

Can colored mat board be made to meet museum standards? Yes, but not easily.

The overriding requirement in any mat board selected for archival use is freedom from acid. Not only must the front and back facings be acid-free, but the center of the board as well, to avert any possibility of acid migration.

Colored mat board represents some special problems, both technical and esthetic. Clearly, the colors should complement the work being framed, rather than offer an independent statement. Often a subtle color will accomplish this better than white. And achieving color in an acid-free board requires the strictest controls, not only of the original fibers and sizings but of the dyes themselves.

Most paper dyes require chemical additives (called mordants) to affix them permanently to the paper fibers. The mordants used in papermaking, more often than not, are acid. Thus, most colored papers (including, unfortunately, most mat boards used in commercial framing) lean distinctly to the acid side.

There are alkaline dyes, but they are fugitive: they lack light-fastness. Also available, how-

ever, are direct dyestuffs and pigments, both of which eliminate or minimize the use of acid mordants. Pigments bond to the fibers physically, rather than chemically, requiring the use of retention aids and surface sizing.

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These protective measures do add to cost. It has therefore seemed sensible, to us, to concentrate primarily on mat boards of premium grade, made of 100 per cent cotton fibers. These, being almost pure cellulose, without the lignin found in wood fibers, require less cooking, bleaching and refining. They

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Also available, for those applications when even a small economy is significant, is our acid-free Archivart Conservation Board, made of highly refined wood pulp. It is offered in four colors; again, colored all the way through.

We invite you to write us for samples of these boards, and for our catalogue of archival-standard conservation products. We welcome your comments on the information and the products discussed in this series.

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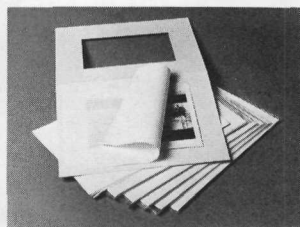
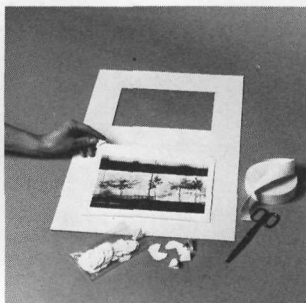
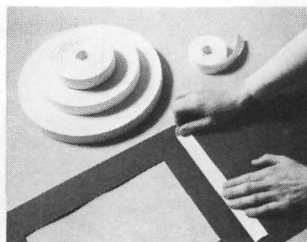
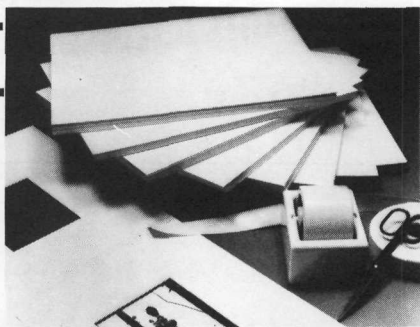
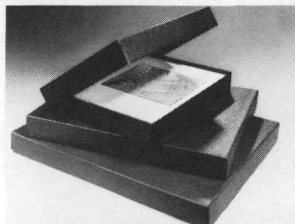


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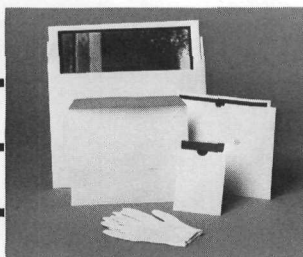
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MODERTOR: Thomas Wilds is President of Thomas Wilds Associates Inc., a management consulting firm, and was formerly in management positions at Union Carbide Corporation and in government. He has a BA and two MA degrees from the University of Michigan, was an Adjunct Professor of Management at New York University, was President of the Association of Records Executives and Administrators, and is now President of the International Records Management Federation. He is a Certified Records Manager and a Certified Management Consultant.

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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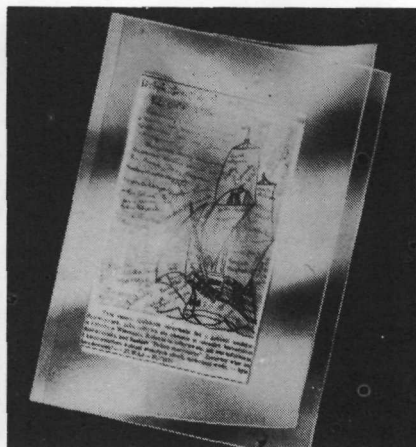
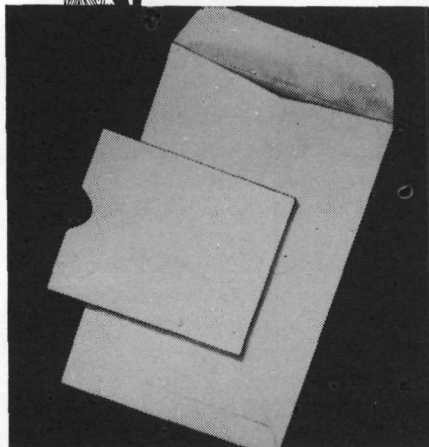
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The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

Minutes: Council Meeting, 29 May 1980

President Maynard Brichford called the meeting to order in the Society's headquarters office, Chicago, Illinois. Council met 29 May from 1:00–7:45 P.M., and 30 May from 9:00 A.M.–12:30 P.M. Present were Treasurer Mary Lynn McCree and Council members Edmund Berkeley, Jr., Lynn Bonfield, Shonnie Finnegan, Meyer H. Fishbein, David B. Gracy II, Richard H. Lytle, and Paul H. McCarthy, Jr. Editor Virginia C. Purdy, Executive Director Ann Morgan Campbell, and Joyce Gianatasio, Director of Administrative Services, attended without vote. Vice President Ruth W. Helmuth and Council member Frank G. Burke did not attend. The agenda for the meeting was adopted.

PRESIDENT'S REPORT. President Brichford announced the following appointments: Francis Blouin, Bentley Historical Library, University of Michigan; C. F. W. Coker, Library of Congress; Sandra Taylor, Lilly Library, University of Indiana; and Carolyn Wallace, University of North Carolina at Chapel Hill, have been appointed to the Joint Committee of SAA and the American Association of Library Schools; Andrea Hinding, Walter Library, University of Minnesota, will represent SAA on the Presidential Materials Review Board; Lydia Lucas, Minnesota Historical Society, and Samuel Sizer, University of Arkansas, have been appointed to the Senatorial Papers Project Advisory Committee. Nancy Sahli, NHPRC, has assumed the chair of the Status of Women Committee.

The President reported on a recent ASIS-sponsored meeting of the presidents of ten professional information societies. The presidents met to consider methods and organization for joint action on common problems.

Michael McReynolds, chairman of SAA's International Archival Affairs Committee, is investigating the possibility of a China Study Tour in 1981.

The SAA Task Force on Constitutional Revision is considering recommending a change in the length of the term of the SAA treasurer. The Task Force plans at the fall meeting to report to Council on this matter as well as several others under consideration.

TREASURER'S REPORT. *Investments.* McCree reported that the Society's stock portfolio is being carefully monitored to assure that any decision to sell stock is made at an opportune time.

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

EXECUTIVE DIRECTOR'S REPORT. *National Archives and Records Service*. Campbell announced that Robert Warner, director of the Bentley Historical Library, University of Michigan, will assume the position of Archivist of the United States on July 15. She noted the importance of the work of the Society and the profession in the successful effort to achieve the appointment of an archivist to the position.

In a related matter, the Executive Director reported that legislation is being drafted in Congress to provide for the independence of the National Archives, a goal of the Society for many years.

Grants. The National Endowment for the Humanities will fund the two projects proposed recently by SAA. The Basic Archival Conservation Program, supported by a \$157,927 grant, will entail a series of workshops and consultant visits, and the publication of a basic manual. The \$10,339 grant for the Definition of Descriptive Elements for Archives and Manuscript Collections will provide funding to assemble data on existing descriptive elements for archives and manuscript collections, and develop proposed standard data elements for automated systems. This is the first of two closely related proposals by SAA's Task Force, chaired by Lytle, on National Information Systems.

The Executive Director has received an encouraging response from her initial contacts with the Council of Library Resources, regarding support for a pilot project in Institutional Self-Assessment and Evaluation.

FY81 Budget. There was extensive discussion of the proposed FY81 budget, with careful consideration of projected receipts and expenditures in all major program areas. Among the measures taken to conserve funds were the following: the *SAA Newsletter* will be published in smaller type and the number of pages will be limited; the *American Archivist* will be held to a maximum number of pages; SAA will not be represented at the International Congress on Archives in 1980; and Council will forgo a second 1980-81 meeting for which travel is paid.

The discussion that followed reflected a serious concern that the budget again showed a deficit after all feasible economies were adopted by the Council. After an exhaustive analysis of the Society's finances, it was determined that a dues increase, the first since January 1974, would be necessary to insure continued financial stability for SAA. Any one of several new factors may increase the deficit in the Society's budget. Of particular concern to the Council was the fact that, at the conclusion of SAA's favorable lease in 1983, space costs will probably escalate considerably. Annual meeting expenses in 1981 will remain constant, but revenues from registration may fall because of the high cost of travel to the West Coast. Finally, the thirty-year cooperative arrangement with the National Archives for editorial support for the *American Archivist* may be discontinued.

Consideration of a variety of formats for the dues increase followed. The benefits of a graduated schedule based on salary were discussed. Several proposals for dues increases were presented and evaluated. The Council's preferred option, retaining a graduated schedule based on salary, will be recommended to the membership at the 1980 business meeting. The proposal is as follows:

| Individual Members | | Institutional Members | |
|--------------------|------|-----------------------|-------|
| \$0-\$14,999 | \$45 | Regular | \$50 |
| \$15,000-\$29,000 | \$60 | Sustaining | \$150 |
| \$30,000-and above | \$75 | | |
| Students | \$35 | | |
| Associates | \$40 | | |

The alternate plan proposed by Council was a flat individual membership fee of \$50. Student, associate, and institutional membership fees would be the same as listed above.

The proposals were unanimously approved on a motion by McCarthy, seconded by Berkeley. President Brichford appointed McCarthy and Finnegan to work with headquarters office to inform members about the dues increase.

Council discussed a proposal to retain a special annual meeting registration fee for student members of the Society. Finnegan moved that the student registration rate of \$10, or 25 percent of the basic fee, be retained for one year. Berkeley seconded the motion, which was approved.

On a motion by Finnegan, seconded by Fishbein, Council unanimously approved a FY81 budget anticipating receipts of \$265,310 and disbursements of \$278,660. The additional income from either of the proposed dues increases would probably result in a balanced budget.

COUNCIL PROGRAMS COMMITTEE. *Standard Reporting Procedures.* McCarthy, chair of the committee, moved that a Task Force on Standard Reporting Procedures be appointed. The task force would be chaired by Katherine Emerson, University of Massachusetts. The motion was seconded by Bonfield and passed.

Copyright. The Programs Committee recommended that a task force chaired by Linda Matthews, Emory University, be authorized through September 1980 for the purpose of preparing a position paper on copyright. The recommendation was approved on a motion by McCarthy, seconded by Finnegan.

Employment Questionnaire. The Status of Women Committee has proposed that a questionnaire be distributed to employers advertising in the *Employment Bulletin* or the *SAA Newsletter* to determine whether employers actually comply with Equal Opportunity/Affirmative Action regulations. On a motion by Fishbein, Council voted to request that the Status of Women Committee detail the project design and submit the questionnaire and work plan for review by Council's Program Committee.

Nonfederal Government Records Retention. The Steering Committee of the Government Records PAG requested that a task force be authorized to address the problem of retention and disposition of records created or held at the state, county, local, and other nonfederal government levels. The task force would organize an invitational conference on representatives of SAA, ARMA, the Council of State Governments, the National Association of Counties, NARS, the General Accounting Office, and the Office of Management and Budget. The conference would require financing by SAA. Council authorized the Programs Committee to request that the PAG more clearly define the plan for the conference, and the financial impact and expected outcome of the request. It was also to be noted that the Society does not have funds available for conferences except those that occur as part of a grant project.

COUNCIL PUBLICATIONS COMMITTEE. The Publications Committee reported on numerous publications under consideration or in progress:

Education Directory. The Education and Professional Development Committee plans to recommend a new format. Council recommends that the headquarters office keep the current listing of programs updated until the recommendations are received.

Membership Directory. In preparation for the publication of a new membership directory, the headquarters office is investigating maintaining membership information in a more sophisticated automated format. The staff will proceed with the directory as soon as an appropriate plan can be implemented.

Guide for Donors. Council directed the headquarters office to determine the best format for the Guide for Donors brochure and to proceed with its publication.

Manuals. The status of each manual in progress was reported.

College and University Archives Manual. Council received a proposal from two members of the Society that they write, for publication by SAA, a manual on college and university archives. Council authorized the Publications Committee to inform the members that it would welcome an opportunity to review the manuscript when it is completed. The manual will be reviewed by readers and the Publications Committee, and if found acceptable it will be published by the Society.

OTHER BUSINESS. *Annual Meeting 1981.* Campbell reported that the Sheraton Palace in San Francisco, planned headquarters hotel for SAA 1981, has projected that the sleeping room rate for the meeting will be \$75 single, \$85 double. In view of the anticipated rates, the staff conducted an informal membership poll to determine whether there would be support for moving the meeting from the hotel to a less expensive location such as a university campus. The response of those polled strongly favored moving the meeting if possible.

The headquarters office has learned that the University of California, Berkeley, would be available to serve as meeting headquarters during the first week of September 1981. McCarthy moved that the headquarters staff further investigate the possibility of holding the 1981 annual meeting at the University of California, Berkeley, as well as the possibility of obtaining a release from the Sheraton Palace contract. The motion was seconded by McCree and passed.

Education Statement. Finnegan moved that Council request that the Education and Professional Development Committee submit by 3 October 1980, the statement it has been considering on various kinds of archival education. The motion was seconded by Gracy and passed.

A proposal from the New England Archivists that SAA establish a revolving fund to lend money to regional archival organizations was referred to the Council Policy Committee for study.

On a motion by McCarthy, seconded by Fishbein, the meeting was adjourned at 12:30 P.M.

ANN MORGAN CAMPBELL, *Executive Director*

Annual Meeting

"Agenda for the Eighties" was the theme of the 44th annual meeting of the Society of American Archivists, held 30 September–3 October 1980, in Cincinnati, Ohio. More than 900 archivists, manuscript curators, and records managers participated in the meeting, which featured sessions dealing with topics of vital concern to archivists in the decade ahead: conservation, computers, clientele, and the law. There were over seventy sessions, seminars, workshops, and demonstrations for meeting participants to choose from, including a plenary session that offered a retrospective and prospective view of the archival profession.

Pre-conference workshops on basic archival conservation and basic archival techniques and procedures began on Sunday, 28 September. Many committees and task forces met on Monday to continue work on ongoing projects and plan activities for the coming year. Professional Affinity Groups met on Tuesday, 30 September, and several of them elected new chairs. PAG chairs for the coming year are:

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

Aural and Graphic Records. Diane Vogt-O'Connor, *Cranbrook Academy of Art Library*.

Description. Eleanor McKay, *Memphis State University*.
 Conservation. Howard Lowell, *Colorado Conservation Study Project (NEDCC)*.
 Theme Collections. Olha Della Cava, *Center for Migration Studies*.
 Reference, Access, and Outreach. Karyl Winn, *University of Washington*.
 Business Archives. Linda Edgerly, *consultant in business archives*.
 College and University Archives. Helen Slotkin, *Massachusetts Institute of Technology*.
 Government Records. Sue E. Holbert, *Minnesota Historical Society*.
 Manuscript Repositories. Clifton Jones, *Southern Methodist University*.
 Religious Archives. Sr. M. Felicitas Powers, *Sisters of Mercy*.

A three-part archival film festival showcased films and slide-tape presentations prepared by and about several different archival repositories. The opening reception, held on Tuesday, 30 September, at the Bankers Club, featured refreshments, jazz piano, and a spectacular view of Cincinnati's Fountain Square. On Wednesday, Queen City Cuisine offered meeting participants the chance to dine at one of Cincinnati's fine restaurants. After dinner, the Katie Laur Band, a Cincinnati-based blue grass group, performed.

SAA President Maynard J. Brichford delivered his presidential address, "Academic Archives: *Überlieferungsbildung*," at the banquet on Thursday, 2 October. SAA awards were also presented at the banquet. The Society named seven of its members Fellows for their outstanding contributions to the archival profession. Honored were Charles Dollar, National Archives and Records Service; Larry J. Hackman, National Historical Publications and Records Commission; Harold Larson, National Archives and Records Service (retired); Richard W. Leopold, Northwestern University; Donald R. McCoy, University of Kansas; Trudy Huskamp Peterson, National Archives and Records Service; and Virginia C. Purdy, National Archives and Records Service.

Linda J. Pike, assistant editor of the *Papers of the Marquis de Lafayette*, received the Philip M. Hamer Award for distinguished work by an editor on a documentary publication. The Waldo Gifford Leland Prize, awarded for an outstanding published work, was presented to Harold C. Syrett, editor of *The Papers of Alexander Hamilton*. A Leland Certificate of Commendation was awarded to Richard H. Lytle, Smithsonian Institution, for his dissertation, *Subject Retrieval in Archives: A Comparison of the Provenance and Content Indexing Methods*. The Sister M. Claude Lane Award, funded by the Society of Southwest Archivists, was given to Sister Evangeline Thomas, Leadership Conference of Women Religious. The Lane Award recognizes accomplishments in the area of religious archives. R. Joseph Anderson, Yale University, and Patricia Albright, New England Historic and Genealogical Society, were the 1980 recipients of the Colonial Dames of America Scholarship to the Modern Archives Institute.

SAA's Distinguished Service Award, presented to an archival institution or organization which has given outstanding service to the public and has made an exemplary contribution to the archival profession, went to the Division of Archives and Manuscripts, Minnesota Historical Society.

Ruth W. Helmuth, Case Western Reserve University, assumed the presidency of the Society at the closing luncheon on Friday, 3 October. Mary Lynn McCree, University of Illinois at Chicago Circle, began her fifth term as SAA Treasurer. Assuming positions on the Council are Robert Gordon, Public Archives of Canada, and Virginia C. Purdy, National Archives and Records Service.

Report of the Executive Director

THE DECADE OF THE SEVENTIES was one of extraordinary growth and progress for the Society of American Archivists. In sailors' parlance, the wind has been at our backs.

However, there is a passage in *Chesapeake* in which James Michener compares a sailing ship to man. He notes that a "ship, like a human being, moves best when it is slightly athwart the wind, when it has to keep its sails tight and attend its course; . . . ships, like men, do poorly when the wind is directly behind, pushing them sloppily on their way so that no care is required in steering or in the management of sails." The trouble is that when "the wind seems favorable," blowing in "the direction one is heading . . . it is destructive because it induces a relaxation of tension and skill. What is needed is a wind slightly opposed to the ship, for then the tension can be maintained, and juices can flow and ideas can germinate, for ships, like men, respond to challenge."

Although there have certainly been periods of tension and our skills have been considerably tested at times, throughout the last half of the 70s, the Society has generally been sailing with the wind behind us.

In 1979-80, the wind switched. SAA's thirty-year cooperative arrangement with the National Archives for editorial support for the *American Archivist* appeared to be in jeopardy. Inflation's impact on the Society's finances was severe. The turbulence surrounding the National Archives boded ill for every archives program in the nation. Our 1981 annual meeting threatened to go aground on the shoals of high costs. The introduction of the Society's new PAG structure was accompanied by predictable growing pains.

While it was a year of difficult circumstances and problems, I am confident that SAA will emerge from this period as a more vigorous, resourceful, and shipshape organization.

REPRESENTATION

It is the responsibility of a national professional association to represent the interests of its members with elected officials, client groups, related professions, and the general public.

The Society's most significant activities in this area in 1979-80 were devoted to influencing the circumstances which, at times, appeared to threaten the very foundations of the National Archives and Records Service. When an ill-conceived plan for dispersal of records from NARS Washington facilities to other parts of the country was announced, we raised the alarm. The dispersal was halted and the much needed study of the proposal begun. Throughout the lengthy process of the selection of the new Archivist of the United States, the profession's views were presented to the White House, the Congress, and to the General Services Administration. The response was heartening. When the original announcement for the position established a very brief open period, we expressed our concern. The application deadline was extended. Several leading SAA members, including President-elect Ruth Helmuth, were involved in the panel which reviewed the qualifications of applicants. With the announcement of the appointment of Robert M. Warner as sixth Archivist, the profession breathed a collective sigh of relief.

SAA's stand for a National Archives independent of GSA was never more appropriate than in the period 1979-80. Near the end of this session of Congress, bills were introduced in both the House and the Senate to accomplish this goal. No real action is anticipated this year, but we hope for serious consideration in 1981.

The Society has been involved with both the United States Senate and the House of Representatives in recent months, offering advice and encouragement as both bodies consider easing access to their own records.

A major effort was mounted this year to make certain that archivists' voices were heard at the White House Conference on Library and Information Services. With the allocation of two seats to SAA, and the selection of several archivists as delegates at the state level, this goal was realized. Under the leadership of Ed Weldon, Agnes Conrad, Frank Mevers, Charles Dollar, Vicki Irons Walch, and others, archivists did make an impact on the proceedings.

The Society has worked this year with sponsors of pending legislation regarding presidential libraries to assure that any congressional action will be in the public's interest.

An SAA task force headed by Linda Matthews is working with the Copyright Office to insure that archivists' concerns are reflected in any revision of present legislation.

The Society has joined two other organizations, the American Association for State and Local History and the American Association of Museums, in a program to increase the involvement of minorities in historical agencies' activities. A joint committee chaired by Philip P. Mason is now preparing a plan to accomplish this worthy goal.

We worked with both AAM and the American Library Association to plan programs for their annual meetings highlighting archival topics.

SERVICES

Working for the profession is what SAA is all about. Anticipating archivists' needs and providing services that respond to those needs is our most significant challenge.

Therefore, when you talk, we listen. To a degree, the wants and needs of the membership are gleaned from personal contacts by elected officials and staff, from suggestions made by PAGs and committees, and from comments received in letters and during telephone conversations. This approach worked fairly well for many years. However, SAA's expanding membership dictated a more scientific approach to monitoring members' needs. Numerous special surveys now tell us what is on your mind. Let's look at some specific activities that have been created or influenced as a result of membership surveys: the new basic conservation program, the basic archival workshop program, the increased emphasis in publications and at annual meetings on automation, the development of continuing education in archival management, the move on the 1981 annual meeting from San Francisco to Berkeley, and the basic manual series.

The nature and content of SAA's annual meetings and other continuing education efforts are regularly evaluated by participants, and adjustments are made in response to these evaluations. Keeping in touch with the diverse membership of the Society is no easy job, but we believe that we've developed a system which allows us to do that effectively. The cost of mailing numerous questionnaires to the entire membership is, of course, prohibitive. Therefore, we do seek your continued cooperation in returning any survey instrument you may receive. A high rate of return is very important to insure the accuracy of these samples.

The unprecedented demand in 1979-80 for SAA's publications and continuing education programs seems to suggest that our efforts to define your needs and meet them are fairly well on target.

In the past year, SAA continuing education programs were offered from Jackson, Mississippi, to San Francisco, California. Pilot workshops in basic conservation were introduced. Basic archives workshops and business archives workshops continued. Development is well along on another pilot-offering in archival management. One of my great personal rewards this year has been to read and hear the enthusiastic comments from those who have attended these educational efforts. For example, reacting to SAA's first conservation workshop, one person wrote that the "workshop was extremely informative and well planned." Another said, "On the whole I feel this was an outstanding workshop and the leaders were excellent." Writing in a regional publication, the editor remarked, "The result was highly satisfactory from my point of view and I can only recommend that you take advantage of the next workshops they offer." By the way, SAA instructors involved were Howard Lowell and Mary Ritzenthaler.

Writing to Doug Bakken regarding a recent SAA business archives workshop, a participant said: "As a former academic, I recognize the amount of time you and Edie [Hedlin] had to spend to gather and hone the material to be both comprehensive and practical. I also appreciate the amount of physical and psychic energy expended in such an intensive classroom experience. Thank you again for putting together such a fine program." A second wrote, "I now know where to go for answers. The value of the personal contact

with other business archivists cannot be measured."

A participant in one of SAA's basic workshops wrote that "the workshop seemed 'tailor-made' for my situation." Another said, "The workshop was exactly what I needed."

The old saw, "Those who can, do; those who can't, teach," has no place in SAA's continuing education programs. The talented archivists who teach for the Society demonstrate the value of professionals instructing in their specialties. And it isn't just the student who stands to gain from the participation of working archivists; our instructors often find substantial pleasure in sharing their knowledge, and enjoy the experience of helping to shape the performance of other practitioners in our field.

The number of titles offered by SAA's Publications Service is at an all-time high. Introductions in the twelve-month period included August Suelflow's *Religious Archives: An Introduction*; Gail Casterline's *Archives and Manuscripts: Exhibits*; a *Directory of Business Archives in the United States*, compiled by the Business Archives Professional Affinity Group; a *Directory of College and University Archives in the United States and Canada*, prepared by the College and University Archives PAG; a *Directory of State Archives in the United States*, assembled by Frank Levstik from data collected by the National Association of State Archives and Records Administrators; and Richard Kesner's, *Automation, Machine-Readable Records, and Administration: A Select Bibliography. Archivists and Machine Readable Records*, the proceedings of a conference held in Ann Arbor, was edited by Carolyn Geda, Eric Austin, and Francis X. Blouin. The Society is grateful for the financial assistance from the University of Michigan, which offset part of the publication costs for this volume. In addition, the Society arranged to reprint a popular issue of the *Drexel Library Quarterly*, edited by Richard H. Lytle: *Management of Archives and Manuscript Collections for Librarians*.

A new publications format was introduced in 1980: the Problems in Archives Kit, known hereafter as the PAK. PAKs will permit SAA to issue helpful materials in various formats on a timely basis. PAK I relates to an advanced, SAA sponsored seminar in 1979 on appraisal, which was led by Maynard Brichford. PAK II comes from an advanced seminar on security, directed by Timothy Walch. PAK III began with a 1980 MARAC session called "Starting an Archives," presented by Linda Henry, Gregory Hunter, and Thomas Wilsted.

The Society received three grants in recent months which will support significant projects on behalf of the profession. Two of the awards were for programs initiated by task forces of the Society. The Council on Library Resources announced a grant of \$18,670 to SAA to support a pilot project in the field of institutional evaluation. A group headed by William Joyce worked for over two years to design the plan which will be implemented over the next 12 months under the CLR grant. The National Endowment for the Humanities awarded a grant of \$10,339 to SAA to support the early phases of a major effort to define criteria for evaluation of automated access systems for archives and manuscript collections. The Society's work in this field is directed by Richard H. Lytle. While preliminary efforts are underway in this program, a major SAA funding proposal is now being considered by NEH which would permit a thorough study of this important area of concern. A new SAA program in basic archival conservation was funded recently by a \$157,927 grant from the National Endowment for the Humanities. The plan of work includes a nationwide series of workshops and consultant visits, and the publication of a basic manual.

Grant funding is a critical necessity if the Society is to continue to address the needs of the profession with major programs. In the past few months, we have completed work on three major grants totalling \$241,657 in external funding, as we prepared to begin work on the three new grant-funded projects discussed above.

Katherine Emerson was appointed in 1980 to head a new task force on standard reporting practices. The group will recommend a uniform approach to statistical reporting to the profession.

THE SOCIETY

SAA has been successful; but our problem is, in no small measure, success too. The future of success must not be taken for granted. It will take hard and inspired work. It will take boldness, commitment, and dedication, as it has in the past, to assure the future of the Society of American Archivists as increasing numbers of members look to SAA for increased services.

We have begun. At its Spring meeting, Council spent many hours on an exhaustive and exhausting analysis of the resources available to the Society and the demands on those resources. Your elected leaders determined that an increase in dues is required if the Society is to continue to be able to say "We can" more often than "We're sorry."

Given the financial stringencies we face, there has been an added emphasis in the Chicago office on increasing productivity. In publication sales, a streamlined billing and shipping procedure has resulted in impressive reductions in our cost of doing business. We are now converting to a new automatic data processing system for the control of SAA's membership rolls. When this project is complete—and that time can't come soon enough to suit me—our ability to call up information about you will be greatly improved. A new Membership Directory, to be published early in 1981, will be a product of the system. Dues collection will eventually be greatly facilitated by procedures we are now designing which will automate most of this heretofore tedious process.

In its January 1980 meeting, Council approved a Code of Ethics for the archival profession. This landmark statement is the product of hard work which began in 1977 under the leadership of David B. Gracy. More recently, David Horn directed the efforts of the group which drafted the statement. Everyone who was involved in this endeavor deserves our gratitude and respect for the contribution made to the profession.

A reorganization instituted at last year's Chicago annual meeting changed the framework within which members are involved in the Society's activities. One of the goals of the new PAG/committee/task force framework was to reduce the number of committees while still providing opportunities for archivists with like interests to meet and discuss common concerns.

I have bad news and good news to report. The jury is still out on the overall evaluation of the new system. Some indications of success include the award of grant funding to two working task forces, and the extraordinary performance of similar groups.

However, the professional affinity groups are still searching for definition, and our tendency toward organization proliferation continues unabated. When the Committee on Committees presented its reorganization plan, it noted that the Society had about forty committees. It was recognized that it was impossible for the elected officials and staff to coordinate and support effectively the work of all these groups. The bad news is that in less than a year the list of PAGs, task forces, and standing committees has again reached the forbidding forty figure. I know that many of you share my frustration when liaison to volunteer groups is less than perfect. I regret that this situation will probably continue.

While the size of the Chicago staff appears substantial, remember that several full-time equivalents are devoted entirely to grant-funded projects. Others work full-time on the publications program. Meeting and continuing education programs require a substantial commitment of staff energies as well, and pay their own way. When we analyze the sources of the Society's income, we find that one dollar out of five comes from individual membership dues. Therefore, if the Chicago office's efforts toward remaining membership services were expended in proportion to funding received from members' dues, only one hour in five would be so allocated. And, most of that time must be devoted to routine duties such as maintenance of the placement service, preparation of the *Newsletter*, billing and collection of dues, upkeep of mailing lists, etc. Precious few hours are left for the important coordination of the work of volunteer groups.

I must add that this coordination is not facilitated in the cases in which communication from chairs is poor. We need the cooperation of everyone to facilitate the Society's work. We usually get it. However, I regret deeply that apparently some good chairpersons are more overcommitted than is the Chicago staff. After numerous requests over the past year, Council has not even received a mission statement and plan of work from one SAA task force. The membership lists and Chicago meeting minutes of several PAGs were never forwarded to the headquarters staff. A proposal from one PAG for an ambitious project arrived in Chicago the day of the Council's May meeting. Adequate consideration was, of course, impossible.

On a brighter note, a new task force, chaired by J. Frank Cook, is working vigorously on an examination of SAA's constitution and bylaws. This internal housekeeping is long overdue. Council is looking forward to receiving the results of the study.

The Society sponsored a study tour to Great Britain prior to the Fall International Congress on Archives, in London. Although a number of individual SAA members attended the ICA meeting, and I performed a series of pre-meeting tasks on this side of the Atlantic in my role as executive secretary of the Section of Professional Archival Associations, the Society was not officially represented in London—another economy measure.

Now in the planning stages: a post-meeting study tour to Hawaii in September 1981, and a study tour to the Peoples Republic of China in 1982.

SAA recently published a *Donor's Guide to the Preservation of Personal and Family Papers*. This brochure is designed to be used by smaller collecting agencies who cannot afford to prepare and print a solicitation leaflet themselves. This project was begun by the Committee on Collecting Personal Papers and Manuscripts.

Hundreds, probably thousands, of hours are devoted by members to the planning and execution of SAA's annual meeting. The event is attended by a greater percentage of the organization's membership than any meeting of a similar national association that I know of.

The superb program here is the accomplishment of a committee headed by Ken Duckett and Trudy Peterson. Local arrangements in Cincinnati are being ably handled by a committee chaired by Alice Vestal, who modestly insisted on labeling the culinary adventure later this evening Queen City Cuisine, instead of Alice's Restaurants.

As we wonder from issue to issue if she can continue to top her last publication, and as she continues to prove that she can, we stand to lose Virginia Purdy as editor of the *American Archivist*. In the routine course of events, her term expires next Spring. The routine may be interrupted before that time. I am delighted that we will continue to have this talented woman closely involved in the Society's affairs as she joins the Council at the end of this meeting.

Your Chicago headquarters is staffed with skilled people who are sensitive to the profession's needs. I want you to meet the traveling party now: Linda Ziemer, late of Andrea Hinding's Women's History Sources Survey, administers SAA's placement service and is project assistant for the Basic Conservation Program. Mary Ritzenthaler has left the University of Illinois at Chicago Circle to head the Basic Conservation Program. Her service as chair of the Conservation PAG and as instructor in our pilot workshops demonstrated her capabilities for this important new assignment. Debbie Risteen edits the *SAA Newsletter* and coordinates the business archives and management workshops. Tom Pardo directs the basic workshops programs and oversees the Society's publications sales program. Joyce Gianatasio, our director of administrative services, coordinates all annual meeting preparations. She was the staff member with primary responsibility for developing the basic conservation program in 1979–80.

I am proud of my colleagues. They join me in thanking you for the privilege of serving this vital profession during these years of progress.

We are gratified, but we are not satisfied. Much remains to be done.

It is the goal each year of the Society's elected officials and staff to make SAA increasingly useful to you, to repay your confidence with increased value. We are determined to continue to do so. We are steering our ship with hope, as Thomas Jefferson said, "leaving fear astern," and looking forward to the promise of the eighties.

ANN MORGAN CAMPBELL, *Executive Director*

Treasurer's Report
1 July 1979–30 June 1980

This financial report covers the 12-month period, 1 July 1979 through 30 June 1980. As you know from previous reports, the Society has three general categories in which it maintains and reports financial transactions:

1. Activities in the General Fund, which is composed of those revenues and expenses associated with the general operation of the Society—for example, such activities as membership, publication of the *American Archivist* and other materials, committee activities, annual meeting, and the like.
2. SAA Special Projects Funds which are composed of money earmarked for specific restricted purposes and maintained for those reasons over a long period of time. An example is the Philip M. Hamer Award Fund.
3. Monies granted to the Society for specific purposes of relatively short duration. Examples would be grants for specific programs from the NEH or NHPRC.

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

GENERAL FUND

The General Fund (Operating Account) is tax-exempt under Section 501 (C)–6 of the Internal Revenue Code and carries the employee identification number 86–602–3531. Cash on hand as of 1 July 1979 amounted to \$109,970, with cash revenues during the 12-month period totaling \$254,044. Cash revenue consisted of the following:

| | |
|---------------------------------|-----------|
| Membership Dues | \$85,832 |
| Subscription fees | 27,170 |
| Advertising | 5,904 |
| Administrative fees | 2,552 |
| Publication and microfilm sales | 48,472 |
| Workshops and annual meeting | 69,864 |
| Interest income | 10,688 |
| Miscellaneous | 3,562 |
| Total Revenue | \$254,044 |

Cash expenditures from the General Fund during the 12-month period totaled \$263,725.

| | |
|---|-----------|
| Depreciation | \$ 1,650 |
| Salaries | 80,218 |
| Payroll Taxes | 4,569 |
| General and administrative | 60,526 |
| Committee and travel | 8,740 |
| Publications | 68,053 |
| Annual meeting and workshops | 28,427 |
| Completed grants—expenses in excess of grants | 897 |
| Miscellaneous | 645 |
| Total Expenses | \$263,725 |

The General Fund cash balance as of 30 June 1980 amounted to \$100,289.

GRANT FUNDS

From 1 July 1979 through 30 June 1980 the Society continued or initiated six special projects funded by grants. They were as follows:

- NEH—Basic Archival Workshop II
- NEH—Archival Security Program
- NEH—International Congress of Archives
- Tinker Foundation—International Congress on Archives
- NHPRC—Archival Manuals I
- NHPRC—Archival Manuals II

For the 12-month period the Society received grant funds in the amount of \$24,050 to support the NHPRC funded project to develop additional archival manuals.

Grants are administered through the Executive Director's office. She is responsible for arranging the disbursement of funds in accordance with provisions of the individual grants. Expenditures in fulfilling these specific program commitments during the 12-month period were \$52,064. The following is a summary of those expenses:

| | |
|--|----------|
| Salaries | \$18,960 |
| Payroll Taxes | 1,049 |
| Professional fees | 7,596 |
| Postage | 896 |
| Telephone | 1,371 |
| Printing and duplicating | 8,230 |
| Administrative expenses (General Fund) | 2,552 |
| Supplies | 1,352 |
| Employee benefits | 508 |
| Travel reimbursement & per diem | 10,447 |
| Transfer to General Fund (Expenses absorbed by General Fund) | (897) |
| Total Expenses | \$52,064 |

The Grant Funds cash balance as of 30 June 1979 was \$4,563.

SPECIAL PROJECTS FUNDS

During the 12-month period, the Society maintained Special Projects Funds that are exempt under Internal Revenue Code 501 (C)–3, having the collective identification number 84–602–3532. These funds were maintained apart from the Operating Account and Grant Funds and are so reported to the Internal Revenue Service each year. These funds may be used by direction of the Council and then only within the purposes for which each was established. As of 1 July 1979, these Special Projects Funds totaled \$78,313 and as of the end of the 12-month period, 30 June 1980, the funds totaled \$82,019. The status of each fund as of 30 June 1980 was as follows:

| | |
|----------------------|----------|
| Leland Award | \$14,089 |
| Building | 40,693 |
| Endowment | 22,012 |
| Philip M. Hamer | 3,018 |
| Institute Fellowship | 2,207 |

For the 12-month period, the combined activity of the Special Projects Funds generated cash revenue of \$6,177 consisting of gifts and grants of \$2,100 and interest earned of \$4,077. Cash expenditures consisted of awards totaling \$2,471.

SUMMARY:

The total combined assets of the Society on 30 June 1980 were \$271, 875. Total interest earned for the 12-month period amounted to \$17,172. Richard P. Finnegan, Certified Public Accountant, has audited all amounts, and his report is on file and available for inspection at the Executive Director's office in Chicago. During the 12-month period, the Society's funds were maintained in the following institutions:

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

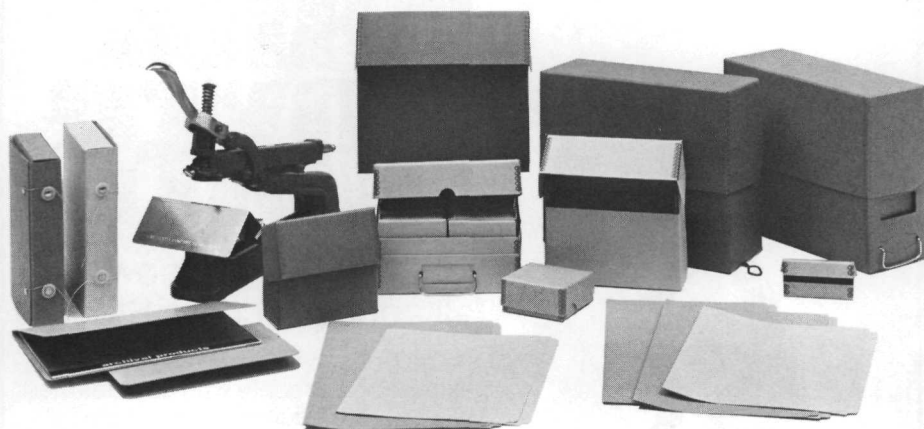
MARY LYNN MCCREE, *Treasurer*

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THE AMERICAN ARCHIVIST: EDITORIAL POLICY

The American Archivist is the quarterly journal of the Society of American Archivists. In its articles it seeks to reflect the thinking of archivists about trends and major issues in archival philosophy and theory and about the evolution of the archival profession in North America. Its departments are intended to document developments and events relating to archival practice here and abroad.

Society members and those who share the professional interests of the Society are invited to submit manuscripts for consideration. For publication as full length articles, analytical and critical expositions based on original research about subjects of broad interest are preferred. Accounts of innovative methods or techniques are appropriate for the "Shorter Features" department. Suggestions for submissions to "News Notes" appear under the department heading. Illustrations are welcome and encouraged in all parts of the journal.

Letters to the editor are welcome when they include pertinent and constructive comments or criticisms of materials recently published in *The American Archivist*.

Procedures

Manuscripts received by the editor are submitted (without the author's name) to qualified readers for objective appraisal. Upon receiving the readers' reports, the editor informs the author whether the article is accepted, rejected, or returned with suggestions for revision. An edited copy of an accepted manuscript will be sent to the author. Authors who object to any of the editing should notify the editor promptly. One set of galley proofs will be sent to the author for correction of printer's errors only. No changes in the text will be made on galleys, except those changes already in the edited manuscript.

Ten tear-sheets of each paper published will be provided to the author without charge. Additional reprints may be ordered with a form sent to the author with his galley proofs.

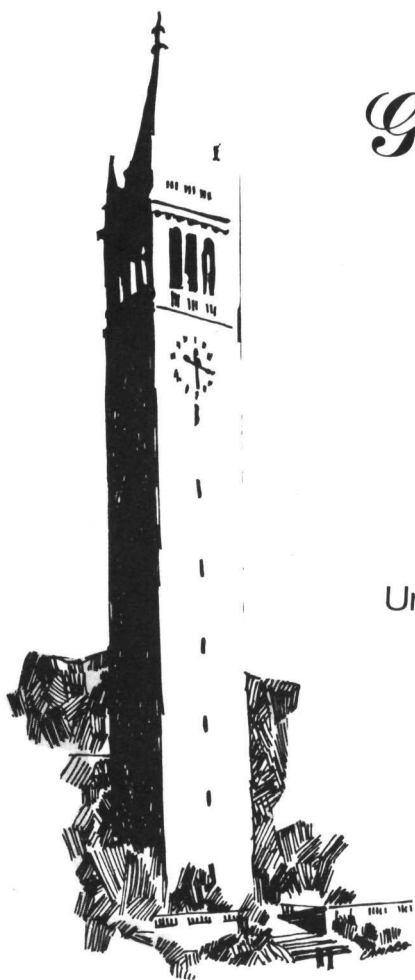
Manuscript Requirements

Manuscripts should be submitted in English, typed double-space throughout (including footnotes at the end of the text) on white bond paper 8½ by 11 inches in size. All pages should be numbered. *The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript.* Full length articles should not exceed 5,000 words; those submitted to "Shorter Features" should not exceed 1,000 words.

Photographs should be 8 by 10 inch glossy prints. Other illustrations should be professionally drawn to a scale about twice the size of the final copy to be printed. Illustrations furnished by authors will be returned to them on request.

Editors of *The American Archivist* use the University of Chicago *Manual of Style*, 12th edition, as the standard for style, including footnote format, and *Webster's New International Dictionary of the English Language*, 3d edition (G. & C. Merriam Co.) for spelling and punctuation. Authors' variations from these standards should be minimal and purposeful.

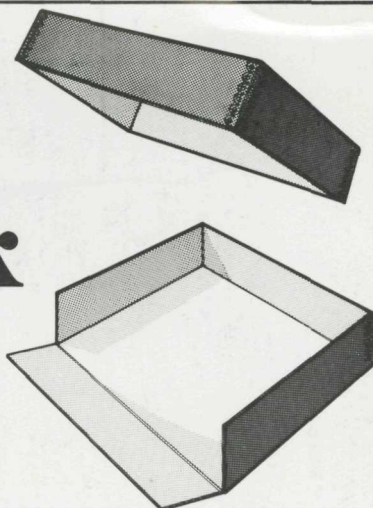
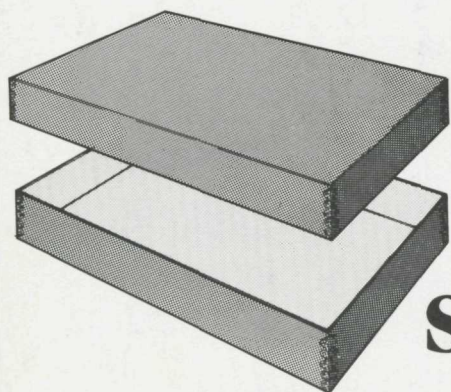
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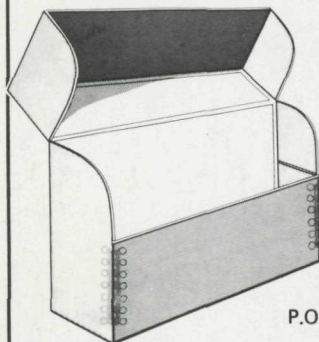
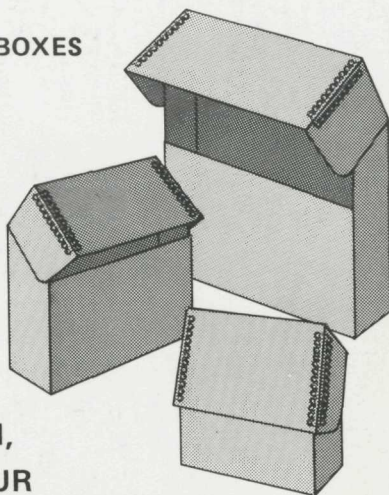
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