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The *American Archivist* is published by the Society of American Archivists, 330 S. Wells St., Suite 810, Chicago, Illinois 60606, four times yearly. Postmaster: Send all correspondence and 3579 forms to the address above. Subscriptions: \$30 a year to North American addresses, \$35 a year to other addresses; single copies \$6 to SAA members, \$7 to nonmembers.

Articles and related communications should be sent to Deborah Risteen, Managing Editor, Society of American Archivists, 330 S. Wells St., Suite 810, Chicago, Illinois 60606. Telephone: (312) 922-0140.

Advertising correspondence, membership and subscription correspondence, and orders for back issues should be sent to the Society of American Archivists, 330 S. Wells St., Suite 810, Chicago, Illinois 60606. Claims for issues not received should be sent to SAA headquarters within four months of issue publication date for domestic subscribers and within six months for international subscribers.

The *American Archivist* is indexed in *Library Literature* and is abstracted in *Historical Abstracts*; book reviews are indexed in *Book Review Index*.

The *American Archivist* and the Society of American Archivists assume no responsibility for statements made by contributors.

Typesetting for the *American Archivist* is done by Daamen, Inc., Center Rutland, Vermont, and the journal is printed by Kirby Lithographic Co., Inc., of Arlington, Virginia.

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Are alkaline-buffered papers safe for photographic conservation?

The jury is still out.

The art and science of preserving photographic prints may be said to be in its early infancy. By one estimate, there are only 15 to 20 active specialists working in this area in the United States today, and structured research is, in reality, only just beginning.

Nevertheless, there is intensive discussion now in progress over the question of whether conservation materials traditionally favored for other works of art on paper are appropriate—indeed, whether they are safe—for mounting photographs.

These materials, papers and boards made of acid-free 100% cotton fibers, buffered with alkaline carbonates to enhance permanence, have been conservators' standards for many years. We have been supplying them, in a range of weights, textures, colors and sizes, to leading institutions around the world—again, for many years.

The requirements for the preservation of photographs are in many ways quite similar to those established for general paper conservation, and in fact the same 100% cotton, pH neutral, buffered papers and boards have been used quite extensively for photograph mounting. Recently, however, it has been suggested that for some photographic processes—albumen prints, for example—the alkaline environment of a buffered

board may not be desirable. The same, it might be noted, is true in other areas of conservation, particularly when protein-based materials are being dealt with.

A number of conservators have come to the conclusion that 100% cotton fiber boards made in a neutral system without alkaline buffering offer the best protection for certain types of photographs. Acting on these suggestions, we have developed Archivart® Photographic Board, which is made from selected 100% cotton fibers to a pH specification of 6.5 to 7.5, without buffering or alkaline reserve. It is a solid-color off-white board, of sturdy 4-ply (50 pt.) construction, available in a range of sizes appropriate for photographic mounting, from 8" x 10" to 20" x 24".

The debate continues. Some specialists prefer these unbuffered papers for the mounting of color and dye-transfer prints as well as the albumen variety; others point out, with accuracy, that regardless of the precision of the pH specification at manufacture, a drop in pH value may be expected when un-

buffered papers are exposed to atmospheric pollution. It is certain that, buffered or otherwise, archival-standard conservation papers and boards, of 100% cotton fiber and acid-free manufacture, offer a far safer environment than those produced with the alum-rosin sizing system commonly used until quite recently, which have resulted in the frightful deterioration of precious, irreplaceable photographs.

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History News

Practical Help for the Working Archivist

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- Archival supplies
- Case study of the Alexander Graham Bell photographic collection
- Guidelines for organizing manuscript collections
- How to use local labor union records
- Compiling local history bibliographies
- The role of the conservator in historical agencies
- Care and security of rare book collections
- Exhibiting rare books
- Cooperative and support publishing programs
- Setting up workshops for genealogists on researching and writing family history.



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Technical Notes

BEN DeWHITT, *Editor*

New Bedford Whaling Museum Opens New Conservation Laboratory. Robert Hauser (Fellow, AIC), Director, Busyhaus Associates, has designed a library conservation laboratory at the New Bedford Whaling Museum, 18 Johnny Cake Hill, New Bedford, Massachusetts. The laboratory is housed within the new Whaling Museum Library building, which opened in June 1981. The five-hundred-square-foot facility was funded by the National Trust for Historic Preservation and is equipped for treatment of documents, books, and other paper materials. The laboratory has an advanced water filtration/deacidification system modeled on research from the Library of Congress and other paper conservators and chemists. In a preservation program being developed with Virginia Adams, Librarian, priority will be given to conserving the Library's collection of more than 1,000 log books dating from 1745 to 1925, using nonadhesive binding methods.

Brochure on Heavy Duty Shelving. A new six-page, full color brochure is available without charge from Aurora Steel Products, describing the company's heavy duty storage shelving units. The three components of the QUIK-LOK system—uprights, shelves, and shelf supports—can be assembled without tools or external fasteners. Uprights are available in heights from 40 to 121 inches and depths from 12 to 48 inches. The brochure provides information on load limits and storage modes, including double-deck and mobile. Contact Aurora Steel Products, 580 South Lake St., Aurora, IL 60507. Telephone (312-892-7696). Ask for Brochure B-8-880.

Office Automation and Records Management. The Society of Archivists, Record Management Group, has published a "Report of a Working Party," Office Automation and Records Management. Topics include: the principal methods of records automation,

electronic data processing, word processing, micrographics, telecommunications, integrated systems: the "paperless" office, the identification of "archives," legal consequences, public accessibility, and the impact of automation on records management concepts. Regarding proposed action, the report states:

We believe that the intense specialism and departmentalism which affects archivists and records managers as well as other office workers must be broken down. There is a need for much greater integration of records functions, by which we mean records

management, archives, data development, information science, telecommunications, media management, on a basis of mutual recognition of the value of these disciplines. . . .

. . . [A]utomated methods can result in better control of records and information. They can also provide system which produce better records and allow better use of them than in the past. The opportunity to influence the design of such systems should not be lost.

For copies of the report at £1.50 each, contact Dr. D. Postles, Archives Dept., Sheffield City Libraries, Surrey Street, Sheffield, S1 1XZ, England.

Boston is... a tea party and SAA '82!

Several special events will highlight SAA's 46th annual meeting, October 19-22 in Boston. A dinner and tour of the John F. Kennedy Library will offer meeting participants a chance to see this magnificent building and the archival facilities it houses. The presidential address will be delivered in historic Faneuil Hall, site of pre-Revolutionary War town meetings. A reception at colorful Quincy Market has also been planned.

Pre-conference workshops on conservation, microfilms, oral history, and basic archival functions have been scheduled. Meeting attendees can also participate in tours of the Northeast Document Conservation Center, the historic sites of Boston, and the towns of New Bedford, Massachusetts, and Newport, Rhode Island.

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.

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 Duchain; **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 Gutierrez 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 Newsletter Published. In September 1981 the Department of Cultural Affairs of the Organization of American States (OAS) began publication of *Noticiero Archivístico*. The aim of this newsletter, which will be issued three times a year (January, May, and September), is to provide information on the Centro Interamericano de Desarrollo de Archivos (CIDA), Cordoba, and its educational activities. The three issues that have been published contain news items about OAS grants, training courses, activities of students and the

teaching staff at CIDA, activities of former students of the two regional centers (CIDA and the Centro de Estudios Bibliotecarios y Documentarios de Madrid), and recent archival publications. For further information about this free newsletter, write to Ana L. Szlejcher, CIDA, Avda. H. Yrigoyen 174 — 5000 Córdoba, Argentina.

AUSTRALIA

Riverina Archives Publishes Newsletter. The Riverina College Archives and Records Service, Wagga Wagga, New South Wales, has published the first

issue of *Riverina Archive News* (January 1982). The aim of the newsletter is to provide information on matters of archival interest relating to the college and the Riverina region. This newsletter will be issued every four months and distributed to selected institutions in Australia and overseas. Copies will be sent to individuals upon request. For further information about the newsletter, write to *Riverina Archive News*, P.O. Box 588, Wagga Wagga, N.S.W., Australia 2650.

CANADA

Records Management Handbooks and Authorities. During 1982, the Records Management Services Division of PAC plans to revise and rewrite all the records management handbooks. This, however, will depend on the availability of new information, policy, and legislation, especially Chapter 460 "Records Management" of the Treasury Board Privacy Legislation (Bill C-43).

The PAC division will issue two new publications, *Records Management Standards* and *Personal Information Disposal Schedule*. The first will assist government institutions in assessing and evaluating the overall effectiveness of a departmental records management program. The latter publication, based on the provisions of the Privacy Act (Bill C-43), will provide guidance on the retention and disposal of personal information.

PAC Setting up a Tape Library. The Federal Records Centres Division is in the process of establishing a Tape Library, with service expected to begin in the fall of 1982. As part of its plans, Raymond Tremblay has been appointed as tape library coordinator. The tape library will have the capacity to store 80,000 tapes and provide 24-hour service, seven days a week. Other services

provided to client institutions free of charge will include pick-up and delivery of tape files, reports detailing tapes held by the library, and eventually a tape-cleaning service. All information on clients and their tapes will be stored in a mini-computer for fast and easy access. Security, fire protection, and environmental controls were implemented in accordance with the Royal Canadian Mounted Police and the Department of Supply and Services standards. The tape files must be scheduled and of an active nature to be accepted for storage by the library.

Second Canadian Conference on Records Management. The Association of Records Managers and Administrators (ARMA) held its second Canadian conference on records management, 14-17 February 1982, at the Queen Elizabeth Hotel, Montreal. The theme of the conference was "Information Management: The Challenge of Change."

Ottawa ARMA Chapter Held Ninth Annual Training Seminar. The Ottawa Chapter of ARMA held its ninth annual training seminar on 20-22 April 1982, at the Holiday Inn in Ottawa. The theme of the 1982 Spring Seminar was "Records Management: The 3 R's—realization, recognition, and responsibility."

Mennonite Archives Week. The Mennonite Heritage Centre, Winnipeg, held its third annual Archives Week on 9-13 November 1981. The purpose of the week-long celebration was to heighten awareness principally among the campus community of the Canadian Mennonite Bible College, where the center was established in 1978. The celebration included special displays (sculptures, paintings, photographs, writings, and a personal archives collection) for the week.

DOMINICAN REPUBLIC

Second Latin American Meeting on Assistance Programs. The second meeting on the coordination of international assistance programs for the development of Latin American archives was held in Santo Domingo, 8–9 October 1981. This meeting was organized by the Asociación Latinoamericana de Archivos (ALA) under the auspices of the Organization of American States, the Archivo General de la Nación of the Dominican Republic, and CEN-TROMIDCA (Centro Taller Regional de Restauración y Microfilmación de Documentos para el Caribe y Centroamérica). It was held as a follow-up meeting of the first one held at Toledo, Spain, on 6–8 June 1979. The final document, prepared by the participants at this meeting, contains a list of 15 recommendations. Some of the recommendations include the preparation of a questionnaire on the situation of national systems of archives in the various countries of the region to determine archival needs, compilation of existing national archives legislation, continuation of support for the UNESCO pilot programs in Argentina (audiovisual archives) and Peru (records centers), sponsorship of a seminar on the structure and organization of the national systems of archives, preparation of a basic manual on archives in Spanish and Portuguese, evaluation of the archival training programs at the regional centers, and establishment of a publications and translation program. The Pan-American Institute of Geography and History has been directed to prepare for a third meeting, but no date has been set for it.

ENGLAND & WALES

Academic to Head Public Record Office. It has been announced that Geoffrey Martin, a professor at Leicester

University, is to succeed the retiring Alfred W. Mabbs as Keeper of Public Records. Although most Keepers in the past have been selected from within the staff of the PRO, there have been exceptions. The appointment of Martin may be seen as part of the present government's general policy of introducing experts from outside the Civil Service to fill senior posts. It may also be considered as a conciliatory gesture to the academic lobby, whose claim to representation on committees supervising the selection of departmental records outlined in last year's Wilson Report has been disregarded by the government. Official response to the report has so far been limited, the main charge being that the blanket exclusion of records of the intelligence service will now require more specific and frequent endorsement, at maximum intervals of 20 years.

Disposition of the Papers of the Iron Duke. Further alarm over the government's attitude toward archives services has been aroused by a decision to house the papers of the first Duke of Wellington (1769–1852) in the Library of the University of Southampton, which at present has no specialist archives staff or facilities. These papers have come into the disposition of the State as the result of a tax settlement, and as is normal in these cases, various interested repositories put forward claims to house the Wellington collection. At least two repositories, including the Hampshire County Record Office which holds related Wellington materials, responded, but despite the advice to the contrary, the Minister for Arts and Science has decided that the papers should be deposited with the University. At the moment British universities are under great financial stringencies imposed by the government. Furthermore, it seems puzzling why the government is supporting an unnecessary duplication of

facilities in these financially difficult times.

Local Record Offices to Mount a Major National Exhibition. In conjunction with the Victoria and Albert Museum, London, the Association of County Archivists is staging a major national exhibition for the summer of 1983. Tentatively entitled "The Common Chronicle: Treasures from the County Record Offices," the aim of the exhibition is to illustrate the wide range and great diversity of records held by the county repositories. The Association also expects that the exhibition will show the public how important a part of the national heritage is preserved at the local level. This is the first national attempt to draw attention to the local archives, and the Association intends to complement the exhibition with a program of events organized at the county level. The exhibition will run from 1 June to 28 August 1983.

In a separate matter, the Association plans to publish a policy document on the need for a national archives strategy.

Twenty-first Century Archives. This year has been officially declared "Information Technology Year" in Great Britain, and archivists and records managers are showing signs of looking at the archives situation beyond this century. The Society of Archivists' in-service training course, held 7-9 July in Cambridge, was intended to familiarize archivists with computers and their potential uses in the record office. The course was an overview rather than an examination of specific systems and was designed to be a timely and useful introduction to the problems which future archivists and records managers will have to confront with the advent of the "paperless office." In addition to this, the Records Management Group has

produced a report on "Office Automation and Records Management" (Occasional Paper No. 1), which is available from David Postles, Archives Department, Sheffield City Libraries, Surrey Street, Sheffield S1 1XZ England. The cost of the report for nonmembers is £1.50 plus postage and handling.

Staff and Service Reductions at Local Record Office. The Hereford and Worcester County Record Office, one of the largest of the English county offices, has recently been forced by the Conservative-controlled county council to implement a massive reduction in staff. In order to achieve a reduction of £40,000 in the annual Record Office budget, 9 of the 27 staff members have been dismissed. Some of these individuals who were cut have been subsequently redeployed within the authority. The council is not applying the cuts across the board, but specific sectors regarded as more dispensable have been pinpointed. Consequently, the council views the Record Office as falling within this definition, while accepting the valuable service to the public that the office provides. Searchroom hours have been reduced, and at one branch searchroom hours have been completely eliminated, and an ad hoc regulation of incoming documents will have to be adopted. In many ways this last measure is the most worrisome aspect, since despite all efforts by the remaining staff, the danger of the loss of valuable records must obviously now be greatly increased. Public outcry at the cuts has so far been muted, compared to last year's response when a ten-percent staff cut at the Public Record Office (PRO) was proposed. There are, however, signs that interested groups, such as the Association of County Archivists, will attempt to publicize the situation at a time when the use of Local Record Offices is continuing to increase.

Statement on Admission Charges by the Society of Archivists. The Council of the Society of Archivists approved a statement on admission charges on 19 January opposing the imposition of charges for admission to record offices of local authorities and to other record offices maintained by public funds. The council acknowledges that the principle of free admission cannot always be extended to record offices of private institutions, trusts, and business firms. There are practical objections to the introduction of general user fees. The income produced is unlikely to be more than a very small proportion of a record office's annual expenditure, and would have to be balanced against consequent administrative costs. It would be further eroded by exceptions which would probably have to be made for reasons of policy or necessity. Many owners of archives have deposited their materials with the proviso that they would be made available free of charge, and in these cases serious problems would arise if a general charge were to be levied on users. It would clearly be inequitable to charge users for access to archives that they themselves deposited or to archives, such as parish registers, where the depositor has surrendered his own statutory right to charge for access. As well as giving due weight to these and other practical problems, the council is opposed to general charges primarily because it believes that their imposition would be inconsistent with the principles on which publicly-funded record offices have been developed. The deposit of archives depends upon goodwill and trust, their care and administration is a service for the benefit of the community, and providing for their use without charge is part of the tradition of free access to information, which has been built up over many years by libraries, museums, and record offices.

The Future of IRMF. The Records Management Group of the Society of Archivists has reported in its newsletter (No. 20) that a complete revision of the constitution of the International Records Management Federation (IRMF) has been agreed to by the executive council. The revised constitution will be put forward to the membership during the next several months, including those professional associations such as the Society of Archivists, which were members of the Federation. The primary changes in the constitution are that the Federation will become a council (IRMC) and that individual and institutional members will play a more important role in the future. The executive committee will consist of delegates from member associations and officers elected by the membership at large. There will be a publication program, including a quarterly bulletin. Annual subscriptions for individuals will be \$15 and for association and institutional members \$150. ARMA has expressed a readiness to support IRMC as its international representative body. ICA is also negotiating a working relationship with IRMC, and UNESCO is being kept informed of these negotiations.

Catholic Archives Society Conference, 1981. The second annual conference of the Catholic Archives Society was held at Spode House, 28–30 April 1981. Forty-four members, who were mainly archivists of religious orders, congregations, and dioceses, attended the conference. The Society has also published its second issue of its journal, *Catholic Archives* (1982). The Society reports that it has established links with associations of Catholic archivists in France, Ireland, and the United States.

FIJI

First Pacific Archives Seminar & Conference. One of the most important meetings for the preservation of Pacific history was held in Suva, Fiji, on 13–27 October 1981. The 30 participants, who attended the two-week meeting, represented 15 Pacific countries, states, or territories. The dual purpose of the meeting was to provide introductory training for those individuals who work with government archives and to establish a Pacific area branch of ICA (PARBICA). UNESCO provided financial support for the seminar, whereas ICA funded the conference. The Asia Foundation provided major funding for both meetings.

PARBICA came into existence on October 26. Although it is the newest of the ICA regional branches, it still must be formally accepted by the ICA Executive Committee and ratified by the General Assembly. On the last day of the conference, the participants accepted a constitution and elected a president and executive. PARBICA is a three-tier organization: a general conference of all members; a bureau (executive committee) responsible for the running of PARBICA and comprising the president, vice president, secretary-general, deputy secretary-general, and treasurer; and a council (executive board) comprising the officers and eight councillors. Setareki Tuinaceva, chief archivist of the National Archives of Fiji, is the first president of PARBICA. For further information about this newest ICA regional branch, write to PARBICA Secretariat, P.O. Box 83, O'Connor, A.C.T. Australia 2601.

GUATEMALA

New Archivist Appointed. In December 1981 historian Hernán del Valle Pérez became the director of the Archivo

General de Centro América, Guatemala City. He succeeds Arturo Valdés Oliva.

ISRAEL

Second Volume of Important Israeli State Documents Published. The Israeli State Archives, Jerusalem, has published the second volume of *Israel Documents May–September 1948*. This volume contains a selection of 558 important diplomatic and political documents, including memoranda, letters, and cables, relating to the military, political, and diplomatic situation following the formal establishment of the State of Israel. The material provides insight into the early relations with Europe and the United States as well as contacts with Israel's Arab neighbors.

MEXICO

First Graduate Course in Archives Offered by National University. The Universidad Nacional Autónoma de México, Mexico City, held a three-month intensive course in archives science, 8 February to 7 May 1982. Forty-five individuals were enrolled in the course, which consisted of 200 hours divided into four subject areas: administration (40), archives (80), history (40), and information science (40). Although the course was designed to meet the needs of those who work in archives, participants were required to possess a bachelor's degree in history or public administration or to have equivalent experience. Each of the subject areas was taught by an expert in that field: Michel Duchien, inspector general of the Archives de France; Aurelio Tanodi, director of the Centro Interamericano de Desarrollo de Archivos in Córdoba, Argentina; Ma. del Carmen Crespo, director of the Centro Nacional de Microfilm; Alejandro Carrillo Castro, coordinator general of the

Estudios Administrativos de la Presidencia de la República; Roberto Moreno de los Arcos, director of the Instituto de Investigaciones Históricas of the Universidad Nacional Autónoma de México; and Alejandro Moreno Toscano, director general of the Archivo General de la Nación.

Unusual Museum Opened in Mexico City. In September 1981, the government opened the National Museum of Interventions in the reconverted 16th-century convent of Churubusco. There are 17 rooms filled with mementos, documents, proclamations, and photographs testifying to foreign insults, raids, incursions, invasions, and occupations since Mexico proclaimed its independence from Spain in 1810. Since the museum opened its doors, it has become the subject of debate among Mexican intellectuals. According to Luz Maria Colombres, director of the museum, the purpose of the museum is to raise the consciousness of the people by showing them how difficult it has been for Mexicans to maintain their independence. Gaston Garcia Cantu, director of Instituto Nacional de Antropología y Historico, who conceived the idea of the museum, emphasizes that the new museum is not a place where Mexico's losses are stressed, but where the lesson of national survival is learned. "No country can afford to lose its historic memory. People must understand what happened and why." Special courses have already been given at the museum to teachers, and conferences and seminars on the country's foreign policy in the context of its historic past are planned.

THE NETHERLANDS

FID Moves to New Premises. On 26 March 1982, the General Secretariat of the International Federation of

Documentation (FID) moved from its old headquarters at 7 Hofweg to the new building of the Dutch Royal Library on Prins Willem-Alexanderhof. Other occupants of the new building include the offices of the International Federation of Library Associations (IFLA) and several Dutch semi-governmental organizations dealing with documentation. The new FID address is P.O. Box 90402, 2509 LK, The Hague, The Netherlands.

NEW ZEALAND

Action of the ARANZ Council Meeting.

The first meeting of the new council of the Archives and Records Association of New Zealand (ARANZ), following the elections that were held at the Annual General Meeting in August, took place on 17 October 1981, at the Bank of New Zealand Archives, Wellington. The council dealt with a variety of issues. On the issue of increasing the annual membership dues, the council overrode the decision of the Annual General Meeting by voting to keep individual annual dues at the current level of NZ\$10. A majority of the council members believed that such a move would not only encourage ARANZ members to renew their memberships, but would also attract new members. Furthermore, the council granted approval for the publication of a new brochure as part of a renewed membership drive. With regard to the newspaper microfilming project controversy and in keeping with its resolution (14 February 1981) opposing the destruction of the originals, the council drafted a policy for the preservation of newspapers. The four-point policy statement drafted by the council states that a copy of every newspaper be preserved in its original form in a place accessible by the public; that until the technical capability of the National

Library microfilm unit to microfilm without dismemberment or destruction is guaranteed, all microfilming of bound volumes be halted at once; that microfilming be confined to current newspapers that have not been bound; and that all newspapers, after microfilming by the National Library, be retained or offered to suitable repositories. With regard to the Official Information bill, the council passed a motion deploring section 52 with its alarming implications for users of archives and records. Lastly, the council considered that planning for a freestanding National Library Archives building should be started immediately. Members of the council reminded the National Party politicians that a freestanding building was part of their election platform.

REPUBLIC OF SOUTH AFRICA

Results of Conservation Survey. The results of the survey on conservation practices in South Africa, conducted by Leonie Twentyman Jones of the University of Cape Town Libraries in cooperation with the Association for Archivists and Manuscript Librarians (AMLIB/AMBIB), were published in the January/February 1982 issue of the AMLIB/AMBIB *Newsletter*. Thirty-three AMLIB members completed the questionnaire. The data were analyzed from three different perspectives: by type of institution (universities, private institutions, museums, and other institutions, including public libraries); by geographical area; and by method of conservation controls.

Of the four types of institutions, universities appeared to have the best overall conservation measures, as well as the best future plans for the conservation of manuscripts. Furthermore, the best conditions were found in the Johannesburg/Pretoria area. For the most

part institutions are only gradually recognizing the need to initiate a conservation program, as opposed to merely providing for restoration. The survey concludes that a great deal needs to be done in the field of archival conservation in South Africa.

VATICAN CITY

Vatican Library to Build Underground Bomb Shelter. The Rt. Rev. Alfonso Stickler, director of the Vatican Library, has announced plans for the construction of a \$1.6 million underground storage vault to protect priceless manuscripts and books in the event of a nuclear war. The shelter is also designed to safeguard the material from natural disasters and atmospheric pollution. Construction on the project is scheduled to begin in the summer of 1983 and take one year to complete. The concrete and steel vault, to be built 20 feet beneath the present courtyard of the library, will be 10 feet high and one-half mile long. The 6,500-square-foot vault will have two and one-half miles of shelf space on which Vatican officials intend to store 70,000 rare manuscripts and 1 million books. The West German episcopate has granted an interest-free loan to finance the project.

In another related development, the director of the Vatican Library announced that the publishing houses of Belser Verlag, Stuttgart; Harcourt Brace Jovanovich, New York City; and Iwanami Shoten, Tokyo, will publish the Vatican's 100 most valuable manuscripts in deluxe, limited editions. Six hundred copies of the 11th-century *Codex Benedictus* have already been published. Other manuscripts scheduled for publication include Ptolemy's *Cosmography*; Dante's *Divine Comedy*, illustrated by Botticelli; the letters of

Martin Luther; and Michelangelo's poetry.

VENEZUELA

Archives Day Celebrated. Members of the Asociacion Venezolana de Ar-

chiveros celebrated Archives Day on 28 March 1982. This annual event coincides with the nationwide celebration commemorating the birthday of Francisco de Miranda (1756-1816), the great revolutionary leader of Venezuelan independence.

Come Join Us!

The Society of American Archivists wants you as a member. We rely on the input of new members to keep SAA vital, dynamic, and in tune with the needs of the archival community.

What are the benefits? SAA has two types of members—individual and institutional. Both receive the quarterly journal, *The American Archivist*, the bimonthly *SAA Newsletter*, an annual meeting program, and discounts on all Society publications and annual meeting registration. Individual members are also eligible to vote in Society elections, participate in the Placement Service, and join two Professional Affinity Groups (PAGs).

What does it cost? Individual membership dues are graduated based on salary (see below); institutional memberships are available for \$50 per year.

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Send appropriate form with check attached to SAA, 330 S. Wells, Suite 810, Chicago, IL 60606. (312) 922-0140.

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.

When Mayor Leonard S. Paoletta of **Bridgeport, Connecticut**, took office in November 1981 he discovered that most of the files in his office contained no records for the years 1975 through 1981, the period of his predecessor's tenure. Following some confusion as to whether the records had ever existed, the former mayor announced that he had taken the material home to remove his personal papers. Mayor Paoletta cited state statutes forbidding the removal of city records without approval and sent a public works truck to retrieve the materials. After a polite standoff the former mayor's sons agreed to return the weeded files the next day. An analysis of

the files by the head of the public library's historical collections section revealed that several folders were missing, unusually thin, or empty. The 1982 files for many city departments, offices, and projects were incomplete. According to a city news release, "Mayor Paoletta has specifically ruled out the use of legal means to recover or locate any file still missing, and neither he nor the library are able to explain the lack of material." Some results of the incident are that, at the suggestion of the city library, the mayor issued an executive order forbidding department heads to remove or destroy any record without the mayor's approval. Also, the city

library has now accessioned 46 feet of records from the mayor's office covering the years 1954-80.

A similar incident took place in Hartford but was less crucial for the administration of the city because Hartford has a city manager form of government and most important records or copies could be found in the city manager's office. The records in Hartford were quickly returned when the former mayor was informed of the law.

The **Society of California Archivists'** Committee on the '80s submitted a report to the council of the society making several recommendations based on information from former officers and current members, from other archival organizations, and from the organization's own history. The committee recommended changing the organization of the society, expanding current programs, and adding new programs. State-wide program recommendations include creating a liaison group with organizations interested in historic preservation, encouraging a state university or college to set up a two-week summer institute for archival training, establishing a consulting service to assist new archives, establishing a special committee to identify state-wide conservation needs, establishing a committee on collections policies to insure that documentation on all parts of the community is being preserved and to encourage cooperative collecting policies when appropriate, establishing a nonmonetary awards program to recognize archival publications of merit within the state, and establishing a speakers bureau to provide community groups with speakers on archival issues. The society hopes to increase its membership, to enlarge the annual meeting program and workshop program, and to establish a committee

to improve society publications. The council has acted on some of the recommendations and will consider the others at appropriate times in the future.

The **California State Archives** has begun two new programs in 1982. It is currently installing a physical plant security system including microwave, photoelectric, and infrared detectors and smoke detectors. Also, in a program funded by an NHPRC grant, the archives is conducting a survey of archival needs throughout the state. This includes the establishing of an information center for assisting the public, the publishing of a county historic records manual, and the compiling of statutes relating to the retention of state and local government records.

In September 1981 ceremonies were held opening the **California State University and College System Archives** at California State University, Dominguez Hills. The archives contains materials from the beginning of the CSUC system in 1960 to the present, including papers, memoirs, photographs, and other materials.

The **Copyright Office of the Library of Congress** announced the release of "Guidelines for Off-Air Recording of Broadcast Programming for Educational Purposes." The guidelines are the product of two years of work by a Negotiating Committee composed of broadcasters, educators, copyright owners, and creative guilds and unions, which was appointed by Rep. Robert Kastenmeier, Chairman of the U.S. House Subcommittee on Courts, Civil Liberties and the Administration of Justice, to resolve differences between these groups regarding off-air videotaping of television broadcasts. These guidelines were submitted to the Sub-

committee and published in the Congressional Record of October 14, 1981.

The guidelines clarify the procedures that educators may follow in their use of copyrighted broadcast materials. They allow educators to videotape off the air without obtaining prior permission and to retain the tapes for 45 days, after which they must erase or destroy the tapes. Within the 45-day period educators may obtain permission from the copyright owner to purchase the right to retain the videotape. Clearinghouses with the authority to grant this permission have already been established.

While the agreement that gave rise to these guidelines does not have the force of law, it does achieve the first consensus on what is considered to be fair use of copyrighted broadcast material.

Friends of the Archives of Louisiana plan a state-wide survey of archival material. The survey is intended in particular to cover material not already in an adequate repository.

Work has begun on the establishment of the **Archives of Hashomer Hatzair North America**, in the National Offices of Hashomer Hatzair Socialist Zionist Youth Movement. The youth movement was established in North America in 1923 and still maintains summer camps, winter camps, and weekly activities across the United States and Canada. After arrangement and description, the records will be shipped to the World Archives of Hashomer Hatzair in Givat Haviva, Israel, with duplicates remaining in the archives in New York City. The archives is soliciting publications, photographs, correspondence, journals, diaries, or any papers relating to local, regional, or national activities of Hashomer Hatzair, Camp Shomria, Hechalutz Farm (Hachshara), or *Youth*

and *Nation Magazine*. For further information contact Hashomer Hatzair, 150 Fifth Ave., Room 709, New York, NY 10011.

The **Hollinger Corporation** of Virginia has opened an assembly plant in Reno, Nevada, to reduce the shipping costs of its products to the West Coast. The facility will provide archival products for 11 western states and three Canadian provinces.

In October 1981, *Industry Week* ran an article on the collecting of artifacts in industry. Lad Kuzela, the author, mentioned a number of business archives such as Coca-Cola, Sears, Wells Fargo, Walt Disney Productions, IBM, and Weyerhaeuser and made reference to SAA's *Directory of Business Archives* (3rd edition, 1980).

After the **Library of Congress** had discarded in their entirety its Order Division's correspondence files for the years 1939 through 1961, the Library realized that important information had been lost. In 1973 the Library instituted a new program to screen the files for 1962 and subsequent years, to weed out the routine negotiations and purchases as well as the duplicate copies and routing slips, and to microfilm the remaining files. Master 16mm negative microfilms for the years 1962 through 1975 are now retained in the Library's master negative microfilm vault, while positive service copies are available for consultation in the Order Division. The reels filmed to date, at 20x reduction, have replaced 420 cubic feet of storage space. The correspondence files of the Order Division are now retained in their original form for only six years. As each new year's files are established, the files of the earliest remaining year are microfilmed.

The **Louisiana State Archives and Records Service Newsletter** has been renamed *Legacy*. Among the new features in the publication is a section called "Our Town" which will present historical vignettes of Louisiana towns. The first issue of the renamed publication included, among other items, articles on preparing personal papers at home for future use, a brief introduction to simple preservation techniques, a genealogical corner, and a list of accessions, designed to be detached and used as an update to the catalog of State Archives holdings.

Several bills are pending before the **Massachusetts** state legislature that would affect state records management and archives programs. The bills would integrate the State Records Center and the Records Conservation Program within the Public Records Division of the Office of Secretary of State; provide for criminal penalties for the unlawful removal of records from public archives; and transfer birth, marriage, and death records (1841-90) to the State Archives. These bills have been sponsored or supported by the secretary of state.

The **Metropolitan Baltimore Historical Records Council (MBHRC)** has been formed after a year of planning meetings. It is comprised of institutions in the metropolitan area. Its goals 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 center 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 **Nebraska State Historical Society**, with the assistance of a grant from the National Historical Publications and Records Commission, has produced a set of manuals on the preservation of paper and microfilm. They include information related to proper environmental and physical conditions, and to appropriate care of records jeopardized or damaged by disasters. The three manuals differ only in the scope of their intended audiences. Their titles are "A Manual for Records Preservation and Disaster Planning for Local Government Agencies in Nebraska," "A Manual for Records Preservation and Disaster Planning for State Government Agencies in Nebraska," and "A Manual for Records Preservation and Disaster Planning for Archives, Libraries and Museums in Nebraska." They were prepared by Conservation Specialist Judith Fortson-Jones. Free copies are available, upon request, as long as supplies last. Contact the Conservation Specialist, Nebraska State Historical Society, 1500 R Street, Lincoln, NB 68508, telephone (402-472-3270).

Nevada state agencies with historical, cultural, and informational responsibilities met in July 1981 to establish a general policy for the collecting of materials by state agencies. Agencies represented included the state as well as county and municipal archives, the state museum, state library, state historical society, and the special collections departments of the University of Nevada at both Reno and Las Vegas. Members of the group agreed that their main ob-

jective would be to form a conservation body with the name NEVADA SCAT (Nevada State Conservation Action Team). The group contemplates seeking state chapter status with the Western Conservation Congress.

The final report of the **Northwest Regional Archival Needs Study**, funded by an NHPRC grant and coordinated through the regional archival organization, Northwest Archivists, Inc., has been completed. The report, with contributions from task force members from the states of Idaho, Montana, Oregon, and Washington, describes the results of three surveys conducted by the task force in 1980 and 1981. The final report indicates four major areas of concern. Conservation is a high priority of both individuals and archival institutions in the northwest region, but there is little hope of acquiring funding adequate for the establishment of a regional conservation center. Efforts should continue to promote awareness of conservation needs, and continued education for archivists in basic conservation techniques should be provided. Also necessary is the formation of a committee of archivists from the Northwest to draft a plan for a regional survey guide project for review by the membership. Regional data base guidelines should be established and states or institutions initiating a survey/guide project should be encouraged to follow the guidelines. A publications committee was established to find ways to make communication more effective among Northwest Archivists' members and to consider joint publications with other archival organizations in the West. Throughout the region, in-service education is a high priority. Smaller institutions in particular have indicated an interest in attending one-day training sessions and in receiving printed training material.

Working professionals want to continue their archival education through workshops and seminars. Copies of the final report are available from Brian Cockhill, Montana Historical Society, 225 N. Roberts, Helena, Montana 59601.

The "Newslines" segment of the *Pan Am Clipper* carried an article entitled "Investing in Soap Boxes" in the September 1981 issue. The article discussed the collecting of soap boxes as business memorabilia and was based on, among other sources, discussions with the archivists of Colgate-Palmolive, Coca-Cola, and Nabisco.

While demolishing the old State Hospital in Provo, **Utah**, the contractor opened an old safe. Inside were medical records, administrative files, and photographs, dated 1895-1910. Salt Lake City's *Deseret News* reported that the contractor was surprised and pleased with the find. The state archivist on the other hand believed that the state records should be turned over to the state archives and tried informally to have the contractor return them. After he received no reply the Utah Attorney General's Office sent a letter demanding the return of the material under the provisions of the state code "which declares such records to be state property. . ." On the advice of his attorney, the contractor surrendered the records.

Winthrop College Archives and Special Collections of Winthrop College, in Rock Hill, South Carolina, and the **University of Liverpool**, England, are cosponsoring a summer program entitled Archives Abroad. The program is designed to introduce American students to British 18th- and 19th-century records. After a week of academic instruction at the University of Liverpool,

the students will spend three weeks of practical work in one of 11 participating British repositories. Winthrop College will grant three hours of credit upon successful completion of the program to junior and senior students enrolled for Winthrop credit. The cost will be approximately \$1,160.00 excluding airfare. For further information contact Ann Y. Evans, Archives and Special Collections, Dacus Library, Winthrop College, Rock Hill, SC 29733.

HISTORICAL EDITING

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

The Papers of John, John Quincy and Others of The Adams Family

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

The Papers of Jane Addams

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

Black Abolitionist Papers

C. Peter Ripley, Editor
Department of History
Florida State University, Box 6080
Tallahassee, FL 32306

The Papers of Henry Bouquet

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

The Papers of John C. Calhoun

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

The Papers of Henry Clay

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

The Documentary History of the First Federal Congress

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

The Documentary History of the Ratification of the Constitution

John Kaminski and Gaspare J. Saladino, Editors
Department of History
University of Wisconsin
Madison, WI 53706

The Papers of Charles Darwin

Frederick Burkhardt, Editor
PO Box 1067
Bennington, VT 05201

The Papers of Jefferson Davis

Lynda Crist, Editor
Rice University
Houston, TX 77001

The Papers of Eugene V. Debs

J. Robert Constantine, Editor
Department of History
Indiana State University
Terre Haute, IN 47809

The Papers of Frederick Douglass

John W. Blassingame, Editor
Yale University
2103 Yale Station
New Haven, CT 06520

The Papers of Thomas A. Edison

Reese V. Jenkins, Editor
1 Richardson Street
Rutgers University
New Brunswick, NJ 08903

**The Documentary History of the
First Federal Elections**

Gordon R. Den Boer, Editor
Department of History
University of Wisconsin
Madison, WI 53706

The Papers of Benjamin Franklin

William B. Willcox, Editor
Yale University Library
New Haven, CT 06520

The Papers of Daniel Chester French

Michael Richman, Editor
National Trust for Historic
Preservation
1785 Massachusetts Avenue, NW.
Washington, DC 20036

The Papers of Marcus Garvey

Robert Hill, Editor
Department of History
University of California at
Los Angeles
405 Hilgard Avenue
Los Angeles, CA 90024

Papers of Emma Goldman

Candace Serena Falk, Editor
1335 Bonita Street
Berkeley, CA 94709

The Papers of Samuel Gompers

Stuart B. Kaufman, Editor
Department of History
University of Maryland
College Park, MD 20742

The Papers of Ulysses S. Grant

John Y. Simon, Editor
Morris Library
Southern Illinois University
Carbondale, IL 62903

The Papers of Nathanael Green

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

**The Papers of Harriet Ward
Foote Hawley**

Edward J. Foote, Editor
The Stowe-Day Library
77 Forest Street
Hartford, CT 06105

The Papers of Joseph Henry

Nathan Reingold, Editor
Smithsonian Institution
Washington, DC 20560

The Papers of James Iredell, Sr.

Don Higginbotham, Editor
Department of History
University of North Carolina
Chapel Hill, NC 27514

**The Correspondence of
Washington Irving**

H. L. Kleinfield, Editor
C. W. Post College
Merriweather Campus
Long Island University
Greenvale, NY 11548

The Papers of Andrew Jackson

Harold Moser, Editor
The Hermitage
Route 4
Hermitage, TN 37076

The Papers of John Jay

Richard B. Morris, Editor
605 Fayerweather Hall
Columbia University
New York, NY 10027

The Papers of Thomas Jefferson

Charles Cullen, Editor
Princeton University Library
Princeton, NJ 08540

The Papers of Andrew Johnson

Leroy P. Graf, Editor
Department of History
University of Tennessee
Knoxville, TN 37916

The Papers of John Paul Jones

James C. Bradford, Editor
Department of History
Texas A&M University
College Station, TX 77843

**Correspondence of Mary Harris
"Mother" Jones**

Edward M. Steel, Jr., Editor
Department of History
West Virginia University
Morgantown, WV 26506

The Papers of Benjamin H. Latrobe

Edward C. Carter II, Editor
American Philosophical Society
105 S. Fifth Street
Philadelphia, PA 19106

The Papers of Henry Laurens

David Chesnutt, Editor
Department of History
University of South Carolina
Columbia, SC 29208

The Lewis and Clark Journals

Gary Moulton, Editor
College of Arts and Sciences
University of Nebraska
Lincoln, Nebraska 68588

The Papers of James Madison

Robert A. Rutland, Editor
Alderman Library
University of Virginia
Charlottesville, VA 22904

**The Selected Papers and
Correspondence of
George C. Marshall**

Larry I. Bland, Editor
George C. Marshall Research
Foundation
Drawer 920
Lexington, VA 24450

The Papers of John Marshall

Charles Hobson, Editor
PO Box 220
Williamsburg, VA 23185

The Papers of Philip Mazzei

Sister Margherita Marchioni, Editor
Fairleigh Dickinson University
Madison, NJ 07960

The Papers of Carlos Montezuma

John W. Larner, Jr., Editor
Klein Independent School District
7200 Spring-Cypress Road
Spring, Texas 77379

The Papers of Robert Morris

John Catanzariti, Editor
The City University of New York
1411 Broadway
New York, NY 10018

The Papers of John Muir

Ronald Limbaugh, Editor
Holt-Atherton Pacific Center for
Western Studies
University of the Pacific
Stockton, CA 95204

**The Papers of Frederick Law
Olmsted**

Charles C. McLaughlin, Editor
Department of History
The American University
Washington, DC 20016

The Papers of William Penn

Richard and Mary Maples Dunn,
Editors
The Historical Society of
Pennsylvania
1300 Locust Street
Philadelphia, PA 19107

**The Correspondence of James K.
Polk**

E. Wayne Cutler, Editor
Department of History
Vanderbilt University
Nashville, TN 37203

**The Papers of Constantine
Rafinesque**

Charles Boewe, Editor
Morrison Hall
Transylvania University
Lexington, KY 40508

**Documentary Relations of the
Southwest**

Charles W. Polzer, Editor
Arizona State Museum
The University of Arizona
Tucson, AZ 85721

The Papers of Roger B. Taney

Irwin S. Rhodes, Editor
3815 Eric Avenue
Cincinnati, OH 45208

**The Papers of Jonathan
Trumbull, Sr.**

Albert E. Van Dusen, Editor
Department of History
The University of Connecticut
Storrs, CT 06268

**Documentary History of the
Supreme Court**

Maeva Marcus, Editor
Supreme Court Historical Society
Suite 333, 1511 K Street, NW.
Washington, DC 20005

The Papers of William Thornton

Charles M. Harris, Editor
The Octagon
1799 New York Avenue, NW.
Washington, DC 20006

The Papers of George Washington

William W. Abbot, Editor
Alderman Library
University of Virginia
Charlottesville, VA 22904

Correspondence of Roger Williams

Glenn La Fantasie, Editor
Rhode Island Historical Society
121 Hope Street
Providence, RI 02906

The Papers of Woodrow Wilson

Arthur Link, Editor
Firestone Library
Princeton University
Princeton, NJ 08540

Archives & Computers. An unlikely combination? Not at all.

Archives & Manuscripts: An Introduction to Automated Access, by H. Thomas Hickerson, discusses many of the options available to archivists interested in computerizing access to their collections. In his introduction, Hickerson explains what pushed archives into the computer age: "Establishing effective intellectual control over the historical records currently housed in American archival repositories is a formidable task. During the 20th century, growth in the rate of production of recorded information has been astounding. . . . Archivists have had to develop new techniques to deal with the billions of documents under their control. . . . Both the increased volume of archival holdings and the expansion of their use suggest that innovative adaption of EDP could benefit archivists considerably."

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 AMERICAN ARCHIVIST: EDITORIAL POLICY

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

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

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

Procedures

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

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

Manuscript Requirements

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

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

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

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

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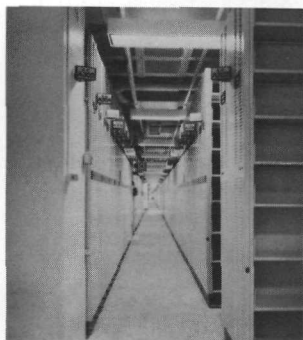


Andrew W. Fenton

Andrew W. Fenton, Manager
RHC-Spacemaster

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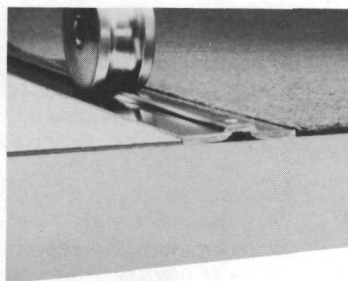
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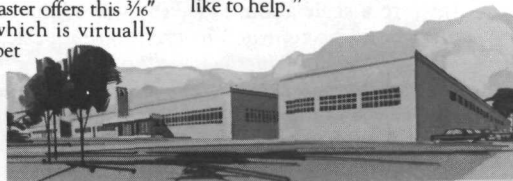
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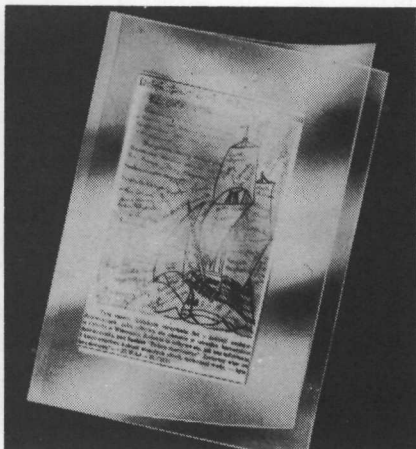
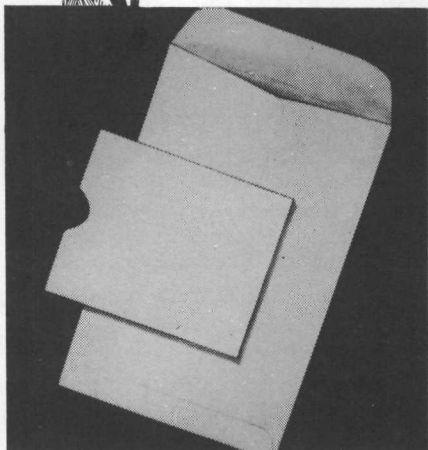
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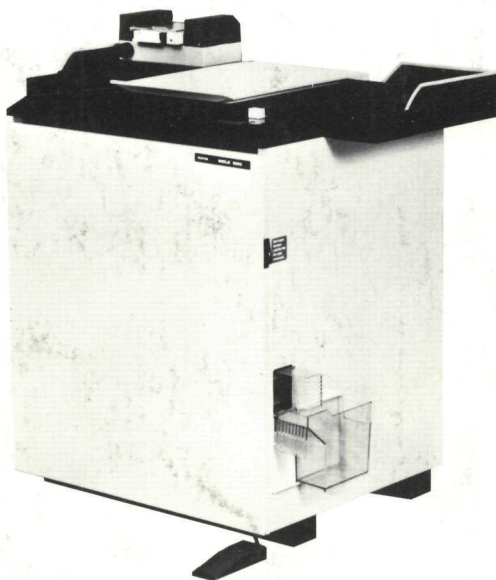
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