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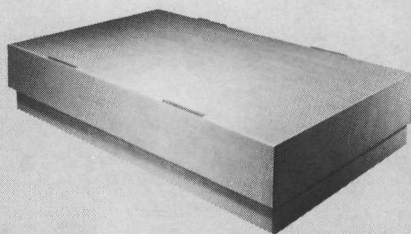
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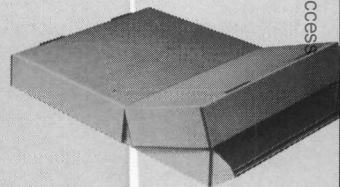
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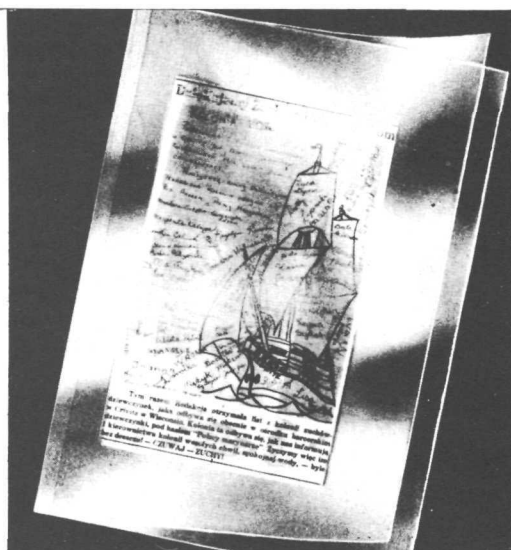
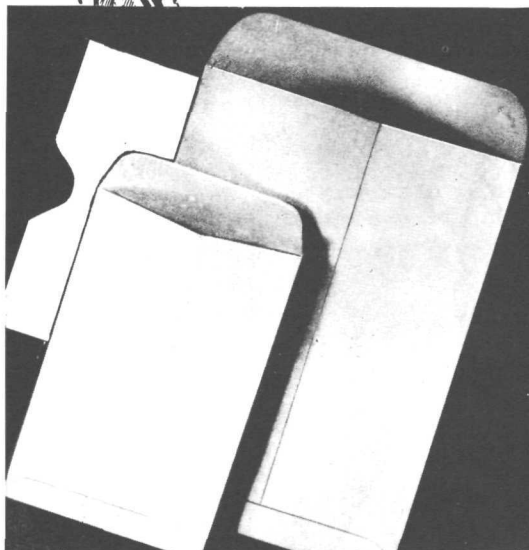


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## Professional Reading

PAUL V. GUTE, *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. It is meant to provide the reader with more immediate access to current professional literature than he or she might otherwise have.

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# Technical Notes

BEN DEWHITT, *Editor*

**Product Guide on Solid State Emitters.** A twenty-four page product guide providing tabulated data and outline configurations for RCA's line of solid state emitters has been released by RCA Electro-Optics and Devices, Lancaster, Pennsylvania. The line includes the following types of IR emitters and injection lasers: infra-red emitting diodes, pulse and CW operated injection lasers, stacked diode lasers, and laser systems. The product guide, SSE-100, features an applications section depicting schematics of typical drive circuits for IR-emitting diodes and injection lasers. Selection guides are also included. Copies of the SSE-100 product guide may be obtained by writing to RCA, Box 3200, Somerville, NJ 08876.

**Report of OCLC Users Council Meeting in St. Louis.** The OCLC Users Council dealt with issues of membership, determination of number of delegates, and a statement on the Library of Congress Network Advisory Committee (NAC) discussion paper on nationwide network development and governance support at a two-day meeting in St. Louis, 1-2 June 1981.

Richard Chapin, Director of Libraries at Michigan State University, and president of the OCLC Users Council, will present an official statement at the NAC hearing at the ALA annual conference in San Francisco. The Users Council position on a national network is that it will continue to evolve. The position paper said: "The idea of legislating an agency to oversee a national network is rejected on philosophical and economic grounds. A governmental, quasi-public or independent agency to oversee a national network would not be sufficiently sensitive to market forces, technology development, or user feedback, despite all protests and claims to the contrary. The artificial control by such an agency would probably cause enough problems to stifle any cooperation among the various components of the national network."

The statement continues: "The OCLC Users Council believe strongly in the evolutionary process. Libraries and library related organizations have a history of cooperation and there is no reason to believe that that spirit will cease in the 1980s. Indeed, economic pressures alone would seem to indicate that cooperation may be a necessary tool for survival. Cooperation among the components of a national library network has been happening, is currently happening, and will continue to happen. Libraries should take

no other stand than to encourage those organizations to continue to cooperate in the best interests of all."

Users Council delegates sent back to the OCLS Board of Trustees for clarification a proposal that would create two types of membership in OCLC, voting and non-voting. A voting member, basically, would use OCLC's cataloging and interlibrary loan subsystems, while non-voting members, generally, could use one or more OCLC subsystems other than cataloging. Depending on board action, the Users Council may take up the matter again at its September meeting.

The delegates accepted recommendations from the Task Force on Delegate Algorithm that would limit the size of the Council to sixty delegates (presently there are seventy-eight delegates). The primary factors determining representation are number of general members in each network at the end of the fiscal year, and the total non-pass-through revenue flowing from each network to OCLC for the previous fiscal year.

The delegates accepted the report of the Task Force on System Priorities and Needs, which recently conducted a survey of 491 participating libraries selected by random sample. The response rate was an impressive 86 percent. The purpose of the survey was to identify preferences for enhancements in, or improvements to, OCLC's existing subsystems, and the development of new products and services.

Respondents were asked to limit their choices to ten items in each section, and to identify their first, second, and third choices from among the ten selections.

The first tier of enhancements/improvements to existing subsystems selected by more than 50 percent of respondents included subject access for cataloging, response time, catalog card production, and shared cataloging. Fifty percent of respondents put into the first tier for new products and services the following: subject access for public services and processing of OCLC MARC Subscription Service tapes for AACR2. The report includes observations on the findings and recommendations for applying them to activities of the Users Council.

Reactions to the report have been forwarded to the Users Council Task Force on Effectiveness. Copies of the report are available from: Sharon Walbridge, Users Council Coordinator, 6565 Frantz Road, Dublin, Ohio 43017.

The Users Council Task Force on Effectiveness conducted hearings in small group sessions the afternoon of 1 June to respond to a preliminary report that evaluates the council's performance after its first two years of operations. The report includes a set of recommendations designed to improve effectiveness of the council. A final report will be submitted to the council in September.

The delegates passed a resolution requesting a plan from OCLC regarding future expansion of hours of operation of the on-line system in 1981. Another Users Council resolution urged OCLC to begin a study to determine services for users that can be undertaken to provide mechanized (as opposed to manual and repetitive) entry of holdings in the data base.

Delegates also heard reports from OCLC management, including User Services Division Director Mary Ellen Jacob, and President Rowland C. W. Brown. Scott Bruntjen, Executive Director of PRLC, reported on activities on regional networks.

Warren Haas, President, Council on Library Resources, spoke on CLR's activities at a Users Council network luncheon on 2 June.

**CLR Committee Issues Interim Report on Book Paper.** The Committee on Production Guidelines for Book Longevity has issued its *Interim Report on Book Paper*. Formed in 1979 by the Council on Library Resources with the assistance of the Andrew W. Mellon Foundation, the committee consists of experts on paper manufacturing, publishing, and library book preservation programs. The committee's aim is to encourage the improvement of the physical qualities of publications, particularly books. The initial work of the group has centered on book paper. Members have gathered information about book

paper supply and use, concentrating specifically on promoting production and use of acid-free paper as the single most important element in assuring book permanence.

The report notes that certain economic considerations and anti-pollution laws have increased interest in the production of acid-free book paper. In 1980 about one-fourth of the paper manufactured in the United States for book production was acid-free, and this percentage is likely to increase during the next decade. Because the supply of acid-free paper is limited, a major task is to determine which categories of material should receive priority in the production of acid-free books. Although publishers will have to make the final judgments, the committee suggests that such decisions can be guided by professionals in the field and members of the scholarly community.

The committee notes that neither publishers nor librarians have made permanence an important consideration in either production or purchase decisions. The report asserts that "The aims of our committee would be largely realized if publishers would be more aware of the need for 'permanence' and would make thoughtful decisions about the paper used to print their books."

The committee's specific recommendations are addressed to both librarians and publishers. An appendix includes guidelines for paper to be used in book production, and the committee encourages publishers who use paper conforming to the specifications to identify their acid-free books with an appropriate statement in each book. The recommendations addressed to the library community include recognition of the responsibility to make publishers, including the U.S. government, aware of their preservation needs. Finally, the report urges publishers to stock acid-free paper for use on appropriate titles.

Members of the Committee on Production Guidelines for Book Longevity are: Herbert S. Bailey, Jr., Chairman (Princeton University Press); Frank G. Burke (National Historical Publications and Records Commission); Warren J. Haas (Council on Library Resources, Inc.); Peter Mollman (Random House, Inc.); Leonard D. Schlosser (Lindenmeyr Paper Corporation); David H. Stam (New York Public Library); and R. Gay Walker (Yale University Library).

Copies of the 13-page report are available from the Council on Library Resources, Inc., Suite 620, One Dupont Circle, NW., Washington, DC 20036, upon receipt of a request and a self-addressed mailing label.

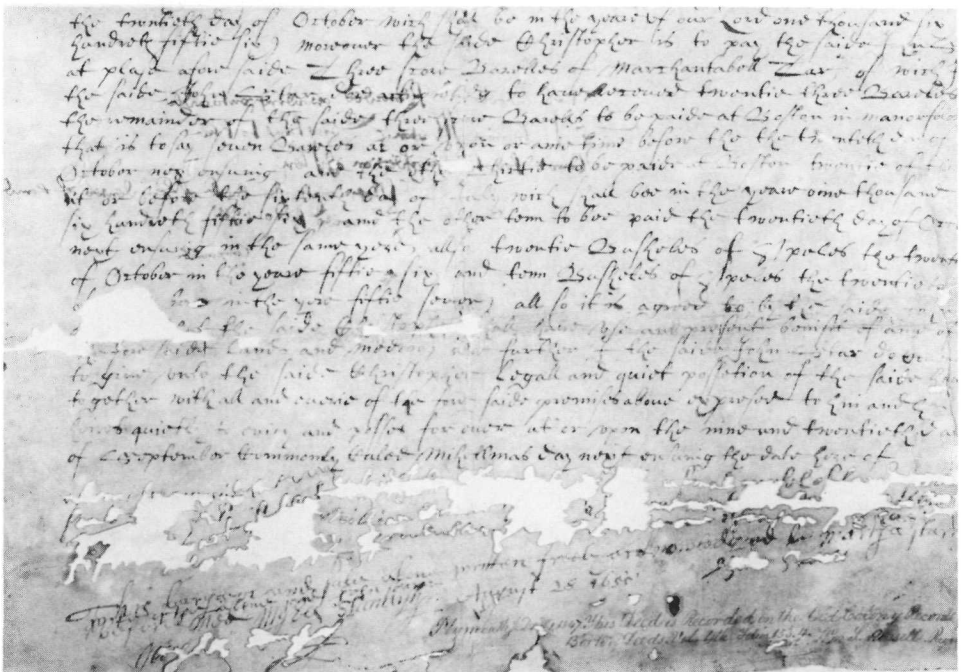
The Council on Library Resources is a private operating foundation. Through directly administered projects as well as grants to and contracts with other organizations, it attempts to assist in finding solutions to the problems facing libraries, particularly academic and research libraries. CLR was established in 1956 by the Ford Foundation and continues to receive support from it as well as others.

**Free Catalog of Furniture and Media for Computer Systems.** A new catalog from Inmac (International Minicomputer Accessories Corporation) introduces more than sixty new products including computer supplies, accessories, and cables designed to improve productivity, save time, and promote safety and security. The publication presents two new product lines: DataMaster, a modular furniture system for ADP environments; and Inmac Plus, premium quality magnetic media. The catalog is cross-referenced and contains articles on data processing. For a free, one-year subscription, write: Inmac, Department 11, 2465 Augustine Drive, Santa Clara, CA 95051.

**New, Luminescent, Non-slip Floor Tread.** MACtac has introduced a luminescent, non-slip floor tread that provides safety during temporary power failures. *Glo-Grit* is available in rolls or pre-cut treads. An instant-bonding adhesive fixes the high strength, plastic, carrier film to steps, ramps, and walkways, providing a gritty, non-slip surface and visual guidance by self-illumination. For a sample, write or call MACtac Industrial Products Division, 4560 Darrow Road, Stow, Ohio 44224. [Telephone: (261) 688-1111].

**New Office-Size Microfilm Camera/Processor.** Fuji Photo Film U.S.A., Inc., has introduced a new floor-model microfilm camera/processor, usable with 120 volt power and weighing 220 pounds. Operation requires no special technical skills. Features of the MICLE 1200 include exposure control for overly light or dark originals, and reminder lights for film or chemical replacement. Copying costs are approximately 20 cents per 60 documents, and a rate of one 12-frame strip each 90 seconds is possible. The developing system is self-contained, requiring no external plumbing hook-ups. Chemistry replacement is necessary after each 100 feet of processed film. Two optional accessories are available—a document feeder and a microfilm storage jacket inserter. MICLE 1200 has been tested for a year at records management and archival institutions. For more information contact: Ed Malin, Fuji Film U.S.A., Inc., 1050 Northgate Drive, Suite 356, San Rafael, CA 94903.

**ALA Report Covers Movable, Compact Shelving.** A comprehensive report entitled "Movable Compact Shelving: A Survey of U.S. Suppliers and Library Users," has been issued by the American Library Association in *Library Technology Reports*, vol. 17, no. 1, January-February 1981. It presents an objective review of library movable shelving systems, with data on site visits and comments from library staff members in evaluating systems. The report describes a wide variety of electric, manual-assist, and manual shelving systems and includes diagrams and photographs showing how movable stacks can conserve space over conventional fixed-in-place shelving. The technology report is available at \$40 per copy. Contact: Howard S. White, Editor, *Library Technology Reports*, American Library Association, 50 East Huron Street, Chicago, IL 60611.



An example of lacing: deed, John Star to Christopher Wadsworth, Duxbury, Massachusetts, bearing signature of Myles Standish (1655). See pp. 379–80. Copyright Pilgrim Society



## Folklore and Paper Restoration

FOLK REMEDIES USUALLY HAVE LITTLE TO DO with archival methodology, much less with the conservation of documentary sources. It was therefore all the more interesting to learn about a rare little volume entitled, *A New System of Domestic Cookery Formed Upon Principles of Economy and Adapted to the Use of Private Families By a Lady with the Addition of Many New Receipts and Embellished with Engravings* (Halifax: Milner and Sowerby, 1858).

Among its many useful suggestions for a farming population, such as formulas for dyes to look like "York Tan" with the use of saffron or "to prevent the rot in sheep," was, strangely, "A liquor to wash old deeds on paper or parchment when the writing is obliterated, or when sunk, to make it legible." The fact that anyone at that early time was attempting to remedy the problem of fading and eventually the *lacing* (the cutting through the paper of the ink image) of iron gall inks would, I thought, be of interest to the membership of the Society of American Archivists.

The remedy as set forth in 1858 is as follows: "Take five or six galls, bruise them, and put them in a pint of strong white wine; let it stand in the sun for two days. Then, dip a brush into the wine and wash the part of the writing which is sunk; and by the color you will see whether it is strong enough of the galls."

Wishing to obtain an expert opinion on this nineteenth-century folk-conservator's work, I communicated her suggestions to George Martin Cunha at his laboratory in Topsfield, Massachusetts. I was more than a little surprised to find that what the lady had to say in 1858 could be successfully applied. Cunha's letter to me of 18 July 1980 is of interest, therefore, from a historical as well as a practical point of view for those of us who have labored over faded iron gall inks with ultra-violet readers, or have lamented our total loss when the inks have completely destroyed the papers upon which they were used. Cunha writes:

The formula will work on faded iron inks because the tannic acid in the oak galls is one of the two principal ingredients in iron gall ink. The other is iron from any one of several sources, and the combination makes ferric tannate which is brown-black ink seen on so many of the early documents in your archives. When the ink fades, the ferric tannate is reducing (the opposite of oxidizing), to ferrous tannate which is very light brown, sometimes difficult to read, writing. The mixture of galls and strong white wine (acetic acid), will re-oxidize the ferrous tannate back to the darker ferric tannate.

Cunha went on to write that he uses a 2 percent solution of tannic acid that, when brushed on faded iron ink, or immersed in it, will darken the faded ink very rapidly. The fact is that the tannic acid solution will not work on aniline inks unless it is mixed with iron ink, and the writing could be lost if the inks are of water-soluble aniline colors. According to Cunha, the key to the restoration is first to test for water solubility, and to deacidify the paper *after* using the 2 percent solution, as it is an acid itself.

Would that the more home-grown variety of restoration techniques, or the more modern scientific methods, were available in earlier years to former archivists and keepers of records. This knowledge and its application would surely have prevented the lacing found in many seventeenth-century documents in this historic county and in others. (L. D. GELLER, *Plymouth, Massachusetts*)

# ARCHIVES AND MANUSCRIPTS: EXHIBITS

by **Gail Farr Casterline**

This new addition to the Society of American Archivists' Basic Manual Series is a practical, how-to manual for persons planning exhibits of archival materials. The manual contains chapters on planning and development, conservation, design and technique, program coordination, and administrative considerations. Some of the specific topics covered include locating and selecting material; evaluating the site; case and panel layout; mounting techniques; exhibit catalogues; traveling exhibits; estimating costs; and loans and insurance. Over 30 drawings and photographs illustrate the text. The appendices include sample forms and a list of suppliers of exhibit equipment.

72 pages, softbound. \$5 to SAA members, \$7 to others.

Order 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.

# The International Scene

RONALD J. PLAVCHAN, *Editor*

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## ARGENTINA

### **Publisher Seeks Permission to Print Selected *American Archivist* Articles in Spanish.**

The publishing firm, Major Ediciones, of Cordoba, has sought permission to print selected articles from the *American Archivist* in the new publication, *El Mundo de los Archivos*. Seven articles have been selected by the publisher and translated into Spanish. Since the new journal is intended to acquaint Spanish and Latin-American archivists with basic archival knowledge in their own language, the publisher selected articles dealing with such topics as sampling, appraisal, accessioning, preservation, records centers, and new viewpoints on establishing state archives.

## CANADA

**Archivaria Offices Have Moved.** Since 1975, when *Archivaria* first appeared as the official journal of the Association of Canadian Archivists (ACA), the Public Archives of Canada (PAC) has been the business address for the journal. As of 6 June 1981, the campus of the University of British Columbia became the new home of *Archivaria*. All correspondence relating to the journal should now be sent to the following address: *Archivaria*, School of Librarianship, University of British Columbia, 1956 Main Hall, Vancouver, B.C. V6T 1Y3.

**1981 ACA Annual Conference.** The ACA held its annual conference at the Public Archives of Nova Scotia in Halifax, 3–6 June 1981. The theme of the 1981 conference was "Total Archives: Blessing or Burden?"

**Efforts Toward Establishment of a National Archival Records Commission.** The president of ACA has been writing to various archivists as well as to government officials at various levels to solicit their support of the ACA proposal to have the federal government establish a National Archival Records Commission. In his letters, President Kent M. Haworth included a copy of the ACA response to the Social Sciences and Humanities Research Council of Canada (SSHRCC) Consultative Group report on Canadian archives, and a copy of the ACA response to the Applebaum/Herbert Cultural Policy Review Committee. Both the Symons Report (1975) and the Consultative Group Report (1980) have documented the neglect of archives in Canada. The Association for Canadian Studies and the Canadian Historical Association have also been asked to support this cause by adopting the resolution calling for creation of a National Archival Records Commission. The purpose of the national commission would be to set priorities for the development of archives and assist in the coordination of federal and provincial funding programs devoted to the preservation and use of historical records. It is also assumed that, once the federal government has established the national commission, the provinces would likewise establish provincial archival coordinating boards.

**Exhibits at the Public Archives.** To observe 1981 as Canada's census year, PAC prepared a small exhibit entitled "Census, 1666–1981." It ran from 2 March through 30 June 1981. Thirty items, including a facsimile of the first census (1666) and several sample census forms that had been used over the years, comprised the exhibit. Another exhibit at PAC marked the occasion of the International Year of the Handicapped. The National Photography Collection mounted an exhibit of twenty-two photographs, entitled "The Magic Word," which ran from 18 February to 2 June 1981. The photographs were taken in 1973 by Canadian-born photographer John Reeves, and document the various activities of l'Arche (Ark), a community home for mentally handicapped persons established in France by Jean Vanier, the son of Canada's former governor general.

**New Russo-Ukrainian Mennonite Project.** The Mennonite Heritage Centre, Winnipeg, Manitoba, through a gift from Isaac P. Klassen, has begun an archives and research program in Russian Mennonite studies. The four aims of the new project are: (1) to prepare an exhaustive listing of existing printed and archival holdings of Russian Mennonite-related materials in the centre's library and archives; (2) to add other items to the collection; (3) to expand existing bibliographies of books, articles, dissertations, studies, and monographs published on Mennonites in Russia; and (4) to initiate various study projects to explore untapped areas of Russian Mennonite research. A special advisory committee has been set up to provide guidance and assistance to the project.

**Public Archives of Prince Edward Island Slated to Move.** During the spring of 1982, the Public Archives of Prince Edward Island will be relocated on the third floor of the Old Court House Building, which is adjacent to the historic Province House. The move from the Confederation Centre, Charlottetown, is prompted by the need for more space.

**First Annual Meeting of the Alberta Society of Archivists.** The Alberta Society of Archivists, organized in March 1980, held its first annual general meeting on 29 March 1981, at the University of Alberta, Edmonton. The meeting was held in conjunction with a one-day workshop on AACR2 (Anglo-American Cataloging Rules 2). Some thirty-six people attended the meeting to discuss and vote on a draft constitution for the society. To handle the society's business until it is registered under the Alberta Societies Act, the members present elected a five-member interim executive committee.

**Disaster Planning Workshop Sponsored by Toronto Area Archivists.** On 8 April 1981, the Toronto Area Archivists Group (TAAG) sponsored a one-day workshop on disaster planning. The workshop was held at George Brown College's St. James Campus. Topics covered during the workshop included preventative measures, developing a disaster contingency plan, initial coping with a disaster, and salvage efforts.

## ENGLAND & WALES

**Society of Archivists Annual Conference, 1981.** The Society of Archivists held its 1981 annual conference in Belfast, Northern Ireland, 26–28 March. The travel distance to the site of the annual meeting resulted in lesser attendance this year than in previous years, but seventy delegates did attend the conference. Discussions included one on the report of the Working Party on Retention Schedules for Local Government Social Work Records, which was set up by the society's Records Management Group. The report may be published by the society as one of the Records Management Group's Occasional Papers series. Other group papers to be published deal with the removal of a records center, and the effects of office automation on records management. The Records Management Group itself has a rapidly expanding membership, and is continuing its policy of holding seminars around the country. By involving businessmen and administrators as well as archivists/records managers, the group seeks to stimulate knowledge of and interest in records management techniques.

**Freedom of Information Bill Suffers Setback.** Hopes for passage into law of a private member's bill in the House of Commons, aimed at freeing more information from government sources and repealing a section of the Official Secrets Act, were dashed in February 1981. The Conservative Government by use of procedural tactics and a calling up of their "payroll-vote" forced the bill out, stating that it could not be justified on dual grounds: expense, and that Parliament and the general public were being told more by the present government than by many previous governments. This latter view is disputed by many individuals, including some Conservative MPs.

**Wilson Report on Modern Public Records Submitted.** In the first major reappraisal of its own record keeping since the mid-1950s, the government received in April 1981 the report of the committee chaired by Sir Duncan Wilson. The report, while ranging widely in its considerations on the selection of and access to modern public records, opposed any major restructuring of the records review procedures as established under the recommendations of the 1954 Grigg Report and embodied in the Public Records Act of 1958. The committee especially rejected the concept of a National Archives and Records Service in the British context, and argued that the Grigg Report, with its five and twenty-five-year reviews, is basically sound. The main problems the Wilson Committee found are familiar to records managers: failure to use sufficient or qualified staff for the review process. Other recommendations in the report include longer opening hours at the Public Record Office, and a more constructive and imaginative use of microfilming as a conservation measure for modern departmental records. The committee also believes that immediate action must be taken to preserve machine-readable records, and urgently recommends the establishment of a data archives center and other measures.

**Criticism of the Royal Historical Manuscripts Commission.** Evidence of an increasing public awareness of the importance of the archival heritage was revealed on 15 June 1981, when the government was pressured into publishing a report submitted by the Civil Service Department, a report critical of the workings of the seventeen-member Royal Historical Manuscripts Commission (HMC). The HMC, initially established in 1869 by Queen Victoria, is responsible for recording the location and content of archives in

private possession and listing them in a national register, and advising the government on the acceptance of manuscripts in lieu of tax and death duties. It also plays a general advisory role to private record owners. Although the government had demanded that the department produce the report in thirteen weeks, it failed to reveal any findings upon receipt of the report in April 1980, nor has any action been taken. The government acknowledges that it would have never published the report had there not been much criticism about it after printed correspondence in *The Times*. Daniel Caplan, a former civil servant appointed by the department to draw up the report, criticized the HMC, which is comprised of senior academics and possessors (mainly aristocratic) of private archives, as a "self-perpetuating body," too dominated by old men who meet too infrequently (once every six months) to deal with matters fully. The report recommends a maximum age of seventy-five for HMC members and a limit of five years service on the commission, and it also suggests removal of the present prohibition on the inclusion of professional archivists. If HMC fails to comply with the recommendations of the report within five years, the commission recommends the abolition of the HMC. This is the first independent commission to investigate the HMC since its formation in 1869.

## FINLAND

**New Archives Law Enacted.** During the past two decades, changes in the state administration and records management, together with advances in information handling techniques, have resulted in new tasks for the public archives. Although the Law on Public Archives (1939) was considered very modern and met the needs of time, it had become inadequate in some respects. In 1974, efforts were started to modernize Finland's archival legislation. On 16 December 1980, Parliament enacted the Law on Archives (promulgated on 20 February 1981), which replaces the 1939 law, but does not become effective until 1 January 1983.

According to the new law, the Valtionarkisto (National Archives), as it has been doing, functions as a central administrative board to instruct, supervise, and develop the administration of archives of the state administration and municipal authorities. A noticeable change is that the archival authorities, the Valtionarkisto and the provincial archives, are better able to give instruction and advice concerning records management. The new law also defines more precisely the term *record*. In addition to the traditional paper records, it now classifies maps, drawings, pictures, films, recordings on punchtape or magnetic tape, and other similar materials accumulated as the result of official functions as records, and so subject to the archival legislation.

By 1988, every state agency or governmental office must issue special archival regulations as may be necessary to comply with the provisions of the new law. Among the things agency officials will need to do is to identify the record-producing units within the agency, establish records registration procedures, and prepare general disposal schedules for different records series.

**Central Archives for Business Records Established.** For many years, the Business Archives Association has had as one of its goals the establishment of a central archival repository for the preservation of historical records of business enterprises. In 1980, the central organizations of commerce and industry, together with other related or interested associations, established a foundation for the maintenance of such an archives. With financial assistance from the government, the realization became a possibility. In May 1981, the Central Business Archives began operations in the city of Mikkeli.

Prior to the establishment of this business archives, the preservation of the older records of Finnish commercial and industrial businesses had been haphazard. Some of the large business firms have their own well-managed archives, and some provincial archives



have accessioned the records of smaller enterprises. Economic historians have repeatedly lamented the irreparable loss to research when companies have gone out of business and their valuable records have vanished. The situation should now be different with the opening of the Central Business Archives, for it will acquire and preserve business archives of historical value as source material for research and make them available to scholars.

## SOUTH AFRICA

**Conservation Survey Underway.** The libraries of the University of Cape Town, in cooperation with the Association for Archivists and Manuscript Librarians (AMLIB/AMBIB), are conducting a survey into conservation practices in South Africa. A questionnaire was circulated with recent issues of the AMLIB/AMBIB *Newsletter*. The editors are hoping to publish the results of the questionnaire in a subsequent issue of the newsletter.

**Fourth South African Conference of Bibliophiles.** The fourth South African Conference of Bibliophiles was held, 7–10 September 1981, at the South African Library in Cape Town. Papers presented at the four-day conference covered a wide range of topics, including black writers in South Africa.



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# News Notes

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

SEND NOTES FOR PUBLICATION 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 070502; **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.

The **American Institute of Physics**, Center for the History of Physics, has completed its study of records management and appraisal at major physics laboratories, particularly of the Department of Energy. In addition to identifying materials valuable for the history of physics, the project produced two sets of guidelines: "Handbook for DOE Secretaries and Files Administrators," and "Appraisal Guidelines: Selection of Permanent Records of DOE Laboratory Management and Policy and Physics Research." For further information on the project and its products, write: Joan Warnow, American Institute of Physics, Center for the History of Physics, 335 East 45th St., New York, NY 10017.

The **Charles Babbage Institute for the History of Information Processing** is conducting a nationwide survey of 14,000 archival, governmental, and industrial institutions to determine if they hold records and artifacts that document the technical and socio-economic development of information processing. The survey is being conducted by mail questionnaires, and each institution is invited to submit general information on archives or manuscript holdings that contain historical source materials related to information processing. Computer corporations and allied industries are requested to provide a brief overview of the types of computer-related records generated and maintained by individual companies.

The Institute will use the preliminary data to evaluate current practices in science and technology documentation and to alert librarians, archivists, and computer professionals to the importance of preserving historical resources in the field of information processing. For more information write to Roger H. Stuewer and Maria Woroby, The Charles Babbage Institute, 104 Walter Library, 117 Pleasant St. SE., University of Minnesota, Minneapolis, MN 55455.

The **Cincinnati Art Museum** and the **Art Academy of Cincinnati** have established a joint archives, through an NHPRC grant. The material, dating from 1881 to 1977, consists of correspondence; exhibition records and other museum documents; student and faculty information from the academy, where many well-known artists studied and taught; and photographs from both institutions. Important documents and photographs from the archives are being used in the museum's centennial exhibition, "Art Palace of the West," through August 1981.

In February, the **Cincinnati Historical Society** launched a \$1 million Sesquicentennial Challenge Grant Fund Drive in response to an NEH challenge grant. Funds generated by this campaign will go for one-time conservation projects such as construction of a carpentry shop, purchase of shelving for general collections, restoration and organization of museum objects, processing and microfilming of architectural drawings, and purchase of the library equipment needed for research and conservation. Remaining money will be placed in the endowment fund, with the income designated for the establishment of an in-house conservation program.

An act passed by the 1981 **Georgia General Assembly**, amending the 1972 Georgia Records Act, will help counties, municipalities, school boards, and courts to control their mounting collections of old records. The amendments are designed so

that the governing body of the state and of each county, municipality, and consolidated government will have a records management plan by 1 January 1984. The Georgia Department of Archives and History will provide training and assistance to local governments, as required. One feature of the new law is its provision for these governing bodies to place significant historical records in the state archives.

The **La Crosse Public Library**, of La Crosse, Wisconsin, has formed a Department of Local History and Archives, which will have as its major collecting areas the city of La Crosse, the surrounding communities, and the Mississippi River Valley adjacent to La Crosse.

Adjacent to the historic San Fernando Mission, the **Archdiocese of Los Angeles** has completed a two-story archival facility which doubles the storage area available for the Archives of the Archdiocese. This new building includes a work room, a walk-in vault, offices for the archivist and secretary, a large library, and a display area.

The **Mennonite Library and Archives** at Bethel College has prepared a guide to its manuscript and archival holdings. The 350-page book contains the registers of and an index to 100 personal manuscript collections. Also included are outlines of every archival series, and descriptions of each special collection. For more information, contact David A. Haury, Mennonite Library and Archives, North Newton, Kansas 67117.

The **Michigan Archival Association** announces the publication of *A Program for Disaster Response in Michigan*. The document is intended to provide guidance and a sense of order to those faced with a natural disaster. The publication includes six sections: (1) preparation for disaster response, (2) guidelines to follow during the recovery operation, (3) a checklist for supplies and equipment, (4) sources for supplies, (5) consultants, and (6) a bibliog-

raphy. Though the publication is directed toward institutions in Michigan, those elsewhere also may find parts of it useful. Copies are available for \$3 from: Richard Harms, MAA Secretary, Archives & Historical Collections, EG-13 Main Library, Michigan State University, East Lansing, Michigan 48824.

The Michigan State Library will be the recipient of the funding of a statewide project begun by the **Michigan Genealogical Council**, to gather and preserve church and cemetery records. For more information, contact Ms. Carol Ring, 2376 Phillips Ave., Berkley, Michigan 48072.

The **Mississippi State Legislature** passed, and the governor signed "An Act to Establish a Comprehensive Archives and Records Management Program for Mississippi." The law is a culmination of a long effort to achieve records management for Mississippi, and appropriates \$291,415 to the Department of Archives and History to administer the program for fiscal 1982.

A new publication, *National Archives Computer Data Bulletin*, provides information on the holdings, functions, and reference services of the Machine-readable Archives Division of the **National Archives**. The first issue (Spring 1981) includes articles on military files, education data, appraisal methods, and record center activities.

The **New Jersey State Library's Bureau of Archives** has received a grant from the Caroline Foster Fund of the Joint Free Public Library of Morristown and Morris Township, to complete the microfilming of nineteenth-century non-population census schedules for New Jersey. The money will be used to film the Products of Agriculture schedules in the 1850 and 1860 censuses. The poor condition of these records had previously limited their accessibility.

In April, a special exhibit opened in the John Ben Snow Room of the Elmer Holmes Bobst Library, initiating a year-long celebration of the 150th anniversary of the founding of **New York University**. The exhibit, "A Sesquicentennial Exhibition: New York University 1831-1981," features photographs, documents, and other memorabilia, many of which were drawn from the New York University Archives. This exhibit will be on display through 1 June 1982.

The Regional History Center at **Northwestern Illinois University**, with the help of a grant from NEH, has recently completed a three-year project to collect manuscript materials documenting the history of the northern Illinois region. With the completion of the grant, the center became a fully integrated department within the university and now includes three major sections: regional collections, university archives, and local public records which are a part of the Illinois Regional Archives Depository System. The center's SPINDEX-generated guide will be completed in 1981.

In August 1980, **San Diego** initiated a city-wide comprehensive records management program. Administered by the city clerk, it is intended to reduce the proliferating stock of records maintained in active storage, convert expensive office space from filing to more productive purposes, standardize record-keeping procedures, reduce the labor spent on records processing, consolidate filing and records handling equipment, and provide for the preservation of historical records.

In an initial review of the existing state of the city's records by its records management officer, many problem areas were identified. The review pointed to the inadequacy of the current records retention schedules in meeting legal and administrative requirements, inappropriate records classification systems which reduce retrieval capabilities, inefficient storage of records in high-cost office space, the lack of low-cost storage space to

accommodate additional records, and technological alternatives to records storage.

To address these conditions, the program is composed of the following key elements: records control, forms management, archives, and a program for vital records. It is anticipated that all program phases will be developed by late 1981, with full implementation occurring in about two years.

The computerized Survey of Local History Resources, compiled by the **Santiago Library System Southern California Consortium Heritage Project**, is now available for distribution. The survey was developed in 1978 as a means to respond to the constant requests by library patrons for local historical information not found in publications. One hundred and fifty-three institutions, organizations, and agencies located in Inyo, Los Angeles, Orange, Riverside, and San Bernardino counties responded to the request for collection information.

The Heritage Project was funded during the planning and implementation phases by a grant from NEH. Because other county agencies have requested to be included in the survey, a new grant proposal has been submitted to NEH, as well as to private foundations.

The cost for a copy of the survey is \$15, including postage. For additional information, write to the Heritage Project, 422 E. Chapman Ave., Placentia, CA 92670.

On 30 May 1981, at the Winthrop College Archives and Special Collections, the recently formed **Archives and Special Collections Roundtable** of the South Carolina Library Association held its first workshop. The workshop was entitled, "Organizing Archival Collections: A Basic Workshop," and was geared toward librarians, archivists, and others responsible for an archives but with little training in archival principles or practices.

Archivists from South Carolina gave presentations on various subjects, including arrangement and description, geneal-

ogy, conservation and security, oral history, and exhibits. Archivists on the program came from the South Caroliniana Library, Furman University Archives, the Greenville Public Library, the University of South Carolina Library School, the South Carolina Department of Archives and History, and the Winthrop College Archives.

The roundtable plans to hold more workshops in the future, concentrating on specific aspects of archives administration.

The Technology Applications Committee, Information Technology Division, **Special Libraries Association**, is collecting information on library and related applications using new technologies, particularly microcomputers, video discs, word processors, and in-house retrieval systems. Anyone who can supply such information is asked to contact the division chairman, Nolan F. Pope, University of Florida, University Libraries, Gainesville, FL 32611.

Effective 1 July 1981, **Utah's State Archivist** will be a political appointee. Through Senate Bill 191, Central Administrative Services Act, a bill creating an office comparable to the U.S. General Services Administration, the State Archives will be one of seven divisions of a new department, with each division head being designated as deputy.

Despite a telegram and letter-writing campaign from the Society of American Archivists and many members of the Conference of Intermountain Archivists, the advice of lobbying archivists was ignored. The bill was saved until the next to the last day of the legislative session, when word went out that there were to be no substantive changes if the legislature was to receive any preferential treatment from the governor's office on several other pieces of legislation important to the lawmakers.

John Sillito, chairman of the Conference of Intermountain Archivists, was on the floor of the legislature talking to law



makers when the bill was introduced; and he was successful in orchestrating one change. Sillito asked that the word “archival” be inserted so the bill would read: “The executive director of the department of administrative services, with approval of the governor, shall appoint an archivist

and records administrator who is qualified by *archival* education, training, and experience to direct the division of archives and records.” This, he maintains, was a small compromise, but one that will, at the very least, provide that an archivist be appointed rather than a general manager.

# 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.

# The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

## Minutes: Council Meeting, 24–26 January 1981

President Ruth Helmuth called the meeting to order at 1:00 P.M. at Airlie House, Warrenton, Virginia. Present were Vice President Edward Weldon, Treasurer Mary Lynn McCree, and Council members Edmund Berkeley, Jr., Lynn A. Bonfield, Shonnie Finnegan, Meyer H. Fishbein, Robert Gordon, Richard H. Lytle, Paul H. McCarthy, Jr., and Virginia C. Purdy. Executive Director Ann Morgan Campbell attended without vote.

The proposed agenda for the meeting was adopted and the minutes of Council's September-October 1980 meetings were approved.

**PRESIDENT'S REPORT.** A. President Helmuth reported that she had appointed David B. Gracy II to complete Edward Weldon's term on the National Historical Publications and Records Commission. Weldon resigned his commission seat when he was appointed Deputy Archivist of the United States.

Shonnie Finnegan has been selected by the General Services Administration from a slate of nominees provided by the Society to fill SAA's seat on the National Archives Advisory Council.

B. President Helmuth has sent an interim response to the Office of Personnel Management, providing the Society's views on OPM's study of position descriptions and qualifications for the federal government's archivist and archives technician job classifications.

C. The Council joined President Helmuth in expressing appreciation to Mary Jane Dowd, outgoing chair of the Awards Committee, for her thorough review and revisions to the provisions for the conduct of the Society's awards program.

D. After hearing President Helmuth's report of recent activities directed toward encouraging Native Americans in their efforts to preserve tribal archives, Council passed the following resolution, moved by Mary Lynn McCree and seconded by Richard Lytle:

The Society of American Archivists endorses the concept of the Native American Archives project, and wishes to commend Herman Viola for his efforts in developing it. The Society wishes to inform the Native American Archives project steering committee that SAA is supportive of its efforts.

E. President Helmuth reported that she had received a communication from the Committee on the Status of Women in the Archival Profession, indicating that the Committee wished to defer its request for Council's approval of an employment monitoring project. The committee's agenda will be filled with other activities this year.

**TREASURER'S REPORT.** McCree reported that she has received several suggestions from the membership regarding possible sources of external funding for Society activities. On a motion made by Finnegan, seconded by Purdy, the President was authorized to create a committee charged with exploring the possibility of external fund raising.

**EXECUTIVE DIRECTOR'S REPORT.** A. Campbell reported on the Society's financial performance for the first six months of the fiscal year. Based on anticipated receipts from the new dues schedule, which takes effect in January 1981, Campbell predicted that the deficit expected in the budget would be erased.

B. The investigation being conducted by the office of the GSA Inspector-General, of the thirty-year-old relationship between the National Archives, and the Society and its journal, the *American Archivist*, was reviewed by Campbell. GSA investigators visited Campbell without prior notice, in mid-June 1980. At that time she was fully responsive to their questions about the nature of the cooperative relationship for the publication of the journal. Several National Archives employees have also been questioned in the investigation.

Campbell received a subpoena in December 1980 from the Office of the Inspector General, requiring the Society to produce copies of five-year runs of over twenty SAA records series. In subsequent discussions, the requirements were narrowed to materials relevant to the business operations of the *American Archivist*, the topic of the subpoena. According to the Executive Director, the investigation appears to be proceeding very slowly, even though everyone involved from the Society's perspective has promptly furnished all information requested about the *American Archivist*.

Campbell suggested that the manner in which the investigation has been conducted has led many to conclude that it was begun as a result of the Society's stands on independence of the National Archives, in general; and in opposition to GSA Administrator Freeman's interference in professional activities of the National Archives, in particular.

C. Campbell reported that the 1981 Program Committee, influenced by evaluations of the 1980 annual meeting, had changed the format of the Berkeley meeting to schedule PAG meetings concurrently with program sessions.

**PUBLICATIONS COMMITTEE REPORT.** A. Virginia Purdy reported that the committee recommended the insertion of a publication on museum archives as the sixth title in the second series of basic manuals now being produced under a grant from the National Historical Publications and Records Commission. Council approved the committee's recommendation on a motion made by Purdy and seconded by McCree.

B. President Helmuth reported that she had accepted Purdy's resignation as chair of the Publications Committee. The President proposed to institute a search for a part-time editor to coordinate the Society's efforts in the non-periodical publication area. In a motion made by Berkeley, seconded by Weldon, the Executive Committee was authorized to conduct such a search and select a person to begin work on or about 1 July 1981. The Publications Committee was abolished.

President Helmuth proposed that the Editorial Board be asked to assume advisory responsibilities for the Society's non-periodical publications as well as the journal. She will contact members of the board to ask if they are willing to assume this broader responsibility.

#### OTHER BUSINESS:

*1984 Meeting Site.* On a motion made by McCree and seconded by Lytle, the Washington, D.C., area was named as the Society's 1984 meeting site. The Executive Director was instructed to continue to investigate both hotel and campus sites for the meeting.

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

The meeting resumed at 9:15 A.M., 25 January. The Council was joined by Larry J. Hackman, chair of the 1982 Program Committee, and two members of his committee, Linda Henry and Victoria Irons Walch. After a presentation by Hackman and a discussion, Council approved the following resolution introduced by Finnegan and seconded by Weldon:

Council welcomes the recommendation of the 1982 Program Committee that the Society should promote great involvement of the Society and the profession in the concept of planning. Because of Council's support of this concept, it directs that:

- (1) The President, with the advice of the Vice President, shall immediately appoint a small task force to receive orientation in the process of long-range planning, to develop a plan for operation of a major Society task force, and to prepare for submission to Council at its Spring meeting a draft of a grant proposal.
- (2) This grant proposal, as modified and approved by Council, shall ask a funding agency to provide funds to enable a major Society task force to prepare a program of involvement of archivists at all levels, and of the profession in general, in planning.
- (3) A sum of up to \$3,000 is appropriated to the small task force to enable it to meet and to consult with a professional planner who will assist in its work.

*National Information Systems Project.* At the conclusion of a report from Richard Lytle about the work of the Society's NIS Task Force, which he directs, the Council unanimously expressed its appreciation to him and his working group for their effective leadership in this significant area of professional concern. Additionally, on a motion made by Finnegan and seconded by Gordon, Council adopted a position paper submitted by the task force, and directed that it be published in the *SAA Newsletter* and distributed to other interested parties.

*Constitutional Revision.* After extended consideration of the proposed revisions in the Society's constitution, received from the Constitutional Revision Task Force, Council created a conference committee to discuss the document further. The group, chaired by Weldon, will include Chairman J. Frank Cook of the committee; two committee members selected by Cook; and two members of Council, named by President Helmuth.

*Museum Archives Task Force.* On a motion by Purdy, seconded by McCarthy, Council authorized the creation of a Task Force on Museum Archives.

*Federal Funding for Archives.* Campbell sought and received guidance from the Council about the Society's policy in response to anticipated federal budget cuts that will affect archival programs. SAA will work to seek restored funding for the National Archives and Records Service, the National Historical Publications and Records Commission, and the National Endowment for the Humanities.

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

The meeting reconvened at 9:00 A.M., 26 January.

*NHPRC National Data Base Proposal.* The NIS position paper adopted by Council will be submitted in response to NHPRC's request for comments on its National Data Base proposal. Additionally, on a motion made by Bonfield, seconded by Finnegan, President Helmuth was authorized to send a letter explicating the concerns of Council and other archivists to McCree and Gracy, SAA's NHPRC commissioners, for transmission by them to the commission.

*SAA Study Tours.* Council affirmed a long-standing position of the Society that it does not compensate Society members who have organized travel tours on behalf of the Society.

*Professional Affinity Groups.* The Council conducted an intensive discussion of the development of professional affinity groups, which included reviewing the correspondence received from PAG chairs, considering a name change, and suggesting the possibility of increased direction from Council.

It was decided to schedule a meeting of PAG chairs and Council at the Berkeley meeting, for further discussion, especially as the Council would like to continue the policy that each PAG establish its own procedures and goals. In addition to the two mailings sent out to each PAG membership, the Chicago office will also provide all PAG chairs with copies of mailings sent out from each other PAG chair to members. Additionally, PAG chairs will receive regular updates on Society activities.

The meeting was adjourned at 12:00 noon.

ANN MORGAN CAMPBELL, *Executive Director*

### Recent Deaths

DAVID C. MEARNS, 31 December 1899—21 May 1981. The life of David Mearns gave testimony to the accuracy of Thomas Carlyle's description of the true university as a collection of books. David Mearns forsook formal higher education after a year of it, and in 1918 went to work in the Library of Congress. In the Horatio Alger tradition, more familiar then than now, he started at the bottom and worked his way to the top and all the while grew rich, not in material things but in treasures of the mind and spirit, and in friends. His first position was as a humble reference assistant in the Order Department. In 1920 he began nineteen years of service in the reading rooms and stacks, in a succession of positions until he was appointed superintendent of the Reading Room in 1939. In the war years of 1941–43 he moved rapidly upward through still other posts until he became director of the Reference Department. He was appointed Assistant Librarian in 1949, and in 1951 he was named Assistant Librarian for the American Collections, chief of the Manuscript Division, and incumbent in the Chair of American History. From these several positions and active service he retired in 1967. This greatly surprised all who knew him and who confidently expected him to stay a full half-century. He was not able. However, he continued until 1976 his association with the Library, his alma mater, as honorary consultant in the humanities.

From the Library David Mearns learned much, and from the Library he taught many. He became widely known as the master of several subjects, but he was best known for the wealth of his information, and his publications, on Abraham Lincoln and the Civil War, and the history of the Library of Congress, and the life of its best known librarian, Herbert Putnam. Indeed, the world so constantly consulted him on the life and lore of Lincoln that some wags came to speak of Lincoln as the one true god and Mearns as his prophet, and the Library as the holy see of the church of A. Lincoln. Hearing this gave the prophet much amusement, for he had an irrepressible sense of humor, from which he drew a fine perspective and a healthy outlook on life. His good humor underlay his conspicuous proclivities as playful wordsmith and punster, and permitted him to suffer fools and foolishness with an outward courtesy and an inward amusement. Learning from David Mearns was always pleasant and entertaining, as he meant it to be.



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

**A Guide to the Unpublished Inventories, Indexes,  
and Transcripts**

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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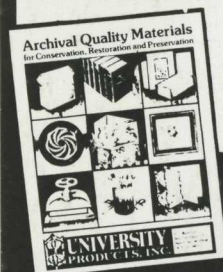
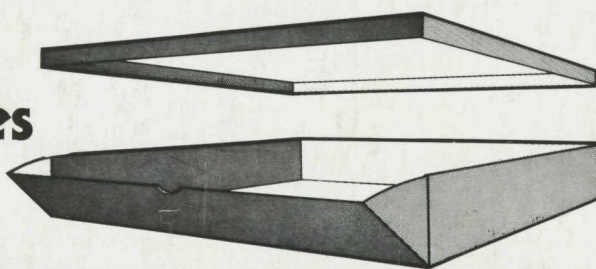
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