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cloves which we had to throw overboard to
lighten the ship when we hit a reef. You
may have heard I excommunicated my
chaplain Francis Fletcher. Pay no
attention to anything he ever says about me.*

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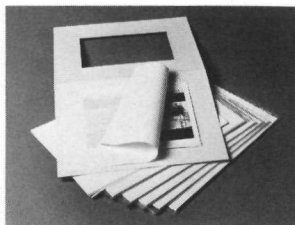
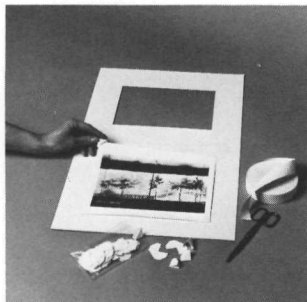
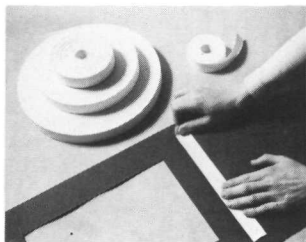
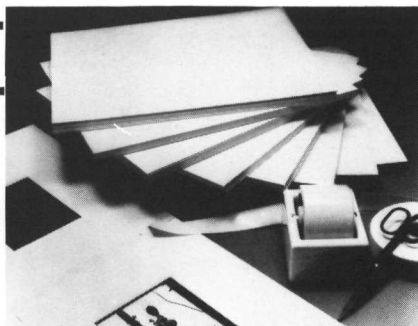
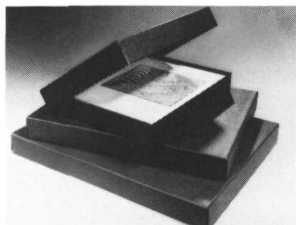
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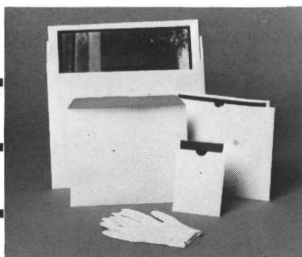
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Writings on Archives, Historical Manuscripts, and Current Records: 1978

LIDA H. CHURCHVILLE and PAUL V. GUTE, *Compilers*

THIS IS A SELECTIVE BIBLIOGRAPHY of publications issued in 1978, along with some 1977 publications not previously examined. An outline of the subject classifications used and two abbreviations used for frequently cited periodicals appear below. As in last year's bibliography, the only inventories included in Section VI are those produced in or describing records pertaining to the United States and Canada.

- I. General Literature
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- VII. Use of Archives and Historical Manuscripts
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- VIII. Historical Editing and Documentary Publication (478–484)
- IX. Training and Professional Development (485–501)

The following abbreviations have been used for frequently cited periodicals:

AA *The American Archivist*
Prologue *Prologue: The Journal of the National Archives*

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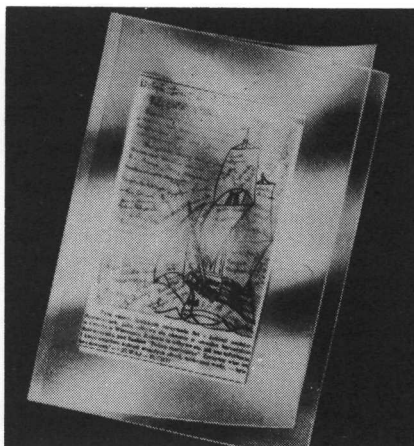
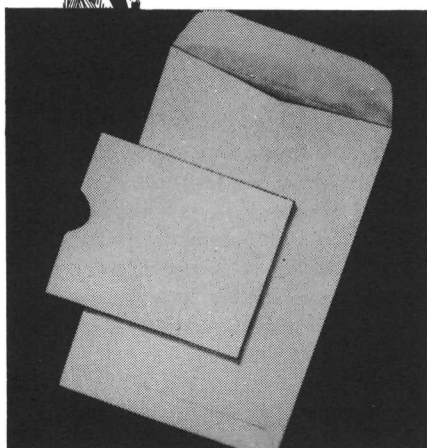
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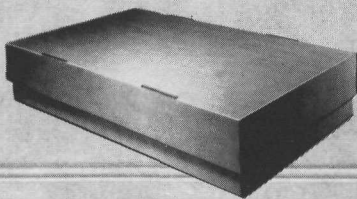
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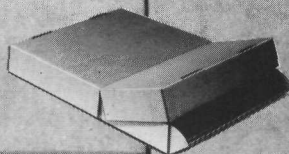
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NEWS

Long Lost B. Franklin Nautical Chart Found. Philip L. Richardson, associate scientist at the Woods Hole Oceanographic Institution, in Massachusetts, has located two original prints of the first accurate chart of the Gulf Stream, prepared by Benjamin Franklin in 1769–70 to speed the delivery of trans-Atlantic mail. The chart, incorporating information provided by Franklin's cousin, Timothy Folger, a Nantucket ship-captain, is considered important historically because it summarizes Nantucket whalers' knowledge of the Gulf Stream. Richardson found the prints in good condition in the Bibliothèque Nationale, Paris. A third print has been subsequently located in the Royal Naval Library, London.

AUSTRALIA

Australian Archivists Meet. The Australian Society of Archivists (ASA) held its second biennial general meeting, 18–22 May 1979, at the University of Sydney. Forty-four mem-

bers of the Society attended the meeting to hear reports from the Executive Council and various committees, on work accomplished during the 1977/79 period.

The second ASA conference, held concurrently with the biennial general meeting, was attended by some 200 persons. The majority of those attending were from New South Wales, the Australian Capital Territory, and Victoria; but an impressive number of participants came from South and Western Australia, Tasmania, Queensland, New Zealand, and Papua New Guinea. Conference sessions dealt with a wide range of topics. The papers presented at the conference have been published in a two-volume set, *Archives Conference 1979* and *Archives Conference 1979: Supplementary Volume*, available for \$A16.00, plus postage, from the ASA Secretary, P.O. Box 8, Canberra, A.C.T. 2601.

International Archives Week Activities. Australians celebrated International Archives Week, 21–27 October 1979. For the occasion, the Australian Society of Archivists (ASA) issued two pamphlets, one on the Society and another on archives and the archival profession in Australia. The Melbourne ASA Branch issued auto bumper stickers reading “Archivists make it last longer,” for distribution to all regional branches. The Adelaide Branch organized a discussion on the topic of agency versus public orientation. Special exhibits were mounted by the Archives Branch of the South Australian State Library and the Archives Office of Tasmania, in Hobart. In Sydney, a workshop taught custodians of historical records proper management techniques. Other activities in Sydney included a film evening, tours of the State Archives, and an exhibition at the Fisher Library, University of Sydney. [BAIBA IRVING, *Australian Society of Archivists*]

Archives and Records Service Established in New South Wales. The Riverina College of Advanced Education, Wagga Wagga, formally established in May 1979 the Riverina College Archives and Records Service. This is the only permanent, public archives repository in the Riverina. In addition to providing records management and archival services to the college, the archives will collect and preserve records of administrative and historical importance relating to the Riverina and will serve as a research center for the history of the region. It is also an approved repository for the deposit of state archives, and substantial transfers of government records originating in the Riverina have already been made. Riverina College is the first and, at present, only college of advanced education in Australia to develop a service of this nature. The region it serves comprises the southern and south-western part of New South Wales. Direct inquiries to Archivist, Riverina College of Advanced Education, P.O. Box 588, Wagga Wagga, N.S.W. 2650, Australia.

CANADA

PAC Responds to National Library Report. The Public Archives of Canada (PAC) has come out in opposition to many of the recommendations in the recently published report by Guy Sylvestre, National Librarian, concerning the future of the National Library of Canada. The report called for a clarification of the mandates of PAC and the National Library. Perhaps the most startling issue raised in the report is the argument for the transfer of archival documents from PAC to the library. PAC archivists believe the report confuses the valid distinctions between archival and library sources, ignores the sanctity of the basic archival principle of provenance, and severely undermines the principle of total archives. The implications contained in the report for the relations between all archives and other institutions in Canada are considerable. PAC urges all Canadian archivists to read the report and voice their opinions. Free copies of the report are available from the Public Relations Office, National Library of Canada, 395 Wellington Street, Ottawa, Ontario K1A 0N4.

International Archives Week Celebrated. The celebration of International Archives Week varied among institutions and included open houses, special seminars and work-

shops, and exhibits. *British Columbia*: The Provincial Archives (PABC) assembled an exhibit entitled "For the Record," which ran from 1 November 1979 to 18 January 1980. On the walls of the gallery also was a series of panels in honor of the International Year of the Child. The City of Vancouver Archives hosted the first training seminar and workshops of the Association of British Columbia Archivists. A special display, "Preserving Our Past," was erected, tracing archival development in the West. Local newspapers and radio stations carried special announcements. *Manitoba*: The Provincial Archives held an open house as an expression of its appreciation to the many donors of material for research. On 7 November 1979, the Archives and Library at Brandon University co-sponsored with the Community Research Centre Archives a seminar on the role of archives in preserving community history. The University of Manitoba Archives and the Coordinator of Canadian Studies co-sponsored, on 23 November 1979, the first annual archives symposium. In an attempt to help the public understand the role of archives, the University of Winnipeg erected in the university library, 5–8 November 1979, a display of documents and artifacts from various archival sources. *Newfoundland*: The Provincial Archives of Newfoundland and Labrador held a number of activities to celebrate International Archives Week. In addition to a week-long open house designed for school groups, the Provincial Archives showed historic Newfoundland films during the afternoons of 1, 2, and 5 November 1979. Also, two displays were set up at the archives, one depicting the function and services provided by the archives and the other illustrating the manner of researching a family tree. *Nova Scotia*: Although the Provincial Archives (PANS) had not yet moved into its new building and the old building was full of packing cases, PANS did manage a low-keyed program. An "Archives from your attic" was held in the Nova Scotia Museum, and PANS published an alphabetized Nova Scotia census for 1817 and Picton County for 1827. *Saskatchewan*: Celebrations centered around the Local Archives and History Conference held on 2–3 November 1979, on the campus of the University of Regina. *Alberta*: Seven archives in the province participated. Each archives staged displays, held open houses, and participated in media interviews and educational programs. Collectively, they cooperated in the publication of *Alberta's Archives 1979: Preserving Our Documentary Heritage*, a guide to provincial institutions.

Poster Exhibition at PAC. Between 13 February and 9 March 1980, PAC featured a traveling exhibit by the Art Gallery of Ontario entitled "100 Years of the Poster in Canada." The sixty-plus Canadian-produced posters were grouped into seven themes: agricultural, industrial, and commercial exhibits and fairs; politics and elections; world wars; travel and tourism; advertising; art exhibits; and recreational and cultural posters.

Reorganization of the Personnel Records Services Division of the PAC. In an effort to improve the ability of PAC to meet its responsibilities under Part VI of the Canadian Human Rights Act of 1978, which deals with the protection of personal information, the Personnel Records Services Division has been reorganized as the National Personnel Records Centre (NPRC). Located at Tunney's Pasture, Ottawa, NPRC is a component of the PAC Records Management Branch and is divided into two divisions: Operations and Information Management.

Pilot Archives Internship Program Started. During this past summer, the Ethnic Archives of PAC undertook, in cooperation with the history department of Laurentian University of Sudbury, Ontario, an experimental archives internship program. Designed to provide a history graduate student an opportunity to acquire an intensive introduction to archives with a three-month, on-the-job archival experience as part of the student's professional development, this is a new approach to historical training and interdisciplinary cooperation.

Manitoba Archivists Organize. On 28 November 1979, some twenty representatives of various institutions and historical societies met in Winnipeg at the Provincial Archives of Manitoba and unanimously agreed to form an association of Manitoba archivists. Membership in the association is open to all persons interested in the development of archives in the province.

New Home for the Simcoe County Archives. On 1 December 1979, local government leaders dedicated the new Simcoe County Archives (SCA) building, a 4,000 square foot facility in Midhurst, Ontario. SCA had been housed in the County Museum Building since its establishment in 1965.

Glenbow-Alberta Institute Archives Mounts Special Exhibit. In commemoration of the seventy-fifth anniversary of the formation of the provinces of Alberta and Saskatchewan, the Glenbow-Alberta Institute Archives sponsored at the Calgary archives from 24 November 1979 to March 1980 a special exhibition entitled "The Prairie West: A Visual Perspective." Sixty-one photographs and descriptive panels depicted events before the formation of the two provinces in 1905, as well as their subsequent development. The exhibit will travel throughout Alberta and other western provinces.

Aural and Visual Records Program at Provincial Archives of British Columbia. The PABC Aural and Visual Records Program has started two major long-term projects. It has taken preliminary steps toward establishing a Moving Images Archives Division by surveying government departmental holdings of pictures, film, and video tape to determine the quantity and location of such audiovisual materials. The second long-term project is the conservation and systematic cataloging of photographs for which no security or duplicate negatives exist in the PABC Historical Photograph Division. The division intends to experiment with AACR 2 for the description of photographic records.

Anglican Diocese Breaks Ground for New Archives. On 30 November 1979, groundbreaking ceremonies took place for a new building for the archives of the Diocese of British Columbia. Construction of the archives record center and renovations to the Bishop's Chapel are expected to be completed in March 1981. The provincial government has contributed \$10,000 toward the project, and the balance of the cost will come from private donations.

CHILE

Initial Deposit of Records in New National Archives Building. Early in August 1979, in a simple private ceremony, the Archivo Nacional opened the first of fourteen repository rooms in the new national archives building, scheduled to be completed in January 1981. The transfer of records from the old building on Avenida Bernardo O'Higgins to the new archives building at 60 calle Miraflores, Santiago de Chile, is expected to extend well into 1980.

Planning for a National Archival System. The Archivo Nacional is developing a three-year plan to solve problems resulting from a reorganization of the Department of Education, of which the archives is a part. With the current political direction tending toward decentralization and regionalization it is imperative that regional archives be established. Such a course gives rise to the creation of a national system of archives and a reorganization of the Archivo Nacional. A commission is studying the legislative framework for such a national system.

Inaugural Meeting of Archivists Association. The Association of Archivists of Chile, formed on 19 January 1979, held its first meeting at the Archivo Nacional on 29 August 1979 for archivists of the Santiago region. Eighty-seven persons, including representatives

of the national commission for administrative reform, bureau of national planification, various ministries and agencies, municipalities, and nationalized corporations attended the meeting, the purpose of which was to exchange information on a variety of subjects to acquaint Archivo Nacional personnel with specific problems so as to develop a program of technical assistance for user organizations.

New Professional Training Program Devised. In an effort to provide professional training that will improve archival services, the Archivo Nacional has designed a curriculum consisting of 515 hours spread over three semesters. It will be adapted for Archivo Nacional personnel and those of the various sectors of the administration. The government has already approved the program and will submit it to the United Nations Development Programme (UNDP) for financial and technical assistance.

CHINA

People's Republic of China Issues Special Postage Stamps for International Archives Week. The Ministry of Post and Telecommunications issued on 26 November 1979 a special three-stamp set to commemorate International Archives Week. Issuance of the special



stamps was the main activity of the Chinese government in Beijing (Peking) to mark the worldwide celebration. On the day of issuance, the China Central Television carried a special feature in its news program providing close-up views of the stamps and showing State Archives Bureau personnel examining the draft stamps and the printing process.

The three postage stamps reflect the long archival tradition in China and the Chinese saying "a distant source and a long stream." Historical accounts indicate that about 2,000 years ago the Chinese began to preserve imperial records in gold cabinets in a stone room. A picture of the administration building of the Central Archives in Beijing is on the first stamp of the set. This was the first archives constructed in New China and was commissioned in 1959. Over the front door of the building hangs a horizontal sign with an inscription in six large characters standing for the Central Archives. This inscription was written by the late Premier Zhou Enlai (Chou En-Lai) in his own hand.

On the second stamp is a photograph of a gold cabinet, a container used for keeping the imperial records in the Ming and Qing (Ch'ing) dynasties. Each gold cabinet measures 135 cm. long, 72 cm. wide, and 131 cm. high, its outer casing made of gold-plated copper sheeting. On the front of the cabinet is a relief sculpture of two dragons playing and scrambling for a ball. Inside the cabinet is a camphorwood case.

A picture of Huang Shi Cheng, the sixteenth-century Imperial Archives Repository, is on the third stamp. Huang Shi Cheng, built of brick and stone in 1534, rests on a stone foundation 142 cm. deep. The building is commonly called "Stone Room."

COLOMBIA

Change in the Secretary Generalship of ALA. Since his resignation in July 1978 as director of the Archivo Nacional, Alberto Lee López has been rector of the Seminario de San Buenaventura in Bogota but has continued to serve as secretary general of the Asociación Latinoamericana de Archivos (ALA). In an open letter to his colleagues, dated 14 February 1980, Lee López announced his immediate resignation as ALA secretary general. Jorge Palacios Preciado, who succeeded Lee López as director of the Archivo Nacional, has been appointed to serve as acting secretary general until the next ALA General Assembly.

DOMINICAN REPUBLIC

New Director of the Archivo General de la Nación. President Antonio Guzmán Fernández has appointed Maria Soledad Florén as the new director of the Archivo General de la Nación. She succeeds Julio Jaime Juliá.

FRANCE

New Archives Legislation: First Since 1796. In 1978 and 1979, French archival legislation dating from 1790 and 1796 has been completely updated. Basis of the new legislation is the *Loi sur les Archives*, No. 79-18, dated 3 January 1979 (see *La Gazette des Archives*, no. 104, pp. 34-41). The newly defined right of information Law No. 78-753, dated 17 July 1978, opens to public inspection a large quantity of administrative files regardless of their date, origin, or place of keeping. Five decrees (Nos. 79-1035 and 1037 to 1040), dated 3 December 1979, complete the *Loi sur les Archives*.

The main features of the legislation are:

(a) *Legal definition of archives.* "Archives are all documents, whatever their date, form, and materials, that have been either received or issued by any person or legal entity, or by any agency or organism, public or private, in the course of their activity."

This definition in the first article of Law No. 79-18 clearly includes as *documents* all microforms, magnetic tapes, and sound recordings. Previously these materials were not normally considered as archives. It is also clear from the definition that documents of private origin are archives just as are those of public origin. Furthermore, French law makes no distinction between *archives* and *records*. The same French word, *archives*, is used for both meanings.

(b) *Legal obligation for the preservation of archives.* "The preservation of archives is organized in the public interest, as well as for the needs of administration and proof of the rights of individuals and legal entities, and for historical documentation of research."

This is a very important innovation in the law, clearly stating that the academic research is equal in importance to legal or administrative research.

(c) *Restricted access on all documents that are not legally open for public inspection.*

(d) *Definition of public archives versus private archives.* "Public archives are those which proceed from the activity of the State, local communities, public administrations and establishments, private organisms entrusted with the task of public interest, and public notaries" (Art. 3 of Law No. 79-18). "All archives which are not public under this definition are private" (Art. 9 of Law No. 79-18).

(e) *Centralization of the administration of public archives.* All public archives are under the authority of the Direction des Archives de France (Art. 1 of Decree No. 79-1037). The only exceptions to this provision are the archives of the Ministry of Foreign Affairs and of Defense. The archives of these ministries are independent.

The archives under the authority of the Direction des Archives de France are divided into three categories, each of which has its own organization and regulations. They are: (1) Archives Nationales (proceeding from the activity of the central government and national administrations and establishments), (2) Archives Départementales (proceeding from the activity of the "départements" and their own administrations and establishments), and (3) Archives Communales (proceeding from the activity of the "communes," that is the municipalities, and their own administrations and establishments). All of these archives are under the supervision of the Inspection Générale des Archives de France.

(f) *Legal procedure of the selection and disposal of public archives.* "When they (records) have ceased to be of current use in the agencies or establishments from whose activity they proceed, all public archives are submitted for selection in order to separate documents of permanent interest, to be kept permanently, from those deprived of administrative or historical interest, to be destroyed. The lists of documents to be destroyed are fixed by the mutual agreement of the originating agency or establishment and the Direction des Archives de France" (Art. 4 of Law No. 79-18).

No document of the public archives, that is to say, no administrative document, can be destroyed without formal approval of the Direction des Archives de France.

(g) *Liberalization of access to public archives.* As a general rule, public documents are open to the general public after thirty years. Most administrative documents that do not concern private individuals are even accessible without any delay (Law No. 78-753). Documents whose public inspection could be detrimental to either the privacy of individuals or to national security or public order are closed for longer periods of time. For example, birth registers, justice files, and notarial files are closed for periods ranging from fifty to one hundred years. Decree No. 79-1038 contains a list of document categories and their defined periods of restricted access.

Authorization of access to restricted documents can be granted only by the Director General of the Archives de France, in agreement with the authority from which they proceed.

(h) *Protection of private archives.* The new legislation includes several provisions for the protection of private archives, especially to prohibit the sale and export of private archives which have historical value.

Guide to the Holdings of the Archives Nationales. For the first time since 1891, the Archives Nationales started work in 1978 on a general guide to its holdings. Eventually, *Les Archives nationales: Etat générales de Fonds* will consist of five volumes. At present only the first two volumes, *L'Ancien Régime*, dealing with documents from 528 to 1940, have been published. The third volume, relating to the archives of the former Ministry of Colonies, and archives from former overseas colonies, is at the printer. The last two volumes (vol. 4 dealing with notarial archives and archives of private origin donated, bequeathed, or sold to the Archives Nationales; and vol. 5 consisting of a comprehensive list of inventories and catalogs of the Archives Nationales) are scheduled for publication in 1981. Published volumes are available from La Documentation Française, 29-31 quai Voltaire, 75340 Paris-Cedex 07.

Archives Nationales Acquires Bonaparte Family Archives. In 1979 the Archives Nationales acquired a very important group of archives of the Bonaparte family (Archives Napoléon), including correspondence and miscellaneous documents from Napoleon I, his wife Joséphine, his brothers and sisters, his nephew and niece Napoleon III and the Empress Eugénie, and other members of the family. An inventory, *Archives Napoléon: Etat sommaire* (1979), has been published and is available from La Documentation Française.

Two years ago the Archives Nationales acquired the archives of Joseph Bonaparte, Napoleon's brother who was king of Naples and Spain. An inventory of this archives is currently in preparation.

GERMAN DEMOCRATIC REPUBLIC

International Archives Week Activities. Archivists of the German Democratic Republic (DDR) celebrated, 22-28 October 1979, "Week of Socialist Archives Administration," an event closely associated with the thirtieth anniversary of the founding of the state. Organizations and divisions of the DDR archives administration prepared a series of central and local celebrations, including special exhibitions, scholarly conferences, and publications. In Potsdam, Archives Week opened with a documentary exhibit on the functions and organizational units of the state archives administration, and on 1,000 years of German history. At the local level, various archives sponsored public exhibitions tailored to meet the interests of different social groups. On 25 October, 150 archivists and historians participated in a scholarly conference in Potsdam. Papers and discussion centered on the development and functions of the archives administration in the DDR. The staffs of archives and educational institutions also held several special meetings with writers. Colloquia in the State Archives dealt with current theoretical and practical problems of archives administration. The State Archives published a 272-page pictorial volume (. . . *mit Brief und Siegel*, Leipzig, 1979) of documents from many centuries of German history, and a 36-page guide to the state archives (*Staatsarchive der DDR*, Potsdam, 1979). [Translated by JOHN MENDELSON, *National Archives and Records Service*]

GREAT BRITAIN

Catholic Archives Society Publishes Newsletter. The Catholic Archives Society (CAS), formed at a meeting at the Spode Conference Centre, Rugeley, in March 1979, published the first edition of *CAS Newsletter* (vol. 1, no. 1, Spring 1980). This inaugural issue contains a summary of events leading toward the formation of the society.

The CAS held a conference, 18-20 April 1980, at the Spode Conference Centre. The conference was open to anyone interested in Catholic archives.

Subscription Rate Increase for the *Journal*. The Society of Archivists has announced an increase in the subscription rates for the *Journal*. Effective with the January 1980 issue (vol. 6, no. 5), the subscription rates are £4 (\$10.50) for a year, or £2.50 (\$7) for a single issue. Increased printing costs necessitated the increase.

Unfortunate Destruction of Packington Hall Archives. On 1 November 1979, fire broke out at Packington Hall, Warwickshire, and destroyed a large quantity of the archives. Three days later, personnel from the Warwick Record Office (RO) moved in with shovels to dig for the charred and soaked remains of one of the county's major archival collections. The salvage work was less than successful. Of 325 volumes of estate accounts, rentals, and surveys, the salvage team was able to recover only forty volumes, of which less than half are legible. Of sixteen boxes of deeds dating back to the thirteenth century, only a few fragments survive. Three van loads of documents were transported to the Warwick RO for restoration work. Despite the great overall loss, some valuable items as well as maps, plans, and architectural drawings that were stored in other parts of the building survived the fire intact. It was fortunate also that nineteen volumes from the account book series were on loan to the RO for a researcher. British archivists intend to cite the Packington disaster in trying to persuade private owners to deposit their collections in RO strong rooms for safe-keeping.

Leverhulme Grant to Modern Records Centre. The Modern Records Centre, University of Warwick Library, Coventry, reports in the April 1980 issue of its bulletin that the Leverhulme Trust Fund has made a generous grant to the centre, which will use it to hire an archivist for a four-year term to prepare finding aids to the CBI (Confederation of British Industry) predecessor archives.

Coventry Local Studies Centre Formed. The Coventry City Record Office has merged with the Coventry and Warwickshire Collection to form the Coventry Local Studies Centre. The address of the centre is Room 220, Broadgate House, Coventry.

Formation of Berkshire Archives Group. At a meeting at the Berkshire Record Office in October 1979, a group of some twenty archivists who live or work in Berkshire formed the Berkshire Archives Group. The aim of the group is to provide a forum for the discussion of problems and the exchange of information, and to act as a pressure group in securing the safety of archives in the county. A steering committee has been elected to plan a program of discussion meetings and publication of a possible news bulletin.

Warner & Sons Archives Opened. The archives of Warner & Sons, Ltd., furnishing fabric manufacturers, has recently been cataloged and rearranged, and is now open to students, textile historians, and museums, by appointment. A leaflet describing the holdings and use of the archives is available upon request. Send a stamped, addressed envelope to Hester Bury, Warner & Sons, Ltd., 2 Anglia Way, Chapel Hill, Braintree, Essex.

Business Archives Council Monitoring Service. For the past three years the Business Archives Council (BAC) has sought, by monitoring the national press, to report to local record offices the liquidation of old established business firms. With the appointment of a full-time survey officer, BAC will now be able to devote more resources to this work. Using the *London Gazette* and various indexes of the Stock Exchange maintained in the City Business Library of the Corporation of London, BAC will identify all old established business organizations which are going into liquidation. BAC will forward this information, together with the name and address of the liquidator, to the appropriate record office for further action. BAC hopes this service is helpful to both the local record offices and the cause of business archives.

New Address for the Business Archives Council. The address of the Business Archives Council (BAC) is now 15 Tooley Street, London SE1 2PN.

ISRAEL

International Archives Week Celebrations. The Israel Archives Association sponsored a one-day conference on 3 December 1979, at the National Academy of Sciences and Humanities, in Jerusalem. The highlight of the conference was the appearance of the first volume of *Political and Diplomatic Documents, December 1947–May 1948*, published by the Israel State Archives. Policies and problems of editing political and diplomatic documents were discussed at the conference.

For two weeks in December 1979 the Israeli Postal Service stamped all letters within the State of Israel with a special cancellation mark in celebration of International Archives Week. In addition to the postmark, both the Tel Aviv University and the Weizmann Institute of Science erected exhibitions to mark the occasion.

PAPUA NEW GUINEA

Handbook on National Archives for Papua New Guinea Available. The National Archives and Public Records Services of Papua New Guinea has published its first edition of an information pamphlet, intended for general distribution. It contains sufficient information to assist the general public in knowing more about the two national archival institutions in Papua New Guinea, their responsibilities, functions, and types of services available to the government and to the people. For a copy of the handbook write to Philip Aravure, Chief Archivist, National Archives and Public Records Services of Papua New Guinea, P.O. Box 1089, Boroko, N.C.D.

PERU

Special Staff Meetings at the National Archives. The Archivo General de la Nación organized a series of weekly meetings intended to keep the staff abreast of developments on a variety of archival subjects. They were held every Monday between 27 August and 15 October 1979.

Andean Pact Nations Sponsor Archival Seminar. Under the auspices of the Andean Pact, the Archivo General de la Nación hosted a seminar on the exchange of archival technology, 3–7 December 1979. The Asociación Peruana de Archiveros (APA) declared the visiting archivists honorary APA members. [Translated by MARIO F. LOPEZ-GOMEZ, *National Archives and Records Service*]

REPUBLIC OF SOUTH AFRICA

First Regional Seminar of the Association for Archivists and Manuscript Librarians. The Association for Archivists and Manuscript Librarians (AMLIB/AMBIB), in cooperation with the Western Cape Branch of the South African Institute for Librarianship and Information Science, held its first regional seminar on 7 May 1980 in Cape Town. The theme of the seminar was business archives from the viewpoints of the archivist, the historian, and the user.

Addition to the Historical and Literary Papers Series. The library of the University of the Witwatersrand, Johannesburg, has extensive holdings of manuscript and archival material, and is particularly strong in the field of trade union records. Under the curatorship of Anna M. Cunningham, the library began in 1976 the publication of its *Historical and Literary Papers: Inventories of Collections*. The latest publication in this series is *Records of the Trade Union Council of South Africa, Part I: 1915–1954* (No. 8, 1979).

SPAIN

New Information and Documentation Service Established. The Ministry of Culture has created the Centro de Información Documental de Archivos within the framework of the national archival organization. The ten objectives of the new center include: (1) compilation and publication of a general catalog of Spanish documents, (2) promotion of adequate finding aids at the national level, (3) compilation of a census of all public and private archives in Spain, (4) compilation and publication of a specialized bibliography on archives in the Spanish language, (5) coordination of guides to the sources existing in Spanish archives of the history of nations, (6) collection of information in foreign archives, pertaining to Spanish history, (7) dissemination of information on Spanish documentary sources and research centers, (8) cooperation with historical research centers or international organizations in providing information on Spanish documentary sources, (9) seeking agreements on archival information with other national governments or international organizations, and (10) encouragement of incentives toward the promotion of Spanish archives. Since its establishment in July 1979, the center has been actively pursuing several projects, including an automated census of archives, an automated guide to researchers working at Spanish archives, and creation of a specialized library in archival literature.

International Archives Week Activities. The Spanish archives administration organized several activities throughout the country to mark International Archives Week. The Centro Iberoamericano de Cooperación (Madrid), the Archivo General de Indias (Seville), the Universidad de Sevilla, and the Dirección General de Patrimonio Artístico, Archivos y Museos organized a symposium on archives and documents for the study of Spanish colonization. The symposium was held at the Universidad de la Rábida in Huelva, 8–11 October 1979.

The Regional Historical Archives in Tarragona organized a conference, 26–28 October 1979, to study mutual problems relating to preservation and access to records. Area archivists from church, private, and notarial archives attended the weekend meeting, but the conference was open to archivists from other parts of Spain.

A second symposium was held, 13–16 November 1979, in Madrid, on archival sources for the study of twentieth-century Spain especially the sensitive historical period of the Civil War and the Franco era and problems of access to sources by the scholarly community. Participants included archives administration officials, university professors, archivists, historians, and university students. Guaranteeing access to and preservation of records produced by the Franco government, and the institution of a regular declassification program are challenges for archives administrators.

Other activities included an exhibition on the international role of Spain through its archives, held at the National Historical Archives from 13 November to 7 December 1979; a brochure on the meaning of an archives, its mission and role in the life of a nation as a depository of its national memory; a set of commemorative postcards depicting several representative documents from Spanish history; and reproduction of bronze seals of two thirteenth-century Spanish monarchs: Alfonso X of Castile (The Learned) and Jaime I of Aragon (The Conqueror).

New Franciscan Archives Established. The Franciscan Order has inaugurated a new archives for the study of its activities and influence in the Far East, particularly in the Philippines, China, and Japan. The address of the new archives is Archivo Franciscano Ibero-Oriental, Duque de Sesto 9, Madrid 9 (telephone: 276 3507).

SUDAN

Silver Jubilee of the Central Records Office. In January 1980 the Central Records Office, the national archival organization of the Sudan, celebrated its twenty-fifth anni-

versary. To mark the occasion, the Central Records Office mounted an exhibition of selected documents of national importance and of artifacts representing the different historical periods of Sudan. Other activities to acquaint Sudanese with the national and cultural role of the Central Records Office included a seminar and discussion programs carried by the local television station.

INTERNATIONAL

New CLR Grant to ICA. The Council on Library Resources (CLR) has awarded a \$30,000 grant to the International Council on Archives for use during 1980 on three specific projects related to worldwide preservation and use of archival sources. The projects planned are: (1) the preparation of a records management manual designed for use in newly independent countries; (2) a symposium relating to the responsibilities, professional environment, and status of archivists in Latin America; and (3) the preparation of three separate curricula (in English, French, and Spanish) to assist in the education and training of sub-professional, archival personnel in the Third World. The current CLR grant to ICA is the third since 1967. Previous CLR funds helped to open access to scholarly archives and archival documentary publications on microfilm and to support the ICA Secretariat. The total amount of CLR support to ICA to date is \$119,200.

FID/ET Clearinghouse for Teaching and Training Materials. The Education and Training Committee of the International Federation for Documentation (FID/ET) has established, under contract with UNESCO, an experimental clearinghouse at the University of Maryland, to collect, organize, and distribute material related to education and training programs for information specialists, including librarians, documentalists, and archivists. The clearinghouse will develop a regular system of soliciting relevant materials from a variety of on-going programs in UNESCO member states, and make them available to institutions and individuals in UNESCO. Inquiries about the project should be addressed to Paul Wasserman, FID/ET chairman, College of Library and Information Services, Room 1101, University of Maryland, College Park, MD 20742.

ABSTRACTS

BELGIUM. *ADPA Automation-Archives-Informatique*, vol. 3, no. 1 (1979). This is the first issue of the bulletin of the ICA Committee on Automation since the decision was made to transfer publication of the bulletin to Liège from London. The new format reflects the editorship of Jean Pieyns.

In addition to two brief reports of the Automation Committee and a few bibliographic references, this issue contains five articles. The lead article (pp. 9-15) is an exposition by Vicenta Cortés Alonso, Inspector General de Archivos, on the system for automating data about researchers who use Spanish archives (their nationality and profession) and the subjects under investigation. She also describes the codes in

the *Guide* and their use. Michael Cook, archivist at the University of Liverpool, explains (pp. 16-23) the experiment in automatic controls of the movement of records into a small records center. The aim of using an ICL 1906S computer at the university is to replace paper lists and indexes as a means of managing administrative records. Ivan Cloulas of the Service de l'Informatique des Archives de France expounds (pp. 24-45) on the input and output for the French data base on records relating to the history of art. Stefka Slavova-Petkova describes (pp. 46-50) the installation of an ADP system for information retrieval in the Bulgarian National Archives. Claes Gränstrom of the Riksarkivet provides (pp. 51-53) a short account

on the transfer of tapes and microfilms to the Swedish National Archives. [MEYER H. FISHBEIN, *National Archives and Records Service*]

CZECHOSLOVAKIA. *Archivní Casopis*, vol. 27, no. 3 (1977). In an article dealing with the restoration of parchment documents, František Křivánek and Bohuslav Skorkovský outline (pp. 150–56) two basic considerations. Restorers must take into account: (1) the mode of storage, and (2) the type of materials used for the protection of parchment as well as the attached seal. The authors also include a description of various mechanical and chemical treatments used to preserve parchment.

Archivní Casopis, vol. 28, no. 2 (1978). This issue contains two articles of interest. The first article, by Jiří Pešek and David Šaman, concerns (pp. 66–84) computer analysis of older source materials. The two authors deal for the most part with the problems of data input, processing, and programming in historical research. One of the authors applied this new methodology in his research concerning the role of Charles University in Prague during the sixteenth and seventeenth centuries. An interesting feature of this study was the migration pattern of students from Bohemia to other national universities. A large quantity of pertinent data was obtained from registers and other documentation created and preserved in foreign universities. Manipulating this information through a suitable program provided responses that were highly useful to the historian's understanding of this field of investigation.

The second article, by Marie and Václav Mareš, deals (pp. 84–98) with the latest developments in paper conservation. In the light of recent experiences in this area, the husband-wife team evaluate deacidification, vapor phase deacidification, treatment by fungicides, lamination, and other mechanical means of paper conservation.

Archivní Casopis, vol. 28, no. 4 (1978). Ivan Stoviček describes (pp. 193–214) in detail some of the more significant and

typical records created between the two world wars by Czechoslovak agencies for international relations. Stoviček discusses such agencies as diplomatic missions in foreign countries, the ministry of foreign affairs, and the types of documentation likely to be found among the records of such agencies. He also elaborates on the evolution of documentary materials relating to Czechoslovakia and international affairs. These records pertain to the areas of economics, foreign trade, educational exchanges, culture, science and technology, and citizenship.

Another article in this issue deals (pp. 214–30) with a report by Vladimír Bystrický on the utilization of archives for scholarly and educational purposes. Bystrický touches upon multiple channels available to archivists to increase use of archival materials. Despite numerous obstacles, such as the lack of understanding of archivists' aims by superiors, the author blames archivists themselves for under-utilization of archives. They lack imagination. Bystrický offers various strategies to remedy the situation, but admits the task is not easy. Archivists need to reach traditional users (scholars and students) by seeking the cooperation of universities and other scientific institutions in informing doctoral candidates about untapped archival materials for possible dissertations. Archivists should also use the news media to show the cultural aspects of archives, interact with local authorities and organizations by participating in local or regional celebrations, collaborate with schools in establishing groups of junior historians, and cooperate with libraries in compiling regional bibliographies which include both library and archival materials.

Sborník Archivních Prací, vol. 28, No. 1 (1978). In this issue the article by Vojtěch Sýkora, Josef Görner, and Jaroslav Orel provides (pp. 167–231) a thorough interpretation of recent laws and regulations governing archives in Bohemia and Moravia. Some of the topics discussed include: (1) the definition of archival materials in terms of format and documentary values, (2) the care of records in the pre-archival

stage, (3) the role and responsibility of archival repositories, (4) the control of archives by the Department of Interior, (5) special treatment of military and police records and those of political parties and cultural and educational organizations, (6) evaluation of records retention and disposal schedules, (7) protection and categorization of records according to importance, and (8) utilization of archives. With regard to the last topic, the authors describe the restrictions placed by totalitarian states on the uses of archival materials. If the interests of the state or society, or the legally protected rights of living persons, are put in jeopardy by access to archival material, officials responsible for the custody of archives may refuse access. Since the interest of the state and society is either identified with or subordinated to the interest of the ruling Communist Party and its prevailing doctrine, it is easy to understand why access to records documenting the existing society in Czechoslovakia is so extremely difficult. Foreign scholars are closely scrutinized in their use of archival material, if they are permitted access. A researcher has to specify in advance his reasons for seeking the material, in a "researcher's request," which may be denied. If there is any suspicion that the researcher may use the materials on behalf of foreigners, personal profit, or against the interests of the state or social order, the researcher is liable for prosecution. Persons of Czech descent who are engaged in tracing their roots should be aware that the Department of the Interior has exclusive rights in expediting requests from overseas for the reproduction of archival materials. [JOSEPH G. SVOBODA, *University of Nebraska-Lincoln*]

GERMAN FEDERAL REPUBLIC. *Der Archivar*, vol. 31, no. 3 (July 1978). As a prelude to the fifty-second annual meeting of German archivists, in Hamburg in October 1978, this issue contains (col. 327-34) several articles about archives in the area. Hans-Dieter Loose and Karl-Heinz Stahnke describe the state and parliamentary archives in Hamburg, which evolved

from a municipal archives established in 1293. The Staatsarchiv Hamburg is an independent organization responsible to the city senate, and it also functions as a Landesarchiv. Its major holdings consist of the files of the Hamburg Senate dating from the fourteenth century. Since 1859 the archives has been the depository for the records of the Hamburg legislature. Helmut Otto briefly describes the Hamburg Church Archives, established in 1938 as an independent section of the administration of the Evangelical-Lutheran Church of the Hamburg Senate. In 1977 the independent ecclesiastical districts of Eutin, Hamburg, Luebeck, Schleswig-Holstein, and Harburg were consolidated into the North-Elbian Evangelical-Lutheran Church District. The archives of these districts were administratively combined with the Hamburg Church Archives. These archives, together with their libraries, function as an information center for general and scholarly research on church-related matters. The other archives covered is a description of the HWWA (Hamburg Welt-Wirtschafts Archiv)-Institute for Economic Research, by Gerhard Mantwill.

Other articles in this issue include a very detailed report (col. 335-48) by Hans Hofmann, based on his experience, on the ministerial archives, established in 1946, of North Rhine-Westphalia. Wolfgang Loehr analyzes (col. 349-52) the problem of the German population's rising urbanization and the pending impact on municipal archives in the years to come. Hans Joachim Mey describes (col. 361-66) the organization and functions of the central repository of manuscripts at the state library of the Preussischer Kulturbesitz. Established with the help of the Deutscher Forschungsgemeinschaft (German Research Society) in the early 1960's, the task of the central registry goes beyond simply a listing of private papers. It seeks to catalog small collections and individual manuscripts and to include not only state and university libraries, but cultural and literary archives and museums as well. At present, the registry contains information on some one million items from fifty cooperating institutions. It is hoped that eventually all

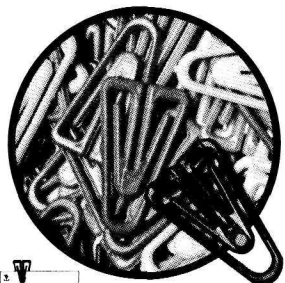
institutions in the Federal Republic will be included in the registry.

Der Archivar, vol. 31, no. 4 (November 1978). The lead article in this issue (col. 453-56) is a speech given by Walter Scheel, President of the Federal Republic, on his visit to the Bundesarchiv on 6 September 1978. The President stressed the importance of archives in the preservation and understanding of German history, thanked archivists for their devotion, and reminded them that their service is to all citizens, both young and old.

Other articles in this issue include a description of the documentation and information system for parliamentary material, by W. Mansberg, H. Schepers, and D. W.

Weber (col. 459-64). The system was established in 1968 to facilitate, for daily use by legislators, the electronic data processing and information retrieval of the great mass of parliamentary documentation. In addition, it is the only source for parliamentary procedures, antecedents, and contributions by various committees and individuals. H. D. Loose writes (col. 455-58) about the cooperation between the Staatsarchiv Hamburg and local institutes of continuing education. As a part of its community work, the archives endeavors to acquaint ordinary citizens with the meaning and significance of its work and holdings. To this end, it has organized many successful exhibits and lectures. [GEORGE O. KENT, *University of Maryland*]

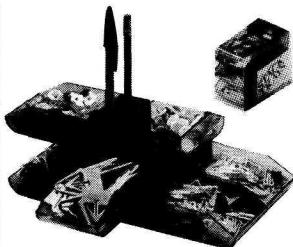
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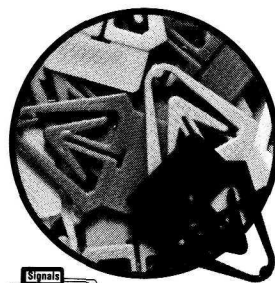
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Microfilm Interface
Word Processing Interface

Microfilming

Wednesday – Thursday

Microform Types
Micrographic Equipment
Selecting a Reader
Generating the Microfilm
Quality Control
Microfilm Standards
Microfilm Retrieval
Developing a System
Computer Based Systems
Computer Output Microfilm
Satellite Microform Files

MODERATOR: Thomas Wilds is a management consultant in office systems, records management, word processing and training. He has a BA and two MA degrees from the University of Michigan and is a former Adjunct Professor of Management at New York University. He is a Certified Records Manager, a past president of the Association of Records Executives and Administrators, author of numerous articles and a frequent speaker on records management. He is President of the International Records Management Federation and chairs its Retention Standards Committee.

MODERATOR: Hanley L. Riess is Document Control Supervisor with Burns & Roe, Inc., and was formerly Director of Design Standards and Documentation Services at Western Union Headquarters. He has also served in engineering and management positions with Avien, Inc., Litton Industries and Sperry Rand. He is President of the New York Chapter of the National Micrographics Association, and past chairman of the Metropolitan New York Section of the Standards Engineers Society. He is a Certified Records Manager, and has presented seminars on microfilming and related areas for seventeen years.

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News Notes

THOMAS E. WEIR, JR., *Editor*
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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 Linda Edgerly, 103 W. 75th Street, New York, NY 10023; news of **State and Regional Archival Associations** to Alice Vestal, Special Collections Department, Main Library, Room 610, University of Cincinnati, Cincinnati, OH 45221; and news of **Manuscript Repositories** to Peter J. Parker, Historical Society of Pennsylvania, Manuscripts Department, 1300 Locust Street, Philadelphia, PA 19107.

The third annual meeting of the **Society of Alabama Archivists** was held on 6 December 1979, in Tuscaloosa, on the University of Alabama campus. The principal sessions at the meeting covered photographic collections including preservation, arrangement, and description; donor relations; research and exhibit use; and the history of photography.

The **University of Alabama** has established an Archive of American Minority Cultures. The archives will be an interdisciplinary center for historical and folkloric material of Blacks, French, Spanish, and Native Americans. The archives plans also to support training for groups outside the university.

The **Committee for the Preservation of Architectural Records** has signed an agreement with the Library of Congress providing for the transfer to the Library's Prints and Photographs Division of the committee's information service, newsletter, and National Catalog of American Architectural Records. The catalog lists the location of pictorial and written documents by architect's name, building type, geographic location, and building or patron's name. In addition to intrinsic artistic and historic importance, architectural records have increasing practical importance with the increasing interest in historic preservation. Since the Library of Congress has assumed responsibility for collecting information at the national level, the committee

will resume its original work of locating and preserving architectural material related to New York City and state.

The **Atlantic Richfield Company** (ARCO) established an archival program in September 1979. The archives accessions and preserves records and artifacts of ARCO, as well as of predecessor companies, particularly the Atlantic Refining Company, the Richfield Oil Company, and the Sinclair Oil Corporation. Readers having information about materials pertaining to these companies are requested to write to Bruce Henry, Archivist, Atlantic Richfield Company, Box 2679-T.A., Los Angeles, CA 90051.

In August 1979 the **University of Connecticut** established a Historical Manuscripts and Archives Department to collect and service research material related to the history of the university and state. The department occupies several offices and a seven-tier stack area in the Wilbur Cross Library. The archives were previously part of the Special Collections Department. The manuscript collecting policy emphasizes post-Civil War urban and industrial life in Connecticut and, to a lesser extent, the rest of New England. In addition to the records of such enterprises as the New York, New Haven, and Hartford Railroad, and fifty other New England rail lines, the department has accepted groups of business records formerly held by Yale University.

The university announced the opening of a graduate program in Public History and Archival Management, to begin in September 1980. In addition to regular academic work, students will take courses in archival management, management information systems, and computer science. A practicum in archival arrangement and description will be required.

In preparation for a photographic collections seminar sponsored by the American Association for State and Local History, Archivist Diane Vogt, of the **Corning Glass Works**, has written a sixty-two page outline covering the administration of photographic collections. The outline covers

accessioning, appraisal, cataloging, security, and microforms and includes a three-page bibliography. The outline is available from the Corning Glass Works Archives, MPCH2, Corning, NY 14830.

The **Danvers Archival Center** of Danvers, Massachusetts, has received a grant from the Commonwealth of Massachusetts Council on the Arts and Humanities for the restoration of early school records (1802-50); parish records (1766-99); two account books (1765-1808) of carpenter Stephen Putnam, and the two-volume diary (1805-17) of Archeus Putnam, an apothecary and general-store employee. This is the fourth grant from the council to the Danvers Archival Center.

Duquesne University has announced a new master of arts program in archival, museum, and editing studies. The purpose of the program is to provide students with technical training in at least two practical areas. Students are required to take eighteen credits in historical studies; six credits in archival, museum, or editing studies; and six credits in an intern program.

The **Educational Testing Service Archives** initiated a study of the feasibility of using word processing equipment to index research reports by author, title, sponsor, subject, and key words. The linking of word processing equipment with computer indexing allows reports to be indexed as they are created.

The **Ford Archives** has moved to a new facility at the Henry Ford Museum's Lovett Hall. The new stack area, built in a space formerly used as a gymnasium, has 30,000 cubic feet of storage area. In addition to stack space, the archives will have offices, processing space, a reception area, a reading room, and a small conservation laboratory.

The **Georgia Department of Archives and History** has produced a ten-minute audiovisual introduction to the use of its research collections. The show includes maps of the buildings and a description of

finding aids. A new publication brochure and price list is also available from: Administrative Services, Georgia Department of Archives and History, 330 Capitol Avenue SE, Atlanta, GA 30334.

Walter Matthau recently spent two days in the microfilm vault of the archives, filming scenes for his upcoming movie, *Hopscotch*. The spy comedy, scheduled for release this fall, used the vault because of its appearance as a "sort of dungeon office," according to the film's executive producer, Otto Plashkes.

With a grant from the Michigan Council for the Humanities, the **Grand Rapids Area Council for the Humanities** and the **City Historian's Office of the Grand Rapids Public Library** sponsored a day-long seminar entitled "Business History Has a Future," for businessmen and historians. In addition to lectures, each participant received a manual supplying practical information on maintaining business records, establishing an archives, and preparing a company history.

The Oral History Center of the **Idaho Historical Society** has completed seven introductory workshops around the state involving nearly 200 people. The center followed up the introductory sessions with workshops tailored to the needs of individual projects. In addition, the center has prepared an Idaho Oral History Guide and publishes a newsletter.

The **Illinois State Archives** has since 1976 operated a Regional Archives Depository System. However, because of complicated state records disposal laws and the desire of county officials to transfer voluminous modern records such as tax records to the depositories, it has been difficult to select pre-1870 records for transfer to regional depositories. The time-consuming task of careful inventorying has been substantially reduced by using the Historical Records Survey material from the WPA projects to form the basis of selection criteria. Through the use of the earlier surveys, survey teams can prepare themselves so that unidentified and unarranged rec-

ords stored in county facilities can be rapidly reviewed.

The **Iowa** legislature approved a bill providing criminal penalties for people who steal books and other materials from libraries or museums, and those who check books out and deliberately keep them. The law provides for a fine equivalent to shoplifting fines (\$100 dollars or thirty days in jail, or both) and gives library employees authority to detain persons suspected of stealing books or materials. Notice of the new criminal provisions must be posted in libraries and museums.

In October 1979, a heavy rainstorm blew tarpaulins off the roof of the **Iowa State Archives**. The tarps had covered holes cut in the roof for repairs. Rain soaked roughly 200 cubic feet of records including records of the attorney general, governor, legislative service bureau, department of transportation, and other offices. Most material was loose-leaf, and drying proceeded quickly with running ink and weakened fibers as the chief remaining damage. Bound volumes such as Supreme Court abstracts and opinions were another matter. Slight-to-severe mold developed in 137 volumes, requiring special treatment with thymol and denatured alcohol in addition to drying. The bound volumes are being held separately from the remainder of the material until the archives staff is sure that treatment has arrested the mold.

A **Manuscript User Group** of repositories putting manuscripts into OCLC has been formed for the informal exchange of information, questions, and answers. For further information, write to the Manuscripts Department, Archives-Manuscripts Division, Ohio Historical Society, I-71 and 17th Ave., Columbus, OH 43211.

The **Massachusetts** state legislature has approved the construction of a new state archives building. Sponsored by Secretary of the Commonwealth Michael Joseph Connolly, the program will provide close to twelve million dollars for the building of an archives/records center facility on Colum-

bia Point in Boston. The new facility will be adjacent to the Boston Campus of the University of Massachusetts and the John F. Kennedy Library and is expected to be completed within three years.

The council of the **Midwest Archives Conference** has accepted Northwestern University's offer to serve as the archival repository for MAC records.

The **Military History Institute**, Carlisle Barracks, Pennsylvania, established its Audio Visual Archives in September 1977. The Audio Visual Archives is the Army's repository for unofficial, historically significant audiovisual materials pertaining to the military experience of the United States. Audiovisual materials are solicited; and further information is available from SSG Thomas M. Allen, Acting Chief, Audio Visual Archives, Carlisle Barracks, PA 17013.

The **Mississippi Department of Archives and History** and the **Society of Mississippi Archivists** co-sponsored a one-day disaster preparedness and recovery seminar on 15 April. The program included speakers from the State Fire Marshall's Office and the Civil Defense Office as well as specialists in the preservation of archival material. Archivists, librarians, and city and county officials attended.

In Helena, during the recent Montana History Conference, the **Montana Oral History Association** held its first meeting. The association wants to encourage, aid, and stimulate oral history projects throughout the state by inventorying oral history holdings and current activities in Montana, preparing an oral history guide or handbook, helping to find funding sources for new projects, and pressing for the establishment of a statewide oral history program. For further information write to Rex Myers, Western Montana College, Dillon, MT 59752.

Participants in a conference held in December 1979 at the Smithsonian Institution's Belmont Center in Elkridge, Maryland, drafted a set of proposed **Guidelines**

for Museum Archives. Among the issues covered in the draft guidelines are the definition and scope of archives, distinctions between institutional records and personal papers, retention schedules, staffing, location and preservation of archives, arrangement and description, and access and reference. For further information or a copy of the guidelines write to Arthur Breton, Archivist, Archives of American Art, Smithsonian Institution, Washington, DC 20560.

On 16 May the Administrator of General Services announced the appointment of Robert M. Warner as Archivist of the United States. President of the Society of American Archivists, 1976-77, Warner comes to the **National Archives and Records Service** from the University of Michigan. He enters on his new duties in mid-July.

A new organization of staff members of the National Archives and Records Service was founded in March 1980. The organization is called the National Archives Assembly and according to its constitution it hopes "to influence through the force of an informed and united voice the decisions and policies affecting" the Archives. The goal of the Assembly is "the perpetuation of a National Archives worthy of the United States, and worthy of the people who come to use its resources."

In an unusual fund-raising effort, the **New England Historic Genealogical Society** of Boston ran a full-page ad in two editions of *Time* magazine soliciting funds for the description, microfilming, preservation, and indexing of the John Hancock papers in the society's custody. The ad ran in the New York, Chicago, Detroit, San Francisco, and St. Louis markets on 28 January and in several smaller markets on 4 February reaching over 1,600,000 readers.

The NEH has awarded a grant to the **New York State Archives** for the indexing of the records of the State Education Department's former Motion Picture Divi-

sion. The division, in existence from 1920 to 1965, exercised censorship control over all films offered for public viewing in New York State and created over 70,000 film case files. The archives will refolder and rebox the entire collection and produce a computer-generated index on microfiche.

The New York State Historical Records Advisory Board is using a grant from the NHPRC to encourage and underwrite the establishment of local government archives in New York. Municipalities selected from among applications submitted to the board receive grants of up to \$10,000 to set up archives. The municipalities will also receive assistance and advice from archivists in the New York State Archives, which will administer the project for the board. Preference is given to local governments with complete series of historically valuable records, secure facilities, commitment to maintain and add to the archives after the initial funding ends, and potential value as a model for other municipalities. The first participating municipality, the town of Grafton in Rensselaer County, has begun work on establishing its archives. Approximately ten model municipal archives are expected to be established during the two years of the program.

An organizational meeting of the **Philadelphia Area Archivists** was held in January 1980 at the Temple University Urban Archives Center. Encompassing Philadelphia and its environs, the group proposes to meet informally during the academic year to provide an opportunity for local archivists to meet professionally and socially. Each participating institution will serve on a rotational basis as host to a meeting.

In a new finding aid program, the **Archives of the City of Portland, Oregon**, has initiated a single system to record and retrieve descriptive information about government records whether the records are active records in an office, or permanent records in the archives. The archives uses SPINDEX to produce two principal types of finding aids: guide/inventories for archival records and retention schedules for active records. Because these finding aids

are on the same data base, a variety of indexes can be created. For example, an index can be created for all records, current and archival, in one record group; another index can be constructed for all archival records regardless of provenance; or a combined index for all city records without regard to storage location is possible. For current records, each series entry includes information on restrictions and usefulness for audits, as well as retention information.

As a special research project, the **Salvation Army Archives** helped prepare a brochure and walking tour of sites in New York City associated with the history of the Salvation Army. As a second project, the archives is doing research for a program celebrating the fiftieth anniversary of the Territorial Headquarters and the Centennial Memorial Building.

The **South Carolina Department of Archives and History** sponsored the fourth in a series of regional meetings to encourage contact between the agency and the people it serves. The 24 October 1979 meeting, for the Santee-Lynches region, was held at the Camden Fine Arts Center. Local hosts were members of the Kershaw County Historical Society. Panel discussions were held, with participation by representatives of the state archives, the state historical commission, the Confederation of South Carolina Historical Societies, and representatives of local organizations and governments.

The **Vermont Historical Society** has begun a film program which will collect and preserve home movies made in Vermont. According to the society, the films may show "particular occupations; recurring public events such as community celebrations, parades, fairs, church services, and graduation exercises; private family happenings such as weddings or family reunions; unusual happenings including floods, fires, or Bicentennial-type affairs; or identified scenery or town views."

The **Wall Street Journal** of 7 March 1980 carried an article describing the facilities,

holdings, and problems of archives of television news film. ABC and NBC use outside organizations to handle the day-to-day operation of their film archives, but CBS has its own facilities.

The **Washington State Oral History Conference** met for the first time in November 1979. The conference will help to provide a statewide network for and coordination of oral history projects. It will conduct seven regional oral history workshops and publish a directory of oral history projects, programs, and collections throughout the state.

Midway through its twelve months of exploring the potentials for cooperation in seeking ways to conserve the documentary resources of seventeen western states, the **Western States Materials Conservation Project** offers some observations about the needs of their institutions. In the ten states visited thus far the project has found that most institutions perform only the most basic conservation repairs, have little or no environmental controls, and have only a limited knowledge of the extent of their conservation problems. The participants, when asked to describe their most important needs, stressed basic conservation information; basic training programs for simple repairs; communications with experts, the legislators, the public, and among themselves; and expert assistance in conservation techniques from outside consultants. Slightly more than half of the participating states considered as high priorities cooperation, including the creation of a permanent conservation interest group and formalized programs; disaster planning; and outside funding.

One result of these state planning meetings has been the desire to organize a follow-up meeting to create a more formal and continuing organization through an existing association. In many of the states there has also been a commitment to publicize the results of the state meeting or to hold a conservation public relations program for other institution staff, the public, and the legislators.

After the state visits are concluded, a survey report will be compiled, so the original meeting groups in the states may re-evaluate their own assessed needs and priorities for taking action, based on the new information about their neighboring states. Two representatives from each state will attend a Feasibility Colloquium in June 1980, where they will be asked to examine the four or five major conservation needs expressed across the West and to develop from those needs a coordinated conservation plan for the seventeen states. The plan could then be used to approach funding agencies about specific projects.

A new state law in **Wisconsin** states clearly that state university archival depositories may be designated as official repositories for the permanent preservation of state records. The chancellor of the university preserving the public records and other materials transferred to the care of that university archival depository shall have the power and duties otherwise assigned to the State Historical Society. The State Records Board may designate an archival depository at each university which shall meet the standards for depositories established by the board with the advice of the university Board of Regents and the State Historical Society. The law makes existing policy legitimate and recognizes the development of a regional depository system working through the state university system. The already published Core Mission and Minimum Standards Statement of the University of Wisconsin System Archives Council anticipated the passage of the new law.

The state legislature also passed a law creating provisions similar to those for shoplifting for theft of library materials. The law establishes the specific crime of theft of library material and authorizes library officials and adult employees to detain a person if the employee has probable cause to believe that the person has illegally taken library property. The detained person shall be promptly informed of the purpose of the detention and shall be permitted to make phone calls, but shall not be interrogated or searched against his or her will before the arrival of a peace officer.

Compliance with these requirements entitles the library employee effecting the detention to the same defense available to a peace officer making an arrest in the line of duty.

The **State Historical Society of Wisconsin** has invited other institutions within the state to add descriptions of their archival material to the society's proposed archival

data base. College and university archives, county and local historical societies, and public libraries with manuscript collections might not be able to support a full SPIN-DEX data base program, but they can profit from a cooperative effort by receiving specially created guides and by increasing the circulation of information about their holdings provided by a statewide system.



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The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

Minutes: Council Meeting, 28 January 1980

President Maynard Brichford called the meeting to order at 1:00 P.M. in the Cascades Meeting Center, Williamsburg, Virginia. Present were Vice President Ruth Helmuth, Treasurer Mary Lynn McCree, and Council Members Edmund Berkeley, Jr., Frank G. Burke, Shonnie Finnegan, Meyer H. Fishbein, David B. Gracy II, Richard H. Lytle, and Paul H. McCarthy, Jr. Editor Virginia C. Purdy and Executive Director Ann Morgan Campbell attended without vote. The agenda for the meeting was adopted.

PRESIDENT'S REPORT. *ASIS Meeting.* Brichford reported that in May he will attend a meeting sponsored by the American Society for Information Science for chief elected officials of information professional societies.

White House Conference on Library and Information Services. The President reported briefly on the November 1979 White House Conference on Library and Information Services. SAA was represented by two members, Edward Weldon, the Society's delegate-at-large, and Victoria Irons Walch, SAA's observer. Under Weldon's leadership, a resolution was passed which recognized the importance of additional funding being made available to identify, collect, describe, preserve, and make available archives and historical manuscript collections, and recognized the crucial role played by NHPRC and NEH in realizing this goal.

On a motion made by Helmuth and seconded by McCree the Council expressed its gratitude to Weldon, Walch, and the other archivists who represented the profession at the Conference.

Constitutional Revision Task Force. President Brichford announced that J. Frank Cook has agreed to chair the Constitutional Revision Task Force. Invitations have recently been sent to prospective members of the group. Brichford and Cook agreed that the task force will be a rather large group, broadly representative of the many interests in the Society.

Joint Committees. The American Association of Library Schools has proposed the formation of a joint committee with the Society. The group's agenda will include exploration of the creation of an archival component in the basic library school curriculum. On a motion by Helmuth, seconded by Fishbein, the proposal was approved. The President expressed his interest in reestablishing the Joint ARMA/SAA Committee. After he has developed a

proposed agenda of mutual interests, he will contact ARMA to initiate a dialogue on this matter.

VICE PRESIDENT'S REPORT. Helmuth expressed her concern that adequate formal procedures do not exist to negotiate the conditions of employment and level of compensation for the Executive Director, to engage a new Executive Director, or, if necessary, to dismiss an Executive Director. Council approved the Vice President's motion that the two most recent past presidents and the Executive Committee form a personnel committee for this purpose. Recommendations to dismiss or engage an Executive Director would be forwarded to Council for action.

TREASURER'S REPORT. McCree distributed to Council a summary statement of the Society's investment portfolio. The Treasurer reported that because of volatile market conditions and the high quality of the Society's holdings, she had decided to postpone the sale of the SAA portfolio, which was authorized last September. As soon as it appears to be appropriate, she will execute a sell order. The present value of the portfolio is approximately 99 percent of its purchase price.

EXECUTIVE COMMITTEE REPORT. Gracy reported that the Executive Committee met on Saturday afternoon, January 26, and on Sunday evening, January 27. Topics discussed were: the situation at the National Archives; annual meeting sites; the advisory poll on the Society's stance on social issues, secondary boycotts, and the ERA; and the Cincinnati annual meeting. Much of the Committee's time was spent preparing a draft resolution on the National Archives. Every topic considered by the Committee will be discussed by Council.

EXECUTIVE DIRECTOR'S REPORT. *Dues Analysis.* Campbell furnished Council with a statistical analysis of dues collections which indicated that the gradual decrease in per capita dues collection continues. A December 1979 report on individual members who pay dues according to their gross annual salaries produced the following statistics:

Salary

Under \$10,000	849	45%
Under \$15,000	516	27%
Under \$20,000	285	15%
Under \$30,000	168	9%
Over \$30,000	51	3%
	<hr/> 1,898	

In addition to the 1,898 members on the rolls in December who paid dues on the sliding scale, 395 members paid flat fees (students and associate members). Council noted the discrepancy between the salary level depicted in the profile and the information developed by the 1979 salary survey which found that the average archivist working full-time had a salary of \$17,136.30 and that the average salary for SAA members was even higher.

A possible realignment to the dues structure was discussed. The Executive Director suggested several issues which required particular attention. (1) The broad range of the present sliding scale (the highest level of payment at 3 times that of the lowest) is greater than that typically found. (2) SAA receives a relatively low proportion of its support from institutions. Related organizations such as the American Association of Museums and the American Association for State and Local History assess institutional members on a sliding scale based on annual budgets. (3) The percentage of SAA's total income which is derived from dues is very small. Significant additional sources of income have been developed; but the administration of grants, the operation of the publications sales program, and the planning and execution of educational programs consumes SAA resources, including staff

time, which would otherwise be devoted to traditional membership services. President Brichford appointed McCarthy, McCree, and Campbell to study the problem of insufficient income from dues before the May meeting of Council and to prepare a report.

Publication Sales. The Executive Director reported that publications overdue accounts had been cut in half since her September report. Tom Pardo has devoted considerable time and effort to the collection of past due accounts.

PAGs. The following new names for Professional Affinity Groups, proposed by the PAGs, were approved on a motion made by McCree and seconded by Finnegan: The Contemporary Theme PAG becomes the Theme PAG; the Preservation Methods PAG becomes the Conservation PAG; the Public Records PAG becomes the Government Records PAG; the Manuscripts Collections PAG becomes the Manuscript Repositories PAG.

EDITOR'S REPORT. Purdy reported that Francis Blouin, University of Michigan, and Mabel Deutrich, retired NARS, have accepted President Brichford's appointments to the *American Archivist* Editorial Board. Although expenses for the journal ran somewhat over budget in 1979, the Editor has engaged a new printer and expects costs to be lower.

The Editor reported that 62 articles had been submitted to the journal in 1979. Of that number, 10 were accepted for publication as articles, 5 were accepted as shorter features, and action is yet to be taken on 13. The remainder were rejected.

Council discussed the future of the *American Archivist*, which for many years has received substantial staffing support from the National Archives. President Brichford asked Council's Publications Committee to develop a contingency plan which would assure the continued publication of the journal should present arrangements with NARS be terminated.

COUNCIL POLICY COMMITTEE REPORT. Bicentennial of the U.S. Constitution. Burke reported that the Policy Committee recommended that a task force be constituted to recommend



The co-chairs of the Program Committee for the 1980 annual meeting met in Chicago with SAA staff members, on February 21–22, to make final plans for the meeting to be held in Cincinnati, September 30–October 3. Seated, l. to r.: co-chairs Trudy Peterson, Kenneth Duckett; staff members Deborah Risteen and Joyce Gianatasio. Standing: staff member Tom Pardo.

the role SAA should play in the celebration of the Bicentennial of the U.S. Constitution. Involvement in or the development of projects similar to Project 87 should be considered.

AACR II. The Policy Committee concurs with the PAG on Description of Records and Manuscripts in its judgment that the descriptive rules of AACR II are not entirely appropriate for manuscripts. The Policy Committee urges the President and Council to transmit this concern to the appropriate committees and persons forming and implementing the rules, and urges revisions based on professional consultation with appropriate committees of the SAA.

Code of Ethics. The Policy Committee recommended that the Code of Ethics Task Force report be adopted, that it be printed in the *American Archivist* as a publication of record for the Society, and that it be referred to the Publications Committee of the Society for further consideration of methods of printing and distribution. The Policy Committee made no recommendation on promulgation of the task force's commentaries that accompany the code. Gracy moved the adoption of the code, its printing in the journal, and its referral to the Publications Committee to recommend additional forms of dissemination. He further moved that the Ethics Committee be discharged with sincerest thanks for its thorough, professional, timely, and good work on this project. Berkeley seconded the motion which was passed.

A CODE OF ETHICS FOR ARCHIVISTS

Archivists select, preserve, and make available records and papers that have lasting value to the organization or public that the archivist serves. Archivists perform their responsibilities in accordance with statutory authorization or institutional policy. They subscribe to a code of ethics based on sound archival principles and promote institutional and professional observance of these ethical and archival standards.

Archivists arrange transfers of records and acquire papers in accordance with their institutions' purposes and resources. They do not compete for acquisitions when competition would endanger the integrity or safety of records and papers; they cooperate to ensure the preservation of these materials in repositories where they will be adequately processed and effectively utilized.

Archivists negotiating with transferring officials or owners of papers seek fair decisions based on full consideration of authority to transfer, donate, or sell; financial arrangements and benefits; copyright; plans for processing; and, conditions of access. Archivists discourage unreasonable restrictions on access or use, but may accept as a condition of acquisition clearly stated restrictions of limited duration and may occasionally suggest such restrictions to protect privacy. Archivists observe faithfully all agreements made at the time of transfer or acquisition.

Archivists appraise records and papers with impartial judgment based on thorough knowledge of their institutions' administrative requirements or acquisitions policies. They arrange records and papers selected for retention in conformity with sound archival principles and as rapidly as their resources permit. Archivists protect the integrity of records and papers in

their custody, guarding them against defacement, alteration, theft, and physical damage, and ensure that their evidentiary value is not impaired in the archival work of restoration, arrangement, and use. They cooperate with other archivists and law enforcement agencies in the apprehension and prosecution of thieves.

Archivists respect the privacy of individuals who created or are the subjects of records and papers, especially those who had no voice in the disposition of the materials. They neither reveal nor profit from information gained through work with restricted holdings.

Archivists answer courteously and with a spirit of helpfulness all reasonable inquiries about their holdings, and encourage use of them to the greatest extent compatible with institutional policies, preservation of holdings, legal considerations, individual rights, donor agreements, and judicious use of archival resources. They explain pertinent restrictions to potential users, and apply them equitably.

Archivists endeavor to inform users of parallel research by others using the same materials, and, if the individuals concerned agree, supply each name to the other party.

Archivists may use their institutions' holdings for personal research and publication if such practices are approved by their employers and are made known to others using the same holdings. Archivists may review and comment on the works of others in their fields, including works based on research in their own institutions. Archivists who collect manuscripts personally should not compete for acquisitions with their own repositories, should inform their employers of their collecting activities, and should preserve complete records of personal acquisitions.

Archivists avoid irresponsible criticism of other archivists or institutions and address complaints about professional or ethical conduct to the individual or institution concerned, or to a professional archival organization.

Archivists share knowledge and experience with other archivists through professional activ-

ities and assist the professional growth of others with less training or experience.

Archivists work for the best interests of their institutions and their profession and endeavor to reconcile any conflicts by encouraging adherence to archival standards and ethics.

COMMENTARY ON CODE OF ETHICS

The committee charged with the responsibility for writing a code of ethics for archivists decided that there should be a basic code that is short enough for easy reading—a summary of the guidelines in the principal areas of professional conduct. In addition there should be a longer COMMENTARY, to explain the reasons for some of the statements and to be a basis for discussion of all the points raised. The commentary contains general statements and some notes by members of the Ethics Committee.

I. The Purpose of a Code of Ethics

Codes of ethics in all professions have several purposes in common, including a statement of concern with the most serious problems of professional conduct, the resolution of problems arising from conflicts of interest, and the guarantee that the special expertise of the members of a profession will be used in the public interest.

The archival profession needs a code of ethics for several reasons: (1) to inform new members of the profession of the high standards of conduct in the most sensitive areas of archival work; (2) to remind experienced archivists of their responsibilities, challenging them to maintain high standards of conduct in their own work and to promulgate those standards to others; and (3) to educate people who have some contact with archives, such as donors of material, dealers, researchers, and administrators, about the work of archivists, and to encourage them to expect high standards.

A code of ethics is not a *moral* or a *legal* statement, but it implies moral and legal responsibilities. It presumes that archivists obey the laws and are especially familiar with the laws that affect their special areas of knowledge; it also presumes that they act in accord with sound moral principles. In addition to the moral and legal responsibilities of archivists, there are special professional concerns, and it is the purpose of a code of ethics to state those concerns and give some guidelines for archivists. The code will identify areas where there are or may be conflicts of interest, and indicate ways in which these conflicting interests may be balanced; the code will urge the highest standards of professional conduct and excellence of work in every area of archives administration.

II. Introduction to the Code

The introduction states the principal functions of archivists. Because the code speaks to people in a variety of fields—archivists, curators

of manuscripts, records managers—the reader should be aware that not every statement in the code will be pertinent to every worker. Because the code intends to inform and protect non-archivists, an explanation of the basic role of archivists is necessary.

This code is compiled for archivists, individually and collectively. We hope that institutions' policies will not obstruct the archivists in their efforts to conduct themselves according to this code; indeed, we hope that institutions, with the assistance of their archivists, will deliberately adopt policies that comply with the principles of the code.

III. Collecting Policies

Among the members of the committee and among archivists generally there seems to be agreement that one of the most difficult areas is that of policies of collection and the resultant practices. This section of the code calls for cooperation rather than wasteful competition, as an important element in the solution of this kind of problem. We realize that institutions are independent and that there will always be room for legitimate competition. However, if a donor offers materials that are not within the scope of the collecting policies of an institution, the archivist should tell the donor of a more appropriate institution. When two or more institutions are competing for materials that are appropriate for any one of their collections, the archivists must not unjustly disparage the facilities or intentions of others. As stated later, legitimate complaints about an institution or an archivist may be made through proper channels, but giving false information to potential donors or in any way casting aspersions on other institutions or other archivists is unprofessional conduct.

It is sometimes hard to determine whether competition is wasteful. Because owners are free to offer collections to several institutions, there will be duplication of effort and bidding that artificially increases the price of some manuscripts. This kind of competition is an unavoidable result of the present market system. Archivists cannot always avoid the increased labor and expense of such transactions.

William Price:

"While members of the committee realize that governmental archives operate under 'collecting policies' dictated by law, most of those archives also possess private, non-official collections as well. When such collections exist, this portion of the code should be applied to them."

Meyer Fishbein:

"My chief official interest in this section concerns the acquisition of institutional records (whether from public or non-public agencies) as 'manuscripts' by an inappropriate repository. Replevin by public agencies is a difficult legal process."

The phrase "appropriate repositories" is from a document entitled "Selected Changes to Draft B of Code of Ethics for Archivists" written by the SAA Committee on Collecting Personal Papers and Manuscripts and discussed at an open forum during the SAA convention in Nashville, 4 October 1978. The same document was used for some of the wording of the next section. The document was presented and explained by Charles Schultz on behalf of the committee.

IV. Relations with Donors, and Restrictions

Many potential donors are not familiar with archival practices and do not have even a general knowledge of copyright, provision of access, tax laws, and other factors that affect the donation and use of archival materials. Archivists have the responsibility for being informed on these matters and passing all pertinent and helpful information to potential donors. Archivists usually discourage donors from imposing conditions on gifts or restricting access to collections, but they are aware of sensitive material and do, when necessary, recommend that donors make provision for protecting the privacy and other rights of the donors themselves, their families, their correspondents, and associates.

In accordance with regulations of the Internal Revenue Service and the guidelines accepted by the Association of College and Research Libraries, archivists should not appraise, for tax purposes, donations to their own institutions. Some archivists are qualified appraisers and may appraise records given to other institutions.

It is especially important that archivists be aware of the provisions of the new copyright act (effective 1 January 1978) and that they inform potential donors of the possible effects of such changes as the limiting of protection of unpublished material (which was once perpetual but is now life of the author plus fifty years).

Archivists should be aware of problems of ownership and should not accept gifts without being certain that the donors have the right to make the transfer of ownership as well as of literary rights.

Members of the committee writing this code realize that there are many projects, especially for editing and publication, that seem to require reservation for exclusive use. Archivists should discourage this practice. When it is not possible to avoid it entirely, archivists should try to limit such restrictions; there should be a definite expiration date, and other users should be given access to the materials as they are prepared for publication. This can be done without encouraging other publication projects that might not conform to the standards for historical editing.

V. Appraisal, Protection, and Arrangement

Archivists obtain material for use and must insure that their collections are carefully preserved and therefore available. They are concerned not only with the physical preservation of materials but even more with the retention of the information in the collections. Excessive delay in processing materials and making them available for use would cast doubt on the wisdom of the decision of a certain institution to acquire materials, though it sometimes happens that materials are acquired with the expectation that there soon will be resources for processing them.

Some archival institutions are required by law to accept materials even when they do not have the resources to process those materials or store them properly. In such cases archivists must exercise their judgment as to the best use of scarce resources, while seeking changes in acquisitions policies or increases in support that will enable them to perform their professional duties according to accepted standards.

VI. Privacy and Privileged Information

In the ordinary course of work, archivists encounter sensitive materials and have access to restricted information. In accordance with their institution's policies, they should not reveal this privileged information, they should not give any researchers special access to it, and they should not use specifically restricted information in their own research. They determine whether the release of records or information from records would constitute an unwarranted invasion of privacy (privacy concerns only living persons).

VII. Use and Restrictions

The committee has recommended that archival materials be made available for use (whether administrative or research) as soon as possible. To facilitate such use, archivists should discourage the imposition of restrictions by donors.

Once conditions of use have been established, archivists should see that all researchers are informed of the materials that are available, and are treated fairly. If some materials are reserved temporarily for use in a special project, other researchers should be informed of these special conditions.

VIII. Information about Researchers and Correction of Errors

The wording of the first sentence of this section is based on the "ALA-SAA Joint Statement on Access to Original Research Materials in Libraries, Archives, and Manuscript Repositories."

Archivists make materials available for research because they want the information in their collections to be known as much as possible. The same motive prompts them to inform researchers that other people are working in the same area; such information can avoid duplication and perhaps lead to cooperation among researchers. In many repositories, public registers show who have been working on certain topics,

so the archivist is not revealing restricted information. By using collections in archival repositories, whether public or private, researchers assume obligations and waive the right to complete secrecy. Archivists do not reveal all the details of one researcher's work to others, and they do not prevent a researcher from using the same materials that others have used.

Meyer Fishbein:

"This section generated considerable discussion at our meetings. I have spoken to several researchers who prefer to deal with their subjects in a thorough, time consuming manner. They may not wish to have their topics discussed in any detail until their product is near completion. I offered the suggestion that researchers be asked whether they wish to know about others working in similar areas and whether they would reciprocate. A form of agreement could be devised.

"Misinformation in scholarly works is corrected by other researchers. There have been rare instances when researchers have deliberately misused documentary materials for propaganda purposes. We should then inform the public of the objective facts. Archivists, in their official duties, should remain reasonably objective about the use of information in their holdings. Some have let their prejudices appear in the acquisition and use of records."

Since the purpose of making archives available for research is the promulgation of information, an erroneous or misleading publication is contrary to the purpose of archival research. Concern for accuracy in scholarship should prompt archivists who are aware of such distortions to take the necessary steps to correct them. Such steps include any or all of the following: a note or call to the researchers; an open letter to an appropriate journal; or a review. Archivists may try to correct errors in publications researched in their archives; they decide whether to make a public correction by judging the seriousness or apparent deliberateness of the mistakes. Some archivists are members of a community of scholars and regularly engage in research, publication, and review of the writings of other scholars.

William Price:

Archivists should refrain from "publishing unsolicited reviews in publications issued by their institutions."

Carolyn Wallace:

"Before publicly correcting the work of scholars, archivists should try to persuade the scholars themselves to do so. Even though archivists may doubt that the errors are simply mistakes the scholars would be glad to have corrected, archivists should courteously inform them and permit them to make the corrections themselves if they will do so, rather than rushing into print."

David Kyvig:

"I would argue that archivists who wish to ought to be perfectly free to write reviews. Their

knowledge of their own holdings puts them in an excellent position to evaluate the quality of work purporting to use such materials. Some may at first feel uncomfortable with the idea, but such reviewing ought to be regarded as no different from that done by any other scholar who has become familiar with a topic and relevant archival holdings. Researchers should be no more deterred by the thought of an archivist reviewing their work than by the prospect of any other serious, informed review."

IX. Research by Archivists

If archivists do research in their own institutions, there are possibilities of serious conflicts of interest—an archivist might be reluctant to show to other researchers material from which he or she hopes to write something for publication. On the other hand, the archivist might be the person best qualified to research in areas represented in institutional holdings. The best way to resolve these conflicts is to clarify and publicize the role of the archivist as researcher.

At the time of their employment, or before undertaking research, archivists should have a clear understanding with their supervisors about the right to research and to publish. The fact that some archivists are involved in this kind of research should be made known to the patron, and archivists should not reserve materials for their own use. Because it increases their familiarity with their own collections, this kind of research should make it possible for archivists to be more helpful to other researchers. Archivists are not obliged, any more than other researchers are, to reveal the details of their work or the fruits of their research. The agreement reached with the employers should include in each instance a statement as to whether the archivists may or may not receive payment for research done as part of the duties of their positions.

Carolyn Wallace:

"Many institutions want, even expect, archivists to do research in the archives, and sometimes even make ability and willingness to do so a qualification for employment. In such situations, archivists should try to balance performance of archival responsibilities and research, not neglect one for the other."

X. Complaints About Other Institutions

Disparagement of other institutions or of other archivists seems to be a problem particularly when two or more institutions are seeking the same materials, but it can also occur in other areas of archival work. If committees on ethics are set up by archival organizations, those committees should handle complaints about institutions or individual archivists. Perhaps the institutional evaluations now being considered by the SAA will help to correct some deficiencies. Dis-

tinctions must be made between defects due to lack of funds, and improper handling of materials resulting from unprofessional conduct.

Meyer Fishbein:

"Who handles complaints about institutions? I believe that institutions should note the facilities they have for processing and servicing their holdings. If rival institutions lack the facilities, the donors can infer criticisms."

XI. Professional Activities

Archivists may choose to join or not to join local, state, regional, and national professional organizations; but they must be well informed about changes in archival functions and they must have some contact with their colleagues. They should share their expertise by participation in professional meetings, or by publishing. By such activities, in the field of archives, in related fields, and in their own special interests, they continue to grow professionally.

Carolyn Wallace:

"Experienced archivists are often asked to assist beginners by giving advice, demonstrating techniques, and sharing information on procedures, and should do so as generously as time permits. There is still much on-the-job training and learning in the archival profession, and the aid given by experienced archivists to those of less experience is of great importance in professional development."

XII. Conclusion

The code has stated the "best interest" of the archival profession—such as proper use of archives, exchange of information, careful use of scarce resources. The final statement urges archivists to pursue these goals. When there are apparent conflicts between such goals and either the policies of some institutions or the practices of some archivists, all interested parties should refer to this code of ethics and the judgment of experienced archivists.

OTHER COMMENTS

1. William Price: "This new code represents the extent to which the archival profession has evolved since Wayne C. Grover wrote his code. The old distinctions between archivists and manuscript curators are not so clear as they once were. The problems and concerns of the archival profession as a whole share a commonality that was not so evident in Grover's day. Indeed, most younger members of the archival profession do not distinguish between those working with public records and those working with non-public collections. Thus, this proposed code represents an effort to speak to the archival profession in its entirety. If this effort at times seems to dwell more on the concerns of non-public as opposed to public archivists, that is because many non-public archivists lack the parameters defined by the statutes and regulations within which public archivists work.

"This proposed code addresses the common concerns of the contemporary archival profession in ways Grover's code simply does not. That is not a criticism of Grover; it is an observation on the evolution of the profession."

2. Carolyn Wallace: "Some archivists have said there is no need for a new code, that the one by Wayne C. Grover is admirable and should not be replaced. However, Grover's code, written for government archivists, is in some ways inapplicable, and in others inadequate, for many archivists. We have tried to write a code broad enough to apply to all. Some areas have caused great problems. For example, the acquisition of private papers involves matters of great ethical concern to manuscripts curators but not at all applicable to government or corporation archivists. In the same way, at the request of business archivists, we omitted the emphasis on serving research needs that many of us stress for our own institutions. We tried to keep in mind the wide variety of repositories that archivists serve, and we hope that members of the Society will do the same as they read and criticize the code."

Federal Legislation. The Policy Committee recommended that the President and Council consider the establishment of procedures for keeping informed of federal legislation affecting archives and archival activities, and for determining Society policy on these matters. The committee recommended that the Society charge one or more members and/or staff with the task of responding to such legislation, and of requesting appropriate members to represent the Society's views before Congress. Brichford asked Campbell to report on this recommendation at Council's next meeting.

COUNCIL PROGRAMS COMMITTEE REPORT. *Task Forces.* On behalf of the Council Programs Committee, McCarthy reported that he had contacted persons involved in activities which appeared to lend themselves to task force designation to seek information regarding goals,

timetables, and costs, if any. The Council adopted the recommendations of the Programs Committee for the establishment of the following SAA Task Forces:

National Information Systems—chaired by Richard Lytle, until 31 December 1981;

Institutional Evaluation—chaired by William Joyce, until 30 June 1981;

Automated Records and Techniques—chaired by Carolyn Geda and Harold Naugler, until 1 October 1983; and

Replevin—chaired by Philip P. Mason, until 1 October 1980, subject to review at that time.

National Information Systems Project. Lytle reported to Council that the NIS Task Force had met in Washington, 25 January. At that time the group learned that a major funding agency would consider a request for funding of the task force's activities if that request was received by 1 February. It was the sense of the Council that Lytle and other members of his group should work with Campbell to prepare and submit the proposal, even though the 1 February deadline would not permit review of the proposal by the entire Executive Committee. (SAA procedures require that all proposals be reviewed by the Executive Committee.)

Conference on Automated Access to Archives. The Council declined to endorse an upcoming conference at Queens College on Automated Access to Archives. The decision was consistent with a long-standing SAA policy of non-involvement with grant proposals not directly sponsored by the Society.

Manpower Study. There was general agreement among Council members that an accurate forecast of manpower needs in the profession is desirable. However, on a motion by Helmuth, seconded by McCree, the Council declined to reauthorize further work by the Manpower Task Force. The possibility of a much briefer survey than the one anticipated by the task force will be explored.

PAG Organization. McCarthy reported that several communications had been received by the Society from oral history practitioners seeking guidance about which PAG they should affiliate with. It was the sense of Council that the Manuscript Repositories PAG might be most appropriate. New PAGs may be formed on the request of at least fifty members.

Copyright Task Force. The Programs Committee received a request from Karyl Winn, chair of the Reference, Access, and Outreach PAG, that a task force be established to prepare a position paper on the issues of concern to archivists that are raised by the new copyright law. Brichford and Campbell will work with Winn to create the body and establish a timetable so that SAA's position may be transmitted to the Copyright Office during this period of review.

The meeting was recessed at 5:30 P.M.

The Council reconvened at 8: A.M. on 29 January.

PUBLICATIONS COMMITTEE REPORT. *Acquisitions Manual.* Reporting for the Publications Committee, Berkeley noted a proposal from the Acquisitions PAG for a manual on acquisitions. Burke noted that the topic was addressed in a number of other books and articles. Finnegan suggested that a more complete proposal be sought by the Publications Committee before recommending Council action.

1980 Education Directory. The Society will not reissue the *Education Directory* in the format of the 1978 edition. The Council was informed that the Education and Professional Development Committee is working on a revised format. A firm proposal will be made to the Publications Committee by the Education Committee.

Individual Membership Directory. The Council directed the headquarters office to analyze the costs of a computer-generated membership directory. The publication will be distributed free to members.

Solicitation Brochure. Berkeley reported that the Solicitation Brochure, a project of the former Committee on Personal Papers and Manuscripts, was referred to the Council Publications Committee in early 1979. It was remanded to another writer. A new draft was received and revised further by the Publications Committee. The Publications Committee now recommends publication of the brochure in quantities which will make their purchase price nominal, and thus make them available to institutions wishing to distribute them to prospective donors. Berkeley's motion was seconded by McCree and passed.

Business Archives Directory. An updated business archives directory, a project of the Business Archives Committee, has been submitted for publication. Based on the demand for the previous directory, authorization was given to reproduce the camera-ready typescript which is in hand.

Bibliographical Standards. Berkeley moved that the Council adopt bibliographical standards for all society publications to consist of Webster's *New International Dictionary of the English Language*, 3d edition, for spelling and punctuation, and the University of Chicago *Manual of Style*, 12th edition, for style and footnotes, and further, as stated in the *American Archivist*, "Author's variations from these standards should be minimal and purposeful."

OTHER BUSINESS. *Practicum Guidelines.* The proposed program standard for the practicum segment of graduate archival education programs, prepared by the Society's Committee on Educational and Professional Development, was approved by the Council as that standard appeared in the July 1979 *SAA Newsletter*.

PROGRAM STANDARD FOR ARCHIVAL EDUCATION: THE PRACTICUM

Introduction

This curriculum standard for the practicum is an amplification of, and supplement to, the "Laboratory Elements" section of the basic "Guidelines for Graduate Archival Education Programs" adopted by the Society of American Archivists in 1977 and printed in the *American Archivist*, vol. 41, no. 1, pp. 105-6.

I. DEFINITION

In graduate programs, the application of archival techniques and methodology has been organized into courses variously labeled Practicum, Laboratory, and Internship, or has been incorporated as an integral part of a lecture-discussion-seminar course. While no single term has any priority in popularity, the concept of a practicum—"an academic exercise consisting of practical work, as in a laboratory,"—or a laboratory—a place "devoted to experimental study" and "where something is prepared or some operation is performed"—are more appropriate than the concept of internship or apprenticeship. The latter terms strongly imply extended on-the-job training, often for pay, and should be reserved for such situations. The key elements in the practicum (the preferred term) are that it be project oriented and that the projects be of limited duration, carried out under close supervision, and selected with a view to their instructional value rather than any immediate benefit to the archives.

II. COURSE STRUCTURE AND STAFFING

The structure of the practicum should be flexible. Prerequisites, duration, frequency of offering, class size, and so forth may vary in relationship to local resources and other

program elements. Though most practicums are separate courses within a sequence of archival courses with a basic lecture-discussion course as the prerequisite, the integrated lecture-practicum offering is also an approach of considerable merit. Indeed, in specialized areas, such as audiovisual archives, the integrated course may be preferable.

A. *Prerequisites.* Instruction in the five theory elements outlined in the "Guidelines for Graduate Archival Education Programs" must be a prerequisite for practicum work.

B. *Class Size.* Both staff size and facilities of most archival repositories as well as the intensive nature of practicum supervision place severe limits on the number of students that can be accommodated. Class size must not exceed the repository's capabilities for supervision and instruction.

C. *Frequency of Practicum Offering.* Practicum offerings must be frequent enough to hold class size at an optimum for the close supervision indicated above and still meet student demand.

D. *Duration.* The "Guidelines for Graduate Archival Education Programs" require a minimum of 140 hours of project

work. These hours should be devoted to work in four basic archival elements: acquisition, processing, preservation, and reference. Specialization, particularly in nontextual materials, oral history, automation and data archives, and preservation techniques, will require additional hours or even a second or advanced practicum.

- E. *Staffing.* The principal instructor must have overall charge and direction of the practicum. The instructor cannot delegate this responsibility. The instructor must insure the effective integration of the practicum with the rest of the program.

There must be a supporting staff for the practicum with expertise in all major program areas. Staff members supervising practicums should have appropriate professional training and experience.

- F. *Evaluation of Student Performance.* A formal procedure must exist for frequent evaluation by the instructor and/or supervisory staff of student progress and projects.

III. CONTENT

It is essential that the practicum provide the student with experience in all major facets of an archival program. There must be required projects in four areas: acquisition, processing, preservation, and reference. *The projects listed under each of these areas are for purposes of suggestion and example only.*

- A. *The Acquisition of Archives.* Records appraisal is a critical decision-making element in archival work and should be studied in as many contexts as possible. Examples of suitable projects are:

1. On-site inventory and appraisal of a body of public, corporate, or institutional records.
2. Selective retention and sampling of a records unit.
3. Preparation for and follow-up to a field trip involving contact with private donors.
4. Development of a policy statement for a special collecting area.
5. Appraisal of a body of photographic records both as a part of a small collection and as graphic records as such.

- B. *The Processing of Archives.* The student should be introduced to the full range of archival materials and record types and gain experience in arrangement and description.

Examples of suitable projects are:

1. Arrange and describe a small collection of private papers including the preparation of a descriptive inventory and NUCMC entry.
2. Arrange a small body of public, corporate, or institutional records including the preparation of series de-

scriptions and a partial inventory.

3. Prepare a plan of organization, including probable series breakdown for a large body of records and papers.
4. Prepare a small manuscript collection as a microfilm publication.
5. Prepare a small guide to a number of collections and/or record units.
6. Identify, research, and caption individual photographs in terms of physical type and informational content.

- C. *Preservation.* The practicum should provide an introduction to simple preservation techniques. Examples of suitable projects include:

1. Cleaning, washing, and mending of paper.
2. Nonaqueous-spray or conventional aqueous deacidification of paper.
3. Polyester encapsulation of documents.
4. Familiarization with microfilm and photocopy equipment, supplies, techniques, and requirements.
5. Survey of holdings to determine preservation needs and priorities.
6. Evaluate the condition of various physical types of photographs such as nitrate film. Separate fragile or decaying forms for copying and/or duplication.

- D. *Reference Service.* The student should become familiar with finding aids systems and reference tools, and copyright restrictions and security problems; be introduced to the wide range of reference requests; and develop skills in assisting researchers. Suitable projects include:

1. Staff the reception point in the search area with responsibility for registration and orientation of researchers, retrieval of collections, and enforcement of security regulations.
2. Handle simple reference requests that are made in person, by telephone, and by correspondence. This will include practice in use of the reference tools available to the archivist, and promote familiarity with copyright law and institutional reproduction policies.
3. Prepare a general statement of access including hours, facilities, guides, and general nature of holdings.
4. Assist patrons in locating pictorial materials especially those being selected on the basis of visual interest rather than substantive content.

IV. RESOURCES

Institutions offering archives education must have access to archival agencies with adequate physical facilities, a variety of archival materials, and well-developed internal programs in the basic archival functions of ac-

quisition, processing, preservation, and use. Though in-house facilities offer the students much greater convenience, and, usually provide the principal instructor with much greater control over practicum instruction, experience suggests that external facilities can meet required standards under proper administrative and instructional control.

Minimum resources are:

- A. An active acquisitions/records inventory program which can insure the availability of a sufficient variety of archival materials both textual and nontextual for the required student work in appraisal, arrangement, and description. These materials must be suitable for practicum instruction and be of such a composition as to provide models for archival arrangement and description.
- B. Adequate physical facilities for all phases of processing.
- C. Sufficiently large and varied reference services to permit adequate experience with finding aids systems, reference tools, and special problems.
- D. Laboratory facilities for simple conser-

vation of textual records and for the care and preservation of non-textual material.

E. Reprography facilities.

F. Holdings of nontextual material which include sound recordings, motion pictures, and pictorial and other graphics.

V. EVALUATION OF PROGRAM EFFECTIVENESS

There must be a mechanism for the systematic and periodic review of the program by practicum instructor and students. This review should include the following factors: a) student progress—how much did the student learn; b) project accomplishment—how successful was the student in handling various operations; c) degree of project difficulty—was there a good match between the student's skills and project selection; d) demands on supervisory time.

There should be student critiques of the instruction and content of the practicum at the end of the course. In addition, it is desirable to have followup evaluations by practicing graduates of the program and by their initial employers as further indicators of program effectiveness.

Continuing Education Units. The Executive Director reported to the Council on the headquarters office's procedure of granting Continuing Education Units for participation in continuing education programs of the Society. CEUs are a standard measure of participation in continuing education programs and are used to facilitate uniform reporting. In Campbell's view, CEUs are the minimal recognition of attendance in an organized educational experience. The Committee on Education and Professional Development discussed CEUs several years ago and may make a report to Council on the topic.

Legal Counsel. As an economy measure, the Council authorized the retention of legal counsel on a case-by-case basis rather than on a retainer.

Advisory Poll. After extensive discussion, Council adopted the format and wording for an advisory poll which will implement Council's September 1979 decision to seek the views of the entire membership on SAA's involvement in social issues. The poll was approved on a motion by Fishbein, seconded by Lytle. Finnegan abstained.

NARS. The following resolution, drafted by the Executive Committee and the Council, was moved by Burke and seconded by McCree. The Council unanimously adopted the resolution. The Executive Director's office will send copies to every Member of Congress and to appropriate Executive Branch officials.

WHEREAS the Society of American Archivists represents those who identify and preserve the documentary heritage of the government and citizens of the United States, and WHEREAS archives of the United States are a foundation of democracy through the administrative, legal, fiscal, and historical information they provide to the public, and WHEREAS access to the archives of government is *prima facie* a right and a necessity for all citizens of the United States, and

WHEREAS the National Archives and Records Service, a part of the General Services Administration, is the institution established to maintain the archives of the federal government, and WHEREAS the Archivist of the United States, as head of the National Archives and Records Service, is charged to preserve, protect, and make available the records of the United States in accordance with the best archival principles.

THEREFORE, BE IT RESOLVED that the United States deserves, and the Society of American Archivists calls upon the President and the Congress to ensure, that:

- 1) the Archivist of the United States possess demonstrated ability both as an archivist and as an administrator;
- 2) the Archivist of the United States, as an impartial servant of the public interest, be permitted to exercise judgment based on sound and accepted principles of the archival profession;
- 3) the integrity of our national documentary heritage be preserved through consistent application of the principles of the archives profession.

The meeting was adjourned at 11:30 A.M.

ANN MORGAN CAMPBELL, *Executive Director*

A National Information System for Archives and Manuscript Collections

RICHARD H. LYTLE

This paper draws on a 1978 report of the Society of American Archivists Task Force on National Information Systems for Archives and Manuscript Collections. The author, the Archivist of the Smithsonian Institution, is chairman of that task force.

IN RECENT YEARS, ARCHIVISTS HAVE DEVOTED considerable attention to the design of repository information retrieval systems. Although some of this attention has been of high quality, principles for planning systems at the repository level have not gained general acceptance. Moreover, only a very few archivists have devoted systematic thought to planning information systems above the repository level. Even fewer archivists have grappled with issues relating to a national information system for archives and manuscript collections.

The problem has its hopeful aspects. In comparison with libraries, archives and manuscript collections have less investment in formal national systems, including presently NUCMC, the NHPRC data base, and a small segment of the OCLC data base. There exists the possibility, therefore, of creating a system with few constraints from present systems. The less encouraging prospect for archival national systems, compared with libraries, is that there is much less incentive for standardization and networking: the lure of the book—cataloged once for everyone—does not exist.

In 1980 we stand at a critical point for the development of a national information system for archives and manuscript collections. Several candidates for a comprehensive national system are gaining strength. The result may be that one will “win,” or, more likely, that several competing systems will continue to expand and compete. If the *archival profession* desires formative influence over a national information system for archives and manuscripts—if the profession wants more than a choice between competing systems established by major institutions—there is precious little time to act.

What is a national information system for archives and manuscript collections? It should be a rational, coherent system; but beyond that it could take many forms. Computers can and should play an increasing role in systems for intellectual access to archives and manuscript collections, but the notion of a national system must not be interpreted to imply an uncritical goal of setting up the ultimate computerized information system. Planning should aim at producing the best national system within available resources; use of computers is one of the major factors to be considered, not a planning assumption.

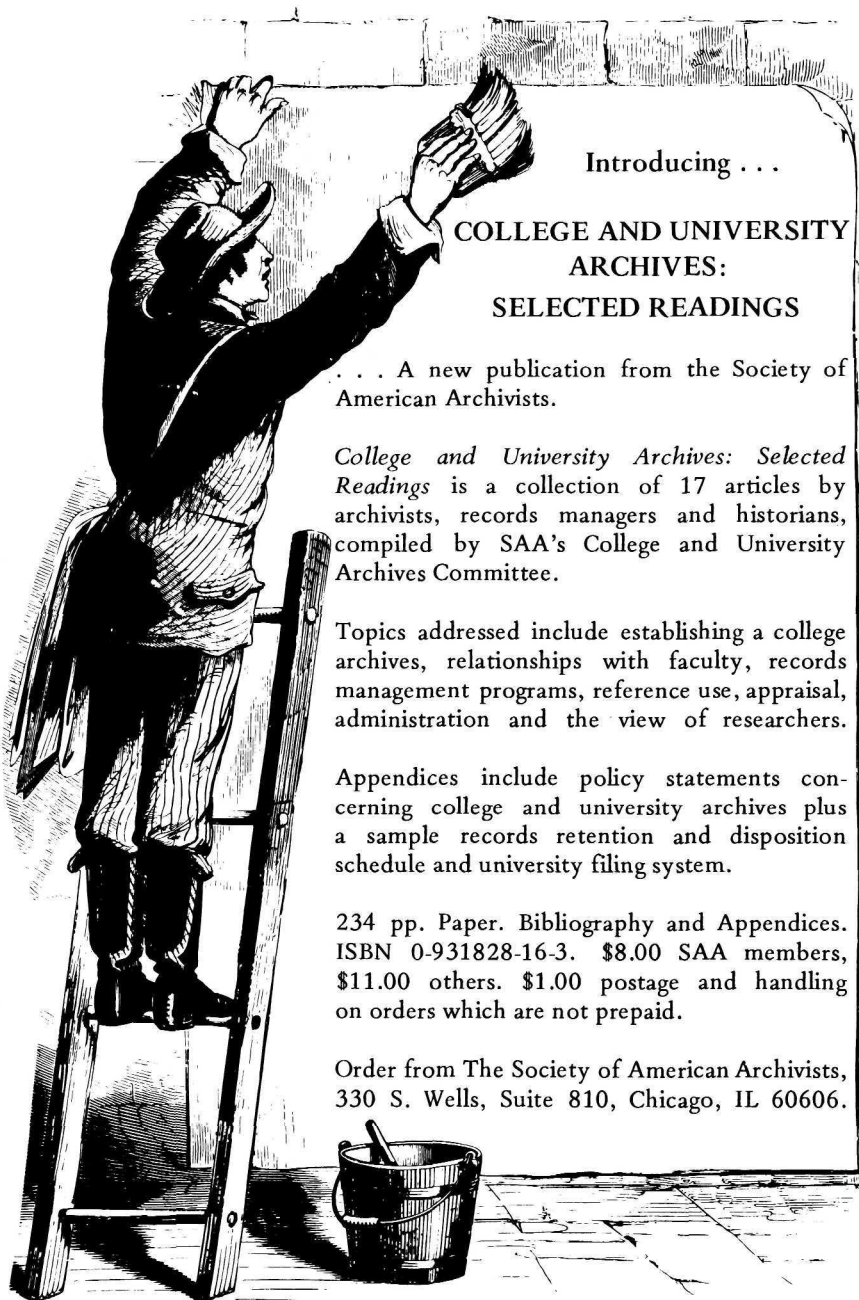


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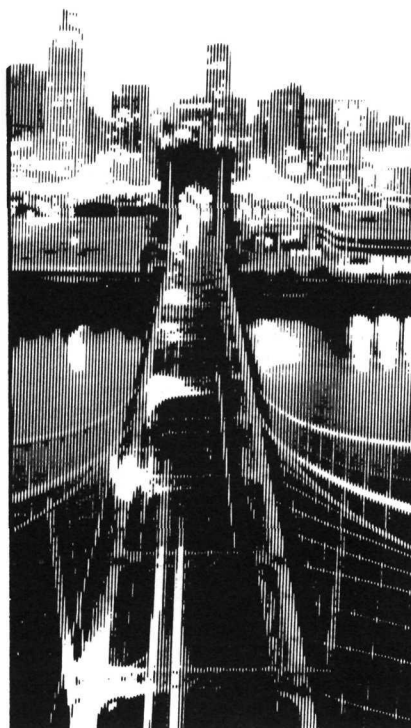
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