Contemporary culture is increasingly captured by and reflected in visual materials. Preserving and providing intellectual access to visual records will become an increasingly important aspect of archival work as such materials proliferate and are widely available in electronic form. Visual literacy, an evolving concept best defined as the ability to understand and use images and to think and learn in terms of images, is an essential skill for archivists and researchers using visual materials. Archivists of all media should strive to increase their visual literacy because of the complex ways in which visual and "traditional" textual documents inter-

relate. Archivists can approach visual literacy by becoming familiar with levels of visual awareness; participating in the ongoing discourse about the nature of literacy, including the relationships between visual and textual literacy; and increasing understanding of the special characteristics of image-creating technologies as well as the conventions and modes of expression associated with particular media. Expanded visual literacy will help archivists to understand and better describe visual resources as well as traditional documents and other materials of record. The results, improved finding aids and catalog records, will keep pace with anticipated expanding requirements of the research community.

75

THE MINNESOTA CONFERENCE OF
 THE UNITED CHURCH OF CHRIST
 RECORDS SURVEY, Anne A. Hage,
 10:53.

Between 1980 and 1983 the Minnesota Conference of the United Church of Christ surveyed the records held by its 160 local congregations. The survey had its genesis in 1976, when enthusiasm for historical matters led the Conference to create a state-level historical committee. Among other responsibilities it was charged with encouraging and educating churches in the preservation of their historical records. The committee, composed of lay volunteers, soon recognized that it had little idea of the kinds of quantities of records which might be found in parish collections, let alone how they should be preserved. (Article excerpt.)

76

MODERATION IN EVERYTHING, ACCESS IN NOTHING?: OPINIONS ABOUT ACCESS RESTRICTIONS ON PRIVATE PAPERS, Mark A. Greene, 18:31.

Archivists have written extensively about access issues relating to case files (legal, medical, social work) and confidential information collected by governments. Meanwhile, the profession's official perspective on disclosing private information in "traditional" private papers such as collections of letters has undergone an important but much quieter transformation. According to some recent archival manuals, the release of any incoming letter in a manuscript collection may represent an invasion of privacy, so archivists are told to impose restrictions beyond the wishes of donors. These changes leave theory dangerously out of step with archival reality and raise troubling questions concerning the state of archival ethics.

77

THE MODERN ARCHIVES INSTITUTE: A HISTORY AND PROFILE OF RECENT STUDENTS, Bruce Ambacher, 18:109.

This paper briefly reviews the history and evolution of the Modern Archives Institute and its current goals and structure as a provider of post-appointments training. The profile of current students focuses on their current position, education, and other archival training, experience, staff size, institutional holdings, and major problems to develop a profile of attendees. The paper also examines the success of the Institute as a provider of continuing education. The paper closes with an overview of possible future changes for the Institute.

78

THE MYSTERY OF OHIO'S MISSING PRESIDENTIAL ELECTION RETURNS, 1804-1848, Donald Ratcliffe, 17:137.

Many of the original voting records of early Ohio elections survive—but not those for presidential elections before 1852. Several copies of the election returns for all the various offices were made during the reporting process, but only those retained by county officials have survived the ravages of fire and neglect. The lack of presidential records in the county archives can be explained only by studying the election law in force at the time, which has had the unintended effect of making the careful identification and cataloging of the few extant township returns especially important for historians of Ohio elections.

79

THE NATIONAL ARCHIVES AT FIFTY, Robert M. Warner, 10:25.

Nineteen eighty-four marks the fiftieth anniversary of the establishment of the National Archives of the United State[s] *sic*. ... Aside from the celebration, anniversaries are usually time for reflection and reassessment, and this is true for the National Archives, despite our short history as an institution. The point of this activity is, of course, to learn from the past, to help us understand who we are as an institution, and even possibly to indicate where we are going. (Article excerpt.)

80

NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION STATE ASSESSMENT REPORTS IN HISTORICAL PERSPECTIVE, Nicholas C. Burckel, 14:71.

What has been the result of the tremendous expenditure of energy and tax dollars on the historical records assessment reports funded by the National Historical Publications and Records Commission (NHPRC) since 1981? In his analysis of *Documenting America* and subsequent state reports, the author notes that little progress has been made in the twenty years since Ernst Posner published his observations in *American State Archives* in 1964. The author concludes that future assessment activities must involve a constituency broader than the archival profession if they are to make a difference.

81

NATIONAL INFORMATION SYSTEMS AND STRATEGIES FOR RESEARCH USE, Nancy Sahli, 9:5.

These article headlines and advertising slogans from a recent issue of the *Chronicle of Higher Education* are clear evidence of the climate in which all discussions of national information systems for archives and manuscripts must be placed, a climate in which the educated use population will be increasingly familiar with and, consequently, dependent upon, computer applications as a fact of daily life. (Article excerpt.)

82

NEITHER FISH NOR FOWL NOR GOOD RED MEAT: USING ARCHIVAL DESCRIPTIVE TECHNIQUES FOR SPECIAL FORMAT MATERIALS, Ellen Garrison, 21:61.

To provide intellectual access to its research-level collections of 78- and 45-RPM sound recordings, the Center for Popular Music at Middle Tennessee State University combined an in-house item level database with a collection level USMARC archival control records in a national bibliographic utility. This article explores the rationale for the development of this access system, examines the system in depth, and discusses the feasibility of employing archival collection management techniques for other forms of published material traditionally cataloged bibliographically.

83

NORTH DAKOTA'S FORGOTTEN HERITAGE DIMLY REMEMBERED, Gerald G. Newborg, 14:79.

While the individual state assessment reports provided accurate descriptions of the conditions as they existed at that time, those conditions and needs continue to evolve. Using North Dakota's experience as an example, the author argues that the value of the state assessment reports lies in the fact that they can serve as benchmarks and as the basis for realistic planning documents. Follow-up studies are needed to continue the planning process and to interpret achievements and shortcomings.

84

OBERLIN COLLEGE AND THE MOVEMENT TO ESTABLISH AN ARCHIVES, 1920-1966, Roland M. Baumann, 13:27.

Acquiring an appreciation for an archival program's history is one of several steps to be taken by an archivist when involved in planning or self-study exercises. This is an especially important step for a new appointee who succeeds an archivist who held the position for a long period of time. This article describes the conflict and issues surrounding the establishment of an archives at Oberlin College. As a case study, Oberlin is considered somewhat atypical. While the study will add to our understanding of the development of archives in the United States, it was written in order to educate institutional resource allocators on past issues and to advance specific archival program objectives.

85

ONLINE ARCHIVAL CATALOGING AND PUBLIC ACCESS AT MINNESOTA HISTORICAL SOCIETY, Dennis Meissner, 17:31.

In the process of developing an online public access catalog to serve its users, the Minnesota Historical Society has had to solve problems concerning the content of catalog records, system selection, portability of machine-readable records between systems, retrospective conversion of information in manual formats, and compatibility of bibliographic data about information resources in multiple physical formats. The process was accelerated by the management goal of implementing central reference for all the society's collections when a new State History Center opened in 1992. The re-

sults have included commitment to the USMARC AMC format for catalog records; commitment to retrospective conversion since central reference requires a *comprehensive* catalog; use of RLIN as well as membership in a statewide network (MSUS/PALS) that acts both as a local (institutional) catalog and a network union catalog; and increasing awareness of the role of the cataloger in facilitating or frustrating research.

86

OUT OF THE HOLLINGER BOX: THE ARCHIVIST AS ADVOCATE, Archie Motley, 9:65.

This article is predicated on the firm conviction that archival activists have contributed much to the democratization and improvement of our professional organizations and have helped us to recognize the relationships between our work and the world around US. (Article excerpt.)

87

OUTWARD VISIONS, INWARD GLANCE: ARCHIVES HISTORY AND PROFESSIONAL IDENTITY, Barbara L. Craig, 17:113.

Archivists looking out beyond their stacks and strong rooms, have unsettling visions of the revolution in communications and its future impact. Even the word *archives*, quickly transformed into a verb, has been hijacked by data professionals who are "archiving" data every day. How do we acquire new skills yet still retain a distinct identity in this new records market with its abundant variety of information specialists and data managers on offer? Knowledge of new skills is important, but it must be honed by a sense of our wider purpose in the ecology of records

which is largely derived from a thorough understanding of our past. From a sense of continuity with archives history comes perspective and purpose. If we grasp the history of archives and of records-keeping, in all their abundant variety, we will be well placed for a strong professional response to both the means and the modes of modern discourse.

88

PARTNERSHIP AND OPPORTUNITIES: THE ARCHIVAL MANAGEMENT OF GEOGRAPHIC INFORMATION SYSTEMS, Ann Zimmerman, 20:23.

This article provides an overview of geographic information systems (GISs) technology and applications. It discusses its implications for archives, including a review of the existing literature. Finally, the article recommends a strategy for managing such systems based on the study of an environmental GIS application in a federal research center and on the vision recently expressed by David Bearman and Margaret Hedstrom. A multi-staged approach to the archival management of GISs is recommended and new partnerships are suggested to aid archivists in the future management of these systems.

89

PLANNING IS PROLOGUE: THE PLANNING PROCESS AND THE ARCHIVAL PROFESSION, Stephen G. McShane, 15:109.

Over the past fifty years, to underscore the importance of their work, archivists in the United States have promoted the motto, etched over the portico of the National Archives in Washington, "The

Past is Prologue". Since the late 1970s, however, increasing numbers of archivists have adopted a modified version of that motto, "Planning is Prologue." This paper presents a brief historical overview of efforts to plan for the archival profession, particularly those undertaken by the Society of American Archivists, and notes the striking similarity of the SAA's most recent planning exercises to those used by many business and nonprofit organizations.

90

POLITICS AND THE PROFESSION, Allan Spear, 9:75.

Whatever we do, or do not do, is political. We should, therefore, try to understand that and then attempt to determine, in as humane and responsible a way as we can, when and how we should act on the great issues of our time. (Article excerpt.)

91

PRESERVATION OF ACETATE DISC SOUND RECORDINGS AT GEORGIA STATE UNIVERSITY, Christopher Ann Paton, 16:11.

When the special Collections Department at Georgia State University (GSU) discovered instantaneous disc sound recordings in acquisitions relating to the GSU Popular Music Collection, the archivists on the staff were unprepared to properly identify and preserve such materials. After searching for relevant literature and technical assistance for several years, the archivists at GSU eventually learned how to properly care for the recordings, developed procedures for producing archival preservation copies, and located a laboratory to handle the re-recording process. The author comments on the need for ar-

chivists to become more knowledgeable about sound recording technology and offers recommendations to improve the care of sound recordings in archives.

92

PRESERVING CHICAGO SYMPHONY ORCHESTRA BROADCAST TAPES, Brenda Nelson-Strauss, 16:21.

In the last decade archivists, especially those with music and oral history collections, have become increasingly concerned about the lifespan of audio tape, yet few archives have instituted comprehensive preservation policies for sound recordings. The Chicago Symphony Orchestra Archives, determined to preserve the sound of the orchestra, embarked on a major audio tape restoration project in 1988. The author describes the difficulties experienced in collecting, appraising, and restoring the audio tape collection and summarizes the most current literature on audio tape preservation. In conclusion, she urges all repositories with recorded sound collections to view recordings as important musical and historical documents and treat them accordingly.

93

PROCESSING EXTREMELY LARGE COLLECTIONS OF HISTORICAL PHOTOGRAPHS, Thomas D. Norris, 10:129.

The photo-archivist frequently encounters large collections to which traditional item-oriented processing techniques are poorly suited. The author draws on his experience with projects at the Sacramento History Center (1,000,000 negatives from a newspa-

per photo morgue) and at the California State Railroad Museum (100,000 photographic images, mostly prints) to discuss an overall approach to the appraisal and weeding, arrangement and description, and conservation of large photo collections. He discusses appropriate division and specialization of labor on such projects and argues that "something is better than nothing" in improving access.

94

PUBLIC-KEY ENCRYPTION AND THE CLIPPER CHIP: IMPLICATIONS FOR THE ARCHIVAL ADMINISTRATION OF ELECTRONIC RECORDS, Nicholas Scalera, 20:65.

The advent of available, inexpensive powerful encryption software based on the virtually "uncrackable" RSA algorithms, coupled with the Clinton administration's response in the form of the Clipper Chip proposal, has produced a heated public debate which extends far beyond technical issues to the very core of the constitutional rights and freedoms of American citizens. The ability which this technology offers to private citizens (or to governments, businesses, and other institutions) of encrypting digitally communicated materials, with privacy protection unassailable by even the most sophisticated code-breaking super computers of the National Security Agency, presents both serious threats and challenging opportunities to archivists already struggling with the management of electronic records. Thus, it is necessary for archivists to become aware of the nature and development of this powerful form of encryption, the government's response through the clipper chip proposal, and the associated is-

sues of individual privacy and public security. Moreover, archivists should consider how encryption might be employed to facilitate the archival management of electronic records.

95
**RECOMMENDATIONS FOR AN
 ELECTRONIC RECORDS
 MANAGEMENT SYSTEM: A CASE
 STUDY OF A SMALL BUSINESS.**

William E. Landis and Robert Royce,
 20:7.

The electronic records project underway at the University of Pittsburgh has promulgated functional requirements for record-keeping systems intended to be applicable to any setting. In fact, many components of these requirements delineate what should be "best practice" for the immediate and long-term design and management of electronic systems of all kinds regardless of their status as producers of records. As such, they clearly indicate the transferability and relevance of archival principles and practice to many facets of information technology applications. The authors have attempted to demonstrate this relevance by applying these functional requirements to the electronic files created by a graphic design company. Additionally, they recommend a balance of software and policy implementations appropriate for rationalizing the company's management of electronic records.

96
**THE RECORDS: WHERE ARCHIVAL
 UNIVERSALITY LIES,** Luciana
 Duranti, 19:83.

Media of communication, particularly material media, are seen by some as the main factor of an increasing cultural integration towards Marshall McLuhan's global village, and by others as the core component of a common supra-national and supra-ethnic culture. Archivists in North America have tended to act from within their own culture, and to reject the idea of a universal body of knowledge, on the grounds that records are unique expressions of unique societies. Will they be able to cope with the global record of a very close future without the support of a global conceptual underpinning? This article maintains that, albeit unrecognized by many, a common body of theoretical and methodological archival knowledge has existed for a long time and has guided the practices of archival professionals everywhere, and that such body of knowledge rests on the universal nature of records, a nature that will allow archivists to cope with the challenges presented by the new global forms of communication.

This article is a revision of the Plenary Address given by the author at the Midwest Archives Conference Meeting, October 14-16, 1993, in Davenport, Iowa.

97
**RECOVERING FROM A MAJOR
 DISASTER,** Jean Marie Deken, 9:27.

If you believe in the techniques of astrologers, you might consider consulting one to predict the fortunes of your archives, but even an astrologer will not claim to be able to protect you from

your "star-crossed" fate. Disaster is bound to happen; it's in the stars. Have you ever thought about it? What will you do? Let's take a little time to think the unthinkable: let's create an archives, subject it to calamity, and then look at the various procedures necessary for coping and recovering. (Article excerpt.)

98

A REPOSITORY ARCHIVIST ON CAPITOL HILL, Connell B. Gallagher, 16:49.

The receipt of large twentieth-century political collections can be a crippling experience for a moderately sized archival repository. A proactive approach can, however, soften the blow by permitting the archivist to (1) understand a working congressional office and (2) appraise the papers *en scene* before they are packed. As a result the repository will receive a smaller, more organized collection with a preliminary finding aid, and the archivist will be in a better position to provide service on the papers soon.

99

RESEARCH IN PRESIDENTIAL LIBRARIES: A USER SURVEY, Paul Conway, 11:35.

Improved information about actual users is a key element in developing user-responsive archival administration. The findings of a 1984 survey of researchers in four presidential libraries are summarized. Rather than compare libraries, the study identified patterns of behavior within groups of researchers. The questionnaire collected information well beyond what is available on standard registration forms and linked researchers with the basic elements of

reference service: preliminary correspondence, orientation interviews, and direct reference room assistance. The findings emphasize the academic affiliation (faculty, students) of over three-quarters of respondents and the predominance of traditional political and diplomatic topics of study. Researchers generally have made some advance preparation and have had previous research experience. These factors have a strong bearing on whether they adjusted their preferred and actual research styles in the course of a visit. High researcher satisfaction ultimately has more to do with whether they located useful archival materials than with the quality of particular reference services.

100

THE RESEARCH POTENTIAL OF RELIGIOUS ARCHIVES: THE MENNONITE EXPERIENCE, David A. Haurly, 11:135.

Researchers often bypass religious archives when they write secular history. This article surveys seven broad areas of secular history in which religious archives may offer resources: women's history, genealogy, economic and business history, social history, politics, education, and ethnic history. The Mennonite Library and Archives (Bethel College, North Newton, Kansas) serves as a case study with examples of collections in each area. Although the article attempts to create awareness of new resources among scholars, it also focuses on the responsibility of religious archivists to shape and publicize their collections for broader and more efficient use by researchers working on less traditional topics.

101

RESEARCHERS, ARCHIVISTS, AND THE ACCESS CHALLENGE OF THE FBI RECORDS IN THE NATIONAL ARCHIVES, James Gregory Bradsher, 11:95.

Making available to researchers relatively recent Federal investigatory records is an access challenge to both archivists and researchers. In this article, the author discusses the specific challenges involved with the investigative case files of the Federal Bureau of Investigation in the National Archives. These challenges relate to the difficulties faced by those attempting to understand the records themselves; by researchers knowing what to ask for and being able to decipher what they receive; and by archivists in deciding what information must be withheld from researchers, particularly as it relates to questions of privacy and information about and supplied by informants and confidential sources.

102

RICHARD BERNER'S RESPONSE [to Ann Pederson, ANALYSIS OR PRESCRIPTION: RICHARD BERNER ON ARCHIVAL THEORY AND PRACTICE, 9:34], Richard Berner, 9:45.

103

RLIN, AMC, AND RETROSPECTIVE CONVERSION: A CASE STUDY, Patricia Cloud, 11:125.

For one year, beginning in October 1984, the Northwestern University Archives was involved with eleven other large research libraries in an archives and manuscripts retrospective conversion project sponsored by the Research Libraries

Group (RLG) and funded in part by a grant from the National Endowment for the Humanities (NEH). This article is based on the experiences of one institution involved in the project, and considers some of the specific steps that RLG has taken to implement the new Archival and Manuscripts Control (AMC) format, assesses the ways in which the new format fits into the Research Libraries Information Network (RLIN) national bibliographic database, and recounts the experience of creating records in RLIN.

104

SCHEDULING THE GOVERNOR'S PAPERS, Bradford S. Koplowitz, 12:105.

The papers of governors have estrayed from official custody as the result of a lack of scheduled disposition. More often than not, the accession of gubernatorial papers is based upon tradition instead of sound records management practices. Efforts to regularize the disposition of executive office records are increasing, but problems still remain. This case study examines the statutory authority and particular circumstances which resulted in a schedule for the records of Oklahoma's chief executive. Analysis of gubernatorial functions and records reveals that scheduling governors' papers is more a task of arrangement than of appraisal. Through comparison of records of several administrations, a listing of series descriptions was created.

105

SOAP AND EDUCATION: ARCHIVAL TRAINING, PUBLIC SERVICE, AND THE PROFESSION—AN ESSAY, Elsie Freeman, 16:87.

Although archival training programs

have proliferated in the past ten years, a fundamental concept has been left out of them, namely, that of service to the client. Because service has been removed from training, it less and less appears in archival work. Professional recognition and support will be enhanced greatly if service to all of the profession's clients becomes a foundation of archival training programs and, therefore, archival work.

106

STANDING ON THE OTHER SIDE OF THE REFERENCE DESK, Le Roy Barnett, 19:119.

In the course of conducting research at numerous repositories across North America, this archivist encountered some incidents that did not reflect well upon the providers of information service. Believing that we can all learn from the mistakes of fellow practitioners, the author describes some of his more memorable vexing experiences as examples for other institutions to avoid. Following these accounts, he offers possible explanations for deficient reference practices and shares some ideas on how they can be prevented in the future.

107

STATE ASSESSMENT REPORTS FACT SHEET, National Historical Publications and Records Commission (NHPRC), 14:63.

Since 1981 the National Historical Publications and Records Commission has funded the most comprehensive assessment ever undertaken of historical records conditions and needs in the states. The Commission has supported state assessment projects in forty-eight states and territories, and the District

of Columbia, by making grants available to the state historical records advisory boards, gubernatorially appointed boards that coordinate and plan statewide archival programs and review records grant proposals submitted to the commission from their states. The projects have examined historical records conditions and needs, prepared recommendations to meet these needs, and published their findings and recommendations. The attached list of final reports gives information on their availability and to whom requests should be addressed.

108

A STATISTICAL SUMMARY OF APPRAISAL DURING PROCESSING: A CASE STUDY WITH MANUSCRIPT COLLECTIONS, Richard W. Hite and Daniel J. Linke, 17:23.

Recently Robert Sink called upon archivists to share appraisal information as the means of developing an empirical appraisal theory. In this vein, grant staff at the Western Reserve Historical Society reviewed the quantity of materials removed during processing of 136 manuscript collections totalling almost 1,000 feet. The review revealed that while no particular subject category contained a preponderance of disposable material, the removal rate for individuals' collections was higher than for organizations' collections. This is the result of the focused nature of the organizations, while individuals may collect and keep whatever catches their eye.

109

STORE WARS: SOME THOUGHTS ON THE STRATEGY AND TACTICS OF DOCUMENTING SMALL BUSINESSES, Mark A. Greene, 16:95.

Most manuscript repositories and even many college and university archives collect the records of American businesses, and the archival literature has given much attention to this subject, but little has been said about documenting small businesses. Documentation strategy, as defined by Hackman and Blewett, provides a framework for considering this documentation area. "Small" business has been defined in terms of absolute numbers of employees and absolute dollar values of gross sales, but it may be more logical to define it relatively, within a particular class of business, narrowing the focus of a documentation strategy. "Documentation strategy" founders, both philosophically and practically, when it moves from defining documentation areas to assessing adequacy of existing documentation and advocating the *creation* of documentation.

110

STRANGERS IN A STRANGE LAND: ARCHIVAL OPPORTUNITIES IN A MULTINATIONAL CORPORATION, Paul C. Lasewicz, 19:131.

As more American organizations form foreign operations, few possess sufficient knowledge of the international records environment to manage effectively the documents those new operations create. This knowledge gap can have potentially catastrophic consequences. And yet it also provides a unique opportunity for a proactive corporate archivist to significantly enhance

the utility of the archives. By globalizing the archives—i.e. participating in an initiative to identify and address a multinational's international records needs—corporate archivists can become a vital component of their organization's international risk management program.

111

TAPE STORY TAPESTRY: COMMENTARY, Bruce H. Bruemmer, 15:86.

Bruce Bruemmer's commentary reflects upon the meaning of Greenstein's experience for archivists. Bruemmer explores how Greenstein views the "keepers" of information and the implication of that view for archivists.

112

TAPE STORY TAPESTRY: HISTORICAL RESEARCH WITH INACCESSIBLE DIGITAL INFORMATION TECHNOLOGIES, Shane Greenstein, 15:77.

Shane Greenstein's essay describes the author's search for computer tapes inventorying the federal government's computer equipment. The difficulties of the hunt illustrate an ironic consequence of technical change: digital information technologies make it incredibly easy to destroy what could not have been gathered without its invention in the first place. The essay observes that many of the control and access mechanisms taken for granted with well-established storage media do not exist for machine-readable data.

113

TEAMING UP WITH TECHNOLOGY: TEAM PROCESSING, Richard W. Hite and Daniel J. Linke, 15:91.

David used the sling to slay Goliath, and now archivists have the microchip to conquer gigantic backlogs of records. A processing method developed at the Western Reserve Historical Society (WRHS) in Cleveland, Ohio, utilizes a word processor and a personal computer to expedite the arrangement and description of collections. The word processor's flexibility permits two archivists to arrange and describe a collection almost simultaneously, though one archivist creates a description list *prior* to arrangement. This team processing method has facilitated the rapid processing of several large collections at WRHS.

114

A TECHNIQUE FOR MANUSCRIPT COLLECTION DEVELOPMENT ANALYSIS, David P. Gray, 12:91.

To better focus manuscript collection activity, staff of the State Archives and Historical Research Library at the State Historical Society of North Dakota have developed a technique for manuscript collection development analysis. This technique employs a systems to assess subject content and research values of manuscript collections and includes a statistical analysis method to determine various collection attributes. The results of the analysis are data indicating collection strengths and collection development needs. With this information archivists are better able to build and strengthen a manuscript collection.

115

TOWARDS 2001: ELECTRONIC WORKSTATIONS AND THE FUTURE OF ACADEMIC ARCHIVES, Raimund E. Goerler, 17:11.

The electronic workstation will enable researchers to pull together at a single workstation information from a variety of sources, including the campus archives. One consequence of the workstation is that users will be overwhelmed by the extent of what can be retrieved. As a result, information retrieval systems will increase the precision of retrieval. Indexing and systems of artificial intelligence will guide the user from afar in selecting from the wealth of information available.

Archival participation in the evolution of information technology of the future will not happen automatically. Nonetheless, there will be several opportunities for archivists to convince resource allocators of the value of investing in technological improvements for institutional archives.

116

TRANSACTIONS IN ARCHIVAL CONSULTING, Virginia Stewart, 10:107.

For purposes of this article, consulting is defined as an intervention of outside expertise to address the operating processes of an organization, with the expectation of effecting change. Successful consulting requires a clear understanding of the needs and expectations on the part of the client and the consultant. The process model of consulting helps to achieve this clarity by viewing a particular problem as one aspect of the total organizational picture. The author draws on her consulting ex-

perience in organizational development to illustrate both positive and negative outcomes in three types of consulting functions: evaluation, planning and development, and project rescue. Evaluation, perhaps the most common, typically involves analysis of background materials, a site visit, and preparation of a final report. In a planning and development model, the consultant is engaged to assist in shaping a desired change or the creation of something new. Project rescue entails corrections in a stalled or foundering project or program; by implication, staff members are likely to be threatened.

117

THE USE OF USER STUDIES, William J. Maher, 11:15.

One of the most fundamental components of archival and manuscript programs is the service offered to users. Despite the centrality of use to archival work, it has been, until recently, largely neglected. This article is intended to: 1) convince archivists that analysis of use deserves greater attention; 2) outline methodologies for regular analysis of daily use and for specialized studies of specific aspects of reference service; and 3) provide examples of results of both kinds of user studies.

118

USING COLLEGE AND UNIVERSITY ARCHIVES AS INSTRUCTIONAL MATERIALS: A CASE STUDY AND AN EXHORTATION, Mark A. Greene, 14:31.

Not much has been written recently about encouraging the use of primary source materials by undergraduate and other students. Most of the attention

paid to this form of outreach has, in any event, been focused on manuscripts repositories. College and university archives have special difficulties convincing students and faculty that their primary sources are relevant to the curriculum. It is an effort that can result in tangible benefits for the archives, however, and should receive high priority.

119

THE VISIBLE HAND: CREATING A PRACTICAL MECHANISM FOR COOPERATIVE APPRAISAL, Max J. Evans, 11:7.

America's decentralized system of government and the tradition of pluralism have resulted in a diffuse and uncoordinated national archival system. The archivist often is informed more by custodial attitudes than by awareness of a larger body of documentation. The appraisal of records falls victim to this heterogeneity. Appraisal is certainly one of the archivist's most difficult and intellectually demanding tasks and is made even more difficult because it is carried out without sufficient knowledge of the decisions made by other archivists at other times and in other places. Improving the appraisal process depends upon having access to a body of past appraisal decisions. A model for sharing such appraisal data is found in jurisprudence, specifically in Anglo-American common law, where precedent forms the basis for future decisions. Mechanisms to support this model in the archival world might include published appraisal case studies. However, a more efficient device would employ an emerging national data base of archival descriptions, expanded to include descriptions of active office records, whether or not they are sched-

uled for transfer to archival custody. Such descriptions, complete with retention and disposition decisions and justifications for these decisions, would constitute an on-line data base of shared appraisal cases. This article discusses both the model and the mechanisms, especially a seven-state shared appraisal project.

120

VISUALIZING THE ARCHIVAL WORK PROCESS: A SURVEY AND INTERPRETATION, George Bain, 21:47.

Would it be helpful, and is it possible, to have a pictorial representation for the manner in which practicing archivists conduct their daily work tasks? Utilizing techniques of cognitive psychologists who study visualization, a survey of practicing archivists and archival educators which asked them to represent the archival workflow visually yielded telling differences that can be linked to relative experience. The less experienced archivists were more likely to favor a linear view while veterans favored a more complex form of representation. The process of conceptualizing and creating a visual model, and the resultant models themselves, provide useful tools which can help archivists, and particularly archival students, understand more quickly the pattern of daily work activity. The results of this exercise illustrate the need for greater visual literacy in the archival profession.

121

WHAT'S DIFFERENT ABOUT RELIGIOUS ARCHIVES?, James M. O'Toole, 9:91.

Since 1973, while the percentage of archivists working for academic institutions, another numerical mainstay of the profession, has remained roughly constant, the number of religious archivists has doubled. What is more, the change has been qualitative as well as quantitative. Whereas religious archival programs in the past tended to be found mostly among the mainline Protestant denominations, religious archivists are now coming increasingly from the Roman Catholic, Jewish, and evangelical groups.

For all this growth and diversification, however, religious archivists have not succeeded in defining themselves adequately in relation to the rest of the profession. (Article excerpt.)

122

WHAT'S YOUR TOTEM? ARCHIVAL IMAGES IN THE PUBLIC MIND, David B. Gracy, II, 10:17.

Achieving a positive change in the public's knowledge, appreciation, understanding, and support of archival contributions to society is fundamental to our ability to continue to provide such service. (Article excerpt.)

123

WOMEN ARCHIVISTS IN THE FEDERAL GOVERNMENT: A GLASS CEILING?, Linda J. Henry, 19:95.

The status of female federal archivists in 1992 shows considerable improvement over their status in 1974. Nevertheless, their numbers and representation in the mid- and upper-level positions remain lower than that of male federal archivists. The lower numbers furthermore constitute a pipeline problem: fewer women than men are in position for promotion to the highest levels. This study finds that years of government service and education, two of the most important factors in career advancement, account for only a small portion of the disparity between men and women archivists. Any glass ceiling that exists, therefore, must depend on other factors.

124

WOMEN COACHES, PERSONAL PAPERS, AND UNIVERSITY ARCHIVES COLLECTIONS: A CASE STUDY, Mila C. Su, 20:155.

Collegiate athletics are an important campus institution that tends not to be adequately documented in university archival collections. This is especially true with regard to women's athletics. The author presents the results of a case study in which she examined the personal papers of four coaches of women's intercollegiate athletic teams held in the Penn State Archives, in order to assess their utility in documenting women's intercollegiate athletics. She concludes that existing collections do not provide adequate documentation, although she considers coaches' papers to be an appropriate vehicle for providing that documentation. She suggests appraisal guidelines for materials likely to be found in coaches' papers, and argues for oral history as a means toward filling documentary gaps.

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