

**PAPER AND  
PRESERVATION:**

No. 6  
in a series  
of discussions on  
paper products  
for conservation.

# Is there an acid-free corrugated that's safe for backing artworks? There is now.

Corrugated board would appear to be an excellent backing to use in framing prints and other works of art on paper. It is light in weight, quite strong in relation to its weight, and inexpensive.

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and as an acid-free packaging material.

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*In addition to Archivart\* Multi-Use Board, we also offer Archivart\* Library Board, in 10-point and 20-point thicknesses, for use when a heavy-duty backing is required. We invite your inquiry regarding all of our products for conservation and restoration, your request for samples of any of these products, and your comments on the content of these discussions.*

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# Technical Notes

BEN DeWHITT, *Editor*

**Old Chemicals, New Problems.** Until last year Thomas Edison's laboratories at West Orange, N.J., contained some 33,000 bottles and cans of chemicals, both commercial stock and experimental compounds, lining the walls and filling the cabinets of the chemistry building and several storage areas. Prompted by increased awareness of chemical hazards, the National Park Service in January 1980 requested the opinion of the U.S. Environmental Protection Agency (EPA) on the safety of the Edison chemical collection. When inspection revealed highly toxic substances, corrosives, potential explosives, and unlabeled containers, the Park Service closed the laboratory to visitors.

Here was an interesting museum problem: a large collection of artifacts still in their original locations, each chemically evolving in its own way, in some cases into more hazardous or unstable substances. How does a museum responsibly preserve the story of an important inventor-chemist when the artifacts that tell the story include potentially hazardous substances?

On the recommendation of the EPA, the Park Service hired chemists from Rockwell International of Newbury Park, Calif., to confront the technical questions involved in the problem. In discussions with museum officials, the chemists established safety criteria for culling the collection and procedures for thorough record keeping.

Beginning in May, two Rockwell chemists surveyed the collections, sorting out the hazardous substances. Those were emptied into containers designed and labeled for regulated disposal. Whenever possible, they carefully rinsed and reshelfed the original containers, as these and their labels were considered to bear the bulk of the historically important information. Substances considered explosive were not opened. The New Jersey Department of Environmental Protection removed them from the site in a series of separate, controlled operations.

In the laboratory building nearly 50 percent of the 4,000 stock chemicals were disposed of and some 200 containers lost. Because of the care taken during the project, however, the ap-



*Thomas Edison's chemical laboratory, 1914. Photograph courtesy of the Edison National Historic Site.*

pearance of the laboratory remained virtually unchanged when it was reopened to the public in September.

The project left the collection not only safer but also more thoroughly documented. The combination of the written record and the remaining chemicals support the view of Edison as an active, eclectic, self-directed chemist and an inveterate collector. (ANNE E. JORDAN, *New Jersey Historical Commission Newsletter*.)

#### **New Paper Sample Booklet Available.**

Xerox Corporation has made available a new swatch book containing samples of paper for Xerox copiers, all other plain paper copiers, offset presses, spirit duplicating, and general office use. The swatch book includes specialty papers,

dual purpose papers, xerographic papers, and computer forms. The 41 different papers range from 16-lb. Dual Purpose Paper to 110-lb. Index Stock. All of the papers are available through more than 30 supply locations nationwide with pricing plans for amounts from one carton to a truck load. For a free sample of the swatch book, "A Cut Above The Rest," write to Xerox Corporation, PO Box 24, Rochester, NY 14601. Request booklet 610P13211.

**Conservation Cassettes.** Four tape cassettes of the Book and Paper Specialty Group meeting in Philadelphia include papers by Bill Minter, "New Techniques of Washing and Deacidifying Book Leaves"; Robert Espinosa, "Aqueous Treatment of Text-Block";

Merrily Smith, "Preservation of Scrap Books: Many Problems and Some Solutions"; Peter Waters, "Some Views of Past and Present: Support Methods of Archival Materials"; Susan Nash Munro, "Conservation of a 3-D Paper Object"; and Mary Todd Glaser, "An Archival Method of Treating Large Wall Maps." The cassettes are available for \$24 from Cassette Recording Company, 34 North Main St., Suite 1444, Dayton, OH 45402.

**Lightfastness of Felt-Tip Pens.** Raymond H. Lafontaine, in the *Journal of the International Institute for Conservation—Canada Group* (4: 9-16, 1980) discusses the qualities of various brands of felt-tip pens. Although stating that the majority do not last long under visible light and ultraviolet radiation, he lists over 100 as most acceptable with regard to fading and color change. The four black pens which perform best and are most easily available are Eberhard Faber (Black no. 265-L), Magic Marker (Black M-100), Koh-I-Noor Projector Colour Marker (Black), and Magic Marker (Double Black A101).

**Informative Ads.** Process Materials Corporation has begun a series of leaflets entitled "Paper and Preservation." Available thus far are: "Does

100% Rag Mounting Board Mean Dependable pH Neutrality? Not Necessarily."; "Must Acid-Free Archival Storage be Costly and Cumbersome? No Longer."; "Can Colored Mat Board be Made to Meet Museum Standards? Yes, but not Easily."; and " 'Pure' Water, Alum and pH neutrality in the Manufacture of Museum Board. Some Facts. And Some Fictions." To obtain the leaflets, contact Process Materials Corporation, 301 Veterans Blvd., Rutherford, NJ 07070. Telephone: (201) 935-2900.

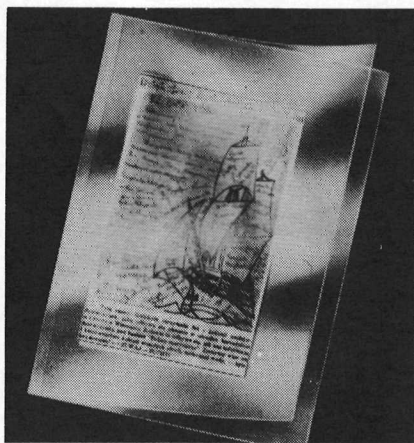
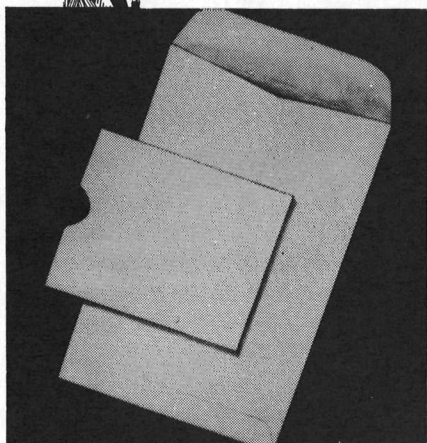
**Records Retention Timetable Available.** Electric Wastebasket Corporation has announced a revised seventh edition of the Records Retention Timetable. The 8-page folder opens into a chart which names government authorities and states specified retention periods for over 170 types of office records. The guidelines are concerned with requirements from such sources as the Fair Labor Standards Act, Armed Services Procurement Regulations, and the Interstate Commerce Commission. The guide is accompanied by articles and brochures on paper disposal methods and programs. The set is available free when requested on business letterhead from Electric Wastebasket Corporation, 145 W. 45th St., New York, NY 10036.





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# The International Scene

RONALD J. PLAVCHAN, *Editor*

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## ARGENTINA

### **Editing of a Manual on Records Appraisal and Accessioning Completed.**

Manuel Vazquez, a professor at the Centro Interamericano de Desarrollo de Archivos (CIDA), Córdoba, has completed editing of a manual on document selection. The manual was conceived with the Latin American experience in mind and was written for archivists in countries that either are beginning or plan to initiate an integrated archival system. For more information on the manual, write to CIDA, Escuela de Archivos de la

Universidad Nacional de Córdoba, Hipolito Yrigoyen 174, 5000 Córdoba, Argentina.

## AUSTRALIA

**Third Biennial Meeting of Australian Archivists.** The Australian Society of Archivists (ASA) held its third biennial General Meeting, 22-26 May 1981, at Trinity College, University of Melbourne. The theme of the five-day conference was "Promoting the better use of archives in Australia." The program,

organized with the Bicentennial History Project in mind, was divided into two main sections, "Australia's Archives" and "The Archivist's Dilemma." Each of these sections was further subdivided into four sessions. ASA officials intended the conference to draw attention to the wealth of Australian archival material available, to problems involved in understanding and using it, and to some of the ethical and practical problems archivists face in their job of protecting, preserving, and disseminating this material.

**University Sets Up Advisory Committee to Guide Archivist.** The University of New South Wales, Sydney, has established an eight-member archives advisory committee under the office of the vice chancellor to assist in the development of the university's archives. Organizationally, the university archivist has been placed within the vice chancellor's office and is responsible to the vice chancellor through the pro vice chancellor. The archives is housed in air conditioned space that was formerly used for a computer.

**Joint Copying Project Endangered.** Rising costs, caused in part by increased Public Record Office charges, are prompting some supporting institutions to pull out of the Australian Joint Copying Project (AJCP), and are thus jeopardizing the whole program. The project had its origins in an agreement made in 1945 between the National Library of Australia and the Library of New South Wales to microfilm archives in the Public Record Office, London, relating to Australia. Later it was decided to include other archival repositories in Great Britain and also to extend the geographical scope of interest to include New Zealand, the South Pacific, and Antarctica. All state libraries in Australia

became participants in the project, as did New Zealand through its Department of Internal Affairs. Since microfilming began in 1948, almost 5,000 reels of microfilm have been made from selected records of the Public Record Office. The AJCP has given historians in Australia, New Zealand, and elsewhere access to materials which would otherwise have been beyond the reach of most of these historians.

**Defense Ministry to Reissue Official World War I History.** Jim Killen, Minister for Defense, has announced at the Australian War Memorial that the University of Queensland Press, by permission of the Australian War Memorial, will republish the 12-volume *Official History of Australia in the War of 1914-1918*. The series has been out of print for more than 20 years. The reprinting of the volumes will be at a rate of two volumes per year under the editorship of Robert O'Neill, head of the Strategic and Defense Studies Center, Australian National University.

## COLOMBIA

**New Director of the Archivo Nacional de Colombia.** On 10 April 1981, Pilar Moreno de Angel became the new director of the Archivo Nacional de Colombia. She succeeds Jorge Palacios Preciado, who resigned the directorship in March 1979 to become secretary general of the Asociación Latinoamericana de Archivos (ALA).

## ENGLAND & WALES

**Publication Changes by the Modern Records Centre Announced.** The Modern Records Centre, University of Warwick Library, Coventry, has an-

nounced a change in the issuance of its quarterly *Bulletin*. Beginning with the next issue (No. 31), the Centre's information bulletin will appear only twice a year, in February and June, and in A5 format. In addition to this change, the annual report which normally appears in October will appear quarterly after October 1981.

### FEDERAL REPUBLIC OF GERMANY

**Funds Approved for New Bundesarchiv Building.** On 24 June 1981, the House Economic Committee of the Bundestag approved funds for the construction of a new building of the Bundesarchiv in Koblenz. The plans envision a structure consisting of approximately 226,000 square feet (21,000 square meters) of floor space, of which about 151,000 square feet (14,000 square meters) will be used for records storage. As a result of the committee's approval of the project, Bundesarchiv officials are optimistic that construction can begin before the end of 1981. If construction work proceeds on schedule, the building will be ready for occupancy by 1984-85.

**German Archivists Meet in Heilbronn.** The 54th annual conference of German Archivists was held 5-8 October 1981 in Heilbronn on the Neckar River north of Stuttgart. The meeting coincided with the annual German History Day (9 October). The theme of this year's conference was the reform of training of scientific archivists, especially with regard to the problems of accession, access, and evaluation of non-textual records.

### INDIA

**First Six-Month Activities of the National Archives.** During the first half of 1981, the National Archives continued its efforts to arouse archival consciousness among Indians. It mounted special exhibits during each of the first three months and sponsored, 23-31 March 1981, a combined exhibit-lecture series on the theme, "Their Lives for the Nation: Martyrdom of Sukhdev, Bhagat Singh, and Rajguru."

**Historical Records Commission Meets.** The Indian Historical Records Commission held its 47th session in New Delhi, 19-20 May 1981, under the auspices of the Delhi Administration and the National Archives. A special exhibit, entitled "Capital Cities of India," was prepared to coincide with the meeting.

### ISRAEL

**Unique Documentary Materials Saved.** The Prime Minister's Office and Natan Axelrod, Israel's first motion picture producer, have signed an agreement for the government's acquisition of Axelrod's productions. The archives, containing about 1.5 million feet of feature films and newsreels, records the contemporary history of Jewish settlement in Palestine prior to and after the establishment of the state of Israel. The acquired materials cover the years 1927 to 1960. Signing of the agreement is the first step toward saving and preserving this unique documentation. The films will be stored at the State Archives in Jerusalem and will be arranged and cataloged under the direction of M. Mosek. Efforts are also under way to secure proper funding for duplication of damaged films and transference of the highly

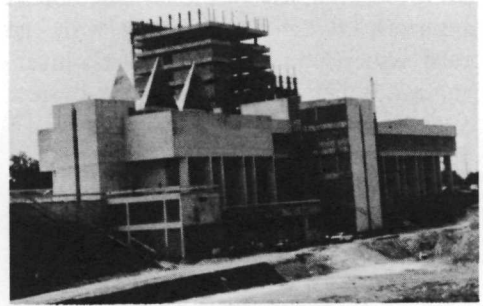
unstable nitrate-based film to safety film. No date has been given for completion of the project.

**Progress Report on the Wiener Library Microfilm Project.** In 1980 Tel Aviv University received the holdings of the Institute of Contemporary History and the Wiener Library, which had been located in London since 1940. As part of the agreement to transfer the materials to Israel, the university began, at the request of the Leo Baeck Institute, New York, a microfilm project that was made possible through a grant from the National Endowment for the Humanities. A substantial portion of the Wiener Library has been microfilmed by Tel Aviv University, and some 200 reels of microfilm have been sent to the Leo Baeck Institute. Officials at the New York archival repository anticipate the receipt of an additional 300 reels of film from the university.

## MALAYSIA

**Completion of New Archives Building on Schedule.** Work on completion of the new National Archives building, located on the outskirts of Kuala Lumpur on Jalan Duta (Duta Street), is progressing. Construction of the new building started in July 1977. The photograph was taken on 27 June 1981, and shows 85 percent of the building completed. National Archives officials anticipate completion of the building by the end of 1981 with the first phase of moving records from the Federal Government Building to the new building to start in early 1982.

**Colonial Oral History Project Started.** The National Archives (Arkib Negara Malaysia) is undertaking a special oral history project entitled the Colonial Oral History Project. The pro-



ject will comprise interviews with British citizens who once worked in Malaysia but who now live in retirement in the United Kingdom. Aim of the project is to record as much information as possible regarding the lives and contributions of these individuals in light of the economic, social, and political development of Malaysia. Much of the history of pre-independent Malaysia and the former British colonies of Sarawak and North Borneo (now known as Sabah), which together form the state of Malaysia, is not very well documented in printed sources.

Two archivists from the National Archives specializing in oral history techniques spent two weeks in July 1981 interviewing as many people as possible. They interviewed former Malayan Civil Service officials, rubber planters, and tin miners. A likely outgrowth of the oral history project is the collection of personal papers and memorabilia of these individuals who worked in Malaysia from the 1930s to the 1950s. National Archives officials believe the project is the first of its kind to be undertaken by a newly-independent country in its search for historical documentation of its past.

**National Archives Participates in Special Radio/Television Program.** Since 1 January 1980, the National Archives with the cooperation of Radio and Television Malaysia has been par-



ticipating in a special program called "Today in History." The purpose of the program is to focus on selected events of historical significance in an effort to instill public awareness of the nation's history, which in turn will contribute toward national consciousness and patriotism. The one- to five-minute programs are aired every day on radio and television at fixed times. A committee whose members represent the National Archives, Radio and Television Malaysia, National Museum, National Film Unit, and the government Information Department select the themes of each program. Subjects selected by the committee commemorate various political, economic, and social events since 1400.

## NEW ZEALAND

**Controversy Continues over the National Newspaper Collection.** The Archives and Records Association of New Zealand (ARANZ) is still waging a battle with National Library officials over disposal of the originals of the General Assembly newspaper collection after microfilming. At the 1980 ARANZ Annual General Meeting, the situation was clearly outlined to the membership, which approved a resolution strongly condemning the proposal and calling upon the council to bring the matter to the attention of the public. ARANZ has also gone on record stating that it is not opposed to the National Library Microfilming Project itself nor even to the idea of making the newspaper collection available to researchers in microforms. It is opposed, however, to the destruction of the newspapers after microfilming and to the "cavalier" attitude of those who support it. On 14 February 1981, the council passed a resolution that "strongly protests against the

destruction of this basic and irreplaceable National Collection of Newspapers." In addition to this resolution, ARANZ announced a four-phase strategy to counter the National Library. It will: (1) ask the National Librarian to cease the destruction immediately; (2) bring the Library's policy to the attention of the Library Committee of Parliament and members of Parliament and solicit their support in reversing it; (3) seek the support of the New Zealand Newspaper Proprietors' Association and the New Zealand Journalists' Union as a matter of principle to preserve the physical integrity of the collection; and (4) if no satisfaction is forthcoming from either the National Librarian or Parliament, request as a short-term solution that the National Librarian actively seek local institutions willing to preserve already-filmed newspapers. As a long-term solution to the crisis, ARANZ will launch a nationwide appeal to establish a national newspaper and periodical repository.

As a direct result of ARANZ's public disclosure of the policy, the Canterbury Public Library, Christchurch, has persuaded the *Christchurch Star* to recall the first shipment of its early files from the National Library. The *Star* organization has also announced that it is donating its original files to the Canterbury Public Library.

**Freedom of Information Conference.** The Coalition for Open Government sponsored a two-day conference in Wellington, 6-7 December 1980, on the important issue of freedom of information legislation. More than 250 people attended the conference, which examined all aspects of the question. During the discussions, participants came to accept the general principle that government records should be open, and that secrecy should be the exception rather than the



norm. They also agreed that exemptions should be narrowly and specifically listed; that access for the public should be easy, with indexes available; and that there should be procedures to enforce access, including the right of appeal to an independent authority. Furthermore, the participants believed that individuals should have access to files that only relate to them, and that a freedom of information act should override all other acts.

**General Report of the Danks Committee Available.** The Committee on Official Information (known popularly as the Danks Committee), established in May 1978 to review document classification and the Official Secrets Act in an effort to determine how much official information can be made readily available to the public, has issued its initial findings. A supplementary report to the 54-page General Report, including a draft information bill and implementing legislative proposals, will follow. The principal recommendations in the General Report are that official information be made readily available unless there is sufficient reason to deny it; that all exemptions be incorporated in appropriate legislation; that the Official Secrets Act be repealed and replaced by an Official Information Act; that the classification system be clarified as well as narrowed; that a State Services Commission Information Unit be established to stimulate change; that the Ombudsman handle information, complaints, and review ministerial decisions on the release of information; and that an independent Information Authority be created to review and extend the area of publicly available official information.

**New Justice Department Information Policy.** The Minister of Justice an-

nounced on 27 January 1981 a new freedom of information policy for the department, effective 2 February 1981. The major features of the new departmental policy are: (1) information will be released unless exempted. The principal exemptions are in areas relating to the rule of law, defense and international relations, public safety and security, personal privacy, efficient conduct of government business, judicial misconduct, constitutional convention, Parliamentary privilege, and confidential source information. (2) Information will not be withheld merely to protect the department from embarrassment or criticism. (3) The release of information does not extend to comment and interpretation by departmental officials. (4) Originals of the files will not be provided to requesters for inspection; only copies will be provided. (5) Only authorized officials can release departmental information.

## PEOPLE'S REPUBLIC OF CHINA

**Chinese Archivist Receives 1981 Holmes Award.** Zhang Tien-ming, deputy director of the Foreign Affairs Section at the State Archives Bureau, became the second recipient of the Oliver Wendell Holmes Award. This supplementary travel award is given each year by the SAA International Archival Affairs Committee to a qualified non-American archivist for travel in the United States and Canada.

## PERU

**Organic Law for the Archivo General de la Nación Passed.** On 12 June 1981, the government issued Legislative Decree No. 120 that affects the Archivo General de la Nación. This new law con-

solidated several earlier directives and gave the Archivo General specific duties: planning and direction of archival activities at the national level, creation and supervision of departmental archives, control and supervision of the archives of public administration, protection and preservation of the documentary heritage of the nation, and training of personnel necessary to carry out these functions. The law also established records centers for the storage of semi-current records.

On the same day that the government passed legislation creating offices of General Director and Executive Director, it issued another law (Organic Law of the Ministry of Justice) relating to archives. This law states that departmental archives will now become part of the national archives system.

**ALA Names New Secretary General.**  
On 6 May 1981, the Executive Commit-

tee of the Asociación Latinoamericana de Archivos (ALA), headquartered in Lima, announced that Celina do Amaral Peixoto Moreira Franco, director general of the Arquivo Nacional of Brazil, has replaced Jorge Palacios Preciado as ALA secretary general. The former secretary general will be organizing and directing the Archivo Regional de Boyacá in Colombia.

**Durand Flórez Confirmed as Director-General of Archivo General de la Nación.** After seventeen years as acting director general of the Archivo General, Guillermo Durand Flórez, who is also president of ALA, has been confirmed in his position as director general. The ratification was contained in Supreme Resolution No. 040-81-JUS, issued on 3 August 1981.

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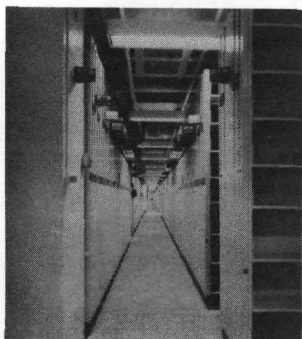


*Andrew W. Fenton*

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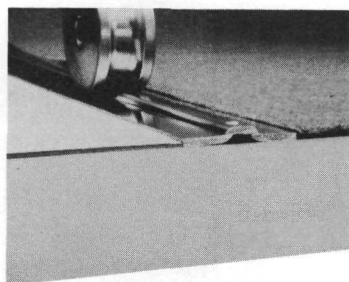
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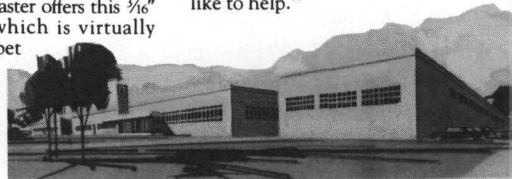
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## News Notes

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

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The **City of Milwaukee Sound Recordings Project**, which is being funded by an NHPRC grant, will inventory, appraise, and develop systems for the sound recordings produced by the City's common council, standing committees, commissions, boards, and departments. The project will prepare a final report for nationwide distribution concerning procedures for the creation, storage, retention, and preservation of sound recordings created by governmental units. The project will also conduct a survey of current practices among local government units in the United States, particularly in the Midwest.

**Congressional Information Service, Inc. (CIS)** is offering an instructional guide to searching for information in U.S. congressional committee prints. The booklet, "An Introduction to Congressional Committee Prints," illustrates how to use CIS's index to search for information in some 15,000 congressional studies, background reports, and other materials issued from the 1830s through 1969. The guide includes an overview to the types of information found in committee prints, a description of the CIS U.S. Congressional Committee Prints Index and its uses, a sample information search, and a list of sample titles. To

receive a free copy, contact Education Director, Congressional Information Service, Inc., 4520 East-West Highway, Suite 800-C, Bethesda, MD 20814.

"Inside Industry's Archives," an article in the May 1981 issue of *Dun's Review*, gave positive information about business archives in the United States. The author was enthusiastic about the efforts many corporations are making to preserve the historical records of the country's businesses. He spoke with several members of SAA's Business Archives Professional Affinity Group in the course of preparing the article and in it mentioned the guidelines recently adopted by the group.

With a grant from NHPRC, the **Eleutherian Mills Historical Library** in Wilmington, Del., sponsored a study to determine if a regional processing center could provide an effective and economical alternative for processing the large number of unresearchable manuscript collections in the Mid-Atlantic region. The final report, "Report on a Study to Examine the Feasibility of Establishing a Regional Processing Service for Historical Records in the Mid-Atlantic Section," argues that the repositories most in need of assistance with their unprocessed collections require more comprehensive archival services than could be provided by a regional processing center. Furthermore, such a center would be of only supplemental value to large archival repositories, because it could not compete with in-house processing costs. Copies of the report are available for \$5 from the Eleutherian Mills Historical Library, P.O. Box 3630, Greenville, Wilmington, DE 19807.

The **Institute for Research in History** has announced a new corporate membership program. The annual membership fee of \$500 covers a series of breakfast seminars conducted by leading historians on issues of current interest to American business; a subscription to *Trends in History*, the quarterly journal of the Institute; invitations to films, exhibitions, and lectures sponsored by the Institute; and special services for corporate research departments and business archives. Founded in 1975, the Institute is an independent historical group the purpose of which is to encourage serious scholarship outside the walls of universities and to bring historical perspective and training to consideration of the practical problems of our society. For more information, contact The Institute for Research in History, 432 Park Avenue South, New York, NY 10016.

The **Library Company of Philadelphia**, the nation's oldest cultural institution, marks its 250th anniversary this year. To celebrate, the Company will exhibit more than 250 items from its holdings of books, manuscripts, prints, drawings, paintings, furniture, and sculpture. On display will be pieces ranging from a 10th-century Greek manuscript to the First Continental Congress's address to the King, and from the earliest painting of Philadelphia to a first edition of Walt Whitman's *Leaves of Grass*. There will even be on display a mummy's hand that was presented to the Library Company by artist Benjamin West. The exhibition will be in Philadelphia through March 1982 and then will travel to the Grolier Club in New York for two months.

In Reading, Pa., **Luden's Incorporated** is celebrating its 100th anniversary. A company film, "The Sweet Heart

of Reading," and a booklet highlighting the history of the company have been produced, although there is no plan to use the centennial year in advertising other than in industry publications. *Advertising Age* carried an article about the company's 100th year in its 13 July 1981 issue.

The **Martin Luther King, Jr., Library and Archives** in Atlanta, Ga., officially opened in October 1981. The library and archives, which is the repository for the papers of Martin Luther King, Jr., also holds the records of nine of the major U.S. civil rights organizations: the Southern Christian Leadership Conference, the Student Nonviolent Coordinating Committee, the Congress of Racial Equality, the Episcopal Society for Cultural and Racial Equality, the National Lawyers Guild, the Delta Ministry, the Child Development Group of Mississippi, the Southern Project of the National Students' Association, and the Mississippi Freedom Democratic

Party. For more information, contact D. Louise Cook, Director, King Library and Archives, 449 Auburn Ave., Atlanta, GA 30312.

The **Minnesota Historical Society** is seeking to identify repositories having correspondence and other papers pertaining to John Ireland (1838-1918), who was the first Roman Catholic Archbishop of the Archdiocese of St. Paul and an influential leader of the American Catholic hierarchy. The society is preparing to publish a microfilm edition of Ireland papers located in several Minnesota repositories; Ireland materials located in other institutions will be listed in the printed guide to the microfilm edition. The project is funded by NHPRC, the Northwest Area Foundation, and the Catholic Historical Society of St. Paul. Please send bibliographic information about collections containing Ireland materials to Deborah K. Neubeck, Director, John Ireland Microfilm Project, Division of



Coretta Scott King, President of the Martin Luther King, Jr., Center, talks with Donald Schewe, Director of the Carter Presidential Materials Project, Mrs. Schewe, and Linda Matthews, Emory University. The occasion is a reception celebrating the opening of the King Library and Archives. Photograph by Bud Smith.



Archives and Manuscripts, Minnesota Historical Society, 1500 Mississippi Street, St. Paul, MN 55101.

The "Antiques" page of *The New York Times* on 12 July 1981 featured a story on a collection of original art produced for advertising Cream of Wheat, the hot breakfast cereal. The illustrations are now owned by Nabisco, the manufacturer of the cereal, whose archivist estimates their value at more than \$1 million. The 600 paintings represent the work of some of the nation's best illustrators during what has come to be known as the "golden age of advertising art," i.e., the first three decades of the 20th century. Ninety-five of the paintings selected from the collection (which was found wrapped in brown paper in a Minneapolis manufacturing plant) were on display at Nabisco's corporate headquarters during the summer. They received favorable attention from the public.

The **National Association of State Archives and Records Administrators (NASARA)** has issued a summary report for its State Archives and Records Management Terminology and Work Standards Study. This study, funded by a grant from NEH, sought to identify, clarify, and provide the basis for a better understanding of the language used to describe and measure the activities and scope of performance of archival and records management programs at the state level. The study also sought to develop data that would lead to the establishment of activity measurements and reporting formulas for uniform reporting practices. The study found that states do not have a common qualitative language to describe and identify agency functions and activities. When coupled with a lack of standards and criteria to quantify program objectives and performance, the exchange of comparative information among the

states can be extremely difficult. For more information, contact NASARA, 5025 Carol Lane, NW, Atlanta, GA 30327.

The **National Conservation Advisory Council** is undertaking a study of conservation needs of museums, archives, libraries, and historic buildings. NCAC seeks information on past conservation surveys and collection condition reports. If your institution has undertaken a survey that summarizes and describes the overall condition of your collections, send a description of the survey and a summary of its results to Quantification Committee, National Conservation Advisory Council, A&I 2225, Smithsonian Institution, Washington, DC 20560.

The **University Press of The University of the South** in Sewanee, Tenn., has published *Business in the New South, A Historical Perspective*, which is based on papers presented at the First Annual Sewanee Economics Symposium held in April 1980. The volume includes three papers dealing with business records: "Continuity in Administration: The Historical Uses of Business Records," by Herman Freudenberger; "Maintaining Historical Records: The Current Situation," by Edie Hedlin; and "From the Corporate Perspective: The Value of the Archival Function in Contemporary Business," by Philip Mooney.

**Yale University** has issued its final report for its NHPRC-funded records survey. "Planning and Organizing a Joint Archives and Records Management Program" discusses the planning and implementation of the Yale records survey, survey findings, and the organization and design of a joint archives-records management program. The report may be purchased for \$3. For more information, contact John Dojka, Manuscripts and Archives, Yale University Library, Box 1603A, Yale Station, New Haven, CT 06520.

# The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

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## **Minutes: Council Meeting, 24-26 May 1981**

President Ruth Helmuth called the meeting to order at 1:30 P.M. at Airlie House, Airlie, Va., 24 May 1981. Also present on 24 May were Vice President Edward Weldon, Treasurer Mary Lynn McCree and Council members Edmund Berkeley, Jr., Lynn A. Bonfield, Shonnie Finnegan, Meyer H. Fishbein, Robert S. Gordon, Richard H. Lytle, Paul H. McCarthy, Jr., and Virginia C. Purdy. Executive Director Ann Morgan Campbell attended without vote. Council met on 24, 25, and 26 May.

The agenda for the meeting was approved on a motion made by Bonfield and seconded by Finnegan. The minutes of Council's January 1981 meetings were approved as amended on a motion made by Finnegan and seconded by Lytle.

**PRESIDENT'S REPORT.** *AASLH/AAM/SAA Minorities Committee.* President Helmuth reported that the AASLH/AAM/SAA Joint Committee on Minorities, chaired by Philip P. Mason, had received the authorization of SAA's Executive Committee to seek grant funding to support the activities of the group.

*Committee on Education and Professional Development.* A mid-year meeting of the Committee was held in Detroit in April. According to President Helmuth, returns have been received from a self-study document which was distributed to graduate archival education programs as part of a pilot project in the evaluation of such programs. An analysis of the material will be made. Council approved the following resolution on a motion made by McCarthy and seconded by Fishbein: The Council requests from the Committee on Education and Professional Development a summary and evaluation of the pilot project on accreditation of educational programs and a report delineating a program of Committee activity for the next year for consideration by Council at the conclusion of the 1981 annual meeting.

*Appointments.* The President reported that the membership of the Museum Archives Task Force has been appointed. Co-chairs of the Task Force are Alan Bain and Carole Schwartz.

*Non-Periodical Publications Editor.* Applications have been received from a number of candidates for the newly-created part-time position of non-periodical publications editor. The Executive Committee is reviewing the applicants' files and anticipates that a selection may be made within about two months. A motion made by McCarthy and seconded by Lytle authorized the Executive Committee to report to Council a recommendation of a person for the position, accompanied by a compensation plan and a brief position description. The motion was approved with Bonfield opposed and Fishbein abstaining.

*Editorial Board.* The President reported that she has received positive responses from her request to the Editorial Board to assume a broader role in the Society's publications program with responsibilities for both the *American Archivist* and for non-periodical publications.

*NIS Task Force.* Helmuth reported that David Bearman had been named by the Executive Committee to serve as project director of the National Information Systems Task Force program. On a motion made by Finnegan, seconded by Purdy, the Council confirmed the Bearman appointment.

**VICE PRESIDENT'S REPORT.** Weldon reported that he has begun meeting with the Information Policy Forum—a group of Washington-based association officials who will gather occasionally to share common concerns.

SAA's 1982 program committee, chaired by Larry J. Hackman, has solicited and received numerous suggestions for the Boston meeting.

**TREASURER'S REPORT.** McCree reported that her fund-raising committee was considering a variety of fund-raising suggestions. Among those received were recommendations to hire a professional fund-raiser, to develop corporate support by initiating a corporate membership category, to develop a deferred giving or bequest program, to develop a list of consultants who would pay a fee to carry the imprimatur of SAA, and to increase the number of exhibitors at the annual meeting. Analysis of proposals is continuing.

**EXECUTIVE DIRECTOR'S REPORT.** *Tribal Archives Project.* Campbell reported that she is working with a consortium of organizations to plan a comprehensive program to encourage Native American groups to establish tribal archives programs. The consortium is preparing a grant proposal to support the first phase of the project. It will be submitted to the National Endowment for the Humanities. The program will entail the production of an audiovisual presentation, workshops, and a publication designed to increase tribal leaders' awareness of the importance of archival programs.

*China Study Tour.* Plans are proceeding for the projected SAA Study Tour to the People's Republic of China. Archival officials in China are working closely with SAA representatives to insure that the maximum educational value of the trip is achieved.

*FY81 Financial Performance.* Campbell reported that she anticipates that the current fiscal year will end with the Society's general fund disbursements and revenues approximately in balance. This was the goal envisioned when the membership approved the new dues schedule, which went into effect in January, 1981. In presenting the Council with estimated year-end performance figures, the Executive Director noted that a shortfall in anticipated revenues from *American Archivist* subscriptions will be made up for by revenues from non-periodical publications sales, which have been substantially greater than projections. Revenues from membership dues will coincide closely with estimates made at the Cincinnati business meeting.

*NIS.* Richard Lytle, chair of the Society's National Information Systems Task Force, reported that SAA will receive a \$96,000 grant from the National Endowment for the Humanities to support the work of the Task Force over the next 18 months. David Bearman, who will direct the work of the project, joined the Council to discuss the group's plans.

The meeting was recessed at 5:30 P.M. and reconvened at 8:15 P.M. President Helmuth was not present for the remainder of the meeting. Vice President Weldon presided.

**EDITOR'S REPORT.** Purdy reported that plans were complete for the 1981 issues of the journal. The editor brought to Council's attention the fact that there is no place for members to express opinions on Society concerns that have not been addressed in either an article or one of the departments of the *American Archivist*. The *SAA Newsletter* does not publish letters to the editor. The consensus of Council was that criticisms, comments, or commendations about SAA concerns should be addressed to Council.

**CONSERVATION PROJECT.** Finnegan, a member of the Conservation Project Advisory Committee, reported that the group met on 9 May in Pittsburgh after observing a two-day conservation workshop held in conjunction with the spring MARAC meeting. The Committee approved a slate of consultants who will assist the project with that facet of the plan of work. According to Finnegan, the quality of instruction at the workshop was deemed "excellent," and evaluations by participants at the workshops have been extremely positive. One disappointing note reported by Finnegan was that while workshop participants feel confident or somewhat confident of their knowledge after instruction, they are often pessimistic about the effect on their repositories. A second phase of the project to address this problem of administrative indifference is being planned.

**INSTITUTIONAL EVALUATION.** McCarthy, Purdy, Berkeley, and Campbell, each of whom has been involved in the CLR-supported Institutional Evaluation Program, reported to Council on the status of the project. All pilot evaluation visits have been made and reports are being submitted to the committee's chair, William Joyce.

**NHPRC BASIC MANUALS.** Campbell reported progress with each volume remaining to be published in the second NHPRC manual series. However, meeting deadlines continues to be a problem for authors and others involved in the project.

**BUSINESS ARCHIVES BIBLIOGRAPHY.** SAA has received a \$1,000 grant from the Nationwide Insurance Company to support, in part, the publication of a business archives bibliography.

**COLONIAL DAMES WORKSHOP.** Campbell reported that the workshop "Starting an Archives," scheduled for May in Washington, supported in part by the Colonial Dames, closed with 25 registrants. SAA may continue to receive the support of that group for several additional years. Campbell reported that work was under way in the Chicago office to prepare a grant proposal to support a new Society program in the field of historic photographs and conservation.

The meeting was recessed at 10:00 P.M. and reconvened at 9:15 A.M. 25 May 1981.

**NATIONAL ARCHIVES ADVISORY COUNCIL.** Finnegan reported that the National Archives Advisory Council (NAAC), is scheduled to meet on 11-12 June. NAAC members have received an analysis of the impact that the budget cuts proposed by the U.S. Office of Management and Budget will have on National Archives' programs. Copies of the analysis were distributed to SAA's Council by Finnegan.

**FY82 FEDERAL BUDGET.** The Society's role in activities to encourage Congress to increase the FY82 budget allocations for NARS, NEH, and NHPRC has included a special mailing to all members, testimony in favor of NHPRC reauthorization in the House of Representatives, introduction of NHPRC testimony in the Senate, and targeted mailings in the districts of pivotal members of Congress. On a motion made by Bonfield, seconded by Finnegan, the Executive Committee was authorized to arrange for the Society to join the Coalition to Preserve our Documentary Heritage provided that assurances are received that SAA will play a proper role in establishing the Coalition's policy.

**PLANNING FOR THE PROFESSION.** Weldon reported that Herbert Finch had been appointed to head an SAA working group on planning. Other members are Edward Papenfuse, Helen Slotkin, and Ann Morgan Campbell. The group met in April with a professional planner and several members of the 1982 program committee.

Finch and Weldon are now working to formulate a proposal for a major initiative in planning for the profession. On a motion made by Berkeley and seconded by McCarthy, Finch's group was authorized to proceed with its work. Council is to receive an abstract of any grant proposal for review and approval prior to its submission.

**FY82 BUDGET.** After completing its consideration of the planning project, the Council devoted the remainder of the daytime session to an extended discussion of the Society's financial plans for the fiscal year July 1981-June 1982. A vote on the budget was deferred until later in the meeting. The meeting was recessed at 6:00 P.M. and reconvened at 7:30 P.M. For the first portion of the evening meeting Council met in executive session to discuss contract negotiations with Executive Director Campbell. Campbell then rejoined the meeting.

**AMERICAN ARCHIVIST.** After a considerable discussion of the future of the *American Archivist* at the National Archives, Council approved a motion made by Lytle and seconded by Fishbein which authorized President Helmuth to appoint a committee to select interim issue editors for the journal, to seek an editor and another institutional home for the journal, and to explore the possibility of acquiring grant funding to help support the transition period.

**ORAL HISTORY PAG.** Council received petitions signed by more than 50 Society members which requested the establishment of an Oral History Professional Affinity Group. It was authorized on a motion made by Bonfield and seconded by Finnegan.

**THEME PAG.** On a motion made by Finnegan and seconded by Lytle, a request received from the Theme PAG to become an institutional PAG rather than a functional PAG was approved.

**FY82 BUDGET APPROVAL.** On a motion made by McCree and seconded by McCarthy, a FY82 budget for the Society's general fund was approved which anticipated receipts at \$359,270 and disbursements at \$349,693. The meeting was recessed at 10:30 P.M. and reconvened at 9:30 A.M., 26 May, with Vice President Weldon as chair.

**SAA CONSTITUTION.** The morning session was devoted largely to an extensive discussion of the proposed revision of the Society's constitution which was presented to Council by a conference committee composed of members of the Constitutional Revision Task Force and Council. On a motion made by Berkeley, seconded by Finnegan, Council approved a document which will be printed in the July newsletter and considered by the annual business meeting in Berkeley in September 1981.



**ORIENTATION FOR NEW MEMBERS OF COUNCIL.** On a motion made by Bonfield, seconded by Fishbein, the chair was authorized to appoint a committee of members of Council to prepare an orientation packet for new members. Bonfield and Purdy were appointed.

**BAMBAM.** Berkeley and Campbell were authorized to investigate a new service which will handle the registration of missing archival materials, the Bookline Alert: Missing Books and Manuscripts (BAMBAM). SAA will recommend participation in the service to institutions now listing missing materials in the Society's *National Register of Lost or Stolen Archival Materials* if Berkeley and Campbell make a positive report.

**COUNCIL MEMBERS AS SOCIETY EMPLOYEES.** On a motion made by McCarthy, seconded by McCree, a policy was articulated which states that it is inappropriate for officers or members of council to hold compensated staff positions with the Society. The meeting was adjourned at noon.

ANN MORGAN CAMPBELL, *Executive Director*

### **Annual Meeting**

The University of California, Berkeley, was the site of the Society of American Archivists' 45th annual meeting, 1-2 September 1981. This was the first campus meeting in the Society's history and it would have been difficult to find a more idyllic setting. Many of the 800 meeting participants stayed in university residence halls, where some had spectacular views of San Francisco Bay and the Golden Gate Bridge. On the way to sessions, conferees walked amid towering redwood and eucalyptus trees and the vivid blossoms of wisteria and azalea bushes.

These external temptations were not the only ones that meeting participants faced; they were confronted with a program featuring 92 sessions, seminars, and workshops—the largest number ever offered at an SAA meeting. Some of the sessions that highlighted the program were "Archival Description and Library Cataloging: Aspects of Compatibility"; "Intellectual Access to Archives: A Dialogue"; "Toward a National Information System for Archives and Manuscripts"; "The Biographer and the Archivist: The Use of Historical Evidence in Biography"; and "The Use of Micro- and Mini-Computers in Archival Administration and Information Management."

The annual meeting began with three pre-conference workshops which addressed starting an archives, basic archival conservation, and architectural records. Four tours on Monday, 31 August, acquainted participants with their surroundings in special ways. One group took a walking tour of the campus while another saw the sights of San Francisco by bus. Mystery buffs participated in the Dashiell Hammett Tour, which took them to many of the locations depicted in *The Maltese Falcon*. The conservation tour group visited the Imago Handmade Paper Mill and the paper conservation section of the Palace of the Legion of Honor. On Tuesday, another group toured the Bechtel Power Corporation's micrographics center, where they saw advanced microform cameras and equipment.

Many committees and task forces met on Monday, 31 August, to continue work on their projects and to plan activities for the coming year. The newly-formed Oral History Professional Affinity Group (PAG), as well as the other functional PAGs, met Tuesday afternoon; institutional PAGs met Wednesday morning. PAG chairs for 1981-82 will be:

Acquisition—Carolyn A. Wallace  
Aural and Graphic Records—Gerald A. Munoff  
Business Archives—Linda Edgerly  
College and University Archives—Helen W. Slotkin  
Conservation—Howard P. Lowell  
Description—Victoria Irons Walch  
Government Records—Charles H. Lesser  
Manuscript Repositories—Clifton H. Jones  
Oral History—Marjorie Fletcher  
Reference, Access, and Outreach—Alexia J. Helsley  
Religious Archives—Sister M. Felicitas Powers  
Theme Collections—Olha Della Cava

Meeting participants were welcomed to California during an opening reception sponsored by Chancellor Ira Michael Heyman of the University of California, Berkeley. Participants were also invited to their choice of receptions Tuesday evening as guests of the California Historical Society, The Numano Sake Company, and The Wine Museum of San Francisco. Local members led meeting participants on a tour of California cuisine at some of the Bay Area's best restaurants Wednesday evening.

One of the highlights of the meeting was an address Wednesday evening by Zhang Tien-ming, Director of the Foreign Affairs Section of the State Archives Bureau in the People's Republic of China. He attended the annual meeting to assist in the planning for SAA's 1982 Archives Study Tour to China. His address on Wednesday dealt with the state archives system within China.

SAA President Ruth W. Helmuth delivered her presidential address, "Education for American Archivists: The View from the Trenches," at the banquet on Thursday, 3 September. SAA awards were also presented at the banquet. The Society named five of its members Fellows for their outstanding contributions to the archival profession. Honored were Douglas A. Bakken, Henry Ford Museum; John Daly, Illinois State Archives; William L. Joyce, The New York Public Library; Richard H. Lytle, Smithsonian Institution; and Carolyn A. Wallace, University of North Carolina.

Sharon Macpherson, *Papers of Andrew Jackson*, received the Philip M. Hamer Award for distinguished work by an editor on a documentary publication. The Waldo Gifford Leland Prize, awarded for an outstanding published work, was presented to H.G. Jones, University of North Carolina, for *Local Government Records*. A Leland Certificate of Commendation was awarded to the Consultative Group on Canadian Archives for *Canadian Archives: Report to the Social Sciences and Humanities Research Council of Canada*. Ian Wilson, chair of the group, accepted the certificate.

SAA's Distinguished Service Award, presented to an archival institution or organization which has given outstanding service to the public and has made an exemplary contribution to the archival profession, was given to the City of Toronto Archives. Robert Woadden accepted the award. The Oliver Wendell Holmes Award was given to Zhang Tien-ming, State Archives Bureau, Beijing.

The SAA Council presented the Council Exemplary Service Citation to Margaret S. Child, National Endowment for the Humanities, for her extraordinary work on behalf of the archival profession. Joseph Falca, Bureau of Archives and History of the New Jersey State Library, and Susan Chapdelaine, Archives of the City of Providence, were the 1981 recipients of the Colonial Dames of America Scholarship to the Modern Archives Institute.

Edward Weldon, National Archives and Records Service, assumed the presidency of the Society at the closing luncheon on Friday, 4 September. J. Frank Cook, University of Wisconsin, Madison, and Paul H. McCarthy, Jr., University of Alaska, began their terms as Vice President and Treasurer of the Society, respectively. Assuming positions on Council are Sue E. Holbert, Minnesota Historical Society, and William L. Joyce, The New York Public Library.

Following the meeting, more than 100 people participated in two tours, one to Monterey and the other to the wine country around Sonoma and the California State Archives in Sacramento.

The 1981 Program Committee was co-chaired by John A. Fleckner, State Historical Society of Wisconsin, and William L. Joyce. The Local Arrangements Committee was chaired by Helene Whitson, San Francisco State University. Deborah Risteen, SAA, was 1981 Program Editor; Joyce E. Gianatasio, SAA, was Annual Meeting Director.

### **Executive Director's Annual Report**

"Would you tell me, please, which way I ought to go from here."

"That depends a good deal on where you want to go," said the Cat.

"I don't much care where," said Alice.

"Then it doesn't matter which way you go," said the Cat.

Lewis Carroll

*Alice in Wonderland*

The Society of American Archivists met in San Francisco a decade ago. Fewer than 400 persons registered for the conference, which offered 20 sessions featuring 94 participants. The meeting was held in the Victorian splendor of San Francisco's Sheraton Palace Hotel. At that October 1971 meeting the membership received an interim report of the Committee for the 1970s. Presented by Philip P. Mason, the document was to be an extremely useful vehicle for focusing the attention of the organization and the profession on the direction it should take in the future. It urged the Society to secure the services of a full-time paid Executive Director to "initiate and supervise much-needed new programs, to maintain effective liaison with other related professional organizations, to monitor state and federal legislation affecting the profession, and to play a primary role in seeking grant and other monies necessary for the development of an adequate program." A tall order indeed.

The distance the Society has come in the past decade may be suggested by these statistics: at this 1981 meeting in the San Francisco Bay Area, in the midst of great uncertainty regarding air travel, more than 800 registrants are present on the campus

of the University of California. They are offered more than 90 program events featuring almost 300 participants.

I like to think SAA, as a professional association, has its sights fastened on the future while its feet are planted firmly in the here and now. Our profession has to be forward-looking. The records we preserve now will serve the needs of members of society yet unborn. So the very nature of our work suggests that we take a long view. This report will sketch the view from Chicago of the here and now for archivists and manuscript curators and will delineate briefly the programs and plans of the Society to meet the needs suggested by the present circumstances.

The profession faces a period which will be characterized by limited resources and by greater demands for services and for accountability in the use of funds. Archival programs appear to be at the mercy of the implementation of what have become bipartisan political goals: trimming the budget, reducing the size of government, and cutting regulations. Bipartisan? While our attention has been directed recently on problems arising from decisions made by the Reagan Administration, we must remember that it was the Carter Administration's FY82 budget that first slashed funding for NHPRC. Archival programs as a public good need to be outlined concisely and presented to decision makers and all citizens more effectively. Archivists need to be better prepared to fend off the depredations of budget slashers, and that preparation involves self-education in techniques of planning, reporting, work measurement, financial management, and perhaps most important, advocacy. I see a critical need to integrate effective advocacy into everything we do. In many cases this simply means doing what we do more publicly. As we strive to build the case for sufficient revenues, we must develop strategies for increased efficiencies of operation and more systematic approaches to the delivery of basic services. Cost effectiveness should not be an alien term to archival managers. Productive use of existing resources can be a compelling argument for additional support.

An archival organization's purpose must be clearly stated, with special emphasis on its relevance to the needs of its sponsoring institution. From this definition, realistic objectives can be developed. Activities which do not contribute meaningfully to these ends must be foresworn. According to Robert Sobel, the British created a civil-service job in 1803 calling for a man to stand on the Cliffs of Dover with a spyglass. He was supposed to ring a bell if he saw Napoleon coming. The position was abolished in 1945. As hard times necessitate program reappraisals and cutbacks at some archival institutions, more questions than answers surface. If the institution's primary function and direction are not adequately defined, administrators are likely to make across-the-board budget cuts rather than reduce selectively in weak, low-priority areas and reallocate resources to support high-priority programs. The subtle benefits of the archivist's work often cannot compete successfully for limited resources when pitted against a tangible and easily measurable budget item such as the number of miles of new highway an equal investment would build. The profession needs to develop better work measurement and reporting techniques and we are working on that task.

In sum, the archival program which will weather this storm most successfully is the one which is precise in its aims, restrained in its costs, and effective in its results. SAA's goal is to assist you to meet these objectives.

## REPRESENTATION

SAA monitored federal and state legislation in the past year, a goal outlined in the 1971 Report. Even more important, perhaps, the profession has been active in attempts to influence legislation—whether it be concerned with funding levels for archival programs or the administrative status of archival institutions. At the federal level the Society has advocated additional funding for the National Endowment for the Humanities, the National Archives and Records Service, and the National Historical Publications and Records Commission. Legislation at the national level to separate the National Archives from the control of the General Services Administration is also receiving SAA support. In 1981, our voice has been heard in state legislatures from Utah to Nebraska to Rhode Island calling for appropriate treatment of archival programs.

To complement the Society's efforts as an individual organization working for adequate funding for archives at the federal level, SAA joined more than 40 other organizations in the Coalition to Preserve Our Documentary Heritage. The Society's extensive liaison with other professional associations continued in the past year in several joint committee efforts concerned with our relations with historians and librarians, the preservation of scientific and technical records, archival programs for Native Americans, and opportunities in the historical agency field for minorities. In addition, SAA is joining with a number of other organizations in a committee effort organized by the American Association for State and Local History and funded by NHPRC which hopes to analyze and report on the status of local government records management and archives in this country. In late 1980, SAA accepted the invitation of the National Conservation Advisory Council to participate in its deliberations as an observer. NCAC is charged to identify national conservation needs and problems and to recommend programs that would result in a national policy and plan for the conservation of cultural property.

## SERVICES FOR THE PROFESSION

One of the sessions at SAA's 1981 annual meeting was called "Archivists as Educators." To do our jobs effectively, we must continually educate ourselves and others. In the broadest sense almost everything we do is educational, whether it is preparing a finding aid, writing a letter to a legislator, compiling an annual report, or participating in a seminar. At its best, SAA is truly a learning community. The Society's commitment to timely educational presentations and activities can be measured by the quantity and quality of the program sessions scheduled at this annual meeting. Institutional planning is addressed in two seminars and a major session, a table topic is scheduled by Katherine Emerson's Task Force on Standard Reporting Practices, and a panel addresses performance and fiscal audits. This year's pilot program conducted by William Joyce's Task Force on Institutional Evaluation is also being reviewed this week.

In an effort to relate our work to the public, a seminar on public outreach programs and another on newsletters have been scheduled; major sessions on exhibiting archival materials and on the celebratory uses of archives are also offered. In the area of increasing efficiency of operations, the important work of Richard Lytle's Task Force on National Information Systems is apparent in several sessions which take the macro view of archival activities. A broad approach to efficiencies is also evident in

the panel on records management and records appraisal at the systems level. At the micro-level, a seminar on processing asks how much is enough, a second suggests linking accession procedures and descriptive controls, and another presents the latest information on the use of computers in archival management.

But what of the archivists and manuscript curators who are unable to attend this meeting? SAA reached out to members of the profession by presenting educational programs from Washington to Columbia to Galveston in the past year. The Chicago office worked with the membership to develop four new short-term educational programs in 1980-81, while the previous year's introduction, the Basic Archival Conservation Workshop, continued to play to capacity houses from coast to coast. A new workshop, called Starting an Archives, was introduced last spring and was funded in part by the Colonial Dames of America. A pilot workshop on photographs made its debut in Chicago this summer. Our first workshop on architectural records was offered here in Berkeley earlier this week and, finally, a pilot workshop on management for archivists was presented in Milwaukee last fall and is now being elaborated and expanded in a continuing effort to address the challenges of the here and now for the profession.

Equally important to SAA's educational goals is the publications service, which distributed almost 9,000 volumes in the past year. I am proud that SAA's publications are responsive to the profession's changing needs. For example, the period's best-selling manual, Gail Farr Casterline's *Archives & Manuscripts: Exhibits*, is designed to assist archival institutions to "go public" more effectively. Later this year we will publish a manual on public programs on which Casterline collaborated with Ann Pederson. A Problems in Archives Kit (PAK) developed from last year's meeting addresses the question of archival processing costs, while another asks, "Can You Afford Records Management?"

Since 1976, SAA has published the *National Register of Lost or Stolen Archival Materials* as part of its Archival Security Program. The publication was distributed to archival institutions and to rare book and manuscript dealers throughout the country to assist in the identification and recovery of missing documents. Beginning in September 1981, a service called Bookline Alert: Missing Books and Manuscripts (BAMBAM) will handle registration of missing items with an on-line data base. This new program is a considerable step forward and the Society should be proud of its pioneering efforts in this area of concern.

In July 1981, SAA announced a new conservation consultant service, available to members of the profession on a cost-sharing basis as a part of its NEH-funded Basic Archival Conservation Program. Consultants' honoraria will be provided by the Program; the institutions visited will be required to support consultants' travel and per diem expenses. In many cases, this investment will be minimal.

#### THE SOCIETY

The internal organization of the Society of American Archivists received considerable attention in the year. Council conducted a thoughtful review of the Professional Affinity Group system, assisted by comments from PAG chairs. In addition, the Society's extensive network of external alliances was analyzed by Council member Meyer Fishbein, who presented his report to Council this week. While expectations may exceed results in both of these organizational categories, real accomplishments are often achieved as well.



Real accomplishment is the rule in the work of most SAA task forces. A case in point is the hard-working group chaired by J. Frank Cook which is presenting a new Society constitution for your consideration later in this meeting.

Council created two new organizational units during the year. In response to petitions from the membership, an Oral History PAG was authorized and held its organizational meeting earlier this week. A Museum Archives Task Force began its work earlier in the year.

At its May meeting, the Council of the Society authorized the creation and implementation of plans to end the cooperative arrangement which has existed for more than 30 years between SAA and the National Archives for editorial support for the *American Archivist*. Since 1949, the editor of the Society's journal has been an employee of the National Archives. In addition to the professional enrichment for NARS employees which this assignment has offered, the National Archives Library has been the beneficiary of almost 50 journal subscriptions received annually through exchanges with the *American Archivist* and of a substantial number of review copies of books received by the journal's editors.

Early in 1980, Admiral Rowland Freeman, then Administrator of General Services, set in motion an investigation of the NARS-*American Archivist* relationship. Although there was no mystery whatsoever about the circumstances, the investigation expanded to involve at least ten different employees of GSA's Inspector General and lasted more than a year. Although no investigative report had been issued at the time of Council's action, it had become clear that the future of the journal would best be protected by decisive action. As a result of that action, publication will not be interrupted. Plans for the immediate future will include a series of special issue editors. Production will be coordinated by SAA's Chicago office. The dues structure approved by the membership at the 1980 annual meeting will make it possible for SAA to assume increased financial commitments for the journal.

Weeks after Council's action, GSA's Inspector General did issue a report which although it apparently made no recommendation, led to a directive to the Archivist of the United States that all NARS employees should cease work on the journal immediately pending recommendations by yet another body. Those recommendations have not yet been made.

In January, Council authorized a search for a part-time projects editor, charged with the responsibility of working with elected officials, the editorial board, and SAA's Chicago staff to establish priorities for the program and to coordinate the selection of new material to be published. Terry Abraham was recently named to fill that position.

The Society received external funding during the past year to assist it in providing needed services to the profession. As mentioned before, a \$1,000 grant from the Colonial Dames of America, Chapter III, supported in part SAA's workshop called "Starting an Archives." The Nationwide Insurance Company contributed \$1,000 toward the cost of publishing SAA's new business archives bibliography. The National Endowment for the Humanities increased an existing planning grant in the field of national information systems by \$6,000 early this year and made a major grant to the Society in the amount of \$96,000 this summer. This important support will enable SAA's National Information Systems Task Force to play a leading role in drafting a standard format for archival description.

A young woman in Ross MacDonald's book, *The Goodbye Look*, pleads, "Don't

fatherize please, Mr. Archer." Archer replies, "Why not? I don't believe people know everything at birth and forget it as they get older." In our relentless search for new faces and discussions of abbreviated Council terms, this idea is worth remembering. I want to pay tribute this afternoon to the extraordinary contributions of the three elected officials who are leaving their posts at the completion of this meeting.

Edmund Berkeley, Jr., served the Society with distinction early in the 1970s as chair of its Security Program Advisory Committee. In his productive years as a member of Council he chaired a Council publications committee and was Council's representative to the Executive Committee. He has now agreed to serve as chair of the editorial board.

Mary Lynn McCree, a member of the Committee for the 1970s, became a member of Council in 1972. With only a year or two off for good behavior, she followed up her Council service by becoming the organization's treasurer in 1976, a position she has held ever since.

Finally, President Ruth W. Helmuth began her Council service in 1973. Prior to that time she had chaired both the College and University Archives Committee and the Nominations Committee. Throughout all of this period of very considerable elected responsibility, she maintained her interest and her active role in the affairs of the Committee on Education and Professional Development.

SAA's staff at this meeting includes Terry Abraham; David Bearman, who joined the staff this year to continue the effective work he began as a consultant to the National Information Systems Task Force; Linda Ziemer, one of two people involved in the Basic Archival Conservation Program and the coordinator of the placement program; Thomas Pardo, director of the second phase of SAA's Basic Archival Workshop Program and our publications sale program, who will leave our staff next month to become a records analyst for Standard Oil; Mary Lynn Ritzenthaler, who directs the Basic Archival Conservation Program; Deborah Risteen, who has assumed new responsibilities this year as the managing editor of all Society publications; and Joyce Gianatasio, SAA's director of administrative services. As annual meeting director, she worked with Helene Whitson and her energetic Local Arrangements Committee and with the talented Program Committee directed by John Fleckner and William Joyce to put together the meeting we are all enjoying this week.

All of SAA's staff join me in expressing our gratitude to the thousands of members whose support make the Society's continued progress possible. It is your dedication, your efforts, and your loyalty that allow us to face the future with confidence.

ANN MORGAN CAMPBELL, *Executive Director*

## **Treasurer's Report**

### **1 July 1980–30 June 1981**

This financial report covers the 12-month period, 1 July 1980 through 30 June 1981. As you know from previous reports, the Society has three general categories in which it maintains and reports financial transactions:

1. Activities in the General Fund, which is composed of those revenues and expenses associated with the general operation of the Society—for example, such activities as membership, publication of the *American Archivist* and other materials, committee activities, and the annual meeting.

- 2. SAA Special Projects Funds, which are composed of money earmarked for specific restricted purposes and are maintained for those reasons over a long period of time. An example is the Philip M. Hamer Award Fund.
  - 3. Monies granted to the Society for specific purposes of relatively short duration. Examples would be grants for specific programs from the NEH or NHPRC.
- I shall now report to you on transactions in each of the three areas:

GENERAL FUND

The General Fund (Operating Account) is tax-exempt under Section 501 (C)-6 of the Internal Revenue Code and carries the employee identification number 86-602-3531. Cash on hand as of 1 July 1980 amounted to \$100,289 with cash revenues during the 12-month period totaling \$294,428.

Cash revenue consisted of the following:

Membership Dues	\$100,531		
Subscription Fees	26,821		
Advertising	6,622		
Administrative Fees (Grants)	12,320		
Publication and Microfilm Sales	58,828		
Workshops and Annual Meeting	12,259	+ 55,257	= 67,516
Interest Income and Appreciation	12,477	+ 3,344	= 15,821
Miscellaneous	5,969		
Total Revenue	\$294,428		

Cash expenditures from the General Fund during the 12-month period totaled \$281,029.

Depreciation	\$ 1,678		
Salaries	93,516		
Payroll Taxes	6,036		
General and Administrative	72,882		
Committee and Travel	4,654	+ 6,368	= 11,022
Publications	47,570		
Annual Meeting and Workshops	47,112		
Completed grants—expenses in excess of grants	684		
Miscellaneous	529		
Total Expenses	\$281,029		

The General Fund cash balance as of 30 June 1981 amounted to \$113,688.

GRANT FUNDS

From 1 July 1980 through 30 June 1981 the Society continued, ended, or initiated nine special projects funded by grants. They were as follows:

CLR	Institutional Evaluation
NEH	Basic Archival Workshop II
NEH	Archival Security Program
NEH	International Congress of Archives
NEH	National Information Systems I
NEH	Conservation
NHPRC	Archival Manuals I
NHPRC	Archival Manuals II
Tinker Foundation	International Congress on Archives

For the 12-month period the Society received grant funds in the amount of \$92,114 to support these projects.

Grants are administered through the Executive Director's office. She is responsible for arranging the disbursement of funds in accordance with provisions of the individual grants. Expenditures in fulfilling these specific program commitments during the 12-month period were \$96,477. The following is a summary of these expenses:

Salaries	\$38,749
Payroll Taxes	2,501
Professional Fees	11,689
Postage	1,268
Telephone	1,511
Printing and duplicating	5,386
Administrative expenses (To General Fund)	12,320
Supplies	1,373
Employee benefits	1,170
Miscellaneous	31
Travel reimbursement and per diem	21,163
Transfer to General Fund (Expenses absorbed by General Fund)	(684)
	<hr/> \$96,477

The Grant Funds cash balance as of 30 June 1980 was \$200.

SPECIAL PROJECTS FUNDS

During the 12-month period, the Society maintained Special Projects Funds that are exempt under Internal Revenue Code 501 (C)-3, having the collective identification number 84-602-3532. These funds were maintained apart from the Operating Account and Grant Funds and are so reported to the Internal Revenue Service each year. These funds may be used by direction of the Council and then only within the purposes for which each was established. As of 1 July 1980, these Special Projects Funds totaled \$82,019, and as of the end of the 12-month period, 30 June 1981, the funds totaled \$86,181. The status of each fund as of 30 June 1981 was as follows:

Leland Prize	\$14,545
Building	\$37,660
Endowment	\$23,549

Philip M. Hamer Award	\$ 2,993
Institute Fellowship	\$ 1,713
Holmes Award	\$ 5,721

For the 12-month period, the combined activity of the Special Projects Funds generated cash revenue of \$6,391 consisting of gifts and grants of \$1,400 and interest earned of \$4,991. Cash expenditures consisted of awards totaling \$2,229.

SUMMARY:

Total interest and appreciation for the 12-month period amounted to \$20,812. Richard P. Finnegan, Certified Public Accountant, has audited all amounts, and his report is on file and available for inspection at the Executive Director's office in Chicago. During the 12-month period, the Society's funds were maintained in the following institutions:

Mid-City National Bank of Chicago	First Federal of Chicago
First National Bank of Chicago	Dreyfus Liquid Assets

Remember last year? All that agonizing over a dues increase? The long and serious faces of your officers, Council, the Executive Director; all those figures thrown at you on overhead transparencies and in mimeographed financial statements? By the time we got to the business meeting I know you had heard more about SAA's budget, our financial status and program, than you ever wanted to know. And either from understanding, faith, or just plain being sick to death of the issue—or perhaps a combination of all three—you went to the business meeting and voted, wisely in my opinion, to levy a dues increase of considerable proportions on yourselves. It has paid off! In retrospect (and one is usually wise that way) we should have done it sooner. You have only to glance at our financial statement to see the benefits of your action.

The first thing you notice is that for the first time in three years we have no deficit. We ended this year with an excess of revenue over expenditures. With that \$13,399 we can begin to build our reserves again. As I have said so many times before, we should have the equivalent of one year's operating budget—nearly \$300,000—in a fairly liquid position in savings. At present we have only \$113,000—1/3 of that figure. But we were able to add money to reserves this year instead of withdrawing it and that is good news indeed. If we are able to continue in this mode we'll be on our way to a good financial base in no time.

It was the increase in revenues in the membership category, together with the fact that archivists are still reading and continue to buy their own literature, that has made our financial position this fall such a positive one. Fortunately, the membership is responding to the new dues structure in the way we hoped it would. Yes, there has been some attrition, but there has not been as much as we expected and we hope that we will be able to recover those lost members in the future. Your support has been heartening.

Revenue from the publications program continues to delight and surprise us. Please don't stop reading.

On the expense side of our ledger let me point out one category in particular. The increase in the General and Administrative item is due primarily to huge increases in the costs of services: duplicating and printing expense up approximately 300 percent,

a 100 percent increase in computer service expense, and an increase of almost 20 percent in postage. Most other General and Administrative expenses—rent, supplies, and the like—increased at a rate lower than the national inflation rate.

Grant income was considerably higher this year than last, \$92,000 as opposed to \$24,000; but we suspected it would be. We anticipate and hope that during the next two years we will continue to attain a reasonably high level of support for our programs through grant funds. While these funds cannot be used to support the general operations of the Society, they are vital to us. It is with these special awards that we expand our total program for the profession and, of course, to some degree supplement our operating income through the indirect or administrative costs granted to us for overseeing the programs.

All in all, the SAA's financial picture this year is a good one—blue skies and smooth sailing ahead for at least two or three years, unless inflation continues or we have a giant depression or some other catastrophe befalls us. But we don't want to have to raise individual membership dues again any time soon by such a large amount.

In an attempt to develop some new and realistic funding sources for the SAA in the future, and in response to the recognition that another dues increase will work a hardship on our members just as this one has, President Helmuth appointed a small committee to develop ideas on additional income sources for the Society. Walter Rundell, Philip Mason, David Bearman, Eleanor McKay, and I conferred throughout the year by mail and made some recommendations to Council. Among them are the following: continue to pursue special project funding, develop a more substantial institutional corporate membership category, and develop an SAA bequest package. Our report is now in the hands of Council for its action.

And so I come to the end of my terms as your treasurer. The nearly five years I've served (1976–81) have been an exciting and dynamic period in the Society's development. "Growth" and "independence" are the words that best characterize this time to me. Expanding membership, increasing participation by members in the affairs of the Society, evolving programs, more publications, more workshops, larger annual meetings, added staff and membership services—and fortunately we've been able to support these activities with a solidly (and I emphasize the word solidly) increasing financial base. Through the good judgment of our Councils and the skill and ability of our Executive Director and her talented staff we have coordinated our expansion so that seldom have expenses exceeded revenues.

When I assumed the treasurership, the Society of American Archivists's office was located on free but borrowed ground: the third floor of the University of Illinois Library at the Chicago Circle Campus. Free phone service and photocopying went with the space. This year and for several years past, we have been independent in our own space, paying our own rent, telephone, and photocopying bills. We have now even assumed responsibility for our own journal and we are beholden to no one.

At the end of 1975 our financial accounting system was rudimentary, geared to a small volunteer organization, and located primarily in Philadelphia. During these five years the system has been untangled and moved to our national headquarters; it has been restructured and refined so that all of the pieces fit together. It is a complicated but appropriate accounting system for the complex programs we have created. At long last we have a system that allows us to develop comparative financial information so that we can use it to forecast and plan.



In 1976, our general operating account had cash revenues during the year of \$147,985. This year they were almost 100 percent greater at \$294,428. Our revenue from membership has almost doubled during the five year period: \$58,627 in 1976, over \$100,000 this year. Gross revenues from our annual meeting in 1976—the bicentennial one in Washington, D.C.—were \$37,393; those associated with the Cincinnati meeting five years later were \$55,257. Revenue from interest income and investments as well as from publications has increased three-fold during this period.

In 1976, our expenses were \$107,107; this year they were \$281,029, an increase during these past five years of 175 percent. Reasonable, since we now pay our own rent and the like as well as paying for considerably more programs and more staff than in 1976. Of course, some of the increase can be attributed to inflation, but growth is a primary factor.

We have been fortunate in many ways that the period in which our expansion has taken place has coincided with the growth of available public and private funding for special programs relating to records and manuscripts. The Society, its membership, and its staff have developed good programs and products to take advantage of that special funding; there is no doubt that this funding has been a major factor in our successful expansion. We owe a debt of gratitude especially to the National Endowment for the Humanities, the National Historical Publications and Records Commission, and their staffs, review panels, and decision-makers for the faith they have had in us and for their support. We can only hope that we will continue to successfully develop projects that attract public and private funding.

Yet, if there is one major disappointment, it is that with all of our activities and growth, our ability to sustain an increase in the size of our reserves has been minimal. In 1975 we had a cash balance in the general fund or operating account of approximately \$54,000. By 1978, it was over \$150,000. Then came our deficit years and by 30 June 1981 it was only \$113,688. We've not been consistent at saving enough—we've been putting all of our funding into growth. It may be time to think more carefully about saving, about developing that nest egg as well as our special earmarked funds: the endowment and building funds come immediately to mind.

And so, over the next few years I hope we can maintain our current program level; never let expenses exceed revenues; build up our reserves equal to one year's operating budget; and develop additional sources of income to build up our special endowment and building funds. But, what am I saying? The financial position of the SAA is no longer my responsibility, except as a member. It falls to your new Treasurer, Paul McCarthy, to interpret the Society's financial health and suggest a future path. And he will do it superbly!

It has often been my lot—as it is almost every treasurer's—to bring you serious and sometimes not too pleasant news. I always seem to have to say “no” more than I could say “yes, you can do that, there is enough money”. What I have had to place before you has sometimes been confusing and technical information but you all have responded respectfully, attentively, and, I feel, with reasonably good humor and judgment.

And so I wish to thank you for five exciting and stimulating years of challenge and for the opportunity to be of service to you and to our profession. I thank you for your support and understanding. I wish you and your new officers every success in a financial future that from this vantage point looks solid.

MARY LYNN MCCREE, *Treasurer*

OLIVER WENDELL HOLMES, past president and Fellow of the Society of American Archivists, died of a heart attack in November 1981. The news reached the *American Archivist* just as this issue went to press. A full account of his contributions to the profession will appear in a later issue.



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The manual, part of SAA's Basic Manual Series, contains chapters on how computers work, computer operation and archival objectives, archivists and computers at work, and implementing archival objectives. Ten automated systems and their archival applications are discussed, among them MPMC II, SPINDEX II and III, SELGEM, CODOC, and NARS A-1.

The manual contains over 20 illustrations, lists of suggested readings, and a glossary. It can be purchased for \$5.00 (\$7.00 to non-SAA members) 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.



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## THE AMERICAN ARCHIVIST: EDITORIAL POLICY

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

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

Letters to the editor are welcome when they include pertinent and constructive comments or criticisms of materials recently published in the *American Archivist* or observations on other topics of interest to the profession. They should not exceed 400 words. They will be printed in The Forum with minimal editing. Book reviews will also be printed as received, with minimal editing primarily to conform to our style manual.

### *Procedures*

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

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

### *Manuscript Requirements*

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

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

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

Terms having special meanings for members of the profession should conform to the definitions in "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," *American Archivist* 37 (July 1974):415-33. Copies of this glossary are available for \$2 each from the Executive Director, SAA, Suite 810, 330 S. Wells St., Chicago, IL 60606.

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