

material by, to, or concerning either Helvétius or his wife, née Anne Catherine de Ligniville (1722–1800). Please reply to: Professor D. W. Smith, Chairman, French Department, 7 King's College Circle, University of Toronto, Toronto, M5S 1A1, Canada.

D. W. SMITH  
*General Editor*

TO THE EDITOR:

Wanted by The Tippecanoe Battlefield, Battle Ground, Indiana, are

manuscript materials relating to William Henry Harrison; to Tecumseh, Chief of the Shawnees; to his brother, The Prophet; and to the Battle of Tippecanoe—to fulfill a National Endowment for the Humanities Planning Grant in anticipation of building permanent exhibits. Please contact the undersigned at: The Tippecanoe Battlefield, Box 225, Battle Ground, IN 47920.

D. CLARKE EVANS  
Director, *The Tippecanoe Battlefield*

#### POSTAL NOTICE

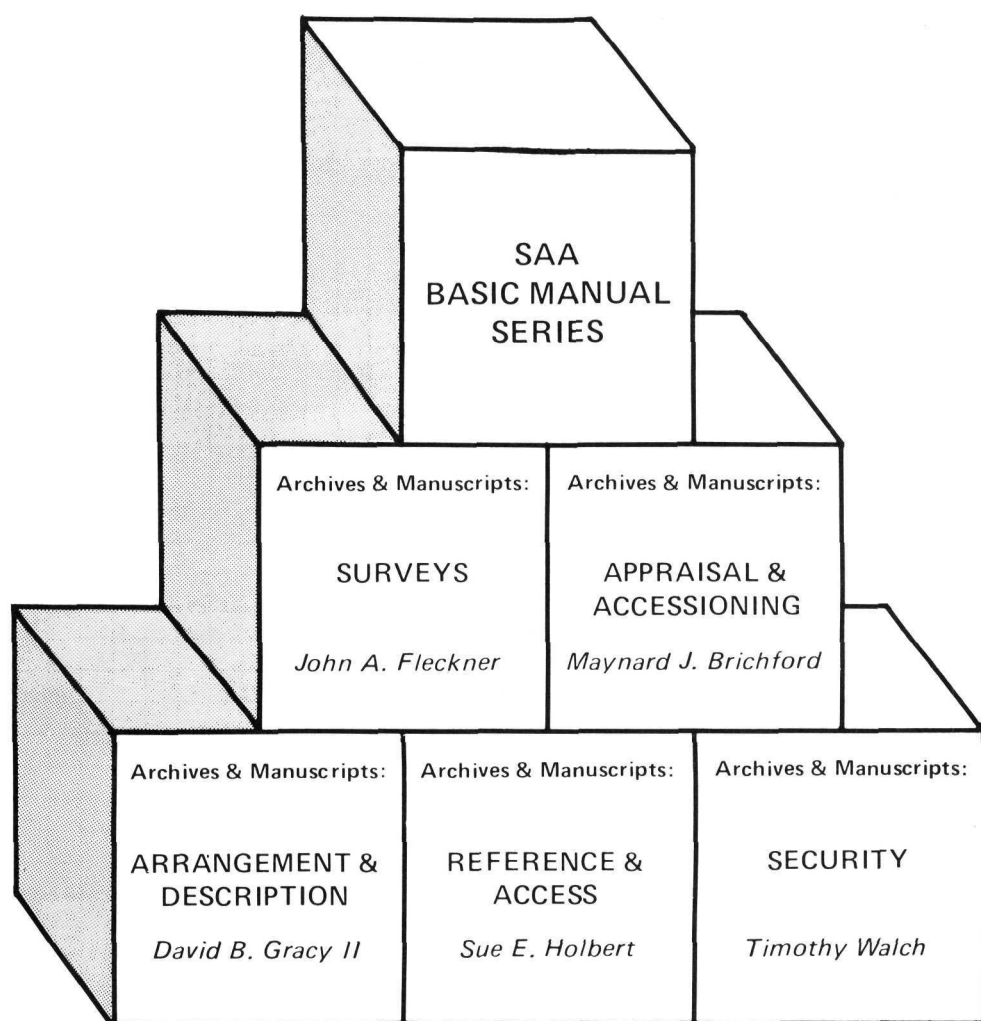
The following statement of ownership, management, and circulation was filed in accordance with the provisions of Section 4369, Title 39, U.S. Code, on 29 September 1978, by Ann Morgan Campbell, Executive Director.

*The American Archivist* is published quarterly by the Society of American Archivists, National Archives Building, Washington, D.C. 20408. The Editor is Virginia C. Purdy, same address, who is also the managing editor, and the Owner is the Society of American Archivists, a nonprofit corporation, which consists of members and associates of the archival profession.

The legally constituted business office of the Society is with the Executive Director, who holds office by appointment of the Council. On the date of this filing, the Executive Director's address was Society of American Archivists, Suite 810, 330 S. Wells St., Chicago, Illinois 60606. There are no stockholders, bondholders, mortgagees, or other security holders in the organization.

The average number of copies of each issue printed during the preceding twelve months is 3,617; sales through dealers and carriers, street vendors, and counter sales, none; mail subscriptions, to members and subscribers, 3,382; total paid circulation, 3,382; free distribution, 15; total distribution, 3,397; office use, leftover, spoiled after printing, 220. For the most recent issue (April 1978), total number of copies printed, 3,900; sale through dealers and carriers, street vendors, and counter sales, none; mail subscriptions, to members and subscribers, 3,541; total paid circulation, 3,541; free distribution 27; total distribution, 3,586; office use, leftover, and spoiled after printing, 332.

# BUILD A SOLID FOUNDATION IN THE FUNDAMENTALS OF ARCHIVES AND MANUSCRIPTS ADMINISTRATION



Set of 5 manuals: \$12.00 for SAA members, \$16.00 for others; Individual manuals: \$3.00 for SAA members, \$4.00 for others. To order, write the Society of American Archivists, 330 S. Wells Street, Suite 810, Chicago, Illinois 60606.

## POINTING THE WAY TO STATE AND LOCAL HISTORY

Bibliography of Pennsylvania History: A Supplement.

*By Carol Wall.* Continues Bibliography of Pennsylvania History through mid-1960's.

\$7.00, 252 pp.

Pennsylvania Historical Bibliography: I. Additions through 1970.

*By John B. B. Trussell.*

\$3.00, 85 pp.

Dissertations on Pennsylvania History, 1886-1976: A Bibliography.

*Compiled and edited by Roland M. Baumann.*

\$2.50, 80 pp.

Ethnic History in Pennsylvania: A Selected Bibliography.

*By John Bodnar.*

\$1.00, 47 pp.

Guide for Collectors of Oral Traditions and Folk Cultural Material in Pennsylvania.

*By MacEdward Leach and Henry Glassie.*

\$1.50, 70 pp.

Guide to the Microfilm of the Records of Pennsylvania's Revolutionary Governments, 1775-1790, in the Pennsylvania State Archives.

*Compiled and edited by Roland M. Baumann.* paper, \$7.00; cloth, \$10.00, 350 pp. Fifty-four rolls of microfilm are available at \$15 per roll.

Interviewing the People of Pennsylvania. A Conceptual Guide to Oral History.

*By Carl Oblinger*

\$2.50, 84 pp.

Catalogue available upon request. Pennsylvania residents add 6% sales tax.

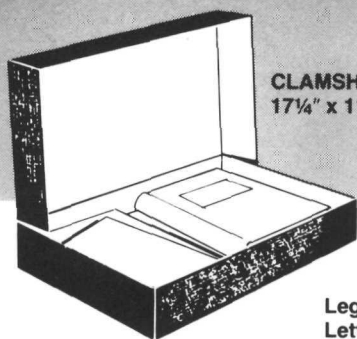
**PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION**

Box 1026, Harrisburg, Pennsylvania 17120

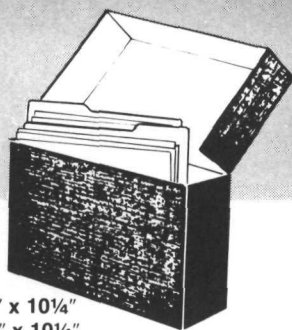


# Take a minute and make your archival materials safe and sound for centuries.

## THE CENTURY BOX™



**CLAMSHELL STYLE**  
17¼" x 11½" x 3¼"



**UPRIGHT FILE**  
Legal Size: 15¼" x 5" x 10¼"  
Letter Size: 12¼" x 5" x 10¼"

The Century Box stands up to the test of time. Rigid, lightweight paperboard construction gives durable, acid free support and protection to valuable contents.

The Howard Paper Company's PERMALIFE® paper lining has a life expectancy of at least 300 years. Tested for durability, stability and strength, its mildly alkaline qualities help counter any acidic properties of the contents.

A finely woven cloth outer-covering provides extra strength; prevents exposure to light; and is insect, rodent and moisture resistant. The triple strength, cloth hinged top won't come unhinged with repeated use.

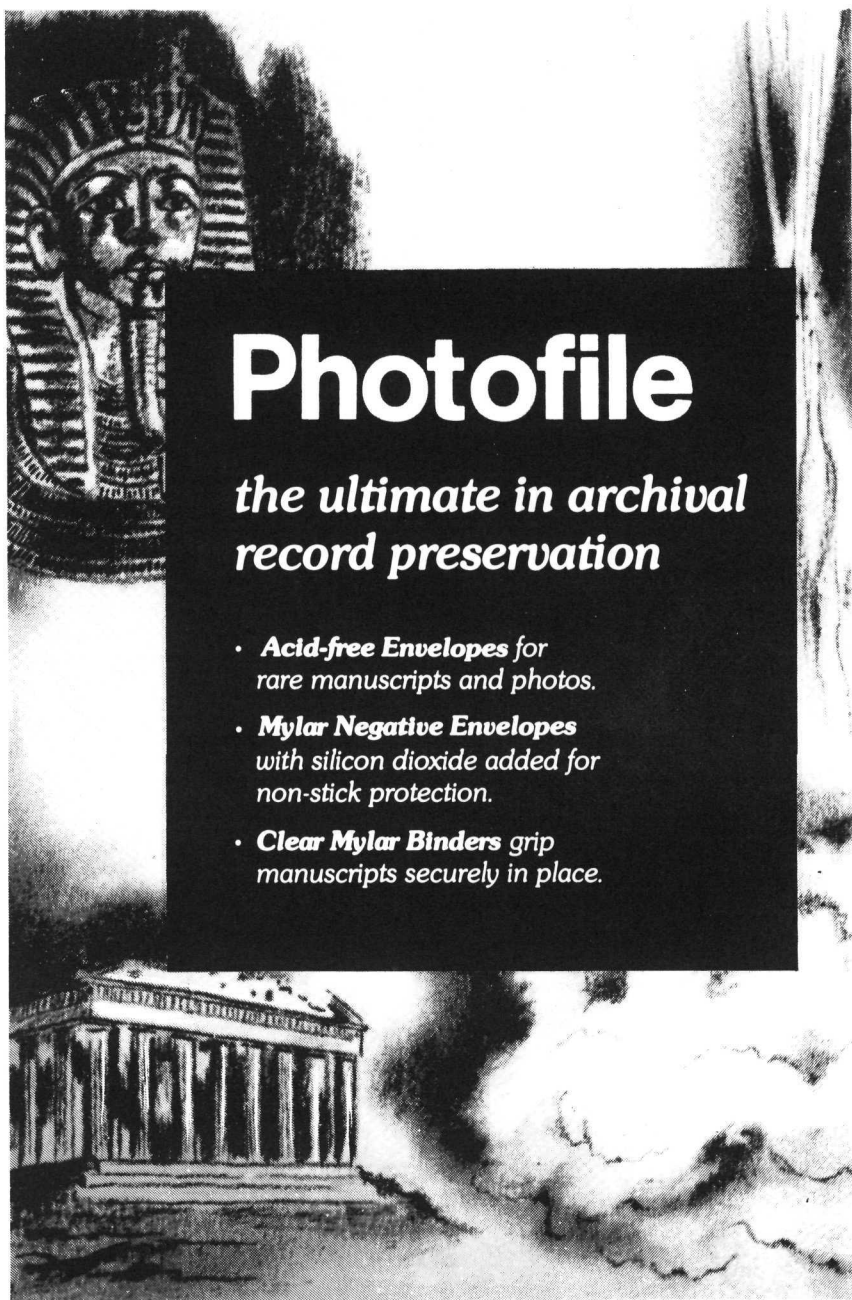
- Composite pH—7.5
- Hinging Strength—230 lbs. before flexing, 220 lbs. after. Test simulated weekly usage for 40 years.
- Crushing strength—150 lbs. of pressure before any evidence of breakage.
- Resists mold growth.
- The residual calcium carbonate present in the PERMALIFE paper should serve to withstand any acid migration from the exterior of the box, as well as tend to neutralize any acidity present in the adhesive.
- Water and vermin resistant.

LINED WITH HOWARD PAPER CO.'s PERMALIFE®

# POHLIG BROS. Inc.

P.O. BOX 8069 RICHMOND, VA. 23223  
TELEPHONE (804) 644-7824





# Photofile

*the ultimate in archival  
record preservation*

- **Acid-free Envelopes** for rare manuscripts and photos.
- **Mylar Negative Envelopes** with silicon dioxide added for non-stick protection.
- **Clear Mylar Binders** grip manuscripts securely in place.



**PHOTOFILE** 2000 Lewis Avenue • Zion, Illinois 60099

DIVISION OF DATA SYSTEMS SUPPLY CO.

• (312) 872-7557

# Technical Notes

CLARK W. NELSON, *Editor*

**History of Computing Program.** The American Federation of Information Processing Societies, Inc. (of 210 Summit Avenue, Montvale, NJ 07645; telephone: 201-391-9810) is launching a number of major activities covering the history of computing. The multifaceted program will be carried out by the federation's History of Computing Committee under the chairmanship of Jean E. Sammet of the IBM Federal Systems Division, Cambridge, Massachusetts (telephone: 617-421-9271).

The committee is approaching its tasks through a number of important activities. Initial priority will be given to a study of the problem of archiving historical materials, including possible establishment of a Center for the History of Computing. In addition, a number of other important projects are now underway. These include development of audiovisual materials for educational purposes; guidance in developing the annual Pioneer Day program featured at each National Computer Conference; encouragement and assistance to the AFIPS constituent societies on special conferences, sessions, and preservation of their own archives; encouragement of historical research, possibly through the awarding of prizes and/or fellowships; and provision of volunteer support to the Smithsonian Institution on relevant activities. An underlying theme of the total program is to make individuals more aware of the importance of the history of computing and its potential impact on future developments.

A number of subcommittees have been established to expedite these activities. These subcommittees and their chairmen include: *General Archive Problem*, Arnold A. Cohen, University of Minnesota; *Audio-Visual Aids*, James Van Speybroeck, Scott Community College; *Pioneer Day*, Henry Tropp, Humboldt State University; *Constituent Society Liaison*, Jo Ann Clifton, Litton Industries; *Smithsonian Liaison*,

---

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

Downloaded from <https://prime-pdf-watermark.prime-prod.pubfactory.com/> at 2025-07-01 via free access

William P. LaPlant, Jr., Air Force Data Services Center; and *Research Encouragement*, Erwin Tomash, Dataproducts Corporation.

The General Archive Problem subcommittee is currently analyzing archival problems and developing a definition and implementation plan for a possible Center for the History of Computing. The proposed center would serve as a central coordinating office for archival and other historical functions performed by AFIPS. This concept envisions a network of autonomous AFIPS-affiliated history centers primarily located at universities, museums, or governmental organizations. The center, according to present thinking, would provide central clearinghouse services for the history of computing and would be headed by a professionally qualified director supported by a small staff.

In all its activities, the History of Computing Committee will work closely with Bernard A. Galler of the University of Michigan, editor-in-chief of the recently announced AFIPS journal, *Annals of the History of Computing*.

**Identification of Microforms.** The National Micrographics Association has issued a Recommended Practice for Identification of Microforms. The new three-page standard, MS19—1978, represents the thoughtful work of a Joint NMA-SAA Committee on Standards for Public Records chaired by Albert H. Leisinger, National Archives.

In the foreword of the new recommended practice, it is noted:

The practice of requiring roll film that has been certified "fore" and "aft" as the only legally acceptable substitute for original records is no longer considered viable or acceptable. Such practice precludes or unreasonably adds to the cost of using microfiche and other microforms or micrographic techniques such as COM. It also generally involves the use of forms in which both the official who has custody of the original records and the camera operator are required to certify to certain facts of which they have no direct knowledge. Finally, the mere placement of certificates at the beginning and end of a roll of film does not and cannot guarantee the integrity of the serial order, the completeness of the files, or the accuracy of the contents of individual documents. A forged document, for example, cannot be made legitimate by certifying a microfilm copy of it.

Nevertheless, until current statutes are revised, particularly at the state level, some jurisdictions will continue to require certificates at the beginning and end of each roll of microfilm. In most applications, negative film in roll form is the initial product, and the completion and filming of certificates on each roll involving records of archival value therefore creates no real burden.

In view of these circumstances, the Joint NMA-SAA Standards Committee on Public Records and Archives has developed this recommended practice in an effort to accommodate changing documentary practices and to meet changing needs. The two declarations provided in this recommended practice (one by the official who has legal custody of the records to be filmed, the other by the camera operator) are intended for use with all microforms. These declarations are intended to replace certification forms and the wide variety of bibliographic targets currently in use by providing the essential data required by both of these documents in a more convenient and standardized form. In jurisdictions and agencies that have specific legal requirements prescribing roll microfilm with certifications at the beginning and end of each roll, the declarations may be used in lieu of other forms.

Copies of this standard can be obtained from the National Micrographics Association, 8728 Colesville Rd., Suite 1101, Silver Spring, MD 20910. Telephone:

(301) 587-8444. [See abstract of report of Joint NMA/SAA Committee on Standards for public Records, p. 133. ED.]

**Access Graphics.** To help in the identification of accessible buildings, and accessible facilities within a building, specially designed graphic signage incorporating the international symbol of access has been developed by the Seton Name Plate Corporation. These signs are now offered as standard products in embossed steel, reflective embossed steel, cast aluminum, and fiber-reinforced polyester.

The purpose of the access symbol with its “wheelchair” design is to meet the requirements of Section 504 of the Rehabilitation Act of 1973, “Handicapped Persons Rights Under Federal Law,” and to identify those buildings with doorways wide enough to allow passage of a wheelchair and to indicate rest rooms which have support bars for the disabled. The symbol is also used to identify sloping ramps, ground level entrances, specially reserved parking places, level walks without curbs at crosswalks, elevators which can be used by the handicapped, and public telephones and drinking fountains placed low enough so they can be used by persons in wheelchairs.



ACCESSIBLE  
TELEPHONE

The access symbol is offered on a variety of signs, plaques, and decals. In addition, Seton offers many other items designed to be used in promoting the use of the international symbol of access. Complete information and selected samples will be sent free. Request Bulletin RS50 from Seton Name Plate Corporation, 960 Boulevard, New Haven, CT 06505. Telephone: (203) 772-2520.

**Aluminum Roofcoatings and Energy.** With today’s interest in energy conservation, archival building owners might wish to consider covering their black asphalt roofs with aluminum roofcoating to help keep buildings cooler in the summer and warmer in the winter.

The difference in the internal temperature of a building that has been coated with aluminum roofcoating and one that has been coated with a black asphalt roofcoating which is otherwise similar has been illustrated in one test with Good-year Aluminum Roofcoating by Consolidated Protective Coatings Corporation.

With two roof samples placed in the same test oven, a test conducted by an affiliate of Consolidated indicated that black roofcoating registered 139° F. on a

thermometer which had been inserted beneath the sample. Another sample, which had been coated with Consolidated's Goodyear Aluminum Roofcoating, showed a thermometer reading of 110° F., a difference of 29°.

In addition to lowering air-conditioning costs by reflecting the sun's rays, Goodyear Aluminum Roofcoatings are also designed to help keep the heat in during the winter and to protect the roof's surface against weathering, thereby adding to its life.

Consolidated markets four aluminum roofcoatings: Goodyear Aluminum Roofcoating, Goodyear Flex-A-Roof Aluminum, Goodyear Triple-Duty Aluminum, and Consolite L-72. According to the manufacturer, they are tough, resilient coatings formulated with Alcoa aluminum pigment, plus plasticizers, refined bitumen, and long staple fibers. Ready to use right from the container, any of the Goodyear coatings can be applied without the need for any special training of personnel.

For further information on Goodyear aluminum roofcoatings, contact: Consolidated Protective Coatings Corp., 1801 East Ninth Street, Cleveland, OH 44114.

**New Bankers Boxes.** EDP magnetic tape reels may be stored in the new DATA-PAK #640, manufactured by Bankers Box/Records Storage Systems. Made of multi-ply corrugated fiberboard, DATA-PAK #640 offers partitioned storage for nine 11 3/8 X 1 inch reels. A lift-off lid gives dustproof housing and easy access to the magnetic tape. Tote handles front and rear offer portability to and from the computer.

Designed to fit three across on 36 inch shelving, DATA-PAK #640 features a large labeling area for quick identification and a retractable plastic handle for convenient removal from shelving.

Another newly introduced storage box is designed for bound computer printout by Bankers Box/Records Storage Systems.

Made of 275-pound test multi-ply corrugated fibreboard, the new DATA-PAK #648 houses 12 inches of bound printout protected by a dustproof lift-off lid. Tote handles front and back offer portability to this unit also.

DATA-PAK #648 features a large labeling area providing for accurate identification of contents and a retractable plastic handle giving easy removal from shelving. DATA-PAK #648 also fits three across on 36 inch shelving.

For more information about the new DATA-PAK #648 and DATA-PAK #640 storage systems, write Bankers Box/Records Storage Systems, 1789 Norwood Avenue, Itasca, IL 60143.

**Low Cost Security System.** A new security system called "Watchman" has been introduced for those people who desire home, apartment, or office protection twenty-four hours a day, but who prefer a simpler, easier-to-install, and economical approach.

According to the manufacturer, this new security system is amazingly simple. It has no wires to install, and its unique and exclusively patented audio coupling signal will not trigger false alarms normally associated with other commercially available security systems.

Watchman features a unique two-stage perimeter design to frighten off intruders. The double-layer protection starts with an audible beep that sounds whenever an attempt is made to break in. Seconds later, the Watchman electronic braincenter cycles to the alarm mode and sets off a loud six-inch metal alarm bell.

The new Watchman system is highly adaptable and can be programmed to fit a variety of individual timetables. Watchman is fully electronic. It can be installed in under an hour by an untrained person without the need for any special tools or skills. The system includes a hand-held transmitter that will trigger the main alarm by remote control from anywhere in an office or home, and a tamperproof commercial-duty alarm bell. Other options include direct dialing of local police departments and pressure pads for valuables.

The basic Watchman security system is priced at approximately \$200 and is available through Orient-Martin, Inc., 1190 Burnett Ave., Concord, CA 94520. Telephone: 415-827-0455.

**Microfiche Duplication.** Convenient, low-cost microfiche duplication to facilitate library and archival reproduction service is available with a duplicating system offered by the Microfilm Products Division of the 3M Company.

The 3M brand, Duplifice System is a compact, table-top system that dry-processes diazo or vesicular duplicates without requiring special power, venting, or plumbing. 3M's new Dry-Diazo or vesicular copy films use heat for development, further eliminating the need for ammonia supply tanks.

3M says the system is suitable even for institutions with low microfiche needs, to provide convenient service that supplies copies of reference data taken from microfiche images.

The system is self-contained and small enough that room rearrangement or changes in facilities are easily accomplished. The only supplies needed are one or both types of copy film.

The 3M printer is a manual exposure unit which can handle four fiche per minute. Operator activity consists of placing the master fiche and Dry-Diazo or vesicular microcopy film together on a horizontal platen and closing the cover. Exposure time is controlled by an adjustable timer. The printer accepts the standard fiche (105mm.  $\times$  148mm.) or microfiche jackets.

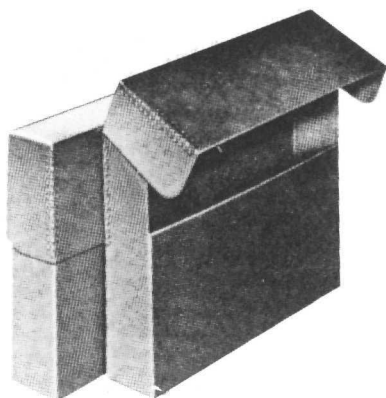
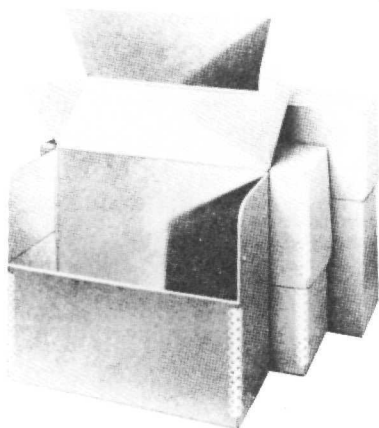
The Duplifice Developer is a semi-automatic, feed-through system into which the exposed copy film is inserted. The developer rolls the film at the appropriate speed past a developing heating element, and delivers the ready-to-use copy at the other end. Speed is switch-selectable. After the first Dry-Diazo fiche copy is started through, successive copies can be inserted for delivery at the rate of four per minute. Vesicular copies can be processed at the rate of twenty-eight per minute, following the first copy's 6.5-second development.

The system units may be used in separate locations, nested (printer atop the developer) or side-by-side. The developer is approximately 26  $\times$  14.8  $\times$  7.6 inches; the printer is approximately 12  $\times$  18.5  $\times$  10.5 inches.

For additional information, contact 3M Co., P.O. Box 33600, St. Paul, MN 55133. Telephone: (612) 733-9534.

# Document Cases . . .

now with  
added  
alkaline  
buffers.



A stronger alkaline buffer has been added to our document cases. This provides the same high pH for archival longevity, but more protection against atmospheric pollutants and migrating acids from stored documents.

#### Full 5" storage width: (above)

- #12510 letter size (12 $\frac{1}{4}$ " x 10 $\frac{1}{4}$ " x 5")
- #15510 legal size (15 $\frac{1}{4}$ " x 10 $\frac{1}{4}$ " x 5")
- #15125 oversize legal (15 $\frac{1}{2}$ " x 12 $\frac{1}{2}$ " x 5")

#### 2 $\frac{1}{2}$ " storage width: (left)

- #12210 letter size (12 $\frac{1}{4}$ " x 10 $\frac{1}{4}$ " x 2 $\frac{1}{2}$ ")
- #15210 legal size (15 $\frac{1}{4}$ " x 10 $\frac{1}{4}$ " x 2 $\frac{1}{2}$ ")

ACID  
FREE

THE  
**HOLLINGER**  
CORPORATION

P. O. Box 6185  
3810-AA South Four Mile Run Drive, Arlington, Va. 22206

*Write today for prices and  
complete catalog for permanent  
durable ACID FREE  
storage materials*



# News Notes

THOMAS E. WEIR, JR., *Editor*

At a July 1978 meeting, the Editorial Board of the Society of American Archivists agreed to limit reporting of accessions in the News Notes of *The American Archivist* to those of especial significance. It was the consensus of the board and of the journal and department editors that, though accession reports are of value, the space required for them in this journal could be better used. Notes in historical journals and the newsletters of historical organizations supply current information; the *National Union Catalog of Manuscript Collections*, individual repository guides, and other finding aids will provide permanent and more complete records of accessions. (See the SAA *Newsletter*, Extra Edition, August 1978.) At another meeting held during the SAA annual convention in Nashville, the board confirmed the earlier decision. So far the editors have received only one letter commenting on the decision. (See *The Forum*, this issue, page 3.) Before the final decision is made, the editors invite further comment.

The editor of News Notes plans to include in this department more news of state and regional archival associations and more reports of meetings held, as well as photographs to illustrate news items. It should be emphasized that News Notes constitute a permanent record of the activities of the profession, not simply announcements of forthcoming events. Such

announcements should appear in the SAA *Newsletter*, edited at the Society's headquarters in Chicago. Societies, committees, and other organizations holding meetings of professional interest to SAA members will assist the editor by appointing someone, perhaps the organization's secretary or similar officer, to report the results of any meeting to the News Notes editor or to the appropriate reporter. In the entries for National Historical Publications and Records Commission, the Senate Historical Office, and the SPINDEX User Network, in this issue, readers will find examples of the sort of reports sought. Such reports will enable the department to provide a more comprehensive coverage of the profession.

Over the past several years, this department has been fortunate to have had the services of three reporters who now, because of the press of other duties, feel that they must resign their positions with *The American Archivist*. The editor wishes to thank **Julian Mims**, **Maynard Brichford**, and **F. Donald Yost** for their extensive contributions to this department.

The following have generously consented to serve as reporters for the News Notes department: **State and Local Archives**—Richard J. Cox, Records Management Division, Department of Legislative Reference, City of Baltimore, Room 201, 211 East Pleasant St., Baltimore, Maryland 21202; **Religious Archives**—John W. V.



Smith, Anderson College, School of Theology, Anderson, Indiana 46011; **Scientific and Technical Archives**—Arthur R. Abel, National Park Service, Edison National Historic Site, Main Street and Lakeside Avenue, West Orange, New Jersey 07052; and **Business Archives**—Jim Babbitt, Bank of America Archives, P.O. Box 37000, San Francisco, California 94137. The last position is a new one.

Alice M. Vestal, Special Collections Department, Main Library, Room 610, University of Cincinnati, Cincinnati, Ohio 45221, reporter for **State and Regional Ar-**

**chival Associations**; and Peter J. Parker, Historical Society of Pennsylvania, Manuscripts Department, 1300 Locust St., Philadelphia, Pennsylvania 19107, reporter for **Manuscript Repositories**, will continue their valuable work.

Archival organizations of all sorts and organizations with activities of professional interest to archivists and manuscript curators can assist this journal greatly by seeing that the News Notes department editor, or a reporter, is on any appropriate mailing list. [TEW—Editor, News Notes]

The **Brigham Young University Archives**, in cooperation with the Charles Redd Center for Western Studies and the BYU Alumni Emeritus Club, is sponsoring a volunteer joint oral history program to record reminiscences of selected BYU alumni and faculty members emeriti.

The **Broadcast Pioneer Library** is a repository for papers and oral histories of people involved in early broadcasting, as well as a repository for the archives of broadcast-related organizations such as the Federal Communications Bar Association. A special feature in the library's newsletter, *Reports*, is the reproduction of drafts of cards which will appear in the *National Union Catalog of Manuscript Collections*. Corrections and additions for the entries which will eventually appear in *NUCMC* are thereby solicited from the entire broadcast history community.

In August 1978 the **California State Legislature** passed and the governor signed a new library/archives theft law. The new legislation extends the state's 1976 shoplifting law to cover libraries and archives. An important provision of the bill allows library/archives employees to detain a person for a reasonable amount of time before the police arrive if there is probable cause to believe the patron was attempting to steal material. The law protects the employee from most counter suits if the conditions are met. Included in the law is a minimum fine of \$50 on conviction. The bill faced no opposition in the committee of either house and earned the endorse-

ment of the Society of California Archivists, the California Library Association, the University of California, and the California Peace Officers Association.

The **University of California** at San Diego has recently established a Contemporary Music Archive. The collection will include compositions, manuscripts, oral histories, and recordings of performances. The archives will concentrate on twentieth-century music on the west coast.

On 15 September 1978 the **Conference of Intermountain Archivists** held a reception and discussion of the CIA cooperative project on sources for the study of railroads in the West. Jeff Johnson of the Historical Department of the Church of Latter-day Saints led the discussion at the meeting held in the Ogden Union Station Board Room, Ogden, Utah.

Eight days later the CIA held its Fall Seminar on Acquisitions, in Salt Lake City at the Historical Department of the LDS church. Topics of papers and panels included collecting policies, oral history as a means of obtaining manuscripts, appraisal, and the function of records managers and records centers.

The study and viewing area for motion pictures and television at the **Library of Congress** has been reopened after being closed during late September and early October 1978. The newly remodeled room has improved facilities for researchers and staff.

The History Section of the Reference and Adult Services Division held a meeting on 28 June 1978 to discuss "Dreams into Realities: Access to Historical Materials—Local, National, International." Three speakers delivered papers describing works in progress in the historical indexing field, including Hispanic-American literature, local history and genealogy, and newspapers.

John A. Wolter has been promoted to the position of Chief of the Library's Geography and Map Division, effective 28 August 1978. Wolter, who had been assistant chief of the division since September 1968, was selected by a search committee composed of outside experts. Wolter succeeds Walter W. Ristow who retired in April 1978.

In 1978 the legislature of the state of Louisiana appropriated money for the purchase of a building site and designation of an architect to draft plans for a new Archives and Records Service building. A second act appropriated \$7 million for the construction of the building. The archives, first housed in a condemned building, is now located in a converted warehouse. The new building will triple the space available and will include complete control of temperature and humidity, as well as special equipment for fumigation, deacidification, and repair of documents. The central core of the building, running through all floors, will be a fireproof vault for the storage of the state archives. Surrounding the core will be public areas, offices, and work space.

On 17 May 1978 the Michigan Archival Association held its annual Spring meeting at Michigan State University. The theme of the meeting was "Records on Reels." The first three papers stressed technical aspects including types of film available, production of archival quality reproductions, and standards and education. Another session focused on archival preservation of machine-readable records, stressing the increasing researcher demand for quantitative data. The business meeting reviewed and made recommendations on the association's archival standards program, still in the drafting stage.

A new feature of the MAA newsletter, *Open Entry*, is a column entitled "The Lone

Archivist." Included in the column are brief articles written by "archivists charged with the task of operating small archives, manuscript collections, or local history collections."

Michigan Technological University has begun an archival program in its library and for the first time will fund a professional archival position to manage the ever growing mass of records.

In conjunction with the publication of the pictorial biography, *William Faulkner: The Cofield Collection*, the Mississippi Department of Archives and History is presenting a special exhibition of photographs of William Faulkner.

In August 1978 the department's library and archives had a record 1,023 researchers.

For several years archivists, historians, and other interested people have tried unsuccessfully to organize a major oral history project for the state of Montana. A recent development presents the possibility that a full-scale oral history program there may yet become a reality. The Montana Committee for the Humanities, a federally funded agency, approved a pilot project which began in the summer of 1978.

The staff of the pilot project, under the direction of Jeffery J. Safford of the Montana State University's Department of History, will interview ten selected legislative personnel of the last two decades in an attempt to document the unwritten rules of legislative power and the byways of politics in the state. The project is called **The Montana Oral History Seed Project**. Director Safford noted that "oral history is complicated and expensive, but there is no other way to acquire the personal history of Montana."

The Council to Preserve Montana History, a non-profit organization made up of historians, librarians, archivists, and historic preservationists as well as local historical societies, will administer the grant. Whether a full scale program develops depends on the reaction of the legislature and the public to the seed project.

Recent legislation has reduced from fifty to thirty years the time at the end of which

agencies of the federal government must offer to the Administrator of the General Services Administration records for transfer to the **National Archives**. In addition, the legislation reduced from fifty to thirty years the period during which the agency of origin may set restrictions on the use of the records.

Another law has confirmed by legislation a 1952 agreement between the Archivist of the United States and the Director of the Bureau of the Census providing for the release of census population schedules in the custody of the National Archives seventy-two years after the original enumeration.

An organization of growing importance on the archival scene is the **National Association of State Archives and Records Administrators (NASARA)**. The regular membership consists of no more than six persons from each state who have direct responsibility for archival and records management programs provided by law for the official records of a state. Where more than six archivists and records administrators in a state meet membership qualifications, other eligible persons may become associate members.

According to NASARA's bylaws, the purposes of the organization are:

to promote an awareness and understanding of State archives and records management programs; to encourage the continuous exchange of information among State archives and records management agencies to improve their programs and services; to develop and improve professional standards of government archives and records administration; to promote the full application, utilization, and progressive development of modern archival and records management principles, methodology, and techniques in State records administration; to encourage study and research in the problems of concern to State archival and records administrators; and to represent the member States in matters of mutual or national interest in areas of archives and records management, especially those involving Federal-State relationships.

The association's headquarters are in Atlanta with A. K. Johnson, Jr., as its executive director. Samuel S. Silsby, Jr., was

elected president at the annual meeting in Milwaukee in July 1978.

At the suggestion of Charles E. Lee, former president of NASARA, we are pleased to print the following:

## PRINCIPLES

### FOR

#### STATE ARCHIVAL AND RECORDS MANAGEMENT AGENCIES

The principles, adopted by the National Association of State Archives and Records Management Administrators, for State archives and records management agencies are based upon the premise that government records, unlike documentary materials which emanate from private sources, have a unique character that imposes special responsibilities on the agencies that preserve and manage them. These principles are not intended to deny the value of nongovernmental source materials as an important part of our heritage, nor are they intended to place untenable sanctions on those State agencies that do, by statute, policy, or necessity, collect and preserve private manuscripts and other non-official material. The principles do require that we recognize the fundamental importance of government records within the society which is controlled and served by that government.

We acknowledge that government is the most important institution in any society; that its power to control and regulate citizens; to compel their obedience within its boundaries; and to protect and care for them renders it in its sovereign power unequalled by any alternative organization within society. Government is the one institution that in one way or another, at one time or another, touches the lives of every single individual within its jurisdiction. It not only affects the lives of all citizens, but is inherent in that contact between government and citizen is a complex interdependence of rights and obligations, of mutual responsibility and accountability. While its outward form and characteristics may change, government itself exists in perpetuity. The records of this most fundamental of human institutions therefore partake of a fundamentality of their own in respect to it. Such records must be maintained, managed, preserved, and when appropri-

ate, disposed of according to principles that recognize their unique status.

We have no difficulty in respecting this unique status when we are applying such pure methodology of our profession as ordering, arranging and describing government records, or when we establish disposition schedules that take into account legal statutes of limitations or restriction. If, however, government records have indeed the fundamental characteristics which have been described, then it follows that the agencies that administer professional programs for the records must themselves have placement and a status within government that has a central relationship with its operations.

Successful records management programs in the various States have tended to enjoy such a placement within the structure of the overall governments they serve. On the other hand, and all too frequently, State archival programs have been separate and segregated away from any responsible relationship with the rest of government, and have been relegated to preserving and administering as historical relics those records which are thought to have no further intrinsic value as *government* records. The results of this are pernicious: underfunded, understaffed, underequipped operations that are subjected to the priorities of some other professional undertaking—the library, the museum—or of some highly political or ruthlessly pragmatic bureau. It has resulted in the alienation or loss of records; it has prevented the substantive growth and development of the profession; and it has brought many of us to the marginal edge of survival. These results have come about with our tacit consent.

Because our training and our interests bring us very close to the historian, the librarian, and the manuscript curator, some find it very difficult to distinguish our exclusive responsibilities from theirs or, indeed, to see that there is any difference at all. But there is a difference; and it is not a matter of preference, choice, or emphasis. The administration of government records imposes an obligation upon us that is not shared by the seemingly related disciplines and professions.

The principles are designed to make these unique distinctions very clear. They do not conflict with nor do they disserve

the interdisciplinary considerations that inure to the many informational uses to which government records may be put. They do attempt to focus our attention and our commitment toward an identity and positive role that can only strengthen our profession, our institutions, and the quality of our service to both the government and the people.

STATEMENT OF PRINCIPLES

The following principles were adopted by The National Association of State Archives and Records Administrators on July 22, 1977, at its annual meeting in St. Louis, Missouri, to assist the several States in the establishment and operation of State archival and records management agencies:

I

LEGISLATION

Comprehensive legislation which recognizes the fundamental nature of the relationship of government records as instruments of accountability by the government to the people, evidence of public and private rights and obligations, an informational source on matters involving the continuous administration and management of the government; preserves the patrimony of the State as evidenced in its records; and provides exclusive authority to carry out archives and records management functions and responsibilities on a government-wide basis.

II

INSTITUTIONAL IDENTITY

The institutional character of the agency as the repository of the permanently valuable records of the government to provide sufficient autonomy for its protection against political interference, including tenure for the agency head, civil service protection for its personnel; and control of agency facilities, equipment, and resources.

III

ORGANIZATIONAL PLACEMENT

Placement within the government that prevents the submersion of the agency beneath competing interests, eliminates blurring of functions with other professional agencies and disciplines, protects against interference with agency program respon-

sibilities under the color of coordination authority, and eliminates hampering supervision and control by those having little or no professional knowledge of its program responsibilities and operations.

#### IV

##### PROGRAM AUTHORITY

Sufficient authority for the agency to define records problems and needs of State, to prescribe appropriate programs, and to effectively administer the programs.

#### V

##### EXCLUSIVE RESPONSIBILITY

Exclusive program responsibilities that do not diffuse the primary responsibility of the agency for government records.

#### VI

##### APPROPRIATION AND EXPENDITURE

Funding by direct appropriation to the agency by the Legislature with authority to budget and expend such funds.

#### VII

##### INTERNAL POLICY

Exclusive agency determination of the internal policies and professional needs of the agency.

#### VIII

##### REGULATIONS AND STANDARDS

Power to prescribe and enforce rules, regulations, and standards relating to government records administration.

The **National Security Agency** has established an archival facility at its Fort Meade complex. Called an Archival Holding Area, the automated facility will have a master bibliographic system to permit rapid retrieval of individual documents. The new system includes a declassification program and allows for the reevaluation of retention times on certain types of documents.

The **Nevada Historical Society** has recently completed the reroofing and reguttering of its Reno facility. The state legislature authorized the expenditure to correct a growing problem with seepage which threatened the museum, archives, and manuscript collections.

The southern Nevada office of the NHS, located for more than a year in space provided by the Desert Research Institute, has moved to 1555 E. Flamingo Road, Suite 253, Las Vegas, Nevada 89109.

The **New-York Historical Society** presented an exhibit of World War I posters to commemorate the sixtieth anniversary of Armistice Day. The posters, part of the Jarvis Cromwell Collection, make appeals for Liberty Loans, the Red Cross, food and fuel conservation, and home front support of war mobilization.

On 14-15 September 1978 the **Senate Historical Office** sponsored a Conference on the Research Use and Disposition of Senators' Papers. More than 250 participants gathered in the Caucus Room of the Russell Senate Office Building to listen to panels of historians, archivists, and Senate staff members who had prepared brief position statements for distribution to the audience. During general discussion periods, participants engaged in lengthy debate concerning views expressed in these papers.

Participants were welcomed to the conference by Senate Majority Leader Robert Byrd and Senate Minority Leader Howard Baker. In the first working session of the conference, Robert Griffith posed a series of questions to be answered by panelists and others in attendance: How best assure preservation of senators' papers? How can early and easy access be provided to these papers? How cope with the enormous size of collections of congressional papers? What kinds of guidelines can archivists provide to senators in managing their papers? Should these papers be considered public, and if so should there be public funding to insure that these papers are carefully maintained and preserved for research use? Participants attempted to answer these and related questions during the remainder of the conference.

Areas in which disagreement surfaced in the course of the two days included the funding and the nature of funding for repositories and researchers, the nature and duration of restrictions on senatorial papers, and the relative value of centralization or decentralization of locations for repositories. A consensus emerged on establishing guidelines for the effective



management of senatorial papers and providing archival guidance to senators early in their careers.

Some resistance was expressed to the necessity of reducing the size of collections through various disposal procedures. However, most were in agreement with the statement made in William Leuchtenburg's position paper that "There is just not infinite space, infinite money, and infinite staff to accommodate every piece of paper generated by every member of Congress."

Despite lack of unanimity on all issues raised at the conference, during the final discussion period a resolution introduced by Robert Warner was passed with no opposing votes. The resolution closes with the following words:

Recognizing that the conference has illuminated important problems of acquisition, research use, organizing, processing, arrangement, description, and size of the papers of U.S. Senators, be it further resolved that this conference urge that these and related questions receive further systematic study by representatives of the Senate, of the historical profession, and of the archival profession through a study group sponsored by the Senate Historical Office, the Society of American Archivists, and the Organization of American Historians.

Conference proceedings will be published in 1979. Any questions regarding the conference should be addressed to: The Senate Historical Office, Office of the Secretary, United States Senate, Washington, D.C. 20510. [LEE JOHNSON, *National Archives and Records Service*]

**The South Carolina Department of Archives and History** has a new supervisor of the Repository Services Division. He is Stephen P. Geitschier, a graduate of Georgetown University who obtained his doctorate from Ohio State University. Geitschier comes to the department from the Ohio Historical Society where he served as director of the Ohio Labor History Project.

Michael E. Stevens has joined the staff of the South Carolina Department of Archives and History as editor of the *Journals of the House of Representatives*. Stevens, a graduate of the University of Wisconsin,

served until recently on the staff of *The Documentary History of the Ratification of the Constitution*. The first volume in the series, *Journals of the House of Representatives, 1783-1784*, was published in 1977 and volume 2, *1785-1786*, is nearing completion. Stevens will edit the remaining journals.

The department has made available in the search room eight new rolls of computer output microfilm indexes to records. Five rolls contain a combined index to Land Grants, 1694-1776, from the Office of the Secretary of State; Judgment Rolls, 1703-90, from the South Carolina Court of Common Pleas; Conveyances, 1719-76, recorded by the Public Register; Renunciations of Dower, 1726-75, from the Court of Common Pleas; Renunciations of Dower, 1776-1887, from the Charleston Court of Common Pleas; and Accounts Audited of Claims Growing out of the Revolution, 1778-1804, from the Office of the Comptroller General. This index includes 150,000 selected index references and about 39,000 separate names, locations, and topics, most of which deal with land. The researcher now has the opportunity to study an index to over 64,000 documents from one source instead of six.

A second temporary partial index to legislative papers is contained in three rolls. This index, a continuing project of the Inventory and Arrangement Division, includes names, locations, and topics for 10,000 petitions to the General Assembly and reports of legislative committees from 1782-1830. Information on all aspects of the state's early history is available. The rolls contain 90,000 selected index references to 14,000 separate names, locations, and topics.

The computer index program of the Archives and History Department is a joint project of the Computer Services and Inventory and Arrangement Divisions.

Research into decades of local history records thought destroyed by Union troops is now possible through the discovery of a number of Chesterfield District volumes that predate the Civil War. Included in the records found were equity court records, 1842-68, and sheriff's execution, sales, and writ books, 1837-1929. The records were identified by the Local Records Section of the South Carolina Archives while they assisted in preparing county records

for a move to the new Chesterfield County courthouse.

Approximately 4,500 rolls of 35 mm. microfilm of records of the counties and districts of South Carolina are available for sale from the South Carolina Department of Archives and History. Records of the following counties are on film: Abbeville, Aiken, Anderson, Barnwell, Beaufort, Charleston, Cherokee, Chester, Colleton, Darlington, Dorchester, Edgefield, Fairfield, Georgetown, Greenville, Horry, Kershaw, Lancaster, Laurens, Lee, Lexington, Marlboro, Newberry, Pickens, Richland, Spartanburg, Sumter, Union, Williamsburg, and York. A free summary list of the records of each county may be obtained from the Publications Division of the South Carolina Department of Archives and History, P.O. Box 11669, Columbia, S.C. 29211.

At a meeting held in the Tennessee State Library and Archives Building on 4 October 1978, forty-seven archivists, librarians, records managers, and computer specialists representing twenty-three institutions approved a steering committee report and selected an interim executive committee to prepare a final plan for the formation of a network of users of the archival computer processing package SPINDEX. The organization will be called the **SPINDEX User Network (SUN)**. The executive committee of five will prepare a constitution and bylaws, solicit a slate of candidates to hold initial office on a permanent executive committee, suggest a dues schedule, and study membership requirements for the network.

The Nashville meeting heard a report and voiced assent to a plan that would create a voluntary network of all corporate or institutional users of the SPINDEX computer package, with associate membership on a non-voting basis available to individuals. It was proposed that the purposes of the network organization would be to monitor program modifications on the package and distribute modified packages to all network members, to provide technical information about the package and its applications through a network newsletter, to contract for some program modifications through assessment of members for such changes when instructed to do so by a ma-

jority of owners of the package, and to cooperate and coordinate changes with the National Archives and Records Service which has been the primary developer and distributor of the package since the development of SPINDEX almost a decade ago.

Of the twenty-three institutions represented at the meeting, twelve already own SPINDEX for their archival or records management activities and seven stated that they plan to introduce the package into their activities in the near future. A number of other institutions known to use SPINDEX were not represented at the meeting.

The twelve users at the meeting were the National Archives and Records Service (NARS), the Historical Department of the Church of Jesus Christ of Latter-day Saints, the South Carolina Department of Archives and History, International Nickel Corporation (INCO), Cornell University Department of Manuscripts and University Archives, the State Historical Society of Wisconsin, the Virginia State Library, the City of Portland (Oregon) Auditor's Office, Northern Illinois University Library, the Denver Public Library, the Washington State Historical Records Survey, and the Tennessee State Library and Archives.

The interim executive committee, nominated and selected at the meeting, consists of: Ron Watt, L.D.S. Historical Department; H. Thomas Hickerson, Cornell; Richard Parmenter, INCO; Charles Lesser, South Carolina; and Frank Burke, NARS. At a subsequent meeting of the committee, Ron Watt was chosen as chairman.

Information about the SPINDEX User Network (SUN) may be obtained by writing to Ron Watt, Historical Department, 50 East North Temple Street, Salt Lake City UT 84150, or any of the members of the executive committee. [FRANK G. BURKE, *National Historical Publications and Records Commission*]

**State historical records coordinators and advisory board members** met with NHPRC historical records program staff in Nashville on 4 October 1978 before the opening of the annual SAA meeting. State coordinators, most of whom are state archivists, have met with records program staff during the past three summers in conjunction with the annual meeting of the National

Association of State Archives and Records Administrators. The Nashville meeting was an attempt to involve some of the nearly six hundred members of advisory boards, in addition to coordinators, in discussion of the records program.

The meeting began with a report by commission staff on the status of the congressional appropriation for NHPRC grant funds for FY 1979 and on plans for the program after expiration of the current authorizing legislation in September 1979. Staff reported that it appeared Congress would recommend the full \$4 million allowable for grant funds under the current authorization. If this is done the funds will probably be allocated by the commission equally between publications and records grants, \$2 million for each program. A \$4 million appropriation for FY 79 will represent an increase of \$500,000 over the FY 78 level. Despite pleadings in many letters to and testimony before congressional subcommittees last spring, the Congress again increased NHPRC grant funds by a reduction in the budget for the National Archives and Records Service. NARS supports NHPRC for staff, travel, and other administrative details. The increase by Congress in funds for NHPRC is for grant funds only.

Commission staff reported on future plans which include consideration of the following: (1) both grant and administrative funds for NHPRC separate from the NARS budget so that in the future the Congress does not increase NHPRC appropriations at the expense of NARS; (2) a substantial increase in NHPRC grant funds, especially for the records program; and (3) clarification of the commission's funding authority in certain areas. Legislation on these matters is likely to be considered by the Congress early in the 1979 session.

Also discussed were potential changes in the commission's regulations for appointment, operation, and support of the state historical records advisory boards. Changes being considered include provisions that each advisory board should elect a chairperson who need not be the state coordinator and should include a minimum number of practicing professional archivists and at least seven professionals in closely related areas; that each state coordinator should prepare a written annual report to

the governor and the NHPRC; that each state board should meet a minimum of three times each year; that the NHPRC should provide funding for meeting expenses if these cannot be obtained from state funds; and that the revised regulations should be met by a specified date if the views of the state board are to be considered by the NHPRC. Draft revised regulations were to be circulated to state coordinators and others during the several months before their formal consideration by the commission in 1979 for promulgation in the *Federal Register*.

NHPRC staff also reported on a draft commission report, "Report to the President." This report, the first since 1962, discusses the recent development of commission programs, particularly the early stages of the records grant program, and projects future directions and needs. The report will be made public as soon as it has been acknowledged by the White House. [LARRY HACKMAN, *National Historical Publications and Records Commission*]

In moving records from the University of Utah to the **Utah State Historical Society**, three long-lost maps which give the location of early finds of dinosaur bones in various locations in Utah were found. These maps are essential for the comprehensive remapping of dinosaur bone finds now under way at the Dinosaur National Monument.

The society's photographic library, in an effort to increase its collection of photographs of Utah life, is sponsoring a contest and will award prizes of \$50 each for the twelve best photographs.

The United Auto Workers has reached a new agreement with the Archives of Labor and Urban Affairs, at **Wayne State University**, about the union's records held by the repository. The period for which the records must be closed to research has been lowered from twenty years after the date of creation to ten years.

Don W. Wilson was selected as associate director of the **State Historical Society of Wisconsin** to fill the vacancy left when Richard Erney assumed the directorship of the society. Wilson was formerly deputy di-



rector of the Dwight D. Eisenhower Library in Abilene, Kansas.

The society has recently processed the records of the Wisconsin American Bicentennial Commission, including minutes, project files, general correspondence, and correspondence of the executive director. Among other material in the records are many objects with a Bicentennial theme, such as a red, white, and blue do-it-yourself wren house; an American Eagler Rhythm Clapper (only \$1.59); plans for a Bicentennial fire plug; and a patriotically colored parking meter converted for use as a coin-operated lamp.

#### ACCESSIONS AND OPENINGS

**California State Archives.** Accessions: records (1968–77) of the American Revolution Bicentennial Commission of California; records (1964–72) of the California Advisory Commission on Indian Affairs, including the California Indian Assistance Project; records (1969–74) of the California Legislature's Joint Committee on Seismic Safety; records (1941–73) of the Department of Alcoholic Beverage Control; and records (1963–75) of the California Arts Commission. Also, records of the California State Fair and Expositions (1953–68), California State Historical Association (1916–48), Chile-California Program—an affiliate of the U.S. Alliance for Progress Program (1963–68), Department of Commerce (1948–76), Department of Corrections (1931–75), Lieutenant Governor's Office (1954–74), Department of Industrial Relations (1911–65), Department of Insurance (1938–66), Department of Investment (1939–71), California Secretary of State's Office (1947–75), Department of Savings and Loans (1922–71), Department of Agriculture (1915–75), Department of Justice (1880–1930), California Youth Authority (1889–1968), Public Utilities Commission (1861–1969), California Office of Economic Opportunity (1964–71), and Department of Education (1908–74).

**University of California** at Berkeley, Regional Oral History Office. Oral Histories: interviews with Winifred Osborn Heard and Bartlett Bradford Heard, long-time leaders in non-profit social work in California; interview with Grace Van Dyke Bird,

first woman president of a junior college in California; and an interview with Rebecca Hourwich Reyher, suffragist.

**City of Charleston, South Carolina, Archives.** Accessions: papers (dates indicated) of the following mayors: John P. Grace (1911–23), Thomas P. Stoney (1924–31), and J. Palmer Gaillard (1959–75).

**Detroit Public Library,** Burton Historical Collection. Accession: papers (1900–1969) of George Dondero, congressman from Royal Oak from 1933 until 1957.

**Hoover Institution on War, Revolution and Peace.** Accessions: papers (1924–73) of Gaston Bergery, French diplomat, attorney, author, director of the cabinet of the Ministry of Foreign Affairs, and ambassador to Moscow in 1941; papers (1936–76) of Hsin-Hai Chang, Chinese ambassador to Portugal and to Czechoslovakia and Poland; papers (1930–70) of William Y. Elliot, American political scientist, member of the planning board of the National Security Council, and consultant to the secretary of state; papers (1928–63) of Georges Scapini, French attorney, diplomat, and deputy of the French National Assembly; papers (1920–73) of Joaquin Maurin, Spanish political activist, journalist, and author; papers (1930–72) of Victor Chi-tsai Hoo, Chinese diplomat and United Nations official; papers (1930–66) of Walter Schevenels, Belgian trade unionist and international trade union official; papers (1924–76) of Herbert Solow, American journalist and editor of *Fortune Magazine*; and papers (1903–77) of Bertram D. Wolfe, American author and historian, representative of the Communist Party, USA, to the Communist International (1928–29).

**Idaho Historical Society.** Accessions: records, including church registers (1896–1924), of the Episcopal Church in Idaho; minute books, publications, and photographs (1920s–50s) of the Idaho State Chamber of Commerce; microfilm (1923–present) of the *Nampa Free Press*; building permits (1910–75) of Boise City; exhibits, transcript, and other district court records (1907) relating to the trial of William D. Haywood for conspiracy in the murder of

former Governor Frank Steunenberg; and photographic negatives (1964-74) of Bob Lorimer, agricultural writer and photographer for the *Idaho Statesman*.

**Michigan Historical Collections**, Bentley Historical Library. Accession: photographs by Claude T. Stoner documenting railroad history in Michigan.

**South Carolina State Archives**. Accessions: Accounts (1782-83) of Forfeited Estates, Comptroller General; journal (1755-70) of the Commissioner of Fortifications; accounts (1825-53) and minutes (1760-1831) of the Road Commissioners, St. John's Berkeley Parish; minutes (1817-59) of the Road Commissioners, All Saints Parish; roll (1886-1921) of National Guard Officers; and orderbook (1861-65) of the 14th Infantry, South Carolina Volunteer Troops.

**Wayne State University**, Archives of Labor and Urban Affairs. Accessions: records (1959-78) of Monteith College, established in 1959 as a part of Wayne State University as an experimental small college within a large university; records (mid-1960s—mid-1970s) of the American Federation of State, County, and Municipal Employees, Michigan Council 25.

**State Historical Society of Wisconsin**. Accessions: records (1905) of the Secretary of State, Elections, and Records, Wisconsin State Census; files (1947-51) of the Wisconsin Employment Relations Board, Public Utility Cases; records (1971-77) of Common Cause in Wisconsin; papers (1950-51, 1965-74) of Glenn R. Davis, Wisconsin congressman from the Ninth District; papers (1960-66) of the Milwaukee Citizens for Equal Opportunity; papers (1940-73) of *The Progressive*; papers (1925-71) of Frederic E. Risser, Madison attorney and state senator; copyprints of negatives (1898) taken by Joseph T. D. Howard while serving as physician on the Menominee Reservation; negatives (1910-20) from the Meuer Photoart House, Madison; prints and negatives (1895-1945) of the Parks family who went on the road with a carnival and maintained a photo booth.

## RELIGIOUS ARCHIVES

**Baptist**. The North Carolina Baptist Historical Collection, Wake Forest University, Winston-Salem, North Carolina, received during the 1977-78 reporting year 132 reels of microfilm containing the records of 119 Baptist churches. During this same period, the staff completed work on the William Louis Poteat Papers. This 11,826-item collection, for which a finding aid has been prepared, reflects Poteat's varied interests along social and denominational lines. Also processed and microfilmed were the papers (1873-1972) of James Floyd Fletcher. Major research on scholarly topics has included: Anabaptists and the Radical Reformation; History of the Southern Baptist Convention; and Black Preachers in North Carolina, 1865-1970.

**Lutheran—Missouri Synod**. The Reverend Robert W. Becker, archivist of the Southern District since 1972, died January 11, 1978. He was responsible for arranging to have Southern District archives housed in the Earl K. Long Memorial Library of Louisiana State University. A new archivist, the Reverend Ferdinand Reith, has recently been appointed in the Nebraska District.

**Methodist**. After a long term of service in the Kansas West Conference Depository, Ina Turner Gray retired 1 September 1978, as director. Her place was filled by Irene Watson, of the Southwestern College library staff. At Iowa Wesleyan College, Helen Volkmann, former director of libraries, has been employed as assistant archivist. Recent publications by the Northern New Jersey Conference Archives are the Civil War diaries of James B. Faulks and the personal diaries of John Sumerfield Colt, both ministers of the former Newark Conference. Another publication, out of Minnesota, is *The History and Ministerial Record of the Women Ministers of the Minnesota Annual Conference of the United Methodist Church, 1856-1977*, by the Reverend Elise Hartman. The Northern New Jersey Conference has initiated a local church microfilming program with Drew University. The North Alabama Conference reports the completion of a six-year project to microfilm the *Alabama Christian Advocate*, 1881 to present. The South Georgia Conference reports plans to add a vault to the present

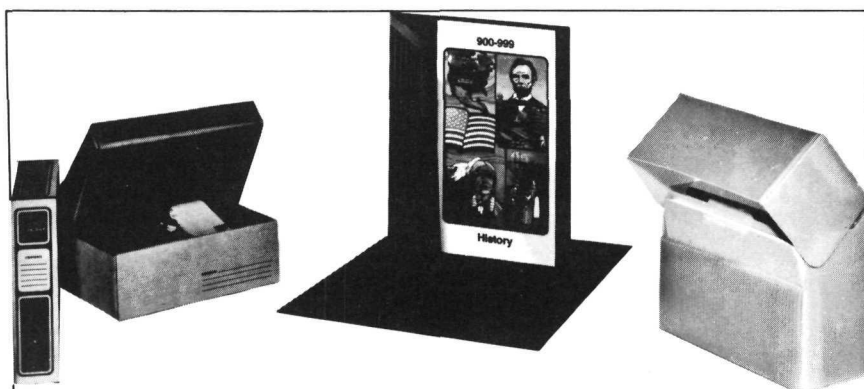
museum-library building, to house conference archival materials.

**Orthodox Church in America.** Deacon Dennis Rhodes has begun the preparation of a full catalog in English of the 280,000-document collection of the church's Department of History and Archives. It is estimated that the finished catalog will contain more than seven hundred pages.

**Salvation Army.** The Salvation Army Archives and Research Center, established in 1974 by the Eastern Territory, has now become the national repository for Salvation Army archival, printed, and photographic material. Its first director, Thomas Wilsted, reports that the center has re-

cently occupied new quarters at 145 West 15th Street, New York, NY 10011.

**Wheaton College, Illinois.** Among accessions to the Billy Graham Center Archives are: papers (1862-1915) of Jane (Fanny) Crosby Van Alstyne, blind poet who became one of America's best-known hymn writers; Billy Sunday Campaign Music and the Old Time Religion (a recording); papers of Christianity Today, Inc., among which are extensive correspondence files of editors Carl Henry and Harold Lindsell; papers (1910-69) of Helen Margaret Jaegerquist Tenney, including materials relating to Tenney's active participation in a number of evangelical ministries, particularly her work with the Women's Union Missionary Society.



## **Acid-Free Storage**

DOCUMENT CASES, STOR/FILES, FLAT FILES and SHELF-FILES are acid-free to protect your valuable papers, magazines, and reports from deterioration. Economical, yet permanent and durable. Available in acid-free corrugated and acid-free plastic. Wide range of sizes for large or small scale needs. All in the 209-page Highsmith Library/AV catalog. Write for your free copy.

# **Highsmith**

P.O. Box 25  
Fort Atkinson, WI 53538

# The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

## Annual Meeting

The 42nd annual meeting of the Society of American Archivists was held in Nashville, Tennessee, 3–6 October 1978. More than 800 archivists, manuscript curators, and records managers convened at the Hyatt Regency Nashville for the four-day meeting. Participants attended committee meetings and over fifty panel discussions, many of which dealt with aspects of the themes of the meeting, “Preservation of the Past—Access for the Future” and “Professional Goals and Constituent Demands.”

Fourteen limited-enrollment seminars provided a forum for further discussion of subjects presented in regular annual meeting sessions, including the Preservation of Films and Photographs, In-House Preservation of Records, Appraisal of Machine Readable Records, and Archival Public Relations. Seminars were a successful innovation at the 1977 annual meeting in Salt Lake City.

“Drop-In Rooms” were introduced, providing an opportunity for meeting participants to discuss common problems and seek answers to specific questions. The themes of the Drop-In Rooms included Legal Issues, Access Regulations, and NUCMC, as well as the subjects of many of the present and forthcoming SAA basic manuals. Many of the Drop-In Rooms were staffed by the authors of titles in the manual series. Demonstrations of basic paper conservation techniques and advanced finding aids systems were conducted throughout the week.

A basic workshop on the care of historical records, designed for those with responsibility for archives and manuscripts but with little previous training, was also held in conjunction with the meeting.

---

Material for this department should be sent to the Executive Director, Society of American Archivists, Suite 810, 330 S. Wells Street, Chicago, Illinois 60606.

Annual meeting participants were welcomed to the meeting Tuesday night at the "Nashville Bash," featuring Blue Grass music by J. T. Gray and the Nashville Skyline. More of the famous Nashville Sound was available to members on the post-meeting tours which included an evening at the Grand Ole Opry as well as visits to the Hermitage, Andrew Jackson's plantation, and the Jack Daniel Distillery.

SAA President Walter Rundell, Jr., University of Maryland, presided throughout the meeting until Friday, 6 October, when Hugh A. Taylor, Public Archives of Nova Scotia, assumed the presidency at the closing brunch. Maynard J. Brichford, University of Illinois, was elected to serve as Vice President for the coming year; Mary Lynn McCree, University of Illinois at Chicago Circle, was elected to a third term as Treasurer. Assuming positions on the Council are Shonnie Finnegan, State University of New York, and Paul H. McCarthy, Jr., University of Alaska.

The Society named three of its members Fellows for their outstanding contributions to the archival profession. Honored were J. Frank Cook, University of Wisconsin; Miriam I. Crawford, Temple University; and Edward C. Papenfuss, Maryland Hall of Records. Philander D. Chase, of the Papers of George Washington, received the Philip M. Hamer Award given annually to a junior editor who has done distinguished work on a documentary publication sponsored by NHPRC. The Waldo Gifford Leland Prize, awarded for an outstanding published work, was presented to Richard C. Davis of Durham, North Carolina, for *North American Forest History: Guide to Archives and Manuscripts in the United States and Canada*, prepared for the Forest History Society. Aloha South, National Archives and Records Service, was commended by the Awards Committee for her *Guide to Federal Records Relating to Africa*. The Sister M. Claude Lane Award, funded by the Society of Southwest Archivists, was given to Lynn E. May, Southern Baptist Historical Commission, and William B. Miller, Presbyterian Historical Society. The Lane Award recognizes accomplishment in the area of religious archives. Tyrone C. Butler, Tennessee State Library and Archives, and Janet Linde Kern, University of Virginia, were named 1978 recipients of the Colonial Dames of America Scholarship.

### Report of the Executive Director

Every man owes some of his time to the  
upbuilding of the profession to which  
he belongs.

THEODORE ROOSEVELT

In 1935, a luncheon conference of archivists was held in Tennessee during an annual meeting of the American Historical Association. The gathering had an important goal, the creation of a professional organization for archivists and manuscript curators in the United States. As a result of the deliberations, the Society of American Archivists was founded a year later.

The concerns articulated by the conferees were familiar: archival education, publications, standardization of methods, communication, and, in Margaret Norton's marvelously apt words, "the uncomprehending attitude of many public of-

ficials in the past, who had failed to grasp the significance and real value of state and local archives.”

Because of the continuing commitment of the members of the Society of American Archivists to the growth and welfare of the profession, we have made important contributions in these areas in the past year. The brief report which follows skims the surface of these activities, but I believe that our predecessors who met in Tennessee in 1935 would be proud to learn that archivists in 1978 had important opportunities to influence public policy concerning the treatment of records and documents of public officials; that archivists in 1978 were making unprecedented strides in short-term education; that the distribution of SAA’s professional publications reached record levels in 1978; and that between 800 and 900 archivists, manuscript curators, and records managers would attend the Society’s 42d annual meeting, held in Nashville, and make that meeting perhaps the largest in the history of our Society.

My report in recent years has been divided into three major sections: representation, services to the profession, and the Society. The following is so organized also; although this scheme of arrangement and description occasions a number of uncertainties as to just what category is appropriate for many of our undertakings.

REPRESENTATION

In 1977–78, the Society continued its effective role in influencing policy on the treatment of the records and documents of public officials. We worked with concerned archivists and others in a number of states to draft needed legislation. Most significantly, the Society played a major role in the continuing efforts to write into federal law the concept that papers created by a public official conducting the public’s business are the property of the public. In 1978, SAA was the only professional organization invited to present testimony in both the House of Representatives and the Senate about this important issue.

The Society also presented congressional testimony this year advocating increased funding for the records grant program of the National Historical Publications and Records Commission. While the additional funding was allocated, we regret that Congress ignored the request of the Society and other professional organizations that the funding be appropriated outright. It is our expectation that new legislation in 1979 will solve the dilemma we have faced over the past few years: the propensity of Congress to deplete the operating budget of the National Archives and Records Service to increase the budget of NHPRC.

The Society’s views regarding the organizational status of the National Archives, a service of the General Services Administration, were expounded in a number of important forums in 1978. And could there have been a more appropriate time? Daily headlines attest to the inability of GSA to perform even its most mundane functions in an acceptable manner. Your executive director served on a seventeen-person advisory committee to President Carter’s Reorganization Project as it relates to the General Services Administration. While the report of the project lists alternative solutions to the GSA/NARS relationship, a change in the status quo was clearly supported. It now appears to be generally accepted that



the Archivist of the United States must, at the least, have statutory authority over all archival programs. The integrity of the records of the nation can be assured only by assuring the integrity of the custodian of the records.

In 1978, SAA expanded its network of formal relations with allied groups by becoming a member of the Council of National Library Associations. The Society also joined with other organizations and institutions to form a United States Advisory Committee for UNESCO's General Information Program. Your executive director was recently elected to the bureau of this organization.

#### SERVICES TO THE PROFESSION

A profile of the Society's membership in 1978 indicates that 80 percent of our individual members have joined since 1970, 50 percent since 1975. The needs of the newer members—most of whom are new also to the profession—have been foremost in the minds of those planning the Society's current programs.

Almost two hundred working archivists were enrolled in SAA's 1977-78 basic workshop series which played to capacity houses from Massachusetts to California. In a particularly successful example of cooperation, each of the six basic workshops had a regional archival organization as cosponsor. Special gratitude is due to the officers and members of these organizations—the Conference of Intermountain Archivists, the Society of Southwest Archivists, the Society of Indiana Archivists, the New England Archivists, the Society of California Archivists, and the Tennessee Archivists—for the contribution they made to the success of this NEH-supported pilot program. There is now substantial evidence that SAA's program has kindled a renewed interest in basic workshops to be conducted at the regional level. The Society hopes to encourage and foster such efforts in 1978-79. As a concluding facet of the basic workshop program, SAA brought archival workshop educators from around the nation to a two-day conference on short-term archival education.

The second aspect of SAA's basic education effort was the publication in late 1977 of five manuals. This undertaking was supported by the first grant made in NHPRC's records program. The foresight of the commission and its staff has been confirmed. Almost 12,000 copies of the manuals have been distributed in less than a year. They have been adopted as texts in a number of archival education programs including, of course, our own basic workshop series. These archival best sellers are: *Appraisal and Accessioning*, by Maynard Brichford; *Arrangement and Description*, by David B. Gracy II; *Reference and Access*, by Sue Holbert; *Security*, by Timothy Walch; and *Surveys*, by John Fleckner.

Another part of our efforts to meet basic educational needs is the increased instructional content of the annual meeting. The attendance in Nashville at the basic workshop, demonstrations, seminars, and drop-in rooms, indicates the importance of this emphasis.

Looking ahead, it is our hope to develop a series of seminars and workshops in advanced and specialized topics which will be designed to meet the needs of experienced working professionals for continuing education. For example, the Society's newest publication, Edie Hedlin's *Business Archives: An Introduction*, has

served as a framework for a new educational offering. We have scheduled a workshop on business archives for Chicago in early December 1978. *Business Archives* was funded, in part, by a grant from the Business History Foundation.

Another important educational opportunity on SAA's agenda is the Sixth Archives Study Tour—departing for Australia, New Zealand, and Fiji in February 1979. Thomas Wilsted is tour coordinator.

SAA published a revised edition of our *Education Directory* in 1978. It is widely distributed, free of charge, to interested persons and institutions. The new edition contains the guidelines for graduate archival education approved last year by the Society's Council.

The National Historical Publications and Records Commission has awarded the Society support for the preparation and publication of six new basic manuals. C. F. W. Coker will continue to serve as editor of the series. Jan Shelton Danis is managing editor. The subjects of the new manuals are: administration, by Robert M. Warner; automation, by H. Thomas Hickerson; exhibits, by Gail Farr Casterline; public programs, by Ann Pederson; cartographic records and architectural drawings, by Ralph Ehrenberg; and reprography, by Carolyn Sung.

Other Society-sponsored publications now in preparation include one to be entitled "Religious Archives: An Introduction," by August Suelflow; a guide to external funding possibilities, by Larry Hackman; and a college and university archives reader, being produced by a college and university archives subcommittee chaired by Charles Elston.

The Chicago headquarters office will coordinate the production of another publication in 1979, with the help of the Building and Technical Services Committee. It is an archivist's catalog which will be furnished to all SAA members as a benefit of membership.

Another headquarters office undertaking for 1979 is a comprehensive salary survey of the profession, a project put forward by SAA's Committee on the Status of Women in the Archival Profession.

Last year, SAA was awarded a grant by the National Endowment for the Humanities to locate and describe the unpublished records of the Historical Records Survey Project. Through correspondence, repository finding aids, and fieldwork, descriptions are now completed for more than a hundred repositories in 47 of the 48 states that participated in the project. Through this year-long effort, an amazing amount of material has been identified that will be of great interest to manuscript curators, public officials, researchers, as well as archivists who are responsible for municipal, county, and state records. The product of the project is a descriptive list which we hope to expand into a more complete guide next year.

During the past year, the Society's Archival Security Program continued to make a positive contribution in this important area. In addition to the extensive distribution of the security manual, the security program staff continued to compile and distribute the *National Register of Lost or Stolen Archival Materials* to over 1,200 repositories and manuscript dealers across the country. Eight archival institutions tapped the Security Consultant Service in 1978 for assistance in analysis of their security systems. A final and very significant phase of the security program has been its supporting role in changing state laws regarding archival theft.



In 1978, archivists from Alabama to California successfully worked to have their state statutes improved.

### THE SOCIETY

In the 1935 meeting, Thomas P. Martin of the Library of Congress called for the organization being planned to publish and distribute "improvements made in archival procedure." SAA, of course, now publishes the most widely distributed archival journal in the world, *The American Archivist*. Virginia C. Purdy became the journal's editor this year. Her innovative plans to revamp the appearance of the publication, and her intention to introduce new editorial features have the enthusiastic support of the Society's elected leadership and of the Editorial Board. Next year will be an exciting period for the journal and it is the editor's intention to publish it on a timely basis. The Society is indebted to the National Archives for the generous support it provides to the staff of the journal. This contribution to the profession merits the gratitude of every member.

The upstart kid brother of the journal, the *SAA Newsletter*, continued to keep the profession abreast of late-breaking developments in the field as well as providing features ranging from professional employment opportunities and legal advice to archival humor—and the preceding phrase is not a contradiction in terms! The *Newsletter* is distributed only to SAA individual and institutional members. However, your Chicago staff is heartened by the numerous requests we receive for subscriptions to this publication.

In an otherwise upbeat report on the state of the Society, I must inject a less positive note when the discussion turns to our present committee system. It includes well over forty separate entities—far too many to allow effective coordination even though valiant efforts have been made. When I was elected to SAA Council in 1973, an experiment which had used members of Council as liaisons to the committees was abolished. Last year, members of the headquarters staff have served as liaisons to the various committees. The results were not remarkable.

I do want to recognize here the work of two committees who have most assuredly produced for SAA this year. Without the sterling efforts of Cleo Hughes and her Local Arrangements Committee and Edward Papenfuse and his Program Committee, SAA '78 would not be.

Other committees have played major roles in the past year in assisting the Society to address major concerns of the profession such as ethics, replevin, individual certification, and institutional evaluation.

The growth of the Society's activities has been accompanied by an increase in the staff available to serve members' needs, in greatly enlarged stocks of publications, and in more frequent calls for meeting space for committees and task forces. In short, the space which the University of Illinois at Chicago Circle provided to the Society in 1974—which was more than adequate for two persons, probably sufficient for four—was inadequate to our needs by 1977. Additional space was not available at Circle Campus and SAA's services were threatened as effective performance became increasingly difficult in overcrowded conditions.

That problem was solved in August when our offices moved into leased space in Chicago's Loop. We are almost settled in, and I can report that it is marvelous once again to have adequate space for our activities.

By almost any statistical measure, 1977-78 was a banner year for the Society. At a time when some related organizations are facing falling membership levels and/or revenues, SAA's membership rolls and operating budget are at all-time highs. In September 1978, our individual membership numbered 2,087, up 69 percent since 1975. The total roll, including institutional members and subscribers, stood at 3,551.

Even though the Society has sizeable additional financial obligations now that we have occupied our new headquarters offices, Council has approved a balanced budget for the current fiscal year. It anticipates general fund revenues just under \$200,000—up 128 percent since 1974.

One of my goals in the management of the Society's finances has been to increase the proportion of non-dues revenues to the general fund. I anticipate that individual dues will account for less than 30 percent of the general fund budget this year. In contrast to many related organizations, SAA will not, in my opinion, have to consider a dues increase for many, many years.

SAA's membership is served by a very talented and energetic professional staff in Chicago. I want you to meet them now:

Lori Hefner has completed SAA's year-long HRS Survey Project and performed yeoman service in 1978 in coordinating the headquarters move.

Debbie Risteen manages the placement service, is assuming increasing responsibility for the *Newsletter*, and is staff liaison for the international study tour.

Timothy Walch directs the Society's burgeoning educational efforts and the archival security project.

Joyce Gianatasio, our administrative services director, coordinates advanced planning for all annual meetings and directs all membership services.

Finally, a personal word. As many of you know, I did not return to Chicago from last year's Salt Lake City meeting without incident. Two days after SAA's conference, I was named a Certified Association Executive by the American Society of Association Executives at ASAE's annual meeting in Phoenix. Later the same day, the car in which I was riding was involved in an accident which convinced me never to go to Arizona for my health. I cannot tell you how much your prayers, your good wishes, and your encouragement meant to me in those first terrifying days and, later, in the difficult months of mending. I will always be grateful. Thank you for that and for the privilege of serving as the Society's Executive Director.

ANN MORGAN CAMPBELL, *Executive Director*

**Treasurer's Report**

This report covers the Society's fiscal year beginning 1 January 1977 and ending 31 December 1977.

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. SAA Special Projects Funds, which 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. 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. Cash on hand as of 1 January 1977 amounted to \$95,831 with cash revenues during the year totaling \$161,887.

Cash revenues consisted of the following:

Membership dues	\$64,144
Subscription fees	21,110
Advertising	3,591
Administrative fees (grants)	3,704
Gifts and grants	—
Publication and microfilm sales	23,345
Annual meeting and workshops	39,319
Interest income	5,481
Miscellaneous	1,193
Transfers from other funds:	
Life Membership	—
Tinker Fund	—
Institute Fellowship	—
Total revenue	<u>\$161,887</u>

Cash Expenditures from the General Fund during the year totaled \$141,339.

Depreciation	\$812
Salaries	55,259
Casual Labor	—
Payroll taxes	2,607
General and administrative	23,423
Committee and travel	8,638
Publications	26,664
Annual meeting and workshops	<u>23,936</u>
Total expenses	<u>\$141,339</u>

The General Fund cash balance as of 31 December 1977 amounted to \$116,379.

Grant Funds

During 1977 the Society continued or initiated six special projects funded by grants. They were as follows:

- Archival Security Program—funded by NEH
- International Congress on Archives—funded by NEH and the Tinker Foundation
- Conference on Priorities—funded by NEH
- Archival Manuals—funded by NHPRC
- Business Archives Manual—funded by the Business History Fund
- Historical Records Survey—funded by NEH

Between January and December 1977 the Society received grant funds in the amount of \$46,711 in full or partial payment for these special projects. Grant revenues were received in support of the following projects:

The Archival Security Program—NEH	\$45,168
Conference on Priorities—NEH	\$43
Business Archives Manual—The Business History Fund	\$1,500

Grants are administered through the executive director's office. She is responsible for arranging the disbursement of funds in accordance with provisions of the individual grants. Expenditures in fulfilling these specific program commitments during fiscal 1977 were \$57,047. The following is a summary of those expenses:

Salaries	\$20,035
Payroll Taxes	1,166
Professional fees	6,519
Postage	493
Telephone	336
Printing and duplicating	10,758
Administrative expenses (to General Fund)	3,704
Supplies	545
Committee and travel	11,143
Employee benefits	525
Miscellaneous	9
Clerical services	677
Travel reimbursement and per diem	—
Consulting fees	1,137
Transfer to General Fund	—
Total expenses	<u>57,047</u>

The Grant Funds cash balance as of 31 December 1977 was \$10,692.

Special Projects Funds:

During 1977 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 Grant Funds 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 1 January 1977, these

Special Projects Funds totaled \$67,094, and as of the end of the year, 31 December 1977, the funds totaled \$72,935.

The status of each fund as of 31 December 1977, was as follows:

Leland Award	\$13,836
Life Membership	9,251
Meeting	12,226
Publications Revolving	5,942
Endowment	19,329
Research Manual	8,504
Hamer	2,825
Institute Fellowship	1,022

For the year, the combined activity of the Special Projects Funds generated cash revenues of \$7,253 consisting of gifts and grants of \$2,835 and interest earned of \$4,418. Cash expenditures consisted of awards totaling \$1,412.

### Summary

The total combined assets of the Society on 31 December 1977 was \$214,133. Total interest earned for the year amounted to \$9,899. Richard P. Finnegan, Certified Public Accountant, has audited all amounts, and his report is on file and available for inspection at the executive director's office in Chicago.

During 1977, the Society's funds were maintained in the following institutions:

- Mid-City National Bank of Chicago
- Chicago Federal Savings
- First National Bank of Chicago
- Western Savings Bank, Philadelphia
- The Fidelity Bank, Philadelphia

Last year at this time we indicated that we should be moving to a new fiscal reporting year. We had hoped that by now that would be accomplished. It has not been, for we have not yet received permission from IRS to make the change. As soon as we do, our fiscal reporting year will be 1 July to 30 June.

MARY LYNN MCCREE, *Treasurer*

### Minutes

#### Council Meeting, 13 April 1978

President Walter Rundell, Jr., called the meeting to order at 2:00 P.M. in the Statler Hilton Hotel, New York, New York. 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 Lytle, and Edward Weldon. Editor Virginia C. Purdy, retiring Editor C. F. W. Coker, and Executive Director Ann Morgan Campbell attended without vote.

The proposed agenda for the meeting was adopted.

On behalf of the Council, President Rundell welcomed Virginia Purdy to the meeting as new editor of *The American Archivist*. Purdy's appointment was ap-

proved unanimously by the Council in a March telephone poll. Coker was commended by the Council for his distinguished service to the Society.

*President's Report.* Rundell relayed a suggestion received from Eva Moseley regarding the establishment of an international exchange program for archivists. Rundell reported to the Council that he had testified before the House Appropriations Subcommittee in favor of increased funding for the National Publications and Records Commission.

*Investments.* McCree reported that she and Campbell had obtained a proposed investment plan for the Society's funds. However, Treasurer McCree recommended that any action on long term investments be deferred until the question of finding new space for the Society's headquarters offices is resolved. Among the options being considered by the Executive Committee is the purchase of a building.

The treasurer asked Council to authorize the combination of four existing Special Projects Funds whose existence as separate entities is no longer required or useful. On a motion made by Berkeley and seconded by Hinding, the treasurer was given permission to merge the following funds: Life Membership, Meeting, Publications Revolving, and Research Manual.

*Membership.* The executive director reported that the Society's growth continued in 1977. The total membership roll stood at 3,207 in February 1978. Particularly noteworthy was the increase in the number of individual members, a growth from 1,425 to 1,720 between September 1976 and September 1977. As of February 1978, there were 1,841 individual members. Campbell also presented a profile of individual members, which indicated that 80 percent of the Society's individual members had joined since 1970; 50 percent since 1975.

*Finances.* Campbell provided the Council with an audited financial report for the calendar year 1977 and an unaudited financial report for the first quarter of 1978. In addition, she presented a proposed budget for the Society's fiscal year July 1978-June 1979. The general fund budget anticipated revenues of \$192,055 and expenses of \$175,525. While disbursements for office space were not calculated in the budget as presented, the executive director noted that this expense could be accommodated within the budget which she had prepared.

The proposed budget was adopted on a motion made by Weldon and seconded by Hinding.

*Procedures for Acceptance of Manuscripts for Society Publications.* In its October 1977 meeting, Council requested Coker to devise procedures for the consideration and acceptance of manuscripts prior to their publication by the Society. The following procedures were adopted on a motion made by Hinding and seconded by Burke:

- (1) The following procedures are not intended for application to routine publications of the executive director's office, such as the *Education Directory*, the *SAA Newsletter*, and the *Society Membership Directory* nor do they apply to the production of *The American Archivist* or to the manuscripts and papers submitted for this purpose.
- (2) Nothing in these recommendations is intended to propose that Council divest itself of the approval authority for the printing of all publications of the Society.
- (3) Manuscripts which are offered to or commissioned by the Society are to be reviewed by the editor for general acceptability, both in editorial terms and for content.
- (4) When the editor finds a manuscript acceptable, the manuscript will be referred to the

president who in turn will refer it to two of the eight Council-appointed members of the editorial board. Of these three, at least two must approve the manuscript's acceptability before it may be printed as a Society publication.

(5) If two or all of these readers feel that substantial revision is required, the manuscript will be returned to the author for this; and the revised manuscript will be reviewed in the same manner described in (1) and (2) above, except that the president is to choose two different members of the editorial board for this second review.

(6) Minor changes, of a non-substantive nature, do not require approval beyond the editor and author and do not require that the manuscript be resubmitted to the president or to members of the editorial board.

*Procedures for Change of Editors.* Coker then presented recommended procedures for changing editors when such a transition should become necessary. The following recommendations were adopted on a motion made by Gracy and seconded by Cook: If and when the Society's finances permit, the editorial offices of *The American Archivist*—but not the Society's editor—should be relocated in the Society headquarters. In this way, the copy editing and production functions related to the journal and to the Society's other publications could be carried out without regard to the location or work situation of the editor.

Since such a relocation is unlikely within the next three years or so, the remarks and recommendations which follow assume that the editor and the editorial offices of *The American Archivist* will remain in the National Archives or will be removed to some other institution willing to support the production.

In lieu of this arrangement, the following replacement or appointment procedure is recommended:

1. When the editor's term is completed or when the editor resigns, changes jobs, or is otherwise unable to continue responsibility for Society publications, the president of the Society is to ask the head of the proposed sponsoring institution to nominate a successor for the position.
2. The Society's executive director is to notify members of Council by telephone or in person of the nomination, and an informal vote of Council will determine if the nomination is accepted or rejected.
3. If the nomination is rejected, the president will request another nomination from the sponsoring institution, and the process described above will be repeated.

*SAA Publications.* The executive director reported that the Society's business archives publication written by Edie Hedlin, with the assistance of the Committee on Business Archives, will be available for distribution in late Spring. Three additional publications are in progress: a manual on external funding by Larry Hackman, an introduction to religious archives by August Suelflow, and a reader on college and university archives being prepared by a committee chaired by Charles Elston. The Society's basic manual series has proven to be extremely popular, with over 5,000 copies of the five publications distributed as of 1 April.

*Discussion of Constitution and Bylaws.* Burke's suggestion that the constitution and bylaws be reviewed and revised where necessary was deferred to a future meeting.

*Committee on Committees.* Nicholas Burckel, chair of the Society's ad hoc Committee on Committees, presented the report of his committee to the Council. The



Council directed that the document be published in the July *SAA Newsletter*. Council will consider the committee's report in October 1978 at the annual meeting in Nashville; in addition, the report may be presented to the SAA membership for consideration during the annual business meeting.

*Annual Meeting Sites.* The Council considered a request made by the Committee on the Status of Women in the Archival Profession to reconsider SAA's future schedule of annual meetings which includes sites in states which have not ratified the Equal Rights Amendment. Berkeley moved that the Society cancel its plans to meet in Richmond, Virginia, in 1982, and that future meetings be scheduled only in states which have ratified the amendment. The motion was seconded by Welton. Speaking against the motion, Hinding stated that participation in such a boycott is not appropriate for a professional organization such as the Society, and that much of the burden of the boycott would be felt by numerous female employees of boycotted hotels, restaurants, and other businesses. Hinding pointed out that these employees are not responsible for the position of their state legislatures on ERA—often the legislatures are dominated by rural representatives who are not sympathetic to the concerns of urban hotels, restaurants, and convention bureaus. The motion was defeated by a vote of 2–9.

*Associate Dues for Foreign Members.* The Council passed Cook's motion that a resolution be presented at the 1978 annual business meeting providing that archivists residing outside the United States whose primary allegiance is to their own national archival association be eligible for a special SAA membership at \$30.

*Institutional Evaluation.* William Joyce, chair of the ad hoc Committee on Institutional Evaluation, met briefly with Council to discuss the report of his group. The committee has concluded that the SAA should move to adopt a program of institutional evaluation. The report listed the factors which influenced their deliberations, and anticipated objections which may be raised to the proposal. These objections were then addressed in responses prepared by the committee. While the Council took no action on the report, Taylor suggested that it be printed in the *Newsletter* and circulated to committee chairs for comment.

*Revision of 1969 Tax Law.* The Council considered a request received from the Committee on Collecting Personal Papers and Manuscripts. The committee proposed the appointment of a task force to represent SAA in a feasibility study which would explore restoration of tax benefits for the donation of self-created papers.

The 1969 provision ended charitable deductions for the donation of self-created papers to manuscript institutions and has adversely affected some institutions' collection programs. However, the Council felt that several groups and institutions have been active in this regard for the past several years, and that the approach proposed by the committee would not be effective. On a motion made by Lytle and seconded by Berkeley, the Council did not approve the committee's proposal.

*Oral History Guidelines.* The Council considered guidelines prepared by the Oral History Association. The guidelines had been amended by SAA's Oral History Committee to reflect archivists' concerns. The Council directed that the amended guidelines be published in the July *SAA Newsletter*.



*U.S. National Committee for UNESCO General Information Program.* President Rundell reported to Council on an organizational meeting which he attended. SAA's involvement in the working group has been solicited. On a motion made by Hinding and seconded by Kantor, SAA's participation was approved.

*Executive Director's Contract.* The Council voted to go into executive session to hear a report from the Executive Committee on its negotiations with the executive director regarding a new contract. Purdy, Coker, and Campbell left the room.

On a motion by Gracy and seconded by Berkeley, the following procedure was adopted for recruiting an executive director should this become necessary: if the executive directorship becomes vacant, members of the Executive Committee automatically constitute a search committee to recruit a replacement. The Executive Committee shall seek nominations from Council and the membership. After studying the qualifications of applicants, the Executive Committee shall invite no more than three to an interview before Council, which shall make the final choice.

*Board of Archival Certification.* The Council discussed the pending proposal of the Committee on Education and Professional Development for the creation of a Board for Archival Certification for archival education programs. The text of the BAC proposal was published in the January *SAA Newsletter*. Response to the proposal has not indicated any substantial objection to the plan. It was suggested that an attempt be made to determine the acceptability of the proposal to directors of existing archival education programs prior to the Council's final consideration of the plan in 1979.

*Resolutions Committee.* The Council adopted Cook's motion that the Resolutions Committee be abolished.

President Rundell adjourned the meeting until the following day.

The Council's meeting reconvened on 14 April 1978 at 9:00 A.M. Absent were Burke and Hinding.

*Task Force on National Information Systems.* Lytle reported on the findings of the Task Force on National Information Systems. The Council approved the following recommendations found in the report: (1) that an ad hoc committee on planning for a national information system for archives and manuscript collections be created, and (2) that the committee develop a funding proposal as the first step in the planning process identifying resources in other areas of information services which may have value.

Lytle was asked to head the ad hoc committee and was authorized by Council to explore the possibility of the Society's contracting with the University of Maryland to perform some of the necessary work. In addition, a funded meeting of Lytle's group was authorized by Council.

*Automated Records Committee.* A five-year action plan developed by the Automated Records Committee was endorsed by Council. The committee, chaired by Charles Dollar and Carolyn Geda, was commended for its efforts.

*NASARA Liaison.* Council considered a proposal that SAA appoint an official liaison to NASARA. On a motion made by Cook and seconded by Berkeley, Rundell was authorized to appoint such a liaison. Weldon was appointed to the newly created post. The Council suggested that Weldon encourage NASARA to consider scheduling its annual meeting either before or after SAA's meeting, thereby facilitating attendance at both functions for state archival personnel.

*ACLS Application.* A vote of Council authorized President Rundell to submit the Society's application for membership to the American Council of Learned Societies.

The meeting was adjourned at 12 noon, 14 April 1978.

ANN MORGAN CAMPBELL, *Executive Director*

Annual Business Meeting

The minutes of the Annual Business Meeting did not reach the offices of *The American Archivist* in time for publication in the January issue.—ED.

1978-79 Committee Chairpersons.

The following committees will be chaired this year by the SAA members designated below (SAA staff member responsible for liaison with each committee is shown thus):

*Archives/Library Relationships.* Anne P. Diffendal, Nebraska State Historical Society, 1500 R. Street, Lincoln, NE 68508. (Joyce Gianatasio)

*Archives of Science.* Clark A. Elliott, Harvard University Archives, Cambridge, MA 02138 (Deborah Risteen)

*Auditing.* Richard Marcus, Spertus College, 618 South Michigan Avenue, Chicago, IL 60605. (Ann Morgan Campbell)

*Aural and Graphic Records.* James W. Moore, National Archives and Records Service, Washington, DC 20408. (Risteen)

*Automated Records and Techniques.* Charles Dollar, National Archives and Records Service, Washington, DC 20408. Carolyn Geda, Inter-university Consortium for Political and Social Research, Box 1248, Ann Arbor, MI 48106. (Risteen)

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

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

*Business Archives.* Gary Saretzky, Educational Testing Service Archives, Princeton NJ 08541. (Timothy Walch)

*Collecting Personal Papers.* Charles R. Schultz, Texas A & M University, College Station, TX 77840. (Walch)

*College and University Archives.* Nicholas C. Burckel, University of Wisconsin-Parkside, Kenosha, WI 53141. (Walch)

*Committee on Committees.* (ad hoc). Nicholas C. Burckel, University of Wisconsin-Parkside, Kenosha, WI 53141. (Campbell)

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

*Ethics* (ad hoc). David Horn, DePauw University Archives, Greencastle, IN 46135. (Gianatasio)

*Ethnic Archives* (ad hoc). Francis Blouin, University of Michigan, Bentley Historical Library, Ann Arbor, MI 48103. (Walch)

- Finding Aids.* Richard C. Berner, University of Washington, Library, FM-25, Seattle, WA 98195. (Risteen)
- Historical Records Survey Project.* Leonard Rapport, National Archives and Records Service, Washington, DC 20408. (Loretta Hefner)
- Institutional Accreditation* (ad hoc). William Joyce, American Antiquarian Society, 185 Salisbury Street, Worcester, MA 01609. (Campbell)
- International Archival Affairs.* R. Michael McReynolds, National Archives and Records Service, Washington, DC 20408. (Walch)
- Joint AHA/OAH/SAA Committee on Historians and Archivists.* Arthur Funk (AHA), University of Florida, Department of History, Gainesville, FL 32601. (Campbell)
- Joint ALA/SAA Committee on Archives.* Evert Volkersz, State University of New York at Stony Brook, Stony Brook, NY 11790. (Campbell)
- Labor Archives.* Warner W. Pflug, Wayne State University, Walter Reuther Library, Detroit, MI 48202. (Walch)
- Local Arrangements '79.* Gregory Lennes, International Harvester Archives, 401 North Michigan Avenue, Chicago, IL 60611 (Gianatasio)
- Local Arrangements '80.* Alice Vestal, Main Library, Special College Department, Room 610, University of Cincinnati, Cincinnati, OH 45221. (Gianatasio)
- Manpower* (ad hoc). Richard Strassberg, Cornell University, 144 Ives Hall, Ithaca, NY 14853. (Gianatasio)
- Microforms* (ad hoc). Albert H. Leisinger, Jr., National Archives and Records Service, Washington, DC 20408. (Walch)
- Nominating.* David Horn, DePauw University, Roy O. West Library, Greencastle, IN 46135. (Gianatasio)
- Oral History.* James V. Mink, Department of Special Collections, University Research Library, University of California at Los Angeles, Los Angeles, CA 90024. (Campbell)
- Preservation Methods.* Mary Lynn Ritzenthaler, Chair, University of Illinois at Chicago Circle, Box 8198, Chicago, IL 60680; Howard P. Lowell, Vice Chair, 4598 2d Way SE., Salem, OR 97302. (Walch)
- Professional Standards.* Walter Rundell, Jr., University of Maryland, Department of History, College Park, MD 20742. (Gianatasio)
- Program '79.* Maynard J. Brichford, University of Illinois, University Archives, Library 19, Urbana, IL 61801. (Walch)
- Program '80.* Kenneth W. Duckett, Southern Illinois University, Special Collections, Morris Library, Carbondale, IL 62901. (Walch)
- Records Management.* Forest L. Williams, National Archives and Records Service, Washington, DC 20408. (Risteen)
- Regional Archival Activity.* Samuel A. Sizer, University of Arkansas, Special Collections Library, Fayetteville, AR 72701. (Gianatasio)
- Reference and Access Policies.* James E. O'Neill, National Archives and Records Service, Washington, DC 20408. (Walch)
- Religious Archives.* Lynn E. May, Jr., Baptist Historical Commission of the Southern Baptist Convention, 127 Ninth Avenue N., Nashville, TN 37234. (Risteen)
- Replevin* (ad hoc). Philip P. Mason, Wayne State University, 144 Purdy Library, Detroit, MI 48202. (Walch)

*Security.* Edmund Berkeley, Jr., University of Virginia, Library, Manuscripts Department, Charlottesville, VA 22901. (Walch)

*State and Local Records.* Dennis East and Frank Levstik, Ohio Historical Society, I 71 and 17th Avenue, Columbus, OH 43211. (Risteen)

*Status of Women.* Eleanor McKay, Mississippi Valley Collection, Memphis State University, Memphis, TN 38152. (Risteen)

*Task Force on National Information Systems.* Richard H. Lytle, Smithsonian Institution Archives, Washington, DC 20560 (Campbell)

### Abstracts of Committee Reports

Following are reports submitted to the editor by 15 October 1978. Where they were brief, they have been reproduced in their entirety; longer reports have been abstracted for publication. Full reports are on file in the Office of the Executive Director. *The American Archivist* will publish any committee report abstracts submitted. They should not exceed 100 words, should be signed by the committee member submitting the report, and should be typed double-spaced. They may be sent to The Editor, *The American Archivist*, National Archives Building, Washington, DC 20408

During 1977-78 the **Committee on Archives of Science** updated its 1976 survey of members of the National Academy of Sciences to obtain information about the papers of the 195 scientists elected since 1976, their plans for preservation of their papers, and any needs they may have for advice on arranging for the deposit of their papers in an appropriate repository. Letters were also written to the archives or libraries of the institutions of the ninety-six members of the Academy who have died since 1976, to obtain information about deposits of papers and to encourage the acquisition of others. A master card file is being compiled of the nearly 150 institutions with which the respondents to the 1976 survey are affiliated. To date we have information on archival programs for ninety-one institutions. Seventy-nine have archival policies that permit acquisition of personal papers; eighty-six make their collections available for research; and eighty-one have reported to *NUCMC* in recent years. We are convinced that these activities will make more scientists and institutional archivists aware of the importance of preserving scientific records for the future. [JOAN WARNOW]

The major accomplishment of the **Business Archives Committee** in 1977-78 was completion of *Business Archives: An Introduction*, by Edie Hedlin. Published by the Society with the assistance of a grant from the Business History Foundation, this text/fiche publication is primarily directed toward business leaders to encourage the development of new business archives. The microfiche, marking an innovation in Society publications, includes a collection of forms, finding aids, and publications of selected business archives represented on the Business Archives Committee, with an introductory essay by Gary Saretzky on the role of forms in archival management.

During the coming year, progress will be made on two continuing projects of the committee, as well as two new ones. The continuing projects are (1) an annotated bibliography on business archives, with Karen Benedict serving as project coordinator, and (2) updating the *Directory of Business Archives*, last issued by the SAA in 1975, with Jim Babbitt and John Donofrio serving as project coordinators.

Edie Hedlin is serving as chairperson of a group which will develop standards and guidelines for business archives, while Philip Mooney will lead a group con-

sidering the development of a Business Archives Information Clearinghouse. In addition, several committee members will serve as faculty for the SAA's Business Archives Workshop, scheduled for 4-8 December 1978. [GARY D. SARETZKY]

The **College and University Archives Committee** unanimously adopted the recommendations of its subcommittee chaired by Charles B. Elston, charged with responsibility for developing a book of readings. The book will include seventeen previously published articles and six appendix items which serve as an introduction to the field. Selection was made from an extensive review of more than 140 articles. Publication of the book, supported by an appropriation from Council, is expected in June.

The committee reviewed intensively a draft statement, "Guidelines for College and University Archives," developed by a subcommittee chaired by Jon K. Reynolds. The revised document was unanimously adopted and will be sent to Council for review. The committee hopes that the document can be incorporated into the book of readings.

Even though the committee will no longer exist next year in its present form, it hopes nevertheless to develop a directory of colleges and universities. This project will be coordinated by J. Frank Cook and will involve the entire committee in a nationwide canvas. [NICHOLAS C. BURCKEL]

In August 1977 SAA President Warner appointed the ad hoc **Committee on Institutional Evaluation**. The committee first met at the SAA annual meeting in Salt Lake City. Members agreed to compile a bibliography pertaining to the question of establishing institutional standards and created a circulating file of materials to be reviewed by the committee.

At a second meeting, preliminary reports by William L. Joyce and Charles R. Schultz, along with notes by William N. Davis, were reviewed. The views of the committee were then incorporated into a draft document which was submitted to SAA Council for consideration. The document recommended that SAA begin to move toward a program of institutional evaluation.

Council suggested the report be published in the July issue of the *Newsletter*. This action was deferred, however, pending efforts to coordinate SAA's approach to issues concerning self-regulation and professionalization. The report was published in the *SAA Extra Newsletter* (August 1978), and discussion on this and related issues was held at the SAA annual meeting, in Nashville, at which time the SAA Council authorized the committee to continue its work by devising criteria for institutional evaluation and a plan to implement such a program. [WILLIAM L. JOYCE]

The **Committee on Reference and Access Policies** met in Salt Lake City during the Society's 1977 annual meeting. In the course of its meeting the committee discussed the report by Geraldine Phillips (NARS) on "Reproduction Fees in Archives and Manuscript Repositories." It also discussed the likely impact on archives of the Copyright Act of 1976. Subsequently a subcommittee on copyright was appointed, chaired by Carolyn H. Sung (Library of Congress). In addition, the committee explored the possibilities of producing a draft model deed of gift; and a second subcommittee, chaired by Lawrence Dowler (Yale), was named to

pursue that endeavor. The major item on the committee's agenda was the proposed ALA/SAA, "Joint Statement on Access to Original Source Materials in Libraries, Archives, and Manuscript Repositories." After considerable discussion a version of such a joint statement prepared by the committee chairman was approved. Subsequently, that statement was approved by the counterpart committee of ALA/ACRL and by the Board of Directors of ACRL. The "Joint Statement" will be presented to the SAA Council for approval. [JAMES E. O'NEILL]

The ad hoc **Committee on Micrographics** completed work on a questionnaire designed to obtain a reading on the current use of microfilm and quick copy equipment in archives, manuscript repositories, and research libraries. Work, also, was completed on a fairly comprehensive listing of reprographic equipment essential for establishing or improving a laboratory. This listing is now ready for publication.

Work was also completed on a draft of guidelines to assist repositories in their dealings with micropublishers. This will be reviewed and refined during the next few months.

Work is still pending on papers dealing with the use of microfilm in preventing theft and in preserving the informational content of records.

The committee believes that it will be essential to develop an independent testing facility for research into problems of archival permanence. Work on this will be given priority. [ALBERT H. LEISINGER, JR.]

The **Joint National Micrographics Association/Society of American Archivists Committee on Standards for Public Records** has developed and the NMA has published a Recommended Practice for Microform Identification, which is now before the American National Standards Committee on Micrographic Reproduction, PH5, for approval. Another recommended practice for the titling of microfiche and roll film of archives and manuscripts was approved and is now awaiting the approval of the NMA's Committee of Microfiche. In process is a recommended practice for a model regulation for the filming of public records. [ALBERT H. LEISINGER, JR.] [See Technical Notes, p. 85. ED.]

## Recent Death

CHARLES BRUCE FERGUSON, 1911–1978. The death of C. Bruce Fergusson so soon after his retirement last December will come as a shock to those who knew him as a colleague, for his career as an archivist spanned thirty years and he served as Provincial Archivist of Nova Scotia between 1956 and 1977.

His distinguished academic record at school and at Dalhousie University (he was also a Rhodes Scholar and took his D. Phil. at the University of Oxford) equipped him for a lifetime of scholarship in the field of Nova Scotia history, to which his contribution was considerable.

The Public Archives developed steadily under his direction and the resources and reference tools which he greatly expanded are well suited to users, especially in the fields of genealogy and local studies. He pressed hard for a new Public



Archives building and saw it through the early design stages. It is particularly sad that he did not live to see its completion.

He served at various times as chairman of the Historic Sites and Monuments Board of Canada, national president of the Canadian Authors Association, and president of the Archival Association of Atlantic Canada.

He was recently awarded the medal of the Order of Canada for his services to the nation. Less known, perhaps, was Bruce's reputation as a good all-round athlete. He gained his half Blue for ice hockey while at Oxford.

He will be greatly missed as an outstanding Nova Scotian and his fine record of public service will be an example to us all.

HUGH A. TAYLOR, *Public Archives of Nova Scotia*

# PAIGE BOXES

for people who know  
all about Records Storage

Paige Boxes are for professionals, experienced people who have learned all about the equipment available for handling, transporting, and storage of records, microfilm, data processing material, and computer printouts. Those people know that Paige files are durable equipment at lowest possible cost. **Available Acid Free.**

Prices at wholesale level. No Sales People. No Distributors. No Stores.

Write for Brochure, Prices, Case Histories.

**THE PAIGE COMPANY**

432 Park Avenue South  
New York, N.Y. 10016 □ OR 9-6626



INDEX  
VOLUMES  
I-XI  
INDEX  
VOLUMES  
I-XI

Journal of Library History  
Index to Volumes I-XI, 1966-1976  
Compiled and Edited by Debra K. Davis

A cumulative index to the first eleven volumes of **Journal of Library History** featuring both a Subject Index (using the Library of Congress Subject Headings as a basic guide) and an Author/Title Index, as well as a separate Book Review Index referencing Reviewers and Authors/Titles. Published with Support of Beta Eta Chapter, Beta Phi Mu, Graduate School of Library Science, The University of Texas at Austin.

128 pp., paper, \$7.50  
LC 77-93511, ISSN 0022-2259

Journals Department, University of Texas Press,  
Box 7819, Austin, Texas 78712

## FELLOWS OF THE SOCIETY OF AMERICAN ARCHIVISTS

WILLIAM T. ALDERSON  
JOHN C. L. ANDREASSEN  
HERBERT E. ANGEL  
HOWARD L. APPLGATE  
ROBERT H. BAHMER  
HENRY P. BEERS  
V. NELLE BELLAMY  
EDMUND BERKELEY, JR.  
RICHARD C. BERNER  
WILLIAM E. BIGGLESTONE  
JULIAN P. BOYD  
MAYNARD J. BRICHFORD  
FRANK G. BURKE  
LYMAN H. BUTTERFIELD  
ANN MORGAN CAMPBELL  
EDWARD G. CAMPBELL  
LESTER J. CAPPON  
ROBERT CLAUS  
C. F. W. COKER  
MEREDITH B. COLKET, JR.  
AGNES C. CONRAD  
J. FRANK COOK  
MIRIAM I. CRAWFORD  
WILLIAM N. DAVIS, JR.  
MABEL E. DEUTRICH  
LEON DEVALINGER, JR.  
MARY JANE M. DOWD  
ELIZABETH B. DREWRY  
KENNETH W. DUCKETT  
DAVID C. DUNIWAY  
SHERROD E. EAST  
FRANK B. EVANS  
IVAN D. EYLER  
H. B. FANT  
C. HERBERT FINCH  
SHONNIE FINNEGAN  
MEYER H. FISHBEIN  
EDITH M. FOX  
ELSIE F. FREIVOGEL  
HERMAN R. FRIIS  
JAMES RICHARD FUCHS  
JAMES L. GEAR  
DOROTHY HILL GERSACK  
ROBERT S. GORDON  
F. GERALD HAM

BRUCE C. HARDING  
JOSEPHINE L. HARPER  
ALLIE CARROLL HART  
RUTH WALTER HELMUTH  
WILLIAM EDWIN HEMPHILL  
EDWARD E. HILL  
ROBERT W. HILL  
ANDREA HINDING  
OLIVER W. HOLMES  
RICHARD A. JACOBS  
JOHN M. JENNINGS  
ALMER K. JOHNSON, JR.  
EDWARD N. JOHNSON  
H. G. JONES  
LUCILE KANE  
ELIZABETH H. KEGAN  
JOHN M. KINNEY  
PAUL A. KOHL  
PHILIP D. LAGERQUIST  
W. KAY LAMB  
CHARLES E. LEE  
ALBERT H. LEISINGER, JR.  
PAUL LEWINSON  
ROBERT W. LOVETT  
PAUL H. MCCARTHY  
MARY LYNN MCCREE  
WILLIAM LEWIS MCDOWELL, JR.  
PHILIP P. MASON  
THORNTON W. MITCHELL  
CLARK W. NELSON  
MARGARET C. NORTON  
JAMES E. O'NEILL  
EDWARD C. PAPPENFUSE  
MARGUERITE J. PEASE  
HAROLD T. PINKETT  
SEYMOUR J. POMRENZE  
ERNST M. POSNER  
JEAN F. PRESTON  
MORRIS L. RADOFF  
LEONARD RAPPORT  
DOLORES C. RENZE  
JAMES B. RHOADS  
MORRIS RIEGER  
WILLIAM L. ROFES  
WALTER RUNDELL, JR.

VERNON B. SANTEN  
FRED SHELLEY  
JANE F. SMITH  
LESTER W. SMITH  
WILFRED I. SMITH  
AUGUST R. SUELFLOW  
HUGH A. TAYLOR

KARL L. TREVER  
PETER WALNE  
ROBERT M. WARNER  
EDWARD WELDON  
MERLE WILLIAM WELLS  
ROBERT WILLIAMS  
DORMAN H. WINFREY

July 4, 1578

Queen Elizabeth  
Your exalted majesty,

It has been more than two months since  
I had the honor of leading your 15 ships  
from Harwich. On June 20th we reached  
a big island. Since it was full of snow and  
fog, I christened it West England.  
We arrived at Queen Elizabeth's Foreland  
(the highland in the new world which I  
named in your honor on my first trip two  
years ago). Before I could gain the safety of  
the bay, storms & huge ice floes forced us  
south and west. Perhaps this strait is the  
northwest passage I have dreamed of find-  
ing. I will explore, but I need some time  
for the miners to work the black earth  
before setting sail back home before Sept-  
ember. If I am fortunate, perhaps someone  
will name a bay after me.

Your humble & obedient servant,  
Martin Frobisher

## If Frobisher had written this letter on Permalife, it would still be around today.

Permalife is a "permanent/durable" paper. It is ideal for books and records which must last more than a lifetime. Tough, to resist folding and bending, with a slightly alkaline pH to resist the acids in the air, Permalife should be your archival grade. It's available in bond, ledger, text, cover and library card stock. Permalife costs far less than 100% cotton content sheets yet lasts just as long. Insist on Permalife. Make sure the folk of 2378 know what we did today.

Want samples? Please write on your letterhead.



Howard Paper Mills, Inc., 115 Columbia Street, P.O. Box 982, Dayton, Ohio 45401

# MODERN ARCHIVES AND MANUSCRIPTS:

A SELECT BIBLIOGRAPHY

COMPILED  
BY  
FRANK B. EVANS

Published by  
The Society of American Archivists  
1975

10	PRESERVATION: REPAIR AND RESTORATION
10.1	Basic Readings
10.2	General Works
10.3	Traditional Methods
10.4	Books, Bound Records
10.5	Fumigation, Cleaning, and Flattening
10.6	Deacidification and Lamination
10.7	Fire and Water Damage, and Rehabilitation
10.8	Traditional Record Materials
10.9	Technical Studies of Preservation Problems
10.10	Preservation Practices Abroad
10.11	Bibliographic Aids
11	ARRANGEMENT OF ARCHIVES AND MANUSCRIPTS
11.1	Basic Readings
11.2	European Precedents
11.3	From Classification to Collective Arrangement
11.4	Personal Papers and Manuscripts
11.5	Printed Nonbook Items
11.6	Policies and Practices Abroad
12	DESCRIPTION OF ARCHIVES AND MANUSCRIPTS
12.1	Basic Readings
12.2	Description and Cataloging: General
12.3	Historical Records Survey and General Guides to Public
12.4	General Guides to Manuscripts
12.5	Subject Guides
12.6	Inventories and
12.7	Calendars and
12.8	Lists and
12.9	Ind
12.10	Ind
12.11	Ind
12.1	Ind
15	CARTOGRAPHIC AND RELATED RECORDS AND DESCRIPTION
15.1	Basic Readings
15.2	Preservation, Arrangement, and Programs
15.3	Institutional Holdings and Programs
15.4	Select Reference Works
15.5	Bibliographic Aids

Portions of the table of contents are reproduced above. A revision of Evans' earlier guide, this comprehensive work is published in a new format with many new entries, including new chapters on machine-readable records and archives, and chapters on international aspects of archives. Additional chapter subheadings, the expanded subject index, and the new and separate author index facilitate the use of this expanded guide. Softbound. \$8.00 SAA members, \$11 others. Add \$1 postage and handling charge on orders under \$10 not prepaid.

SOCIETY OF AMERICAN ARCHIVISTS  
PO Box 8198, University of Illinois at Chicago Circle, Chicago, Illinois 60680



# Index to Advertisers

---

Case Western Reserve University / 82

---

Highsmith Company / 114

---

The Hollinger Corporation / 88, Inside back cover

---

Howard Paper Mills / 138

---

The Paige Company / 134

---

Pennsylvania Historical and Museum Commission / 12

---

Photofile / 60

---

Pohlig Bros. / 59

---

Society of American Archivists / 7, 139

---

University of Texas Press / 135

---

University Products / Back cover

---



**Using our  
archival  
museum  
mat board  
is like  
having your  
own time  
capsule.**

**It's designed to last 500  
to 1000 years.**

**Send for a sample.**

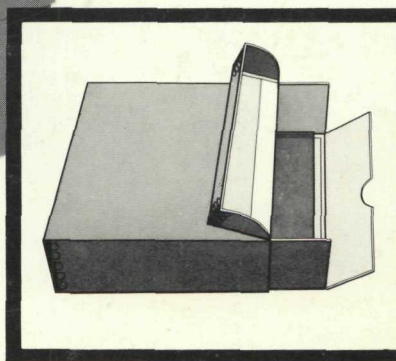
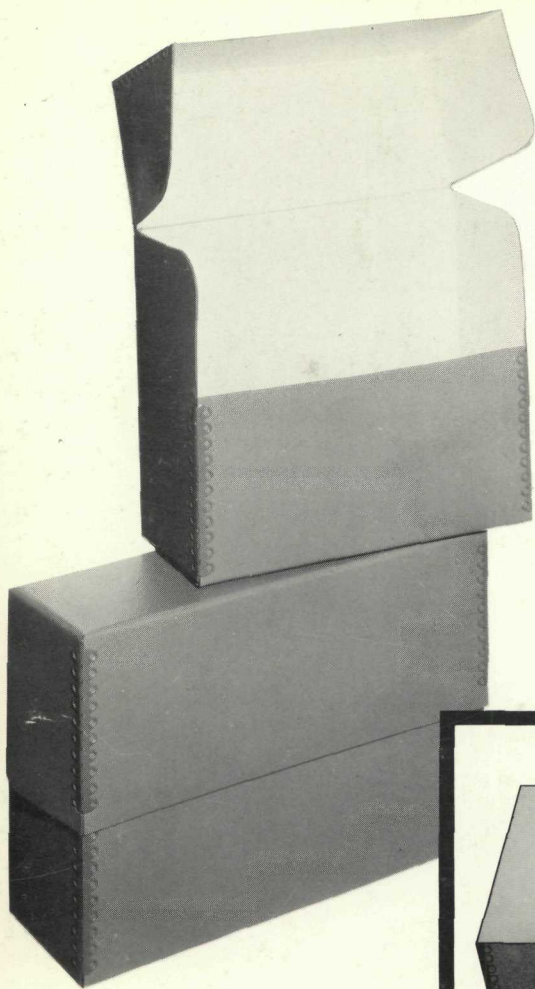
**THE HOLLINGER CORPORATION**

**P.O. Box 6185 3810 S. Four Mile Run Drive, Arlington, Va. 22206**

# INTRODUCING

Acid-Free  
Perma/Dur<sup>®</sup>

STORAGE  
UNITS



**FREE!**

New innovations, ideas,  
techniques – Send for new  
56-Page catalog of Archival  
Quality Products. Over  
3,000 Items.

At last . . . superior quality storage units! Just what you've been waiting for. Acid-free Perma/Dur<sup>®</sup> Storage Boxes, Pamphlet Files, Document Cases, and more items. All are set up, ready to use. No folding or gluing. All have reinforced metal edges. Constructed of acid-free, 55 point Perma/Dur<sup>®</sup> board. Crimped, durable metal edges. Fade-resistant gray outside. Lined with heavy white Permalife paper inside. Designed for heavy use and long life. We are convinced you will find these cases the safest, most durable on the market. Available in wide range of sizes. Call or write for quantity prices.

**UNIVERSITY**  
P R O D U C T S, I N C.

P.O. Box 101  
Holyoke, MA 01040  
Toll Free 1-800-628-1912  
Mass. Residents 1-413-532-3372