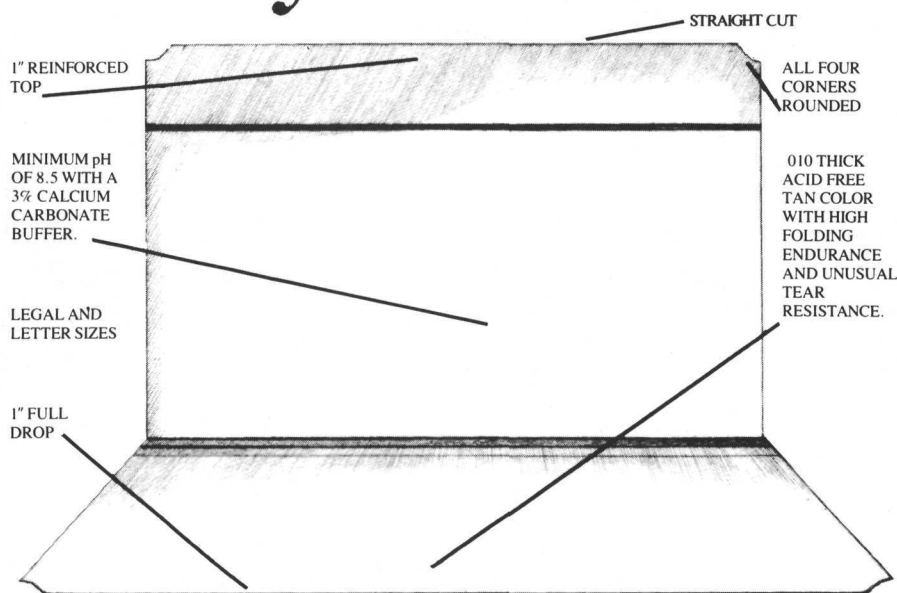


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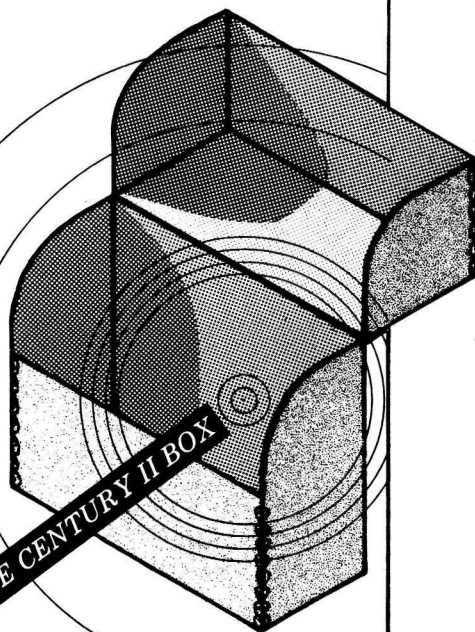
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# Professional Reading

PAUL V. GUITE, *Compiler*

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

- Anderson, Gary Clayton. "The American Missionary in the Trans-Mississippi West: Sources for Future Research in Indian History." *Government Publications Review* 7A, no. 2 (1980): 117-27.
- Avedon, Don M. "The More Practical Microfilm—Vesicular." *Library Resources & Technical Services* 24 (Fall 1980): 325-28.
- Batts, John Stuart. "Seeking the Canadian Pepys: The Canadian Manuscript Diaries Project." *Archivaria* 9 (Winter 1979-80): 125-39.
- Baumgardner, Mary, and Goodrich, Elizabeth A. "Managing a Paperwork System." *Records Management Quarterly* 14 (Oct. 1980): 5-9.
- Baynes-Cope, A. D., and Collings, T. J. "Some Specifications for Materials and Techniques Used in the Conservation of Archives." *Journal of the Society of Archivists* 6 (Oct. 1980): 384-86.
- Bell, Lionel. "Archival Accommodation in the United Kingdom." *Journal of the Society of Archivists* 6 (Oct. 1980): 345-64.
- Besser, James David. "Where Paper Waits." *American Way* 13 (July 1980): 32-34, 36, 38. Overview of Washington National Records Center, Suitland, Maryland. *American Way* is published by American Airlines.
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- Bond, Maurice. "The Development of a Parliamentary Sound Archive at Westminster." *Journal of the Society of Archivists* 6 (Oct. 1980): 335-44.
- Brown, Clayton. "Rural Electrification: Sources for the South and West." *Government Publications Review* 7A, no. 2 (1980): 139-43.
- Cook, Terry. "The Tyranny of the Medium: A Comment on Total Archives." *Archivaria* 9 (Winter 1979-80): 141-49.
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- Hoare, Michael E. "The National Register of Archives and Manuscripts, (1979-?), an Editorial Retrospect." *Archifacts: Bulletin of the Archives and Records Association of New Zealand* 11 n.s. (Sept. 1979): 226-30.
- Hodder, M. W. D. "Census Preservation." *Archifacts: Bulletin of the Archives and Records Association of New Zealand* 11 n.s. (Sept. 1979): 232.
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- Hyman, Grace Maurice. "The National Manuscript Inventory." *Archivaria* 9 (Winter 1979-80): 195-207.
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- with a Survey of Selected Government Documents and Archival Materials." *Government Publications Review* 7A, no. 2 (1980): 145-58.
- Johnson, Neil M., and Lagerquist, Phillip D. "Resources at the Harry S. Truman Library on Western Issues and Programs." *Government Publications Review* 7A, no. 2 (1980): 159-66.
- Kidd, Betty. "Preventive Conservation for Map Collections." *Special Libraries* 71 (Dec. 1980): 529-38.
- Knoppers, Jake V. Th. "Freedom of Information and Privacy (Part I)." *Records Management Quarterly* 14 (Oct. 1980): 28-34, 55-56.
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- Langemo, Mark. "Records Management Word Processing—A Needed Team Effort." *Records Management Quarterly* 14 (Oct. 1980): 10-12, 14.
- Langham, Josephine. "Tuning in: Canadian Radio Resources." *Archivaria* 9 (Winter 1979-80): 105-24.
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- Petrillo, Carol M. "Historian's Perspective: On the Importance of a Central Archival Depository." *Prologue* 12 (Summer 1980): 87-88.
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# Technical Notes

BEN DEWHITT, *Editor*

**CIDS/INDEX Data Base Accessible through DIALOG.** Congressional Information Service, Inc. (CIS) announces that its CIDS/Index data base now is fully searchable online through Lockheed's DIALOG Information Retrieval Service.

More than 140,000 records currently are included in the data base, which covers committee publications and legislation produced by the U.S. Congress since 1970. These materials contain information on a broad range of subjects, such as business and labor, economics, science and technology, foreign policy, defense, education, energy, environment, and social issues.

Like the printed CIS/Index, the data base is comprised of detailed indexes and descriptive abstracts that are updated monthly. The indexes allow information seekers to use virtually any logical research approach. The abstracts provide concise outlines of the contents of source publications. Microfiche or paper copies of publications cited in the data base may be ordered from CIS.

Access to the data base is available by direct dial, Telenet, or Tymnet on DIALOG File 101. The hourly search fee is \$90, and full citations may be printed offline at 25 cents each. The CIS/Index data base also is searchable through System Development Corporation's ORBIT information retrieval system. For more information on the CIS/Index data base, contact: Debra Dawson, Manager, Online Services, CIS, 4520 East-West Highway, Washington, DC 20014. Telephone (301) 654-1550.

**Non-Defacing Ownership Marks.** *The Paper Conservation News* reports that a marking ink that will show up only under ultra-violet light and is said to be safe for paper is sold by Roger Baynton-Williams, 18 Lowndes St., London SW1. It is also available from the manufacturers, Camrex Ltd., Camrex House, P.O. Box 34, Sunderland, Tyne and Wear SR1 2QA England.

**Insulation of Storage Structures.** A newly revised information sheet entitled *How Much Insulation is Enough?* is now available from Bally Case & Cooler, Inc., Bally, Pa. The firm manufactures prefabricated metal enclosures for cold storage. In recent years, such structures have also been used for non-refrigerated and high temperature storage because of their precision design and efficient insulation.

The bulletin allays confusion resulting from differing systems of computing the insulating effectiveness of building materials, and explains the importance of insulation quality for efficient and cost-effective operation of refrigerated structures. It also explains effectiveness ratings of insulation, and offers advice for prospective buyers and present owners of walk-in coolers, freezers, and refrigerated buildings. Charts list numerical equivalents of "R" and "U" values for the most common insulating materials available on the market, as well as efficiency ratings for various building materials. Copies of the bulletin are available from Bally Case & Cooler, Inc., Bally, Pa. 19503. Telephone: (215) 845-2311.

**Los Angeles Times Available on Microfilm.** Microfilming Corporation of America announces the availability of current Los Angeles *Times* issues, as well as backfile years 1881 through 1980. The newspaper will be microfilmed in Los Angeles and shipped directly to libraries and research institutions. The corporation is a New York Times Company affiliate which micro-publishes more than 100 major national and international newspapers, as well as manuscript and printed materials, research collections, oral histories, and curriculum programs. For more information contact sales director Jack Hinkel, toll free, at (800) 334-7501. In Canada and North Carolina call, collect, to (919) 775-3451.

**Northeast Document Conservation Center.** The New England Library Board acted in September 1979 to incorporate the New England Document Center as the Northeast Document Conservation Center. The NEDCC Board of Directors voted to accept the state library agencies of New Jersey and New York as associate members of the organization. New Jersey State Librarian Barbara Weaver and New York State Librarian Joseph Shubert were appointed to the NEDCC board.

NEDCC is a regional conservation center specializing in conservation of library and archival material and art on paper. Its purpose is to provide the highest quality paper conservation services to institutions that do not have in-house conservation facilities adequate to their needs. Its address is Abbot Hall, School Street, Andover, MA 01810. Telephone: (617) 470-1010.

**Colloquium on Preservation.** The October 1980 edition of *Oklahoma Librarian* contains the papers presented at the April 1980 Colloquium on Preservation sponsored by the Oklahoma Department of Libraries and the University Libraries and School of Library Science of the University of Oklahoma. The articles are "Organizing for Conservation," by George Martin Cunha, "'Doing' Preservation, With or Without Money," by Pamela W. Darling, "Preservation of Nonprint Materials," by Lawrence S. Robinson, "Disaster Prevention and Action," by Sally Buchanan, and "The Research Library of 2001," by F. Wilfrid Lancaster.

**Conservation Courses in England.** The Camberwell School of Art and Crafts in London offers three courses on conservation. "Hand Bookbinding and Book Restoration" is a one-year course with second year optional. The annual session is from September to June and costs about \$4,350. Topics include chemical and environmental considerations; history of papermaking, printing, and binding; paper conservation; styles of binding; restoration of leather bindings; and construction of storage containers.

"Paper Conservation" is a two-year course costing about \$4,350 per year. It is described as an "archival course" including theoretical and practical study of books and records on paper, papyrus, vellum, silk, and canvas, as well as photographs. "Print and Drawing Conservation" is a one-year sequel to Paper Conservation at a rate of about \$7,590. It focuses on conservation of art on paper, including the use of various photographic techniques.

Submit applications in April or May for course sessions beginning the following September. For information write Cambridge School of Art and Crafts, Department of Ty-

pographic Design and Printing, Pechham Road, London SE5 8UF England. Telephone: 01-703-0987.

**Sources of Alkaline Board and Paper.** The December 1980 edition of the *Abbey Newsletter* contains an annotated list of paper mills that manufacture alkaline board and book paper. Some of the mills market their products under the trade names of other companies, making it difficult to trace to its source any particular line of paper or board available at retail. The editors of the *Newsletter* suggest that a future article might address this problem. They also admit that the list is not complete, but promise to supplement it in subsequent issues of the *Newsletter*. The mills are:

Allied Paper Inc.  
2030 Portage St.  
Kalamazoo, MI 49003

Byron Weston Co.  
Dalton, MA 01226

Consolidated Papers Inc.  
Wisconsin Rapids, WI 54494

Curtis Paper Co.  
Paper Mill Rd.  
Newark, DE 19711

Fox River Paper Co.  
401 S. Appleton St.  
P.O. Box 2215  
Appleton, WI 54911

P. H. Glatfelter Co.  
Spring Grove, PA 17360

Rising Paper Co.  
Park Street  
Housatonic, MA 01236

Strathmore Paper Co.  
Woronko, MA 01097

S. D. Warren Co.  
225 Franklin St.  
Boston, MA 02101

American Israeli Paper Mills, Ltd.  
Industrial Zone, Box 142  
Hedera, Israel

Wolvercote Paper Mill, Ltd.  
Oxford, England

Howard Paper Mills, Inc.  
115 Columbia St.  
Dayton, OH 45401

James River — Fitchburg, Inc.  
Old Princeton Rd.  
Fitchburg, MA 01420

Mohawk Paper Mills, Inc.  
465 S. Saratoga St.  
Cohoes, NY 12047

Monadnock Paper Mills, Inc.  
Bennington, NH 03442

Nekoosa-Edwards  
100 Wisconsin River Drive  
Port Edwards, WI 54469

Olin Corp.  
Ecusta Paper and Film Group  
P.O. Box 200  
Pisgah Forest, NC 28768

Domtar Fine Papers  
395 de Maisonneuve Blvd.  
P.O. Box 7211  
Montreal 11, P.Q., Canada

Gestetner Paper Ltd.  
Kilbagie Mills  
Alloa, Scotland

Guard Bridge Paper Co. Ltd.  
Guardbridge, Fife KY 16 OUU  
Scotland

**New Publications Available.** *The Ambrotype—Old and New*, by Thomas Feldvebel, contains information on the history and production of the ambrotype, as well as sixteen reproductions. The fifty page, soft-cover book may be obtained from the Order Department, GARC/RIT, One Lomb Memorial Drive, Rochester, NY 14623, for \$9.95. *A Manual*

of *Archival Techniques*, edited by Roland M. Baumann, is available in paperback for \$2.75 (see the *American Archivist*, Spring 1980, p. 225). It contains chapters on conservation especially suited for local historical societies, including chapters by conservators Willman Spawn, on disaster planning; Norvell Jones, on first steps in preservation; and Jean Gunner, on bookbinding. Order from the Pennsylvania Historical and Museum Commission, Box 1026, Harrisburg, PA 17120.

**Conference Proceedings.** Proceedings of the May 1980 conference, *Disasters: Prevention and Coping*, organized by Sally Buchanan at Stanford University, are available for \$10 from the Conservation Office, Stanford University Library, Stanford, CA 94305.

# Religious Archives: An Introduction

by August R. Suelflow

Written by a distinguished pioneer in North American religious archives, **Religious Archives: An Introduction** provides needed guidance in this period of unprecedented growth in the field. Topics addressed include the history and nature of religious archives, the place of the archives in religious organizations, collections policies, basic requirements for an archival program, acquisitions and processing, reference services, exhibits, publications, photoduplication, and microfilming. Over 20 photographs illustrate the text. 17 pages of sample forms are also included. 56 pp., paper. \$5.00 SAA members, \$7.00 others.

Order directly from the Society of American Archivists, 330 S. Wells, Suite 810, Chicago, IL 60606. A postage and handling charge will be added to all non-prepaid orders.

## News Notes

F. L. EATON and THOMAS E. WEIR, JR., *Editors*

SEND NOTES FOR PUBLICATION direct to the News Notes editor, the *American Archivist*, National Archives Building, Washington, DC 20408, or to one of the following reporters: **State and Local Archives** to Richard J. Cox, Records Management Division, Department of Legislative Reference, City of Baltimore, MD 21202; **Religious Archives** to John R. Woodard, P.O. Box 7414, Reynolda Station, Winston-Salem, NC 27109; **Scientific and Technical Archives** to Arthur R. Abel, National Park Service, Edison National Historic Site, Main Street and Lakeside Avenue, West Orange, NJ 07052; **Business Archives** to Linda Edgerly, 103 W. 75th Street, New York, NY 10023; **State and Regional Archival Associations** to Alice Vestal, Special Collections Department, Main Library, Room 610, University of Cincinnati, Cincinnati, OH 45221; and **Manuscript Repositories** to Peter J. Parker, Historical Society of Pennsylvania, Manuscripts Department, 1300 Locust Street, Philadelphia, PA 19107.

Last October, a group of Arizona archivists and librarians meeting in Phoenix formed the **Arizona Paper and Photograph Conservation Group**, with two major projects scheduled for the first year: a newsletter and a series of elementary workshops. For more information write to Michael McColgin, Conservator, Department of Library, Archives & Public Records, Third Floor Capitol, 1700 West Washington, Phoenix, AZ 85007.

The **Balch Institute for Ethnic Studies**, Philadelphia, has resumed the filming of ethnic newspapers. The institute's most recent exhibit was on Native American Art, and was presented in conjunction with the University of Pennsylvania's University Museum.

The **Bridgeport Public Library** has instituted an oral history project to preserve

the recollections of those who played a major role in twentieth-century Bridgeport. Emphasized will be the urban, business, labor, ethnic, and minority history of the city. For more information, write to David W. Palmquist, Director, Bridgeport Oral History Project, Bridgeport Public Library, 925 Broad St., Bridgeport, CT 06604.

Oral history interviews done under the auspices of the Radical Women and Women Labor Leaders Oral History Project are now available at the **California Historical Society Library**, San Francisco.

An Exhibit, *Petitions to the Legislature*, is on display in the California State Capitol. The exhibit, prepared by the **California State Archives**, includes copies of petitions from the mid-1800s relating to women's



suffrage, a tax to construct the state capitol, and civil rights.

**California State University and College** archivists met at the San Francisco State University Library on November 6 to organize a CSUC archivists' group. The attendees decided to meet on a regular basis and to publish a newsletter. The next meeting will be in April. For information write to Robert Blesse, Special Collections Librarian, California Polytechnic State University, San Luis Obispo, CA 93410.

In a column in the San Francisco *Examiner & Chronicle*, 23 November 1980, **Earl F. Cheit**, Dean of the School of Business of the University of California, Berkeley, addressed some of the problems of the "weakening basic institutional memory" in the business world due to the pressures of legal action, mergers and acquisitions, executive turnover, and the retirement of founding generations as firms age. Cheit points out the irony of the present need of American institutions to "think beyond the short-run" just as "the very store of knowledge that could contribute most to the development of a longer-term point of view is being weakened."

The **Eleutherian Mills Historical Library**, in Wilmington, Delaware, has received a grant from NHPRC to survey the processing needs of manuscript repositories in the mid-Atlantic states and to determine the feasibility of establishing a regional manuscripts and archival processing center. The aim is to eliminate a growing backlog of unprocessed historical records at understaffed institutions. A questionnaire has been sent to about 200 repositories within an eighty-mile radius of the library. On the basis of the responses, a detailed study of eighteen representative institutions will be made.

Staff has begun moving into the **Gerald R. Ford Library** on the campus of the University of Michigan in Ann Arbor. Dedication of the facility will take place in late April or May, but the building will not

be open for research until the end of the year.

The **Archives of Labor and Urban Affairs**, at Wayne State University, Detroit, has resumed publication of its *Newsletter*. To be placed on the mailing list, write the editor, George Tselos, Walter P. Reuther Library, Wayne State University, Detroit, MI 48202.

In 1977 the archives received an NHPRC grant to study the problems in collecting labor grievance records. The archives was to examine all aspects of the grievance procedure and prepare recommendations for the selection and preservation of grievance files. The U.A.W. was used as the representative organization. Copies of the final report, completed in 1979, may be obtained by writing to the archives.

The Joint Committee on Specialized Cataloging of the **Council of National Library and Information Associations** and the **Library of Congress** will participate jointly in a project funded by an NEH grant to develop cataloging manuals for graphics, manuscripts, and motion picture/videorecordings. The project was initiated by librarians who feel that special format materials are not adequately covered by the new edition of the *Anglo-American Cataloging Rules*. For further information, write to Elizabeth W. Betz, Prints and Photographs Division, Library of Congress, Washington, DC 20540.

The **Minnesota Historical Society**, through its Minnesota Regional Research Centers, Division of Archives and Manuscripts, has begun publication of a twice yearly newsletter, the *MRRC News*. The first issue (October 1980) includes an overview of the system, highlights from four centers, and accession notes.

During the summer of 1980, the **Minnesota State Archives** received anonymous telephone calls about prison records buried in the minimum security yard of the Stillwater State Prison. On July 8, about sixty bound volumes of permanent records were exhumed. Some were records authorized



for destruction, and some were late nineteenth and early twentieth-century records of permanent value that had been identified as such the year before. The records were cleaned, dried, treated in a thymol chamber, and repaired; and nearly all were saved. Three employees were disciplined. State Archivist Sue E. Holbert believes that the situation had the beneficial effect of bringing attention to the public records laws.

The **National Archives and Records Service** has begun to convert from nitrate to safety film 2.2 million frames of aerial photographs made between 1934 and 1942. The photographs, taken for New Deal agricultural planning, are used by land planners, geologists, geographers, historians, ecologists, and archaeologists. Recent use of these documents has been focused on the oil shale hunt in the West, and on sites of chemical dumps, such as the Love Canal, near Niagara, New York.

The **Nebraska State Historical Society**, with a grant from NHPRC, has produced two slide-tape presentations relating to paper conservation. The programs, *Surface Cleaning* and *Encapsulation*, are intended for audiences with little or no previous experience. They demonstrate techniques that can be applied to paper in good condition, using readily available supplies and materials. The program on surface cleaning lasts just over ten minutes; the program on encapsulation lasts for eight. Copies of either program can be borrowed for one week. The programs are available for purchase at \$40 for *Surface Cleaning* and \$30 for *Encapsulation*. The price includes slides, cassette tape cued for automatic slide advance, printed script, and shipping. To borrow or purchase these programs, write to the Conservation Specialist, Nebraska State Historical Society, 1500 R Street, Lincoln, NE 68508.

In June 1980 the **New Jersey County and Municipal Government Study Commission** issued its report: *The Development of Libraries and Networks: Prospective Roles and Responsibilities for Libraries in New Jersey*.

The report called for a new program of state library aid "to promote the preservation of valuable or historical materials in certain libraries" and the establishment by law of a statewide Bibliographic Access Center in one library, to provide computerization of cooperative library holdings, an automated location file of state documents, reference search services, and similar services based on centralization and automation.

From October 1980 until the end of January 1981, the **New York Stock Exchange Archives** presented an exhibit entitled "Bulls & Bears: 50 Years of Progress at the New York Stock Exchange." Co-sponsored by the New York Stock Exchange, the National Park Service, and Federal Hall Memorial Associates, the exhibit traced the development of trading on the stock exchange and the technological changes accompanying the exchange's growth. Documentary materials from the Stock Exchange Archives were supplemented by materials loaned by Armour, Beechnut, Curtiss-Wright, and J. C. Penney, all companies listed on the exchange.

The Colorado State Library has awarded a contract to the **Northeast Document Conservation Center (NEDCC)** to study library and archives conservation in Colorado. The study, one result of the Colorado meeting of the Western States Materials Conservation Project, will conduct conservation surveys at fifteen libraries and archives. Written reports will be made analyzing storage conditions as they relate to conservation needs and suggesting short and long-term actions to improve the conservation program and operating procedures in each of the institutions. A series of conservation seminars will be offered as part of the project.

NEDCC will develop a self-study guide to surveying an institution's conservation needs. A report, *Plan for Library Materials Conservation in Colorado*, will be based on information gathered during the survey, findings of the Western States Materials Conservation Project, a survey question-

naire, and discussions with librarians and archivists throughout Colorado. The report will discuss the degree to which deterioration impacts on library services in the state, the institutional responsibilities for conservation of these resources, and the cooperative approaches to meeting the conservation problem.

The **Old Dartmouth Historical Society**, New Bedford, Massachusetts, reports that the International Marine Archives, a collection of microfilms gathered by Douglass Fonda, Jr., and Adam Weir Craig, has now been deposited at the society. The Old Dartmouth Historical Society is seeking the consent of the owners of the original materials to make access to the films more liberal than under the terms of the original agreements. The society wishes to establish the doctrine of "fair use" as the basis for the new set of guidelines.

The **Historical Society of Pennsylvania** continues its program of undergraduate internships. Some work-study appointments may be available for interested students. Inquiries should be directed to Peter J. Parker, Chief, Manuscripts Department, H.S.P., 1300 Locust St., Philadelphia, PA 19107.

The **Security Pacific National Bank** has donated to the city of Los Angeles a collection of 250,000 photographs relating to the history of Los Angeles and Southern California. The collection is valued at \$1 million, and it is to be maintained at the city's main library. Along with the photographs, the bank has contributed \$50,000 and the services of its in-house historian to assist with the cataloging of the historic photographs.

Following recommendations of the National Study Commission on the Records and Documents of Federal Officials, the **United States Senate** adopted on 8 December 1980 a resolution to simplify and make more equitable access to its non-current records in the National Archives. The resolution provides for the opening of most Senate records after they are twenty years

old. Sensitive records, such as investigative files relating to individuals and containing personal data, personnel records, and executive nominations, will be available after fifty years. In the past, access has been controlled by chairmen of individual committees. Some committees have routinely denied all requests for access. In several instances this has resulted in the closure of records more than 150 years old. Each Senate committee can, by action of the full committee, reduce or extend the closure period. The provisions of the resolution took effect on 1 March 1981.

In celebration of its fiftieth anniversary, in October 1980 the **Southern Historical Collection**, University of North Carolina, Chapel Hill, held a symposium and dinner. At the symposium, Arthur S. Link spoke on "The Historian and the World of Documents," and C. Vann Woodward spoke on "The Sources of Southern History." At the dinner, J. Carlyle Sitterson spoke on "The Southern Historical Collection, 1930-1980: The Pursuit of History." An exhibit of selected manuscripts was prepared to illustrate the collection.

More than 400 people attended the September 1980 celebration of the twenty-fifth anniversary of the establishment of the Southwest Collection at **Texas Tech University**. The repository, in commemoration of this event, conducted a symposium entitled "The American Southwest: Seven Historical Viewpoints."

The Archives and Area Research Center, **University of Wisconsin—Parkside**, has completed an eighteen-month survey of non-current business records in southeastern Wisconsin. The survey, conducted under a grant from NHPRC, tested a method for surveying business records in a regional context. A copy of the final report, including sample forms and appendix items, can be obtained from the archives at UW—Parkside, Kenosha, WI 53141.

## HISTORICAL EDITING

Listed below are historical editing projects making comprehensive searches for documents. Archivists and manuscript curators whose repositories contain items of interest to the projects are requested to contact the project editors. Information about new accessions and small collections is of especial importance because such information may not be generally available. Project editors can assist the News Notes editors by notifying them when the projects have completed their searches for documents.

### The **Adams** Papers

Robert Taylor, Editor  
Massachusetts Historical Society  
1154 Boylston Street  
Boston, MA 02215

### The Papers of **Jane Addams**

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

### **Black Abolitionist** Papers

George E. Carter and C. Peter Ripley,  
Editors  
Department of History  
Florida State University, Box 6080  
Tallahassee, FL 32306

### The Papers of **Henry Bouquet**

Louis M. Waddell, Editor  
William Penn Memorial Museum and  
Archives Building  
Box 1026  
Harrisburg, PA 17120

### The Papers of **John C. Calhoun**

Clyde Wilson, Editor  
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University of South Carolina  
Columbia, SC 29208

### The Papers of **Henry Clay**

Robert Seager, Editor  
Department of History  
University of Kentucky  
Lexington, KY 40506

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

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

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

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Editors  
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University of Wisconsin  
Madison, WI 53706

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New Brunswick, NJ 08903

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University of Wisconsin  
Madison, WI 53706

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New Haven, CT 06520

**The Papers of John Charles Frémont**

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

**The Papers of Daniel Chester French**

Michael Richman, Editor  
National Trust for Historic Preservation  
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Washington, DC 20036

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**Papers of Emma Goldman**

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College Park, MD 20742

**The Papers of Ulysses S. Grant**

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Carbondale, IL 62903

**The Papers of Nathanael Green**

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

**The Papers of Harriet Ward Foote Hawley**

Edward J. Foote, Editor  
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# The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

## Annual Business Meeting

President Maynard Brichford called the annual business meeting of the Society to order at 4:15 P.M., 1 October 1980, in the Netherland Hilton Hotel in Cincinnati. The agenda for the meeting was approved. Mark Rubin served as parliamentarian for the meeting.

The minutes of the 1979 meeting were approved and a committee to approve the 1980 minutes was appointed by President Brichford. The committee consists of W. T. Covington, Illinois Institute of Technology, Chair; Dennis East, Ohio Historical Society; and Toby Fishbein, Iowa State University.

Patrick Nolan, representing the 1980 Nominating Committee in the absence of committee chair Philip Mooney, gave the report of the Society's 1980 election. The candidates elected were: Vice President—Edward Weldon, National Archives and Records Service; Treasurer—Mary Lynn McCree, University of Illinois at Chicago Circle; and Council members—Robert Gordon, Public Archives of Canada; and Virginia C. Purdy, National Archives and Records Service. Elected to the 1981 Nominating Committee were Patricia Bartkowski, Wayne State University; Kenneth Duckett, University of Oregon; and Eva Moseley, Schlesinger Library, Radcliffe College.

Executive Director Ann Morgan Campbell and Treasurer Mary Lynn McCree gave the reports of their respective offices. Richard Marcus, chairman of the Auditing Committee, was unable to attend the annual meeting but sent a wire reporting that the committee found the accounts of the Society to be in order. A motion was made by Toby Fishbein that the reports of the Treasurer and the Auditing Committee be accepted; the motion was seconded and passed.

President Brichford asked for any unfinished business and there was none.

Sue Holbert, chair of the Government Records Professional Affinity Group, presented the following resolution on behalf of the PAG:

RESOLVED, that the members of the Society of American Archivists assembled in Cincinnati, Ohio, express their congratulations to Admiral R. G. Freeman III, General Services Administrator, for the selection of Robert M. Warner, a professional archivist, as Archivist of the United States.

BE IT FURTHER RESOLVED, that the Archivist of the United States should be given full responsibility and authority for the direction of the professional aspects of the National Archives and Records Service;

AND BE IT FURTHER RESOLVED, that in order to protect the integrity of the National Archives and Records Service and to develop a comprehensive program for the protection of all valuable official records of the United States, the National Archives and Records Service should have independent status with a governing board representing the executive, legislative, and judicial branches of United States government.

THEREFORE, BE IT RESOLVED that the Executive Director of the Society of American Archivists is directed to forward a copy of this resolution to Admiral Freeman and other appropriate parties.

After a brief period of discussion, the membership approved the resolution.

C. Herbert Finch moved that effective 1 January 1981 a new dues structure be adopted by the Society with all individual members paying a flat fee of \$50, full-time students \$35, associate members \$40, and institutional members \$50. The motion was seconded.

Frank G. Burke moved that Finch's motion be amended as follows: Effective 1 January 1981 a new graduated dues structure be adopted by the Society in which members earning \$0-\$14,999 pay \$45; members earning \$15,000-\$29,999 pay \$60; members earning over \$30,000 pay \$75; full-time students pay \$35; associate members pay \$40; and institutional members pay \$50. Burke's motion was also seconded.

In order to discuss the merits of each proposal simultaneously, the membership voted to go into a committee of the whole. Extensive discussion followed, with members voicing their opinions on the merits of the two proposals.

A motion to rise from the committee of the whole was introduced, seconded, and passed. Rev. Walter Daib moved to limit the length of discussion to two minutes per speaker; the motion passed.

An amendment to the amendment on the graduated scale was introduced, proposing that individuals with no income pay dues of \$35 and that the \$45 dues category begin with those who earn \$1. The motion was seconded, but was defeated by the membership.

Patrick Nolan moved to amend the amendment on the graduated scale, setting the dues for full-time students at \$30, and imposing a two year limit on student membership. The amendment was seconded and passed.

The question was called by David Bearman. The amendment calling for a revised graduated dues scale was passed by the membership and became the main motion under consideration.

More discussion of the amended motion followed, with concern expressed that SAA members do not always pay the dues that they rightly owe based on a graduated scale. Miriam Crawford moved that members be required to submit a copy of their W-2 forms with dues payments. The motion was seconded but did not pass.

Edward C. Papenfuse moved that the dues rate for individuals in the lowest salary category be changed to \$30 and that dues for institutions be raised to \$75. The motion was defeated.

John Sillito moved that members be allowed to pay their dues in two installments. The motion failed to get a second.

A vote on the original motion as amended was taken and the motion passed. The following dues structure will become effective January 1, 1981.

Salary	Dues
\$0-\$14,999	\$45
\$15,000-\$29,999	\$60
\$30,000 and up	\$75
Full-time students	\$30; with a two year limit
Associates	\$40
Institutions	\$50

The meeting was adjourned at 6:20 P.M.

### Reports of Professional Affinity Groups

*Business Archives PAG.* The group's activities in 1980 included: compilation of a business archives bibliography to be published by SAA in 1981, preparation and publication of a 1980 edition of the *Directory of Business Archives in the United States and Canada*, development of guidelines for business archives and for business archives consultants, SAA program



planning for 1981, and membership participation in the Business Archives Workshops. In 1981 the Business Archives Group will pursue, among other projects, the following: development of a survey questionnaire on business archives, planning for a proposed meeting of the ICA Business Archives Committee in the USA in 1982, continuation of work on the guidelines above, and updating the bibliography. [LINDA EDGERLY, *Chair*; ANNE VAN CAMP, *Vice-Chair*]

*Description PAG.* At the 1980 meeting in Cincinnati, about 120 members of the Description PAG met to discuss informally different problems, including processing on a low budget, a critique of the National Information and Systems Task Force, and the revision of the *Anglo-American Cataloging Rules*, 2d edition. At the 1981 meeting, four or five members will make short presentations on work in progress at their institutions, work that may have profession-wide significance. In addition to the 121 people on this PAG's 1980-81 mailing list, there are 20 people who have allowed their SAA memberships to lapse; until they renew their memberships, they can, unfortunately, not take full part in the workings of this PAG. [ELEANOR MCKAY, *Chair*]

*Acquisition PAG.* Members of the PAG, especially those who had previously served on the Committee on Collecting Personal Papers and Manuscripts, were delighted with the news that the frequently discussed, long awaited, and much revised solicitation brochure was finally published. It was announced that copies may be purchased from SAA headquarters at 15 cents each, in quantities of 50/100/150.

Most of the last meeting was devoted to discussion of the production of a basic manual on acquisitions. A subcommittee was appointed to pursue the matter, particularly a search of the literature and the collection of potentially useful sources. It was suggested that the PAG propose sessions for the 1981 SAA meeting, on various aspects of the acquisition process. Three subcommittees were appointed to prepare formats and propose speakers for the sessions on tax appraisals, ethics of collecting, and archives of organizations.

Finally, some time was devoted to the function and future of the PAG. Some concern was expressed over the possible overlap between the Acquisition PAG, the Manuscript Repository PAG, and the Contemporary Theme PAG. [CHARLES R. SCHULTZ, *Chair*]

*Conservation PAG.* At the PAG's meeting on 30 September 1980, the minutes of the 1979 meeting were read and accepted and reports were given by the chairs of the 1979-80 subcommittees. A new chair and vice-chair were elected (Howard Lowell and Anne Russell, respectively), and the matter of goals for 1980-81 was taken up. The PAG established subcommittees concerned with Technical Issues (Richard Strassberg, *Chair*), Information Dissemination (Patricia Scollard Painter, *Chair*), Legislation (Ann Russell, *Chair*), Program (Pamela Najar, *Chair*), and Steering (elected officers and subcommittee chairs). Members volunteered to serve on the subcommittees and each met later to begin planning its work. The meeting was characterized by general agreement among members regarding the importance of establishing these subcommittees and of the achievement of concrete goals over the coming year. [HOWARD LOWELL, *Chair*]

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**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 now President of the International Records Management Federation.

**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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# The President's Page

RUTH W. HELMUTH

THE THIRTY-EIGHTH ANNUAL MEETING of the Society of American Archivists, held in Toronto in 1974, was memorable for a variety of reasons. For me, the plenary session, "Documenting American Culture Through Three Generations: Change and Continuity," had a special excitement. If you were there, you will remember Herman Kahn speaking for the first generation—the self-taught generation, as he characterized them—with his usual wit and charm. Frank Evans described the second generation as the teachers and the taught. He discussed the changes in archival theory and practice which concerned him. Andrea Hinding, representing the third generation, testified to the pressures of the sixties and seventies—to the effect of "war, choice, and chance." If you were not there, you will find a report of the session in the April 1975 *American Archivist*. What seemed to me most remarkable, and most fortunate, was that we were privileged to see before us the embodiment of the history of our profession in this country.

That session impressed on me the idea of generations of archivists; and now, six years later, I would like to suggest that we consider a new phenomenon: the fourth generation of American archivists. What differentiates this group, in my mind, is that they embarked on their careers in a different way than earlier generations did. They made an early career decision which involved the effort and expense of graduate training in archival administration. They are archivists by choice. Having said that, I must quickly point out that those of us who came into the profession by the more traditional on-the-job training route do not need to feel underprivileged. We have worked hard and done well, and we can take some pride in having created a profession that attracts young people as gifted and as motivated as this group.

Chronologically, I suspect most of them have come into the profession during the last ten years, although I am sure that there is a contingent which could claim more seniority. All those generations of history graduate students who were seduced into archival employment by part-time jobs in archives almost qualify, but not quite. For me, this special group is distinguished by their intent, their willingness to spend a year or more of their lives in becoming professional archivists. For many of them this decision has involved a considerable leap of faith; most have known archives only as researchers, at best. A few of them have worked part-time in archives or manuscripts repositories, but only very fortunate people grow up knowing a real live archivist. However they have acquired it, these students come to graduate school with an image of archives as interesting places to work, places which offer special, if largely intangible, rewards. They have a sense that this is an important and challenging profession, and they want the best possible education for it.

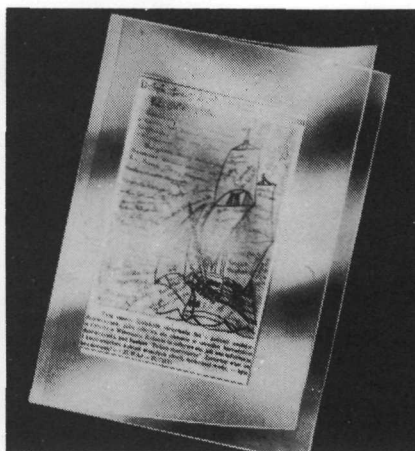
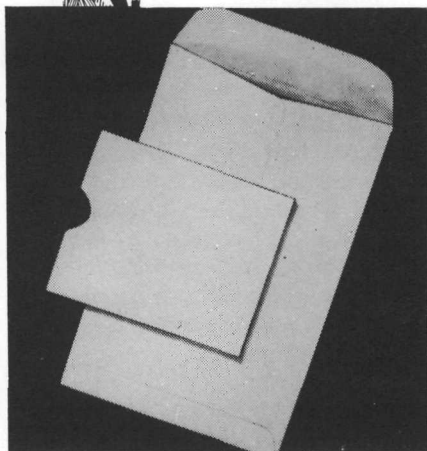
We are far from a situation in which graduate training in archival administration is an expected norm, as it is for librarians. However, even a casual reader of the placement section of the *Newsletter* will note that graduate archival education is increasingly specified for entry-level jobs. We really do not know, at this moment, how many archivists-by-choice join the profession each year; but they are certainly a rapidly growing group, and we need to be aware of what we can expect from them. Like it or not, they may inspire some slight apprehension. I suspect that every profession has suffered through a period of malaise of this sort, when education was becoming more available, and a generation in place has to reassure itself that experience was after all the best teacher. That is certainly true, but this new generation has had some real advantages. They have learned all at once, in an organized fashion, what we tended to learn haphazardly, over a long period. They have had the opportunity to think about archives in the abstract, divorced from obligation to any specific institution. And most of them are starting young; this year's crop may well see the centennial of the National Archives. I am sure that we will all gain by their spirit and enthusiasm. I anticipate that they will be more willing to seek change, to challenge accepted theory, and to speculate about new possibilities.

What can the fourth generation reasonably expect of the profession they have chosen? Recognition of their existence, their qualifications, and their potential presents some obvious implications. Certainly, they have a right to ask for a variety of excellent graduate education programs, and some guidance from the Society in choosing among them. Sessions at annual meetings should increasingly be planned at a level that will challenge this group as well as experienced archivists. The Society will need to provide continuing education at a truly advanced level, because they start out well beyond the basics and they will be in the profession a long time. Most of all, they have a right to be impatient with our diffidence about whether we are really a profession. They know; they have demonstrated their commitment by becoming archivists by choice.



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# ***The WPA Historical Records Survey***

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Compiled by Loretta L. Hefner

This guide is the product of a survey of unpublished HRS materials conducted by the Society of American Archivists with a grant from the National Endowment for the Humanities. It lists repositories in the United States which hold HRS materials. The guide contains summaries of HRS activity in each state, separate entries for repositories in which HRS materials have been located and lists of specific holdings in each repository.

Detailed lists of counties, municipalities, and denominations that are covered by inventory forms in specific project areas are included on microfiche.

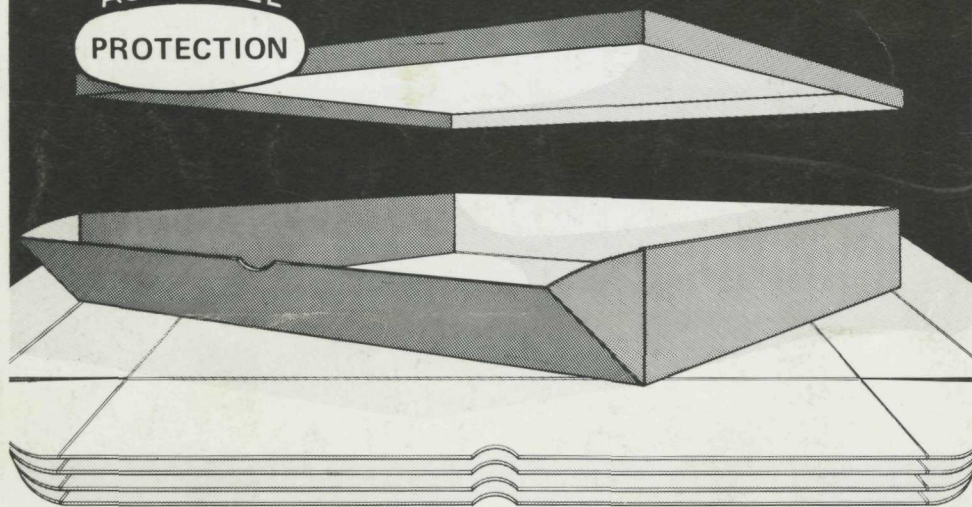
(1980) 42 pp., paper. \$4 SAA members, \$6 others. A postage and handling charge will be added to all non-prepaid orders.

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