

At its November 1977 meeting, in Washington, the National Historical Publications and Records Commission adopted a formal statement of general policy. The statement includes THE SEVEN NATIONAL NEEDS:

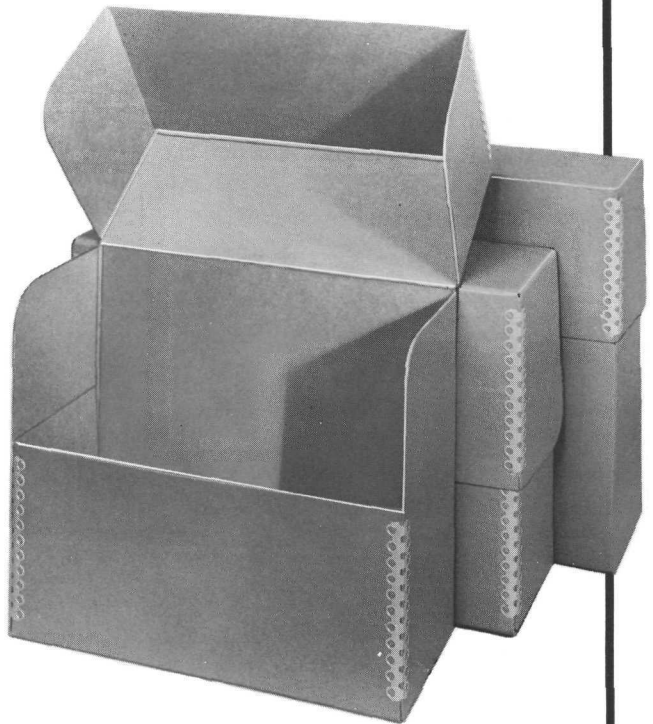
- (1) Programs to ensure the preservation of historical records.
- (2) Surveys of records not in archival repositories.
- (3) Guides to historical records in repositories in the United States.
- (4) The education and training of archivists, records custodians, and historical agency administrators in the administration of historical records programs.
- (5) Arrangement, description, and archival processing of historical records.
- (6) The development or improvement of system-wide records programs for state and local governments and for private records-creating organizations.
- (7) Improved techniques and tools in all major areas of need.

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Technical Notes

CLARK W. NELSON, *Editor*

Microwave Ovens Continued. Additional information received from Howard Goodpaster, Kentucky State Archivist, indicates that the "marathon bake-off" conducted by the Kentucky Department of Revenue to salvage damaged records failed to "raise" satisfactorily with the recipe used (see p. 370, *American Archivist*, July 1979).

Initially, ten microwave ovens were purchased to dry out the state records damaged by flood waters of the Kentucky River in December 1978. The experiment was abandoned when it was determined that the ovens did not provide a favorable processing rate for drying the wet records. Subsequently, the Revenue Department contracted with the General Electric Co., Valley Forge, Pennsylvania, and McDonnell Aircraft Co., St. Louis, Missouri, to dry, fumigate, and sterilize all of the damaged records.

Photographic Conservation. The Graphic Arts Research Center, Rochester Institute of Technology, has begun publishing a new newsletter, *Photographic Conservation, A Forum of Photographic Preservation and Restoration*.

The new publication is described as:

an extension of GARC's program to disseminate information. We present it as a forum for the exchange of information and experiences There are few "experts" in this field but we believe that useful collection of information will emanate from this exchange Help us help you and all others by sending in your interest, questions, problems, and solutions. We can use before-and-after photos as well as photos of equipment, storages, processes, news and personnel.

Selah Bond is the editor of the tastefully designed bulletin. Published four times yearly, *Photographic Conservation* costs \$5 in the US and possessions, \$7.50 in Canada and Mexico, and \$12 overseas. To subscribe, write: Rochester Institute of Technology, One Lomb Memorial Drive, Rochester, NY 14623.

Book and Document Preservation Process. Working with Research Corporation, a Washington State organization plans to become active in doing something about the continuing deterioration of books and paper documents.

The organization, the Pacific Northwest Conservation Laboratory of Port Orchard, Washington, will use a new Research Corporation-licensed process to neutralize the acids that cause the yellowing and disintegration of book papers and threaten the destruction of irreplaceable collections. Contemplated is a book preservation service to be extended to libraries and other institutions in Washington and adjoining states.

Research Corporation, a New York foundation for the advancement of science and technology, is also offering the process to libraries, businesses, universities, government agencies, museums, and historical societies across the country. A ready demand is expected, for the new technique can be used to treat large numbers of books and documents at estimated costs under \$1 per volume, thus minimizing page-by-page preservation methods.

Developed in research sponsored by the Council on Library Resources, the book preservation process employs a common chemical used in many waxes and polishes. Known as morpholine, the chemical is vaporized with water in an evacuated treatment chamber where it neutralizes the acids that tend to burn up book papers over long periods of time. Following treatment, the chamber is again evacuated and then flushed to remove the neutralizing agent.

Equipment designed for the paper deacidification process is available from Vacudyne Altair Corporation of Chicago under an arrangement with Research Corporation. The treatment chamber is designed so that books, their covers interlocked, can be simply wheeled into it. The actual morpholine phase of the process takes as little as eleven minutes, with controlled pressure variations rippling book pages to facilitate morpholine penetration. Contact with the vapor quickly raises the book papers to a safe pH.

While the permanence of the treatment depends on the conditions under which the books are stored, and other factors, accelerated aging tests conducted by Bernard F. Walker, one of the developers of the process, indicate that morpholine deacidification extends useful book life by as much as two and a half times.

The gaseous deacidification process was developed some years ago at the W. J. Barrow Research Laboratory, Inc., of Richmond, Virginia, under the sponsorship of the Council on Library Resources, Inc. Following extensive laboratory trials, the deacidification process was put into use at the Virginia State Library, Richmond, in 1977. The library's prototype installation has been used regularly in a program to preserve the books in its collection and to deacidify volumes from other institutions on a trial basis.

Although the use of morpholine requires moderate precautions, traces encountered in book processing areas are below the standard adopted by the Occupational Health and Safety Administration. Tests by the W. J. Barrow Research Laboratory and Litton Bionetics, Inc., have detected no operator risks associated with the process.

A nonprofit foundation which makes new inventions available in the public interest, Research Corporation administers patent rights to the book preservation process under its agreement with the Council on Library Resources. Libraries, archives, and other institutions interested in establishing facilities to preserve books and documents should contact Robert Goldsmith, Research Corporation, 405 Lexington Avenue, New York, NY 10017; telephone (212) 599-5730.

New Typewriter. The Office Products Division of the International Business Machines Corporation has announced a new typewriter designed to provide significant increases in typing productivity.

The microprocessor-driven desktop IBM Electronic Typewriter 75 enables typists to store and retrieve words, phrases, and pages of typing and provides a number of electronic functions, including revision.

The typewriter features a self-contained 7,500 character memory, equivalent to approximately five, average one-page letters, with an optional additional 8,000 characters of storage. The Electronic Typewriter 75 uses a high-density 36,000-bit random access memory chip.

The new machine is designed for the average typing station with light revision and light repetitive typing tasks. It automates many time-consuming steps and can assist in improving the turnaround time of correspondence.

The electronic memory permits documents and/or phrases to be stored in a number of formats. Any of the twenty-six alphabetic keys can be used to identify documents in storage, allowing fast recall of documents for revision or unattended payout.

The electronic memory also provides for the storage of words, phrases, and sentences, or short repetitive letters. There are ninety-nine positions in which phrases can be stored. By using various combinations of phrase storage and document storage, information can be merged to produce a personalized letter or document. Formats can also be stored to facilitate the completion of forms.

The IBM Electronic Typewriter 75 contains a combination of features not previously available on IBM typewriters. They include a basic 7,500 character electronic memory, which can be optionally increased to 15,500 characters, document storage, phrase storage for up to 99 phrases, message lights, lighted margin scale, semi-automatic paper insertion, pre-selective phrase play-out, and playback tabs.

The new typewriter also provides such familiar automatic functions as error correction, continuous word underscore and erase, column layout, number alignment, indenting, centering, and electronic storage for margins and tabs.

A control panel with five keys is used in conjunction with document and phrase storage. These keys allow the operator to store and access text, move to points of change, review, make corrections, and play out, error free.

Message lights on the panel serve as aids and reminders to the secretary and are used to indicate the machine status such as automatic carrier return, document storage, phrase storage, and column layout.

The purchase price is \$2,075 for the IBM Electronic Typewriter 75 with a 7,500 character memory. Purchase price is \$2,300 for the typewriter with a 15,500 character memory.

Additional details are available from IBM, Office Products Division, Parson's Pond Drive, Franklin Lakes, NJ 07417; telephone (201) 848-3454.

New Braille/Tactile Signs. Completely new Seton "Three-In-One" signs include (1) Braille letters—for Braille readers, (2) tactile (raised) letters—for non-Braille readers, and (3) contrasting letters and background—for partially sighted or fully sighted readers.

Considered one of the most significant breakthroughs in sign construction in years, the newly developed signs are manufactured to meet the requirements of

Section 504 of the Federal Rehabilitation Act and proposed new ANSI A117.1(1977) specifications.

The Braille/tactile signs incorporate practical suggestions made by nationally known non-profit organizations serving the blind, such as Dialogue With The Blind. In addition, the modern design of these signs generally pleases the signage requirements for normally sighted persons. The clean, crisp, uncluttered look has been approved and acclaimed by prominent architects, engineers, and designers.

In addition to "Stock" wordings and "Custom" wordings, the manufacturer offers Braille/tactile plates for elevators and elevator control panels.

For complete information request SETON Bulletin SS50/51 from Seton Name Plate Corporation, 968 Boulevard, New Haven, CT 06505; telephone (203) 772-2520.

Elevator Emergencies. Two new products that may be of assistance to those with elevators are available from the National Fire Protection Association (NFPA).

One is the illustrated handbook *Handling Elevator Emergencies*, which presents industry-approved procedures for rescuing trapped passengers, as well as for using elevators during fire fighting operations.

Heavily illustrated with photographs, the 200-page book includes chapters on: elevator installations and terminology; pre-planning for elevator emergencies; fighting fires in elevator installations; using elevators as emergency exits; and sections of the American National Standards Institute's "Safety Code for Elevators, Dumbwaiters, Escalators, and Moving Walks." NFPA states that there is no more complete handbook on elevators and the fire service.

The second product, an audio-visual training package entitled *Elevator Emergency Evacuation Procedures*, supplements the handbook; it is a step-by-step presentation of the approved methods for rescuing passengers from stalled elevators.

The package contains ninety-three color slides (35mm); a twenty-minute cassette tape; a coordinator's manual; and the "ANSI A17 Guide for the Evacuation of Passengers from Stalled Elevator Cars."

Procedures for assisting passengers in typical stalled elevator situations are reviewed, along with tools that are necessary for rescue. In addition, the package shows: how to communicate with passengers; how to locate stalled elevators; the way to use interlock release keys; how to make forcible entry; and the utilization of emergency exits.

Both the book and the audiovisual package have been approved by the National Elevator Industry, Inc. (a trade association).

Handling Elevator Emergencies (NFPA Catalog No. SPP-54) is priced at \$14.50; *Elevator Emergency Evacuation Procedures* (NFPA Catalog No. SL-40), at \$40. Both are available from the NFPA Publications Sales Department, 470 Atlantic Ave., Boston, MA 02210; telephone (617) 426-2525.

Copier Guide. Richard E. Hanson & Associates, consultants to the copier and duplicating industry, have recently published the Volume 3 edition of *Hanson's Guidelines . . . Best Copier Buys for the Low/Medium Volume User*. The *Guidelines* is a ten-page, condensed, self-help publication whose purpose is to reduce the confusion involved in choosing a desk-top copying machine.

Based on a survey of 425 users, dealers, and salesmen of 2,845 models of copy-

ing and duplicating machines, the *Guidelines* rates 72 popular desk-top models on a 1–5 scale in such areas as reliability, copy quality, and service frequency. Comparisons between models are made on forty-eight criteria such as fumes, noise level, photoconductor life, copy quality fall-off, and cost. To guide the reader further, the new work suggests best buys, smart buys, and safe buys for plain, treated, and coated paper copiers, categorized into the copier per-month requirements of the user. In addition, Hanson evaluates fifteen new models which have not yet established a track record.

Since the orientation of the volume is to guide the user and help him sort out facts from claims, a subjective approach to the study was established. The survey participants were asked to rate 100 different features of the models they are currently using, to discuss the major advantage and major disadvantage of their models, and to add any specific criticism or compliments they might have. A panel of dealers and their salesmen was also established. This panel was asked to comment both on the models it was selling and the models it was selling against. Since the study is subjective, the opinions of manufacturers were avoided.

As a publication, the *Guidelines* is described as unique in its approach of asking the user to guide the user. The *Guidelines* is published annually, and updated periodically during each year. Single copies of the *Guidelines* at \$40, or with the updating subscription at \$65, as well as further information, may be obtained by writing to the publisher, Richard E. Hanson, P.O. Box 357, Setauket, NY 11733; telephone (516) 941–9011.

New Audio/Visual System. Microsonics Corporation has introduced a new approach to publishing, a compact audiovisual system that brings sound to the printed page. The system uses a hand-held microphonograph that plays a transparent audio disc mounted on printed material to give up to ninety seconds of audio information.

The system is designed to inform, teach, and train people with methodology that complements the way they learn. With the Microsonics system, the reader both sees and hears the material which is presented in short, attention-holding segments.

The system can be adapted to already existing printed or graphic material.

The system consists of a hand-held player, "The Microphonograph," and a two-inch, transparent record that can be applied directly to the page of a book or to a specifically designed card to give up to ninety seconds of audio information.

To play the record, the user places the Microphonograph on the page or inserts the card in the player, locates the record, and presses the "play" button. The three different media—pictures, print, and sound—then combine to give the user a new communications approach. Learners can proceed at their own pace, and they can repeat any portion of the material without rewind or fast forward.

One of the system's features is portability. It can be used anywhere for such applications as "on the job training." In the card format, the front can display photographs, maps, diagrams, or other appropriate visual information; while the reverse side may contain written explanations or instructions as well as the transparent record.

The system is being put into teaching and entertainment applications by several firms. The Encyclopedia Britannica will be using the system to teach English as a

second language for their *Encounter English Program*. Time-Life Microsonics, Japan, will be developing home study aids on subjects ranging from history and art to language and geography.

The National Audubon Society is already using the system in their Audible Audubon Program to help members recognize birds in association with their songs. Fisher Price Toys has incorporated the system into its highly successful "talking books" that entertain children.

Other applications being explored include "talking" training manuals; history and sports re-created so you can hear the action—great speeches, memorable moments in sports, etc.—as you read the book; continuing education for doctors; sales training; religious messages; and as a premium item.

The cost of the system—hardware and software package—is from \$20 up, dependent upon choice of hardware and quality and quantity of software. Since new cards and microrecords can readily be added to the package, the cost of updating the materials and adding additional subject information is minimal.

Additional information can be obtained by contacting Bradley Scott, Microsonics Corporation, 2049 Century Park East, Los Angeles, CA 90067; telephone (213) 553-9105.



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News Notes

THOMAS E. WEIR, JR., *Editor*
F. L. EATON, *Assistant Editor*

INFORMATION FOR PUBLICATION may be sent direct to the News Notes Editor, the *American Archivist*, National Archives Building, Washington, DC 20408, or to one of the following reporters: news of **State and Local Archives** to Richard J. Cox, Records Management Division, Department of Legislative Reference, City of Baltimore, MD 21202; news of **Religious Archives** to John W. V. Smith, Anderson College, School of Theology, Anderson, IN 46011; news of **Scientific and Technical Archives** to Arthur R. Abel, National Park Service, Edison National Historic Site, Main Street and Lakeside Avenue, West Orange, NJ 07052; news of **Business Archives** to James E. Babbitt, Bank of America Archives, PO Box 37000, San Francisco, CA 94137; news of **State and Regional Archival Associations** to Alice Vestal, Special Collections Department, Main Library, Room 610, University of Cincinnati, Cincinnati, OH 45221; and news of **Manuscript Repositories** to Peter J. Parker, Historical Society of Pennsylvania, Manuscripts Department, 1300 Locust Street, Philadelphia, PA 19107.

The **Charles Babbage Institute for the History of Information Processing**, a not-for-profit corporation working in and fostering work in the history of information processing, is seeking a permanent home on the campus of a major university having graduate-level programs in both information processing and in the history of science and technology. Site selection will be completed in May 1980. The program of the historical center when established will include fellowships, internships, an archives, occasional papers, and other research activities. Universities interested in further information about the CBI, and in discussing the possibility of their being CBI's host, are invited to call or write Paul Armer, CBI's executive secretary, at 701 Welch Road, Suite 224, Palo Alto, CA

94304; telephone (415) 328-0984.

The American Federation of Information Processing Societies, Inc., will work with the Babbage Institute to promote and support the historical programs. AFIPS is a federation of thirteen non-profit, scientific, educational, and professional societies interested in computers and their application. AFIPS publishes the quarterly *Annals of the History of Computing*. Its History of Computing Committee has recently published a brochure, *Preserving Computer-Related Source Material*. In addition to support from AFIPS and CBI, the center will receive funds from individuals and corporations in the information processing field, including the Amdahl Corporation, Arthur Young and Company, Bell Telephone Laboratories, Control Data, Data Card, Da-

taproducts, Honeywell, IBM, Informatics, National Cash Register, and Sperry Rand.

The **California State Historical Records Advisory Board** has received a National Historical Publications and Records Commission grant to establish a California Historical Records Evaluation and Consultation Service. The service will provide an information center, workshops, consultation, assistance in securing external funding, institutional support, and program development.

The **California State Archives' Traveling Exhibit Program** has developed two exhibits focusing on the "Japanese-American Experience in California" and "California's 1879 Constitution." The exhibits use copies of archival documents to illustrate California's past.

Both exhibits opened first in the Office of the Secretary of State and are now available for exhibit throughout the state. There is no rental charge; however, contracting institutions will be responsible for transportation, set up, maintenance, and security.

The **Idaho State Historical Society** has begun work on an emergency preservation plan outlining procedures for handling museum and library materials during and immediately after a flood or fire. Recent fires and floods have emphasized that the Boise area is not immune to disaster. An essential part of the plan is prior arrangement for transportation of water-damaged materials to freezer and storage space in the city. To accomplish this, the society has begun contacting local businesses and asking for commitments of temporary storage or freezer space, transportation, carrying containers, and preservation supplies such as plastic sheeting and dehumidifiers. The plan then anticipates the use of freeze drying for the rescue of most materials.

The society's Oral History Center has completed several general workshops as well as specialized training sessions. In addition, the center has prepared the *Idaho Oral History Guide* and begun publishing a

newsletter. The center's staff is presently gathering information on buildings and sites that may be nominated to the National Register of Historic Places.

The **Los Angeles Times/Times Mirror Company** established an archives in early 1978. Included in the holdings are photographs, films, press clippings, and annual reports from 1881 to the present as well as Civil War material of Harrison Gray Otis, founding publisher.

In June 1979 the **Louisiana** Secretary of State announced that a site had been acquired for the new state archives. A further boost was given to the archives project when the state legislature appropriated an additional \$4,000,000 over the \$7,000,000 appropriated last year to pay for the construction on the new building. Preliminary plans call for a four-story structure of more than 115,000 square feet. The state archives will have temperature and humidity controls, a conservation lab, and a records center. The conservation lab will provide services to institutions other than the state archives.

A new organization of interest to archivists, the **Map Society of California**, was founded in 1979. The society includes collectors, map sellers, cartographers, geographers, reference workers, "and those simply interested in maps." For further information, write to Stuart Auchincloss, Suite 500, United California Bank Building, Redwood City, CA 94063.

The **Medical Library Association News** of September 1979 includes the announcement of the appointment of new staff archivists and a plea that "national, regional, and subject-group officers, committees, representatives, and individual members should send non-current records, reports, programs, correspondence, photographs, tapes, et al." to the archivists. The announcement includes an admonition: "Please do not weed this material before you send it."

The **Missouri Records Management and Archives Service** has begun publication of a quarterly journal entitled *Archives Information Bulletin*. The journal will supplement the more standard guides and inventories and will permit a flexible format for archival description. The July 1979 issue was a list of county records on microfilm. One issue each year will be a checklist of printed state documents.

The U.S. District Court in Washington has blocked attempts by former-President Nixon to prevent the release of the hundreds of hours of Nixon White House tape recordings. Access to these tapes, not expected before 1983 at the earliest, would be at twelve **National Archives and Records Service** facilities around the country: the National Archives in Washington and the eleven regional archives branches.

In ceremonies six days apart, former-President Gerald Ford participated in the groundbreaking ceremonies at the Ford Museum in Grand Rapids and laid the cornerstone for the Gerald R. Ford Library in Ann Arbor. The former President and Governor William Milliken spoke at the Grand Rapids ceremony, attended by 2,000 people. The projected completion date for the museum is summer of 1981. At the University of Michigan campus ceremony, attended by 300 people, Ford announced that \$8.4 million has been raised for the joint library-museum project, with \$1.5 million still needed. Construction of the library began in January 1979.

At a spring 1979 meeting in New York sponsored by the Andrew Mellon Foundation, a group of publishers, librarians, conservationists, paper manufacturers, and foundation officers recommended that minimum manufacturing standards be adopted for the publication of scholarly and research materials in the United States. The participants recommended that standards developed by the **National Historical Publications and Records Commission** be adopted throughout the publishing industry. Among the institutions represented

at the meeting were the Mellon and Samuel H. Kress Foundations, the Council on Library Resources, the National Endowment for the Humanities, the Library of Congress, the Government Printing Office, the Institute of Paper Chemistry, and the New York Public Library.

The Thompson Conservation Laboratory of Portland, Oregon, has moved into the storage facility of the **Oregon Historical Society**. Under the agreement between the society and the laboratory, conservation and restoration services for eight hours a week will be provided to the society, in lieu of rent.

The staff of Oregon's **City of Portland Archives and Records Management Program** reports considerable progress in the records program since its inception in 1976. The staff conducted a city-wide records inventory in 1977, and prepared complete retention and disposition schedules which were approved by the state archivist and city officials. The records management program published the disposition schedules with procedures for use, in a comprehensive *Records Manual*. In 1978 NHPRC gave further impetus to the program with a grant for archives development.

One of the principal goals in the archival program is the centralization of permanent records. The archives staff is now moving records from city offices into temporary storage and processing space. Records in the central repository are further weeded and then arranged and reboxed in acid-free containers. The finding aid system will consist of traditional archival inventories which will be prepared and indexed using SPINDEX III.

The City Council has moved the City Archives from the Office of City Auditor, where it has been since the program began in 1976, to the Office of General Services. One reason for the administrative move was to assist the development of a records center. A search for a site for the center building is underway.

The **Rhode Island Historical Society** has begun to accession materials which will

form the basis of a labor history research archives. The first two accessions were records of a typographical union and of the barbers' union. The barbers' union records are of interest because the second president of the historical society was a barber.

Texas celebrated International Archives Week (4–10 November 1979) with a variety of programs. Opening ceremonies and a reception were held on Sunday at the Lyndon Baines Johnson Library. Exhibits on the various archives in the Austin area were opened with remarks on the archives of Latin America, by Nettie Lee Benson. Throughout the week special programs were given for groups at the various archives in the Austin area. On Friday, 9 November, a historical marker commemorating the Archive War of Texas was

dedicated, in front of the State Archives and Library Building. (For more on the war, see Dorman H. Winfrey, "The Archive Wars in Texas," the *American Archivist* 23 [October 1960]:431–37.) On the final day, Winfrey, director of the Texas State Library, spoke to the Magna Charta Dames, at Green Pastures. Later in the day, various archivists offered historical appraisals of documents brought by the public to the Austin-Travers County Collection.

The **J. Walter Thompson Company**, an advertising agency with headquarters in New York City, began its archival program in early 1979 with steps toward collection development and policy formulation.

The **Utah State Historical Society** is



Pictured, with the historical marker commemorating the Archive War of Texas dedicated in Austin during International Archives Week (4–10 November 1979), are, from left, Wilfred I. Smith, Dominion Archivist of Canada; Audrey Bateman, curator, Austin-Travis County Collection; Dorman H. Winfrey, director, Texas State Library; and David B. Gracy II, director, Texas State Archives.

continuing its water records project. The goal for the second year of this three-year project is to survey and to preserve records now held by Utah's 1,000 private water companies. Plans include inventorying the public records stored in the Utah State Archives and preparing a description of the water records holdings therein.

The National Historical Publications and Records Commission has awarded a matching grant to the **Western Council of State Libraries**. The funds will support a twelve-month project which will examine the issues, the potential solutions, and the feasibility of a variety of coordinated con-

servation activities in seventeen states. The project staff will organize a planning conference in each state to bring together librarians, archivists, conservators, and historical society personnel to assess problems and solutions.

In June 1980 representatives from each of the seventeen states will convene to evaluate cooperative solutions for the problems uncovered during the state conferences. The object of the meeting is to develop a coordinated plan for conservation actions, thus providing a framework for improved materials conservation in the Western United States in the 1980s.

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The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

Annual Meeting

More than 1,000 archivists, manuscript curators, and records managers attended the 43d annual meeting of the Society of American Archivists, held in Chicago, 25-28 September 1979. The meeting, held at the Palmer House, was the best attended in the history of the Society.

Many SAA members participated in the initial meetings of the Society's new professional affinity groups. The following groups convened on 25 September and elected the chairpersons listed:

Acquisition. Charles Schultz, *Texas A & M University*.

Aural and Graphic Records. James Moore, *NARS*.

Contemporary Theme Collections. Francis Blouin, *Michigan Historical Collections*.

Description of Records and Manuscripts. Eleanor McKay, *Memphis State University*.

Preservation Methods. Mary Ritzenhaller, *University of Illinois at Chicago Circle*.

Reference, Access, and Outreach. Karyl Winn, *University of Washington*.

Business Archives. Douglas A. Bakken, *Ford Archives, Henry Ford Museum*.

College and University Archives. Helen Slotkin, *Massachusetts Institute of Technology*.

Public Records. Sue E. Holbert, *Minnesota Historical Society*.

Religious Archives. Sr. M. Felicitas Powers, *Sisters of Mercy, National Office*.

Manuscript Collections. Eva Moseley, *Schlesinger Library*.

More than seventy sessions, seminars, drop-in rooms, and demonstrations provided a variety of forums for the discussion of reference issues, funding, finding aids, machine-readable records, multi-media collections, management of case files, and disaster preparedness. Preconference seminars were held on basic archival techniques and procedures, and the care and use of historical photographs. Other preconference activities included tours of several Chicago conservation facilities, and a conservation film festival.

The first official gathering of the 1979 meeting was a Chicago Cultural Center

reception held Tuesday evening, 25 September. Music was provided by the Northwestern University String Quartet.

Many meeting participants got "a taste of Chicago" Wednesday evening during ChicagoFeast, when Chicago area archivists escorted visitors to dinner at a variety of ethnic and traditional Chicago restaurants. Later, Chicago's own Second City, an improvisational comedy group, interpreted Chicago and the archival profession for the benefit and amusement of SAA members.

SAA President Hugh A. Taylor presided throughout the Presidential Banquet and awards ceremony Thursday, 27 September. The Society named two of its members Fellows for their outstanding contributions to the archival profession. Honored were David B. Gracy II, Texas State Archives, and Mattie U. Russell, Duke University. The Council of the Society recently approved a new and extraordinary distinction, the Council Exemplary Service Citation, for archival endeavor far beyond that normally expected. On recommendation of the Professional Standards Committee, the citation was awarded to Mary Walton Livingston, NARS. Raymond William Smock, of the Booker T. Washington Papers, 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 Donald R. McCoy of the University of Kansas, for *The National Archives: America's Ministry of Documents*. A certificate of commendation was presented to Patricia Brennan, Lake Forest College, and Victoria Irons Walch, NARS, for their work on *The Descriptive Inventory of the Archives of the State of Illinois*, under the direction of John Daly, director of the Illinois State Archives. The Sister M. Claude Lane Award, funded by the Society of Southwest Archivists, was given to Sr. M. Felicitas Powers, Sisters of Mercy, National Office. The Lane Award recognizes accomplishments in the area of religious archives.

The first Oliver W. Holmes Travel Award was presented to Steve Mwiyeriwa of Malawi. The supplementary travel award was established to allow foreign archivists, already in the United States or Canada, to augment their training by traveling to other archival institutions, meetings, or institutes. With the assistance of the travel award, Mwiyeriwa attended the 1979 SAA annual meeting. J. Thomas Converse, Kentucky Department of Library and Archives, was the 1979 recipient of the Colonial Dames of America Scholarship.

Maynard J. Brichford, University of Illinois, assumed the presidency of the Society at the closing luncheon on Friday, 28 September. Mary Lynn McCree, University of Illinois at Chicago Circle, began her fourth term as Treasurer. Assuming positions on the Council are Lynn Bonfield Donovan, archival and oral history consultant, and Meyer H. Fishbein, National Archives and Records Service.

Report of the Executive Director

or

Little Orphan Annie: Her Life and Hard Times

This IS Wednesday afternoon. However, for any of you who may have your schedules confused, this is not the girls' annex of the New York City Municipal

Orphanage, and this is not the matinee of the comic-strip musical *Annie*. That performance is going on a couple of blocks away at the Shubert Theatre.

However, this report will contain reprises of certain numbers from the production: "It's the Hard-knock Life," "We'd Like to Thank You," "Maybe," and "Tomorrow." It would have been grand to work in a rousing chorus of "Easy Street," but that tune did not seem to fit in this presentation.

The good news for 1978–79 included:

- (a) Presidential papers legislation passed by Congress.
- (b) Record-breaking sales of Society publications.
- (c) Unprecedented numbers of SAA-sponsored educational programs from coast to coast.
- (d) A redesigned *American Archivist*, delivered on a timely basis; and this late flash:
- (e) Over 1,000 participants in this annual conference make it the largest in the Society's history.

The bad news for 1978–79 included:

- (a) Continued evidence—at every level of government—of the challenge of educating public officials in the significance of archives.
- (b) Increasing adverse pressure of inflation-mandated, hard decisions about Society priorities.
- (c) Recent delays in preparation and production of new publications which played havoc with planning and sales projections.

REPRESENTATION

A national legislative goal established by the Society of American Archivists in 1974 was realized on 15 October 1978, the last day of the 95th Congress, when the House of Representatives approved a presidential records bill which had been passed previously by the Senate.

SAA played an important role in drafting the legislation. Two former Society presidents and your executive director served on a committee of the National Study Commission on the Records and Documents of Federal Officials, which drafted the commission's final report, the basis for the legislation. In addition, the Society was the only professional organization represented in testimony before both the House and the Senate on this crucial matter in the final year of its consideration. While the legislation declared presidential materials to be public property, the status of records created by members of Congress and the federal judiciary must still be addressed.

The interests of the archival profession were represented by SAA in a number of other forums in the past year. Society representatives attended a variety of planning meetings leading up to the White House Conference on Libraries and Information Services, which will be held in Washington in November. SAA was recently allocated a delegate's seat for the conference. Despite reports of frustration in many states, in others archivists played important roles in the governor's conferences which preceded the upcoming meeting. Several of our colleagues will be national delegates.

In the musical you're missing, Annie sings at one point, "yesterday was plain awful," a refrain echoed often during the past summer by administrators at the

National Archives and by all of us who are concerned about the welfare of that institution.

The National Archives was buffeted by critical press, hostile congressional hearings, low staff morale, the resignation of Archivist of the United States James B. Rhoads, and by the initial huffing and puffing of a new GSA administrator whose first major policy memorandum to the acting archivist, written before he had ever set foot in the National Archives Building in Washington, ended up being quoted in the Gobbledygook feature of the *Washington Star*.

Little Orphan Annie is always able to look ahead with optimism to tomorrow, "It's only a day away." The Society is now involved in a number of efforts to assure a better tomorrow for our national archival agency.

A statement issued by SAA Council in April 1977 regarding the need to maintain minimum standards for the storage of archival materials, even when energy conservation measures are in effect, was very timely this summer. The successful efforts of the Society and a number of library and museum associations assured that the language of the regulation governing emergency building temperature restrictions was explicit in indicating exemptions for archival, library, and museum storage areas.

A joint committee of the History of Science Society, the Society for the History of Technology, and SAA was awarded a planning grant by NHPRC during the year to study the documentation of science and technology in America and to evolve strategies for preparing policy recommendations for the management of that documentation.

A newly formed joint committee of the Society, the American Association for State and Local History, and the American Association of Museums, chaired by Philip P. Mason, will study the problem of the low level of minority participation in the professions represented by the organizations involved.

Two other joint committees of long standing—the American Historical Association, Organization of American Historians, and Society of American Archivists Joint Committee on Historians and Archivists; and the Joint Committee of the American Library Association and the Society of American Archivists—continued to provide useful forums for the discussion of mutual concerns.

SERVICES

Important advances were made during the past year in the Society's efforts to learn more about the archival profession in general as well as the interests and needs of SAA's membership in particular.

To assist Council in program planning and analysis, the headquarters office surveyed substantial samples of the membership. One poll indicated the membership's perception of the relative importance of the Society's stated goals. Heading the list was: "to promote the adoption of sound principles and standards by all agencies, public and private, that have responsibility for the preservation and administration of records." We have made significant progress in this area in the recent past, and other important initiatives are under way at this time. The rather uniform ranking of the remaining goals, and a thoughtful Council discussion in April, led by President Hugh A. Taylor, convinced your elected officials of the continued validity of SAA's current mission statement.

Another survey depicted the membership's ranking of the value of SAA services: American Archivist, 30.8; SAA Newsletter, 22.9; meetings and educational programs, 16.6; publications service, publication and sale of materials other than the journal and newsletter, 10.7; other membership services including placement, information central, education directory, membership directory, 10.3; and representation, representing the profession with Congress, allied disciplines and other associations, 8.6.

A further analysis of this poll indicated that the *American Archivist* grows on you. The journal was somewhat more popular with long-time members than with newcomers. On the other hand, members of less than three years found the publications service of more value than veteran members.

Using this information and other studies, it was possible for the first time to provide Council with a complete breakdown of the actual costs and income attributed to various major SAA programs.

In addition to these polls of samples of the membership, in 1979 SAA conducted the largest survey ever taken of the archival profession in the United States. Questionnaires were mailed to all SAA members and to members of co-operating regional archival associations. Almost 1,400 responses were received, 1,196 included salary data and were included in the tallies which have just been completed. While we are all looking forward to the extensive analyses of the findings which will be forthcoming in the *Newsletter* and the journal, I thought you would be interested in the following highlights of the returns:

The mean salary for those respondents working full-time was \$17,136. Of that population, the male mean was \$18,721, female was \$15,230. Of interest is the \$31,710 mean salary reported by those persons who did not check either the male or female block of the survey. Educational levels strongly influenced salaries:

| Ed. Level | Mean Salary | # respondents | |
|---------------|-------------|---------------|-------|
| PH.D. | \$20,042 | 219 | 18.3% |
| M.L.S. & M.A. | \$16,105 | 173 | 14.5% |
| M.A. | \$16,315 | 342 | 28.6% |
| M.L.S. | \$14,677 | 224 | 18.7% |
| B.A. or B.S. | \$14,229 | 117 | 14.8% |
| Other | \$11,908 | 61 | 5.1% |

Salary levels varied dramatically by employing institution:

| | | | |
|-----------------|----------|-----|-------|
| NARS | \$25,410 | 109 | 9.1% |
| Other federal | \$22,829 | 36 | 3.0% |
| State | \$17,708 | 103 | 8.6% |
| Business | \$17,533 | 72 | 6.0% |
| College & Univ. | \$15,178 | 457 | 38.2% |
| Museum | \$14,857 | 49 | 4.1% |
| Private library | \$14,676 | 46 | 3.8% |
| Public library | \$14,673 | 45 | 3.7% |
| City | \$14,116 | 43 | 3.6% |
| Historical Soc. | \$13,599 | 115 | 9.6% |
| Religious | \$10,776 | 87 | 7.3% |
| Other | \$16,326 | 34 | 2.8% |

The two tables include respondents working part-time.

The Society is extremely grateful to Charles Dollar and his colleagues in the National Archives Machine-Readable Records Division, and to Eleanor McKay and her Committee on the Status of Women in the Archival Profession for their assistance with the survey.

The series of six basic workshops sponsored by SAA in 1977-78 culminated in a November 1978 conference in Chicago, which addressed the status and future of basic archival workshops. The conferees recommended that SAA undertake a number of specific tasks as part of a program to assist other archival organizations in conducting basic workshops. It was suggested that the SAA establish a resource center in the national office to collect, evaluate, and disseminate existing curricular materials and teaching aids for basic workshops and that the Society develop new material as needed. It was also suggested that the Society develop an instructional publication to assist archival organizations and agencies in the use of curricular materials and in planning and facilitating basic archival instruction.

These recommendations will be implemented in Phase II of SAA's workshop program which will be supported in part by a \$57,176 grant made by the National Endowment for the Humanities, in 1979.

The Society's Educational and Professional Development Committee, chaired by F. Gerald Ham, continued its work in the field of graduate archival education last year with the publication of proposed program standards for the practicum. The committee is also developing a plan for a pilot project which will test the feasibility of the evaluation and approval of graduate archival education programs.

Progress in the profession's efforts to define itself, to evaluate its effectiveness, and to set standards for performance was impressive in 1979. A proposed Code of Ethics for Archivists was issued by an ad hoc committee chaired by David Horn. A proposal to implement a program of institutional evaluation was completed by a committee directed by William Joyce, and draft guidelines for college and university archives were prepared by a group headed by Jon Reynolds. Two of these important draft documents have already been published in the *Newsletter*. While a small number of thoughtful reactions were received, I, for one, was disappointed by the level of response.

A lifetime of learning is the obligation of any professional. Continuing education for archivists is an increasingly important undertaking of the Society. We are working hard to define the needs which exist and to design programs to meet those needs—programs which justify the time, energy, and funds expended by participants. Evaluations of our efforts so far indicate that we are on track.

In the past year, specialized seminars were held in Los Angeles, Detroit, and Atlanta. Within a short time the product of those seminars—learning packets of papers and tapes of the discussions—will be available for distribution.

The Society's first business archives workshop was held last year in Chicago. Results were very positive. An additional business workshop was held in New York City in May and a third is scheduled for November in San Francisco. The two pre-conference programs here in Chicago—Archives: An Introduction, and the Seminar on Historic Photographs—are additional evidence of the activity of the headquarters office in the continuing education field. They are each playing to capacity houses. Additionally, recent program committees have worked suc-

cessfully to increase the educational effectiveness of the meeting itself by experimenting with various topics, formats, and methods of presentation.

"Maybe" has been the theme song of the Society's publications program this year. For a variety of reasons, the schedules established for the baker's dozen of titles in preparation are not being realized. In the past twelve months, but one new publication was completed: the *College and University Archives Reader*. In addition, SAA's paperback reprint of *Norton on Archives* was added to our list this month. Work has progressed slowly on the various NHPRC manuals which are being written. We hope to announce the publication of several early in 1980.

With the support of some additional funding made available by NEH, the Society is producing an expanded version of the survey of Historical Records Survey materials, which was completed in 1978.

THE SOCIETY

Members will get a bonus in calendar year 1979—five copies of the *American Archivist* will be delivered in the twelve-month period. It is redundant for this report to dwell on the new journal. You receive ample evidence in your mail. The critics approve. I know that you all join me in a refrain of "We'd Like to Thank You," dedicated to Editor Virginia C. Purdy and her talented staff.

You've heard of the cobbler's children. Those poorly shod urchins had nothing on the archives of the Society of American Archivists—until recently. The Council has designated the University of Wisconsin at Madison as the Society's archival depository. Records documenting the first three decades of the organization's history were recently transferred from Denver to Madison. Other materials are flowing in from various informal depositories which have developed over the years. Our archivist, J. Frank Cook, assures us that the records of the Society will soon be available for research.

1979 is a year of transition for SAA. The framework of the Society's committee system is undergoing a massive change which is being implemented at this conference. The plan was prepared by an ad hoc Committee on Committees chaired by Nicholas Burckel. It was approved by last year's business meeting. The reviews aren't in yet, but we have high hopes for the new structure.

This meeting is the best-attended in the Society's history. Applause is due for the outstanding performance of the program committee, chaired by Douglas Bakken and Maynard Brichford, and the local arrangements committee, directed by Greg Lennes. We are all grateful for their efforts on our behalf.

The steady growth of the Society's membership, a consistent theme in my previous reports, continued in 1978–79. Individual membership now stands at 2,220, of which 259 are students. Institutional members number 542, and there are 959 subscribers to the *American Archivist*.

Steady growth can be reported in another area as well—revenues and expenses. As other areas of activity become more fully developed, individual membership dues account for smaller percentages of the Society's total budget. While this situation enables the organization to provide far more services than would be possible otherwise, individual members should recognize the fact that their dues accounted for only about \$1 out of \$4 in the Society's 1978–79 general fund financial report; that individual membership dues accounted for only about \$1

out of \$5 of the Society's budget—a budget that may be strained in this fiscal year as SAA strives to meet the needs of its growing membership.

Now, I want you to meet some of the cast of characters in your Chicago office: Thomas C. Pardo joined us last month to conduct the basic workshop program and to perform other duties as assigned.

Deborah Risteen edits the *Newsletter*, coordinates the Business Archives Workshops, the placement service, and performs other duties as assigned.

Joyce Gianatasio, our director of administrative services, assigns other duties to everyone, including me.

As those of you who have dealt with these good people know, they are all real troupers.

Two able young professionals departed the Society's staff this year. Loretta J. Hefner completed her year-long HRS study and returned to Utah. She is now on the staff of the Utah State Archives. After four years with SAA, Timothy Walch accepted a position with the National Historical Publications and Records Commission. SAA and Chicago's archival community suffered a double loss when Tim and his bride, Victoria Irons Walch, moved to Washington. Vicki had often been closer to staff than distaff in her relations with our office. She bears major credit for the attractive appearance and the thorough coverage of the printed program for this annual meeting. Lori, Vicki, and Tim are sorely missed. But what a delight it has been to see them assume important roles outside—in the real world of archives.

Annie is a message musical. While the orphans sing "It's the hard knock life for us—instead of treated we get tricked," we can all take a cue from Annie's indomitable spirit, her courage, morality, and optimism in the face of cynicism and pessimism.

1978–79 was a demanding year. However, as challenges are met, strength is gained. The show will go on, into the 1980s.

Leaping lizards, folks. Thanks to an extraordinary group of elected officials, a remarkable staff, and approximately 2,200 marvelous individual members, I'm looking forward to tomorrow—it's only a day away!

ANN MORGAN CAMPBELL, *Executive Director*

Treasurer's Report

1 January 1978—30 June 1979

For two years now, the SAA has been threatening to change its financial reporting year. Some of you may recall that I ended my financial report at the 1978 annual meeting with the following statement:

Last year at this time we indicated that we should be moving to a new fiscal reporting year. We had hoped that by now this 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.

The change has been made. It is important because the new financial year, ending June 30, will make it possible for us to report more timely information to the membership at its annual meeting in September or October. In addition it will mean that financial planning and evaluation can take place in a more meaningful time period.

The period of largest income is September through January. That means the executive director, the officers, and council will have an opportunity relatively early in the year to evaluate expenditures in the light of income and if necessary have time to successfully restructure or replan the financial year.

And so this report covers an unusual 18-month period, 1 January 1978 through 30 June 1979. As you know from previous reports, 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 composed of money earmarked for specific restricted purposes and maintained for those reasons over a long period of time. An example is the Philip M. Hamer Award Fund.
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 1978 amounted to \$116,379 with cash revenues during the 18-month period totaling \$327,301.

Cash revenue consisted of the following:

| | |
|---|-----------|
| Membership Dues | \$122,524 |
| Subscription fees | 43,607 |
| Advertising | 5,466 |
| Administrative fee (grants) | 14,744 |
| Publication and microfilm sales | 62,199 |
| Workshops and annual meeting | 64,360 |
| Interest income | 14,406 |
| Miscellaneous | (5) |
| Total Revenue | \$327,301 |
| Cash expenditures from the General Fund during the 18-month period totaled \$333,709. | |
| Depreciation | \$1,733 |
| Salaries | 112,874 |
| Payroll Taxes | 6,246 |
| General and administrative | 80,019 |
| Committee and travel | 16,414 |
| Publications | 68,776 |
| Annual meeting and workshops | 45,584 |
| Completed grants—expenses in excess of grants | 2,063 |
| Total expenses | \$333,709 |

The General Fund cash balance as of 30 June 1979 amounted to \$109,971.

GRANT FUNDS

From 1 January 1978 through 30 June 1979 the Society continued or initiated ten special projects funded by grants. They were as follows:

- NEH—Basic Archival Workshop I
- NEH—Basic Archival Workshop II
- NEH—Archival Security Program
- NEH—International Congress of Archives
- Tinker Foundation—International Congress on Archives
- NEH—Conference on Priorities
- NHPRC—Archival Manuals I
- NHPRC—Archival Manuals II
- Business History Fund—Business Archives Manual
- NEH—Historical Records Survey

For the 18-month period the Society received grant funds in the amount of \$107,849 in full or partial payment for these special projects. Grant revenues were received in support of the following projects:

| | |
|-------------------------------|----------|
| NEH—Basic Archival Workshop I | \$21,150 |
| NEH—Archival Security Program | \$18,698 |
| NHPRC—Archival Manuals II | \$31,038 |
| NEH—Historical Records Survey | \$14,010 |

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. Expenditure in fulfilling these specific program commitments during the 18-month period were \$85,964.

The following is a summary of those expenses:

| | |
|--|----------|
| Salaries | \$29,227 |
| Payroll taxes | 1,776 |
| Professional fees | — |
| Postage | 323 |
| Telephone | 2,448 |
| Printing and duplicating | 4,498 |
| Administrative expenses (General Fund) | 14,744 |
| Supplies | 1,448 |
| Committee & travel | 22,093 |
| Employee benefits | 371 |
| Miscellaneous | 287 |
| Clerical service | 1,106 |
| Travel reimbursement & per diem | 104 |
| Consulting fees | 9,585 |
| Transfer to General Fund | (2,063) |
| Total Expenses | \$85,964 |

The Grant Funds cash balance as of 30 June 1979 was \$32,577.

SPECIAL PROJECTS FUNDS

During the 18-month period, 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 1978, these Special Projects Funds totaled \$72,398 and as of the end of the 18-month period, 30 June 1979, the funds totaled \$78,313. The status of each fund as of 30 June 1979 was as follows:

| | |
|----------------------|----------|
| Leland Award | \$13,878 |
| Building | \$38,660 |
| Endowment | \$20,912 |
| Philip M. Hamer | \$3,065 |
| Institute Fellowship | \$1,798 |
| Research Manual | |

For the 18-month period, the combined activity of the Special Projects Funds generated cash revenue of \$8,323 consisting of gifts and grants of \$2,610 and interest earned of \$5,713. Cash expenditures consisted of awards totaling \$2,408.

SUMMARY

The total combined assets of the Society on 30 June 1979 were \$302,491. Total interest earned for the 18-month period amounted to \$20,119. 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 the 18-month period, the Society's funds were maintained in the following institutions:

| | |
|---|--------------------------------|
| Mid-City National Bank of Chicago | Chicago Federal Savings |
| Home Federal Savings of Chicago | First National Bank of Chicago |
| Telegraph Savings and Loan Assoc. | Blunt, Ellis, & Lowie, Inc. |
| Great American Federal Savings of Chicago | |

During the week of 20 September 1979 the value of our portfolio stood at just a little above where it was when we purchased it. During the past year we have made approximately 8 percent in dividends and interest. You will recall that when we entered into this investment we said we would review it and reevaluate it. Throughout the year, we have fretted, worried, avidly read the *Wall Street Journal*; we have discussed and re-discussed our performance in light of alternatives. After careful consideration of the risk factors, the need for flexibility in our current situation, as well as legal considerations concerning our fund structure—unknown to us at the time we invested—the finance committee and Council have recommended that we liquidate our present position in income and growth instruments and place our funds in a more conservative series of instruments that will be more accessible. We will, therefore, be revising our investment package in the near future to include a combination of CD's, T-Bills, and the like.

There are several comments that I would like to make about the financial health of the Society. Last year as I was leaving that well-attended annual business meeting in Nashville, I heard several people say how wonderful it was that we were so rich. I really wish we were! If you look carefully at the financial statement you will see that during the past 18 months we incurred a deficit of \$6,000.00. There are several reasons for this.

I have already mentioned that we receive most of our operating funds within a five-month period—September through January. During the past 18 months we have had only one of those income periods, yet we have had constant expenditures over that whole period. There are items for which we have paid in the past six months that will be identified with income during this next six months. An example of this is the program for our annual meeting. We have also paid the printing costs on three issues of the *American Archivist* over the six-month transition period rather than the usual two; but, thanks to the good work of our Editor, the *American Archivist* is not only elegant, but also on schedule.

The Council did approve a deficit budget for this current operating period. One of the services offered to the membership by the headquarters office is the option of purchasing a variety of books relating to archival theory and practice. In order to make those available, we must first purchase a great many of them. That means an initial outlay that is considerable, to acquire the inventory. Council assumed that funds to restock our inventory would be spent during this period.

In addition, costs for services outside our control are increasing at an alarming rate; postage costs, computer service costs, and printing all cost more. Because we did not fully anticipate the inflation rate, we simply did not budget enough to meet the need. The cost of services will probably continue to increase rapidly in the near future.

We, of course, cannot go on running at a deficit and yet we do not wish to reduce services to the membership—services which have grown over the past few years. We do anticipate that publications and workshops will continue to produce revenue, but we will also need to secure some additional revenue from steady sources. Accordingly, the Council has two recommendations to place before you for discussion.

1. Effective July 1980, raise institutional membership fees by \$10, to \$45.
2. Effective July 1980, raise student membership fees by \$5, to \$15.

We have not amended any part of our dues structure since 1974. 12 percent of our total membership are students and 24 percent of the members who have joined the Society in the past six months are students. The Executive Director estimates that it costs \$30.00 to provide minimal service to each member, and so we believe that an increase to \$15.00 per year is justified; students should pay at least one half of their way. We anticipate that passing these two resolutions will result in a slight but necessary increase in our revenue over the next few years. We hope that this added income together with that we anticipate from publications and meetings will provide an adequate base to meet successfully the rising costs of services over the next year or so. I hope it will mean no more deficit budgets.

MARY LYNN MCCREE, *Treasurer*

1979 Annual Business Meeting

President Hugh Taylor called the 26 September 1979 annual business meeting to order in the Palmer House, Chicago, at 4:30 P.M. The agenda, distributed in advance of the meeting, was approved. Orpha M. Wardle served as parliamentarian for the meeting.

David Horn, chairman of the 1979 Nominating Committee, gave the report of the Society's election: The candidates elected were: Vice President Ruth W. Hel-muth, Case Western Reserve University; Treasurer Mary Lynn McCree, Univer-sity of Illinois-Chicago Circle; and Council members Lynn Bonfield Donovan, archival consultant, and Meyer Fishbein, National Archives and Records Service. Elected to the Nominating Committee were Sue E. Holbert, Minnesota Historical Society; Philip Mooney, Coca-Cola Company; and Patrick Nolan, Wright State University. The complete report of the Nominating Committee is on file in the Office of the Executive Director.

Executive Director Ann Morgan Campbell and Treasurer Mary Lynn McCree gave the reports of their respective offices. Richard Marcus, chairman of the Au-diting Committee, reported that the accounts of the Society were found to be in order. The motion by Robert Wiederaenders that the meeting accept the reports of the Treasurer and the Auditing Committee was seconded by Edmund Berke-ley, Jr., and passed.

President Taylor announced that there was no unfinished business.

Council proposed two revisions to the Society's present dues structure: an in-crease in dues of student members, from \$10 to \$15, and an increase in the dues of institutional members from \$35 to \$45. The following statement from Council accompanied the proposal: "While dues of the Society's regular individual mem-bers are based on a graduated scale according to salary, thus providing the possi-bility of increasing per capita revenue in inflationary periods, dues assessments for students and for institutions are fixed at a rate which became effective in January 1974. In the interim period, the purchasing power of the dollar has fallen dramatically. The proposed increases are recommended in order to insure the Society's ability to continue to deliver services at the present level to persons and institutions in these dues categories." A motion was made by Mary Lynn McCree and seconded by Shonnie Finnegan to adopt the proposed dues changes. David Bearman proposed an amendment to the motion, asking that only the dues for institutional members be increased. The amendment failed and the original mo-tion passed.

Nancy Sahli read a statement from the Committee on the Status of Women in the Archival Profession:

Many members of the Society of American Archivists are concerned that the Society is holding its 1979 annual meeting in Illinois, a state which has not ratified the Equal Rights Amendment.

We, the undersigned, are attending the meeting in Illinois to show our commitment to our profession and to continue to work for the rights of women in the profession, activity which could be jeopardized by our absence. To protest meeting in a non-ratified state and to support the ERA, we support the distribution of buttons reading "Archivists for ERA" as a consciousness and fund raising effort for the ERA. All contributions will be given to ERAmerica.

Committee on the Status of Women
Women's Caucus of the SAA
ACT Caucus of the SAA

The following resolution was presented to the membership:

WHEREAS, the West Virginia Legislature, in 1905, realized the importance of establishing a State Archives to house and maintain the State's public records, and in 1977 adopted landmark legislation which greatly enhanced legal authority over the disposition of these records through the Archives and History Division, and additionally authorized said Division to house and maintain the State Museum and Library, to publish *West Virginia History*, and to conduct the highway markers program, and

WHEREAS, the West Virginia Legislature, by enacting House Bill 825 has scheduled the Archives and History Division for termination by July 1, 1980, unless re-established by the Legislature after review by the Joint Committee on Government Operations; and,

WHEREAS, the Society of American Archivists, a professional organization with nearly 4,000 members representing governmental, academic, business, church, and association archives depositories in the United States and Canada, devoted to the professionalization of institutions responsible for the care of all types of historical records and to encouraging the adoption of sound archival principles, has become concerned by the actions of the West Virginia Legislature, therefore,

BE IT RESOLVED, that the Society of American Archivists, recognizing the need to protect and preserve the administrative, fiscal and legal records which document the history of the state and serve as evidence of the accountability of its government, does deplore the inclusion of the Archives and History Division in the Sunset Law.

BE IT FURTHER RESOLVED, that the Society strongly recommends the continuation of the West Virginia State Archives in its present form and further recommends, in the interest of sound collection, personnel, and archival programs, that the Sunset Law be amended to exclude the Archives and History Division.

BE IT FURTHER RESOLVED that the President of the Society be directed to send copies of this resolution to the Co-Chairmen of the Joint Committee on Government Operations, the President of the State Senate, the Speaker of the House of Delegates, and the Governor of the State of West Virginia.

A motion was made by Peter Parker to accept the resolution; the motion was seconded by Ira Berlin. Cleo Hughes proposed an amendment, rewording the fourth and fifth paragraphs of the resolution as follows:

BE IT RESOLVED, that the Society of American Archivists recognizes the need to protect and preserve the administrative, fiscal, and legal records which document the history of the state and serve as evidence of the accountability of its government.

BE IT FURTHER RESOLVED, that the Society strongly recommends the continuation of the West Virginia State Archives in its present form.

Considerable discussion followed and the amendment was defeated. The membership approved the original resolution.

Trudy Peterson read the following statement:

The membership of the Society of American Archivists continues to grow in unprecedented numbers. The highly skilled professional staff in the executive director's office now manages an ever wider variety of programs for the Society, reflecting the great range of concerns of the membership. The committee structure of the Society has been totally revised during the past year, also reflecting our growing diversity.

These continuous changes in the membership and programs require us to consider the fundamental rules that govern us as a body. The constitution and by-laws of the Society were studied during 1976 and 1977 and certain changes were adopted at that time. However, as a maturing profession we must ensure that our enabling documents continue to meet our changing needs. In that spirit I offer the following resolution:

Therefore, be it resolved that the Council of the Society of American Archivists create a Task Force to study the constitution and the by-laws and to recommend any appropriate revisions.

Her motion was seconded by David Horn and passed by the membership.

The meeting was adjourned at 6:15 P.M.

Committees and Professional Affinity Groups—Highlights of Reports

Following are highlights of abstract reports submitted to the editor by 15 October 1979. Full reports are on file in the Office of the Executive Director.

The **Ad Hoc Committee on Institutional Evaluation** completed its report which was discussed by SAA Council during the SAA annual meeting in Chicago. The report was authorized for publication in the SAA *Newsletter* and project funding for site visitation procedures will be sought by the SAA national office.

A report on a slide-tape project to introduce archival principles to library students has been completed by a task force of the now-defunct **Committee on Archives and Library Relationships**.

Theme subgroups (and chairpersons) established for the **Contemporary Theme PAG** are Science, Technology, and Medicine (Clark Elliott); Ethnic (Olha della Cava); Labor (Warner Pflug); Urban (Fred Miller); and Local History (Suzanne Steele).

The **College and University PAG** decided to focus on (1) the feasibility of compiling a new edition of the *Forms Manual*; (2) a study of the OCLC/RLIN bibliographic network; and (3) a plan for sessions, workshops, and seminars offering information on records management in college and university archives. Helen Slotkin was elected chair for one year, and Patrick Quinn was elected vice-chair for a two-year term; steering committee members are Nicholas Burckel, J. Frank Cook, Charles Elston, Shonnie Finnegan, Jon Reynolds, and Wilma Slaight.

The **Reference, Access, Outreach PAG** has divided its discussion topics into three subgroups: Reference (Kay Domine), Access (Alexia Helsley), and Outreach (Paul Chestnut).

SAA AWARDS

The Society of American Archivists announces competition for five awards to be presented at the 1980 annual meeting in Cincinnati. Most awards will recognize accomplishments of 1979. Winners of each award will be selected by an appropriate subcommittee of the Committee on Awards, chaired by Mary Jane Dowd.

SAA individual and institutional SAA members may nominate themselves or others for any of the following awards. The Society's award policy is described in the *American Archivist* 39 (July 1976): 415-20.

All nominations should be sent to Ms. Dowd at: The National Archives (NNFS), Washington, DC 20408, by 1 May 1980.

The Distinguished Service Award, established in 1964 by Fellows of the Society Leon deValinger, Jr., the late Mary Givens Bryan, and Dolores Renze, is a trophy presented annually to an archival institution or organization that has made an exemplary contribution to the profession. Nomination forms for the award are available from the chairman.

The M. Claude Lane Award, established in 1974 by the Society of Southwest Archivists in memory of Sister M. Claude Lane and funded by that Society, is a cash award presented to an individual who has made significant contributions in the field of religious archives.

The Oliver W. Holmes Award, established to facilitate the supplementary travel of foreign archivists while in the United States or Canada for training, was first given in 1979. Information on eligibility and application rules is available from the chairman.

The Philip M. Hamer Award, first given in 1973, was established with a gift from the late Elizabeth Hamer Kegan. The award recognizes high quality work in documentary publication by an associated or assisting editor on publication projects sponsored or endorsed by the National Historical Publications and Records Commission.

The Waldo Gifford Leland Prize, first awarded in 1959, is a cash award from the income of the Waldo Gifford Leland Prize Fund. The prize is awarded for the encouragement, reward, or publication of writing of superior excellence and usefulness in the field of archives history, theory, or practice. Finding aids, monographs, and documentary publications are all eligible. Publication may be by letterpress, offset, microform, audiovisual, or other media. Periodicals are not eligible for the award.

FELLOWS OF THE SOCIETY OF AMERICAN ARCHIVISTS

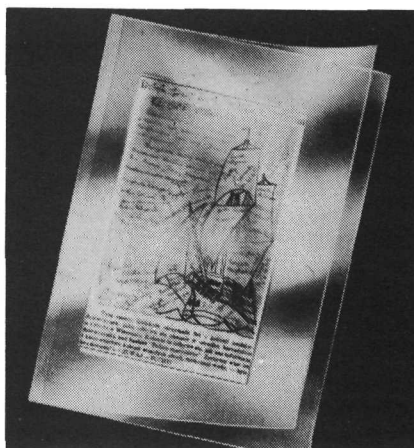
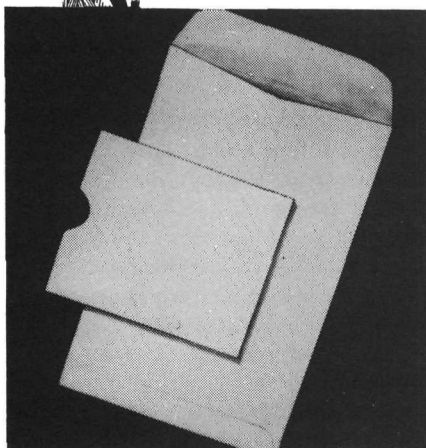
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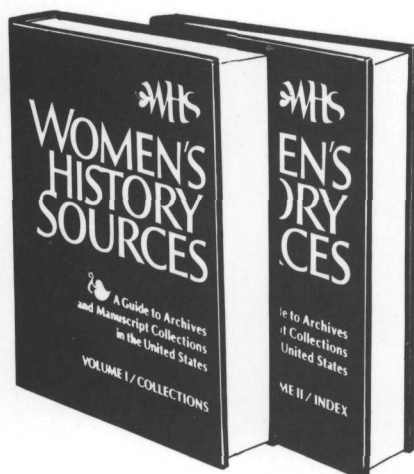
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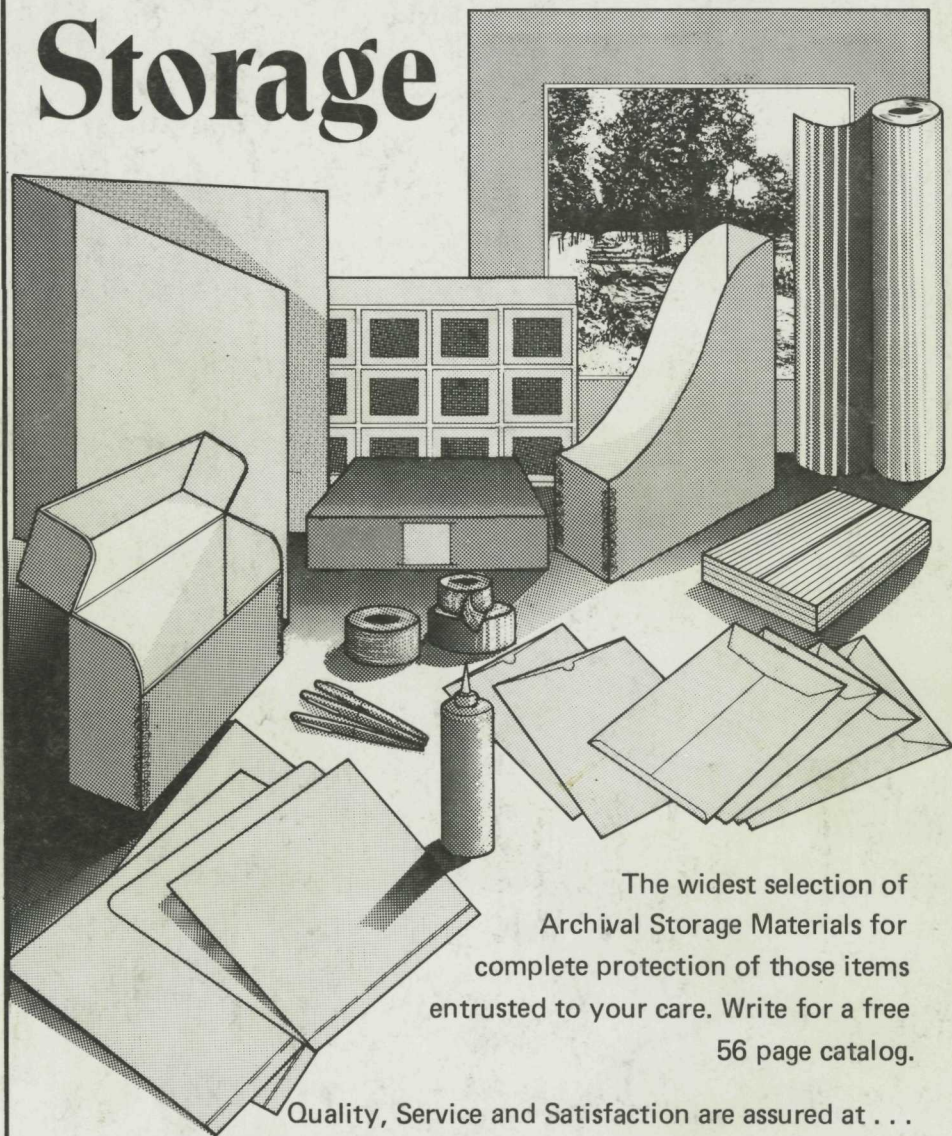
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