

SOCIETY OF AMERICAN ARCHIVISTS

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TENNESSEE

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Archival Revolution or Evolution: The 8th International Congress on Archives

R. MICHAEL McREYNOLDS

PLANNING FOR THE 1976 INTERNATIONAL CONGRESS ON ARCHIVES began early in the decade with the Society of American Archivists and the National Archives and Records Service inviting the International Council on Archives to hold its quadrennial meeting in Washington. Though there were obvious advantages and disadvantages in hosting an international congress in Washington during the Bicentennial, there were substantive reasons for having the congress in the United States in 1976.

Archival theory and technologies have progressed radically in the last decade, and these changes became central to the theme of the plenary sessions program. Holding the annual meeting of the SAA concurrently with the congress offered a much broader program both for American and non-American archivists. The exchange between the two meetings was not as great as was hoped for by the organizing committees, but 1,400 archivists registered for the two meetings and spent an intensive week, September 27-October 1, with papers, discussions, and social activities involving the archival profession.

The Organizing Committee developed a shorter program than at previous congresses, to reduce the formal presentations and to allow ICA members to attend SAA program meetings. The plenary sessions format required each author of the three major papers to give a précis of his work in the first hour, with discussion by the commentators and the audience in the last two hours of each session.¹ The themes of the four plenary sessions were records management and appraisal, technological advances, the growing clientele of archives, and the expansion of archival institutions in the Third World as the subjects of worldwide archival concern.

The twelve invited papers were translated and printed in five languages (En-

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¹ First Plenary Session—The Pre-Archival Revolution: A. Ricks, "Records Management as an Archival Function"; G. Duboscq, "Records Center: Idea and Instrument"; A. Kromnow, "Appraisal of Contemporary Records."

Second Plenary Session—The Technological Revolution: A. P. Kurantov, "Advances in Archival Management Science"; L. Bell, "The Archival Implications of Machine-Readable Records"; C. Crespo, "Technical Improvements in the Preservation and Reproduction of Archival Documents."

Third Plenary Session—The Revolution in Access and Use: I. Borsa, "The Expanding Archival Clientele in the Post-World War II Period"; S. N. Prasad, "The Liberalization of Access and Use"; H. Boberach, "Advanced Technologies and the Expansion of Archival Access."

Fourth Plenary Session—The Geo-Archival Revolution: S. O. Sowoolu, "World-wide Archival Expansion and Evolution"; G. Cangah, "The Special Utility of Archives for the Developing World"; A. Tanodi, "Archival Assistance Programs."

glish, French, German, Russian, and Spanish) as were the advance and final congress programs. Simultaneous interpretation in the five congress languages was available during the plenary sessions and the General Assembly meetings. Interpreters were used in the ICA committee and section meetings. The extensive use of interpreters greatly facilitated the work of the congress and augmented the exchange of knowledge and experience between the archivists of many nationalities.

F.I. Dolgikh, director general of the USSR Main Archives Administration, and president of ICA, opened the congress by asking for scientific discussions of the important issues of archival administration and continued goodwill between the archivists of all nations. James B. Rhoads, Archivist of the United States, and Elizabeth H. Kegan, president of the SAA, welcomed the delegates as the host organizations of the congress. Ronald Berman, of the National Endowment for the Humanities, explained the Bicentennial scholarly congress program significantly supporting the congress, and Assistant Secretary of State for Cultural Affairs John Richardson, Jr., in the keynote address, stressed the mutual dependence of all nations on the interchange of learning and cultures.

At the plenary sessions, the congress delegates were warned of the great problem they face in controlling and preserving records in their custody. Over and over it was emphasized that paper and machine-readable records are becoming increasingly massive in bulk and technical sophistication. The tradition of accepting and preserving whatever is delivered to the archives would no longer be a sufficiently responsible role for archivists. Some Europeans, and others, still questioned the viability of archivists as records managers and the selection of records to be placed in records centers, but no longer were there any questions about the need for both records management and records centers. The philosophical questions were put aside, and the technical questions on implementation of these programs received primary emphasis at the congress.

For those archivists who had not already become acquainted with the advances in the information sciences, the congress provided a basic education on the developments in machine-readable records, computer-based administrative techniques, and new preservation methods. Archivists from the developed nations are already confronted with the many archival problems associated with these technical advances, and discussions ranged from the exact delineations of the problems to the many, and sometimes tentative, solutions to the technical changes in the creation and keeping of records in our time.

The Eighth congress continued the American tradition of pressing for greater access to records around the world. In recent years the long closed periods familiar in Europe were reduced. More recently the question has been to allow equal access to records for scholars of other nations. Europeans and those of many developing countries regard their records as a national patrimony to be preserved for the scholars of their nations. The question is politically sensitive in many countries, but there is an effort to harmonize access rules for complementary documentation in many nations.

Another major topic in the plenary session on access was the new generation of users coming to archives for research in the social sciences, family history, and management disciplines. Disagreement ranged from the philosophical question of allowing the curious non-scholar access to the records, to the imposition of user's fees. More microfilming was often suggested as the best means of distribu-

ting information outside the archives building when institutions are unable to expand their budgets with the increasing demands on their staffs and facilities.

Papers and discussions about worldwide archival assistance programs centered again on the need for more money and training programs in the developing countries. UNESCO and individual nations are now providing such opportunities, rather than having neophyte archivists sent to the metropolitan countries for training. Another ICA initiative, the International Archival Development Fund, was praised for its efforts to give small emergency grants to archives of the Third World. Delegates from the Third World nations saw increased assistance from UNESCO, the United National Development Fund, and the International Archival Development Fund as critical to their growth and integrity within their own governments.

The other issue that Third World archivists spoke to during the congress was the massive problem of archives in metropolitan capitals of former colonial powers. This misnamed problem of "migrated" archives has no easy or inexpensive solution, but again micro-reproduction seems to be the best alternative, although that has not been accepted by all the nations involved.

At the General Assembly meetings a new constitution and dues structure was accepted by the membership. The most significant addition to the new constitution was a second vice-president of ICA to come from the developing countries. Regional branches of ICA were recognized from the Caribbean and Latin America, and plans for branches to be established in West Africa and South Asia were commended. An ICA Section of Archival Associations was established with the desire to include more people in the activities of ICA through the national archival associations in the member countries of ICA.

Several of the ICA committees had substantive programs as part of their meetings. The Automation Committee heard ten papers on questions of archival uses of automated techniques and equipment and also toured the new computer records system of the State Department. ICA business matters were taken up in the meetings of the General Assembly, the regional branches, and committees through the week of the congress.

A number of projects for 1977-78, to carry out the resolutions and recommendations of the congress, were considered. There was archival representation at the 1976 Nairobi UNESCO General Conference to emphasize the need for support for UNESCO archival programs, aid to Third World archival institutions, and archival involvement in the UNESCO information systems planning. The ICA Round Table in October 1977 worked through the issues of archival claims and the legal status of microfilmed records. At that meeting, developing countries presented their thoughts on the possible redistribution of archives and plans for equitable solutions to the jurisdictional problem of migrated archives. Planning also was directed to the ICA Committee on Archival Development meeting with foundations to inform them of the needs and capabilities of the International Archival Development Fund. A joint records management committee with the International Records Management Federation was proposed as another means of assisting records management programs throughout the world. The Brazilian proposal for an international archives week was endorsed by the ICA Executive Committee with the planning and coordination to be done by the new Section of Archival Associations. Other ICA programs and projects within archival institutions throughout the world, based on information from the

1976 congress, will better enable archivists to pursue their work of protecting the historical records of all nations.

A number of meetings and seminars resulted from the Congress Organizing Committee's obtaining of funds from other foundations. The Tinker Foundation and the OAS supported the travel and living expenses of thirty Latin American archivists who spent the week after the congress in a seminar on Public Records Administration. The Eleanor Roosevelt Institute and the National Archives Trust Fund Board supported travel and per diem expenses for ten archivists from developing countries. Two African archivists were supported by the State Department for their participation in the congress and month-long professional tours around the United States. The Kennan Institute of the Woodrow Wilson Center brought together the sixteen visiting Soviet archivists and American scholars for a discussion of mutual problems of historians and archivists in the Soviet Union and the United States.

The proceedings of the Eighth Congress will be published in volume 25 of *Archivum*, the journal of ICA. That volume is expected to be published in 1978. The papers of the congress are available from the National Archives and Records Service (NS), Room 106, Washington, D.C. 20408.

Tours were arranged for the delegates to the National Archives, the Library of Congress, and the Washington National Records Center. These professional tours provided a chance for the delegates to see the exhibit, preservation, and storage facilities of the major archival and library institutions in this country. Social activities of the congress included afternoon tours of Washington, spouses tours during the mornings, and receptions. The receptions and dinners were held in the Library of Congress, the National Archives, the Pan American Union Building, and the Renwick Gallery. Though the receptions were crowded, the lovely surroundings and affable atmosphere of many nationalities together gave the delegates a pleasant opportunity to relax and talk.

At the closing session of the congress, Rhoads assumed the presidency of ICA with Prasad of India and Ede of England being elected the two vice-presidents for the next four years. In his closing address, Dolgikh of the USSR thanked the members of ICA for making his tenure as president so pleasant and successful. In responding, Rhoads expressed his desire to have ICA publish more technical volumes, work closely with UNESCO, and increase access to records in the tradition of the American Presidents Washington and Jefferson who spoke eloquently of the problems of preserving and making available records created during the American Revolution.

As the largest gathering of archivists in the history of the profession, the ICA congress with the annual meeting of the SAA was truly a unique occasion for the archivists who attended. American archivists, who for the most part are unfamiliar with the older traditions of the European archivists, heard what was for them new concepts and ideas from European and European-trained archivists. The latter in turn saw the American archival profession energetically taking in new categories of archives, and they are challenging archival precepts not yet twenty years old. The Ninth Congress is scheduled for London, September 15–19, 1980, when again the worldwide archival profession will meet to learn and exchange archival theories and practices in order to protect better the archival heritages in their custody.

Three French scientists, writing in the UNESCO manual, *The Conservation of Cultural Property*, present with admirable succinctness the difficulties involved in applying such techniques:

The problem of the preservation of cultural property is clearly an extremely complex and extremely difficult one. Protective and remedial treatment to combat the many possible types of destruction may thus easily yield results ranging from excellent to disastrous. The fight against destructive agents must therefore be conducted with the utmost care, common sense, and patience. If, for example, disinfection has been badly carried out, using an overconcentration of pulverized products, or if disinfectant substances have been applied at too close a range to such delicate objects as, say, documents, the results will be bad—perhaps even catastrophic. There are all too many preservation techniques which, if misapplied, can defeat their objective completely. . . . A first precaution against mishaps . . . would be to have on the staff of all museums, libraries, archives, and services in charge of the protection of monuments, fully trained specialists in conservation techniques with the advanced professional qualifications required for the job.⁶⁹

Should a full-time conservation specialist be beyond the purse of a particular archival institution, consideration should be given to obtaining the services of a paper conservator on a part-time or even consultant basis. Should this also be impossible, the archivist without experience in chemistry must seek the advice of a professional exterminator, making sure that those techniques proposed for application are safe for use with the archival material.

⁶⁹ Heim et al., "Combatting Moulds," p. 52.



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praisal, access, and processing. The complex area of conservation might warrant a separate volume. Case format should be uniform, emphasizing four areas: (1) a brief description of the institution involved, with care taken to preserve confidentiality when the nature of the case requires it (e.g., a state archival facility, total holdings 5000 feet, staff 7 F.T.E.); (2) a statement of the facts relevant to the specific problem or issue of the case (e.g., a description of a collection as received); (3) a statement of the solution arrived at; and, most important, (4) the argument behind the decision.

The most challenging task of casebook preparation is that of selection. The ideal selections would be representative of the variety of issues and of institutional practice relating to a specific theme. A casebook can never suggest all possible issues or situations, but it can, through judicious selection, present significant issues, problems, and ideas with which a student can interact. A casebook is not a text but rather a teaching tool providing raw material for the student to use in sharpening analytical abilities and learning to think in a systematic way about evolving principles.

Since issues are constantly debated and practice varies widely, the case materials should be updated and supplemented frequently. If practicing archivists could occasionally submit case studies and analyses to archival journals, then courses of instruction based on the method would be continually nourished with new and updated perspectives on archival problems. Moreover, a continuous generation of case material would prevent the casebook from becoming a rigid or standard set of cases or a set model for archival practice.

As the profession moves toward standardization of curricula for professional education and training, serious consideration should be given to method as well as to content. Many professions, in the course of development, have debated these issues. The debate should not be in vain, for the purpose is to be certain that in the process of educating aspiring archivists we equip them to confront intelligently the complexities of modern archives administration. This means, I think, that we as archival educators should not only train people to do what we do, but, more important, to educate students to think and reason archivally.

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We are now accepting damaged maps, prints, books, and all types of paper for restoration in our modern laboratory. Archival techniques, modern equipment, experienced technicians. Send items for quotation to:

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Technical Notes

CLARK W. NELSON, *Editor*

New Bankers Box Products. A new, versatile, open-shelf product, available at low cost, has been unveiled by Bankers Box/Records Storage Systems, one of the nation's leading designers and manufacturers of records storage ideas. It is STAX-TAB, an open-shelf filing system. STAX-TAB builds upon the modular engineering of STAXONSTEEL, offering steel-supported, open-shelf filing with the economy of fibreboard construction. Units lock as many as ten files high, and they build laterally with interlocking nuts and bolts.

The unique feature of STAX-TAB is its adaptability to semi-active or inactive use. Each shelf houses four reversible trays. Facing forward, the trays offer the customary visible tab index display. Then as files grow inactive, individual trays can be reversed, in which position the trays offer broad labeling panels for easy identification while sealing their contents in relatively dustproof storage.

STAX-TAB comes with two accessories, metal bases and metal tops. Available through all wholesalers, STAX-TAB File (#585) is shipped flat in cartons of six shelves, twenty-four trays (9 lateral feet of filing).

Another new item from Bankers Box handles documents, catalogs, forms, and many other letter-size pieces of literature.

A self-stacking modular construction, STAX-SORTER builds as high or broad as available space or intended use requires. Each unit offers thirty-six letter-size compartments (3 inch height capacity), protecting literature from dust and mis-handling.

Also ideal for mailroom application, this new product provides, for pressure sensitive identification labels, plastic channels below all compartments. Modular construction affords uniform additions to the system.

Woodgrain corrugated fibreboard trays are available for convenient access to each compartment. Metal bases and tops are also available as accessories.

Available through all wholesalers, STAX-SORTER (#576) is shipped flat in cartons of six (thirty-six compartments). For further details, contact Bankers Box/Records Storage systems, 2607 North 25th Ave., Franklin Park, Illinois 60131.

Government Audiovisual Literature. Those interested in obtaining information about the visual resources in our nation's capitol will welcome *Pictorial Resources in the Washington, D.C. Area*. Compiled by Shirley L. Green, with the assistance of Diane Hamilton, the guide is published by the Library of Congress. It was sponsored by the Federal Library Committee and supported by a grant from The Morris and Gwendolyn Cafritz Foundation.

As we all know, Washington contains a variety of public and private agencies having visual materials of interest to the historian, the archivist, and to others.

Readers are encouraged to send contributions to this department and should address them to Clark W. Nelson, Archivist, Mayo Foundation, Rochester, Minn. 55901.

The new guide lists these collections in one of its three sections covering government, international, or private organizations. The government section is further subdivided into agencies and units of agencies.

Pictorial Resources in the Washington, D.C. Area is available by mail from the Information Office, Library of Congress, Washington, D.C. 20540, for \$5.75. Payment must accompany all mail orders.

The second audiovisual publication is an updated edition of the *Directory of U.S. Government Audiovisual Personnel*. The work lists audiovisual personnel from over fifty federal agencies and includes people involved in radio, television, motion pictures, still photography, sound recordings, and exhibits. Those desiring information about what agencies are active in these media, and the individuals who staff them, will find the updated work a valuable resource. Copies are available for \$3 (checks payable to the National Archives Trust Fund) from the National Audiovisual Center, General Services Administration, Order Section, Washington, D.C. 20409.

Flexible Microfiche Reader. Described as “the dawn of the systems approach to micrographics,” Data View, Inc., has recently introduced the industry’s first “works under the counter” microfiche reader,

The new microfiche reader system—dubbed the Data View Cube—has been developed to streamline the environment and work procedures of the micrographics user. Data View, headquartered at P.O. Box 537, Menomonee Falls, Wisconsin 53051, is a wholly owned subsidiary of Alpine International, Ltd.

The Data View Cube is designed to complement the work station instead of being merely an add on. The new concept provides for effective use of space in offices, retail and industrial work stations, as well as in computer environments and terminal subsystems.

In unveiling the Cube, Data View also displayed for the first time a newly designed, built-in work station that will be offered by the company as a completely packaged microfiche reader system.

The unique reader development is a self-contained cube that can be dropped into a desk, counter top, teller station, or any other work station where the operator must be an integral part of the system. The cube, measuring 18" × 18" × 22", contains carriage, lens, and optical system employing an inverted light path.

Typical applications for the Data View Cube include banks and financial institutions, airline agent ticket counters, credit bureaus, parts departments, medical records, receptionist/secretarial desks, libraries, archives, and a host of other kinds of work stations.

The present cube provides $\frac{3}{4}$ COM viewing; later models will offer fullpage blow-back. Image resolution is said to be exceptionally sharp and overcomes problems inherent in CRT viewing. The protective glass over the screen makes it virtually impossible to wipe out the display with ambient light. Screen colors are blue, green, and gray.

Magnification capability provided by the unit’s optical system ranges from 24X to 72X. An optional dual lens will be available in any combination.

The price of the new Data View Cube and total built-in work station will be under \$1,500.

Colored pH Neutral Mat Board. For the first time, a solid-color, pH-neutral, mat board is being manufactured by Andrews/Nelson/Whitehead, 31–10 48th Ave., Long Island City, N.Y. 11101. The new mounting board is designed for those concerned about displaying historic prints, photographs, letters, etc., without their being discolored by the board.

pHase 7 Neutral pH Conservation Mat Board appears to be an excellent choice for those needing such an item in color. At present, pHase 7 comes in Marigold, Evergreen, and Desert Beige. The manufacturer promises that other colors will be available later. When beveled, the new board shows the same solid-colored edge as the surface of the mat.

pHase 7 mat board is packed in 25-sheet cartons in one color. In this minimal quantity, each sheet costs \$2.56 for a 32" × 40", 4-ply size. The board may be assorted with other mounting boards, including 100 percent rag museum board.

Last Call for Permanent Carbon Paper. Timothy Stroup, Radcliffe College archivist, reminds us that there has been a permanent-type manifold paper on the market which has received little attention from archival users. As he states:

One way to reduce future preservation problems is for archival repositories to encourage their donors to use archivally adequate office supplies. Since many records are retained only as carbon copies, the adoption of permanent, acid-free copy (or "manifold") paper is important. In January 1972 the SAA Paper Research Committee published (in Technical Notes, the *American Archivist*, January 1972, p. 81) "Specifications for Permanent/Durable Paper for Carbon Copies"; subsequently Hollinger developed a product, called Manifold Carbon Sets (stock number MC-12), which meets these specifications. Each set consists of a sheet of disposable carbon paper attached to a sheet of permanent/durable manifold paper. Besides the obvious archival merits, the carbon sets are convenient to use and competitively priced at \$4.95, plus shipping, for a box of 500 sets. A slight disadvantage is the size, 8" × 10½", but this does not detract from their usefulness for most purposes. There is no other product on the market which meets the paper quality standards of the Hollinger carbon sets. Unfortunately, because of infrequent sales, Hollinger no longer manufactures the sets and the supply has gradually been exhausted. Unless a new demand is created, this archival innovation will be indefinitely unavailable.

Any members willing to consider using permanent/durable carbon sets for the correspondence of their own institutions or recommending their use by donors should write expressing interest to Mr. William Hollinger, Jr., The Hollinger Corporation, 3810 South Four Mile Run Drive, Arlington, Virginia 22206.

Silver Film Testing. Since 1974, MicroD Products, P.O. Box 260, Corona, California 91720, have been offering reagents, laboratory materials, and measuring instruments that can be used to test silver image photographic film for residual hypo. They also offer a testing service to those who need such determinations of archival quality in their work with silver-image photographic films such as microfilm.

The MicroD Testing service employs the Methylene Blue method recognized by the American National Standards Institute and the National Micrographics Association to test for residual thiosulfate (fixer, hypo). The firm will supply test strips that can be processed along with the regular film, or the customer can

supply three 4-inch strips of clear, no image film that has been processed within the preceding few days.

Since the thiosulfate begins to break down in the film within fourteen days after processing, it is important that all processed film be tested within that time period. The laboratory recommends testing no more than ten days after processing, to allow for travel time of the sample.

MicroD provides a contract 5213 test service that provides 52 tests over 13 months for \$520, or \$10 per test. Single tests are also available at \$33.15 per test. Five test stamps can be purchased for \$155.75, while ten stamps can be had for \$298. This will further reduce the per test cost to \$29.80. The yearly contract, however, combines the minimum test cost with regular weekly testing of silver-image film processing.

For those who wish to set up their own testing facility, MicroD provides complete kits that include Bausch and Lomb Spectrophotometers. The four packages available range in price from \$1,095 to \$1,115. Each package provides a six month supply of testing reagents. The packages differ only in the type of spectrophotometer supplied. One can put together a package that best fits his individual needs.

MicroD also supplies Macbeth transmission densitometers with Methylene Blue adapter kits. These range in price from \$1,035 to \$2,415. MicroD Blue Adapter kits can also be supplied for customer-owned equipment. These cost \$159 for most Macbeth instruments. The adapter kit features a filter stage and a densitometer cuvette.

Silver density testing kits are also available for testing older film. The ANSI Standard PH4.8-1971 states that "although there may not be universal correlation between the silver density produced and the thiosulfate content (as measured by the Methylene Blue method) for all products, it is reasonable to believe that such a relationship could be developed for a specific product on freshly processed materials. The user may wish to prepare such a calibration curve for a particular product . . . [The chart supplied by ANSI] represents such a correlation on five color films. Although the correlation appears reasonable, there is not yet sufficient experience to conclude that a relationship applies to all products. It is probable that the relationship would decrease as the product ages."

MicroD recommends that each user develop a chart correlating the results of the Methylene Blue and Silver Densitometric testing for the specific products in use at their facility. To assist in this, MicroD provides testing materials for setting up such individual densitometric facilities or a testing service with rates comparable to the Methylene Blue tests. For such service, MicroD requires three 6-inch strips of clear, no image film.

New Xerox Duplicators. A new high-speed duplicator, the 9400, that automatically copies on both sides of the paper at the rate of two impressions a second, and a small plain-paper copier, the 3400, that is equipped with a built-in, 15-bin sorter, were recently introduced by the Xerox Corporation, Stamford, Connecticut 06904.

Xerox also announced lower monthly minimum charges on its 3100 family of copiers and two-year rental contracts averaging approximately 5 percent below annual rates. Monthly minimum prices for the Xerox 9200 duplicator, forerunner to the new 9400, were reduced, and 9200 customers were offered an option at a lower price of the duplicator without sorter.

According to Xerox, the new 9400 duplicator is an integrated reproduction system in a single machine, incorporating all of the time-saving features of automation.

Not only does the 9400 duplicator reproduce directly from original documents at a speed of two copies per second, but it can operate with paper ranging from 16-pound bond to 110-pound index stock, without adjustment. The Automatic Document Handler will also handle original documents, including pasteups, in the same weights, without adjustment.

The most outstanding feature of the new Xerox 9400 is its ability to combine automatic feeding of originals with automatic two-sided duplicating. Up to 200 originals are placed in the newly-designed document handler, the machine programmed for "2-side" copies, and the print button is pushed. The first side is imaged, stored in the auxiliary paper tray, and reprocessed after the second original is positioned automatically. In the case of odd-numbered originals in the document feeder, the 9400 keeps track of the copies made and sends the last single page of copy to the delivery area without passing through the Auxiliary Paper Tray. Sorter bin capacity is 100 sheets.

The 9400 offers unlimited sorting capability up to the 9,999 sets on the copy counter. Each of the two, 25-bin segments in the sorter waits to be unloaded before automatically re-starting the reproduction cycle. Unlimited reproduction either single or double-sided can be push-button selected for up to 200 originals in the Automatic Document Handler. And non-stop operation can be accomplished by feeding from either the auxiliary or main paper tray while loading paper into the other, with the processor switching "on the fly" from one emptying paper tray to the other.

A feature found on no other duplicating system, states Xerox, is the automatic image shift feature of the 9400. The unit can be programmed to move the image automatically on the second side of the copy as much as 1 inch to produce copies with an adequate binding edge for reports or to match images from different originals on the back and front of two-sided copies. Shifting of the image can be accomplished by push-button controls on the 9400 console. The operator is able to control the shift distance in hundredths of an inch, from .001 to 1.00 inch.

Two features have been incorporated in the 9400 to give an operator even more latitude and control. The 9400 has an adjustable lens opening feature. Settings can be made for "Normal," "Pasteup," and "Bold." For camera-ready copy, the setting is at "Normal." In the "Pasteup" setting, pasteup lines are eliminated. The "Bold" position darkens copies from originals with light images and activates the "Variable Density Control" on the console. The "Variable Density Control" dial provides a range of contrast that allows the operator to make images lighter or darker during a duplicating run.

Further to maintain continuing high quality, a Xerographic Maintenance Module is located within the cabinet, permitting the operator to fine-tune the 9400 electrical currents for sustained copy quality.

An Automatic Job Recovery system which is supposed to require minimal operator involvement is an integral part of the 9400 system. If, for example, a jam should occur in the sorter segment of the machine running a two-sided job, the copy counter would indicate how many bins had received two-sided copies, and the processing section would automatically clear itself into the receiving tray. The operator need only clear the sorter area of unsorted copies and push the Automatic Job Recovery button as directed on the console. Once this is done, the

9400 automatically selects the correct original, replaces it on the platen and produces the exact number of two-sided copies ordered when the job was started.

When the 9400 malfunctions, a built-in microcomputer causes a status code to appear on the copy counter window indicating the cause of the problem. The explanation of this code tells just what to do to cure the problem. These status codes have double value in that a customer should be able to get his machine into operation on his own or by talking with a Xerox technician over the telephone; or if a service call is required, the technical representative can know what the problem is and be equipped with the proper parts and equipment to get the 9400 back in operation in the shortest possible time.

According to Xerox, their new 3400 copier now offers the customer of the small copier many benefits previously available only on larger copiers.

Using a document handler which positions originals one at a time on the copying glass, the 3400 produces twenty-six sharp copies a minute and, with its built-in 15-bin sorter, automatically sorts them into completed sets.

Aimed at the 10,000 to 30,000 copy per month range, the 3400 also features two paper trays. An auxiliary tray holds up to 100 sheets of paper, transparency material, labels, or special pre-printed stock and can be push-button selected. The main supply tray holds 1,000 sheets of paper. Special "copy lighter" or "copy darker" buttons can also be activated during the copying cycle to make better-than-original copies from colored background or faintly-imaged original documents.

The document handler is hinged and can be moved out of the way for copying from bound documents or other three-dimensional objects.

A push-button keyboard controls all functions of the 3400. Merely by pushing buttons, one can select up to 99 copies, improve copy from light or dark originals, and determine which paper tray will be used. The copy counter counts up as the copies are delivered and resets itself to "one" automatically, sixty seconds after the completion of a job. This last feature all but eliminates the possibility of making unwanted copies by the operator next using the machine.

A 15-bin sorter is built into the 3400 below the copy delivery tray, making the unit the most compact plain-paper copier available to offer this feature. Because of the compact size, and ordinary electrical requirements, the 3400 can be located in large or small offices—wherever the need for copying and sorting exists.

Job recovery also is built into the 3400. In the event of a malfunction of any sort, the copier "remembers" how many copies have been delivered and automatically compensates to deliver the job as originally programmed. When a problem occurs, one of six code words is flashed to the operator from the control panel giving instructions on how to get the unit back into operation.

Special diagnostic electronics in the machine permit a service representative to check every electro-mechanical function of the 3400 in minutes. This circuitry also permits timing adjustment of several operations within the machine to split-second accuracy, thus greatly reducing the number and length of service calls.

The Xerox 3400 copier offers new versatility for the small-copier customer. Automatic sorting, a document handler, dual paper supplies, as well as more speed and convenience are now available in a compact unit that can be located wherever copying is required.

Preparation of Solutions of Magnesium Bicarbonate for Deacidification

by WILLIAM K. WILSON, MARY C. McKIEL, JAMES L. GEAR, AND ROBERT H. MacCLAREN

Introduction

Magnesium bicarbonate solutions for deacidification traditionally are made by bubbling carbon dioxide through a suspension of basic magnesium carbonate in water.¹ Basic magnesium carbonate is a combination of magnesium carbonate, magnesium hydroxide, and water of crystallization. Several formulas are given in handbooks and other sources of information. Some of the descriptions used are light powder, heavy powder, and food grade. The light powder and the food grade dissolve fairly easily in water saturated with carbon dioxide, but the heavy powder dissolves with difficulty. The differences in performance were attributed by one supplier to particle size and bulk density.

Solubility of basic magnesium carbonate

The rates of solubility of several samples of basic magnesium carbonate in distilled water² saturated with carbon dioxide were determined at 25°C. Plots of the data in Fig. 1 show that the rates of solution differ sharply. A large excess of solid was left at the end of each experiment. Sample No. 2 was described in the chemical supply catalog simply as magnesium carbonate, Sample No. 3 as food grade, and Sample No. 4 as heavy powder.

Solubility of magnesium hydroxide

Magnesium hydroxide was considered as a possible starting material for preparing magnesium bicarbonate solutions, and the rate data plotted in Fig. 1 show that it is far superior to basic magnesium carbonate. At the end of one hour almost 160 millimoles of magnesium had gone into solution from magnesium hydroxide. Somewhat less than 110 millimoles had gone into solution from the fastest dissolving basic carbonate.

pH spectra of magnesium bicarbonate solutions

The pH values of solutions of magnesium bicarbonate vary over a wide range. In order to obtain some typical data, several magnesium bicarbonate solutions from 0.15 M to 0.025 M were saturated with carbon dioxide, and the pH was monitored while the carbon dioxide was removed by bubbling with an inert gas. The more concentrated solutions precipitated upon removal of carbon dioxide, but

¹ Distilled water was used in this work.

² The Deacidification and Alkalization of Documents with Magnesium Bicarbonate. Working draft, August 1976, of *Conservation Workshop Notes on Evolving Procedures*, Series 500: No. 1. Library of Congress Publications on Conservation of Library Materials.

The authors are all members of the Preservation Services Division of the National Archives and Records Service, of which James L. Gear is director. This technical note is a brief synopsis of work done by the Preservation Services Laboratory. A full report will be available from NARS.

the weaker solutions did not. The data are given in Table 1. It has been noted by others that pH per se is no indicator of the strength of a magnesium bicarbonate solution.³

pH data on papers

Specimens of two papers were dipped in solutions of magnesium bicarbonate ranging in strength from about 0.1 mole per liter to about 0.025 mole per liter, and the data from pH determinations on these papers are given in Table 2. The concentration of the solution and the type of paper both influence the result, as already noted in a Library of Congress Conservation Workshop Note.⁴

Determination of carbonate and of magnesium in paper

Methods were developed for the determination of magnesium and of carbonate in papers that contain no interfering materials. Magnesium was determined by titration with ethylenediaminetetraacetic acid (EDTA) after extraction from the paper with dilute acid. Carbonate was determined by adding a measured excess of dilute standardized hydrochloric acid, boiling out the carbon dioxide, filtering off the paper suspension, and determining the excess acid by titration with standardized sodium hydroxide. These procedures also measure the magnesium on the cellulose carboxyls. Data from the determinations of magnesium and of carbonate checked satisfactorily with each other.

Data on the determination of magnesium in papers treated with several concentrations of magnesium bicarbonate are given in Table 3. The take-up of magnesium is roughly proportional to the concentration of the bicarbonate solution. The two papers differ appreciably in their affinity for magnesium. Data on the carbonate content of these specimens were obtained, but at this point in the project the procedure had not been refined sufficiently to be fully reliable.

Data on the determination of carbonate and of magnesium in a purified papermaking pulp are given in Table 4. By this time the analytical methods had been refined to the point at which determination of carbonate and of magnesium showed acceptable agreement.

The milliequivalents of magnesium carbonate in the paper, determined either by measuring the magnesium with EDTA or the carbonate by acid titration as described above, is a measure of its ability to neutralize acidic materials to which the paper may be exposed.

Preparation of magnesium bicarbonate solution from magnesium hydroxide

One may prepare a solution of magnesium bicarbonate by dispersing magnesium hydroxide powder in water saturated with carbon dioxide, and stirring, with continuous addition of carbon dioxide, until the powder is dissolved. About 1 percent of this material, as received, is insoluble. The procedure is essentially the same as preparing magnesium bicarbonate solution from basic magnesium carbonate. The concentration of the bicarbonate solution that is to be prepared depends on how much carbonate the restorer wishes to get into the paper. One should keep in mind that the more concentrated solutions are not very stable and should be used as soon as possible. Solutions 0.04 molar and weaker appear to be stable, especially if saturated with carbon dioxide and stored in closed containers.

³ L. Santucci, *Paper Deacidification Procedures and Their Effects*. Colloque international du CNRS sur les techniques de laboratoire dans l'études des manuscrits. Paris, September 13–16, 1972.

⁴ The Deacidification and Alkalization of Documents with Magnesium Bicarbonate.

Table 1. Range of pH values in which solutions of magnesium bicarbonate are stable. Solutions were saturated with carbon dioxide, and the latter was then removed by bubbling oxygen through the solution.

| | | | | | | |
|--|------|------|------|------|-------|-------|
| Strength of solution, moles per liter | 0.15 | 0.10 | 0.05 | 0.04 | 0.035 | 0.025 |
| pH values: | | | | | | |
| at saturation with CO ₂ | 6.98 | 6.90 | 6.68 | 6.61 | 6.53 | 6.40 |
| at first opalescence | 8.50 | 8.56 | 9.18 | — | — | — |
| at heavy opalescence | 8.57 | 8.56 | 9.19 | — | — | — |
| at considerable precipitation after several hours bubbling with no precipitation | 8.52 | 8.54 | 8.98 | — | — | — |
| pH range from CO ₂ saturation to opalescence | — | — | — | 9.37 | 9.53 | 9.53 |

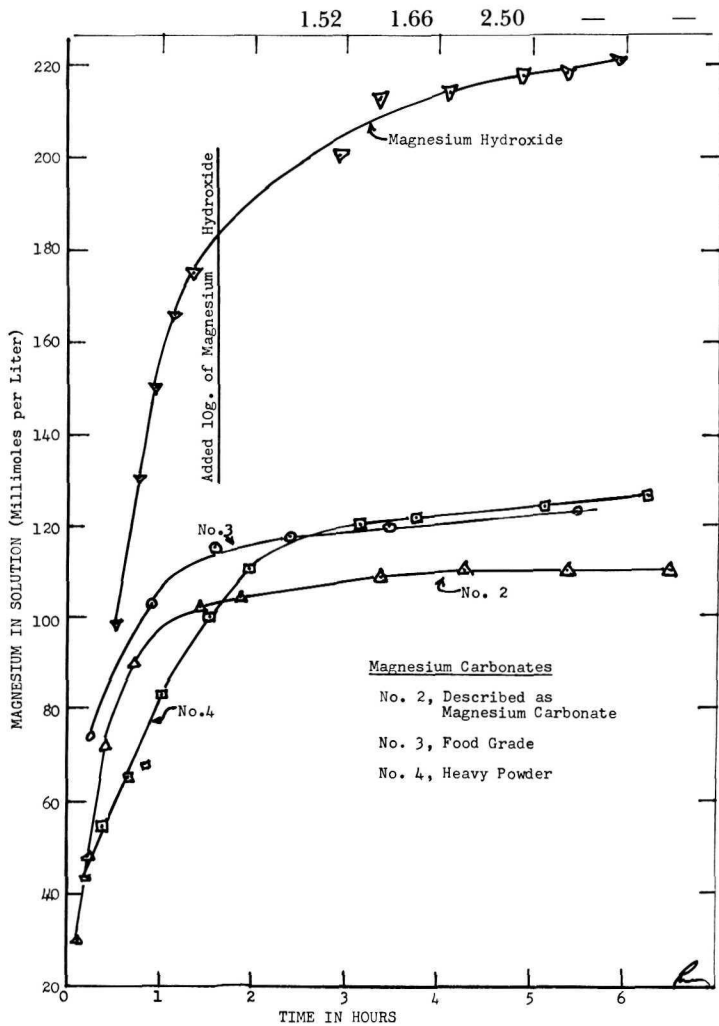


Figure 1. Magnesium Solubility Rate

Table 2. pH values of papers dipped for 30 minutes in various solutions of magnesium bicarbonate and allowed to air-dry.

| Bicarbonate prepared from | Magnesium concentration mols/liter | (TAPPI cold-water extraction) pH values of: | | | |
|---------------------------|---------------------------------------|--|-------|-----------|-------|
| | | Whatman No. 1 | | Old Paper | |
| | | | Ave. | | Ave. |
| | 0.0 (controls) | 6.08 | 6.15 | 6.68 | 6.70 |
| | | 6.23 | | 6.72 | |
| Hydroxide | 0.0986 | 10.41 | 10.42 | 10.03 | 10.03 |
| | | 10.42 | | 10.03 | |
| Hydroxide | .0489 | 10.28 | 10.27 | 9.81 | 9.77 |
| | | 10.26 | | 9.72 | |
| Hydroxide | .0246 | 10.02 | 10.03 | 9.54 | 9.58 |
| | | 10.04 | | 9.62 | |
| Carbonate | .0239 | 10.04 | 10.04 | 9.35 | 9.43 |
| | | 10.03 | | 9.52 | |

Table 3. Determination of magnesium in filter papers treated with magnesium bicarbonate solutions. Values reported per kilogram of pulp.

| Specimen Number | Magnesium bicarbonate moles/liter | Magnesium from EDTA | | MgCO ₃ in paper per cent |
|---|---|------------------------|------------|---|
| | | meg/kg | m. mols/kg | |
| Whatman filter paper No. 7 (New paper) | | | | |
| 1 | 0.2 | 1040 | 520 | 4.4 |
| 2 | 0.2 | 1050 | 525 | 4.4 |
| 3 | .1 | Specimen lost— | | |
| 4 | .1 | | | |
| 5 | .05 | 545 | 272 | 2.3 |
| 6 | .05 | 289 | 144 | 1.2 |
| 7 | .05 | 286 | 143 | 1.2 |
| 8 | .025 | 169 | 84 | 0.7 |
| 8 | .025 | 165 | 82 | 0.7 |
| Whatman filter paper No. 42 (Old paper) | | | | |
| 1 | 0.2 | 726 | 363 | 3.1 |
| 2 | 0.2 | 739 | 370 | 3.1 |
| 3 | .1 | 383 | 191 | 1.6 |
| 4 | .1 | 385 | 193 | 1.6 |
| 5 | .05 | 210 | 105 | 0.9 |
| 6 | .05 | 205 | 103 | 0.9 |
| 7 | .025 | 111 | 56 | 0.5 |
| 8 | .025 | 105 | 53 | 0.5 |

Table 4. Determination of carbonate and of magnesium in pulp A deashed and treated with 0.025 M magnesium bicarbonate solution. Values reported per kilogram of pulp. Carboxyl content of pulp A is 30 milliequivalents per kilogram.

| Specimen number | Carbonate from acid titration Meg. | Magnesium from EDTA | | MgCO ₃ in paper per cent |
|-----------------|---------------------------------------|---------------------|---------|--|
| | | Meg. | M. mols | |
| 1 | 115 | 118 | 59 | 0.50 |
| 2 | 98 | 100 | 50 | .42 |
| 3 | 123 | 118 | 59 | .50 |
| 4 | 113 | 110 | 55 | .46 |

The National Archives and Records Service, GSA

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News Notes

THOMAS E. WEIR, JR., *Editor*

The several sections of the News Notes Department include brief reports of events, new programs, publications, education and training opportunities, accessions and openings, oral histories, historical editing projects, and other news of professional interest to members of the Society.

The reporters listed below have furnished much of the information for this department. In addition, News Notes have been abstracted from publicity releases and newsletters sent to the *American Archivist* and to the National Archives Library. More current information about training opportunities, professional meetings, and legislation can be found in the *SAA Newsletter*.

The success of News Notes is proportional to the cooperation and assistance received from members and institutions. These are therefore urged to send information for publication direct to the editor, *American Archivist*, National Archives Building, Washington, D.C. 20408, or to one of the following reporters: news of **State and Local Archives** to Julian L. Mims, South Carolina Department of Archives and History, Box 11669, Capitol Station, Columbia, S.C. 29211; news of **Scientific and Technical Archives** to Maynard J. Brichford, University Ar-

chivist, University of Illinois at Urbana-Champaign, Urbana, Illinois 61801; news of **Religious Archives** to F. Donald Yost, General Conference of Seventh-day Adventists, 6840 Eastern Avenue, Washington, D.C. 20012; and news of **Regional and State Archival Associations** to Alice M. Vestal, Special Collections Department, Main Library, Room 610, University of Cincinnati, Cincinnati, Ohio 45221.

Carolyn Hoover Sung, formerly head of the Reference and Reader Service Section, Manuscript Division, Library of Congress, and contributing reporter for this department of the *American Archivist*, has taken a new position as assistant chief for bibliographic services, Photoduplication Service, and has asked to be replaced as reporter. The editors are grateful for Ms. Sung's past efforts and wish her success in her new position.

Peter J. Parker of the Historical Society of Pennsylvania has generously agreed to serve as reporter for this department. Readers with contributions relating to manuscript repositories should contact Mr. Parker at the Historical Society of Pennsylvania, Manuscripts Department, 1300 Locust Street, Philadelphia, Pennsylvania 19107.

The **Archives of the History of American Psychology**, Akron University, will award a stipend of up to \$500 to a scholar to defray travel and other expenses associated with research at the archives. Candidates should submit a prospectus of the work planned, a vita, and two letters of recommendation. Evidence that the archives is the most suitable place for the candidate's research is of special importance. Preference will be given to advanced graduate students and younger post-doctoral scholars. Applications should be submitted by March 1 to John V. Miller, Jr., Director of Archival Ser-

vices, University of Akron, Akron, Ohio 44325.

The **American Institute of Physics**, Center for History of Physics, will pay an honorarium for interviews of persons connected with modern physics and astronomy or related subjects. Typically the center will offer \$100 on receipt of one tape session (2-4 hours), will transcribe the tape and send it back to the interviewer, and will send another \$100 on receipt of the transcript corrected against the tape with running table of contents.

The center will also reimburse reasonable travel costs and will pay all transcription, typing, and related expenses. Since it may easily take a week to research and prepare questions for one interview, this offer is an honorarium rather than a full payment, and is meant to encourage students and scholars already interested in historical questions to tape-record interviews, process them to the center's standards, and deposit them. The center will provide any advice, equipment, and assistance needed. This offer is open only to persons with some training or experience in historical work, and interviews must be discussed in advance with the center. For further information, write to: American Institute of Physics, Center for History of Physics, 335 East 45th St., New York, New York 10017.

The volume of requests coming into the **Butterick Patterns Archives/Library** is such that the staff can answer brief inquiries only, and those by mail.

The **Center for the Study of the Consumer Movement** has recently been awarded a grant from the National Endowment for the Humanities. A library and archives devoted to the collection and preservation of the documentary history of consumer behavior, the center is intended to serve as a repository for the records of the Consumers Union and the consumer movement. The purpose of the center is to locate, appraise, and preserve materials of historical significance; to supplement this documentation with manuscript histories and scholarly taped interviews; to arouse the interest of consumer advocates in their history; to assist scholars in the field to use the primary source materials available; and to encourage historical studies based on such material. The collection already includes the personal papers of several important consumer leaders prominent since 1930, as well as the records of several major consumer organizations. The center is trying also to locate information about consumer-movement related materials housed in other repositories. If you have information on the disposition of relevant collections or would like more information about the center, write to: Sybil Shainwald, Director, Center for the Study of the Consumer Movement, Consumers Union, Mount Vernon, New York 10550.

The School of Library Science, **Columbia University**, will, from July 10 to August 4, 1978, conduct a four-week Institute on the Development and Administration of Programs for the Preservation of Archival Materials. The participants will prepare a research paper, audiovisual presentation, or exhibit and will prepare a policy planning document for their organizations. Six graduate credits will be awarded for successful completion of the institute. Applicants must be experienced librarians who have or anticipate having responsibility for a library preservation program. They must be nominated by their employing institution and have its commitment to continue their employment and salaries during the institute. Each participant will receive a stipend of \$75.00 per week.

New York City has created a Department of Records and Information, which is charged with citywide responsibilities for records management, archives, research, and information services.

The **City of Portland, Oregon** (incorporated 1851), has begun the development of a comprehensive records management program including the identification and preservation of archival records. In 1976 George Yerkovich, city auditor, appointed a program advisory committee consisting of the state archivist, the director of the Oregon Historical Society, the records manager of the Port of Portland, and representatives of the city's legal and management services office. The City Council contracted with the Seattle office of the National Archives and Records Service for consultative services. Stanley Parr, formerly of the Texas State Archives, assumed the position of records management officer.

The records management program began in August 1976 with the inauguration of a city-wide records inventory. A direct entry computer form has been employed to record and analyze inventory information on each record series.

To accelerate the inventory, two special projects were funded: a records inventory project (to survey records in active office files), and a historical records project (to locate and centralize records of archival value housed in various storage areas in the city).

As the records inventory is completed

in each city bureau, the records management staff schedules records for disposition using minimum retention periods set by the State Archives. The historical records project staff began in April 1977 and inventoried 5,000 cubic feet of inactive records, identifying nearly 1,500 feet of records of enduring value. The staff has brought the records into a central repository and has begun arrangement and description.

SAA member David Gaynon has recently been appointed archivist at the **St. Louis County Historical Society**, Duluth, Minnesota.

SAA member Roy Sylvan Dunn has retired after twenty-one years with the **Southwest Collection** at Texas Tech University. The new director will be David Murrah.

Tulane University is attempting to found a New Orleans Center for American Music. The center would collect music, manuscripts, books, and artifacts related to all aspects of music in the United States and particularly in the New Orleans area.

Herbert Leventhal has been appointed chief of the **United States Military Academy Archives**. The USMA Archives is the repository for the academy's archival records which are legally part of the National Archives of the United States (Record Group 404). By special arrangement with the National Archives, the records remain in the physical custody of the academy. The USMA Archives is located in the academy library at West Point.

The **State Historical Society of Wisconsin** announces that Richard A. Erney, associate director since 1963, was selected its director, replacing James Morton Smith who left the society to become head of the Winterthur Museum.

Three recent grants will enable the society to complete the pilot portion of a project to create a 2.28 million-name index to the 1905 Wisconsin State Census. All of Dane County, including the city of Madison, will be indexed. Funding for the city of Madison portion was provided by \$300 gifts from Forest C. Middleton, Madison, and Historic Madison, Inc. Indexing for the rest of Dane County will be done

under a \$1,500 federal grant dispensed by the Wisconsin Department of Public Instruction.

In co-sponsorship with the National Archives and Records Service, **Western Washington State University** will hold on May 4 and 5, 1978, a conference on Japanese Relocation in World War II in both Canada and the United States.

ACCESSIONS AND OPENINGS

Atlanta Historical Society. Accessions: papers (early 1900s) of Joseph Jacobs, manufacturer of drugs and cosmetics, including formulary notebooks used by his firm; Robert Shaw Collection of letters (1864-65) from George Lawson, a Union soldier, to Mary Ann Lawson, describing the Atlanta campaign; papers (1855-64, 1878-93) of John Isham, a Presbyterian minister in Atlanta; papers (1926-68) of Margaret L. MacDougall pertaining to the Georgia League of Women Voters and the Atlanta City Executives Committee, including information on her husband Robert L. MacDougall, assistant commissioner of the Works Progress Administration; records of the Georgia Power Company, including annual reports (1925-37) of the Railway Department and franchise ordinances (1950); interment book (1908-43) of Oakland Cemetery; records of Saint Philip's Cathedral including parish minutes (1847-1959), parish registers (1854-1902), service record books (1933-57), financial records (1886-1956), and architectural drawings; records (1926-76) of the Peachtree Christian Church; and the following Fulton County records: minute books (1937-69), and personal property return case files (1969) of the Board of Tax Assessors, special assessments not returned (1940-43), minutes (1939-43) of the City of Atlanta Committee on Tax, subject files (1970-73) of the Voter Registration Office, jail docket (1970-71) of the Sheriff's Office, and clerk's subject files (1940s-70s) of the Board of Commissioners.

Auburn University Archives. Accessions: records (1915-66) of the Alabama League of Women Voters; records (1971-76) of the Kiwanis Club of Greater Auburn; papers (1845-91) of James Rowe, a minister and schoolteacher in

Huntsville, Alabama; papers (1809–1922) of the Tait family of Wilcox County, Alabama, principally relating to James A. Tate (1791–1855). Opening: papers of Congressman George W. Andrews who served in the House of Representatives from 1944 to 1977.

Bancroft Library, Regional Oral History Office, University of California at Berkeley. Oral History: California Women Political Leaders Oral History Project, concentrating on women who became involved in politics between the passage of the woman's suffrage amendment and the current feminist movement.

Broadcast Pioneers Library, National Association of Broadcasters. Accession: papers of Elmo Neale Pickerill (1886–1968). Pickerill was an early leader in the application of radio to practical uses such as sea rescue. After the First World War, Pickerill joined RCA where he worked in the Aeronautical Department.

Cincinnati Historical Society. Accessions: records (1830–90) of the Little Miami Railroad Company, including correspondence and legal papers; records (1951–75) of the Children's International Summer Village, Inc.; records (1910–74) of the Southwestern Ohio Lung Association; and diaries (1776–1806) of David Walker.

Columbia University. Accession: legislative and political papers of former Congresswoman Bella Abzug. Researchers will have to have Abzug's permission to use constituent correspondence and other confidential material.

Georgetown University Archives, Washington, D.C. Accession: records (1640–20th century) of the Maryland Province of the Society of Jesus, including the correspondence of Archbishop John Carroll, the first Catholic bishop in the United States and founder of Georgetown University.

Harvard University. Houghton Library. Accession: papers of American playwright Robert Sherwood (1896–1955).

Indiana State University. Accession: papers of Mitford Mathews (b. 1891), a prominent lexicographer.

University of Iowa Libraries. Accessions: letters (1865–68) of James Cutler Milliman; records (1932–75) of the Iowa City Business and Professional Womens Club; records of the Keith/Albee Theater chain, a prominent vaudeville circuit in the early part of the twentieth century; letter collection of David R. Elder, comprising letters sent by servicemen during World War II to Elder who was a reporter for the Washington, Iowa, *Evening Journal*; and records and manuscripts related to Agency City, Iowa, including the records of the school board, the district agricultural society, the Agency Butter and Cheese Company, and a cemetery register.

Kentucky Department of Library and Archives. Accessions: order books (1789–92) of the Supreme Court, District of Kentucky-Danville; rule docket and office judgment books (1785–92) of the Supreme Court, District of Kentucky-Danville; order book (1793–95) of the Court of Appeals-Lexington; order book (1800–02) of the Court of Appeals-Frankfort; executive orders (1963–67) of Governor Edward T. Breathitt; records (1976) of the Deep Mining Safety Commission which investigated mining safety after the Scotia Coal Mine disaster.

George C. Marshall Research Foundation, Lexington, Virginia. Opening: papers and library of William F. Friedman (1891–1969). During World War II Friedman headed the team which broke *Purple*, the Japanese diplomatic code. The major portion of the collection spans the years 1900–69 and documents Army and Department of Defense cryptography, the question of Shakespeare-Bacon authorship, and archaeology and hieroglyphics of ancient civilizations.

Michigan Historical Collections, University of Michigan. Accessions: records (1924–75) of the Ann Arbor Guild House, an organization sponsored by the local churches to meet the religious needs of University of Michigan students; microfilm records (1704–1884) of St. Anne Parish in Detroit, including the register and record of baptism, marriages, deaths and burials, as well as other records (1834–69) of Most Holy Name Trinity Church.

National Archives and Records Service.

Accessions: summaries from the National Security Agency (February 10, 1944–October 2, 1945) of intercepted and decoded Japanese wartime messages; records (1941–42) of the Psychological Division, Research and Analysis Branch, Office of Strategic Services, documenting public opinion on national defense questions; top secret files (1944–49) of the political advisor to the military governor of the U.S. Zone in Germany; records (1942–46) of the U.S. Typhus Commission; records (1947–49) of the Policy Planning Staff, Department of State, covering the years when George F. Kennan was director; also Department of State records of the Petroleum Division (1943–49), the assistant secretary of state for occupied areas (1946–49), the Division of Central European Affairs (1944–53), the Office of African Affairs (1943–49), and of the Philippine and Southeast Asia Division (1929–53); minutes and proceedings (1898–1929) and field operations letters (1954–60) of the Civil Service Commission; records (1970–73) of the President's Program on Youth Employment; records (1964–74) of the Office of International Operations, United States Customs Service, concerning the Customs Cooperation Council and international customs agreements; records (1973–74) of the Federal Energy Regulation Study Team; motion pictures (1940s–present) of the Coast Guard; records (1959–74) of the Antarctic Society; papers (1928–73) of William S. Carlson, geologist, meteorologist, Air Force Officer, historian, and university administrator; papers (1955–75) of Paul C. Dalrymple, a federal geographer and meteorologist specializing in polar micrometeorology; papers (1910–67) of Svend Frederiksen, an eskimologist and linguist; papers (1916–75) of Laurence M. Gold, a geologist, professor, and university administrator; videotape and sound recording (1913–17, 1964–66) of Harrison J. Hunt, a medical doctor and member of Donald B. MacMillan's Crocker Land Expedition; motion picture (1931–32) made by Rockwell Kent about his trip to Greenland; papers (1947–51) of George Llano, program manager for polar biology at the National Science Foundation; papers (1905–60) of S. Edward Roos, a member of the Byrd Antarctic expeditions and a merchant marine officer; photographs (1956–59)

by Morton J. Rubin, meteorologist with the U.S. Weather Bureau and World Meteorological Organization and exchange scientist with the Russian Antarctic Expedition; audiovisual materials (1900–60, 1969–73) by Isaac Schlossbach, retired naval aviator and navigator who participated in nine polar expeditions; and biographical materials and scientific program papers (1959–77) of Mortimer D. Turner, program manager for polar earth sciences at the National Science Foundation.

John F. Kennedy Library. Opening: legislative file of the White House staff files in the papers of President Kennedy.

Nebraska State Historical Society. Accessions: tax lists (1909–55) from Richardson County; tax and assessment records (1867–1967) from Madison County; and records (1903–76) of the Union Stockyards Co., Omaha.

State University of New York at Stony Brook. Accession: records (1964–present) of Perishable Press Ltd. of Mt. Horeb, Wisconsin, a publisher of broadsides, pamphlets, and collections of poetry.

Ohio Historical Society. Accessions: records (principally 1864–66) of the Ohio Military Agency, a state-supported relief organization for Union soldiers; from Delaware County: auditor's fiscal records (1884–98), consents to marry (1910–42), records of various courts (1816–1960), burial records (1884–98) of ex-Union soldiers, deeds and associated records (1807–1915), enumerations of white youth (1842–54), quadrennial enumeration (1887), estate records (1831–52), forfeited land records (1812–68), jail register (1868–1950), militia record (1864–65); from Fairfield County: auditor's and treasurer's tax duplicates (1812–83), assessors returns of deaf and dumb (1874), county home records (1883–1941), deed records (1800–1816), enumeration of white males over twenty-one (1839–59), enumeration reports (1943–63), forfeited land sales (1831–71, 1894–1904), land transfer records (1837–78), list of enrolled militia (ca. 1865), marriage record journal (1931–35), military discharge records (1931–35); from Franklin County: general index to births (1867–99), A–G index to marriage of females (1897–

1918), microfilm of marriage applications (1845–57), and microfilm of marriage records (1803–1968).

Old Dominion University Archives, Norfolk, Virginia. Accession: papers of Paul T. Schweitzer (1903–76), businessman and member of the Norfolk School Board (1952–60) and the Norfolk City Council (1930–68).

Pennsylvania Historical and Museum Commission, Division of Archives and Manuscripts. Accessions: Borough and Township Auditors' Reports (1898–1954) of Somerset County; execution and continuance dockets (1788–1833) of the Office of the Prothonotary, Huntingdon County; coroner's inquest reports (1850–1910) Office of the Prothonotary and Clerk of Courts, Laurence County; speeches, articles, and testimony (1968–69) of the deputy secretary for environmental protection and regulation, Department of Environmental Resources; correspondence (1953–54) between the executive director of the Pennsylvania Historical and Museum Commission and commission members; minutes (1963–70) of the Governor's Council on Alcohol; microfilm copies of documents (1977) filed with the secretary of the commonwealth in accordance with legislation regulating the activities of corporations; microfilmed minutes (1972–76) of the Pennsylvania Game Commission; videotapes of the proceedings of the sixty-eighth Annual National Governor's Conference, Hershey, Pennsylvania, July 4–6, 1976.

Historical Society of Pennsylvania, Philadelphia. Accession: papers (1752–1935) of the Wright family, primarily consisting of the business and family papers of William Redwood Wright (1846–1914) and Letitia Carpenter Wright (1861–1933). William Wright was treasurer for the city of Philadelphia (1891–92).

Philadelphia City Archives. Accessions: records (1887–1920) of Philadelphia General Hospital.

San Diego History Research Center. Accessions: records (1930–65) of the American Tunaboat Association; records (1961–76) of Citizens Coordinate for Century 3; records (1965–73) of the

Combined Arts and Education Council of San Diego County (COMBO); records (1900–73) of the First Friends Church of San Diego; records (1952–68) of the La Jolla meetings of the Religious Society of Friends.

South Dakota Department of Education and Cultural Affairs, Historical Resource Center. Accession: records (1886–1973) of the Woman's Relief Corps No. 9 (Pierre, South Dakota).

Tennessee Technological University. Accession: papers of former Congressman Joe L. Evins (Member, 1947–77).

University of Texas at El Paso. Accession: papers of Rear Admiral Edwin C. Parsons (1892–1968). Parsons served in the Lafayette Escadrille in World War I, as a movie script writer in Hollywood during the 1920s and 30s, and finally with the Naval Reserve in pilot training.

Southwest Collection, Texas Tech University. Accessions: papers (1917–76) of Judge Marvin Jones of Amarillo, former West Texas congressman, wartime food administrator, and chief judge of the United States Court of Claims; microfilmed papers (1940–76) of D. Burns, manager of the Pitchfork Land and Cattle Company; microfilmed diary (1897) of Dan Gardner, also manager of the Pitchfork Land and Cattle Company; records (1926–70) of the Kent Mercantile Company, supply store for the Reynolds Land and Cattle Company; microfilmed records (1951–70) of the Dickens Cattle Corporation; microfilmed records of the Red Bluff Water Power Control Division, located in Pecos; and microfilmed records of the Fort Worth and Denver Railroad and affiliates.

Vassar College. Accession: papers of the McKinney family including much correspondence between Mark Twain and Jean Webster McKinney, his grandniece.

University of Virginia. Accessions: papers (1861–80) of the Roberts family of Texas and Virginia; papers (1808–34) of Ambrose Henkel, a Lutheran minister in New Market, Virginia, concerning westward movement, slave trade, and other matters; papers (1958–70) of Flora Cra-

ter, documenting Fairfax County and Virginia state politics as well as Crater's campaign for lieutenant-governor in 1973; papers (1971-76) of John V. Bufington, principally concerning environmental affairs; and movie scripts by William Faulkner of films distributed by Twentieth-Century Fox and Metro-Goldwyn-Mayer.

State Historical Society of Wisconsin.

Accessions: legislative records (1969-71) of the Wisconsin secretary of state; proceedings (1876-1975) of the State Board of Health; records (1862-1965) of the Rosebud and Rio Creek schools from the towns of Casco and Lincoln in Kewaunee County; microfilm of deeds (n.d.) of the city of Milwaukee; diary (1817-80) of Joseph O. Powless, clerk of the Oneida Nation, concerning life on the Oneida Reservation near Green Bay; papers (1853-1961) of the Edward Paddock Sherry family concerning more than twenty business firms which they controlled; papers (1890-1920) of the Socialist Labor Party of America; records (1871-1971) of the American Association of Colleges of Pharmacy; and records (1970-74) of the Wisconsin Public Interest Research Groups, organized to investigate merchandising abuses.

RELIGIOUS ARCHIVES

Baptist. The North Carolina Baptist Historical Collection has completed the microfilming of the records of the Lilesville, North Carolina, Baptist Church for the years 1877 to 1977. These microfilm records, which include church minutes, treasurer's records, and Sunday school records, are being added to those of Anson County churches already a part of the collection.

Catholic. The archives of the Chancery Office of the Archdiocese of Newark were transferred to the library of Seton Hall University in South Orange, New Jersey, in April 1977. The librarian of Seton Hall is Monsignor William Noe Field.

Episcopal. Margaret Whittingham Hodges donated to the Maryland Diocesan Archives the papers (ca. 1810-77) of her great-grandfather, Bishop William Rollinson Whittingham (1805-79), fourth

bishop of Maryland (1840-79). This collection consists of 1,008 manuscripts and 22 other items associated with the bishop, almost entirely private family correspondence including 522 letters by the bishop. Most deal with persons and events in New York, New Jersey, and Maryland; but the correspondence includes material concerning many parts of the United States as well as accounts of extensive travels in Europe and around the Mediterranean Sea. This donation brings the holdings of the Maryland Diocesan Archives to 52,705 items, mostly manuscripts but including some imprints associated with the Episcopal Church in Maryland and the District of Columbia and dating from Colonial times to about 1900.

Recent accessions to the archives and historical collection of the National Archives of the Episcopal Church include: executive council records; journals of the House of Bishops (1878-1907); Indian work records (1961-71); manuscript minutes (1904) for the House of Bishops; and records (1784-86) of the House of Bishops. Also included in the accessions for 1976 were a number of small collections from individuals and organizations. The archives staff has completed arrangement of the records of the American Church Institute for Negroes, and these are now open to researchers. Work on the general convention special program records is in progress. The Archives of the Order of the Holy Cross have been deposited in the Archives of the Episcopal Church and may be used by researchers with permission of the superior of the order.

The historiographer of the Episcopal Diocese of Springfield (Illinois), Philip L. Shutt, has written a booklet *Diocese of Springfield, 1877-1977*. The registrar and archivist of the Episcopal Diocese of Missouri, Charles F. Rehkopf, has written the history of the Episcopal Diocese of Missouri. He also reports acquisition of a microfilm reader and the beginning of filming of older diocesan records and parochial registers.

Jewish. The American Jewish Historical Society, Waltham, Massachusetts, has accessioned records of the Jewish Academy of Arts and Science; papers of Philip W. Lown pertaining primarily to his activities in the American Association for Jewish Education, the B'nai B'rith

Hillel Foundation, Brandeis University, and various Zionist organizations; papers of Harold Debreest, a ninety-three-year old Jewish journalist, poet, and businessman from Pittsburgh; papers (1854–69) of Solomon Auerheim of Bradford, Pennsylvania; papers of Cecelia Razovsky, a prominent American Jewish social worker; and records of the New England office of the Anti-Defamation League.

Church of Jesus Christ of Latter-day Saints. The Historical Department has accessioned letters (1854–55) of Truman Leonard, missionary to India; correspondence (1846–51) of Fanny Young Murray, sister of Brigham Young, including letters to and from family members documenting Brigham Young's tenure as governor of Utah Territory; daybooks (1881–82) of John H. Hansen, missionary to Denmark; notebook (ca. 1850–72) of James Allen Browning, including a brief autobiography, certificates, genealogy, newspaper clippings, poetry, and extracts from the journal of his father, Jonathan Browning; and the journal (1877–83), kept by Volney King, of the Kingston United Order.

Lutheran. The Reverend Paul H. Schmidt of Memphis, Tennessee, is the new archivist of the Mid-South District of the Missouri Synod Lutheran Church.

Methodist. The Kentucky Methodist Historical Society was organized October 5, 1977, with Orson E. Smith as president, Louis Caister as vice-president, and R. Kenneth Lile as secretary. Lile is also chairman of archives and history for the Louisville Conference. A recent acquisition is the private papers of Bishop William Turner Watkins, episcopal leader of the Louisville area, 1944–58, and former professor of church history at Candler School of Theology, Emory University.

The joint archives of the Iliff School of Theology and Rocky Mountain Conference of the United Methodist Church, now entering its third year of existence, reports these staff changes: Martin Rist, archivist emeritus, Rocky Mountain Conference; Jerry Campbell, archivist, Rocky Mountain Conference; Patricia Pressey, archivist, the Iliff School of Theology.

The Archives of the Wisconsin Conference has received the records of the Third German Methodist Church of Milwaukee, 1888–1922. It is also planning a cooperative microfilming project with the State Historical Society of Wisconsin and the Genealogical Society of Utah.

The Nebraska Conference Historical Center is developing files on former and living pastors of the United Methodist Church in Nebraska, on United Methodist churches of Nebraska, and on prominent living lay persons of the church in that state. Recent publications are *Sunset on the Prairie* by David H. Mickey, a biography of Chancellor D. W. C. Huntington of Nebraska Wesleyan University, 1898–1908, and *Nebraska Methodist Higher Education Prior to 1890* by Douglas S. Pitchford.

The North Carolina Conference is developing plans to organize the historical society of the conference for general public use beginning in June 1978. It has recently acquired deed records for Methodist churches in a number of North Carolina counties from the date of organization to the present. Recent publications are *Methodism in the Upper Cape Fear Valley* (1976), and *Conference Historical Directory*, 1976.

At the Holston Conference Archives (Virginia) Maribel Elton is the new archivist. A recent microfilming project involved the *Holston Christian Advocate*, 1851, and the *Holston Methodist*, 1873–88.

Presbyterian. The department of history of the Presbyterian Historical Society, located in Philadelphia, has received a \$36,611 grant from the National Endowment for the Humanities to aid in arranging the records of the National Council of Churches. These records were placed on deposit with the society in 1974. Alan C. Thomson, former visiting associate professor of the history of Christian thought, Yale Divinity School, has been selected to arrange the NCC records. Estimated at several million items, the materials comprise the only known major extant collection relating to the program and activities of the American Protestant Ecumenical Movement of the Twentieth Century. Included are materials from at least thirteen interdenominational organizations which over the years merged to form the National Coun-

cil. In addition to serving as the archival institution of the United Presbyterian Church in the USA and the National Council of Churches, the Presbyterian

Historical Society has the official archives of the American Sunday School Union, the National Temperance Society, and the Pennsylvania Bible Society.

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Individual and institutional members of the Society receive the *American Archivist*, the bi-monthly *SAA Newsletter*, and the annual meeting program. Members are eligible for special discounts on professional publications and may utilize the Society's placement service.

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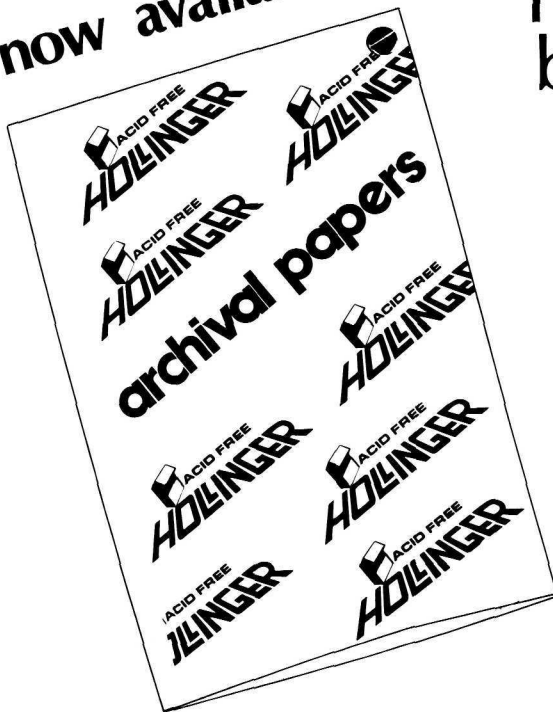
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The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

Annual Meeting

The 41st annual meeting of the Society of American Archivists was held in Salt Lake City, Utah, October 4–7, 1977. Six hundred archivists, manuscript curators, and records managers convened at the Hotel Utah for the four-day meeting. Participants attended committee meetings and over fifty panel discussions, many of which dealt with aspects of the theme of the meeting, "The Continuing Quest: Archival Professionalism and Education." Seminars were introduced to the Salt Lake City annual meeting, providing continuing education for practicing archivists, manuscript curators, and others with responsibility for historical records. A basic workshop on the care of historical records, designed for those with responsibility for archives and manuscripts but with little previous training, was held in conjunction with the annual meeting.

Special events included the "Welcome to Salt Lake Shindig," which greeted the almost 170 Salt Lake Special train travelers from Denver. A buffalo barbecue, Mormon Tabernacle Choir rehearsal, and post-meeting tours offered participants a chance to experience traditional Western charm and beauty. SAA members rode the Snowbird Tram, traveled to Brigham Young University via the Alpine Loop, and visited Bryce Canyon and Zion Canyon on the National Parks tour.

SAA President Robert M. Warner, University of Michigan, presided throughout the meeting until Friday, October 7, when Walter Rundell, Jr., University of Maryland, assumed the presidency. Hugh A. Taylor, Public Archives of Canada, has been elected to serve as Vice President for the coming year; Mary Lynn McCree, University of Illinois, was elected to a second term as Treasurer. Assuming positions on the Council are Edmund Berkeley, Jr., University of Virginia, and Richard Lytle, Smithsonian Institution.

The Society named five of its members Fellows for their outstanding contributions to the archival profession. Honored were Kenneth W. Duckett, Southern Illinois University; Andrea Hinding, University of Minnesota; Paul H. McCarthy, University of Alaska; James E. O'Neill, National Archives and Records Service; and Robert Williams, Deputy Secretary of State of Florida. The Distinguished Service Award, which recognizes archival institutions whose outstanding work has brought credit to the profession, was awarded to the Georgia Department of Archives and History. Dorothy Twohig, of the Papers of George Washington, received the Philip M. Hamer Award, which is given annually to a junior editor who has done distinguished work on a documentary publication sponsored by NHPRC. The Sister M. Claude Lane Award, funded by the Society of Southwest Archivists, was given to V. Nelle Bellamy, Archivist for the Episcopal

Material for this department should be sent to the Executive Director, Society of American Archivists, University of Illinois at Chicago Circle, Box 8198, Chicago, Illinois 60680.

Church. The Lane Award recognizes accomplishment in the area of religious archives. Nicholas B. Scheetz, Georgetown University Special Collections, and Thomas E. Mills, New York State Archives, were named the 1977 recipients of the Colonial Dames of America Scholarship.

Annual Business Meeting

President Robert M. Warner called the October 6, 1977, meeting to order in the Hotel Utah, Salt Lake City, Utah, at 5:00 P.M. The agenda distributed in advance of the meeting was approved. The president announced that a quorum was present. Gary Peterson served as parliamentarian for the meeting.

A committee composed of Patricia Bartkowski, Samuel A. Sizer, and Mary Ann Bamberger, chairperson, was appointed to review and approve the minutes of the meeting prior to their publication in the January 1978 *American Archivist*.

Ann Pederson, chairperson of the 1977 Nominating Committee, gave the report of the Society's election. The candidates elected were Vice President Hugh A. Taylor, Public Archives of Canada; Treasurer Mary Lynn McCree, University of Illinois at Chicago Circle; Council Members Edmund Berkeley, Jr., University of Virginia, and Richard Lytle, Smithsonian Institution. Elected to the Nominating Committee were Edie Hedlin, Wells Fargo Bank; John M. Kinney, Alaska State Archives; and Patrick Quinn, Northwestern University.

Shonnie Finnegan, chairperson of the Resolutions Committee, moved the adoption of the following:

WHEREAS, Salt Lake City has served as a most gracious host for this the 41st annual meeting of the Society of American Archivists, and

WHEREAS, it is to the officers and council, staff, local arrangements committee, program committee, and chairpersons of its various committees that the Society owes its thanks and appreciation for much of the success of this meeting, be it RESOLVED that the Society of American Archivists, through its Executive Director, formally extend its thanks and appreciation to Governor Scott Matheson and Mayor Ted Wilson for extending their hospitality to the Society; the first presidency of the Church of Jesus Christ of Latter-day Saints for generously assisting the Local Arrangements Committee with staff and facility contributions; the Genealogical Society and Historical Department of the Church of Jesus Christ of Latter-day Saints, the Mormon Tabernacle Choir, the Utah State Historical Society, the Conference of Intermountain Archivists, Brigham Young University, the University of Utah, Salt Lake Valley Convention Center, the Hotel Utah, the Freed Corporation, Snowbird, the Hollinger Corporation for donations, and all exhibitors, and

WHEREAS, the following individuals contributed to the success of the Salt Lake City annual meeting, be it

RESOLVED that the Society's thanks be extended to Jay M. Haymond, chairman of the Local Arrangements Committee, and the following members of the Local Arrangements Committee and others who assisted them: Betty Rogers, Linda Thatcher, David Merrill, Theodore M. Burton, Ted F. Powell, Lynn Carson, Helen Robertson, Pat Jarvis, Lisé Haymond, the staff of the Genealogical Society, G. Homer Durham, Donald T. Schmidt, Earl Olson, Ronald Watt, John R.

Sillito, Judith Austin, Hollis Scott, Sharon Pugsley, Jeff Simmonds, Hynda Rudd, and Agostino D. Mastrogioseppe, and

WHEREAS, the program committee is responsible for a most stimulating educational experience at this annual meeting, be it

RESOLVED that the Society extend its thanks and appreciation to C. Herbert Finch, chairman; Andrea Hinding, co-chairman; Judith Austin; Richard C. Berner; Anne Caiger; George C. Challou; Charles C. Colley; Margaret S. Henson; William L. Joyce; Julian L. Mims; and Trudy H. Peterson; and to the ex-officio members Ann Morgan Campbell, C. F. W. Coker, Elsie F. Freivogel, Jay M. Haymond, and Robert M. Warner, and

WHEREAS, the Society is fortunate in having an energetic and committed Executive Director, who miraculously continues adding more committed and energetic people to the SAA staff, be it

RESOLVED that the Society express its appreciation and admiration of the dedicated and effective work of Ann Morgan Campbell and the Society's staff, Patricia Garcia, Joyce Gianatasio, Lori Hefner, Karen Murphy, Deborah Risteen, Timothy Walch, and Susan Zivalic, on behalf of this annual meeting and the affairs of the Society, be it further

RESOLVED that the Society extend its gratitude and appreciation to its retiring president, Robert M. Warner, and to its retiring Council members Ruth W. Helmuth and Hugh A. Taylor for their dedicated and enlightened service on behalf of the Society.

WHEREAS, the Society has sustained losses during the year since its last annual meeting, in the deaths of A. Otis Hebert, Diane Guertin, Hermine Baumhofer, Philip C. Brooks, Paul Spence, Ira Landis, and Meredith Gilpatrick,

RESOLVED that the sympathy of the Society be extended to their families.

WHEREAS, this annual meeting was the occasion of an extraordinary chapter in the Society's history, the travel of three railroad cars of archivists from Denver to Salt Lake City on the Rio Grande Zephyr, a soon-to-be-legendary phenomenon known as the Salt Lake Special, and

WHEREAS, never before in recorded history have so many archivists shared the heroic journey over the Rockies, passed through the Moffat Tunnel under the Continental Divide, admiring the marvels of natural history and constituting an itinerant seminar on the metaphysics of documentation as well as the more mundane affairs of the Society, therefore be it

RESOLVED that those responsible for the arrangements—Augie Mastrogioseppe, Frank Cook, and David Gracy—be commended, that the participants be congratulated, that the non-participants be consoled, and that the Salt Lake Special be forever remembered in the annals of the Society.

Mary Lynn McCree gave the Treasurer's Report. Mary Elizabeth Ruwell, a member of the Auditing Committee, stated that the accounts of the Society were found to be in order. The reports of the Treasurer and the Auditing Committee were adopted on a motion made by Larry D. Sall and seconded by John J. Newman. Executive Director Ann Morgan Campbell gave the report of her office.

Vice President Walter Rundell, Jr., then gave the Council's report. He stated

that Council had approved the constitutional revisions and the associate dues proposal which are to be considered at this meeting. In addition, the Vice President said that the Council had adopted a resolution providing that its meetings be open to members of the Society.

President Warner announced that there was no unfinished business.

Amendments to the Society's constitution, which were proposed to the membership in the August *SAA Newsletter*, were adopted on a motion made by Richard C. Berner and seconded by Nicholas Burckel.

The following revision to the Society's dues policy was adopted on a motion made by Mr. Rundell and seconded by Mr. Wiederaenders: The Society of American Archivists will accept associate members at the minimum rate established for individual SAA members. Those eligible for associate membership are persons whose full or part-time occupation is not the curatorship, management, or administration of manuscript collections, archives or current records.

President Warner announced that the Treasurer had agreed to provide a written summary of her report for distribution to interested members prior to the next annual business meeting.

Irene Cortinavis, editor of the *SAA Women's Caucus Newsletter*, reported the following figures to the meeting: Committee chairs (ad hoc and standing)—28 percent women; program committee—43 percent women; and annual meeting participants—29.7 percent women. The Caucus called on the Council and the 1978 Program Committee to be particularly sensitive to increasing the participation of women in SAA activities and in the annual meeting program. In addition, Ms. Cortinavis stated that the Women's Caucus had discussed recommending a boycott of potential annual meeting sites in states which had not ratified the Equal Rights Amendment. Instead, they decided to recommend that the Society communicate its concern about ERA ratification to the leaders of the affected states.

It was noted that Council passed a resolution in support of Iowa archivists' efforts to secure a sound state archival program.

President Warner expressed his gratitude to the members of the Council, to committee chairs and members, and to the Executive Director and the Society's staff for their cooperation during his tenure.

The meeting was adjourned at 6:30 P.M.

Report of the Executive Director

Change—the need for it and planning for a future full of it—formed a major theme for the Society of American Archivists in 1976–77.

In the most significant examination of SAA's structure since the Report of the Committee for the 70s, a Committee on Committees is preparing recommended changes in the framework through which the membership is involved in the activities of the Society. In a long-overdue effort, the Society has begun to play a leadership role in the burgeoning field of archival education—an area of increased professionalism on the one hand, threatened by johnny-come-lately programs on the other.

Ad hoc Society committees are exploring the possibilities of promulgating a code of ethics for the profession and establishing basic standards for archival institutions. The 1977 recommendations of three federal study commissions—

public documents, paperwork, and privacy protection—all portend change for the profession. Traditional wisdom in the replevin area was challenged in 1977 by a court decision in North Carolina. A new copyright law promises to affect archival administration.

Indeed, change was a major theme for the profession and for SAA in the past year.

REPRESENTATION

The Society's influence at the national level was never more evident than it was in 1976–77. For example, when Gerald R. Ford donated his presidential materials to the United States in December 1976, an action which assured unbroken federal custody of the materials, access standards promulgated by the SAA were appended to the agreement. The standards will govern the administration of Ford's papers which are expected to become available for research on a more timely basis than the materials of most recent public figures.

SAA played a major role in the work of the National Study Commission on the Records and Documents of Federal Officials (the Public Documents Commission) whose report was transmitted to the White House and to the Congress in spring 1977. The report of the majority of the commission, the basis of which was drafted by a subcommittee of the commission which your executive director organized, recommends that all documentary materials made or received by federal officials in the discharge of their official duties be recognized as the property of the people of the United States. The report also recommends that the National Archives should be independent of the General Services Administration.

The SAA mounted an effective team effort to assist the work of the PDC. Over thirty Society members were formally involved in the commission's work; many others sent communications or assisted in the preparation of background material.

The commission's report concluded "that it is time to bring to an end the tradition that papers generated or received in the conduct of public business belong as a species of private property to presidents and other public officials . . . the tradition of private ownership of public papers became established by reason of the failure of the government to provide an alternative. It is time to remedy the situation."

The commission endorsed the principle that "documentary materials made or received by a public official in connection with his constitutional or statutory duties is public property. . . . This principle applies equally to a President, Congressman, or any other elected or appointed Federal official. An individual who seeks or accepts public office should recognize that materials created in the discharge of the business of the public belong to the public." This concept was put forward by SAA Council in late 1974, before the commission had been created. That every member of the seventeen person panel—which included representatives of the White House, the executive branch, the judiciary, and the Congress, representatives of SAA, OAH, AHA, and the public—finally endorsed the public ownership concept was a major achievement. The next step is legislative consideration of the commission's recommendations. We hope that bills will be introduced in both Houses this year, with hearings scheduled early next year.

The Society represented the profession on four joint committees in 1976–77: the Joint Committee on Historians and Archives of the AHA/OAH/SAA, the ALA/SAA Joint Committee, a joint committee with the National Microfilm Association, and a newly created ARMA/SAA Joint Committee.

The AHA/OAH/SAA Joint Committee sponsored a conference in fall 1977 at New Harmony, Indiana, on access to papers of recent American public figures. The recommendations of the NEH-funded conference were forwarded to the Public Documents Commission at a crucial time in that body's deliberations. The proceedings of the conference will be published soon.

In addition, SAA representatives sit on the Board of Regents of the Institute of Certified Records Managers, the National Archives Advisory Council, and the National Historical Publications and Records Commission.

The SAA is playing a leadership role in the formative stages of the International Council on Archives' new Section of Professional Archival Associations. The SPAA is designed to encourage broader participation of non-governmental archivists in international archival affairs—an area long dominated by representatives of public archives. Another of SPAA's goals is to encourage and support the formation and growth of archival associations throughout the world as a vehicle for professional communication and development. SPAA's current list of active archival associations numbers well over sixty.

SERVICES TO THE PROFESSION

A two-day working conference sponsored by the Society in January, with funding from the National Endowment for the Humanities, examined funding priorities for historical records projects. The report of the Chicago conference, edited by conference coordinators Mary Lynn McCree and Timothy Walch, appears in the July 1977 *American Archivist*.

All five volumes of the long-awaited SAA Basic Manual Series, funded by the first grant in the new records program of the National Historical Publications and Records Commission, will be off the press by the end of this month. I believe that the authors would agree that the task of synthesizing current archival principles and practices was an especially demanding one. We expect that these five manuals, and the additional manuals which SAA will publish in the next few years, will contribute substantially to improving and, where possible, standardizing archival practice in the United States.

Your executive director's office plans to publish another membership directory in 1978, with further directories on a biennial basis thereafter.

The SAA Publications Service, a membership benefit inaugurated in 1976, offers publications of interest to the profession at reduced prices. Ten titles are now available through the service which has greatly increased the volume of sales handled by the Chicago office.

An NEH grant made to the Society last month provides for the expansion of our current series of basic workshops to a total of six, one-week long sessions within the next year. SAA basic workshops will be given with the co-sponsorship of regional archival organizations. The Society of Indiana Archivists co-sponsored our first effort at Notre Dame in August 1977. The Conference of Intermountain Archivists is cooperating with the workshop underway here in Salt Lake City this week. The Tennessee Archivists will co-sponsor a workshop which will be conducted concurrently with the 1978 annual meeting in Nashville.

Other workshops will be scheduled in Texas, Massachusetts, and California with the assistance of the Society of Southwest Archivists, the New England Archivists, and the Society of California Archivists.

The Society's archival security project marked two productive years of operation recently. The four goals of the original proposal: the establishment of a register of missing manuscripts and archives, the creation of a consultant service, and the publication of an archival security newsletter and a manual on archival security have all been realized. The consultant service, the register, and the newsletter will continue as Society programs. Another important facet of the security project has been the drafting and promulgation of a model law which extends the provisions of shoplifting detention statutes to the library and archival field. Efforts are underway now in a number of states to have the legislation adopted.

Beginning this month, the Society will undertake a year-long project to locate and disseminate information about the unpublished inventories which were prepared by the Historical Records Survey of the Work Projects Administration. The fate of HRS materials has been the concern of members of SAA for some time. In fact, the April 1974 issue of the *American Archivist* was largely devoted to articles about the survey. We are pleased to have been awarded a grant from the National Endowment for the Humanities, to enable us to prepare this tool which will be useful for archivists and researchers alike.

SAA's placement service was more active in the past year than ever before. We attribute this activity to two factors: the service is becoming better known and, happily, it appears that there are more positions for professional archivists.

THE SOCIETY

The work of the Society's voluntary committees continued to make important contributions to the profession in 1976-77.

Guidelines for graduate archival education, prepared by the Education and Professional Development Committee, under the leadership of F. Gerald Ham, were approved by the Council and published in the *SAA Newsletter* this spring.

Two projects of J. D. Porter's State and Local Records Committee appeared in print. A survey report on Records Retention and Disposition Schedules, prepared by a subcommittee directed by Julian Mims, was published by the Society. David Levine's state-by-state analysis of the treatment of local public records appeared in the *American Archivist*.

Joan Warnow, chairperson of the Archives of Science Committee, was principal author of a brochure published in 1977 designed to aid scientists, their families, and colleagues in dealing with scientific papers. The brochure is available through SAA.

The Business Archives Committee is coordinating the publication of a Business Archives Manual which will be funded, in part, by a grant to the Society from the Business History Foundation. The manual will be a revision of a work prepared for the Ohio Historical Society by Edie Hedlin, the committee's chairperson.

The International Archival Affairs Committee sponsored the Society's fifth annual archives study tour—destination northwestern Europe. Two other committee-sponsored publication projects are on the Society's drawing boards and are expected to materialize next year: the College and University Archives

Committee, chaired by Nicholas Burckel, is planning a reader; and the Religious Archives Committee, under the direction of Lynn May, is considering the preparation of a religious archives manual.

Thanks to the efforts of Herbert Finch, Andrea Hinding, and their innovative Program Committee, and Jay M. Haymond and his indefatigable Local Arrangements Committee, the 41st annual meeting must be classed as one of the Society's most successful. Participants were offered the most extensive and diversified program of events in the Society's history. Special credit for the planning of one of those events—the Salt Lake Special which carried three railroad cars of archivists through the spectacular scenery between Denver and our meeting site—goes to August Mastrogioseppe.

My first official action as a newly elected member of the SAA Council was to introduce a motion in support of Salt Lake City as the Society's 1977 meeting site. That April 1974 motion passed and soon thereafter I passed on from Council member to Executive Director. I hope that everyone will agree that my single contribution to the Society's legislative history was a noteworthy one.

1976–77 was a period of substantial growth and transition for the Society. When Joyce Gianatasio and I opened the doors of SAA's Chicago headquarters in fall 1974, we learned that the Society's budget was scarcely sufficient to pay for the organization's basic annual commitments: 4 journals, 5 brief newsletters, 1 meeting and, now, 2 staff members. As you may have noticed, the Society has grown in the past three years. The operating budget has tripled. Newsletter pages published annually have tripled. The number of publications offered to the membership has tripled as well. A major task assumed in the past year by the Chicago office, that of receiving, disbursing, and accounting for all Society funds has also added to our workload.

New programs brought new staff members. We are presently implementing a reorganization in the Chicago office, anticipating that the reorganization will result in a more responsive and responsible structure for the conduct of the Society's affairs.

Timothy Walch, who joined SAA's staff to conduct the highly successful archival security program, has now assumed responsibility for all aspects of our educational programs. Joyce Gianatasio will continue to bear primary responsibility for membership services, while she assumes greater responsibility for the coordination of annual meetings and publications. SAA's newest professional staff member, Loretta Hefner, will conduct the Historical Records Survey project. Hefner, Gianatasio, Walch, and Campbell will share liaison duties with Society committees which now number over forty. Program assistant Karen Murphy Hawker coordinates committee membership and is assistant for the HRS project. Deborah Risteen is now the Society's office manager and program assistant for the security project. Susan Zivalic continues her effective work as our membership assistant, and Patricia Garcia is our energetic publication sales assistant.

It would be impossible for the Society to maintain the present level of services to the archival profession without the support of two institutions: the National Archives and Records Service, which houses the offices of the *American Archivist*, and the University of Illinois at Chicago Circle, which provides offices for the headquarters staff. Our constructive relationships with these two fine institutions have allowed the Society to allocate a very substantial portion of total revenues

directly to membership services and benefits. We all should be very grateful to them for their goodwill during this important period of the Society's growth.

After a recent manpower analysis of the headquarters staff—whose all-consuming work often absorbs weekends, involves families, and soaks up annual leave—I reported to the Council that the Society's needs could only be met by an increased output from the Chicago office of 20 percent. We had the equivalent of approximately six full-time persons working on the Society's business at the time. It was not absolutely clear that we could afford another full-time person and, even if we could, one person would not be enough and two would be too many.

The Council, in its wisdom, pondered the problem for some while and finally suggested that if each current staff member grew an additional finger on each hand, our capacity would be increased precisely by the requisite 20 percent. After momentary relief, I inquired of Council as to how this feat was to be accomplished. I was quickly reminded that the responsibility of the Council was policy formulation and recommendation. The responsibility of the executive director was execution.

While the Society's growth in a number of areas has been considerable over the past few years, this Council mandate may not be successfully achieved.

In any event, SAA's destiny remains in our own hands—those of its officers, members and staff—and we look forward with confidence to a fruitful year ahead.

ANN MORGAN CAMPBELL, *Executive Director*

Treasurer's Report

This report covers the Society's fiscal year beginning January 1, 1976, and ending December 31, 1976.

The Society has three general categories in which it maintains and reports financial transactions:

1. Activities in the General Fund which is composed of those revenues and expenses associated with the general operation of the Society—for example, such activities as membership, publication of the *American Archivist* and other materials, committee activities, the annual meeting, and the like.
2. The SAA Special Projects Funds are made up of money earmarked for specific restricted purposes and maintained for those reasons over a long period of time. Examples are the SAA endowment fund and various award funds.
3. The third category of funds is relatively new to the Society. It is composed of monies granted to the Society for specific purposes of relatively short duration. Examples would be grants for specific programs from the NEH or NHPRC.

I shall now report to you on transactions in each of the three areas.

General Fund

The General Fund (operating account) is tax-exempt under Section 501(C)-6 of the Internal Revenue Code and carries the employee identification number 86-602-3531.

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moved, seconded by Mr. Cook, that the Treasurer and Executive Director be authorized to take all appropriate action to insure that the SAA's financial records are complete and located in the Chicago office.

Priorities Conference. Ms. McCree reported on the SAA/NEH Priorities Conference which she directed in Chicago in January. She noted that special recognition was due to SAA staff member Timothy Walch for his efforts on behalf of the meeting. She reported also that she and Walch are serving as co-editors of the *July American Archivist* which will serve as the report of the conference to the membership and to interested foundations.

Executive Director's Report

A. *Membership.* Ms. Campbell stated that the number of individual and institutional members on the Society's rolls was at an all-time high. Despite attrition in the number of subscribers to the *American Archivist*, the total SAA roll is expected to be at a record level later in 1977.

B. *Public Documents Commission.* The Executive Director reported that the work of the National Study Commission on the Records and Documents of Federal Officials was nearing its end. The draft report of the subcommittee which she organized at the commission's January meeting was endorsed by a substantial majority of the panel and will serve as the basis of the formal report of the commission. Due to the opposition of the commission's chairman, Herbert Brownell, to the majority's efforts to reach agreement on a report, the services of the panel's legal staff were denied to the majority for a significant period of time. This circumstance created additional burdens for the commission members who were drafting the final report. The drafting committee also included former SAA Presidents James B. Rhoads and Elizabeth Hamer Kegan. Ms. Campbell noted that the objectives delineated by Council action in fall 1974 and fall 1976 were largely realized in the report. She reported that this successful result was realized at some cost to other SAA activities which merited more attention than it was possible to devote to them during the first months of 1977.

C. *Constitutional Revision.* In accordance with the Council's instructions, the Executive Director will prepare and publish proposed revisions to the Society's constitution, prior to the annual meeting. These revisions will largely remove present inconsistencies in the document, and will also include recommendations of the Professional Standards Committee endorsed by the Council.

Editor's Report. Editor Coker reported that production of the NHPRC manual series was being managed by Ms. Jan Shelton Danis. An extension of the grant period has been sought and received. It is hoped that the five volumes will be completed by early fall.

A report of a subcommittee of the State and Local Records Committee on records retention and disposition schedules has been published by the Society.

SAA Archives History Project. Frank Cook reported a limited response to his committee's efforts to collect records of the Society's first forty years. Stressing the need for and importance of designating an official repository for the Society's records, an action which would probably encourage additional donations of materials, the Council instructed Mr. Cook and his committee to undertake a search for such a repository.

New Harmony Conference. Mr. Weldon and Ms. Campbell reported on the AHA/OAH/SAA Joint Committee on Historians and Archives conference on access to the papers of recent public officials held at New Harmony, Indiana, on October 21–22, 1976. Edward Weldon is responsible, with Alonzo Hamby of OAH, for editing the conference proceedings. Mr. Weldon noted that he was revising the introduction to the volume in an effort to present fairly the perceptions of both the archivists and historians who were at New Harmony.

The Joint Committee, in a March 1977 action, recommended that its name be changed to simply the Joint Committee on Archives. It was the consensus of the SAA Council that this title would unnecessarily limit the scope of the group's work. The Council ordered Mr. Weldon to ask the Committee to consider the title Joint Committee of the AHA/OAH/SAA.

Archives Education Guidelines. Ruth Helmuth, representing the Society's Education and Professional Development Committee, presented draft guidelines which the Committee had developed for graduate archival education.

After extensive discussion, and a number of changes of language in the Committee's draft, Mrs. Helmuth moved and Mr. Gracy seconded the adoption of the revised guidelines. The Council voted on the title and each of the four sections separately. The vote on each section was 10 to 1, with Mr. Burke casting the negative vote. The vote on title was 10 to 0 with Mr. Burke abstaining.

Guidelines for a Graduate Minor or Concentration in Archival Education

- I. *INTRODUCTION.* These guidelines provide a basic program for archival education as part of a graduate degree. This program would be offered in an accredited college or university with appropriate instructional resources—including an established archival program of its own—and with cooperative arrangements with other established archival repositories. The program director must be an archivist whose credentials include no less than five years of experience in a position of responsibility administering an archival program. The program must consist of at least one year's study which includes equal emphasis on instruction in archival theory, laboratory work, and the opportunity for specialized projects through independent study. The credit hours should total not less than those required by the university for a minor or concentration in a graduate degree program.
- II. *THEORY ELEMENTS.* Courses in archival theory must cover the following five elements taught sequentially or concurrently.
 - A. The nature of archives, defined as
 - Origin and development of archival principles and methodology
 - Terminology
 - Archives legislation
 - Administrative history
 - Problems of forgery, authentication, and valuation
 - Professional organizations
 - Relationship with other professions
 - B. The acquisition of archives, defined as
 - Acquisition policies, programs, and competition
 - Solicitation strategy and techniques
 - Legal instruments and their negotiation
 - Evaluation for tax purposes
 - Records management and the life cycle concept
 - Scheduling
 - Appraisal principles and methods
 - Acquisition options, including sampling and microfilming
 - Disposal and disposition, standards and alternatives
 - C. The processing of archives, defined as
 - Accessioning

Arrangement

Description, including such finding aids as guides, inventories, calendars, catalogs, and indexes

Conservation of textual and non-textual materials, including control of the physical environment

Storage, including design of buildings, shelving, and archival containers

Workflow design

D. The use of archives, defined as

Reference services

Access

Archival security

Research techniques

Public relations

E. The administration of archival repositories, defined as

Establishing goals and priorities

Program planning and evaluation

Budgeting and financial planning

Appropriations, fund-raising, grant-getting

Internal resource allocation

Staffing and personnel management

III. LABORATORY ELEMENTS

A. Structure and content. The laboratory should provide the student with practical experience in all facets of a full-service archival program, including acquisitions, arrangement, description, and reference service. In addition, it may provide opportunities for a degree of specialization that may not be possible in the sequence of archival theory courses. The laboratory must be project-oriented; that is, the student will be expected to complete a number of specific projects, e.g., the arrangement and description of a collection, the inventory and analysis of a body of current records, the preparation of an appraisal evaluation, or the preparation and conduct of a recorded interview. The laboratory should provide opportunities for field collection, for work with audiovisual or other physical types, and for an introduction to simple preservation and conservation techniques.

B. Duration. The laboratory experience must include a minimum of 140 hours of project work.

IV. *INDEPENDENT STUDY*. In addition to theory and laboratory courses, an opportunity for independent study must be available. The assignment should provide for specialized archival experience and should be mutually agreeable to the instructor, the cooperating archival institution, and the student.

Certification/Accreditation Proposals. The Council authorized that the draft proposal of the Education and Professional Development Committee concerning the certification of archivists and accrediting archival training courses be publicized soon, and that formal procedures for acting on these proposals be devised for Council's consideration.

NYU Program in Archival Management. At the request of Edwin Welch, the Council discussed the new program in archival management and historical editing at New York University. The program, which has been widely publicized, appears not to have the involvement of professional archivists—either in its planning or in its classroom instruction. Mr. Rundell reported that he would be visiting the NYU program in the near future to perform an evaluation. Mr. Weldon and Ms. Campbell were instructed by the Council to express the concern of the Society to appropriate parties.

SAA Fellows. The Council received a report prepared by Elizabeth Hamer Kegan, chairperson of the Professional Standards Committee, which contained

the results of the committee's analysis of the criteria and procedures for selecting Fellows of the Society. The recommendations were:

1. The SAA continue the practice of selecting Fellows of the Society. Some may regard the practice as smacking of the academic and the term as "sexist," but it is not unusual for a society such as ours to have a class of membership for persons who have distinguished themselves in the profession, and the term Fellow, which means one who is associated in some defined way (usually honorific) with an institution or an organization, does not, to our minds, denote either sex. Despite some calls for abolishing the category and recognizing distinction in some other way, we believe that the selection of Fellows of the Society is not only well-established but generally respected. Past presidents should not automatically be made Fellows, as the constitution and bylaws require. The committee feels that past presidents, like other SAA members, should earn the honor independently.
2. The Professional Standards Committee continue to select Fellows from among those nominated. Now that all past presidents do not serve on the committee, and membership is limited to the past seven presidents, we feel that there is little strength in the argument that these "elder statespersons" are out of touch with what is going on in the profession.
3. Nominations be solicited from the entire membership of the Society and that regional archival organizations, although not formally affiliated with the SAA, be sent special notices from the Executive Director's office about the Fellows program, inviting SAA members of these organizations to make nominations. Perhaps the greatest weakness of the system has been lack of wide participation in the selection process.
4. Initial nominations contain complete biographical information, including academic degrees and honors (although these should not be decisive in selection), pertinent professional and technical training, professional positions held, professional publications, SAA activities (important because selection as a Fellow is an honor being conferred by this professional organization), and a narrative description of the professional contributions that have made the candidate truly distinguished and worthy of being a Fellow. The notices inviting nominations and requesting that they be sent to the chairperson, Professional Standards Committee, should state that a form specifying the information needed must be used and may be obtained from SAA headquarters.
5. Nominations be received by the chairperson, Professional Standards Committee, no later than July 1 (provided that the timing of the SAA announcements is such that this gives members time to write for a form, complete it, and mail it). All nominations received by that date (or whatever date is determined to be feasible) shall then be circulated to the committee members for initial evaluation.
6. A meeting of the committee be held before September 1 so that each nominee's qualifications may be thoroughly discussed and weighed in the light of a common understanding of the criteria being applied. Such a meeting is considered essential now. It will be even more so if more nominations, representing a broader spectrum of the membership, are received. The vote at this meeting shall be final. Mail ballots will be accepted; proxies will not be accepted.
7. The citations (certificates) prepared by the committee be presented to the new Fellows at the annual banquet of the Society. A proposal for election at a committee meeting during the annual conference, with later presentation of the certificates at regional meetings or the like, was considered; but it was generally

felt that since the honor is bestowed by the national (if our members from other countries will forgive the expression) archival professional organization, both the SAA and the new Fellows would derive the most satisfaction and benefit from a ceremony at the Society's annual meeting.

8. Press releases be prepared in advance. There should be a general release to the newspapers in the city where the meeting is held and to wire services, announcing all the selections. A release on each individual selected should be mailed, with a "hold for release" notice, to the newspapers in the new Fellow's hometown (place of employment), to other appropriate state and regional newspapers, and to the news sections of related professional journals. If publicity is thereby obtained, the program and the Society will benefit and the Fellows will be further honored.

9. The Society's constitution and bylaws be amended, in the course of the general review of that document, in the following respects:

(a) Section 9, Fellows of the Society. The inclusion of past presidents should be eliminated. The limitation of 10 percent of the membership should be retained if being made a Fellow is to have any meaning. Also, the requirement that to be elected a Fellow one must be an individual member in good standing for at least 5 years preceding election is reasonable.

(b) Section 10, Election of Fellows. The criteria should be clarified and enlarged because, the committee feels, they do not adequately reflect emphasis on contributions to the profession, particularly to the Society. Election by majority vote of the Committee on Professional Standards should be retained.

The present criteria for selection include:

(a) "Advanced educational experience, realistically appraised, in an area of knowledge recognized as essential for the profession." This is vague, purposely so. It could be interpreted as a requirement for advanced academic degrees. We would prefer something like "appropriate academic education and professional and technical training in any of the many fields of the Society's interest," such as records management, preservation, audiovisual records and techniques, micrographics, automation, etc., as well as in such subjects as history. The attainment of degrees and the successful pursuit of professional and technical training may prove a certain admirable persistence, but it does not of itself guarantee important contributions even to the employing agency, much less to the Society and to the profession.

(b) "Professional experience in any of the fields of the Society's objectives, ordinarily of five years, which shall include the exercise of responsibility and shall demonstrate the possession of initiative, resourcefulness, and professional morale." The requirement for five years' experience is modest. The reference to responsibility is not clear and the qualities of "initiative, resourcefulness, and professional morale" are not specifically related to *contributions* to the profession. They should be.

(c) "Writings of superior quality and usefulness." This requirement seems to have loomed large in the selection of Fellows, perhaps because it is tangible. It should be revised to read: "Writings of superior quality and usefulness in contributing toward the realization of the Society's objectives." Was it meant to include guides and other exceptional finding aids? If so, this should be made clear.

A fourth requirement should be added to Section 10, such as:

(d) Contributions to the archival profession through active participation in and

innovative or other outstanding work in the Society of American Archivists.” (Similar enterprise and accomplishment in one of the regional archival associations should be recognized, but this is not SAA work *per se*. It can be considered under (b), which deals with professional contributions.)

The committee’s view is that it is not necessary to excel in all these categories but in at least two of the last three.

(c) Section 11: “A member of the Society of American Archivists duly elected a Fellow shall retain this designation as long as he (she) is a member of the Society in good standing.” No change recommended.

Mr. Cook moved and Mr. Taylor seconded adoption of the recommendations which did not require constitutional revision. The motion passed unanimously. The Executive Director was directed to include the requisite constitutional revisions in the draft to be considered at the Salt Lake City annual meeting.

Committee Publications. The Council considered the requests of Society committees for support of publication projects. The Aural and Graphic Records Committee’s proposed bibliography/anthology was encouraged, but since plans for it were not definite, no Council action was taken.

The request of the Committee on the Status of Women in the Archival Profession to publish a brochure entitled “Equal Pay for Equal Work” was thoroughly discussed by Council. Ms. Hinding moved, seconded by Mrs. Helmuth, that this publication not be authorized at this time but instead that the Executive Director should propose to the committee chair the purchase of a quantity of the Special Libraries Association’s publication of the same name for distribution to interested SAA members as a quicker and less expensive method of accomplishing the same purpose.

The requests of the College and University Archives Committee and the Religious Archives Committee to publish directories were deferred. The Executive Director was instructed to ask the respective committee chairs to analyze thoroughly the capability of the data base being gathered for the 1978 NHPRC Guide. According to Mr. Burke, the data base will provide the capability of printing out, in a separate publication, listings for both groups at modest cost.

The Executive Director reported that grant support was anticipated for the projected Business Archives Manual of the Business Archives Committee.

Proposed Committees. President Warner observed that the expeditious and effective actions of the Society’s Education and Professional Development Committee in the areas of accrediting archival education programs and certifying archivists had obviated the need for two new committees to draft those programs. However, Mr. Warner asked for and received the Council’s permission to constitute a committee to explore the possibility of establishing minimum standards and/or an accreditation program for archival institutions, on a motion made by Mrs. Helmuth, seconded by Mr. Taylor, and passed by the Council. President Warner announced the appointment of Mr. Gracy to chair the previously established ad hoc Committee on Ethics of the Profession.

Archival Standards/Energy Conservation. The Council unanimously adopted the following resolution which was presented by Ms. Hinding:

Resolved, that although the Society of American Archivists supports and encourages measures to conserve energy, it urges that recognized standards for storage of archival materials, including temperature and humidity control, not be compromised.

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Cash on hand as of January 1, 1976, amounted to \$54,953, with cash revenues during the year totaling \$147,985 (about 20 percent more than last year). Cash revenues consisted of the following:

| | |
|--|----------|
| Membership dues | \$58,627 |
| Subscriptions to the <i>American Archivist</i> | 22,176 |
| Advertising revenues | 3,468 |
| Administrative fees from grants | 2,200 |
| Sales of publications, including back issues of the <i>American Archivist</i> | 17,509 |
| Gross revenues from the 1976 annual meeting in Washington, D.C. | 37,393 |
| Interest income earned on savings and certificate accounts | 3,252 |
| Miscellaneous revenues | 567 |
| Gifts | 100 |

Transfers to the General Fund from the following Special Projects Funds were as follows:

| | |
|----------------------|---------|
| Life Membership | \$ 406+ |
| Tinker Fund | 2,237+ |
| Institute Fellowship | 50+ |

Cash expenditures from the General Fund during the year totaled \$107,107 (approximately \$2,500 less than in 1975).

Labor costs incurred in operating the

| | |
|-----------------------------|----------|
| Executive Director's office | \$33,460 |
|-----------------------------|----------|

Related payroll taxes 1,485

Depreciation on equipment 309+

General and administrative expenses of \$18,974+ may be broken down as follows:

| | |
|--------------------------|----------|
| Computer services | \$ 1,639 |
| Employee benefits | 409 |
| Dues | 90 |
| Duplicating and printing | 8,218 |
| Meetings | 20 |
| Moving and freight | 37 |
| Office expenses | 89 |
| Postage | 4,344 |
| Professional fees | 1,874 |
| Refunds | 472 |
| Stationery and supplies | 1,376 |
| Telephone | 56 |
| Research tools | 350 |

Committee expenditures and travel reimbursements for committee members \$10,281

Publication costs for the *American Archivist* and other Society publications 25,947

Annual meeting expenses for the 1976 annual meeting in Washington, D.C. 16,651

The General Fund cash balance as of December 31, 1976, amounted to \$95,831.

Grant Funds

During 1976, the Society received grant funds in the amount of \$132,184 in full or partial payment for four special projects, as follows:

| | |
|--|-----------------------------|
| The Archival Security Program— funded by the National Endowment for the Humanities | \$10,008 |
| The International Congress on Archives— funded by the National Endowment for the Humanities and by the Tinker Foundation | \$87,134 1,412 88,546 |
| Archival Manual Series— funded by the National Historical Publications and Records Commission | 20,000 |
| Conference on Priorities for Historical Records— funded by the National Endowment for the Humanities | 13,630 |

Grants are administered through the office of the Executive Director which is responsible for arranging the disbursement of funds in accordance with the provisions of the individual grants. Expenditures in fulfilling these specific program commitments over the January–December 1976 period were \$141,388, broken down as follows:

| | |
|---|----------|
| Salaries | \$32,262 |
| Payroll taxes | 1,825 |
| Professional fees | 2,244 |
| Postage | 448 |
| Telephone | 496 |
| Printing and duplicating | 1,228 |
| Administrative expenses (to General Fund) | 2,200 |
| Supplies | 189 |
| Committees and travel | 2,852 |
| Employee benefits | 283 |
| Clerical services | 17,420 |
| Travel reimbursement and per diem | 77,115 |
| Consulting fees | 400 |
| Miscellaneous | 159 |
| Transfer to General Fund | 2,237 |

The Grant Funds cash balance as of December 31, 1976, was \$21,028.

Special Projects Funds

During 1976, the Society maintained Special Projects Funds that are exempt under Internal Revenue Code 501(C)–3, having the collective identification number 84–602–3532. These funds were maintained apart from the Operating Account and are so reported to the Internal Revenue Service each year.

These funds may be used by direction of the Council, and then only within the purposes for which each was established. As of January 1, 1976, these Special Projects Funds totaled \$63,742, and as of the end of the year, December 31, 1976, the funds totaled \$67,094. The status of the Society's Special Projects Funds as of December 31, 1976, was as follows:

| | |
|----------------------------|----------|
| Waldo G. Leland Prize Fund | \$12,449 |
| Life Membership Fund | 8,786 |

| | |
|-----------------------------|----------|
| Meeting Fund | \$11,592 |
| Publications Revolving Fund | 5,634 |
| SAA Endowment Fund | 18,312 |
| Research Manual Fund | 8,044 |
| Philip M. Hamer Fund Award | 1,317 |
| Institute Fellowship Fund | 960 |

For the year, the combined activity of the Special Projects Funds generated cash revenues of \$5,478, consisting of gifts and grants of \$1,632 and interest earned of \$3,846. Cash expenditures consisted of awards totaling \$1,670 and transfer to General Fund in the amount of \$456. The individual funds were audited and appear on the year-end financial report on file at the Executive Director's office.

Summary

The total combined assets of the Society on December 31, 1976, was \$188,124. Total interest earned for the year amounted to \$8,506. Ballezzi, Cooper and Finnegan, Certified Public Accountants, have audited all amounts and their report is on file and available for inspection at the Executive Director's office in Chicago.

During 1976, the Society's funds were maintained in the following institutions:

Western Savings Bank, Philadelphia, Pennsylvania

The Fidelity Bank, Philadelphia, Pennsylvania

Mid-City National Bank, Chicago, Illinois

First National Bank of Chicago, Chicago, Illinois

First Federal Savings and Loan, Chicago, Illinois

This past year has been one of transition for the SAA treasurer's office. All of the financial records of the Society are now located and managed in the headquarters office of the Society. We are in the process of establishing a more descriptive accounting system than we have had in the past, so that we will have more information about the Society's income and about which activities within the Society's programs require the most money.

Over the current year, the Society will be making two major changes in financial reporting that we hope will make reporting on the health of the Society's financial position more timely and accurate. We will be moving to report on a new annual basis. Currently, our financial year runs from January 1 to December 31. This means that by the time the membership receives the audited financial record of a year's activities at its official annual meeting in the fall, the record is at least nine months old and not very relevant for planning, since the next budget year is almost over. By changing to a July 1 to June 30 financial year, we will have the audited financial report of the year's activities ready for a formal report to the membership at the annual meeting of the Society within two months. This means the document can more readily be used in evaluation and planning for the following year.

In addition to a more timely report date, the SAA, which currently reports on a cash basis, will move to reporting expenses on an accrual basis. It is a more conservative and accurate reporting of financial data. It means this: revenues will still be counted as part of the financial assets of the Society when they come into the SAA office and are deposited in a bank account when they are earned.

On the other hand, when we report expenses, we will report on all the Society's obligations, for that will provide a more accurate picture of the money we owe. Now we only report the money we have actually spent.

Throughout the coming year, we shall be investing the Society's funds in a variety of financial instruments, taking into consideration yield, security, and liquidity. The Executive Committee of the Society will serve in an advisory capacity with regard to Society investments.

The 1976 financial report provides evidence about the Society's growth and management over the year. As I have said before, the revenue to the General Fund increased about 20 percent, while expenses were reduced by \$2,500. During this time, the program was expanding. The chief area of expansion was the Grants Funds category, where revenue increased approximately 200 percent. We cannot expect such phenomenal growth in the future. We will be fortunate if we can maintain that level of funding. You may recall that a large portion of that 200 percent increase was from more than \$80,000 in funds earmarked for the International Archives Congress. Nevertheless, the growth of grant funds is satisfying. Another bright spot in our financial picture is an increase in revenues from the sale of publications. In 1975, we received \$10,000 from this activity; in 1976, \$17,000. All in all, it was an acceptable financial year for the Society.

MARY LYNN MCCREE, *Treasurer*

Minutes

Council Meeting, April 8, 1977. President Robert M. Warner called the meeting to order at 9:00 A.M. at the Marriott Hotel, Atlanta, Georgia. Also present were Vice President Walter Rundell, Jr., Treasurer Mary Lynn McCree, and Council members Frank G. Burke, J. Frank Cook, David B. Gracy II, Ruth W. Helmuth, Andrea Hinding, J. R. K. Kantor, Hugh A. Taylor, and Edward Weldon. Editor C. F. W. Coker and Executive Director Ann Morgan Campbell attended without vote. The minutes of the December 28 Council meeting were approved.

The Proposed agenda for the meeting was adopted.

1977 Annual Meeting. Ms. Hinding, co-chairperson of the annual meeting Program Committee, reported that the committee had almost completed plans for the Salt Lake City conference. A series of advanced seminars, at which enrollment will be limited, is an innovation which will be scheduled in 1977. The Program Committee is chaired by Herbert Finch. Ms. Campbell reported that the Local Arrangements Committee, led by Jay M. Haymond, had planned a number of opportunities for meeting participants to become better acquainted with the area surrounding Salt Lake City. In addition, an all-day train excursion from Denver to Salt Lake City is being coordinated by a committee led by August Mastrogioseppe.

AHA and OAH Luncheons. Mr. Rundell reported that arrangements were complete for the joint luncheons scheduled during his presidential term. William T. Hagan will address the December 1977 AHA luncheon, and Richard M. Brown will speak at the OAH luncheon in April 1978.

Leopold Resolution. Mr. Weldon moved, seconded by Mr. Rundell, that the gratitude of the Society be formally conveyed to Richard Leopold for his long interest in and support of the archival profession. This support is particularly reflected in his April 7 presidential address to the Organization of American Historians, which all members of Council attended. The motion passed unanimously.

Financial Records. Ms. McCree reported that the transfer of the Society's financial records from Philadelphia to Chicago was not yet complete. Ms. McCree

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Taskforce on Recruitment of Minorities. The Council authorized President Warner to pursue, with Philip P. Mason and the American Association for State and Local History, Mr. Mason's proposal for the establishment of a taskforce on the recruitment of minorities.

Annual Meeting Facilities. The Executive Director reported receiving several expressions of concern about the costs of the hotels engaged for annual meetings. She noted that every effort is made to select moderately priced facilities, but that hotels which provide the public space required by the Society for meetings are not in the budget category.

Hearing no further business, the President declared the meeting adjourned at 4:00 P.M.

ANN MORGAN CAMPBELL, *Executive Director*

Council Meeting, October 4, 1977. President Robert M. Warner called the meeting to order at 10:00 A.M. in the Hotel Utah, Salt Lake City. Also present were Vice President Walter Rundell, Jr., Treasurer Mary Lynn McCree, and Council members Frank G. Burke, J. Frank Cook, David B. Gracy II, Ruth Helmuth, Andrea Hinding, J. R. K. Kantor, Hugh A. Taylor, and Edward Weldon. Council members-elect Edmund Berkeley, Jr., and Richard H. Lytle. Editor C. F. W. Coker and Executive Director Ann Morgan Campbell attended without vote.

The proposed agenda for the meeting was adopted.

Mr. Cook moved that the agenda be modified in order to consider a motion providing for open meetings as the first order of business. Mr. Rundell seconded the motion and it passed. Mr. Cook then introduced a resolution which occasioned considerable discussion and some changes in wording. The resolution was seconded by Mr. Burke and was approved by a vote of eight in favor, one opposed (Ms. Hinding), and one abstention (Mrs. Helmuth).

All meetings of the Council of the Society of American Archivists shall be open to members of the Society. The Council, by a 2/3 vote of those present, may elect to go into executive session to discuss a specific agenda item.

Provisions shall be made at each meeting for non-Council members to direct remarks to the Council concerning items on the agenda.

President Warner then ruled that the resolution on open council meetings was in immediate effect. With this item settled, Council resumed its previously adopted agenda.

The minutes of the April 8 Council meeting were approved.

President's Report. President Warner reported that he had requested that SAA representatives to various commissions and joint committees provide reports on their activities on behalf of the Society. He had received reports from nearly all representatives and they were on file with the Executive Director.

Mr. Warner is still waiting to receive notification that the American Association for State and Local History will cooperate with the Society in the Taskforce on Recruitment of Minorities, which has been proposed by Philip P. Mason.

The Council discussed the desirability of creating a mechanism for more effective relations with the various library professional associations. Membership for SAA in the Council of National Library Associations, authorized by the Executive Committee earlier in the year, may be a partial solution. The Society's application for membership will be acted upon in December.

The possibility of broadening the ALA/SAA Joint Committee, to include other groups, was also discussed.

American Archivist Editor. Mr. Coker's three-year term as editor of *The American Archivist* expires at the end of 1977. Mr. Rundell moved to extend Mr. Coker's term for one year. The motion was seconded by Mr. Burke. On a motion made by Ms. McCree, seconded by Mrs. Helmuth, the Council unanimously voted to go into executive session to discuss the editor's reappointment. The editor's reappointment for an additional year was approved unanimously by the Council. The appreciation of the Society to the National Archives and Records Service for that agency's long support of the Journal was expressed by the Council. The Council also expressed its appreciation for Mr. Coker's service as editor. On a motion made by Mr. Rundell, seconded by Mr. Cook, the executive session ended.

Appointment to Joint Committee. Mr. Rundell reported that he had appointed Harold Pinkett to the AHA/OAH/SAA Joint Committee on Historians and Archives to replace Philip P. Mason whose term expires in 1977. Council approved a resolution of appreciation to Mr. Mason for his long and effective service on the committee.

Treasurer's Report. Ms. McCree reported that the Society's financial records have arrived in the headquarters office after a somewhat delayed transfer from Philadelphia. A preliminary analysis of the records indicates that they are complete.

Because of the arrival in Chicago only recently of complete financial records, regular quarterly financial reports to the Council have been delayed. Ms. McCree indicated, however, that an analysis of the Society's activity in the first six months of 1977 shows that the good health which earmarked 1976's performance continues. Ms. McCree's motion to allocate an additional \$5,000 to the Society's 1977-78 budget, for committee projects, was seconded by Mr. Kantor and passed.

The treasurer discussed plans for investing the Society's funds. Ms. McCree's motion to authorize the executive committee of the Society to approve investment policy was seconded by Walter Rundell and passed.

Executive Director's Report. Ms. Campbell reported that SAA's membership rolls were at a record high with 1,720 individual members, 431 institutional members, and 912 subscribers. The growth in membership and the increased responsibilities assumed by the headquarters staff for functions previously carried out by voluntary efforts have emphasized the need for a reorganization of the office. Planning for this organization is now underway. To facilitate the project, the Executive Committee has approved a position description for the executive director. Position descriptions for other staff members are now being developed.

Ms. Campbell reported that the Society has received the following grants since the last Council meeting: \$1,500.00 from the Business History Foundation for the preparation of a business archives manual (the Business Archives Committee is working on this project); \$20,233 from the National Endowment for the Humanities to support a survey and report on surviving resources of the Historical Records Survey; and \$37,880 from the National Endowment for the Humanities to support a series of basic workshops on archives. The archival security program, which has been supported by NEH since September 1975, was

scheduled to be completed in 1977. Since funds remain in the original grant, the life of the project has been extended.

In response to a question from Mr. Gracy, the executive director reported that her staff was holding preliminary discussions among themselves and with the Educational and Professional Development Committee regarding possible grant-funded projects which should be sponsored by SAA in the area of advanced training. Demand from the membership for this service was evidenced in the results of the Chicago Priorities Conference, and in informal polls taken by the headquarters office. In the latter, 73 percent of members responding called for SAA sponsorship of advanced workshops and seminars.

Legal Counsel. Ms. McCree's motion to authorize the Executive Director to enter into negotiations to obtain legal counsel for the Society was seconded by Mr. Rundell and passed.

Headquarters Offices. For the past three years, the Society's headquarters offices have been located at the University of Illinois at Chicago Circle. The university has donated a suite of offices for the SAA's use and has furnished electrostatic reproduction and telephone services free of charge. The executive director and treasurer reported that negotiations with university officials regarding an extension of the arrangements have not been completed. With the growth of the headquarters staff, more space is urgently needed. The university, on the other hand, is now experiencing increasing demands for space for its own activities. It may be necessary for the Society to consider other arrangements for housing its headquarters operations.

Editor's Report. Editor Coker reported that all five manuals in the NHPRC series will be off the press by November 1.

The Society does not have a policy establishing procedures to ensure the timely critical evaluation and approval of publications. The editor was asked to prepare a suggested procedure for consideration by the Executive Committee. The editor also directed the Council's attention to the fact that no procedure exists for replacing the editor in the event circumstances arise in mid-term which would prevent completion of the term. The editor was also asked to suggest, for the Council's consideration at the spring meeting, methods to meet such an exigency.

Professional Standards Committee. By accepting in toto the recommendations received from the Professional Standards Committee in April, the Council reduced the size of the group from seven to the five most recent past presidents. In compliance with a request received from the committee, the Council approved Mr. Rundell's motion, seconded by Ms. Hinding, to again establish seven as the size of the committee.

Constitutional Amendments. Proposed constitutional amendments, printed in the August *SAA Extra* newsletter, will be considered by the annual business meeting. On Ms. McCree's motion, which was seconded by Mrs. Helmuth, the Council unanimously endorsed all the proposed amendments. (See business meeting minutes.)

Accreditation and Certification. The Council reviewed the extensive work of the Committee on Education and Professional Development in the area of certifica-

tion of individual archivists and accreditation of archival education programs. An ad hoc committee led by William Joyce has been appointed by President Warner to consider proposals for minimum guidelines and/or the accreditation of archival institutions. The Education Committee has forwarded drafts to the Council for consideration. The proposals for certification of individual archivists were published in the July *SAA Newsletter* and were the subject of numerous communications from the membership. The certification proposal will be the topic of discussion at an open forum later in the annual meeting. Proposals for accreditation of archival education programs will be published in the *Newsletter* in the near future.

Noting that an orderly procedure is required to provide for the consideration of the various proposals, the Council approved the following motion made by Mr. Taylor and seconded by Mrs. Helmuth: As a first priority, the Education and Professional Development Committee is directed to draft procedures for accreditation of archival education programs with a view to their consideration in 1979.

President Warner recessed the meeting at 1:30 P.M. until October 5.

The Council meeting resumed in the Hotel Utah at 7:30 A.M., October 5.

AHA/OAH/SAA Joint Committee. Mr. Weldon moved that the Council endorse the revised proposed name for the joint committee. The committee's suggestion that its name be changed to the AHA/OAH/SAA Joint Committee of Historians and Archivists was seconded by Ms. McCree and unanimously approved by the SAA Council.

Committee on Committees. The work of the ad hoc Committee on Committees is not complete. Its chairperson, Elsie Freivogel, has resigned the chair but expressed her willingness to remain on the committee. Mr. Rundell has appointed a committee member, Nicholas Burckel, to replace Ms. Freivogel as the chairman. A draft set of recommendations from the committee is expected within the next twelve months. Mr. Cook's motion to extend the life of the committee for a year was seconded by Mr. Kantor and passed unanimously. During that period, the committee will meet with the Executive Committee to discuss draft recommendations for changing the Society's committee structure.

Iowa Resolution. The following resolution, introduced by Mr. Rundell and seconded by Mr. Weldon, was approved unanimously by the Council:

RESOLUTION

WHEREAS, the Society of American Archivists was established to provide a means for effective cooperation among persons concerned with the documentation of human experience; to stimulate and to publish the results of research in archival administration and records management; to promote the adoption of sound principles and standards by all agencies, public and private, that have responsibility for the preservation and administration of records; to foster a better public understanding of the nature and value of archival operations and collections; to develop professional standards, particularly for the training of archivists, records managers, and custodians of private papers, and to improve the facilities and increase the opportunities for such training; to maintain and strengthen relations with historians, librarians, educators, public administrators, and others in allied disciplines; and to cooperate with other professional organizations, cultural and educational institutions, and international organizations having mutual interests in the preservation and use of man's recorded heritage

and

WHEREAS, the State of Iowa notably lacks a professional State Archivist and

WHEREAS, the National Historical Publications and Records Commission awarded the State Historical Department of Iowa a grant to evaluate and determine the need of the Iowa State Archives as an agency and as a body of records and

WHEREAS, F. Gerald Ham, former President of the Society of American Archivists, a member of its Professional Standards Committee, and a highly respected leader of the archival profession, was hired as the consultant and

WHEREAS, the report submitted by Mr. Ham documents the deplorable situation in the Iowa State Archives;

THEREFORE, BE IT RESOLVED, by the officers and Council members of the Society of American Archivists, to urge the Governor, Legislature, and State Historical Board of Iowa to seriously consider the following recommendations:

1. To comply with recommendations set forth in Mr. Ham's report in order to raise the level of Iowa's archival management program
2. To establish immediately a State Archivist position and hire a qualified, professional archivist at a salary comparable to those paid archivists in other upper midwestern states
3. To provide for a State Archives building which meets adequate standards to serve as a repository for the preservation and utilization of historical documents and materials for the State of Iowa.

NHPRC Guide Project. The Council discussed the implications for the profession of NHPRC's projected *Guide*. It was suggested that the concerns of the membership might be allayed by a study of the NHPRC plan and its relationship to other national finding aids such as NUCMC, the study to be performed by an existing Society committee or a taskforce especially appointed for that purpose.

Committee on Replevin. President Warner sought Council authorization to appoint a committee to study the implications of the North Carolina replevin decision and other recent events. A committee on replevin was authorized by a motion made by Mr. Cook, seconded by Ms. Hinding, and passed unanimously.

Liaison with ASIS. The Council approved Mr. Warner's appointment of Donald Harrison as SAA's liaison with the American Society for Information Science.

Associate Dues Proposal. The Council approved the associate dues proposal which will be proposed to the annual business meeting. (See annual business meeting minutes.)

Expressing his appreciation to the officers and members of Council for their work and dedication over the past year, and hearing no further business from the Council, President Warner adjourned the meeting at 9:00 A.M.

Council Meeting, October 6, 1977. President Walter Rundell, Jr., called the meeting to order at 9:15 P.M. at the Hotel Utah. Also present were Vice President Hugh A. Taylor, Treasurer Mary Lynn McCree, and Council members Edmund Berkeley, Jr., Frank G. Burke, J. Frank Cook, David B. Gracy II, Andrea Hinding, J. R. K. Kantor, Richard H. Lytle, and Edward Weldon. Editor C. F. W. Coker and Executive Director Ann Morgan Campbell attended without vote.

President Rundell welcomed Mr. Berkeley and Mr. Lytle to the Council.

National Association of State Archivists and Records Administrators. Charles E. Lee, former SAA President and now president of NASARA, was present at the meeting. Mr. Lee's request to speak to the Council was approved on a motion made by

Ms. McCree and seconded by Mr. Burke. According to Mr. Lee, the NASARA board wishes to explore the possibility of establishing a formal relationship with SAA. Possibilities in this area include a joint committee or liaison persons. Mr. Lee also indicated NASARA's interest in a draft proposal prepared by SAA's staff to bring Ernst Posner's *American State Archives* up to date. The proposal is in the hands of the Society's State and Local Records Committee. If SAA does not intend to go forward with the project, NASARA is interested in sponsoring it. The discussion between Mr. Lee and the Council touched on other topics including the possibility of concurrent or back-to-back meetings of the two groups and the desirability of interest groups of archivists establishing separate organizations. Mr. Weldon moved that the chairperson of the Society's State and Local Records Committee be authorized to designate an SAA liaison to NASARA. His motion was seconded by Mr. Burke. After discussion which highlighted the fact that two state archivists now sit on SAA's Council, thereby assuring a considerable flow of information between the groups, the motion was tabled on a motion made by Ms. McCree and seconded by Ms. Hinding.

Anglo-American Cataloging Rules. The Council received a resolution from the Finding Aids Committee asking that a liaison person be appointed to work with the American Library Association on revision of cataloging rules. In realization of the fact that a round of revisions is now complete and awaiting publication, the Council deferred action on the proposal until a more appropriate time.

Task force on Minority Recruitment. The Council approved Ms. McCree's motion that the task force be asked to prepare a statement of purposes for the consideration of the Council. The executive director was instructed to convey this action to the task force.

Historical Advisory Committees. The Carter administration's strict policy toward federal advisory committees has resulted in the abolition of a number of historical advisory committees and raised questions about the status of others. Mr. Burke's motion that letters of concern be sent to appropriate individuals was seconded by Mr. Gracy and passed. The AHA, OAH, SAA Joint Committee has also expressed concern about this problem and will be notified of SAA's action.

Bonding for SAA Staff. Ms. Hinding's motion that SAA staff members and officers authorized to sign checks be bonded as soon as possible was seconded and passed.

Future Council Meetings. The Council discussed the desirability of scheduling a winter meeting at the annual meeting of the American Historical Association in December or with the American Library Association in January. It was concluded that the traditional SAA winter Council meeting, required previously to approve the Society's budget which began in January, is not now an absolute necessity since the budget year begins in July. Additionally, if the Council met only once between annual meetings, more nominees might find it possible to make themselves available for candidacy for the Council.

Mr. Cook's motion that the Council meet next for two days in April in conjunction with the Organization of American Historians was seconded and passed. Mr. Gracy was opposed. Ms. Hinding abstained.

Executive Committee. The Council elected Mr. Cook as representative to the 1977-78 Executive Committee.

Mr. Weldon introduced the following resolution which was seconded by Ms. McCree and passed:

The Council of the Society of American Archivists supports efforts to increase knowledge about the nation's documentary heritage and to improve the techniques of controlling this information.

The Society appreciates the accomplishments of both NUCMC and NHPRC in furthering the objective of our profession in this regard, and welcomes particularly the forthcoming NHPRC automated guide to archival repositories.

The Council takes a special interest in programs to create national information systems for archival holdings because these programs have an impact on professional standards and techniques, on individual and institutional members and their descriptive activities, and on the resources available for archival needs.

Therefore, the Council directs the formation of a task force headed by Richard Lytle (1) to consider the extent and implication of such current national programs, (2) to anticipate the role the Society might play in their implementation, and (3) to report the findings to the Council by its spring meeting for further action.

The meeting was adjourned at 11:20 P.M.

ANN MORGAN CAMPBELL, *Executive Director*

1977-78 Committee Chairpersons. The following committees will be chaired this year by the SAA member designated below (SAA staff member responsible for liaison with each committee is shown thus):

Archives/Library Relationships. Robert L. Brubaker, Chicago Historical Society, Clark Street and North Avenue, Chicago, Illinois 60614. (Joyce E. Gianatasio)

Archives of Science. Joan N. Warnow, American Institute of Physics, 335 East 45th Street, New York, New York 10017. (Lori Hefner)

Auditing. Richard W. Marcus, Spertus College of Judaica, 2223 W. Morse, Chicago, Illinois 60645. (Ann Morgan Campbell)

Aural and Graphic Records. Sam Kula, National Film Archives, Public Archives of Canada, 395 Wellington Street, Ottawa, Ontario, Canada K1A ON3. (Hefner)

Automated Records and Techniques. Charles Dollar, National Archives and Records Service, Washington, D.C. 20408; and Carolyn Geda, Inter-university Consortium for Political and Social Research, University of Michigan, Ann Arbor, Michigan 48109. (Hefner)

Awards. Mary Jane Dowd, National Archives and Records Service, Washington, D.C. 20408. (Gianatasio)

Basic Workshop Project. Ruth W. Helmuth, University Archivist, Rm. 2, Adelbert Main Bldg., Case Western Reserve University, Cleveland, Ohio 44106. (Timothy Walch)

Buildings and Technical Equipment. Richard Strassberg, Cornell University, 144 Ives Hall, Ithaca, New York 14853. (Gianatasio)

Business Archives. Edie Hedlin, Wells Fargo Bank, History Department, 18th floor annex, 475 Sansome Street, San Francisco, California 94111. (Walch)

Collecting Personal Papers and Manuscripts. Virginia Stewart, University of Illinois at Chicago Circle, PO Box 8198, The Library, Chicago, Illinois 60680. (Walch)

College and University Archives. Nicholas Burckel, University Archives, University of Wisconsin-Parkside, Kenosha, Wisconsin 53140. (Walch)

Committees. Nicholas Burckel, University Archives, University of Wisconsin-Parkside, Kenosha, Wisconsin 53140. (Campbell)

Education and Professional Development. F. Gerald Ham, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706. (Walch)

- Ethics.* David Horn, DePauw University, Greencastle, Indiana 46135 (Gianatasio)
- Ethnic Archives* (ad hoc). Francis Blouin, University of Michigan, Bentley Historical Library, 1150 Beal Avenue, Ann Arbor, Michigan 48109. (Walch)
- Finding Aids.* Richard C. Berner, University of Washington Library, #FM-25, Seattle, Washington 98195. (Hefner)
- HRS Project.* Leonard Rapport, National Archives and Records Service, Washington, D.C. 20408. (Hefner)
- Institutional Accreditation.* William Joyce, American Antiquarian Society, 185 Salisbury Street, Worcester, Massachusetts 01609. (Campbell)
- International Archival Affairs.* Robert S. Gordon, Public Archives of Canada, 395 Wellington Street, Ottawa, Ontario, Canada K1A ON3. (Walch)
- Joint AHA/OAH/SAA Committee on Historians and Archives.* Arthur Funk (AHA), University of Florida, Department of History, Gainesville, Florida 32601. (Campbell)
- Joint ALA/SAA Committee on Archives/Library Relationships.* Mattie U. Russell, Duke University, Durham, North Carolina 27706. (Campbell)
- Labor Archives.* Warner W. Pflug, Walter Reuther Library, Wayne State University, Detroit, Michigan 48202. (Walch)
- Local Arrangements '78.* Cleo Hughes, Tennessee State Library and Archives, Nashville, Tennessee 37219. (Gianatasio)
- Local Arrangements '79.* Gregory Lennes, International Harvester Archives, 401 N. Michigan Avenue, Rm. 2735, Chicago, Illinois 60611. (Campbell)
- Microforms.* Albert Leisinger, Jr., National Archives and Records Service, Deputy Assistant Archivist, Washington, D.C. 20408. (Walch)
- Nominating.* John M. Kinney, Alaska State Archives, Division of General Services, Department of Administration, Pouch C, Juneau, Alaska 99801. (Gianatasio)
- Oral History.* James V. Mink, Department of Special Collections, University Library, University of California at Los Angeles, Los Angeles, California 90024. (Campbell)
- Preservation Methods.* George Cunha, New England Document Conservation Center, Merrimack Valley Textile Museum, 800 Massachusetts Avenue, North Andover, Massachusetts 01845. (Walch)
- Professional Standards.* Robert M. Warner, Michigan Historical Collections, University of Michigan, Bentley Historical Library, Ann Arbor, Michigan 48105. (Gianatasio)
- Program '78.* Edward C. Papenfuse, State of Maryland, Hall of Records, Annapolis, Maryland 21401. (Walch)
- Program '79.* Maynard Brichford, University of Illinois, 19 Library, Urbana, Illinois 61801. (Campbell)
- Records Management.* Forest L. Williams, GSA-NR, 8th and Pennsylvania Avenue NW., Washington, D.C. 20408. (Campbell)
- Reference and Access Policies.* James E. O'Neill, National Archives and Records Service, Washington, D.C. 20408. (Walch)
- Regional Archival Activity.* Alice Vestal, University of Cincinnati, Main Library, Special Collections Department, Room 610, Cincinnati, Ohio 45221. (Gianatasio)
- Religious Archives.* Lynn E. May, Jr., Hist. Com. of S. Baptist Conv., 127 Ninth Ave. N., Nashville, Tennessee 37334. (Hefner)
- Replevin.* Philip P. Mason, Archives of Labor History, Wayne State University, Detroit, Michigan 48202. (Walch)

Security. Edmund Berkeley, Jr., University of Virginia, Alderman Library, Charlottesville, Virginia 22901. (Walch)

State and Local Records. John M. Kinney, Alaska State Archives, Division of General Services, Dept. of Administration, Pouch C, Juneau, Alaska 99801. (Hefner)

Status of Women. Eleanor McKay, Dept. of Special Collections, Brister Library—MSU, Memphis, Tennessee 38152. (Hefner)

Terminology and Statistics. David Horn, DePauw University, Greencastle, Indiana 46135. (Hefner)

Wider Use of Archives (ad hoc). Archie Motley, Chicago Historical Society, Clark Street and North Avenue, Chicago, Illinois 60614. (Walch)

ABSTRACTS OF COMMITTEE REPORTS

The following abstracts of 1977 SAA committee reports have been submitted for publication. Full reports are on file in the Office of the Executive Director. *The American Archivist* will publish any committee report abstracts submitted by a committee. Abstracts should not exceed 100 words, should be signed by the committee member submitting the report, and should be sent to the Editor, *The American Archivist*, National Archives Building, Washington, D.C. 20408.

The **Committee on Education and Professional Development** was very visible this year with the publication of "Guidelines for Graduate Archival Education" in the May issue of the *Newsletter*, the unveiling of "A Proposed Program for Archival Certifications" in the July issue, and a "Commentary" on the latter in the September number. Already the "Guidelines" are having good effect: in at least three instances, recently inaugurated or proposed graduate programs have modified their curricula to approximate the program recommended by the SAA.

Currently, the SAA and the committee are receiving comments and reactions on the sensitive and controversial issue of certification of archivists, and committee members will conduct an open forum on the subject at the Salt Lake City meeting.

Other projects currently underway include a study of the role of the archival survey course within the overall archival education program, and an examination of the profession's need in the area of continuing archival education. In addition, a new subcommittee will undertake a study of the scope, content, and duration of current laboratory courses in archives administration and will issue a report and recommendation for the laboratory curriculum. [F. GERALD HAM]

The **Committee on Ethnic Archives** is working to encourage the preservation of archival material relating to the history of immigration and ethnicity in America. Two main projects have emerged. First, the committee has designated particular members to serve as liaison with other groups and institutions having similar but not necessarily overlapping concerns. These include such institutions as the Immigration History Society, the Library of Congress, and the NHPRC. The committee hopes to work through established projects and programs at these institutions, to foster and coordinate the collecting and microfilming of pertinent manuscript and newspaper material. In addition, for archivists with little experience in handling ethnic material, the committee expects to publish a manual which will include discussion of special problems of arrangement and

description, and the problem of language. The manual will also discuss research trends, oral history, and other matters which the committee, through its experience with this type of material, deems relevant. [FRANCIS X. BLOUIN, JR.]

There are five subcommittees of the **Finding Aids Committee**: Accessions Reporting, Finding Aids Relationships, User Analysis, Subject Access, and Form of Entry. The middle three are working toward the development of model finding aid systems attuned to different archival settings. Each is dealing with a range of related problems such as modes of subject access, or indexing. The annual report and minutes of the October 3, 1977, committee meeting, describing progress toward this goal, are available at SAA headquarters, as are copies of the Accessions Reporting and Finding Aids Relationships subcommittees. The University of Washington Corporate Entry Guide is available from the committee chairman at the University of Washington Library, #FM-25, Seattle, Washington 98195. [RICHARD C. BERNER]

The **Task Force on Finding Aid Relationships** (a subcommittee of the Finding Aids Committee) narrowed its mission to a study of the "cumulative index" which was defined as any repository-wide finding aid that describes and indicates relationships and affinities among all holdings in a repository. Several types were identified, such as the card catalog, book-like index to inventories, and the computerized listings produced by SPINDEX. The cumulative index is the one index to which other finding aids in a repository relate, it is the key vehicle for providing subject access to holdings, and it is the weakest link in most finding aid systems. Consequently, a comparative study should help to clarify relationships among finding aids, improve subject access, and assist repositories in developing cumulative indexes appropriate to their needs and resources. [CHARLES G. PALM]

The ad hoc **Committee on Micrographics** is developing guidelines to assist archives and manuscript repositories in producing microfilm that will meet archival standards and to assist these repositories in their dealings with micropublishers. It is also preparing a basic as well as more advanced list of reprographic equipment essential for establishing or improving a laboratory. Several brief papers are being prepared on the value of microfilm in preventing theft and in preserving records. A questionnaire designed to obtain a reading on the use of microfilm and quick copy equipment in archives, manuscript repositories, and research libraries is in the final stages of review. The Committee is willing to provide, and has provided, advice and technical assistance on micrographic matters. [ALBERT H. LEISINGER]

The **Committee on Oral History** has prepared: "Oral History Records: Responsibilities of the Archivist" for approval of Council. Copies of this two-page document, abstracted here, are available from the Executive Director's Office, for membership comment.

The Society of American Archivists recognizes and subscribes to the goals and guidelines adopted by the Oral History Association at its 1977 annual meeting, wherein oral history is recognized as a method of gathering and preserving historical information in spoken form, and users and producers of oral history are encouraged to recognize certain principles, rights, and obligations for the

creation of source material that is authentic, useful, and reliable, as specified in a series of guidelines for interviewees, interviewers, and sponsoring institutions. In addition, the Society of American Archivists recognizes particular responsibilities of archivists regarding oral history records in the areas of documentation of provenance, arrangement, description, preservation, and access. [JAMES V. MINK]

The **Committee on Archives of Science** continued work on its survey of members of the National Academy of Science. Responses were distributed among the committee members, and acknowledgements were sent. Many suggestions were made to those NAS members seeking assistance in locating an appropriate repository for their papers. In these cases, archivists were often notified of potential deposits. [JOAN N. WARNOB]

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MODERN ARCHIVES AND MANUSCRIPTS:

A SELECT BIBLIOGRAPHY

COMPILED
BY
FRANK B. EVANS

Published by
The Society of American Archivists
1975

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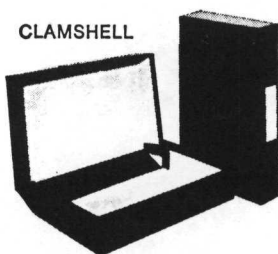
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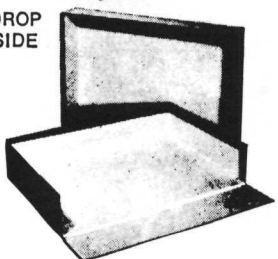
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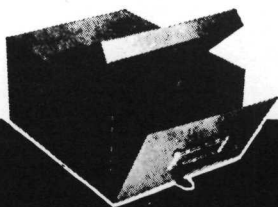
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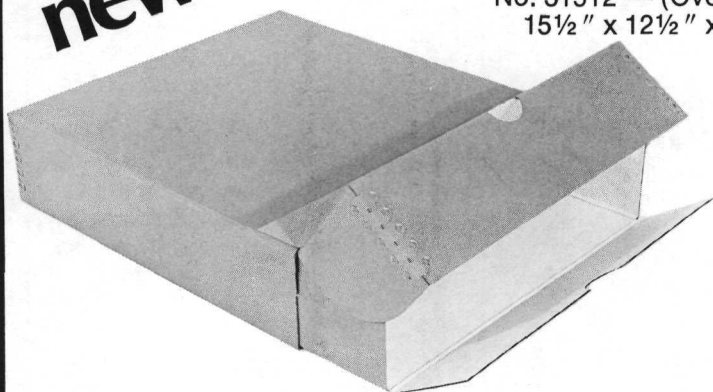
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Editor's note: Two articles scheduled to appear in this special number of *Archivaria* were not available in time for publication, but will be carried in future issues of the journal. One of the items deals with archives and labour records in Quebec, and the other is tentatively entitled "The Major Sources and Themes of Canadian Labour History since 1965."

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