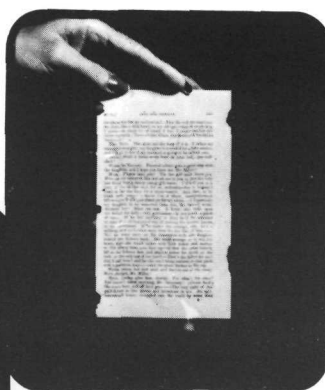


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THE FOLLOWING LIST OF ARTICLES of current interest to archivists and manuscript curators has been compiled from recent archival and library periodicals received by the National Archives Library. The listing is selective and is not intended to supplant the more complete annual bibliographies published in the *American Archivist*. It is meant to provide the reader with more immediate access to current professional literature than he or she might otherwise have.

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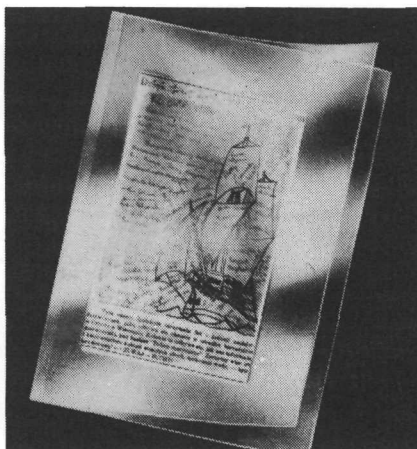
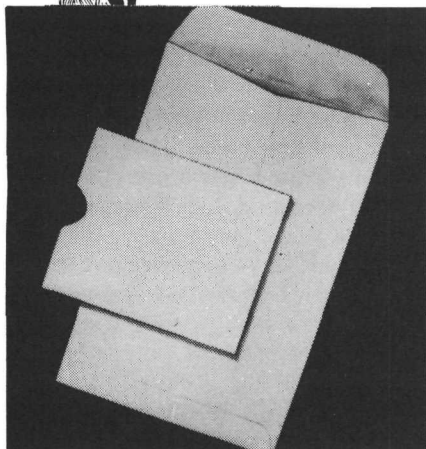


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News Notes

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.

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

The **Alabama Trust for Historic Preservation** was organized in August 1979. The purpose of the trust, an independent association, is to represent preservationists to the state government and to provide a clearinghouse for publications, tax information, and funding sources. The address of the trust is PO Box 85, Decatur, AL 35602.

In June 1979 the Oklahoma State Legislature authorized the creation of the **Carl Albert Congressional Research and Studies Center**, at the University of Oklahoma.

The center comprises the University of Oklahoma Congressional Archive and the Carl Albert Program of Congressional Studies, within the university's political science department. The center plans to expand its archives, which currently houses the papers of eleven United States senators and twenty-five congressmen, and to organize a doctoral program in congressional studies.

The **Archives of American Art** celebrated its twenty-fifth anniversary in November 1979. Founded in 1954, the archives became a bureau of the Smithsonian Institution in 1970 and has become the largest repository of manuscript material on the history of American art. The ar-

chives holds records and manuscripts of artists, art dealers, critics, and art organizations as well as photographs and oral histories. Original material is preserved and protected in Washington with microfilm copies available to scholars and writers at the five regional centers in Washington, New York, Detroit, Boston, and San Francisco, and around the world by interlibrary loan. At the Washington anniversary celebration, awards were presented to five distinguished scholars in recognition of outstanding contributions to the knowledge of American art history. In Detroit, New York, and San Francisco special art exhibits, including manuscripts from the archives collections, were produced. In Boston, a conference on art history will be held in 1980 as part of the celebration.

A new regional organization was established in November of 1979. **Arkansas Archivists and Records Managers (AARM)** will encourage the preservation, description, use, administration, and accessibility of archives and manuscripts and will work to promote the education and training of archivists, manuscript curators, and records managers in the state of Arkansas.

The **Lawrence Berkeley Laboratory** hired a part-time archivist in 1978. A plan for an archival program has been approved and is underway with work focusing first on the records of the director's office.

The Spruance Library of the **Bucks County Historical Society**, in Pennsylvania, received three grants in the fall of 1979. Two of the grants will support the microfilming and description of the papers of Henry C. Mercer (1856–1930) and his Moravian Pottery and Tile Works. Another grant supports the purchase of equipment to improve reference and preservation in the library.

The **California State Archives**, with funds provided by the federal Intergovernmental Personnel Act, is developing a conservation and preservation program to aid local government in records conserva-

tion. The program includes development of a curriculum for two, one-week workshops in the State Archives, management of the workshops, production of a conservation handbook, and a selected survey to determine conservation needs. The workshops are scheduled for the spring of 1980.

The Division of History of Chemistry of the **American Chemical Society** has begun an oral history project and hopes to set up a comprehensive Center for History of Chemistry similar to the Center for History of Physics set up by the American Institute of Physics. The history division is collecting oral history interviews conducted by other people, relating to the history of chemistry. For further information write: John H. Wotiz, Department of Chemistry and Biochemistry, Southern Illinois University, Carbondale, IL 62901.

The **Colorado Division of Archives and Public Records** has acquired 1,500 square feet of additional storage space, giving the archives a total of 55,500 cubic feet; issued a records management manual applicable to the three branches of the Colorado state government; implemented professional and clerical training for the archives staff; and is planning to issue periodically a loose-leaf guide to archival holdings.

The **Delaware Bureau of Archives and Records** has been expanding its micrographic services. Included among its recent micrographic publications are the Joseph Brown Turner collections of genealogical notes on microfiche, microfiche copies of the National Register of Historic Places nominations and the state inventory of historical and archaeological sites, three rolls of microfilm of the State Board of Agriculture glass-plate negatives, and a microfiche checklist of the glass-plate negatives of the Jackson and Sharp Company (shipbuilders and railway car builders). Also, the bureau is producing on microfiche a SPINDEX finding aid to all state publications and regulations, to include a history of every known agency in the state, past and present.

The **Institute of Electrical and Electronics Engineers** (IEEE) has founded a Center for Electrical Engineering History. IEEE will provide a basic annual budget, and additional grants and donations will be sought. The center will undertake oral histories and the preservation of papers of individuals and organizations, including the records of the societies that constitute IEEE. For further information write to J. E. Brittain, Department of Social Sciences, Georgia Institute of Technology, Atlanta, GA 30332.

The History Committee of the **Fermi National Accelerator Laboratory**, in Batavia, Illinois, has been working on a plan to set up a resource collection about accelerators. The laboratory hired a physics historian part-time to assemble materials, carry out oral history interviews, and provide guidelines to the History Committee. The library of the American Institute of Physics, in New York City, has made space for the laboratory's records of historical interest and for other materials documenting the history of accelerators.

A new quarterly newsletter of interest to archivists is being published under the auspices of the **Graphic Arts Research Center**, Rochester Institute of Technology, One Lomb Drive, Rochester, NY 14623. *Photograph Conservation* costs \$5 per year and includes articles about preservation, research in the field, and current bibliography as well as reports on various photograph collections.

In **Illinois**, an amendment to the State Records Act of 1957 has been passed by the General Assembly and signed into law by Governor James Thompson. The amendment removes restrictions on records that are more than seventy-five years old, with the exception of records protected by the provisions of the Mental Health and Development Disabilities Confidentiality Act.

Records less than seventy-five years old which were formerly restricted will be open to researchers who sign an affidavit agreeing to preserve the confidentiality of persons named in the record. The information

contained in the records may not be exchanged with any person, firm, or corporation unless the identity of any person named in the records has been removed. Any violation of the agreement by the user is a misdemeanor punishable by not more than one year in prison or a fine of up to \$1,000, or both.

The **ILGWU Archives**, established by the International Ladies' Garment Workers Union as the repository for the union's records, is now open to researchers. It presently houses the correspondence of union presidents from 1914 to the present, including Benjamin Schlesinger, Morris Sigman, David Dubinsky, Louis Stulberg, as well as the speeches of the current president, Sol C. Chaikin.

Also included are records of affiliated bodies of the union, such as the New York Cloak Joint Board, New York Dress Joint Board, Chicago Area, Canadian Area, and many New York City locals.

In addition, the archives has available the minutes of the General Executive Board, 1900-75; publication files; local newspapers; a continuous oral history program; and a growing number of collections pertaining to the union and to the ladies' garment industry.

The archives, besides being a depository for the history of the ILGWU, contains material on union activities in law and legislation, political action, and international affairs.

The ILGWU Archives is located at 22 W. 38th St., 12th floor, New York, NY 10018.

The *Newsletter* of the **American Society for Legal History** will print short descriptions of newly available manuscript collections of special interest to legal historians. Send copy to Robert J. Haws or Michael de L. Landon, Department of History, University of Mississippi, University, MS 38677.

The first joint meeting of the **Mid-Atlantic Regional Archives Conference** and the **New England Archivists** was held 19-20 October 1979 in Albany, New York. Three hundred and twenty people attended the meeting, one of the many activities held

during "Archives Week in New York State" (14–20 October). In addition to the usual sessions, tours, and receptions, the meeting included a new session format. Two successive sessions, with four open round-table discussions each, were held on topics chosen by MARAC members in an earlier survey. The eight topics were: local public records, science records, education records, religious records, ethnic records, women's history records, business records, and labor records. Each person participated in two successive discussions at tables with six to ten other participants. Issue papers written by MARAC and NEA members were mailed to participants before the meeting and served as the bases for discussions. Discussion leaders at each table prepared a summary report, and the publication of issue papers and reports is being sought. Reaction to the new format among the participants was highly favorable.

Phase One of the **Midwest State Archives Guide** project has been completed. It involved planning and testing an automated data base system for archival description. The system is based on the National Historical Publications and Records Commission's *Directory of Archives and Manuscript Repositories* data base design and the SPINDEX computer program package. Project members wrote and indexed descriptions to approximately one hundred record series to test the data base design with different types of state records and different approaches to indexing.

Phase Two is about to begin. It has been designed to allow member institutions to take a variety of directions. For example, because Illinois has already completed a *Descriptive Inventory of the Archives of the State of Illinois*, much of the Illinois State Archives' effort will be directed toward indexing county records. Additional work in Illinois will be directed toward the production of a guide to the Illinois Regional Depository system. The Minnesota Historical Society and the State Historical Society of Wisconsin plan Phase Two work to develop systems for the private records in their custody. Although the Indiana State Archives will continue to add information to the

data base, it will not produce a finished guide.

One expected benefit of the regional approach to state records is improved subject access. Use of the computer will facilitate more complex indexing strategies. Cooperation among members should produce compatible indexing languages in Illinois, Minnesota, and Wisconsin. A thesaurus will be created during several seminars on indexing to be held as a part of Phase Two.

The state archives in **Mississippi** has long been handicapped by the lack of proper records management, a situation which makes it virtually impossible to identify and preserve archivally significant state records adequately. Even though a law requiring agencies to notify the state archives before destroying records has been on the books since 1966, the Department of Archives and History does not possess the statutory authority to initiate the inspection of records and receives only a handful of requests per year to destroy records. The department, without proper safeguards and an adequate mechanism for preserving valuable records, cannot fully accomplish its original mandate or reach its potential as a state archival agency.

The state archives therefore decided to undertake a survey, with NHPRC assistance, designed to increase knowledge of records maintained in the state agencies and to demonstrate to the state legislature the need for records management in Mississippi.

A summary report will be distributed to agencies involved in the survey and to members of the Mississippi legislature. It is hoped that a bill to create a records management law for Mississippi may be filed during the 1981 session of the legislature. Only with proper records legislation can the Mississippi Department of Archives and History reach its full potential as a state archival repository. [RONALD E. TOMLIN, *Mississippi Department of Archives and History*]

The **National Archives and Records Service** has recently increased the portion of its budget to be spent on microfilming and preservation. The increased micro-

filming is intended to make more film available for sale and may result in space savings if the records are found to be disposable after filming. The increased funds for preservation will be used in a program overseen and scheduled by a newly appointed preservation officer.

The **Nebraska State Historical Society** is in the midst of a one-year paper conservation project to survey its archival and library holdings and to prepare a basic conservation and disaster contingency plan. The project was funded by a grant from the NHPRC. As part of the project, the society will conduct a series of workshops around the state, dealing with basic conservation of paper and photographic collections. The workshops will demonstrate surface cleaning, encapsulation, mending with rice paper and wheat paste, and washing and deacidification to representatives of libraries, local historical societies, and others with an interest in the care of paper and photographic collections.

The **Nevada State Archives** has had a busy and productive year. The State, County, and Municipal Archives left its rented quarters and found a permanent home in the restored State Printing Office which was completed in 1886 with an addition in the 1950s. The archives was transferred from the Secretary of State to the Public Information Division of the Nevada State Library, and it continued to implement the records retention and disposal program established in 1978. Frederick C. Gales, Director of Archives, notes that for the first time since the creation in 1965 of the Nevada State Archives, "the word 'Archives' has penetrated to all levels of government in our State." The new address is 101 South Fall Street, Carson City, NV 89710.

Since October 1978, three fieldworkers from the **New York Historical Resources Center** at Cornell University have been surveying archives and manuscript collections in a fourteen-county region in New York's Southern Tier and eastern Finger Lakes. The information gathered is edited

and indexed for entry into a SPINDEX III data base. Indexed county guides will be generated and distributed to participating repositories. A regional guide is also being considered. The survey has been completed and preparation of the guide is in progress. The information will also be submitted to the National Historical Publications and Records Commission for inclusion in a national data base. The project plans eventually to survey the entire state and to create a comprehensive guide.

The North Carolina General Assembly of 1979 has provided the **North Carolina Division of Archives and History** with funds for expanding the operation of the search room and replacing equipment, with an additional appropriation for the arrangement and description of the historic papers of the General Assembly. The department was also given authority to charge a search-and-handling fee for out-of-state genealogical letter inquiries and to use these revenues to support the costs of this service. The General Assembly also passed legislation for the establishment of a committee to study the future use and needs of the Archives and History/State Library Building, with a report expected in 1980.

The Archives-Manuscript Division of the **Ohio Historical Society** has recently completed a number of projects and programs including the microfilming of eighty rolls of the Dayton city managers' correspondence, 1914-36, and the compilation of an inventory; a series of records management sessions for Ohio county officials emphasizing statutory requirements, microfilming technology, vital records protection, and the establishment of county records management programs; and the publishing of the finding aid, *Central Ohio Local Government Records at the Ohio Historical Society*, available for \$2. The Ohio Historical Society recently started a cooperative venture with the Genealogical Society of Utah for the microfilming of selected Ohio county records of historical and genealogical value, and was also recently named by the Olsten Corporation as a recipient of an honorable mention award for achievement in records management.

The Division of Archives and Manuscripts (State Archives) of the **Pennsylvania Historical and Museum Commission**, Harrisburg, announced that it has received two federal grant awards. One, from the National Endowment for the Humanities, is in support of the project entitled "Harmony Society Records (1742-1951) and John Duss Papers (1860-1951): Arrangement, Microfilm and Guide Project." The second grant, from the National Historical Publications and Records Commission, is to carry out the second year of the "Local Records Microfilming Project," designed to insure the preservation of a security copy of local public records and to make them more readily available to researchers. Under the first year's grant for this project, the State Archives microfilmed records from more than ninety county and municipal offices.

The **Presbyterian Historical Society**, in Philadelphia, received an Award of Merit from the Pennsylvania Federation of Historical Societies in recognition of "The distinctive contributions of the society to the advancement of Pennsylvania history through the successful development of several major programs." The society also received an Award of Merit from the American Association of State and Local History for "numerous innovative programs of value to researchers." Among the programs cited were: microfilming of records of Presbyterian churches in the United States; designation of the society as the official historical depository by organizations; establishment of an historical sites program in which sites throughout the United States have been designated official American Presbyterian historical locations; and the development of a book publication program in which eighteen books relating to Presbyterian history have been published by religious, university, and secular presses. The society serves as the designated archives for the United Presbyterian Church in the U.S.A., American Foreign and Christian Union, American Society of Church History, American Sunday School Union, American Theological Library Association, Pennsylvania Bible Society, Pres-

byterian Charismatic Communion, and Scotch-Irish Foundation.

The new **Archives of the City of Providence**, Rhode Island, recently completed the first year of a two-year NHPRC grant project. The project began in October 1978 and included a comprehensive survey of the early records in the City Hall and the establishment of a professionally managed archives and records management program. The City Hall, registered as a National Historic Place, is being restored, and the records survey has insured the preservation of public records that might have been threatened during reconstruction of the building. Under the NHPRC grant, the city hired its first professional archivist, two assistant archivists, and several clerical and research assistants. The second year of the project will include the completion of the processing of accessioned records and the preparation of a loose-leaf guide to be published by June 1980.

Providence is unusual among American cities in that all of its major records series are intact for a period stretching nearly 350 years from its founding in 1636 by Roger Williams. However, on several occasions the records survived only by serendipity. When Providence burned during King Philip's War (1675-76), the records survived the fire only because they were thrown into the pond of the mill that served as the town meeting place. During the Revolution, Providence escaped destruction. In 1832 the town was chartered as a city, but the charter made no provision for the care of records. Only between 1891 and 1915, when a three-member City Records Commission published twenty-one volumes of early records, was any provision made for the care of city records. After 1915, records that had been published were returned to the office of origin or turned over to the Rhode Island Historical Society. The new city archival program is supported by an advisory board composed of archivists from local academic institutions and historical agencies. A thirty-seven member Providence Heritage Commission, composed of citizens of the city, helps to generate publicity and support for archival

projects by organizing lecture series, exhibits, and celebrations. [Please see *The Forum*, p. 146.]

In September 1979 the Council of Representatives of the American Psychological Association passed a resolution honoring the **Archives of the History of American Psychology**, at the University of Akron. The resolution commends the archives for its "exceptional contribution to research in the history of psychology," and expresses the association's appreciation for the support provided by the University of Akron. A research fellowship, funded by a grant from the History of Psychology Foundation and awarded by the University of Akron, will support travel and living expenses for research at the archives. Candidates should submit a *vita*; two letters of recommendation; and a prospectus of work planned, including "evidence that the Archives is the most suitable place for the work to be undertaken."

The Red Cross basic first aid training course is being conducted for the staff of the **Tennessee State Library and Archives**. This program was started after a researcher suffered a heart attack in the library reference room and two staff members suffered attacks at home. Thirteen staff members have completed the course and there will be a minimum of two trained staff members on each major floor.

The **Thompson Conservation Laboratory** of Portland, Oregon, will expand its publication and information program over the next several years. A series of pamphlets on conservation will be published and will retail for about \$10. The first publication will be a bibliography of about 700 items based on the collection of the Thompson Laboratory library. Subsequent publications will include a history of the development of bleaching technology and studies of certain aspects of machine papermaking technology as they apply to current conservation problems, proper fiber preparation for contemporary hand papermaking, oriental papermaking methods as applied to uncommon papermaking fi-

ber, and other conservation topics. The laboratory library will continue to grow through the acquisition of out-of-print material on conservation and the receipt of current publications.

The **SPINDEX Users Network (SUN)** has begun publication of a newsletter. Adjunct membership in SUN is open to all individuals and organizations with an interest in *SPINDEX* or archival automation. Adjunct members pay an annual fee of \$10 and receive the newsletter, technical notes, and other publications, and are invited to all SUN meetings. Full membership is open to institutions only at an annual fee of \$75. Member organizations may receive program modifications and new programs made available by other members, for the cost of tape duplication only.

The **White House Conference on Library and Information Services**, which met in Washington, D.C., from 15-19 November 1979, was attended by 2,000 delegates, alternates, at-large delegates, official observers, and resource people. The Society of American Archivists was represented by Delegate-at-Large Edward Weldon, State Archivist of New York. During the meeting, delegates examined library and information needs and made recommendations for improving services in five broad-theme areas: meeting personal needs, enhancing lifelong learning, improving organizations in the professions, effectively governing society, and increasing international understanding and cooperation. Among numerous resolutions passed was one drafted by Weldon along with State Archivists Agnes Conrad of Hawaii and Frank Meyers of New Hampshire, who attended as members of state delegations. The resolution, quoted below, was passed unanimously by the delegates at the conference.

Whereas: Information on past actions and decisions of government at all levels is essential to understanding the past and planning for the future. Only a portion of information is contained in printed materials deposited in libraries; the major sources are the archives and historical manuscript

collections preserved in the National Archives, Library of Congress, State and Territorial archives, and historical agencies and libraries throughout the nation.

And whereas: Funding is needed to identify, collect, describe, preserve and make this material available to the public.

And whereas: The National Historical Publications and Records Commission and the National Endowment for the Humanities have recognized and supported these

needs. The contributions of these agencies to the preservation of the nation's historical and cultural heritage is hereby recognized and endorsed.

Resolved that Congress is requested to renew the authorization for funding the National Historical Publications and Records Commission and to increase the funding for this Commission and the National Endowment for the Humanities so that their essential contributions to preserving and making accessible the historical records of the nation can be continued and expanded.

HISTORICAL EDITING

Listed below are historical documentary editing projects which are making a comprehensive search for documents. Archivists and manuscript curators whose repositories contain items of interest to the projects are requested to contact the project editors. Information about new accessions and small collections is of especial importance because such information may not be generally available. Project editors can assist the News Notes department editor by notifying him when their projects have completed their searches for documents. Last year's list contained an error in the listing of a now-completed project. The *Woman Suffrage Correspondence of Isabella Beecher Hooker* was edited by Anne Throne Margolis, assisted by Margaret Granville Mair.

The **Adams** Papers
Robert Taylor, Editor
Massachusetts Historical Society
1154 Boylston Street
Boston, MA 02215

The Papers of **Jane Addams**
Mary Lynn McCree, Editor
Curator of Jane Addams' Hull-House
Box 4348
University of Illinois at Chicago Circle
Chicago IL 60680

Black Abolitionist Papers
George E. Carter, Editor
Institute for Minority Studies
University of Wisconsin-La Crosse
La Crosse, WI 54601

The Papers of **Henry Bouquet**
Louis M. Waddell, Editor
William Penn Memorial Museum and
Archives Building
Box 1026
Harrisburg, PA 17120

The Papers of **Aaron Burr**
Mary-Jo Kline, Editor
New-York Historical Society
170 Central Park West
New York, NY 10027

The Papers of **John C. Calhoun**
Clyde Wilson, Editor
South Caroliniana Library
University of South Carolina
Columbia, SC 29208

The Papers of **Lydia Maria Child**
Milton Meltzer and Patricia Barber,
Editors
The New Africa House, Room 303
University of Massachusetts
Amherst, MA 01003

The Papers of **Henry Clay**
Robert Seager, Editor
Department of History
University of Kentucky
Lexington, KY 40506

The Documentary History of the **First Federal Congress**

Linda G. DePauw, Editor
George Washington University
Washington, DC 20052

The Documentary History of the **Ratification of the Constitution**

John Kaminski and Gaspare J. Saladino,
Editors
Department of History
University of Wisconsin
Madison, WI 53706

The Papers of **Charles Darwin**

Frederick Burkhardt, Editor
PO Box 1067
Bennington, VT 05201

The Papers of **Jefferson Davis**

Lynda Crist, Editor
Rice University
Houston, TX 77001

The Papers of **Eugene V. Debs**

J. Robert Constantine, Editor
Department of History
Indiana State University
Terre Haute, IN 47809

The Papers of **Frederick Douglass**

John W. Blassingame, Editor
Yale University
2103 Yale Station
New Haven, CT 06520

The Documentary History of the **First Federal Elections**

Gordon R. Den Boer, Editor
Department of History
University of Wisconsin
Madison, WI 53706

The Papers of **Benjamin Franklin**

William B. Willcox, Editor
Yale University Library
New Haven, CT 06520

The Papers of **John Charles Frémont**

Mary Lee Spence, Editor
University Press Building
Urbana, IL 61801

The Papers of **Daniel Chester French**

Michael Richman, Editor
National Trust for Historic Preservation
1785 Massachusetts Avenue, NW.
Washington, DC 20036

The Papers of **Marcus Garvey**

Robert Hill, Editor
Department of History
University of California at Los Angeles
405 Hilgard Avenue
Los Angeles, CA 90024

The Papers of **Samuel Gompers**

Stuart B. Kaufman, Editor
Department of History
University of Maryland
College Park, MD 20742

The Papers of **Ulysses S. Grant**

John Y. Simon, Editor
Morris Library
Southern Illinois University
Carbondale, IL 62903

The Papers of **Nathanael Green**

Richard Showman, Editor
The Rhode Island Historical Society
110 Benevolent Street
Providence, RI 02906

The Papers of **Harriet Ward Foote Hawley**

Edward J. Foote, Editor
The Stowe-Day Library
77 Forest Street
Hartford, CT 06105

The Papers of **Joseph Henry,**

Nathan Reingold, Editor
Smithsonian Institution
Washington, DC 20560

The Papers of **James Iredell, Sr.**

Don Higginbotham, Editor
Department of History
University of North Carolina
Chapel Hill, NC 27514

The Correspondence of **Washington Irving**

H. L. Kleinfeld, Editor
C. W. Post College

Merriweather Campus
Long Island University
Greenvale, NY 11548

The Papers of **Andrew Jackson**
Harold Moser, Editor
The Hermitage
Route 4
Hermitage, TN 37076

The Papers of **John Jay**
Richard B. Morris, Editor
605 Fayerweather Hall
Columbia University
New York, NY 10027

The Papers of **Thomas Jefferson**
Julian P. Boyd and Charles Cullen,
Editors
Princeton University Library
Princeton, NJ 08540

The Papers of **Andrew Johnson**
Leroy P. Graf, Editor
Department of History
University of Tennessee
Knoxville, TN 37916

The Papers of **John Paul Jones**
James C. Bradford, Editor
History Department
U.S. Naval Academy
Annapolis, Maryland 21402

The Papers of the **Marquis de Lafayette**
Stanley Idzerda, Editor
Cornell University Libraries
Ithaca, NY 14850

The Papers of **Benjamin Latrobe**
Edward C. Carter II, Editor
Maryland Historical Society
201 West Monument Street
Baltimore, MD 21201

The Papers of **Henry Laurens**
George C. Rogers and David Chesnutt,
Editors
Department of History
University of South Carolina
Columbia, SC 29208

The **Lewis and Clark Journals**
Gary Moulton, Editor
College of Arts and Sciences
University of Nebraska
Lincoln, Nebraska 68588

The Papers of **William Livingston**
Carl E. Prince, Editor
Department of History
New York University
19 University Place, Room 400
New York, NY 10003

The Papers of **James Madison**
Robert A. Rutland, Editor
Alderman Library
University of Virginia
Charlottesville, VA 22904

The Selected Papers and Correspondence
of **George C. Marshall**
Larry I. Bland, Editor
George C. Marshall Research Foundation
Drawer 920
Lexington, VA 24450

The Papers of **John Marshall**
Charles Hobson, Editor
PO Box 220
Williamsburg, VA 23185

The Papers of **Philip Mazzei**
Sister Margherita Marchioni, Editor
Fairleigh Dickinson University
Madison, NJ 07960

The Writings of **Isaac Mayer**
Doris C. Sturzenberger, Project
Coordinator
American Jewish Archives
3101 Clifton Ave.
Cincinnati, OH 45220

The Papers of **Carlos Montezuma**
John W. Larner, Jr., Editor
Klein Independent School District
7200 Spring-Cypress Road
Spring, Texas 77379

The Papers of **Robert Morris**
E. James Ferguson, Editor
The City University of New York

1411 Broadway
New York, NY 10018

The Papers of **Frederick Law Olmsted**
Charles C. McLaughlin, Editor
Department of History
The American University
Washington, DC 20016

The Papers of **Panton, Leslie, and Co.**
William Coker, Editor
University of West Florida
Pensacola, FL 32504

The Selected Papers of **Charles Wilson Peale** and His Family
Lillian B. Miller, Editor
National Portrait Gallery
Smithsonian Institution
Washington, DC 20560

The Papers of **William Penn**
Richard and Mary Maples Dunn, Editors
The Historical Society of Pennsylvania
1300 Locust Street
Philadelphia, PA 19107

The Correspondence of **James K. Polk**
E. Wayne Cutler, Editor
Department of History
Vanderbilt University
Nashville, TN 37203

Documentary Relations of the **Southwest**
Charles W. Polzer, Editor
Arizona State Museum
The University of Arizona
Tucson, AZ 85721

The Papers of **Roger B. Taney**
Irwin S. Rhodes, Editor
3815 Eric Avenue
Cincinnati, OH 45208

The Papers of **Jonathan Trumbull, Sr.**
Albert E. Van Dusen, Editor

Department of History
The University of Connecticut
Storrs, CT 06268

The Papers of **Baron von Steuben**
Edith von Zemensky, Editor
Van Pelt Library
University of Pennsylvania
Philadelphia, PA 19174

Documentary History of the **Supreme Court**
Maeva Marcus, Editor
Supreme Court Historical Society
Suite 333, 1511 K Street, NW.
Washington, DC 20005

The Papers of **William Thornton**
Charles M. Harris, Editor
The Octagon
1799 New York Avenue, NW.
Washington, DC 20006

The Papers of **Booker T. Washington**
Louis R. Harlan and Raymond Smock,
Editors
Department of History
University of Maryland
College Park, MD 20742

The Papers of **George Washington**
William W. Abbot, Editor
Alderman Library
University of Virginia
Charlottesville, VA 22904

The Papers of **Daniel Webster**
Charles Wiltse, Editor
Dartmouth College Library
Hanover, NH 03755

The Papers of **Woodrow Wilson**
Arthur Link, Editor
Firestone Library
Princeton University
Princeton, NJ 08540

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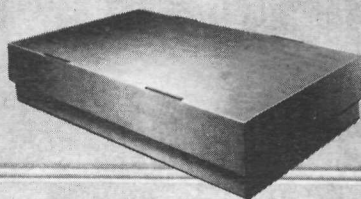
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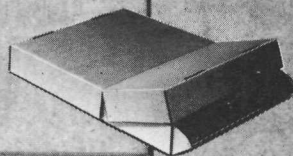
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The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

Minutes: Council Meeting, 24 September 1979

President Hugh A. Taylor called the meeting to order at 9:00 A.M. in the Palmer House, Chicago, Illinois. Present were Vice President Maynard Brichford, Treasurer Mary Lynn McCree, and Council members Edmund Berkeley, Jr., Frank G. Burke, Shonnie Finnegan, David B. Gracy II, Andrea Hinding, Richard Lytle, Paul McCarthy, and Edward Weldon. Vice President-elect Ruth W. Helmuth, Council member-elect Meyer Fishbein, Editor Virginia C. Purdy, and Executive Director Ann Morgan Campbell attended without vote.

The proposed agenda for the meeting was adopted.

President's Report. President Taylor reported that an agreement had been reached with the Organization of American States, providing for publication and distribution of selected articles from the *American Archivist* in Spanish.

Taylor shared a letter with Council addressed to James B. Rhoads on the occasion of his retirement as Archivist of the United States. On behalf of the Society, Taylor congratulated Rhoads on the completion of twenty-seven years of service with the National Archives, eleven of them as Archivist. The letter extended deep appreciation for his leadership and assistance to the archival profession, in particular as president of the Society, 1974-75. President Taylor told Rhoads that the Society hoped to continue to benefit from his interest and experience in the years to come.

Vice President's Report. Vice President Brichford reported that he had worked during the summer with the chair of the Committee on Committees, Nicholas Burckel, and the headquarters staff to coordinate the introduction of the new Professional Affinity Group/Committee structure for the Society. In response to the new system and to concepts developed in Council's April 1979 planning session, he will propose a new committee structure for Council as well.

Treasurer's Report. Mary Lynn McCree reported that the anticipated change in the Society's fiscal year had been approved by government authorities. As a result, the audited statement which will be presented to the annual business meeting covers an eighteen-month period, January 1977-June 1979. Future fiscal years will begin in July and end in June, thus providing for more timely reporting to the membership at the fall annual meeting.

The Treasurer also reported to Council the recommendation of the Executive Committee that the Society's investment in equities be liquidated and that the funds be invested

instead for a more certain return. Although SAA's stock investment has produced a return of around 8 percent per annum in dividends, and the principal has increased somewhat in value, the Executive Committee felt that the Society's financial condition for the short-term future demanded a more assured return on invested funds. Action on the recommendation was deferred until the Executive Director's report on finances was complete.

Membership Statistics. Ann Morgan Campbell reported that growth continued in two of three membership categories. Individual members increased from 2,087 to 2,220. Institutional memberships rose from 498 to 542. A slight decline in subscribers to the *American Archivist* was noted. A membership dues profile indicated that the average dues payment of members paying on the salary scale was \$29.90 in 1977 and \$29.82 in 1979:

MEMBERSHIP DUES PROFILE

	June 1977		September 1979	
Associate	17	1%	81	4%
Under \$10,000	597	36%	801	36%
Under 15,000	429	26%	505	23%
Under \$20,000	234	14%	284	13%
Under \$30,000	125	8%	170	8%
Over \$30,000	33	2%	48	2%
Contributing	37	2%	28	1%
Student	150	9%	259	12%
Other	35	2%	44	2%
	1,657		2,220	

An analysis of 236 new members enrolled in the first half of 1979 indicated that 24 percent were student members.

Campbell reported that the Society's cost was \$30 yearly, at a minimum, to service a single membership. The growth in student memberships, as well as the decline in average payments per member, has created a difficult situation.

Financial Report. The Executive Director discussed several financial analyses with Council. The eighteen-month consolidated report indicated a small general fund deficit. Since the report encompassed only one high cash flow period (September–December), this could be anticipated. Disbursements in the January–June period exceeded projections. This situation was due, in part, to expenditures being made in the reporting period which were anticipated in other periods. Additionally, however, costs for printing and postage rose considerably and three issues of the *American Archivist*, published in the first six months of the calendar year, added to the overrun.

The Executive Director made revisions to the budget projected in April for the period July 1979–June 1980 in light of anticipated increased revenues from the annual meeting and decreased revenues expected from the sale of publications. The revised budget anticipates the collection of \$255,800 in revenues, and disbursements for operating expenses of \$257,550, and for publications inventory of \$26,000.

The following actions have been taken to increase revenues:

- 1) Redoubled efforts to get the publications program on schedule.
- 2) The prices of some SAA publications have been raised after a careful analysis of the list.
- 3) Members' help in recruiting new members is being solicited in a brochure distributed at the meeting.

- 4) Subscriptions to the journal and institutional memberships are being promoted in special mailings. To date, the response to this project has not been encouraging.

On a motion by McCree, seconded by David Gracy, Council approved the following additional actions:

- (1) Effective in July 1980, raise *American Archivist* subscription fees by \$5, to \$30 domestic, \$35 foreign.
- (2) Effective in July 1980, raise institutional membership fees by \$10, to \$45.
- (3) Effective in January 1980, institute a \$10 charge for a year's subscription to the *SAA Employment Bulletin*.

On a motion made by Hinding and seconded by Finnegan, Council voted to recommend increasing student dues, effective in January 1980, from \$10 to \$15.

The changes approved by Council in the student and institutional dues fees will be submitted to the annual business meeting for endorsement.

Investments. At the conclusion of the discussion of the Society's current financial status, McCree's motion, seconded by Gracy, that the Society divest itself of its stocks was approved.

Editor's Report. Virginia C. Purdy reported that she had completed negotiations with a new Washington-based printer whose services were expected to be somewhat less expensive than the Vermont-based firm which presently prints the journal. In addition, the work of the editor and her staff will be facilitated by using the services of a local concern.

On a motion made by Shonnie Finnegan, the officers and Council extended their appreciation to the editor and to her talented staff on the new appearance of the journal and on its timely publication.

Publications Committee Report. David Gracy, chair of Council's Publications Committee, reported on the manuscripts and other matters his group has considered in the past six months. The resignation of C. F. W. Coker as general editor of SAA's second manual series, and the tardy submission of first drafts, has delayed this project considerably. The Publications Committee and the Executive Committee conferred on 23 September about the problem and agreed upon approaches to solving the problem. The Council accepted the committee's report on a motion made by Burke and seconded by Hinding.

Annual Meeting Sites. Richard Lytle introduced the following motion:

That the Executive Director poll the membership of the Society regarding the boycott of states refusing to ratify the Equal Rights Amendment, and that Council be bound by the results of this referendum. The polling must be according to wording prescribed by an attachment, and it must be completed before any further conference site commitments are made.

Lytle submitted the following statement for the record:

Selection of officers and scheduling of annual conventions have more impact on individual members than any other actions of the Society. Recent reforms have ensured selection of officers by the entire membership, a reform which was specifically directed at shortcomings in selecting officers by vote at the annual business meeting. Scheduling conventions is a function of Council.

The boycott of states which have not ratified the Equal Rights Amendment, adopted at the Nashville business meeting, should be submitted to referendum of all SAA

members because the boycott excludes these states for a number of years, perhaps to 1988 or later; since conference commitments are made several years in advance, the boycott will have effects well beyond expiration of the deadline for ERA ratification.

Since my action will provoke controversy, I made the following points regarding my opinion on ERA and the boycott: (1) I favor passage of the ERA; (2) I am opposed to secondary boycotts; (3) I believe that SAA should not take a position on ERA; (4) I believe that the entire membership should have an opportunity to vote on a boycott which proscribes SAA conferences in more than one third of the nation.

After extensive discussion, the Council adopted the following motion made by Andrea Hinding and seconded by Lytle. Shonnie Finnegan voted against the motion.

Council directs the Executive Director to survey the membership by mail to determine attitudes regarding SAA's involvement in social concerns and specifically regarding secondary economic boycotts and the ERA. No sites for annual meetings after 1984 shall be selected until this survey is taken and the results analyzed and discussed by Council. Council members shall have the opportunity to review and respond to a draft of the survey instrument.

Institutional Evaluation. The chair of the Society's ad hoc Committee on Institutional Evaluation, William Joyce, joined Council to discuss the report of the group which he chaired. The report reviewed the reasons for an SAA-sponsored institutional evaluation program and proposed means for implementing it.

Council approved a motion made by Edward Weldon, seconded by McCree, to authorize the Executive Director's office to prepare a proposal for external funding to support the following phases of implementation:

1) Widespread circulation of the statements of principle and the explanatory questionnaire prepared by the committee, as amended by Council, for self-assessment by repositories and training of a regionally balanced and professionally representative group of evaluators; and 2) advisory evaluations of a limited number of repositories that choose to apply for the service both to improve their own programs and to work out any administrative complications encountered by SAA.

Frank Burke abstained on the vote.

Council Structure. President-elect Brichford proposed a committee structure for Council, better to effect the goals and objectives which were discussed in April 1979 and to strengthen Council's capabilities to manage the Society's affairs. Brichford proposed three committees: program, policy, and publications. Members of Council and officers will each receive an assignment to a committee. The Executive Director will serve as an ex-officio member of each committee. The Executive Committee will continue to function in the role which is prescribed for it in the constitution. Council passed Gracy's motion, seconded by Lytle, to adopt the Vice President's proposal.

Exemplary Service Citation. Council considered the request of the Professional Standards Committee that a form of special recognition be given to Mary Walton Livingston for her courageous actions related to the appraisal and donation of Richard Nixon's pre-presidential papers to the National Archives. On a motion made by Gracy, seconded by Burke, an occasional award, the Council Exemplary Service Citation, was created. Livingston will be the first recipient.

Placement Service. Council considered a comment received regarding the short application periods and lack of closing dates for some of the vacancy announcements which are

published in the *SAA Newsletter*. Based on information developed in an informal poll of other organizations which have placement operations and of employers using SAA's placement service, Council concluded that it was not feasible to mandate the period of time that a vacancy remains open. Council directed that future announcements in the newsletter's professional opportunities section which do not include a closing date should indicate that one was not provided.

Institutional Sponsorship. A request received by the Society from Richard Berner for institutional sponsorship of a project he is proposing to a funding agency was considered. Council accepted the recommendation of its Publications Committee that the opportunity be declined.

Statement from NARS Fellows. At the request of the Society's officers, a number of Fellows of the Society, present staff members of the National Archives and Records Service, provided the Society with a sense of the group's feelings about the present unusual situation in Washington, in which there is a new Administrator of General Services and the agency is in the process of appointing a new Archivist of the United States:

1. *Dispersion of Records*

Based on close to fifty years of experience with archival methodology in this country, and the unfortunate past application of alternatives in other countries, especially archival reorganization by subject in France, it is agreed that gross departure from fundamental archival principles of rational centralization of records can lead only to chaos, a disservice to the government agencies whose records the archives holds, and a severe inconvenience to the ultimate user of those records.

2. *Unilateral Archival Decisions*

The Administrator of General Services should not unilaterally make and enforce archival decisions which are primarily professional in character. In important matters relating to the preservation, geographical distribution or disposal of Federal records there should be appropriate professional consultation with representatives of Federal agencies, principal user communities, historians of Federal programs, responsible NARS staff members, and other competent archivists.

3. *Microreproduction of Records*

Reproduction of archival materials in microform, and disposal of original documents after such reproduction is appropriate in selected cases. Selection of records for microform reproduction should be based solely on professional archival considerations that take into account the cost of page-by-page film inspection by an archivist, as well as the condition, form, content and research value of the records.

4. *Appointment of the Archivist of the United States*

Selection and appointment of the Archivist of the United States should be made only after a broad search through the appropriate professions, and consultation with representatives of the professional groups most immediately concerned with the preservation and use of the historical record. As a minimum, these groups should be those represented on the National Archives Advisory Council, the National Historical Publications and Records Commission, the Association of Records Managers and Administrators and other national records management organizations, and members or representatives of the families of former Presidents with Federal Presidential Libraries.

5. *Placement of NARS*

The Administrator's interest in the placement of NARS in the Federal system is welcomed. It is hoped that he will continue his investigation, in consultation with the groups noted in 4, above, of a new and perhaps drastically revised relationship between NARS and GSA for the mutual benefit of both organizations, for the Federal government, and for the general public. Functional autonomy for the archival mission of

NARS should be the minimum goal sought. Total organizational independence is the ideal goal.

White House Conference on Libraries and Information Services. Edward Weldon has been appointed as the Society's at-large delegate to the White House Conference. He reported that the few archivists at the meeting would work to include the interests of the profession in the deliberations and resulting resolutions of the conferees, two-thirds of whom are from the general public.

The meeting was adjourned at 5:15 PM.

Minutes: Council Meeting, 28 September 1979

President Maynard J. Brichford called the meeting to order at 1:15 P.M. in the Palmer House, Chicago, Illinois. Present were Vice President Ruth W. Helmuth, Treasurer Mary Lynn McCree, and Council members Edmund Berkeley, Jr., Frank G. Burke, Lynn Bonfield Donovan, Shonnie Finnegan, Meyer Fishbein, David B. Gracy II, and Paul McCarthy. Editor Virginia C. Purdy and Executive Director Ann Morgan Campbell attended without vote.

President Brichford welcomed Ruth Helmuth, Lynn Donovan, and Meyer Fishbein to Council.

The proposed agenda for the meeting was adopted.

Publications Committee Recommendations. Reporting on behalf of the Council Publications Committee, Gracy moved the adoption of two major recommendations: (1) That Council create the position of Editor-in-Chief of Society Publications with responsibility for all Society publications except the *American Archivist* and the *Newsletter*, and that (2) Council create a review board with the power to accept or reject all manuscripts submitted to or commissioned by the SAA for publication, and the power to select authors to write manuscripts for publication by the SAA.

Council voted to adopt the recommendations in principle. President Brichford asked the committee and the Executive Director to examine the financial implications of the plan. He asked that the committee report these details along with recommendations for implementation of the entire plan to the Executive Committee. The Executive Committee would be authorized to fill the positions.

Council Structure. The President announced the following appointments to Council committees:

Publications: McCree, Fishbein, Gracy, and Berkeley, chair.

Program: Brichford, Donovan, Lytle, and McCarthy, chair.

Policy: Helmuth, Finnegan, and Burke, chair.

The Executive Director serves as an ex officio member of each committee.

In executive session, members of Council selected Gracy as their representative for 1979–80 to the Executive Committee.

College and University Archives Guidelines. The following *Guidelines for College and University Archives*, which were published in draft form in the January *SAA Newsletter* and subsequently revised in light of comments received from the membership, were approved on a motion made by Finnegan and seconded by Donovan.

INTRODUCTION

In recent years, increasing numbers of colleges and universities have established archival agencies for the management of their non-current but permanently valuable records and papers. Indeed, the

staff of academic archival and manuscripts agencies now constitutes the largest membership bloc in the Society of American Archivists. During this period of growth, many archivists have also adopted a wider view of their role in the academic community. College and university archives today are thus the scene of considerable change, growth, and development. The Society of American Archivists' Committee on College and University Archives therefore sees the need for a statement outlining goals, guidelines, and standards for such archives, in order to channel these developments along such common lines.

A subcommittee composed of practicing college and university archivists drafted this document, which was approved by the full committee at the annual meeting in Nashville, 3 October 1978.

The statement of goals and guidelines is not a step-by-step guide to establishing an archives; nor should it be used as a yardstick by which existing programs might be measured. Nevertheless, it is an outline of a complete archival facility, and it is thus hoped that this document will provide some indication of the present orientation of archival management in American colleges and universities. These institutions vary widely in size, resources, and organizational structure. Each archives will therefore vary in degree depending upon the historical evolution of its parent institution and the burdens stemming from that evolution. This statement is intended to serve both college archives and university archives; both pursue the same goals, though universities will require larger staff and will often devote greater resources to their archives.

This report concludes with a discussion of records management. This section is included for the benefit of those archives that become actively involved in this field. All archives should develop a working relationship with the records managers of their institution; many will find it useful to undertake this function themselves.

The subcommittee acknowledges a very heavy debt to *Core Mission and Minimum Standards for University Archives* by the University of Wisconsin System Archives Council. Indeed, many passages in this document were adopted directly from their work. We hope that others will build upon our work as we have built upon the Wisconsin statement.

I. CORE MISSION

College and university archives share the following core mission:

- A. To appraise, collect, organize, describe, make available, and preserve records of historical, legal, fiscal, and/or administrative value to their institution.
- B. To provide adequate facilities for the retention and preservation of such records.
- C. To provide information services that will assist the operation of the institution.
- D. To serve as a resource and laboratory to stimulate and nourish creative teaching and learning.
- E. To serve research and scholarship by making available and encouraging the use of its collections by members of the institution and the community at large.
- F. To promote knowledge and understanding of the origins, aims, programs, and goals of its institution, and of the development of these aims, goals, and programs.
- G. To facilitate efficient records management.

II. ADMINISTRATION

A. Administrative Relationships.

In order to fulfill its mission, each college and university archives should have a clearly defined status within the administrative structure of its institution. This status should be defined in a statement of rights and responsibilities approved by the appropriate governing board of the university. Successful archives presently exist that report to a variety of university officers, including the president, the chief academic officer, the chief administrative officer, and the chief librar-

ian. Whatever the place of the archives in the administrative structure, the status of the archives should reflect the following considerations:

1. The administrative structure should provide the archivist with sufficient authority to negotiate for the transfer of records from all university offices. It is especially important that the archivist be explicitly provided sufficient independence and authority to perform the duties outlined in this document, including the authority to accept custody of confidential university records.
2. The administrative structure should provide the archivist with financial and personnel resources that will enable the archives to fulfill its responsibility to the university.
3. The administrative status should facilitate service to the entire university.
4. The administrative status should permit easy access to services and equipment which support the operation of the archives.
5. The administrative status should allow for effective coordination with other university offices that may have related functions.
6. The administrative structure should promote resolution of the administrative difficulties presented by multi-campus institutions. Autonomous campuses should maintain separate archives; however, if there is a central administrative structure, one archives should be designated as the depository for its records. Colleges and

universities with branches in the same town should usually maintain a single archives.

B. Acquisition of Archives.

1. Collection

Collection includes the procedures and activities required for acquiring records and papers for the university archives.

a. A written collection policy should be developed by the archivist of every institution, though other operations should not be neglected pending completion of such a document. It should include:

i. An analysis of the current holdings of the archives with identification of particular areas of weakness in the documentation of the university's history, preferably by office or by chronological period. This analysis should include the official records of the university; the records and papers produced by university-related organizations, groups, and individuals while they are actively connected with the university such as the private papers of faculty produced while serving on the university staff; and materials such as still photographs, motion picture film, audio and video tape, oral history interviews, machine-readable records, and manuscript collections relating to the university.

ii. A statement of the limits of the archives' collecting responsibility.

iii. A statement defining acceptable donor restrictions and indicating circumstances under which restrictions may be imposed.

iv. A statement defining policy on copyright and literary rights. If possible, copyright and literary rights should be assigned to the institution or its appropriate governing board.

b. A written plan should also be developed for improving the documentation in the areas of weakness by targeting offices and groups for collection emphasis and establishing priorities in the acquisition of new holdings.

c. The collection policy should be updated as needed.

d. A contact file should be maintained containing information on every office, organization, or individual with which the archivist has discussed records transfer or donation. The information should include dates of contact, agreements on transfers or donations, current status of contact, and supporting correspondence or phone memoranda.

e. An accession register should be maintained, recording the date, title, office, bulk, condition of record, transferring officer or donor, and any restrictions on access.

f. It is often useful to prepare a short brochure for university offices outlining archival services and records transfer procedures.

2. Appraisal

Appraisal is that process by which an archivist determines the administrative, legal, fiscal, historical and long-term research value of records and selects these records for retention in the archives. In selecting records, priority should be given to records that meet one of the following considerations:

a. The record should document the development and growth of the university.

b. Priority should usually be given to those records that reflect the development and activities of those university offices and committees that cut across departmental divisions and that formulate or approve university-wide or division-wide policy as well as faculty and administrative involvement in those activities.

c. Archives may accept records in imminent danger of loss or destruction for temporary storage pending a decision on ultimate accession or disposal.

3. Check list

The following is a suggested checklist of appropriate records for a college or university archives. The relative importance of these records will vary from institution to institution. Documentation need not be restricted to these areas, and the archivist should not substitute this list for an analysis of the particular needs of his institution.

a. Minutes, memoranda, correspondence, and reports of the governing board of the university.

b. Records of the office of the chief executive including correspondence, administrative subject files and reports.

c. Correspondence, subject files and reports of the office of the chief academic affairs officer.

d. Correspondence, subject files, and reports of the chief administrative officer.

e. Correspondence, subject files, and reports of the chief officer of units of the school operating with a high degree of independence, such as medical and law schools and major research institutes.

f. Minutes, memoranda, and reports of all major academic and administrative committees, including the faculty senate and its committees.

- g. Correspondence, subject files, and reports of the office of the chief student affairs officer.
 - h. Accreditation reports and supporting documentation.
 - i. Annual budget and audit reports.
 - j. Departmental records, including minutes, reports, syllabi, and sample test questions.
 - k. Personnel records of retired, resigned, or deceased faculty.
 - l. Records of the registrar including timetables and class schedules, non-current student transcripts, enrollment reports, graduation rosters, and other reports issued on a regular basis.
 - m. Alumni records including minutes of the alumni association.
 - n. Reports of the admissions office.
 - o. Reports of the office of institutional research.
 - p. Reports of the university development office.
 - q. Records of student organizations.
 - r. All publications, newsletters, or booklets distributed in the name of the university, including: catalogs, special bulletins, yearbooks, student newspapers, university directories and faculty/staff rosters, faculty and university newsletters, alumni magazines, and ephemeral materials.
 - s. Audiovisual materials documenting the development of the institution such as still photographs and negatives, motion picture films, oral history interviews, and audio and video tapes.
 - t. Security copies of microfilm produced by any campus vital records program.
 - u. Maps and plot plans documenting physical growth and development.
 - v. Reports of research projects, including grant records.
 - w. Artifacts relating to the history of the institution if there is no museum affiliated with the school.
- C. Processing
Processing encompasses the procedures undertaken for the arrangement, description, and preservation of collections and records series to be maintained in the archives.
1. Arrangement
 - a. Records should be organized according to the recognized archival principles of provenance and original order. Where no apparent order exists, the order should be determined by the potential uses of the record.
 - b. All folders and containers of records, papers, and materials should be clearly labeled in some appropriate manner. All materials now boxed or foldered should likewise be labeled.
 - c. Arrangement of collections and series on the shelves in the archives may be arbitrary so long as records may be quickly retrieved and serviced.
 2. Finding Aids
Finding aids are guides, catalogs, lists, inventories, registers, and indexes designed to describe the holdings of the archives to potential users; to enable the archivist to retrieve information; and to enable the archivist to build on the work of the present generation.
 - a. A minimum basic finding aid would consist of the information contained in the accession register arranged by title of collection or record series and placed in a card catalog, loose-leaf notebook, or other device that permits easy access to the relevant information.
 - b. When possible, a finding aid for each collection or record series should be available to researchers. The detail provided in this finding aid will vary depending on the staff available and the archivist's judgment of the importance of the series and the potential volume of use.
 - c. When possible, a university archives should make available to researchers an organizational chart or index showing the current administrative structure of the university and preferably detailing the historic changes in that structure.
 3. The following minimal procedures should be carried out during processing to preserve records. Standards for the physical environment of the records are contained in Section V.
 - a. Records should be inspected for the presence of vermin, mold, and mildew and steps taken to eliminate any such organisms.
 - b. Especially brittle, damaged, or torn documents should be repaired or copied in accordance with approved methods. Polyester encapsulation is recommended for any torn or brittle document whose intrinsic worth merits the cost. By itself, polyester encapsulation protects only from physical wear and tear. Thus documents should also be deacidified whenever possible. Non-rustproof staples or fasteners, rubber bands, and paper clips should be removed and folded documents opened and flattened.
 - c. Unbound papers such as correspondence should be placed preferably in acid-free folders, and then boxed in document cases or covered boxes lined or constructed with acid-free materials.
- D. Access to Archives.
1. Access to unrestricted material in university archives should be on equal terms to all researchers who abide by the rules and

regulations of the archives.

2. Access to unpublished material in the university archives may be restricted by the office in which the material originated, or by the donor of personal papers.
3. Restrictions on access should be recorded in writing and copies filed in the archives and in the office making the restriction.
4. Restrictions on access should be for a fixed term and be determined at the time of transfer or donation. Archivists should avoid agreements to restrict access to material for the lifetime of any person or persons, as well as other agreements that appear difficult or impossible to administer.
5. Only the originating office or other authority may grant access to restricted material. Such permission should be in writing and should be signed by the officer granting access or the donor and should be retained indefinitely in the archives.
6. The archivist should encourage minimal access restrictions consistent with the legal rights of all concerned.
7. Archivists must be informed of and base policy upon state and federal law affecting privacy and freedom of information.

E. Security and Use Procedures for Archives.

Every archivist should consider theft and damage prevention when planning all procedures and facilities for the use and storage of archives. See Section V for facility and equipment recommendations.

1. Archival material should be used in the reading area only.
2. All users should be required to complete a standard registration form recording the user's name, address and a listing of the records series requested and used. This form should be retained indefinitely in the archives for use in the event of theft and for statistical purposes. Procedures for access to this information should follow "Standards for Access to Research Materials in Archives and Manuscript Repositories," *American Archivist* 37 (January 1974): 153-54. Persons should also consult Sue E. Holbert, *Archives and Manuscripts: Reference and Access* (Chicago: Society of American Archivists, 1977), p. 13.
3. The reading area should be supervised at all times when records are in use.
4. Records should be returned to the stacks or to a restricted temporary storage area immediately after use.
5. If possible, the reading room attendant's desk should be located at the exit of the area.
6. Readers should not be permitted to use ink in the archives, including ball point pens.

7. If possible, readers should not be allowed to bring coats and brief cases to their work desks.
8. Eating, drinking, and smoking should not be permitted in the archives.
9. The archives stack area should be restricted to staff only.
10. Each archives should develop photocopying policies that insure the security of their material.
11. Patrons should be informed of the provisions of the copyright law.

F. Conservation and Restoration.

Few archives are able to afford the personnel and equipment to undertake more than the most simple restoration of their holdings. Staff should be trained in proper procedures for handling such basic conservation procedures. The emphasis in college and university archives must be to minimize further deterioration; however, all archivists should be cognizant of trends in conservation techniques.

1. Priorities for minimizing deterioration:
 - a. Minimize fluctuations of temperature and humidity (See Section VA1b for temperature and humidity guidelines).
 - b. Minimize delay in applying procedures outlined in section IIC3.
 - c. Provide polyester encapsulation for more important and fragile documents as described in section IIC3b.
 - d. Only trained personnel should undertake restoration.
2. All archives should develop a plan of action to be followed in the event of fire, flood, or other disaster.

G. Non-print Material.

College and university archives receive a variety of non-print materials as part of conventional record groups. In order to document fully the history of the school they serve, such materials should be actively sought as widely as possible.

1. Still photographs
 - a. Photographs received as part of a record series may be left in the series or moved to a central file if a record is made of their original location.
 - b. Still photographs should be stored in acid-free envelopes or folders, in metal filing cabinets or acid-free boxes, pending further testing and development of new materials.
 - c. Appropriate agencies should be solicited for donation of photographs such as yearbooks, student newspapers, athletic, alumni, and public relations offices.
 - d. The archivist should attempt to identify deteriorating photographs and separate them from the main collection pending copying and/or treatment.

- e. Unmounted transparencies should be treated in the same manner as still photographic negatives.
- f. Mounted transparencies (slides) should be filed vertically in appropriate boxes.
- 2. Still photographic negatives
 - a. Nitrate base negatives should be identified, copied, and disposed of.
 - b. Safety base negatives should be stored in acid-free envelopes of appropriate size pending testing and development of new materials and filed in metal file drawers or acid-free boxes.
 - c. Negative envelopes made of polyester or other inert plastic are acceptable if the humidity in the storage area is tightly controlled.
 - d. Glass plate negatives should be placed in acid-free envelopes, emulsion side away from the seam and stored vertically without pressure from other stored plates.
- 3. Motion picture films
 - a. Nitrate film stock should be identified and copied and/or disposed of.
 - b. Safety base film may be stored in metal cans on appropriate shelving.
- 4. Audio and video tapes
 - a. College and university archives should seek audio and video tape recordings relating to their institution.
 - b. Archives holding significant collections of audio and video tape recordings should be provided with easily accessible playback facilities, preferably within the archives.
- 5. Machine-readable records
 - a. These records should be appraised in cooperation with the university's computer center and should be retained in the most convenient and usable format available.
 - b. Magnetic tapes should be inspected by the computer center at least once every five years.
- 6. Oral history interviews

An institutional oral history program may provide a valuable supplement to any college or university archives. Participation in such a project should not be allowed to detract from efforts to collect a complete official record.

 - a. University archives should cooperate with any institutional oral history program undertaken by their school by accepting deposit of tapes and transcripts and by assisting in the preparation of interviews.
 - b. College and university archivists may undertake their own interviewing program, if resources permit, and the program does not interfere with the normal operation of the archives.
 - c. Archivists should avoid agreement to

transcribe tapes unless special funds are made available for the purpose.

III. SERVICE

The university archives serves both an administrative function and a research/education function.

A. Administrative Service.

The following are the basic service functions to university administrators and to faculty and student governance bodies:

1. Providing an informational service based on the holdings of the archives. From these holdings information may be provided to answer questions about the history of the university, the development of policies and procedures, the history of programs, organizations, and individuals connected with the university.
2. Providing reference service on all records in the archives' custody in the following ways:
 - a. Answering a request for a specific piece of information in a record whenever possible.
 - b. Copying a specific piece of information in a record.
 - c. Returning a particular segment of a records series to the office of origin when the cost of duplication is prohibitive. The archivist should attempt to avoid this alternative whenever possible.
3. In universities lacking a formal records management program the normal operation of the archives will provide rudimentary service in this area.
4. University archives should prepare and distribute to all university offices a reference policy specifically outlining its reference services and the procedure for making a reference request.

B. Educational/Research Service.

1. The archives should serve all interested persons as an information resource on the history, development, and physical growth of the university, and its policies, programs, and organization.
2. The amount of reference service provided to researchers will vary with the type and volume of requests, but should at a minimum provide detailed guidance on the possible sources of the information sought and an explanation of how to use the records involved.
3. The archives should serve as an educational laboratory where students may learn not only about a particular subject, but also about the resources available and the techniques for using them.
 - a. The archivist should provide, where interest justifies it, information sessions for students on researching archives and manuscripts.

- b. The archivist may develop cooperative programs with individual departments or faculty members which will increase the use of archival resources while providing instructional guidance for the users.
- C. The archivist should encourage the use of the archives by all interested persons. In addition to providing the services discussed above, the archivist should publicize services and collections by such means as the following:
 1. Developing and distributing an informational handout on the archives, its services, and holdings.
 2. Reporting the holdings of the archives to appropriate national and regional guides.
 3. Arranging for exhibits or displays at least once a year.
 4. Publicizing services and holdings reporting any significant activity, event, or accession to the campus newsletter, student newspaper, and news service.
 5. Devising attractive and clear directional signs to guide potential users to the archives.
 6. Including the archives in all descriptions of campus resources such as a library handbook or campus catalog.

IV. PERSONNEL

A. Archivist: Director or Curator

Every college and university archives should have a full-time professional archivist as director. This person should have strong professional credentials including archival training and experience and familiarity with research methodology. He or she should be able to deal forcefully but cooperatively with administrators, alumni, faculty, students, and the public.

B. Support Personnel

1. Smaller archives: In addition to the director, smaller archives require at least one assistant. This person need not be a professional archivist, but should be capable and willing to act as secretary, typist, processor, and reference person. The assistant should be able to answer questions and supervise the archives in the absence of the archivist.
2. Larger archives: Once the archives is fully operational, even smaller colleges and universities will need additional staff. These might be:
 - a. Assistant or Associate Archivist(s). Professional archivists(s) who can accept responsibility and act in most areas for the archivist when he or she is absent. This person may specialize in certain areas and may be required to process collections.
 - b. Full-time secretary-typist. Types correspondence and finding aids; may maintain the archives' administrative

files and payroll records, and may tend the reading room, among other duties.

- c. Reading room attendant. If the volume of use requires it, a full time paraprofessional may be employed for this purpose. This person must be able to respond to the public in a friendly manner and be able with training to answer routine reference questions received by telephone or personal visit.
 - d. Processors. Persons to prepare for administrative and research use the archival and ephemeral material of the archives. They may also answer basic reference questions that do not involve policy decisions and may assist in the planning and preparation of exhibits, among other duties.
 - e. Student help. Student workers may be employed in a variety of tasks in the archives. At a minimum, they may transport accessions to the archives. If adequate supervision is provided, students should be assigned tasks commensurate with their abilities, including processing non-sensitive accessions.
 - f. Volunteers. If adequate supervision is provided, volunteers may be used as receptionists, typists, processors, and in planning and mounting exhibits.
- C. Justification for Staff Increases:
Staff needs should be reviewed in the light of the following:
1. Number of reference requests and/or daily registrations.
 2. Volume and nature of accessions.
 3. Number of requests from campus departments for records management assistance (records inventory, analysis, and scheduling).
 4. Volume of unprocessed holdings.
 5. Additional assignments.

V. FACILITIES AND EQUIPMENT

While the space requirements and facilities will vary with the size of the institution and the development of the archives program, the following facilities and equipment are minimal for the proper functioning of the archives:

A. Facilities

1. General considerations for archives facilities:
 - a. The archives should be located in a fire-resistant or fireproof building and equipped with fire extinguishers.
 - b. Temperature and humidity conditions should be maintained as constant as possible. Since most archives store many different types of material together, each with different optimum storage conditions, it will be impossible to provide ideal conditions for all material.
- Suggested ranges:

Temperature: 60°–70° F. (16°–21° C.)

Relative Humidity: 40%–50%

Fluctuations within the suggested ranges should be minimized.

- c. All archives areas should be provided with locks; access to keys to these locks should be strictly limited.
 - d. The archives should be equipped with a heat and smoke detector system and preferably a water detector system.
 - e. The archives should be protected by a security alarm system.
 - f. If there are windows in the archives, they should be covered with ultraviolet screening and heavily curtained.
 - g. If fluorescent lighting is used in the archives it should be covered with ultraviolet filter screens, particularly in display areas and areas in which archival material is stored on open shelves.
 - h. The archives should be located in an area with convenient access to a loading dock.
 - i. The archives should be located in an area with convenient access to running water.
2. Considerations for a reading room for researchers where access and use may be supervised and restricted:
 - a. The reading room should be easily accessible to the stacks.
 - b. The reading room should accommodate several users.
 - c. The reading room should be well lighted and furnished with appropriate furniture. This furniture should not provide the opportunity for the concealment of archival material.
 - d. The reading room should also contain guides to the collection; a desk and chair for supervisory personnel; an area for checking book bags, briefcases, and coats; and an area for registering users.
 3. Considerations for other area requirements:
 - a. Archives require a stack area where access can be limited to archives personnel. The size of the stack area will be determined by the present size of the holdings and the volume of annual accessions.
 - b. An area must be provided for the processing of unorganized collections. This area should be physically separated from the reading area and preferably from the stack area. A regular office may often serve this function. It should be provided with shelving, a large flat table, chair, and enough space to accommodate the staff and supplies used in processing.

B. Equipment

1. Shelving should be provided for present holdings plus five year's projected accessions.
2. Preferably, the shelving should be metal with adjustable metal shelves of adequate width and load-bearing capacity.
3. Special storage equipment for oversize items such as large photographs, maps, and blueprints should be provided, as well as appropriate filing cabinets as needed.
4. Acid-free covered document cases.
5. Acid-free file folders, both legal and letter size.
6. Records storage or transfer cartons.
7. Catalog cards.
8. Typewriters.
9. Equipment for transporting containers.
10. Clerical supplies and equipment.

VI. SUPPORTING SERVICES

The following supporting services or equipment are required for proper functioning of archives:

- A. A dry-process copying machine or easy access to copying facilities that accept archival quality paper. If possible, archival material should not be left at a central copying facility.
- B. Easy access to microfilm and microfiche readers. If the volume of microform use is high, the archives should be provided with its own reader.
- C. Easy access to audiovisual equipment.
- D. Access to photo and sound duplicating facilities.
- E. Access to microfilming and processing facilities or services.
- F. Access to preservation facilities or services, especially fumigation and document repair.
- G. Access to facilities is necessary for the research use of any non-print material.

VII. RECORDS MANAGEMENT

The archives should play a key role in the development and implementation of a campus records management program. The following recommendations outline procedures for archives involved in records management.

- A. A records management/archives policy and program should insure:
 1. Improvement in the quality of records by evaluating and controlling creation of records, forms, and filing systems.
 2. Improvement in the flow of paper and records currently in use in the organization.
 3. Improvement in the control of and access to needed information.
 4. Compliance with federal and state statutes if they govern the disposition of the university records.
 5. Identification and protection of those records series which are vital to the continuance of the institution.

6. Preservation of materials essential to understanding the organization's purposes and operations or having other permanent value.
7. Elimination of noncurrent records not needed for the continuing operation of the organization.
- B. Development, implementation, and operation of the campus records management policy and program is the responsibility of:
 1. The archivist and the designated records manager (where one exists), with division and coordination of responsibilities as delineated below.
 2. On campuses where no designated records manager exists, the archivist may serve as the records manager.
- C. The records management/archives policy should provide for the following procedures:
 1. Creation of forms, records, and microforms should be evaluated and approved by a designated officer.
 - a. On campuses where no designated forms control officer exists, the archivist or records manager may serve as forms control officer.
 - b. The archivist should be consulted on a regular basis regarding creation of records and control of forms.
 2. Formal advising on:
 - a. The control and maintenance of university records.
 - b. The designation of material as public record as defined by state and federal statutes, if applicable.
 3. Inventorying, scheduling, and orderly disposition of all university records as described in D-F below.
- D. Inventorying includes the identification, description, and information gathering for each record series, which will serve as the basis for a records retention schedule.
 1. The archivist or the records manager may inventory the records of any office or department of the university.
 - a. At the department's or office's request, or
 - b. At the initiation of the archivist or records manager and in cooperation with the department or administrative office.
 2. All completed inventories should be reported to the archivist and the records manager, and a list of completed inventories should be maintained in both offices.
 3. A list should be developed by the archivist and records manager to set priorities for future inventories to accommodate departments equitably and sufficiently protect important university records.
- E. Establishing records retention schedules and submitting records disposition authorizations for review by appropriate university or state bodies. Records retention schedules are forms which specify for each record series the time period, the format, and the location in which the record is to be retained. Public institutions may fall within the guidelines of their state's public records board or commission. Therefore, the records retention and disposition schedules for those institutions should have the approval of that body.
 1. Following the inventory of an office's or department's records, a meeting should be called to discuss the proper retention periods for the records inventories. The meeting should include the records manager, the archivist, the office or department head or a designated representative.
 2. A retention schedule should be prepared by the office performing the inventory and copies sent for approval to the archivist, the records manager, the office or department head, and the legal counsel for the university. The archivist has the responsibility and authority to designate those records which shall be retained permanently in the archives.
 3. The archivist or records manager may recommend to the campus administration the establishment of a representative body to review records retention schedules and recommend records policy and procedural statements. This body should include, but not be limited to: legal counsel, a business office representative, the archivist, and the records manager. If this body is established, approval of retention schedules would require approval by all members of this review body.
 4. Copies of the approved retention schedule should be filed in the offices of the records manager, the archivist, and in the office of origin.
 5. The records manager should prepare from the approved retention schedule a records disposition authorization and submit it to the appropriate agencies for approval. The records manager and the university archivist must review, approve, and sign disposal authorizations before submission.
 6. Review or revision of existing and approved retention schedules may be initiated by the archivist, the records manager, the office of origin; or at the direction of the public records board. Revision of the schedule should follow the same procedures as the initial schedule.
- F. Additional responsibilities of the records manager.
 1. Microfilming records as required by approved retention schedules.
 2. Destroying records as required by approved retention schedules.

3. Retaining inactive records in the records center as required by approved retention schedules, if such a facility for inactive records storage exists or is created.
 4. Maintaining control of and providing reference service for records stored in the records center.
 5. Acting in an advisory capacity on records-related problems.
 6. Compiling and distribution an archives-records management manual to all offices within the institution.
- G. Additional responsibilities of the archivist regarding records management.
 1. Transferring materials to the archives according to approved retention schedules.
 2. Preserving a security copy of microfilm produced by any vital records program.
 3. Acting in an advisory capacity on records-related problems, especially by interpreting and communicating archival requirements to those involved in the generation and maintenance of records.

The Council expressed its appreciation to Nicholas Burckel who chaired the College and University Archives Committee during the formulation of the guidelines and to Jon Reynolds who directed the work of the subcommittee which prepared the guidelines, and to all members of the Society who were involved in completing this important document.

External Funding Requests. The Executive Director reported that four concepts had been put forward which would require external funding for implementation. Council had approved preparation of an external funding request in the area of institutional evaluation at its meeting earlier in the week. The 1978 Conference on Senatorial Papers had ended with a resolution which requested SAA, the Organization of American Historians, and the Senate Historical Office to cooperate in a further study of the problems of the administration of the papers of members of the Senate; a funding agency had contacted SAA officials during the annual meeting week with a request that the Society move forward with a proposal in the conservation field; and the Society's ad hoc Task Force on National Information Systems has put forward a request for funding for a study of their topic. It was realized that it was not feasible to move forward with all four proposals immediately. The Executive Director was directed to work with representatives of funding agencies, and other appropriate parties, to determine what the Society's priorities should be. Campbell suggested that it was possible that the senatorial study could be sponsored by OAH rather than SAA, while archivists still played a major role on a joint committee. On a motion made by Gracy, seconded by Helmuth, the Council established the following suggested priority order for work on the various proposals: (1) conservation, (2) senatorial papers, (3) institutional self-evaluation, (4) national information systems.

A discussion then ensued regarding the process by which external funding requests were approved for submission. For the past several years, the Society's Executive Committee has provided that approval. However, the newly formed Program Committee has some responsibilities in the area.

A motion was made by Helmuth and seconded by Gracy that approval by the Executive Committee, the current procedure, be continued for the time being. The motion was adopted. President Brichford asked the Program Committee to study the process and make recommendations in 1980 for how it should be handled in the future.

Constitutional Review. The resolution passed by the annual business meeting, which called on the council to provide for a review of the Society's constitution and bylaws, was discussed. On a motion made by McCarthy and seconded by McCree, Council expressed its intention to implement the resolution.

AAM/AASLH/SAA Joint Committee on Minority Training and Employment. On a motion made by Helmuth and seconded by Berkeley, the following resolution submitted by the Joint Committee was adopted: The Council endorses the objectives of the Joint Committee to determine the extent of the training and employment of minorities in the archival and

historical agency profession, and to develop plans to encourage a greater participation of such minorities. It approves the recommendation to the joint committee to explore possible sources of private funding to underwrite the costs of the committee's work.

Future Meetings. The Council determined to hold two meetings before the next annual meeting—probably in January and April or May.

Archival Manpower Study. After a discussion of the feasibility of an archival manpower survey, President Brichford expressed his intention to explore the possibilities for conducting the study.

The meeting was adjourned at 3:45 P.M.

ANN MORGAN CAMPBELL, *Executive Director*

SAA Committee on the Status of Women, Report Abstract

Nancy Sahli of the NHPRC is the new chair of the Status of Women Committee, while JoAnn Williamson of the National Archives, Records Declassification Division, is the new coordinator and newsletter editor for the Women's Caucus. At the 1979 annual meeting in Chicago the two groups, along with ACT, endorsed a statement supporting the Equal Rights Amendment to the U.S. Constitution and protesting the SAA's meeting in Illinois, a state which has not yet ratified the amendment. Information regarding this action has been sent to such individuals as the governor of Illinois and the mayor of Chicago, regional archival and women's history organizations, and women's caucuses and committees of related professional groups. The committee is currently revising the Women's Roster Form, which will appear later this year in regional archival newsletters, as well as the newsletter of the Women's Caucus. In addition to monitoring activities of the SAA constitutional revision task force and the survey on social concerns, the committee plans to meet during the spring of 1980 to plan additional actions to be undertaken during the coming months. [NANCY SAHLI]

Treasurer's Report

Over the past ten years the Society of American Archivists has developed active, responsive, and exciting programs and services for the benefit of the archival profession. Membership has doubled. There are workshops, expanded annual meetings, and a committee structure that allows more participation. A placement service; newsletter; an updated, redesigned *American Archivist*; and a creative publications program have been added as well. The SAA is a well-managed professional organization that has tried to anticipate the needs of its membership and develop programs to meet those needs. It is an organization of which we can all be proud.

During this period of greatest growth in SAA benefits to members, there has also been an enormous increase in the rate of inflation. A dues dollar paid to the Society in 1974 (when the last adjustment to the dues structure was effective) is worth less than 60 cents in 1980. The average dues collection per member has risen but a few cents in that six-year period however, and it actually fell during the past two years. In contrast, services during the period have grown substantially.

In 1974, SAA members received five *Newsletters* with a total length of forty-four pages. In 1979, six *Newsletters* were distributed, 118 pages in length.

The 1974 annual meeting program offered a total of twenty-nine pre-conference workshops and program sessions; the 1979 total was seventy-four.

The 1974 SAA publications list offered the profession four books. In 1979, the list con-

tained eighteen SAA publications as well as eight books from other publishers at reduced prices to members.

SAA's placement service listed twenty new positions in 1974. The figure for 1979 was 118 vacancies listed in the *Newsletter*, plus additional vacancies made available through SAA's *Employment Bulletin*.

In 1974, SAA offered one educational opportunity to the profession—the annual meeting in Toronto. In 1979, in addition to the Chicago annual meeting, educational programs were held in Atlanta, San Francisco, Detroit, New York, and Los Angeles.

During this increasing activity, basic costs have risen substantially. For example: the minimum postage to mail a *Newsletter* is up by more than 100 percent since 1974, the cost to print a single copy of the *American Archivist* is up 59 percent since 1976.

Since the last annual meeting, the officers, Council, and staff of the Society have been taking a hard look at our income and expenditures. We have introduced all economies possible without cutting services to you, the members. The money has simply been going out faster than it has been coming in. We've got to turn that around. Please give some thought to this issue, and let officers, Council members, and staff have your guidance before the 29-30 May meeting of Council.

MARY LYNN MCCREE, *Treasurer*

Recent Death

HERMAN J. DEUTSCH, Professor Emeritus at Washington State University and a leading authority on Pacific Northwest history, died on 12 November 1979, at the age of eighty-two.

For more than fifty years Dr. Deutsch made significant contributions to the field of state and local history. On the history faculty at Washington State University from 1926 to 1962, Dr. Deutsch taught American history, concentrating on the Pacific Northwest "with strong emphasis on the interior region, the drainage area of the upper Columbia." Although students considered Deutsch to be one of the university's finest teachers, he once remarked, "I didn't start out with any great notion that I would be inspiring students. I just began to enjoy teaching with the experience." As a professor, he seemed not only to have all the facts; he also had the rare ability to make history come alive for his students.

Dr. Deutsch grew up in a German neighborhood of Milwaukee, Wisconsin. He attended Milwaukee Normal (now a branch of the University of Wisconsin), and transferred to the University of Wisconsin where he earned B.A., M.A., and Ph.D. degrees.

At Washington State, he met Lenna A. Baird and they were married in 1930. Mrs. Deutsch not only shared her husband's interest in Pacific Northwest history; she also had concern for his students, particularly those he singled out for graduate work and visits to their home for long discussions on history, politics, and sports. Deutsch was an avid sports fan.

Herman Deutsch was a past vice-president of the Washington State Historical Society; he was on the board of editors of two publications, he was on the executive council of the Pacific Northwest History Conference, and for more than forty years he was a member of the Society of American Archivists. Dr. Deutsch was an advisor to the Washington State Parks Commission on the Preservation of Historical Sites. He was greatly concerned that each site be completely researched, the buildings photographed and measured so that complete records of the historic structures would be retained. Dr. Deutsch was the first director of the Historical Records Survey, conducted by the Works Progress Administration, in Washington State.

In January 1978, the university's Board of Regents named the History Faculty Conference Room for him, a recognition given to only a few faculty members. In September,

Deutsch was voted an Award of Merit "For leadership in archival and historical agency development in the Pacific Northwest."

Despite his honors and awards, Dr. Deutsch was a very humble man. To a number of his students (of whom the first named of the undersigned was one) he was like a father, always willing to give good counsel and advice on personal problems. He was a man never to be forgotten by those who knew him, as was stressed by all who participated in the memorial service to Dr. Herman J. Deutsch, teacher and confidant of scholars.

ALBERT H. CULVERWELL, *Eastern Washington State Historical Society*
SIDNEY F. McALPIN, *State Archivist of Washington*

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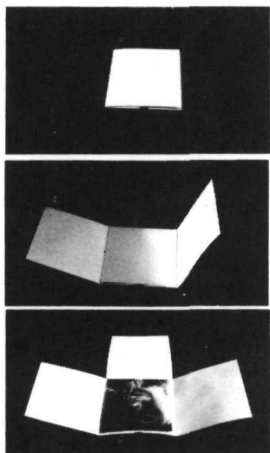
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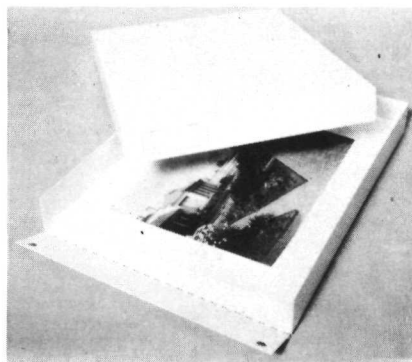


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