

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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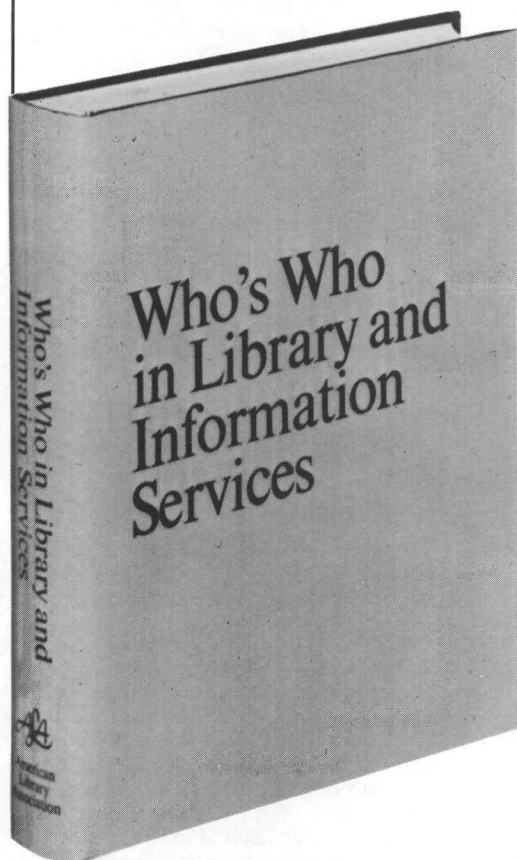
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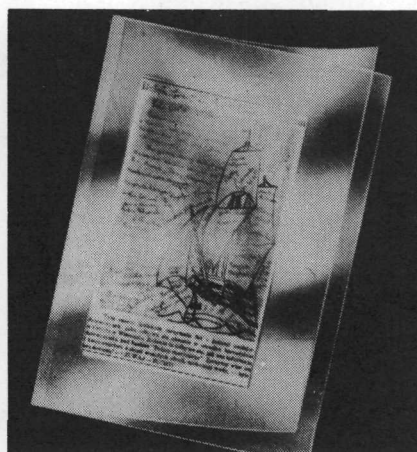
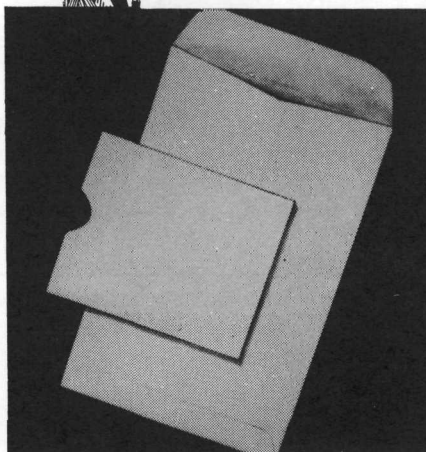
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Technical Notes

BEN DeWHITT, *Editor*

Mass Deacidification Trials at LC. From the November 1981 *AIC Newsletter*: "The Library of Congress Preservation Office reports its continuing work on mass deacidification of books using diethyl zinc. Developed by George Kelly with John Williams in the LC Research and Testing Lab, the gas-phase process deposits approximately 2-3% zinc carbonate buffer in paper. Earlier problems in transportation of the pyrophoric diethyl zinc have been solved by shipping the chemical in a 50/50 mixture with mineral oil. The mineral oil is fully removed prior to the deacidification process. Current investigations concern the engineering, procedural, and financial aspects of executing the treatment in the vacuum chamber. To date three runs of 500 books each have been completed. A large scale run of 5,000 books will be undertaken in April 1982 at NASA Goddard Space Flight Center in Greenbelt, Maryland, with ten additional trial efforts planned for 1983. The scope of the project concerns non-rare books and library materials. The primary goal is to deter deterioration and embrittlement of

contemporary books by deacidifying them as they are acquired. It is envisioned that this deacidification process will become a routine practice with new library materials." The *Abbey Newsletter* carried articles on mass deacidification in October 1978 and April 1979. The basic diethyl zinc process is described in the 1978 *AIC Reprints* in a paper by Kelly and Williams.

Polycarbonate Sheet Offers Protection from Ultraviolet Rays. General Electric is marketing a 1/8-inch translucent LEXAN polycarbonate sheet that serves as an ultraviolet light filter to protect paintings and other surfaces from discoloration, fading, and deterioration. Its pebble finish transmits gentle, diffused light, yet provides up to 80 percent light transmission. Best suited to skylights, it permits reduced use of electrical lighting and thus saves energy costs. Additional savings result from the fact that Lexan offers substantially better thermal insulation than an equivalent thickness of glass. Its impact strength, which is 250 times that of glass, can make it a

useful spill shield should outer, rooftop glass be broken. General Electric warrants it against breakage for three years. The Berkshire Museum in Pittsfield, Mass., has used it in three galleries, reopening skylights previously covered by a drop ceiling. For more information about Protect-a-Glaze contact: General Electric Company, Plastics Operations, Specialty Plastics Division, Sheet Products Department, One Plastics Avenue, Pittsfield, MA 01201.

Home Video Library Project Successful.

OCLC's Channel 2000 videotext project connected 200 residents of Columbus, Ohio, to the video catalog of the Columbus and Franklin County Public Library and the *Academic American Video Encyclopedia* for a 90-day trial period. The telephone and television set hookup also provided home banking opportunities, information on public events, and educational games to improve children's mathematics and reading skills. A survey questionnaire revealed that 41 percent of the users felt that their knowledge of library services increased as a result of the program. Many also indicated a willingness to pay a \$15 monthly charge if the service were to be continued. OCLC plans to provide additional home and office information services through the Viewtel project. (From *SpeciaList*, *The Newsletter of the Special Libraries Association*.)

Illinois Cooperative Conservation Program.

Morris Library at the Southern Illinois University at Carbondale has been awarded \$98,048 in Library Services and Construction Act funds to develop an Illinois Cooperative Conservation Program (ICCP). The Program will make use of the existing cooperative mechanisms of the Illinois Library and Information Network (ILLINET) and the 18 Illinois Library Systems to chan-

nel basic conservation information and assistance to more than 1200 libraries in the state. ICCP will address the conservation needs of rare or local history materials, the maintenance and repair of general circulating collections, and the proper care and use of audio-visual materials. Components of the program include an information service, workshops, publication of a newsletter, distribution of training materials, and coordination of such conservation activities as disaster preparedness and fumigation services. An advisory board representing all types of libraries will provide ideas and direction. For more information, contact: Carolyn Clark Morrow, ICCP Project Director, Morris Library, Southern Illinois University, Carbondale, IL 62901.

New Photo Contrast Feature Available for Xerox 9500.

Xerox Corporation has announced a new feature for the Xerox 9500 duplicator that permits excellent reproduction from photographic prints. Photo contrast, which will be standard on the 9500 duplicator, uses a built-in line screening device. When activated, it projects a 120-line "magazine quality" screen, creating a half-tone image on the photoreceptor for high quality reproduction of the continuous tone photographic original. The new technique greatly extends the range of gray tone reproduction available with the 9500. According to a company spokesman "there is no other xerographic duplicator on the market that can automatically screen and reproduce copies from continuous tone originals with the quality available with the XL-10 imaging system on the Xerox 9500." The density of the print can be controlled by the operator. Half-tones can be created in full size, or in sizes ranging from 61.5 percent to 102 percent of original size, using the variable reduction/enlarge-

ment capability of the 9500.

The photo contrast feature is specially designed for applications that combine photographic reproduction with the written word, such as technical manuals, price catalogs, inventory sheets, real estate listings, and similar publications. The new feature will be installed in existing 9500 duplicators as an enhancement and will be phased into the units now being manufactured.

Catalog of Archives Supplies. A catalog of supplies and price list are available from the Document Preservation Center, a division of Cohasco, Inc., at no charge. Write: Cohasco, Inc., P.O. Drawer 821, Yonkers, NY 10702.

Preservation of Sound Recordings. The Committee for the Preservation of Sound Recordings met for the first time in November in New York City, in conjunction with the meeting of the Audio Engineering Society. It was attended by about 55 librarians, archivists, physicists, chemists, and industry representatives. A steering group was chosen to draft a statement of purpose. Present members of the steering group are James Hawthorne, a polymer chemist at DuPont; David Mills, marketing manager of the Minerals, Pigments, and Metals Division of the Pfizer Corporation; Byrne Hull, engineering consultant, retired from Ampex; David Sarser of King Instrument Corporation; and Mary Hoos, archivist of the Columbia-Princeton Electronic Music Center. For further information, contact: Mary Hoos, 4317 Barrington Road, Baltimore, MD 21229. Telephone: (301) 242-0514.

More on Alkaline Board and Paper. Karen L. Crisalli of Andrews/Nelson/Whitehead has provided information on brand names of alkaline board and

paper products. Her letter was written in response to the list of sources published in the *Abbey Newsletter* and reprinted in this column one year ago:

In your column you state "some of the mills market their products under the trade names of other companies making it difficult to trace to their source any particular line of paper or board available at retail. . ."

We have, therefore, taken the liberty of advising [you] of exactly what products we carry that are produced by the mills mentioned in. . . your source list. Since you may also be called upon to try to identify various distributors and alternate brand names for many of those products, we would like to offer you the following information regarding the products we carry:

From Mohawk Paper Mills, Inc.—acid-free Mohawk Superfine, which we market under their own brand name.

From Howard Paper Mills, Inc.—their acid-free Permalife which we market under their brand name.

From Monadnock Paper Mills, Inc.—their line of 100% cotton acid-free Museum Mounting Board which we market under the Andrews/Nelson/Whitehead brand names of "W & A," "Gemini," "Lenox" and "Antique White." These four names merely identify the various shades of white and cream that are available. Also, we carry their acid-free Dulcet which we offer under their own Dulcet brand name.

Additionally, the acid-free paper that they make for Museum Mounting Board is available in a single ply thickness through us and is marketed under the name "A/N/W Barrier paper."

From Olin Corporation—their 30 lb. Waylite acid-free paper, which we market under the name A/N/W Interleaving paper.

From James River—their acid-free Blotting paper from the Richmond mill,

which is marketed under the name Cosmos Blotting. Additionally, their Filter paper #1109, which is available from us under the name Firenze paper and is used as a carrier for book pages during immersion in a wet deacidification solution. Also, their 100% rag Museum Mounting Board from the Adams branch which is again marketed

under the names given above.

All of the above mentioned items are available from us on a direct basis in relatively small quantities; additionally, we offer these papers to a number of stocking distributors, some of whom may possibly be changing the product names yet again when listing them in their catalogs.

Boston is... the Marathon and SAA '82!

Archivists from throughout the United States will gather in Boston October 19-22, 1982, for the 46th annual meeting of the Society of American Archivists. Many special sessions will highlight the meeting, including five "core" sessions which will focus on the problems and possibilities confronting the archival profession in the future.

Program information will be sent to all SAA members in July; others should contact SAA at 330 S. Wells, Suite 810, Chicago, IL 60606, to receive a program packet.

SAA '82 — don't miss it!

The International Scene

RONALD J. PLAVCHAN, *Editor*

WE ARE INDEBTED TO the following correspondents: **Australia:** R.G. Neale; **Austria:** Josef Riegler; **Bahamas/Caribbean:** D. Gail Saunders; **Brazil:** Maria Amélia Gomes Leite; **China:** Sun Fangjiu; **Federal Republic of Germany:** Wolfram Werner; **Finland:** Eljas Orrman; **France:** Michel Duchein; **German Democratic Republic:** Horst Schetelich; **England & Wales:** Bruce Jackson; **India/SWARBICA:** N.H. Kulkarnee; **Israel:** Haya Wolovsky; **Italy:** Donato Tamblé; **Malawi/East and Central Africa:** Steve M. Mwiyeriwa; **Malaysia/SARBICA:** Zakiah Hanum Nor; **Mexico:** Juan Claudio Mayer Guala; **Netherlands:** T.P. Huijs; **New Zealand:** Judith S. Hornabrook; **Nigeria/West Africa:** J.C. Enwere; **Organization of American States:** Celso Rodriguez; **Peru/ALA:** César Gutiérrez Muñoz; **Poland:** Jerzy Szczepanski; **Scotland:** Andrew M. Jackson; **Senegal/West Africa:** M. Saliou Mbaye; **Solomon Island/Oceania:** R.G.A. Chesterman; **South Africa:** Maryna Fraser; **Spain:** Margarita Vázquez de Parga; **Vatican City:** Claudio De Dominicis; and **Zimbabwe:** R.G.S. Douglas.

ARGENTINA

New Archival Periodical Published. Major Ediciones, a new publishing venture founded by two members of the Centro Interamericano de Desarrollo de Archivos in Córdoba, has published the first issue (September 1981) of *El Mundo de los Archivos*. The new bimonthly publication is intended primarily to serve Latin American and Spanish archivists. The main article in the inaugural issue deals with the documentary heritage of a nation as source material and was written by Manuel

Vázquez of the Centro Interamericano de Desarrollo de Archivos. The subscription rate for non-Argentineans is \$15 for six issues. For more information about the journal, write to Jorge R. Emiliani, Gerente Editorial, Major Ediciones, Casilla de Correo 6, Sucursal No. 1 - 5000 - Córdoba.

AUSTRALIA

U.S. Wartime Radio Shows Given to National Library. The National Library of Australia has acquired a collection of 42 hour-long recorded radio shows that

were produced by the United States Armed Forces Radio Service for the entertainment of troops during World War II. Mel Nichols, a documentary film producer in Epping, New South Wales, donated the mint-condition sound recordings he had received as a gift from an American officer at the end of the war, when the recordings were about to be dumped into the sea off Borneo. The radio shows, recorded on 16-inch discs, were designed to boost morale among Allied troops. They feature such entertainers as Bing Crosby, Bob Hope, Red Skelton, George Burns and Gracie Allen, Duke Ellington, John Charles Thomas, Nelson Eddy, Mildred Bailey, and the big band sounds of Tommy Dorsey and Benny Goodman.

New Techniques to Check Age of Undated Materials. An international project with headquarters at the University of Sydney has revealed that some ancient manuscripts have been misdated by as much as 700 years. Alan Crown, a senior lecturer in the University's Department of Semitic Studies, and other codicologists are using new techniques they have developed to see whether dates already assigned to manuscripts are indeed correct and to provide correct dates when necessary. Codicology is the technique of collecting a body of detailed technical and stylistic information about dated ancient manuscripts and using it as a key to dating undated materials or to verify existing dates.

According to Crown, the techniques consist of three major aspects: an analysis of the parchment or paper, determination of the method of manufacture of the medium, and examination of the script and decorative styles. By using this method, Crown has been able to detect several forgeries and has corrected the date of a Samaritan

manuscript that had been misdated by five centuries.

National Library Begins Search for Early Films. The National Library of Australia has launched a drive to locate for preservation early Australian films. Sponsored by a consortium of private companies and government agencies, it is expected to take five years to complete. The results will be used by the Library's National Film Archives in its search for unstable nitrate films, which, once it has located them, it intends to preserve by conversion to safety base film.

In conjunction with these efforts, the Utah Foundation has recently given the National Film Archives a grant of \$A28,000. This grant is one of several monetary gifts, totalling more than \$A145,000, the film archives had received by the end of 1981.

CANADA

PAC Special Map Calendar Marks Anniversary of National Map Collection. To help celebrate the 75th anniversary of the National Map Collection, the Public Archives of Canada (PAC) has published a commemorative cartographic calendar for 1982. The calendar contains color reproductions of fourteen original maps, dating from 1587 to 1878, in the National Map Collection. The antique map calendar may be purchased by writing to Supply and Services Canada, Publishing Centre, Mail Order Section, Hull, P.Q. K1A 0S5.

Report on PAC's Finding Aids on Microfiche Project. In 1976 the Manuscript Division of PAC began a ten-year project to place all of its finding aids on microfiche. After five years, the project is halfway toward completion. When Series V appears sometime in 1982, 650 of the division's 1,300 finding aids will

be available on microfiche. The decision to undertake the project was made for reasons of economy. To publish detailed lists and indexes of collections in the division's holdings in traditional paper format would be prohibitively expensive because of the relatively small number of copies required and because of the frequency with which these finding aids are revised. Among the advantages of microfiche are its very low cost, which is one-tenth the cost of producing a paper copy, and its timeliness, which permits all new and revised finding aids to be available shortly after they are prepared. The finding aids may be purchased as a series at a price of \$.50 per fiche. A series contains a number of finding aids; for example, Series IV contains 141 finding aids (122 new and 19 revised) on 216 fiches. When individual finding aids are purchased, the price per fiche is \$.75. Copies of the fiches may also be borrowed through the interlibrary loan system.

PAC Hosts International Vexillological Congress. In August 1981, PAC was host to the Ninth International Congress of Vexillology (the study of flags). Sponsored by the North American Vexillological Association under the auspices of the International Federation of Vexillological Associations, the congress brought together 55 participants from Europe, North America, and South America. Delegates included archivists, museum curators, heraldists, historians, designers, and manufacturers. Among the topics discussed by the delegates was the possibility of establishing a codified system of record flag information.

PAC Mounts a Commemorative Labor Exhibition. On 3 September 1981 PAC hosted the opening of an exhibition entitled "The Canadian Labour Congress—Twenty-Five Working Years." The

exhibition was commissioned to commemorate the founding of the Canadian Labour Congress in 1956, following the merger of the Trades and Labour Congress and the Canadian Congress of Labour. During the past 25 years, the Labour Congress has worked closely with PAC in a labor archives program. As interest in labor history has increased among scholars and the unions themselves, the labor collections in PAC have come to be some of the most heavily used collections in the Archives.

Update on Western Canada Synod, LCA Archives. Since 1973 the Provincial Archives of Alberta has acted as the official repository for records of the Western Canada Synod, Lutheran Church in America (LCA). Fifty-eight congregations in Alberta and British Columbia are represented in the provincial archives. The holdings, consisting of 16.7 cu. ft. of primarily congregational records, have recently been described in a guide that is designed to be continuously updated as deposits are made. The Synod has named Reinhold Hohnsbein as its new archivist, who will be responsible for coordinating the Synod's archives policies.

Eastern Ontario Archivists Celebrate Archives Day 1981. On 8 November 1981 the Eastern Ontario Archivists Association in conjunction with the City of Ottawa Archives celebrated another Archives Day by providing the people of eastern Ontario with an opportunity to learn more about archives and their own history. This year's theme was "The Rideau Centre—In Search of its Roots." The focus of activities was the history of the area of central Ottawa now being developed as a multimillion dollar hotel, conference, and shopping center. An elaborate exhibition traced the history of the area from its beginnings through its

development as an integral part of the commercial core of downtown Ottawa. In addition to a scale model of the completed Rideau Centre, there were lectures and early films about the city. More than 300 people participated in Archives Day activities.

Renewed Efforts to Establish a Provincial Association in Ontario. There are renewed efforts among Ontario archivists to form a provincial association. A draft constitution for the Ontario Association of Archivists (OAA) was presented in the fall of 1979, but because of personal and professional disagreements, no further action was taken. The executives of both TAAG (Toronto Area Archivists Group) and EOAA (Eastern Ontario Archivists Association) admit that their respective organizations do not serve all individuals who are interested in archives in Ontario and support in principle the formation of a provincial association. Supporters of OAA point out that a provincial association would be on an equal footing with the Ontario Museum Association, Ontario Historical Society, and Ontario Library Association and would be allowed to undertake cooperative efforts such as educational programs, publications, and lobbying with the provincial government. As local organizations, TAAG and EOAA are currently unable to wield this kind of authority. The January 1982 issue of the *TAAG Newsletter* contains a copy of a letter being sent to archivists throughout the province that discusses the proposed association and lists some features OAA might assume.

TAAG Executive Committee Completes its 1981-82 Program. The TAAG Executive Committee has developed a program for fiscal year 1981-82 that envisions workshops, publications, conferences, and training. It has also recommended that annual membership fees be

increased to \$15 in the 1982-83 fiscal year to avoid the possibility of a decrease in the program.

SAPHIR System in Partial Operation in Quebec. Since 1979, the Archives Nationales du Québec (ANQ) has developed an information system for the inventorying and management of the regional archives in Quebec. To be implemented in three phases, the system will permit the description of 6,000 fonds/collections/archives series, including the 100,000 units (boxes, registers, and reels of microfilm) that comprise them, and also the 6,000 finding aids kept in the nine regional centers of the ANQ system (Rimouski, Chicoutimi, Québec, Trois-Rivieres, Sherbrooke, Montreal, Hull, Noranda, and Sept-Iles). The first phase, SAPHIR-I, has already been completed. This phase covered only documents preserved at the Centre d'archives de la capitale. Its objectives were: to inventory the 1,700 fonds/collections/series, the 45,000 units, and 1,100 finding aids maintained at the Centre; to control in an automatic manner the regrouping of these documents at the Maison des archives on the campus of Laval University; to provide researchers with summary descriptions of the fonds/collections/series, units, and finding aids maintained at the Quebec regional center; to provide ANQ personnel with some lists of these fonds/collections/series, units, and finding aids; and to assure the microfilming and availability on microfiche of all finding aids of the Quebec center.

The second phase, SAPHIR-II, was started in June 1981 and will take seven years to complete, with an estimated completion date of March 1988. It will describe documents stored in the eight regional centers. SAPHIR-III, the third phase, will integrate in the central card

index the descriptions of all fonds and archival collections maintained in the Province of Quebec and inventoried within the framework of the Quebec program of the "Inventaire national." The starting date for SAPHIR-III is June 1982, the system to be operational in October 1982. For more information about this new system, write to Michel Roberge, ANQ, Service du développement des systèmes, Casier postal 10,450, Sainte-Foy, Québec G1V 4N1.

COSTA RICA

Philatelic Set Commemorates Centenary of National Archives. On 24 August 1981, Costa Rica issued a four-stamp airmail commemorative set honoring the centennial of the Archivo Nacional. The Archives was founded on 23 July 1881 by León Fernández Bonilla. Currently a new archives building is being built in San José. The four stamps, printed in various shades of blue, gray, and brown, were issued in the following denominations: 1.40 colón, 2 colón, 3 colón, and 3.50 colón (1 colón is equal to \$.025). Each of the stamps in the series bears a different illustration relating to the Archivo Nacional: a portrait of founder Fernández Bonilla; the coat of arms of the Archives; an exterior view of the Universidad de Santo Tomás, site of the former headquarters of the Archives; and a model of the archives building now under construction.

ENGLAND AND WALES

Government Accepts Archival Collection for Taxes. The Treasury has accepted an offer by the Duke of Newcastle of a number of paintings and a collection of manuscripts as a substitute for money owed to meet capital transfer tax liabilities. The offer of the archival collection was made on the condition that it be allocated to Nottingham

University Library, where it has been on deposit since 1955. The Newcastle archives is an important national collection. The personal and political papers of the dukes of Newcastle begin with those of Henry Pelham (1696-1754) and include diplomatic correspondence leading to the Treaty of Aix-la-Chapelle (1748) and concerning subsequent domestic and international affairs.

In making his offer conditional, the Duke of Newcastle is recognizing the service provided by the university library during the past 25 years. The government, in agreeing to the condition, is acknowledging the library's standing and suitability as a repository for archival collections that are of national significance. The agreement is particularly important in view of the disturbing sales of historical archives that have taken place in recent times. It shows that the integrity of archives can be maintained and that repositories that have spent time and money on their preservation may be considered as appropriate custodians when owners want their manuscript collections to be used to help meet their tax obligations.

Architectural Archives for Parliament Opened to the Public. Following a resolution by the Services Committee of the House of Commons on 21 March 1979, an architectural archives for the Houses of Parliament has been formed in the House of Lords Record Office. The resolution called for the establishment of a service to collect, catalog, and copy architectural drawings and related materials of the Palace of Westminster and its adjoining buildings for permanent preservation with the records of both Houses of Parliament. The work is under the joint supervision of the Librarian of the House of Commons and the Clerk of the Records, House of Lords. Although work on the archives will require many years to complete, the

first part of the archives is now available to the public in the search room of the House of Lords Record Office. The archives will provide a useful service to scholars and to those persons entrusted with the responsibility for the maintenance and restoration of Westminster.

Conquistador's Document Withdrawn from Auction. The London *Sunday Telegraph* reported on 27 December 1981 that the prestigious art auctioneers and appraisers of Sotheby Parke Bernet had on 11 November 1981 withdrawn from sale a 16th-century Spanish document authorizing the conquest of Chile. The Peruvian Embassy in London had succeeded in obtaining a court order to halt Sotheby's disposing of the document, which the auction house estimated would have brought more than \$66,000 at the sale.

Oral History Program at Imperial War Museum. The Sound Records Department of the Imperial War Museum, London, has announced the opening of a large collection of sound recordings made since 1972 in its oral history program. The material deals not only with service in the armed forces from 1910 to 1945, but also with conscientious objectors, war work (1914-18), British involvement in the Spanish Civil War, the refugee crisis (1933-47), British POWs and internees in Europe and the Far East (1939-45), and war artists. For more information about these sound recordings or other materials, write to Conrad Wood, Imperial War Museum, Department of Sound Records, Lambeth Road, London SE1 6HZ.

FRANCE

Priceless Napoléon Letters Recovered. The Federal Bureau of Investigation has recovered 19 letters written by Napoléon Bonaparte to Marshal Berthier that were stolen from a French library in the

mid-1970s. The recovered letters, containing Napoléon's reflections on the French campaigns during the Napoleonic Wars, 1806-15, will be returned to the Archives de l'armée de terre at Vincennes.

INDIA

Significant Activities at the National Archives. Between July and November 1981 the National Archives of India continued its efforts to bring archives closer to the people through lectures, seminars, and exhibitions. Four lectures given during the period dealt with diverse topics: sources of Indian tradition, differences between archives and libraries, symbolic significance of the Dastar (turban), and Maulana Mohammad Ali and the Congress. The Archives also mounted two special exhibitions. The first, held 15-24 August 1981, was entitled "Proscribed Patriotic Poems and Posters," and the second, "Our Archives and Our Neighbors." This second exhibition was organized to coincide with the international seminar on the disposition of government records, which was held in New Delhi, 13-17 October 1981, under the joint auspices of the National Archives and ICA. Participants in the seminar came from Afghanistan, Bangladesh, Burma, Iraq, Malaysia, Nepal, Pakistan, Sri Lanka, the United States, and the ICA.

National Archives Celebrates Archives Week. The National Archives of India celebrated Archives Week, 13-19 November 1981, with a series of activities. The Archives organized an exhibit entitled "Nehru and Socialism—A Documentary Display." The exhibit, which was shown 14-21 November, was mounted to commemorate the 92nd anniversary of the birth of nationalist leader and former prime minister Jawaharlal Nehru (1889-1964). Other activities included an open house, a

panel discussion on information as a vital national resource, and release of the new publication, *Handbook for Record Managers*.

INTERNATIONAL COUNCIL ON ARCHIVES

1981 Meeting of the ICA Automation Committee. The ICA Committee on Automation held its annual meeting, 21–24 September 1981, near Jerusalem at the resort kibbutz of Kiryat Anavim. Members from Belgium, Canada, Finland, Great Britain, Greece, Israel, Italy, Spain, Sweden, and the United States (including representatives from the Genealogical Society of Utah) described the status of archival automation at their respective institutions. Participants heard reports on various committee projects: publication of two manuals, *An Introduction to Archival Automation* (1981) and *Guidelines for Administering Machine-readable Archives* (1981); a draft study on the appraisal of machine-readable records; progress on an automatic data processing (ADP) glossary for archivists; approval of a questionnaire for a study on researchers' costs for duplication of machine-readable archives; and problems encountered in compiling a multilingual ADP bibliography. The automation committee will hold its 1982 annual meeting in Toledo, Spain.

ICA Discontinues International Archival Journal. After the appearance of two issues of the *International Journal of Archives*, the ICA Executive Committee decided at its meeting in The Hague, 8–11 September 1981, to cease its publication. In a letter to subscribers, ICA Secretary General Carlos Wyffels explained that the decision to terminate the journal was based on "compelling financial reasons." In October 1978 the Executive Committee had approved the establishment of a single archival jour-

nal that would respond to the needs of the international professional community, and two years later the journal became a reality. The first issue appeared in September 1980, during the Ninth Congress of the International Council on Archives. As intended by its supporters, the journal did provide a means for archivists throughout the world to exchange information on various aspects of their work. Despite the current decision, the basic need for a single journal to serve as an international forum for archivists still exists. Wyffels's letter hints that ICA may, at some time in the future, resume publication of an archival periodical of worldwide circulation.

ITALY

STAIRS Project at Venetian State Archives. Important research in the field of archives and cybernetics is being carried out at the Archivio di Stato di Venezia by the Centro di Fotoriproduzione. They have selected for the project one of the most interesting documents of the Venetian Republic, the Golden Book of the Maggior Consiglio (Great Council). The Council, dominated from its inception by the Rialtine aristocracy, was the assembly of the entire Venetian nobility and became the supreme forum of the Republic. Membership of this council was confined to certain families. It elected all officers of the government, imposed taxes, decreed laws, made war and peace, and concluded alliances. By using the IBM STAIRS (Storage and Information Retrieval System) program, the group has put the 5,800 deliberations of the Maggior Consiglio, dating from 1232 to 1767, on magnetic tape. Preliminary results of the project were displayed at the Historic Archives of Contemporary Arts, Venice, in January 1981.

Central State Archives Mounts Special Exhibition. The Archivio Centrale Dello Stato in Rome set up a special exhibition in tribute to Ugo LaMalfa (1903-79), economist and politician, who had served many times as a minister in various Italian governments since 1945 and who was secretary and then president of the Republican Party. The more than 300 documents on display illustrated not only the life of LaMalfa, but also fifty years of Italian postwar political history. The exhibition was intended to make scholars aware of the availability of the LaMalfa private papers, which have been donated to the Central State Archives by his heirs.

First Volume of General Guide of Italian State Archives Now Available. In a solemn ceremony on 14 November 1981 the School of Archival Science, Latin Paleography and Diplomatics at the Archivio di Stato di Roma began its 104th academic year. The occasion also marked the public announcement of the completion and availability of the first volume of the five-volume General Guide to Italian State Archives. Work on the Guide, begun in 1965, is under the direction of the Amministrazione Centrale Archivistica. The other four volumes of the Guide are scheduled for completion in late 1982. When the entire Guide is completed, it will provide researchers with a comprehensive description of the holdings and functions of the 96 state archives in Italy, including the Archivio Centrale Dello Stato. The first volume covers the Central State Archives and the first 38 state archives in alphabetical order (from Agrigento to Enna).

Exhibitions at the State Archives. The Archivio di Stato di Arezzo in conjunction with the Faculty of Magistero promoted a series of lectures from 17 November 1981 to 1 February 1982. The

general theme of the lecture series was "To Know the History of Arezzo: Essential Tools of Research." A documentary exhibition on municipal life from the twelfth to the twentieth century was mounted by the Archivio di Stato di Campobasso during November-December 1981. The Archivio di Stato di Imperia and the Archives Sections of the States of San Remo and Ventimiglia prepared, in April 1981, an educational exhibit. The theme of the display was "The State Archives: Evidence of the Past." In commemoration of the 350th anniversary of the incorporation of the Urbino dukedom in the papal states, the Archivio di Stato di Pesaro presented a documentary exhibition entitled "I Della Rovere—memorie ducali."

Second International Seminar on Sources of Balkan and Mediterranean History. The School of Archival Science, Latin Paleography and Diplomatics, together with the Italian Ministry for Cultural Property and CIBAL (International Center of Information on the Sources for Balkan and Mediterranean History), held its second seminar. Scholars from Albania, Bulgaria, Great Britain, Greece, Israel, Poland, Romania, the Soviet Union, and the United States attended the month-long seminar at the Archivio di Stato di Venezia. The first seminar was held in 1979 at the Archivio di Stato di Roma and regarded as quite successful.

MEXICO

Improvements in the Dissemination of Information Among Mexican Archivists. As part of the far-reaching administrative reforms concerning archives being carried out by the federal government, and as a means to disseminate information about archival theory and practice among Mexican archivists, the

Archivo General de la Nacion in February 1980 began publication of *Archivos Hoy*. This journal, published twice each year, is distributed to all members of the national system of archives. The system encompasses all central and satellite archives of the various branches of the federal government, semi-private archives, archives of the various branches of state governments, and all municipal archives. *Archivos Hoy* contains original articles and translations of significant foreign articles that are likely to improve the skills and knowledge of Mexican archivists.

In late 1979, the Archivo General de la Nacion also began publication of a monthly newsletter, *Sistema Nacional de Archivos Informacion Interna* to provide members of the national system with a wide variety of news about archival activities in Mexico, Latin America, and Spain.

NEW ZEALAND

Appointment of a Director for the National Archives. With the appointment of Raymond F. Grover to the newly-created position of Director of National Archives, the Department of Internal Affairs, which oversees the National Archives, has complied with one of the 28 recommendations of the 1978 Smith Report. A major point in the Smith Report was that, as part of a general program to upgrade the position of the National Archives, the status of the head of the Archives should be substantially elevated within the government administrative structure to give the incumbent direct access to the Minister of Internal Affairs. Although the newly created directorship fails to meet all the aims of the recommendation in the Smith Report, it is a great improvement over the previous situation. As a result, Director Grover is on the same level as

an assistant secretaryship within the Department. Prior to his appointment, Grover was chief librarian of the Teachers' Colleges Library in Auckland. He assumed his new position in September 1981.

New Zealand Film Archives Formed. A major step toward the preservation of New Zealand's film heritage took place on 9 March 1981 when the New Zealand Film Archives was established under the Charitable Trusts Act. Seven individuals representing various segments of government, archives, and the film industry have been appointed trustees to provide guidance to and oversight of the film archives.

Newspaper Destruction Controversy Continues. The controversy over the National Library's current policy of destroying original newspapers after they have been microfilmed, which the Archives and Records Association of New Zealand (ARANZ) has strongly opposed, erupted in the pages of the *Wellington Evening Post*. Both sides agree on the need for the newspaper microfilming program, but there agreement ends. The debate as reported in the *Evening Post* centers on the quality of the current microfilming program and the need to maintain somewhere a master file of the original newspapers. These are artifacts in their own right and such a file would ensure against any deficiencies in the microfilm record. Furthermore, microfilming may be replaced by other methods of space-saving information storage as technological breakthroughs occur; such new methods could make the availability of the master file essential.

Archives and the 1981 National Election. Although archives have not been and are not likely to be a serious election issue in New Zealand, the activities of ARANZ have made politicians, senior

public officials, and many voters more aware of the importance of archives. ARANZ has been able to obtain statements on archives from the three major political parties: National Party, Labour Party, and Social Credit Political League. According to ARANZ officials, it would have been a waste of time to try to get any public statement on archives six years ago; even three years ago the subject rated only a one-sentence statement in the National Party manifesto. In 1981, however, all three political parties adopted the Smith Report and agreed on the need to update the National Archives. Both the National and Social Credit parties made specific promises for regional archives development, and the Social Credit Party has also placed special emphasis on the physical conservation of archives. For archivists, the truly amazing point was that the political parties thought it worthwhile to state their views on and plans for archives at all. Of course, despite all the campaign rhetoric, archivists must still await the translation of these statements into actuality.

1981 ARANZ Annual General Meeting.

On 29 August ARANZ held its annual general meeting at the National Museum in Wellington. Thirty-one members attended the meeting, which was held in conjunction with a seminar on conservation methods for New Zealand's photographic heritage. New officers and council members were elected, and there was discussion of an increase in annual membership fees from NZ\$10 to NZ\$12, holding biennial rather than annual general meetings, and two-year terms for officers and council members. Concern was expressed about the poor state of ARANZ branches, and there was a progress report on the campaign to preserve the national newspaper collection.

Status Report on the National Register Project. The editorial committee of the National Register of Archives and Manuscripts (NRAM) is reported to be editing the fourth and final installment of the first NRAM volume, with publication scheduled for 1982. The Alexander Turnbull Library, Wellington, is serving as the registry and editorial center for the NRAM project. The possibility of a microfiche edition of the first volume is under consideration.

PEOPLE'S REPUBLIC OF CHINA

Report on the State of Chinese Archives.

Zhang Tien-ming became, on 2 September 1981, the first archivist from the People's Republic of China (PRC) to address a gathering of the Society of American Archivists. Recipient of SAA's 1981 Oliver W. Holmes Award which funds travel by foreign archivists already in the United States, Zhang is deputy chief of foreign relations at the State Archives Bureau in Beijing (Peking). He attended the 45th annual SAA meeting on the Berkeley campus of the University of California, 1-4 September 1981, to meet with participants in SAA's 1982 study tour to China and to discuss the professional aspects of the tour. One of the highlights of the meeting was Zhang's address to more than 250 meeting participants on the subject of the Chinese archives system. The following report is based on a translation of Zhang's speech prepared by William Moss, John F. Kennedy Library.

China is a country with a long history, and its written records date from as early as the twenty-first century B.C. But because of numerous wars and natural disasters during the past 4,000 years,



Left to right: Zhang Tien-ming, Maynard Brichford, and Oliver W. Holmes at SAA's 1981 annual meeting, Berkeley, California.

Chinese archives have suffered serious losses. The surviving records, especially those dating prior to the Ming (1368–1644) and Qing (1644–1912) dynasties, are comparatively few in number.

The Chinese Communist Party and the government of the PRC have given the preservation of historic cultural relics a high priority. In April 1949, on the eve of their victory over the Nationalist (Kuomintang) forces of Generalissimo Chiang Kai-shek, the People's Liberation Army ordered all Nationalist officers to protect China's national assets and historical records. This action laid the foundation for archival work in the PRC.

Responsibility for the overall supervision and direction of archival work in China is vested with the State Archives Bureau. Established in 1954 under the direct leadership of the State Council, the highest executive organ of the PRC, the State Archives Bureau is also charged with the responsibility of maintaining the integrity and security of archives for the benefit and convenience of various users in China.

Directly subordinate to the State Archives Bureau in the state archives system are the two central archives: the First Historical Archives in Beijing and

the Second Historical Archives in Nanjing (Nanking). The First Historical Archives, also known as the Ming–Qing Archives or the Palace Museum Archives, is the most important historical archives in China for the pre-modern period. It is responsible for the acquisition and maintenance of records of the central government of the Ming and Qing dynasties. Its holdings consist of some 9,000,000 volumes (Chinese records, according to Zhang, are bound into volumes). Because of the nature of the materials in the archives, archival processing has been slow. The Qing History Institute of Renmin (People's) University, Beijing, has hand-copied and organized more than 20,000,000 words and plans to publish selected portions in six volumes.

The Second Historical Archives is also known as the Nanjing Archives. It houses the central government archives dating from 1912 (the year after the Qing dynasty was overthrown) to 1949 and includes the records of the Republic of China, the interim government, the northern warlords, and the puppet regime under Japanese occupation. This repository holds some 900,000 volumes.

In addition to these two central repositories, each province and municipality has comprehensive local archives under the direction of archives bureaus responsible for the acquisition, preservation, and permanent custody of provincial and municipal records. Military archives are under the Ministry of Defense and the film archives is under the Ministry of Culture. Scientific and technical archives are also an important part of the Chinese archival scene. Following the development of industrialization and the construction of new plants and factories in the PRC, many of these state enterprises are planning to set up scientific and technical archives in such fields as plant investment,

geological surveying, metallurgy, and seismology.

All these archives belong to the nation and are managed at the various bureaucratic levels by the Communist party and the government. In China archives and libraries are not institutionally inter-related as they are in many Western nations. Libraries in the PRC are under the leadership of the Ministry of Culture, but efforts are under way to establish a central Libraries Bureau.

At present, there are about 2,600 archives in all of China, excluding Taiwan. The total holdings of these archives amount to 30,000,000 volumes or about 1,000,000 linear feet of shelf space. The earliest extant records are those dating from the Tang dynasty (618-907). Some 150,000 pre-Tang records dating from the Shang dynasty of the 16th century B.C. have been excavated, but these pre-Tang records are kept in libraries and museums and have not yet been accessioned into the archives.

On-the-job training is provided for Chinese archivists and technicians by the State Archives Bureau and by archives at each level of government. In 1952, Renmin University organized a special course for training archivists, and two years later it established a department of archives under Professor Wei Qingyuan, who also heads the university's Qing History Institute.

Two archival journals are now published in China: the bimonthly *Archives Work* and *Historic Archives*, a quarterly. In a move intended to promote research in archival theory and techniques, the Fourth Preparatory Committee for a Chinese Archives Association decided, on 4 August 1981, to establish the Society of Chinese Archivists. Formal establishment of the organization is expected to take place in December 1981.

In 1980, the PRC opened all pre-1949

archives to scholarly researchers. Since the announcement the rate of use of archives has doubled. To satisfy the needs of both Chinese and foreign researchers, archivists have edited and published a series of papers on principal archival materials in the PRC. Furthermore, the State Archives Bureau is preparing to establish an institute to assist research in scientific and technical matters. The proposed institute will strive to solve archival problems in the areas of conservation, storage, reprography, finding aids, and the use of computers.

According to Zhang, China and the United States have a long history of friendly relations. The first American ship, the 360-ton *Empress of China*, arrived at Canton from the Port of New York on 28 August 1784 to trade in silk and tea. In April 1847, China sent the first of many groups of students to the United States to be educated at American colleges and universities. During the intervening years many Americans have done much to further friendship between the two nations. Zhang concluded his address with the hope that the increasing dialogue between Chinese and American archivists will contribute to promoting even greater friendship between the peoples of China and the United States.

PERU

Fourth Anniversary of APA Newsletter.

In September 1981 the Asociacion Peruana de Archiveros (APA) celebrated the fourth anniversary of its monthly newsletter, *Hoja Archivera*. The newsletter was founded in 1977 to establish professional links among members of the association and friends and colleagues in Peru.

UNESCO

International Study on Archives Journals Published. The results of a study on archives journals, prepared under UNESCO contract by ICA and Capital Planning Information, were published in 1981 as part of UNESCO's RAMP (Records and Archives Management Program) studies and guidelines series (PGI/81/WS/10). The purpose of the study was to assess the extent to which articles on archives administration and management in primary journals are noted or abstracted by other primary journals and by secondary services. The study was carried out between September 1979 and January 1980. Three factors made the study difficult: the difficulty of locating primary journals on archives, the variety of languages in which the journals are printed, and the erratic production schedules of some of the journals.

Report on Multilateral Agreements and Conventions Relating to the Transfer of Archives. UNESCO, as part of its General Information Programme, has issued a study (PGI/81/WS/3) on model bilateral and multilateral agreements and conventions concerning the transfer of archives. The study, prepared by Charles Kecskemeti and Evert Van Laar, was originally issued in French but has been translated by UNESCO and printed in French, English, Spanish, Russian, and Arabic. Examples of international agreements and conventions, dating from 1814 to 1980, are included in Appendix II of the report.

Feasibility Study on the Proposed UNESCO Fund Concerning Migrated Archives. As the world's major colonial powers dismantled their colonial empires during the past several decades, it became evident that important archival sources documenting the history of

many nations are preserved in the custody of former metropolitan governments. Against this background the UNESCO General Conference in 1974 invited member states to give favorable consideration to the possibility of transferring, within the framework of bilateral agreements, documents that they hold that belong in archives constituted within the territory of other countries or that are related to the other countries' histories. The term "transfer" in the 1974 resolution has been interpreted to mean either the physical transfer of the documents or the transfer of the informational content. In support of the resolution, the UNESCO Secretariat organized two consultations, in 1976 and 1978, with groups of experts to study the various aspects of the problem of migrated archives. On the assumption that it would be easier to transfer the informational content of documents than the documents themselves, a proposal was submitted in 1976 that UNESCO establish an internationally-financed and managed microfilming fund to facilitate the solution of problems involved in the transfer of migrated archives. In 1979 UNESCO entered into a contract with ICA to prepare a feasibility study of such a fund. The report (PGI/81/WS/7), prepared by Ivan Borsa of the Hungarian National Archives, was completed and submitted to UNESCO in November 1980. UNESCO issued it in English in June 1981 and has translated and printed it in French, Spanish, Russian, and Arabic.

ZIMBABWE

Appointment of New Director of the National Archives. Angeline Kamba, a graduate of Columbia University, has succeeded Robert W. S. Turner as director of the National Archives. Turner

retired from the National Archives in March 1981. Since her appointment, the new director has outlined an aggressive set of policies for the Archives in a new era. She has announced that she intends that the Archives reflect the history of the country and its people as a whole and that it be conscious of the need to redress the imbalance created by its earlier white-oriented emphasis. The maxim "Take the Archives to the people" encapsulates the new attitude. Collection policies have been revised to broaden the scope of library and manuscript acquisitions and oral history programs, and the possibility of liberalizing access to certain classes of records is under review. Vigorous publicity through the news media has become a regular feature of the Archives. School children are actively encouraged to visit their nation's historical documentation center, for which an ar-

chival education program has been under discussion.

Other highlights of the new regime include the Archives' campaign to recover ephemeral materials produced by the various political parties outside the country during the liberation struggle, and the impending publication of *Zimbabwe Epic*, a pictorial history of the African people from the earliest times to independence. After a generation of isolation from the international community, Zimbabwe will host the seventh general conference of the East and Central African Regional Branch of ICA (ECARBICA), 13-18 September 1982, at the University of Zimbabwe in Harare (Salisbury). The theme of the conference will be "Archives and the New Order." For this conference the Archives plans to mount a photographic exhibition on the archival organizations of the world.

News Notes

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

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

The **American Baptist Historical Society**, Rochester, New York, has begun publishing a newsletter entitled, *The Primary Source*. This newsletter is available for a contribution of \$5.00 per year. Its purposes are to collect and disseminate information about the programs and projects of Baptist archives and historical societies and of individuals engaged in Baptist study and research worldwide, and to serve as a clearinghouse for the exchange of information, ideas, and resources. To receive the newsletter, write the American Baptist Historical Society, 1106 S. Goodman, Rochester, NY 14620.

Belmont Abbey College, Belmont, North Carolina, a four-year liberal arts

college run by the Benedictine order, has issued a comprehensive archival policy statement. The nine-part document treats archives in general, organizational structure, the archivist, repository, accessions, records management, access, confidentiality, security, ownership, and copyright. The document mandates a records management program. To meet standards set in the statement, the repository is to be moved in 1982 to a new location on the 105-year-old campus. Under the new organization, the archivist reports directly to the chancellor, who is the abbot of the monastery. The president of the college is responsible for securing compliance with the records management program.

In July 1981 the **California Historical Records Educational and Consultant Service (CHRECS)** completed its assistance to public and private organizations throughout the state. The two-year project of the State Historical Records Advisory Board focused on analyzing the needs of the archival community in California and on developing guidelines and making recommendations to improve the management and preservation of historical records. Services provided to institutions by this project included information on all aspects of archives administration and records management; basic workshops on records processing and conservation; seminars on records inventorying, scheduling, and disposition; on-site consultations and presentations for cities, counties, libraries, museums, historical societies, universities, private companies, and other units that have archives; publications for statewide distribution; and aid in development of grant proposals for external funding. The detailed recommendations of the final report, *The Management and Preservation of Records in California*, include the designation of the California State Archives as the major clearinghouse for information on archives, manuscripts, and records management. Copies of the final report are available from the California State Archives, 1020 O Street, Sacramento, CA 95814.

Concordia Historical Institute of St. Louis has published the 15th volume in its series called *Archives and History* containing the essays, reports, and minutes of the 15th Conference on Archives and History held at the Institute in St. Louis in November 1979. Another portion of the correspondence of C.F.W. Walther has been translated and annotated by the late Dr. Roy A. Suelflow and published by the Institute.

A memorial was dedicated to all the military and Veterans Administration chaplains in Waltke Lobby of the Institute, 11 November 1981.

The Western History Department of the **Denver Public Library** has received a grant from NEH for a two-year project to process and film the Fisher Architectural Records Collection. This collection of more than 600 sets of drawings and 37 feet of client files documents the activities of one of the oldest continuing architectural firms in the Rocky Mountain region. The firm was founded in Denver by William Ellsworth Fisher in the 1890s. For further information concerning the project, contact: Bonnie Hardwick, Project Director, c/o Western History Department, Denver Public Library, 1357 Broadway, Denver, CO 80203.

In continuing the implementation of the Georgia Records Act of 1981, which requires every county, municipality, and school board to develop a records management program by 1 January 1984, the **Georgia Department of Archives and History** has hired a consultant to work with city and county officials in the northern part of the state. This one-year position has been funded by a grant from the Appalachian Regional Commission. This consultant will serve as an advisor in accordance with the terms of the records act, which places responsibility for the records program in the localities. The Archives will continue to accept unbound county records created before 1900.

The **Idaho Oral History Center** has received a grant from NEH for a two-year project entitled "Working Together: A Regional Approach to Community Traditions and History in Idaho." The main goal of this project is

to establish regional networks of contact people, information, technical assistance, and consultation which will support beginning and ongoing community heritage projects. A series of workshops around the state will include presentations on community cultural heritage by humanists and information-sharing planning sessions for community group representatives. For further information on the project, contact: Madeline Buckendorf, Idaho Oral History Center, 610 N. Julia Davis Dr., Boise, ID 83706.

The 23 March 1981 issue of *Industry Week* contained an article entitled "Corporate Historians: A Rare But Growing Breed." The article mentions several corporations that have historians and distinguishes between the historian and the archivist in a business setting. The article does not, however, make clear the variety of functions performed by archivists, which may include being the corporate historian in fact if not in title.

The **Library of Congress** has an exhibition of 69 photographs recording county courthouses in the United States, entitled "Houses of Justice: County Court Architecture Across America." These photographs were drawn from the Seagram County Court House Archives, which was presented as a gift to the Library of Congress in 1980 by Joseph E. Seagram and Sons, Inc. The collection of more than 11,000 photographic negatives, 8,000 reference prints, and 2,500 master prints was created as a two-year project by Joseph E. Seagram and Sons, Inc. to mark the Bicentennial of the United States.

This exhibition also serves to announce the publication on microfiche of more than 8,500 photographs of over 1,900 county courthouses, including approximately 1,700 historical images

selected from Library of Congress collections other than the Seagram County Court House Archives. *County Court Houses of the United States*, published by the Dunlap Society, includes 180 60-frame microfiches in two volumes and makes available a remarkable body of visual documentation. The documentation for particular counties or states can be purchased separately. The volumes and individual fiches can be purchased from the Dunlap Society, Lake Champlain Road, Essex, NY 12936.

The **Louisiana Division of Archives and Records** has received a \$5000 grant from the Louisiana Committee for the Humanities for the development of a slide and tape presentation on the relationship of genealogical research to the humanities. This presentation will follow the steps of a researcher working in family history and will show how this researcher uses historical methods.

Medgar Evers College, part of the City University of New York, has established an Archives and Records Management program. The Archives will preserve the permanent historical records of the College, and collect the manuscripts of faculty, administrators, and selected individuals and organizations in the Central Brooklyn community. For more information contact Tyrone G. Butler, Archivist and Records Manager, Medgar Evers College Library, 1150 Carroll Street, Brooklyn, New York 11225.

The **Metropolitan Baltimore Historical Records Council** has been formed after a year of planning meetings. Comprised of metropolitan area institutions, the goals of the MBHRC are to effect cooperation among metropolitan Baltimore archives and manuscript repositories and other repositories that

actively collect or care for records pertaining to the Baltimore metropolitan region; to act as a focus for the collection and dissemination of information needed for planning and evaluating archival services; and to promote inter-regional coordination and assist when cooperative programs are needed. Richard J. Cox, Baltimore City Archivist, and Richard Parsons, of the Baltimore County Public Library, are the MBHRC's first chairperson and recording secretary, respectively.

The **Michigan Archival Association** has published *A Program for Disaster Response in Michigan*, which provides guidance to institutions that have suffered disasters. Copies are available from Fred Honhart, Archives and Historical Collections, Michigan State University, East Lansing, MI 48824.

The **National Bureau of Standards** has begun a project to study the deterioration of microfilm and magnetic tape. This study, which is being sponsored by the National Archives, will evaluate archival use of polymer-based media.

More than sixty archivists and colleagues in related fields attended the **National Conference on Regional Archival Networks** in Madison, Wisconsin, in July 1981. The meeting was co-sponsored by the Midwest Archives Conference and the University of Wisconsin System Archives Council and was supported by a grant from NEH. Those attending represented working networks as well as some still in the planning stage. Most of the papers and formal comments presented by the 26 participants will be published in a forthcoming issue of the *Midwestern Archivist*.

The **National Endowment for the Humanities** has developed a code of

ethics for scholars conducting Native American studies under NEH funding. Prepared by an internal NEH task force with the advice of members of the Native American community, the code includes the following provisions: the rights and interests of Native Americans must be safeguarded when materials and information are gathered; the probable impact of the project on the Native American community must be assessed; Native American consultants must be given credit or anonymity as they choose, and must be fairly compensated; and resulting materials must be deposited with the Native American community. While the code is meant to apply primarily to Native American studies, NEH grantees are urged to follow it for all projects pertaining to living cultures and peoples.

The **New York State Archives** and the State Historical Records Advisory Board are co-sponsoring a series of workshops on local government records management in fall 1981 and spring 1982. Records analysts and archivists from the State Archives and local government records custodians will discuss the elements of a comprehensive records management program, legal disposition of obsolete records, micro-filming principles and procedures, and preservation and use of historically valuable records. These workshops are part of the project for the establishment of model local government archival programs throughout New York, funded by a grant from NHPRC to the advisory board.

The **Salvation Army Archives and Research Center**, New York, N.Y., publishes a quarterly newsletter, *Historical News-Views*. Individuals may receive the newsletter without charge by writing to: Salvation Army Archives and Research

Center, 145 W. 15th St., New York, N.Y. 10011.

The archives of **Sidwell Friends School** in Washington, D.C., has been opened for research. The records of the private school span a century and include financial records, photographs, correspondence, and board of trustees minutes. InfoManagement, library and information consultants who specialize in the organization and retrieval of information, helped set up the Sidwell Friends School archives. They have set up business archives and information retrieval systems for a variety of organizations in the past.

The **College of William and Mary** announces a program of study leading to the degree of Master of Arts in American Studies and beginning in the Fall semester of 1982. Offered in cooperation with Colonial Williamsburg, Inc., the program will afford students interested in early American life ample research opportunities. The pro-

gram will not, however, focus on a single period; applications are welcome from students with interests in any period. Financial aid will be available in the form of fellowships and research assistantships. Fellowships will pay full tuition and provide stipends up to \$3,000. For further information and application forms, write: Director, Program in American Studies, College of William and Mary, Williamsburg, VA 23185.

Historical Editing

Traditionally, the spring issue of the *American Archivist* contains a list of historical documentary editing projects which are searching for documents. Because of uncertainties about continued funding for these projects, the editors decided not to run the list in the Spring 1982 issue. It is their hope, however, that the list can appear in the Summer 1982 issue of the journal.

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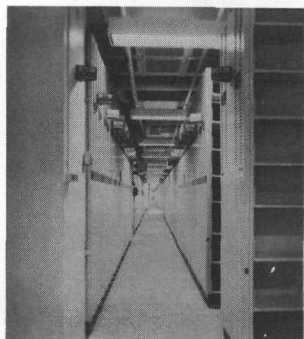


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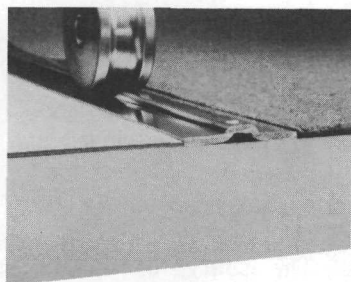
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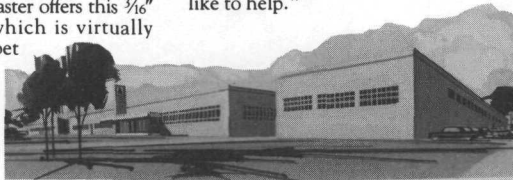
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The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

Minutes: Council Meeting, 30 August 1981

President Ruth W. Helmuth called the meeting to order at the Faculty Club, University of California, Berkeley. Present were Vice President Edward Weldon, Treasurer Mary Lynn McCree, and Council members Edmund Berkeley, Jr., Lynn A. Bonfield, Shonnie Finnegan, Meyer H. Fishbein, Richard H. Lytle, Paul H. McCarthy, Jr., and Virginia C. Purdy. Vice President-elect J. Frank Cook, Council member-elect William L. Joyce, and Executive Director Ann Morgan Campbell attended without vote. Council member Robert S. Gordon did not attend.

The proposed agenda for the meeting was approved. Discussion of the minutes of the May Council meetings was postponed.

President's Report

President Helmuth announced the appointment of a select task force of former SAA presidents to lead the Society's efforts to restore independent status to the National Archives. The task force, chaired by Walter Rundell, Jr., includes H.G. Jones, Charles E. Lee, James B. Rhoads, and President Hel-

muth. Executive Director Campbell will serve as an ex officio member.

Vice President's Report

Vice President Weldon announced that Berkeley will chair the Editorial Board. Paul I. Chestnut will chair the Constitutional Revision Task Force, and William S. Price, Jr., will be SAA's representative to the Advisory Committee on the Management, Preservation, and Use of Local Government Records. President Helmuth will replace Robert M. Warner on the Constitutional Revision Task Force. The chairs for 1981-82 standing committees are Richard Marcus, Auditing Committee; V. Nelle Bellamy, Awards Committee; James E. O'Neill, International Archival Affairs Committee; and Jay M. Haymond, Regional Archival Activity Committee. The Status of Women Committee will select its own chair.

Treasurer's Report

Treasurer McCree told Council that the report of the Fund Raising Committee had been accepted by the Executive Committee. She also reported that the Society had an excess of revenues over expenses during the 1980 fiscal year, and that the attrition of members resulting

from the dues increase was not as great as had been expected.

Executive Director's Report

Executive Director Campbell reviewed receipts and expenditures for the 1980 fiscal year and reported that \$13,399 had been returned to the Society's reserve fund.

Campbell reported that it appeared that Congress would make some funding available for the National Historical Publications and Records Commission. Funding for the National Endowment for the Humanities would not be cut as severely as had been proposed in the Reagan budget. Responding to a request for instructions from McCree, who is one of SAA's representatives to NHPRC, Bonfield moved that SAA's NHPRC representatives be instructed to support an equal division of NHPRC funds between the publications and records programs. The motion was not seconded.

Lytle made the following motion: Council reaffirms its long-standing support for the priority of the records program of NHPRC and instructs the Society's Commission members to support adequate funding and staffing for the program. Purdy seconded the motion, which passed. Weldon abstained.

President Helmuth expressed Council's appreciation of Lytle for his work with the Coalition to Preserve our Documentary Heritage.

Campbell reported that employees of GSA's Inspector General had again questioned *American Archivist* Editor Virginia Purdy regarding checks issued by SAA.

Campbell announced that the Executive Committee had confirmed the dates of October 19-22 for the 1982 annual meeting in Boston.

National History Day

The Society received an invitation to participate in National History Day by sending a representative to meetings of a steering committee. A motion was made by McCree that the Society should inform the National History Day steering committee that SAA endorses its work but regrets that it cannot afford to support a representative to attend its meetings. The motion was seconded and passed.

Minorities Committee

Lynn Bonfield moved that SAA continue its support of the SAA/AASLH/AAM Joint Committee on Opportunities for Minorities but that it not provide funding to support travel by SAA's representatives to the committee. The motion was seconded by Finnegan and passed.

American Archivist

American Archivist managing editor Deborah Risteen reported that work on the winter 1982 issue was proceeding on schedule. The spring 1982 meeting of Council will consider the question of a permanent editor for the journal, taking into consideration the reports of the winter and spring issue editors regarding the magnitude of the job.

External Alliances

Fishbein reported on his analysis of the Society's external alliances. He recommended that the Society require reports from its representatives after each meeting of the bodies on which they serve and that SAA's participation be reviewed in 1982 after analysis of the reports. Fishbein also called for the appointment to these committees of qualified archivists or manuscript curators who can forcefully represent the Society's views.

Executive Committee

Helmuth proposed a five-point list of guidelines for the Executive Committee. Bonfield moved that copies of the guidelines be distributed to Council for further consideration at a future meeting. The motion passed.

Executive Director's Contract

Council witnessed the signing of a three-year contract by Executive Director Ann Morgan Campbell. A discussion of procedures for negotiating the contract in the future followed.

Automated Records Task Force

The Task Force presented a five-year plan to Council. Among the Task Force's proposals were the publication of manuals on various aspects of machine-readable records, the implementation of a core curriculum for the training of archivists working with machine-readable records, and the development of the theme and program for the 1984 SAA annual meeting, at which every session would be directed to the issue of automation.

McCree moved that the Task Force be informed that Council encourages the development of a consolidated manual on machine-readable records that would include sections on appraisal and acquisition, processing, storage and conservation, description, and access, and suggested that the Task Force work with SAA Projects Editor Terry Abraham to develop a specific proposal for the January 1982 Council meeting. The motion was seconded by Fishbein and passed.

Lytle made the following motion: Council encourages the Task Force to consolidate its workshop materials into suggested curriculum guidelines but advises against the adoption of a core curriculum. Berkeley seconded the motion, which passed.

Lytle moved that the Task Force be

informed that Council recognizes the need for education in automated records and encourages the Automated Records Task Force to develop a major thematic element on automation for the 1984 annual meeting. The motion was seconded by Bonfield and passed.

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

**Minutes: Council Meeting,
4 September 1981**

President Edward Weldon called the meeting to order at 2:20 P.M. at the University of California, Berkeley. Present were Vice President J. Frank Cook, Treasurer Paul H. McCarthy, Jr., and Council members Lynn A. Bonfield, Shonnie Finnegan, Meyer H. Fishbein, Sue E. Holbert, William L. Joyce, and Virginia C. Purdy. Executive Director Ann Morgan Campbell attended without vote. Council members Richard H. Lytle and Robert S. Gordon did not attend. The agenda for the meeting was adopted.

The council took several actions required by the election of a sitting member of Council to the treasurer's position. Under the old constitution the treasurer served until the close of the calendar year. Under the new constitution, however, the treasurer's term begins at the close of the annual meeting. To alleviate any possible confusion, Mary Lynn McCree submitted her resignation effective 4 September 1981, and it was accepted. Paul H. McCarthy, Jr., newly elected treasurer, resigned his Council seat and was named treasurer by Council. Richard H. Lytle, whose four-year Council term was completed in September 1981, had been asked by Council to complete the year remaining in McCarthy's Council term and had agreed to do so.

Meeting in executive session, the Council elected Shonnie Finnegan to serve as its representative to the Executive Committee.

The minutes of Council's May 1981 meetings were approved.

Vice President's Report

Cook reported the following appointments: James E. Fogerty to chair the 1983 Local Arrangements Committee and Linda Henry to chair both the 1983 Program Committee and 1982 Nominating Committee. Appointments to the 1983 Program Committee were being completed, according to Cook.

The Vice President will serve as Council's liaison to Professional Affinity Groups in the coming year.

Cook, who also serves as the Society's archivist, reported that 73 cubic feet of SAA records were now processed and available for research at the University of Wisconsin, Madison.

Institutional Evaluation Task Force

Joyce, chair of the Institutional Evaluation Task Force, reported that all evaluation visits had been completed in a pilot program which was funded by the Council on Library Resources. The Task Force and the persons who served as evaluators were to meet in the fall to review the process and prepare recommendations for Council's consideration.

Planning Task Force

C. Herbert Finch joined the Council to report that the Planning Task Force was preparing an agenda of action. The group's membership was to be expanded in the near future and a meeting was to be held in October or November. During the fall meeting, the group was expected to formulate a project design for which the Society would seek external funding. The Council asked Finch to provide it with reports of the Task Force's activities.

Education and Professional Development Committee

Francis X. Blouin, representing the Committee on Education and Professional Development, joined the Council meeting. He reported that during the past year, as a facet of the Committee's examination of a possible accreditation program, the Committee sent its self-study questionnaire to all colleges and universities with multiple course offerings in archival education. More than half of the 42 institutions that received the questionnaire responded by 1 April 1981. The two subsequent meetings of the Committee both lacked a quorum and so could not resolve the question of what would appropriately be the next step in the consideration of accreditation of archival education programs. The members of the Committee who attended the 1981 annual meeting agreed that a full-fledged accreditation program was not feasible at that time.

On a motion made by Holbert and seconded by Finnegan, Council asked the Committee to furnish a written summary of the factors that led to its decision that an accreditation program was not feasible and an outline of further areas of activity for the Committee. The motion was passed.

Standard Reporting Practices Task Force

Katherine Emerson, chair of the Standard Reporting Practices Task Force, joined Council to discuss the work of the Task Force and to present a draft report.

On a motion made by Cook, seconded by Joyce, Council authorized publication of the draft report in the *SAA Newsletter*.

Projects Editor

Terry Abraham, SAA's newly-appointed projects editor, joined the Council meeting to discuss his work.

National Information Systems Task Force

David Bearman, National Information Systems Task Force project director, gave the Council a progress report on the work of the Task Force. Bearman recommended that Council develop a plan for the consideration and adoption of the report.

Minority Task Force

On a motion made by McCarthy and seconded by Bonfield, President Weldon was authorized to appoint an internal SAA task force to complement the work of the SAA/AASLH/AAM Joint Committee on Opportunities for Minorities in the development of recommendations for the further participation of members of minority groups in the archival profession.

Client Files

On a motion made by Finnegan and seconded by Cook, Weldon was authorized to create a task force or study group on client files.

Fellows Prize

Council received a proposal from SAA Fellows David B. Gracy II and Trudy H. Peterson calling for the establishment of a prize named in honor of Ernst Posner that would recognize scholarly articles in the field of archival history, theory, and administration. No action was taken on the proposal pending the receipt of more information.

Presidential Libraries

Cook presented the following resolution:

The Council affirms that presidential records and materials are of vital importance to the study of the government of these United States. Therefore, Council urges the establishment of an archival facility for research in the records of President Nixon's administration. Because analysis of the events that

took place during that administration is critical if Americans are to understand their recent history, it is the Council's position that the facility should be located at a site convenient for research by both scholar and citizen, and that all records transferred to this facility by the federal government shall remain the property of these United States.

The resolution was seconded by McCarthy and passed by the Council, with Finnegan and Joyce voting against the motion.

The meeting was adjourned at 5:00 P.M.

1981 Annual Business Meeting

President Helmuth called the annual business meeting of the Society to order at 4:45 P.M., on 2 September 1981, in Dwinelle Hall at the University of California, Berkeley. The agenda for the meeting was approved. Gary Peterson served as parliamentarian.

A committee to approve the minutes of the meeting was appointed by President Helmuth. The committee consists of Roland M. Baumann, Mary C. LaFogg, and Max J. Evans, chair.

Kenneth Duckett, chair of the 1981 Nominating Committee, gave the report of the Society's 1981 election. The candidates elected were: Vice President—J. Frank Cook, University of Wisconsin, Madison; Treasurer—Paul H. McCarthy, Jr., University of Alaska; and Council members—Sue E. Holbert, Minnesota Historical Society; and William L. Joyce, New York Public Library.

Executive Director Ann Morgan Campbell and Treasurer Mary Lynn McCree gave the reports of their respective offices. Valerie G. Browne, a member of the Auditing Committee, reported that

Richard Finnegan, Certified Public Accountant, had found the accounts of the Society to be in order. On a motion by Eleanor McKay, which was seconded, the reports of the Treasurer and Auditing Committee were accepted.

On behalf of the Council, Edmund Berkeley, Jr., reported that the old SAA Constitution provided for the treasurer's term to begin 1 January. In accordance with provisions of the new constitution, however, McCree would resign as treasurer effective 4 September 1981, and McCarthy would be appointed to fill the vacancy. After McCarthy resigned as a member of Council to assume the position of treasurer, Council would appoint Richard H. Lytle to complete McCarthy's Council term.

Berkeley also reported that the executive director's then current contract ended in 1981. A new contract for a three-year term beginning in January 1982 was approved.

President Helmuth asked for any unfinished business; there was none.

Berkeley moved that SAA adopt the new Constitution and Bylaws as they were printed in the July 1981 *SAA Newsletter*. The motion was seconded.

Sue E. Holbert pointed out an error in the wording of the fifth paragraph of the section of the constitution regarding membership. Paul I. Chestnut, newly-appointed chairman of the Constitutional Revision Task Force, and outgoing chairman J. Frank Cook agreed that the Task Force would revise the wording of that section of the constitution for the consideration of the 1982 business meeting.

The motion to adopt the Constitution and Bylaws was passed.

Thomas Wilsted presented the following resolution on behalf of the ACT Caucus:

Resolved, that the Annual Business Meeting supports the constitu-

tional change from a Council membership of eight members with four-year terms to one of nine members with three-year terms and requests that the Constitutional Revision Task Force and Council review this change for submission to members assembled at the Annual Business Meeting in Boston.

The resolution was seconded and passed.

J. Karyl Winn made the following motion on behalf of the Reference, Access, and Outreach PAG:

Because recent publicity concerning the disposition of the Nixon presidential papers has focused on the potential memorial nature of a facility to house these records, and

Recognizing that the principal criterion for determining the disposition of major archival collections should be assuring the preservation of and access to important historical records rather than consideration of current popular favor or establishment of monuments to the memory of controversial public figures, therefore be it

Resolved that the Society of American Archivists at its 45th Annual Meeting proclaims its approval of the search for an appropriate site for an archival repository to house the Richard M. Nixon presidential materials and directs that a copy of this resolution be sent to the Archivist of the United States and other concerned parties and be directed to the national press for publication.

William E. Bigglestone moved that the motion be amended by deleting the words "site for an" in the last paragraph. The amendment was seconded and passed. An amendment by Frederick J. Stielow to remove the first two paragraphs of the motion was seconded and defeated. The question was called on the original motion and the motion was defeated.

Paula Williams presented the following resolution:

Be it resolved that the Annual Business Meeting requests that the President and Council of SAA appoint a task force to consider the role of minorities and to make recommendations to the Joint SAA/AASLH/AAM Committee on Opportunities for Minorities.

The resolution was seconded and passed.

The meeting was adjourned at 5:50 P.M.

**Minutes: Council Meeting,
23-25 January, 1982**

The winter meeting of the Council of the Society of American Archivists was called to order by President Edward Weldon on Saturday, 23 January, at the Holiday Inn, Arlington, Virginia.

Present were President Weldon, Vice President J. Frank Cook, Treasurer Paul H. McCarthy, Jr., and Council members Lynn A. Bonfield, Shonnie Finnegan, Meyer H. Fishbein, Robert S. Gordon, Sue E. Holbert, William L. Joyce, Richard H. Lytle, and Virginia C. Purdy. Executive Director Ann Morgan Campbell and SAA staff members Deborah Risteen and Antonia Pedroza attended without vote.

A motion was made by Cook and seconded by Finnegan to approve the agenda. The motion passed. Bonfield made a motion, seconded by Purdy, to approve the minutes of the 30 August and 4 September Council meetings held in Berkeley, California. That motion also passed.

Report of the Executive Director

Campbell presented a financial status report for the first six months of the 1982 fiscal year and provided Council with projections for the remainder of the period.

In her report on membership, Campbell noted that when Council determined that a dues increase was necessary to ensure the continued viability of the Society, revenue calculations were made on the basis of an anticipated attrition of 15 percent in the individual and institutional categories involved.

During the May 1980 meeting, no change was made in the subscription rate for the *American Archivist*, although previous attrition in that list led the Chicago office to project some loss of subscribers in the 1982 fiscal year.

Here follows a summary analysis, as of 1/1/82, of statistics that reflect one year's experience with the new dues schedule:

Category	1/1/81	1/1/82
Individual	2,393	2,056
Institutional	580	595
Sub-Total	2,973	2,651
AA Subscribers	924	814
TOTAL	3,897	3,465

Campbell noted that the attrition experienced in the individual and institutional categories would not reach the 15 percent anticipated. She called attention to the unexpectedly large loss of *American Archivist* subscribers.

Campbell also reported on grant-funded activities. Two new grants have been received: a grant of \$190,757 from NEH to support the work of the Consortium of Native American Archives, and a grant of \$1,000 from the Colonial Dames of America to support, in part, a workshop called "Starting An Archives." Also discussed were the Basic Workshops, Institutional Evaluation, Museum Archives, and Basic Manuals. The Society has a grant request pending in the area of photographs and conservation.

Campbell reported that David Bearman, with assistance from the staff and facilities of the Smithsonian Institution,

will manage the 1982 survey of the archival profession. While salary data will be compatible with data collected in 1979, some additional valuable information will also be compiled in this new study.

According to the Executive Director, the Chicago office has been the subject of audit visits from three federal agencies in the period since the last meeting of Council. A final visit from an employee of the GSA Inspector General apparently ends SAA's involvement in the investigation of the relationship between the *American Archivist* and the National Archives, an investigation that has now lasted longer than two years. However, no final report on this investigation has been made by the Inspector General's office. While the final report on a compliance audit by the Internal Revenue Service has not yet been received, the findings will confirm the Society's tax-exempt status. Finally, an audit by the U.S. Postal Service was also completed in the period, with no irregularities reported. Campbell noted the substantial amount of staff time which had been devoted to these matters, especially to the GSA investigation.

National Information Systems Task Force

Lytle reported that the Task Force's project to establish standard data element definitions is proceeding. Representatives of four major institutions with interest in standards for archival description and information exchange (LC, NARS, RLG, and NHPRC) have been invited to develop draft standard data element definitions to be submitted to the Task Force for review before being proposed to the profession. A schedule allowing for six months of review by the profession has been established. During that time, NISTF Project Director David Bearman

will travel to as many regional archival associations as possible to hear reactions to the proposal and to clarify issues raised by the proposal. The Task Force then plans to review the proposal and submit it to SAA as a proposed standard. No definite plans have been made for continued professional oversight to follow the adoption of the proposal. To remain viable in the years to come, a continuing mechanism to assure the flexibility of the standard and to secure its authority will have to be established.

Lytle discussed with Council the possibility of establishing a continuing panel with an on-going responsibility to maintain standard definitions of archival practices and to establish value tables, thesauri, and the like to facilitate uniform access to the nation's historical records. This organization should be a standing commitment of the SAA, capable of receiving outside funds for special programs and for archival education projects, but whose basic operating funds would be provided by SAA.

Annual Meetings

Council received a letter from Helene Whitson, chair of the 1981 Local Arrangements Committee, reviewing the experience of the 1981 Committee and requesting that Council discuss the responsibilities of Local Arrangements Committees for future annual meetings. Whitson expressed the committee members' opinion that certain activities carried out by the Local Arrangements Committee (pre-registration, registration, assembly of registration packets, and coordination of audio-visual needs) should not be the responsibility of members of that committee.

Options for some realignment of duties will be discussed as a part of the consideration of the annual budget at Council's next meeting. Weldon will express Council's gratitude to the Califor-

nia Local Arrangements Committee for its thoughtful letter.

American Archivist

Executive Director Campbell reported on the 22 January 1982 meeting of the special committee created by Council to assist with the *American Archivist*. The Committee is made up of members of the Executive Committee, past *American Archivist* editor C.F.W. Coker, Chairman of the Editorial Board Edmund Berkeley, Jr., and Mary Elizabeth Ruwell, *American Archivist* book reviews editor.

Campbell reported that the committee has established procedures and a timetable for the selection of the new editor of the journal and is seeking Council's approval of both.

The procedure involves four steps:

1. The Committee will establish a position description, qualifications statement, and compensation plan.
2. The Committee will invite applications through an article in the *SAA Newsletter* and a call for nominations to SAA leaders.
3. The Committee will review the applications and make a recommendation to Council.
4. Council will act on the recommendation.

According to the committee's timetable, the position description and qualifications statement will be publicized in the March *Newsletter*. The application deadline will be approximately 1 May 1982. The Committee will review the applications during the first weeks in May and make recommendations to Council's late May meeting. The new editor is scheduled to begin work on the Spring, 1983, issue on or about 1 July 1982.

This plan necessitated the appointment of one additional issue editor for the Winter, 1983, issue. Mary Elizabeth

Ruwell was appointed.

A motion was made by Holbert and seconded by Gordon authorizing the committee on the *American Archivist* to proceed with the outlined plan. The motion passed unanimously.

The duties of the Editorial Board were discussed. A motion was made by Fishbein and seconded by Joyce that the chair of the Editorial Board, in consultation with SAA projects editor Terry Abraham, present to Council a position paper on policies and procedures for SAA publications, including the *American Archivist*. The deadline for the paper will be 1 May and Council will review it at its late May meeting. The motion passed unanimously.

Council recessed at 7:45 P.M. and reconvened on Sunday, 24 January 1982, at 9:15 A.M.

Institutional Evaluation Task Force

Joyce presented a report summarizing the meeting of the Institutional Evaluation Task Force which took place in Chicago in November. The self-study and site visit documents developed by the Task Force will be revised and issued to members of the profession. The Task Force requested an extension of its life in order to continue to test and evaluate its program.

A motion was made by Finnegan and seconded by Fishbein to extend the Institutional Evaluation Task Force for three years. The motion passed unanimously.

Business Archives Guidelines

The Business Archives PAG requested Council's consideration of the Business Archives Guidelines prepared by the PAG. Finnegan moved that Council authorize that the guidelines be published in the *SAA Newsletter*. Purdy seconded the motion, which passed unanimously.

Consultants for Business Archives

The Business Archives PAG also requested Council's comment on a draft proposal to establish a business archives consultant program. A motion was made by Joyce and seconded by Lytle that the SAA Council thank the Business Archives Professional Affinity Group for having raised the issue of the role of SAA in identifying criteria for selection of consultants. The Society encourages efforts by which archival interests may be advanced and issues may be resolved by the use of consultants to archival repositories. Council believes, however, that it would be inappropriate for SAA to approve any policy that identifies criteria for selection of consultants. The motion passed by a vote of nine to zero, with Bonfield abstaining.

A subcommittee of the Council was formed to recommend a Society policy regarding consultants. The committee will consist of Holbert, Fishbein, and Joyce, with Joyce serving as chair. A report will be presented to Council at its May meeting.

Education and Professional Development

A written report to Council from the Education and Professional Development Committee recommends that SAA suspend any further efforts to pursue the accreditation of graduate education programs and the certification of archivists.

A motion was made by Cook and seconded by Finnegan to accept the report of the Education and Professional Development Committee and to express thanks for its fine work in the past and expected excellent work in the future. The motion passed unanimously.

The Committee's report will be published in the *SAA Newsletter*.

Appointments

Weldon announced the following appointments: Thomas Battle, chair, Task

Force on Minorities; William S. Price, Jr., representative, Advisory Committee on the Management, Preservation, and Use of Local Government Records; Ann Morgan Campbell, representative, Native American Archives Consortium; Bland Blackford, representative, Board of Regents, Institute of Certified Records Managers; Diana Lachatanere, representative, Joint AAM/AASLH/SAA Committee on Minorities.

Professional Standards Committee

The new SAA Constitution stipulates that Council will appoint two current Fellows to serve with the five most recent past presidents as members of the Professional Standards Committee.

The following criteria for selecting the Fellows who will serve on the Committee were proposed by Finnegan: Council's appointees will have a one-year term, with no past presidents, no current members of Council, and no SAA staff members being considered as Council appointees.

Cook moved to adopt the criteria and the one-year term. Holbert seconded the motion, which passed unanimously.

Nominations were then made and a vote was taken. Miriam I. Crawford and C. Herbert Finch were chosen as Council's appointees.

SAA Archives

Cook, the Society's archivist, distributed a finding aid for the Society's archives to the Council. There are now about 100 cubic feet of SAA archives. All have been processed. He discussed his plans for the future and his hope that the archives will become a valuable asset to students and to practicing archivists.

Financial Management

Campbell reported that a revised procedure for issuance of checks, approved by the Executive Committee in its November meeting, has been found ac-

ceptable by the Society's bonding agency.

The new procedure raises the amount of checks requiring two signatures to \$5,000 and adds Risteen as a potential signatory. Other persons authorized to execute checks are: McCarthy, Campbell, and Joyce Gianatasio, Director of Administrative Services.

A motion was made by Cook and seconded by Lytle to approve the new procedure. The motion passed.

Constitutional Revision Task Force

Cook reminded the Council that the Constitutional Revision Task Force's proposal to convert Council from an eight-person body serving four-year terms to a nine-person body serving three-year terms should be reviewed at Council's next meeting.

Condition of the National Archives and Records Service

Weldon stated his intention to remove himself from any involvement in the development or implementation of the Society's policy vis-a-vis the National Archives and Records Service. Purdy also took no part in Council's deliberations on NARS.

With Cook presiding, Council discussed the condition of the National Archives. Concern centered on the actual and potential transfer of program responsibilities from NARS to other GSA agencies.

Lytle proposed that the Society promote comprehensive Congressional oversight hearings following the March oversight hearings which are already scheduled. To test Council's view of this initiative, Lytle made the following motion, which was seconded by Joyce: Council endorses the idea of attempting to precipitate comprehensive oversight hearings contingent upon submission of an acceptable resolution. The motion passed by a vote of six to two, with Fin-

negan and Gordon opposing and Weldon and Purdy abstaining.

Cook appointed a subcommittee composed of Joyce, Lytle, McCarthy, and Campbell to draft a resolution for consideration on 25 January.

To further delineate the Society's strategy, Joyce proposed an approach that included letters of concern to the Archivist of the United States and the Administrator of General Services, the formation of a Council subcommittee to monitor the situation and advise Council, and preparation for comprehensive oversight hearings.

A motion was made by Joyce and seconded by Finnegan that Council adopt the four-step procedure to meet the profession's need to improve the condition of the Archives. The motion passed by a vote of seven to one, with Gordon opposed and Weldon and Purdy abstaining. Cook appointed Joyce, Lytle, Finnegan, Campbell, and himself to the subcommittee specified in the resolution.

The meeting recessed at 4:00 P.M. and reconvened at 8:45 A.M. on 25 January.

The following resolution was presented by the subcommittee:

Resolution of the Council of the Society of American Archivists

Whereas, the primary function of the National Archives and Records Service is to provide access by citizens to a record of their government's activities and to select and preserve information which supports current administration of government as well as research into our national history and culture;

Whereas, there is growing reason for concern about the ability of the National Archives and Records Service to execute its primary functions because of deficient definition and communication of mission, changing

information technologies, insufficient resources, problems in National Archives and Records Service and General Services Administration management, and attempts to transfer programs to other services of the General Services Administration; and *Whereas*, the General Services Administration is presently embarked on implementing organizational changes in the National Archives and Records Service that would cause irreparable damage to its integrated records management and archives program and in fact threaten its very mission; therefore, be it

Resolved, that the Council of the Society of American Archivists urges that the Congress of the United States hold comprehensive oversight hearings into the program activity and management of the National Archives and Records Services; and

Resolved, that reorganization plans by the General Services Administration affecting the National Archives and Records Service cease until oversight hearings are completed and Congress has made appropriate program decisions.

Joyce moved that the resolution be approved. The motion, seconded by Lytle, passed by a vote of seven to one, with Gordon opposed and Weldon and Purdy abstaining.

Robert Gordon stated the following for the record:

"I voted against all three motions relating to the 'condition of the National Archives and Records Service' because of one element, written and implied, in the resolutions. I question the wisdom, indeed I am opposed to having NARS subjected to hearings by a Congressional committee.

"While NARS is an agency of the government, it also houses the cultural heritage of countless generations of

Americans; indeed, it contains the memory of the nation, the epitome of identity of its people, its traditions, aspirations, and deeds.

"I do not question the need to review the status, organizational structure, objectives and activities of the National Archives. But I do oppose the suggestion that such review be undertaken by a Congressional committee which will, no doubt, reflect the political ideologies of the government of the day. I also doubt that a committee, no matter how carefully selected, will have the impartial and profound wisdom to deal with the fundamental issue of preservation and utilization of this most precious national heritage. Manifestly, some basic review of NARS's mandate and functions is necessary to stop further erosion of confidence in the Archives' ability to protect its holdings and to disseminate the information it contains. Because of the magnitude of the task, a blue ribbon committee of the most enlightened minds in the country should be assembled, including archivists, historians, genealogists, sociologists, and representatives of other learned disciplines, as well as from business, labor, politics, and the arts. The blue ribbon committee should work at arm's length from elected or appointed officials of the government and conduct its hearings and recommend remedial actions without political interference. To do otherwise would result in the subjection of the national heritage to the vagaries of day-to-day political vicissitudes."

Weldon resumed chairmanship of the meeting.

Minnesota Privacy Act

A motion was made by Holbert and seconded by Cook that the Executive Director of SAA be empowered to write to the sponsors of the MS.S.F.469, or any similar bills introduced into the Minnesota legislature, to express Coun-

cil's opposition to the passage of legislation that broadens the restrictions or prohibitions on access to many categories of information on individuals to include data on deceased as well as living individuals. The Executive Director shall be directed to mail the statement to the bill sponsors and otherwise use or publicize the statement as she shall deem appropriate. The motion passed unanimously.

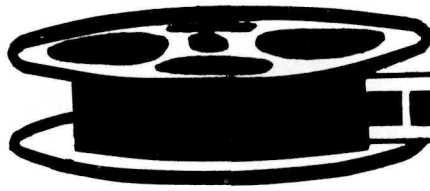
Planning Task Force

Council reviewed a report of the November meeting of the Planning Task Force. A motion was made by Joyce and seconded by Lytle that the SAA Planning Task Force be asked to develop

more fully its report of 20 January 1982 to propose a specific planning process to the profession and work plan for the task force itself. After review and acceptance of the expanded report, Council will authorize further activities of the Task Force. The motion passed by a vote of eight to two, with Bonfield and Holbert opposing.

The winter meeting of the Society of American Archivists' Council was adjourned at 12:00 noon.

ANN MORGAN CAMPBELL
Executive Director



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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.

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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.

Publications from the Society of American Archivists

The publications program of the Society of American Archivists has grown continually since the Society's founding in 1936. SAA's publications cover a wide range of topics in archives, from basic archival functions to advanced archival theory. The Society also distributes many archives-related publications of other publishers. Discount prices on all publications from the Society are available to SAA members. A complete publications list may be requested from SAA headquarters, 330 S. Wells St., Suite 810, Chicago, IL 60606.

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Select Bibliography on Business Archives and Records Management, ed. Karen M. Benedict

Selective Bibliography on the Conservation of Research Library Materials, Paul N. Banks

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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 MRMC 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.



The WPA Historical Records Survey

**A Guide to the Unpublished Inventories, Indexes,
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Compiled by Loretta L. Hefner

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

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

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

To place an order or to obtain a complete list of SAA publications, write the Society of American Archivists, 330 S. Wells St., Suite 810, Chicago, IL 60606.



And now there are nine.

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Public Programs

This lavishly illustrated manual discusses a wide range of activities that an archives can use to encourage greater communication between archivists and the various institutional, social, and professional communities to which they belong. Photographic documentation programs, oral history, exhibits, lectures, publications, instructional programs, and slide presentations are among the activities discussed. All archivists and manuscript curators interested in creating public interest in their collections should have a copy of this manual in their libraries. 96 pages, including a bibliography and 10 sample forms useful in various types of public programs. \$5 SAA members, \$7 others.

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