

**PAPER AND
PRESERVATION:**

No. 8
in a series
of discussions on
paper products
for conservation.

Are there ways of protecting objects before restoration? More ways than ever.

Not infrequently, constraints of time or budget, or the decision that permanent restoration is not immediately appropriate, dictate that ways be found to protect and preserve a fragile object in its current, unrestored state.

An infrequently used book with a valuable binding, for instance, may require temporary protection prior to repair. Fragile potsherds need safekeeping until the artifact is re-assembled and restored. Prints or drawings, before or after matting, demand reliable protection in the unframed state.

Items of this kind, in their infinite variety, are troublesome to handle, when the need is to protect them reliably from atmospheric pollution or other damage, without doing anything to the object itself. Fortunately, a wide variety of materials is now available to provide such protection, dependably, readily, and quite inexpensively.

For the little-used book, as an example, protection can be provided by a folder readily made of acid-free, buffered Archivart* Library Board or Library Bristol. Irregularly-shaped artifacts can be wrapped securely in acid-free Archivart* Tissue, made of flax fibers with a minimum pH of 8.0 and an exceptionally high alkaline reserve, and which, in addition, is non-tarnishing. For heavier items, there is rugged Archivart* Acid-Free Wrapping Paper; both of these, as well as a number of other protective papers, are appropriate for lining storage drawers.

In addition, a substantial variety of our acid-free barrier papers, lining paper, corrugated and plain boards, and bristol papers function extremely well in these situations, as of course do our specialized, lightweight containers, including tubes of various sizes and dimensions, and boxes for everything from documents

to elaborate costumes, which have the added advantage of being shipped flat, for space-conserving storage and ready assembly as needed.

The variety is substantial and the protection reliable. Conservators can now schedule their more permanent restoration activities as they see fit, without fear of deterioration in the interim.

For a detailed description of the many protective materials available, appropriate to a wide range of preservation requirements, we invite you to write for our catalogue. We would welcome, as well, your inquiries concerning the development of specialized materials for unusual needs, and your comments on the contents of these discussions.

ARCHIVART

Acid-free conservation products from

PROCESS MATERIALS CORPORATION

A LINDENMEYR COMPANY

301 Veterans Boulevard, Rutherford NJ 07070 (201) 935-2900

*Archivart is a trademark of Lindenmeyr Paper Corporation

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.

We hope you'll decide that SAA is the professional association for you. If you do, fill out the form below and return it with your check to SAA headquarters. Information on PAGs and the Placement Service will be sent on request to those applying for individual membership. Non-archivists interested in an associate membership should contact SAA headquarters for information. Come join us, and find out what you've been missing!

Individual Membership

Name _____

Address _____

City, State, Zip _____

Is this your business address? Yes No

Employing institution _____

Business phone _____

Dues scale

☐ \$45

☐ \$60

☐ \$75

☐ \$30

Salary

0-\$14,999

\$15,000-\$29,999

\$30,000 and up

full-time student

Institutional Membership

Name of institution _____ ☐ \$50 Regular

Address _____ ☐ \$100 Sustaining (receives 2 copies of journal and newsletter and one copy of every SAA publication released in the year of membership.)

City, State, Zip _____

Subscription (Subscribers receive the *American Archivist* only; only institutions may subscribe to the journal.)

Name of Institution _____

Address _____

City _____ State _____ Zip _____

☐ \$30 Domestic (U.S., Canada, Mexico)

☐ \$35 Foreign (all other countries)

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

Technical Notes

BEN DeWHITT, *Editor*

Princeton Collects Writings on Deacidification. As part of the conservation project at Princeton University, and under the supervision of Robert Parliament, Conservation Librarian, a collection of writings on the subject of deacidification is being developed.

The Conservation Center at Princeton would gratefully welcome any material on the subject of deacidification which researchers and conservators have published or compiled (alternatively, bibliographic reference to published material will be equally welcomed). Full credit will be given, in the periodic published reports, to each participating individual or institution.

The collection of writings includes retrospective material (books, articles, reprints, patents) as well as any available current research material on the subject of deacidification (pamphlets, preprints, reports). Checklists or, alternatively, annotated bibliographies of the material acquired will be compiled periodically, and published reports will help

disseminate the bibliographic information.

Please write to: Robert Parliament or Danielle Mihram, Conservation Services, Princeton University Library, Princeton, NJ 08544 (609/452-3207). [From *The Abbey Newsletter*, July, 1982.]

The Right Gloves. The packet of safety information that was made available at the AIC meeting contained a list of 54 chemicals, with a rating for each of the efficacy of five common glove materials. There is a similar list in Michael McCann's *Artist Beware* (Center for Occupational Hazards, 5 Beekman St., New York, NY 10038). A little paper and pencil work show that the chance of hitting on a glove that offers excellent protection for any given solvent, if a random selection is made, is less than one in 10. Anyone who is working a lot with a particular solvent, or solvents, should check to make sure they are wearing the right gloves for the work, even if it means stocking two or more

types of gloves in the lab or workshop.

Some excerpts from these two lists follow, showing the type of glove material that offers good or excellent protection.

Acetone (TLV now 250 ppm)
 -Natural rubber, neoprene, butyl
 Aniline—Neoprene, butyl
 Carbon tetrachloride (better not to use it at all) - Nitrile
 Ethyl acetate - Neoprene, butyl
 Hexane (heptane is a safer substitute)
 - Neoprene
 Morpholine - Butyl, PVC
 Phenol - Neoprene (best), butyl, PVC
 Toluene - Nitrile
 Methyl chloroform (1,1,1-Trichloroethylene)-Nitrile
 Turpentine-Natural rubber, latex/neoprene, NBR rubber or nitrile
 Xylene-No glove material offers really good protection; best are NBR rubber and nitrile.

The charts provide only a general comparative guide to characteristics of the materials. Actual glove resistance depends also on other factors, such as the concentration of the chemical, temperature, immersion time, and the thickness of the glove. Chemicals can permeate the gloves invisibly; it is recommended to test in actual working conditions for liquid or vapor inside the glove.

Lucy Commoner, who compiled the AIC list from information in glove catalogs, kindly supplied ratings for some additional chemicals, and wrote:

"I found that many times, different companies gave different ratings to the same glove materials. What I used was the average or worst rating when there was a discrepancy. This experience leads me to believe that the only accurate way of choosing gloves is by combining what a specific manufacturer says about their

own glove with tests in actual working conditions using that same glove. The chart can *only* be used as a general guide."

Methanol, and alcohols in general -
 Natural rubber, neoprene, nitrile, butyl, PVC

Tetrahydrofuran - Butyl

Chlorinated hydrocarbons in general (like methyl chloroform) - Nitrile

Mineral spirits, and petroleum distillates in general - Neoprene

Naphtha - Neoprene, nitrile

Amyl acetate - Butyl (best), neoprene

Glove manufacturers are listed in *Best's Safety Directory* (A.M. Best Company, Ambest Road, Oldwick, NJ 08858, 201/439-2200). The 1982 edition is in two volumes and costs \$40. [From *The Abbey Newsletter*, July, 1982.]

Automated Records and Techniques in Business Archives: A Survey Report.

During the spring and summer of 1982, I conducted a survey of business archives in the United States and Canada on behalf of the Automated Records and Techniques Task Force and the Business Archives Professional Affinity Group, both of the Society of American Archivists. Vickie Walsh of the Task Force and Teresa Hickey of the Business PAG assisted me in the development of the survey form. The form itself is divided into three general subject areas: automated applications in archives, the use of commercial databases and bibliographic utilities, and machine-readable archival records. I employed the *Directory of Business Archives in the United States and Canada* (Chicago: Society of American Archivists, 1980) for my mailing list.

The first mailing of survey forms and cover letters took place on 9 April 1982. Unfortunately, the response from this initial mailing was quite poor. A second mailing with a different cover letter went

out to all nonrespondents on 1 June 1982. I supplemented this effort with a notice that appeared in the *SAA Newsletter* in July 1982. In the end, I received a total of 67 replies out of an original mailing list of 210 archives. While the response to the survey was far from overwhelming, I believe that those business archives who did respond are in many respects representative of the larger number. It is safe to say that most types of business enterprises, including banks, trade associations, insurance companies, financial holding companies, newspapers, manufacturers, retailers, information services, and transportation companies, were represented. Furthermore, the pessimistic conclusions that I am obliged to draw based upon my sample data correspond with other qualitative and quantitative information already in print concerning the tenuous existence of many business archives within their parent organizations.

Of the 210 archives contacted, 67 (32%) responded to the survey. Among the respondents, 29 (43%) indicated that they did not employ automated techniques, use bibliographic databases, or manage machine-readable archives. In all likelihood, many if not most of the survey's non-respondents also fit into this category. Five (17%) of the respondents not employing automation indicated that aspects of their companies' record management programs are automated but that the archives as such has no contact with these programs. A further 4 (14%) indicated that they have closed their doors entirely. Thirty-eight archives (57% of the respondents) have either automated systems, database services, and/or machine-readable archives as part of their operations. Of this sample group, 36 (54%) employ automated techniques, 8 (12%) have bibliographic or database utilities, and 17 (25%) manage machine-

readable records. The remainder of my observations pertain to the 38 respondents who indicated that they use EDP techniques or records in their institutions.

When asked for what purpose they employ automated techniques, 18 responded for administration, 17 for description, 14 for records management, and 23 for reference services. Specific applications range widely: 8 use computers to generate retention and disposition schedules, 12 to maintain inventories of records out of custody, 14 to maintain accessioning and transfer information, 16 to maintain location registers, 23 to prepare printed inventories, 5 to prepare catalog cards, 4 to prepare printed guides, 7 to prepare COM guides, 13 for online reference services, 9 to prepare reference requests, 8 to prepare and manage oral history collections, 4 to register researchers, 8 to manage statistics and administrative reporting, and 12 to prepare general correspondence and publications. It is both interesting and disappointing to note that in most instances the computer is still used as a tool to prepare traditional archives guides and catalog cards rather than as an online reference source and information retrieval mechanism.

From a computer hardware and software perspective, respondents are equally diverse. Twenty-one own word processors, including DEC, Apple, Wang, Xerox, IBM, Wydek, and NEC systems; one archives employs an Apple microcomputer; and nine own or share minicomputers, such as DEC, Hewlett Packard, Wang, and Nixdorf. IBM dominates the mainframe users. Sixteen respondents use their parent organization's IBM mainframe and only one uses a UNIVAC mainframe. Seventeen archives own their equipment, 7 rent, 9 communicate with the parent institution via terminals, 6 use service bureaus, and 7 access their parent organization's com-

puter via cards (i.e. in batch mode). There is a one-to-one correspondence between those who use microcomputers and minicomputers and those who own their equipment, and between those who use a mainframe and those who use a parent's machine or a service bureau. This should come as no surprise to anyone familiar with present-day computer costs; the trend within business and government is toward distributed processing, hence a reliance on small computers located at user sites.

Fourteen respondents indicated that they use software developed in-house, usually products created for other divisions of the corporation and then implemented with or without modifications in the archives. Another 13 respondents use commercially available software packages, such as SPINDEX, INTERACT, WYLBUR, DEC Word Processing Systems, ADRS, and MARK IV. With one exception, all of the in-house packages are written in COBOL. This is not surprising in that COBOL is the most widely employed programming language in business today, and it has achieved that distinction because it is so well suited for financial and related business applications. COBOL is not well suited, however, for text manipulation. The fact that those business archives who have their own systems, have systems written in COBOL suggests to me that the systems in question are old and do not avail themselves of recent programming techniques and languages more suitable for applications in archival information management situations.

Of the 38 positive respondents, only 8 have bibliographic utilities or database services. Four have the New York Times database, 3 have the Dow Jones database, 4 have Dialog, 1 has OCLC, and 3 (all newspapers) have text/news-oriented databases. Most corporations maintain a variety of these online

utilities and information services but, as this survey indicates, they find them connected with the company's library or its research and development division.

Twenty-three respondents indicated that their companies keep machine-readable records; 15 did not. However, in only one instance was the archivist responsible for these records. In 11 corporations, the head of records management controlled the storage of computer records; in 6 companies the data center handles them, and in 6 other organizations they are controlled on a divisional or departmental level by the user group. Ten respondents do house computer printouts for their parent institutions. Another 19 store COM and one houses back-up tapes for the computer center.

In terms of the actual storage of machine-readable records, 3 companies store paper tape, 12 magnetic tape, 3 hard disk, 7 floppy disk, 1 video disk, and 13 COM. The types of machine-readable data collected include financial/accounting (11 respondents), customer/credit data (6), personnel files (6), software programs (6), research/statistical/administrative data (8), and special research project or survey data (4). Most corporations store these records in specially designed vaults either in-house (7 respondents) or off-site (7), but some still store them as they would paper records (8). Data documentation techniques range widely and include description of data elements (6 respondents), source code (3), samples of standard records formats (2), user manuals (5), sample printouts (5), and COM data dumps (6). Only 4 respondents indicated that their organization has established written collection policies or appraisal standards for their machine-readable records.

What can one conclude from this survey? It is certainly clear that business archives—with a few notable exceptions—are only beginning to involve

themselves in the use of computers for archival administration and in the management of machine-readable records. One negative respondent indicated that "this survey has come out two years too early." Indeed, a number of respondents are now only in the planning stages of automating their activities (6) and a good many others (8 negative respondents) are "beginning to think about it." The current downturn in business activity and the economy as a whole does not bode well for institutional support for the expansion of archives programs in these areas. Nevertheless, resources of most large corporations, particularly in the areas of text/data processing and telecommunications, suggest that there are opportunities awaiting exploitation. If business archivists can win for themselves a greater role in the management of their parent institutions' machine-readable records and in the development and implementation of automated office systems, the next survey of automated records and techniques in business archives may not prove to be so brief and forlorn. [RICHARD M. KESNER, *F. W. Faxon Co., Inc.*]

Book Longevity Committee Issues Preliminary Report on Bindings. The Council on Library Resources' Committee on Production Guidelines for Book Longevity has issued a preliminary report on longevity in book bindings. Formed in 1979 by the council, with the assistance of the Andrew W. Mellon Foundation, the committee has been investigating papers and binding materials used in book production. The present report on bindings supplements the group's April 1981 statement on book paper. Both reports are intended to encourage improvements in the physical properties of books and other types of publications and to recommend ways to achieve such improvements.

The committee notes that problems associated with nondurable bindings are not new, but they have increased during recent years. Changes in binding technology, the paucity of research on binding longevity, and the wide variety of available binding materials make the subject a complex one. Consequently, one of the group's major recommendations is that an independent organization compile information on the longevity of materials used in the binding process.

Much of the committee's work focused on desirable characteristics of bindings, including useability, longevity, and repairability. Specific technical recommendations relate to both the inside of the book (the "textblock") and to book covers. Sewn bindings still are considered best for both book longevity and for ease of use. However, because adhesive bindings will be heavily used for economic reasons, the Committee recommends that the quality, method of application, and compatibility of adhesives be carefully evaluated. An estimated 80 percent of all hardback editions now are adhesive bound, and the report notes that the percentage is increasing.

Echoing its earlier recommendations on book paper, the Committee urges publishers to pay more attention to materials used in bookmaking and to judge carefully the need for longevity for individual titles. The report states that "If publishers would make sure that the textblock is properly sewn or glued and if they would provide strong hinges, much of the problem of binding longevity would be solved." Additional recommendations regarding page margins, types of adhesive binding methods, and book endpapers, covers, and boards are included in the report.

Members of the Committee on Production Guidelines for Book Longevity are: Herbert S. Bailey, Jr., Chairman (Princeton University Press); Frank G.

Burke (National Historical Publications and Records Commission); Warren J. Haas (Council on Library Resources, Inc.); Peter Mollman (World Book); Leonard D. Schlosser (Lindenmeyr Paper Corp.); David H. Stam (New York Public Library); and R. Gay Walker (Yale University Library).

Copies of the report titled "On Longevity in Binding: Preliminary Report" are available from the Council on Library Resources, 1785 Massachusetts Avenue, N.W., Washington, DC 20036. Please include a self-addressed mailing label.

Archives & Manuscripts:

Reprography

Carolyn Hoover Sung

Reprography is not the wave of the future. It is here now and is rapidly obscuring the traditional differences between published and unpublished material. Microforms and photocopies are opening archives to new users, thus offering new opportunities and challenges for archivists in their role of preservers and disseminators of the recorded past. Grasping and combining reprographic, audiovisual, and computer technologies and putting them to economical, efficient, and effective uses will be a major challenge to archivists in the 1980s.

This manual is aimed at the traditional problems archivists face with paper and microfilmed records. It discusses the primary uses of reprography in an archival program and the special copying problems archival material presents. Technical choices, main techniques, and equipment needs are addressed. 68 pp., paper. Bibliography, glossary, illustrations. \$5.00 to SAA members; \$7.00 to non-members.

Order from the Society of American Archivists, 330 S. Wells, Suite 810, Chicago, IL 60606.

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.

AUSTRALIA

Australian Archivists Hold Third Biennial Meeting. The Australian Society of Archivists (ASA) held its third biennial general meeting in Melbourne on 22 May 1982. At this meeting the participants reaffirmed support voted in 1979 for a national consultative body for archives and records offices in that ASA, while not sponsoring such a body, might provide a framework within which institutions might work toward the formation of such a consultative body. Accordingly, the National Consultative Machinery Committee was reconstituted for an additional two years. Furthermore, an ad hoc commit-

tee on the Joint Review of Australian Archives was set up. This action reflects ASA's concern about the anti-professional attitude of the Joint Review's recommendations.

CANADA

Provincial Archives Ponders Publication of an Archives Technicians Newsletter. The Provincial Archives of Alberta is seriously considering the publication of a newsletter for circulation among archives technicians. The proposed newsletter would deal primarily with photographic conservation and storage. Persons interested in such a newsletter should write to Archives

Technicians Newsletter, c/o Provincial Archives of Alberta, 12843-102 Avenue, Edmonton, Alberta T5N 0M6 Canada.

City of Victoria Adopts Access to Information Bylaw. On 13 May 1982, the City of Victoria Council, British Columbia, adopted the Access to Information Bylaw (No. 82-38). So far this bylaw has gone unchallenged except by a few concerned individuals and by the Association of British Columbia Archivists (ABCA). In separate letters to the mayor and the *Times-Colonist*, the editor of the ABCA Newsletter registered a protest against the unjust and discriminatory nature of the bylaw, which clearly demonstrates that the municipal government has a total disregard for its textual and audiovisual heritage. Section 7 of the bylaw states: "Nothing in this bylaw shall be construed so as to require the City to preserve any document beyond the time when it is normally destroyed." Not only does this section provide evidence of a lack of any records management program, but it also implies that the city government has no concept of the potential value of its records to itself or its citizens. Unless this section is repealed or changed, the city can claim that no record need ever be retained on a permanent basis.

Another adverse aspect of this bylaw is the exorbitant search fee of \$25 per hour or part of an hour in excess of 5 minutes. The photocopying charge of 25¢ per page is not in keeping with photocopying charges at other institutions, such as the University of Victoria, the Greater Victoria Public Library, Camosun College, the Provincial Archives of British Columbia, and the City of Victoria Archives. The ABCA reports that, while the city has now made it a legal right of every citizen to consult city records, the city has also added bureaucratic obstacles to keep the number of search requests to a minimum level.

Archives Congress Meets. On 4 June 1982, following the annual conference of the Association of Canadian Archivists (ACA) in Ottawa, an Archives Congress was held at Queen's University, Kingston, Ontario. The purpose of this national congress was to coordinate a national archival information system; to share responsibility for conservation, for diffusion, and for development of standards; and to establish a coordinated program for the financial support of archival projects. The Congress passed a number of resolutions toward these ends: that the Dominion-provincial-territorial archivists make it their policy to develop national standards for the description of archives; and that the Bureau of Canadian Archivists establish a working group to develop national standards in consultation with the Dominion-provincial-territorial archivists, to inform the Canadian archival community, and to submit a grant proposal to the Social Sciences and Humanities Research Council of Canada (SSHRC) for funds to enable the drafting of national standards. The Congress also endorsed the principle that provincial and territorial archives be included in SSHRC's research programs. With regard to SSHRC, the Congress noted that it should appoint a larger number of professional archivists to serve on assessment committees for their research programs, and that it should work in close contact with the main professional associations, such as ACA and the Association des Archivistes du Québec, for the establishment or development of grants to archives. The Congress also wishes SSHRC to call on an advisory group on Canadian archives to meet under the aegis of SSHRC to assist the archival system. Other resolutions of the Congress included a statement that provincial and territorial networks be included in the plans and activities of ar-

chives, yet recognizing their individual circumstances and those of PAC. Furthermore, the Congress urged Canadian archives to involve their user groups in the development and promotion of the Canadian archival networks. As for future meetings between representatives of archival associations and institutions, the members of the Congress felt the Bureau of Canadian Archivists should be the body to organize such meetings.

ECUADOR

Adoption of Legislation on a National System of Archives. On 10 June 1982, President Osvaldo Hurtado Larrea signed a law creating a national system of archives. The law, which the National Congress had approved on 13 May, established a National Council on Archives, an executive committee on archives, office of inspector general of archives, and public and private archives in the country. Under the law, all records dating prior to 1900 are to be transferred to the Archivo Nacional de Historia.

ENGLAND & WALES

New Keeper of Public Records. On 4 May 1982, Geoffrey H. Martin, formerly a professor of history at Leicester University, assumed his new duties as Keeper of Public Records. Martin thus succeeds Alfred W. Mabbs, who had been Keeper of Public Records since 1978.

Society of Archivists Committee to Study National Archives Policy. At a conference in Devon in April 1982, the Parliamentary and General Purposes Committee of the Society of Archivists established a working party to consider a national archives policy and set up teams to consider five specific areas of interest. The areas to be studied are: (1) legislation, including a comparison with other

European countries; (2) inquiry into the advisory survey and support services in the field of archives as compared with, for example, those for museums; (3) heritage protection and public awareness; (4) archival structure in the United Kingdom as compared with other countries; and (5) financial resources, that is, the availability of public and private funds and the consideration of relevant taxation policies. An appeal has been made for members to assist the working party to compile necessary information and to prepare papers and reports.

Initial Print-run of Records Management Group's Bestseller Sold Out. The Records Management Group of the Society of Archivists reports that *Office Automation and Records Management* by Carl Newton has been sold out within a few months of publication. Because of the high demand for it, a further print-run has been authorized and should be available shortly.

Proposal to Concentrate Public Record Office at Kew Under Review. The Lord Chancellor's Office announced on 8 December 1980 that a study group has been set up to report on the feasibility and cost of consolidating all public records at Kew, the possible transfer of 100-year old birth, marriage, and death records from the General Register Office to the Public Record Office (PRO), alternative uses for the Chancery Lane site, and possible incorporation of the PRO in the new complex then being planned for the British Library at Euston Road. In July 1981 a paper entitled "Proposals for the concentration of the Public Record Office on a single site at Kew" was distributed for comment by organizations representing users of the PRO, and the study group met with the representatives of these organizations on 28 September 1981 to provide a fuller explanation of the proposals. The Advisory Council on Public

Records was also asked to comment and submitted its report to the Lord Chancellor's Office in October 1981. A copy of the written response is included in the Council's 1981 annual report, which was published in June 1982.

In its reply the Advisory Council challenged the claim that the primary purpose for concentrating the entire PRO at Kew is economics. It believes that the real motive behind the move is to provide more space for the Magistrate's Court. Furthermore, the Council pointed out that a central London site is more convenient for researchers than Kew. With regard to the feasibility of the move, the Council listed four prior conditions that must be met: construction of a new building or wing to the Kew facility, erection of collapsible barriers in the existing building to protect against the possibility of flood damage, the need to maintain in central London a facility for use as a reference and microfilm reading room, and the delay of any move until completion of a new building at Kew. The Council expressed serious concern about this latter point in view of the fact that the proposal contemplates the move of the PRO out of Chancery Lane by April 1984, even though a new building would not be ready until 1987 at the earliest.

Imperial War Museum Chosen as Depository for the Viscount Montgomery Archives. A recent announcement by Sir Denis Hamilton, guardian of the papers of the famous World War II commander of British forces, has ended speculation that the archives might be acquired by a university or library in the United States or Canada. According to Sir Denis, who served on Field Marshall Montgomery's staff during the war and is a former editor in chief at Times Newspapers, the papers of Viscount Montgomery will be deposited in the Imperial War Museum, London, but no date for the transfer has

been given. The Toronto-based Thomson Organization, former owners of Times Newspapers Ltd., of London, acquired the archives from Viscount Montgomery in 1962. Because no institution had been named as a possible recipient, and in view of the sale of the Times Newspapers to Australian newspaper magnate Rupert Murdoch in February 1981, some British historians feared that the Viscount's papers would leave the British Isles.

Merger of India Office Library and Records with the British Library. Responsibility for the collections of the India Office Library and Records has been transferred from the Foreign and Commonwealth Office to the British Library Board. The arrangement, which was announced in Parliament on 8 March 1982, became effective on 1 April 1982. The collections comprise the records of the East India Company (1600-1858), the Board of Control (1784-1858), the India Office, and the Burma Office, together with the records of Library (which was officially founded in 1801). The staff and the collections will remain in their present location at Orbit House, 197 Blackfriars Road, London SE1, but will be administered as a department of the Reference Division of the British Library.

ISRAEL

Completion of the Photographic Archives Project at Yad Vashem. Any visit to Jerusalem invariably includes a stop at Yad Vashem, the Martyrs and Heroes Remembrance Authority. Yad Vashem was established in 1953 by an act of the Israeli Knesset as a national center for the collection and preservation of materials on the Holocaust and its resistance and as a memorial to its victims. The archives of Yad Vashem collect both textual and audiovisual

materials: original documentation, photostats, news clippings, photographs, and sound recordings. The photographic archives includes more than 20,000 photographs, originals and reproductions, which record Jewish life in Europe from the early 1920s through the present. The bulk of the materials naturally dates from World War II and focuses on the Holocaust. Among the original materials received from various sources are underground collections from ghettos and concentration camps. Official German collections have been microfilmed, and the archives holds thousands of personal testimonies on audio and video cassettes.

Until 1979, every photograph acquired by Yad Vashem was filed according to geographic location, which unfortunately resulted in unmanageable collections and duplications requiring constant handling of the originals. In January of that year, Alice (Chana) Byers Abells was asked to develop finding aids for the photographic archives in order to make the material more accessible to researchers. From this effort quickly evolved a three-year project that commenced with the decision to place all the photographs on microfiche so that the originals could be stored in acid-free envelopes for preservation. The project entailed separating the duplicates, arranging, and indexing the photographs accumulated over a 25-year period. Despite interruptions and some problems with identification or description of some items, the project, called the "Archives of the Destruction," was completed in December 1981. The indexes have been subsequently published and, together with a set of microfiche, are available to universities and libraries throughout the world. [ALICE (CHANA) BYERS ABELLS, *Photographic Archives, Yad Vashem*]

MEXICO

Presidential Meeting on the Integration of the National System of Archives.

President José López Portillo presided at a working meeting on the integration of the national system of archives on 1 November 1981. The meeting included a number of representatives from universities, the federal government, and the Archivo General de la Nación (AGN) who reviewed the progress made since the system was established in 1977. During the meeting several interesting facts emerged from the reports and discussions. Since the system's establishment more information is available to researchers than had been the case prior to 1977. Also, the volume of records at the AGN, which moved into larger accommodations (a reconverted prison) in 1981, is five times greater than it was four years ago. President López Portillo praised the establishment of a national system of archives as a step forward in protecting and making available Mexico's rich heritage, but he cautioned that the work is still not finished.

NEW ZEALAND

ARANZ Council Hears Reply from National Librarian on National Newspaper Policy.

The Council of the Archives and Records Association of New Zealand (ARANZ), meeting at the Bank of New Zealand Archives, Wellington, on 1 May 1982, was informed about the receipt of a letter from National Librarian Peter Scott about the Library's national newspaper microfilming project. In the letter, Scott assured the council that (1) the National Library is reviewing its major policies relating to the use, location, place of microfilming, and disposal of newspapers; (2) the policy of disposing of General Assembly Library bound newspapers has been suspended; (3) newspapers from contributing

repositories currently being microfilmed are not being destroyed but are being returned to their respective repositories; (4) the practice of guillotining, because of the unavailability of appropriate technology for filming close-bound files, must continue; and (5) Australian newspapers in the national collection are not of high priority. Although the council welcomed the positive assurances from the National Librarian, it remained totally opposed to the guillotining of bound volumes on the grounds that such a practice amounts to near mutilation and, in some cases, destruction of the material. The council has recommended that the National Library give serious consideration to the British Library's working party ten-point plan on access to and copying of newspapers. The council has stressed three points in the British recommendations: that a file of newspapers in adequate condition for filming be retained for public access somewhere, that suitable microfilming equipment for copying large bound volumes be made available, and that volumes too tightly bound be properly unbound but not guillotined.

SPAIN

Spanish Edition of ADPA Bulletin Published. During the 1979 annual meeting of the ICA Committee on Automation in Bonn-Bad Godesberg, the Spanish Ministry of Culture agreed to prepare a Spanish version of the committee's bulletin *ADPA*. Because information pertaining to automation and machine-readable archives has been generally unavailable in the Spanish language, it was widely felt the translations of the committee's publications will greatly help Spanish and Latin American archivists in their work. The Centro de Información Documental (CID), Madrid, has been responsible for the translation project. The first Spanish edition of *ADPA* (Vol. 3, No. 1, 1979) that was prepared by CID appeared in July 1982. Subsequently published issues of the bulletin, which has been printed in English and French, will also be translated into Spanish and printed by CID. There has been no decision on translating any of the earlier issues of *ADPA*. CID intends to publish Spanish versions of the two manuals (*An Introduction to Archival Automation* and *Guidelines for Administering Machine-Readable Archives*) published in 1981 by the Committee on Automation. For further information, write to CID, Paseo de la Castellana 109, Madrid - 16, Spain.

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 Anne Millbrooke, United Technologies, 400 Main Street, MS 124-22, East Hartford, CT 06108; **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, N.Y., has begun publishing a newsletter entitled *The Primary Source*. The newsletter is available for a contribution of \$5.00 per year. Its purpose is to collect and disseminate information about the programs and projects of Baptist archives and historical societies and individuals engaged in Baptist study and research.

The **Andrew W. Mellon Foundation** has awarded a major grant to the University of Michigan's Bentley Historical Library to conduct a research seminar on appraisal of modern historical documentation. The funds will allow the library to

offer six fellowships to archivists, historians, and other scholars to study problems associated with modern records. The seminar will provide an opportunity for practicing archivists to spend a concentrated period of time considering methods of selection and their archival implications.

The library will offer fellowships for two separate summer seminars to be held May through August of 1983 and 1984. Fellows will undertake individual research projects and will participate in a variety of informal and formal sessions with area archivists, historians, and others concerned with the quality and quantity of modern records. There

is an expectation that seminar participants will produce publishable articles for scholarly and/or professional journals based on their summer research at the University of Michigan. In addition, a portion of the funds has been designated specifically for the use of the Bentley Historical Library to assess the implications of the seminar for the management of university records.

A national advisory board of distinguished archivists and historians will select fellows based on a competitive review of written proposals. Stipends will provide \$7500-\$10,000 for four months of summer study and research.

The School of Library Service at **Columbia University** has become the first library school in the nation to offer a degree program on conservation and preservation. Funded by more than \$500,000 from NEH, the Mellon Foundation, and the Carnegie Corporation, the program for Conservators of Library and Archival Materials was introduced in the 1981 fall semester. The three-year program will be given in cooperation with the Conservation Center of the Institute of Fine Arts at New York University and will consist of two years of course work, summer work projects in cooperating libraries, and a one-year, full-time internship in a working institutional conservation laboratory. Six students will be admitted each year; a companion program for preservation administrators will admit 12 students a year for a two-year curriculum leading to an M.S. degree and a certificate.

The **Cornell University Department of Manuscripts and Archives** has begun the collection of documents, manuscripts, and correspondence relating to the war in Vietnam. The collection is based on materials from a now disbanded

veterans group in California called Flowers of the Dragon. The collection will concentrate on material related to the experiences of individual participants and will include such museum items as T-shirts.

A **Midwest Nursing History Resource Center** has been established to function as a clearinghouse for nursing history resources in the Midwest. The center is located on the campus of the University of Illinois at the Medical Center, Chicago. The objectives of this new center are to organize, preserve, and process historical materials for scholarly use; systematically survey the historical nursing collections and materials in the Midwest; enhance the opportunity for intellectual control over historical documents and materials pertinent to nursing history in the Midwest; increase the awareness of the valuable historical materials in the region, and of the significant role nursing history has played in the development of the profession; and make available its learning resources to students and scholars in other fields, such as education, allied health, women's studies, history, and library science. For further information contact: Olga M. Church, Midwest Nursing History Resource Center, 845 South Damen Avenue, Room 1042, Chicago, IL 60612.

The **Mississippi Department of Archives and History** conducted a two-day spring cleaning of its archives and library as a conservation measure. Staff members vacuumed and dusted every book and box in the collection as part of the continuing conservation effort.

The **National Archives and Records Service** has returned the records of Franklin Delano Roosevelt's term as governor of New York State to the state archives

(founded in 1978). The records had been on loan to the Roosevelt Library in Hyde Park, N.Y., in the absence of a state archives.

In response to growing public interest in the health effects of radioactive fallout from the nuclear testing program at the Nevada Test Site, the **Nevada Operations Office of the U.S. Department of Energy** has established the Coordination and Information (CIC) to consolidate all data and records on offsite fallout and to make them available to the public. The identification and retrieval of documents began in 1979 with initial efforts focused on Department of Energy area operations, offices, national research laboratories, and the Department of Energy Headquarters in Germantown, Md. Since then, documents have been collected from more than 50 sources.

Subject access to the collection is provided by a computerized bibliographic data base. Printed indexes are located at the CIC and remote online searching of the file is available on the Department of Energy's RECON system at Oak Ridge, Tenn. Copies of documents may be obtained from the CIC for a fee. For more information write to Richard V. Nutley, U.S. Department of Energy, P. O. Box 14100, Las Vegas, NV 89114.

The **Nevada State Division of Archives** building in Carson City has recently added new fire and security systems. The security system is a perimeter contact and foil system with infrared heat detectors, ultrasonic motion detectors, and sound discriminators. Prior to the installation of the sophisticated intrusion system the archives had no effective deterrent to break-ins. The fire suppression system is composed of 10 125-pound Halon 1301 tanks mounted on the walls of the archives building an-

nex. The system can be readily moved to the proposed new building if the state legislature funds a professionally designed facility.

The **New York State Archives** has reached agreement with the state court system to serve as the archival repository for court records. The agreement was put into effect with the transfer of 3,500 cubic feet of early court records from storage in Queen's College in Flushing. Substantial preservation work will be necessary before the records can be made available for research.

The state archives has begun a comprehensive survey of historical records programs in New York State. More than 8,000 questionnaires have been distributed to records administrators in all three branches of state government and to local governments and non-governmental historical records repositories, seeking information about their historical records programs and needs. A report on the NHPRC-sponsored study will be made in 1983.

Another replevin action nearly took place in Texas recently. In October 1981 the **Texas State Library** learned of the forthcoming sale by the Texas Historical Association of an 1836 letter of William Barret Travis concerning the defense of the Alamo. Upon a checking of records it was learned that this manuscript had been part of the state archives, and a physical examination of the item showed signs that an identification mark of the state archives had been obliterated. A compromise was reached, however, in which the buyer agreed to exhibit the document publicly and then return it to the state archives after a period of five years. The letter describes the drunkenness of James Bowie and the problems between Travis and Bowie.

The **Thompson Conservation Laboratory** has begun a survey to study the feasibility of fielding a mobile conservation lab next year to serve the conservation needs of archives, libraries, and museums in the Pacific Northwest. For a copy of the survey write to: Thompson Conservation Laboratory, 1417 NW Everett, Portland, OR 97209.

Troup County Archives in LaGrange, Ga., opened in January 1983. A 13,000-square-foot building constructed in 1917 has been renovated and adapted for use as an archives with a grant from the Callaway Foundation, Inc., of LaGrange. The archives will provide records management and repository

functions for the county government and the governments of the municipalities in the county. The archives will provide some microfilming and archival preservation of permanent records for the school boards in the county. Records management for the school systems is provided by a full-time records officer who serves nine school boards in West Georgia. The archives can provide fumigation, microfilming, photography, and other conservation needs for local records. In conjunction with the Troup County Historical Society, the archives publishes a newsletter. For further information contact the archives at P.O. Box 1051, Lagrange, GA 30241.

<i>Title</i>	Archival Forms Manual
<i>Compiler</i>	SAA Forms Manual Task Force
<i>Publisher</i>	Society of American Archivists
<i>Length</i>	Over 100 forms, 148 pages
<i>Content</i>	Forms from all types of archival repositories arranged into five major categories: appraisal and disposition, accessioning, arrangement and description, use, and specialized forms. Each category begins with a narrative introduction and short bibliography. A bibliography of archives procedural manuals is also included.
<i>Price</i>	\$7.00 to SAA members, \$10.00 to non-members
<i>Order from</i>	Society of American Archivists
	330 S. Wells, Suite 810
	Chicago, IL 60606

The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

Annual Meeting

The 1982 Program Committee chose the phrase "Boston—and Beyond" to characterize SAA's 46th annual meeting and it proved to be an apt characterization, for the Boston meeting succeeded beyond all expectations. Nearly 1,100 people attended—the largest SAA meeting in history—and each person found sessions, workshops, open houses, and tours that were enlightening, informative, and inspiring.

The "Boston—and Beyond" sentiment was exemplified in three types of program sessions: core sessions, planning sessions, and sessions co-sponsored by the New England Archivists. The aim of the core sessions was to focus the attention of the profession directly on problems and possibilities of the future—beyond Boston. These five sessions were: "Only One Among Many: Cooperation and Coordination Among Allied Disciplines and Professions"; "Collection Management Strategies for Archivists"; "Feedback: Responding to the Technological Age"; "In the Eye the Beholder: Archives Administration and the User's Point of View"; "Summary, Analysis, and Beyond."

The sessions on concepts and techniques of planning were incorporated into the program in the belief that archivists can benefit in the future from the establishment of specific goals and objectives in the present. Several sessions were co-sponsored by the New England Archivists and symbolized SAA's cooperation with regional archival organizations to reach beyond the Society's own membership to involve other archivists in annual meeting program sessions.

The meeting officially began October 19, but it was preceded by four workshops which provided continuing education for well over 100 people in conservation, archival fundamentals, micrographics, and oral history. On Monday, October 18, many of the Society's standing committees and task forces met to discuss projects for the coming year. Those not involved in these activities participated in tours of the Northeast Document Conservation Center and historic sites of Boston. Monday evening, more than 400 meeting participants traveled to the John F. Kennedy Library for dinner and a tour of the Library's archival facilities.

The Society's Professional Affinity Groups met on Tuesday to discuss topics in the groups' areas of interest and special projects they should undertake in the coming year. PAG chairs for 1982-83 were also elected. They are:

- Carolyn Wallace—Acquisitions
- Gerald J. Munoff—Aural & Graphic Records
- Linda Edgerly—Business Archives
- Howard P. Lowell—Conservation
- Patrick Quinn—College & University Archives
- Victoria Irons Walch—Description
- Lewis Bellardo—Government Records
- Robert Byrd—Manuscript Repositories
- Marjorie Fletcher—Oral History
- Alexia Helsley—Reference, Access, Outreach
- Thomas Wilsted—Religious Archives
- Fredric Miller—Theme Collections

Later Tuesday, SAA President Edward Weldon delivered his presidential address, "Archives and the Challenges of Change," from the podium of historic Faneuil Hall. His remarks centered on changes in American society that will effect the nature of archival records and archival work in the future. His address was followed by a reception in Quincy Market.

On Wednesday evening, SAA members who participated in the 1982 archives study tour to the People's Republic of China showed slides of the various archives they visited and answered questions about the tour from the audience. The evening was particularly significant due to the attendance of five archivists from the State Archives Bureau in Beijing.

SAA awards were presented at a banquet on Thursday evening. The Society's Distinguished Service Award, presented to an archival institution or organization that has given outstanding service to the

public and has made an exemplary contribution to the archival profession, was given to the Illinois State Archives, John Daly, Director. The Waldo Gifford Leland Prize, awarded to an outstanding published work in the archival field, went to Edward E. Hill for his *Guide to Records in the National Archives Relating to American Indians*. The Philip M. Hamer Award for outstanding work by an editor of a documentary publication was shared by Mary Dix, Papers of Jefferson Davis, and Sharon Ritenour, Papers of George C. Marshall.

Two Colonial Dames Scholarships to the Modern Archives Institute at the National Archives were awarded in 1982. They went to Bruce Laverty, Historical Society of Pennsylvania, and Denise Bernard Gluck, Congregation Shearith Israel. The Sister M. Claude Lane Award, given for exceptional work in the area of religious archives, was awarded to Barbara Smith for her work with Russian Orthodox Church records in Alaska. The Oliver W. Holmes Award, given to support supplementary travel by a foreign archivist already in the United States, was shared by Egart Andersson, United Breweries, Ltd., Copenhagen, and Michael Roper, Public Record Office, London.

Two new Fellows of the Society were also honored at the banquet. Selected for their outstanding contributions to the archival profession and the Society of American Archivists were Lynn A. Bonfield, Bonfield Archival Consultants, and John A. Fleckner, State Historical Society of Wisconsin.

At the closing luncheon on Friday, J. Frank Cook, University of Wisconsin, Madison, assumed the presidency of the Society. His remarks, "A Time to Take Stock," appear in this issue of the *American Archivist*. Linda Henry, chair of the 1983 Program Committee, and Marion Matters, a member of the 1983

Local Arrangements Committee, presented a look ahead at SAA's 47th annual meeting in Minnesota.

Following the luncheon, a busload of participants left for an overnight trip to the whaling town of New Bedford, Mass., and the magnificent resort town of Newport, R.I. Others returned home to the responsibilities they had just spent four days discussing, analyzing, and evaluating.

The chair of the 1982 Program Committee was Larry Hackman, New York State Archives; the deputy chair was Bruce Dearstyne, New York State Archives. James O'Toole, Archdiocese of Boston, chaired the 1982 Local Arrangements Committee. Joyce E. Gianatasio of the SAA staff was Annual Meeting Director.

Executive Director's Annual Report

It's grand to be in Boston. I feel especially at home here when the national pastime is commanding headlines. As a child, although I almost never traveled north of the Mason-Dixon line, I was one of the most avid fans of Boston baseball—that brand played in the National League. Although the Braves played their regular schedule in the North, they spent the weeks prior to that in spring training in Bradenton, Florida, where I attended elementary school. I followed the team's fortunes with great enthusiasm and joined fans here in town wishing for Spahn, Sain, and a day of rain, as the best way to finish a season successfully. The Braves adopted the theme of this meeting years ago—they moved beyond Boston, first to Milwaukee and then to Atlanta. They've not been the same since.

To avoid sending this meeting into extra innings, this annual report is only a synopsis of the Society's very extensive efforts on many fronts to serve the needs of the profession. It is often a brief

restatement of the collective efforts of elected leaders, members and staff which have already been reported in SAA publications, or which many of you experienced first hand through meetings and personal contacts. As the Brewers and the Birds are saying these days, it was a very good year. But, as you'll hear, we still have a full season of activities ahead of us on behalf of the profession, so we can voice the Chicago Cubs' perennial cry as well: "Wait 'Til Next Year."

Boston and Beyond—the theme of this meeting suggests a commitment on the part of the Society and the profession to rethink what we are all about and to avoid either complacency or a resignation to the status quo. It highlights a constant recognition of the need to look ahead, to beware of merely ad hoc decisions that would compromise our future even though we are surrounded by a number of grim realities which we can't afford to ignore.

We seem to have arrived at a time when, as was once said of a major league ballplayer, our "limits are limitless." The sense of constriction and of difficulty readjusting to the waning and shifting of scarce resources oppresses many of us. Apparently governed by Ogden Nash's dictum that "progress might have been all right once but it's gone on too long," archival programs throughout the country have been forced into agonizing reappraisals. There is little question that new strategies, and probably stringencies, have to be accepted. A year ago I suggested that the archival program that will best weather this storm is one that is precise in its aims, restrained in its costs, and effective in its results. It remains SAA's mission to assist you to meet these objectives. In addition, the Society is committed to an effort to build public understanding and acceptance of the importance of archival work. This will require of us a recurring and responsible

spokesmanship for the importance of our documentary heritage. I urge each of you to join in this undertaking.

REPRESENTATION

The need for representation of the profession has never been greater than in this difficult period of economic uncertainty and political changes. The Society has been actively involved during the past year in independent efforts at the state and national level as well as coalition undertakings and deliberations which promise to lead to an effective mechanism to address the legislative concerns of a number of related organizations in the future. While these efforts have often been reported in the *SAA Newsletter*, I should enumerate our major endeavors in the past year.

SAA has worked for the passage of legislation to set aside the adverse effects of the 1969 tax law on the collecting activities of manuscript repositories.

The Society issued a statement that severely criticized proposals by the federal Office of Personnel Management that provided inaccurate descriptions of the work of archivists and inadequate qualifications for admission to the job series.

Through private initiatives and public statements, SAA continued to argue for adequate support for the National Archives, the National Historical Publications and Records Commission, and the National Endowment for the Humanities, and for the independence of the National Archives from the General Services Administration. We've seen progress on both fronts in recent months. NARS independence legislation was introduced in the House of Representatives in 1982, and additional funding for the National Archives and for NHPRC was included in the appropriations measure that Congress recently approved by overriding the President's veto.

SERVICES

A year ago we reported ambitious plans for a transition of the *American Archivist* from the shelter of the National Archives, where its editorial and production functions had been housed for over three decades, to the cold, hard outside world. I, for one, probably sounded more confident of the outcome that I felt when I stood in front of this forum a year ago. Each of you has witnessed our remarkable progress as you have received the journal on a timely basis. Our 1982 issue editors have been Frank Mackaman, Eva Moseley, Harold P. Anderson, and J.R.K. Kantor. The final guest editor is Mary Elizabeth Ruwell, who is responsible for the first issue of 1983. This challenging transition could not have been accomplished without the sterling efforts of these talented people, but we are also indebted to Edmund Berkeley, Jr., chair of the Editorial Board, and Virginia Purdy, the former editor of the journal, for their continued guidance and support; to our section editors, whose cooperation has been superb in this period; and, finally, to Debbie Risteen, SAA's managing editor, whose extraordinary ability and energy made a pivotal contribution to this outstanding accomplishment. The teamwork that produced the journal in the past year is a convincing demonstration of my oft spoken conviction that, working together, we are *really* something.

A search for a new permanent editor for the journal was conducted in 1982 by a working group that included SAA's Executive Committee, Berkeley, Ruwell, C.F.W. Coker, and myself. Council accepted the unanimous recommendation of the group in May when it named Charles R. Schultz to this important post. His long experience in a variety of archival institutions and leadership in both regional and national organizations give him a valuable background for his

new assignment, which will be dispatched with the cooperation of Texas A&M University.

On the non-periodical side of the house, we witnessed the benefits of having our new projects editor, Terry Abraham, on board in 1981-82 as he played a vital role in the coordination of future projects.

After several years devoted largely to development, 1981-82 was a banner year for the production of SAA publications. Tom Hickerson's *Archives & Manuscripts: An Introduction to Automated Access* and Karen Benedict's *Select Bibliography on Business Archives & Records Management* were introduced at last year's annual meeting. Three additional basic manuals have been published since then: *Public Programs* by Ann Pederson and Gail Farr Casterline, *Maps and Architectural Records* by Ralph Ehrenberg, and *Reprography* by Carolyn Sung. The Society is grateful to the National Historical Publications and Records Commission for its support of the basic manual series.

Three published products of SAA's basic workshop program have recently become available: *Basic Archival Workshops: A Handbook for the Workshop Organizer* by Thomas C. Pardo; *Basic Archival Workshop Exercises* by Trudy Huskamp Peterson; and *Audio-visuals for Archivists*, compiled by Timothy L. Ericson. The National Endowment for the Humanities provided partial support for the basic workshop program.

A PAK, a collection of materials on disaster preparedness which features a bibliography by Margery Long, was produced, and the long-awaited *Archival Forms Manual*, compiled by a task force led by Patrick Quinn, is available for the first time at this meeting.

Another publication introduced at

this meeting heralds an extremely important new service for the profession. After years of careful preparation and testing, the program created by the Institutional Evaluation Task Force is now available for general participation at several levels of involvement. Whatever form an institution's participation takes, I am confident that its archival program will emerge richer for the experience. The Task Force's initial emphasis on data collection will provide a profile of the state of archival institutions and develop comparable information for self-assessment and evaluation. Its new publication, *Evaluation of Archival Institutions*, contains principles derived from the theoretical elements that support archival work designed to facilitate self-study and evaluation and, in addition, peer review off-site or on-site, depending on the level of participation chosen by interested institutions. SAA's program in institutional evaluation was funded, in part, by the Council on Library Resources. The task force was directed through much of its work by William L. Joyce. Mary Jo Pugh is now the chair.

In another step toward self-definition, 1982 saw the publication of "Guidelines for Business Archives." This important work, in preparation since 1979 by the Business Archives Professional Affinity Group, is a concise statement that should be of lasting value to both operational business archives and those concerns contemplating the establishment of an archival program.

In January 1981, SAA Council adopted guidelines for national information systems development which called for standard definitions of archival data elements and a format for information interchange. In response, the National Endowment for the Humanities provided funds to the Society so that its National Information Systems Task Force

could develop a plan to achieve these objectives. Six months later NEH made a second grant to the Society to support a cooperative undertaking with the Library of Congress, the National Archives, the Research Libraries Group, and institutional participants in the NHPRC data base, as a mechanism to develop the standards.

The standards have now been agreed to by the participants and plans are being completed at this meeting for their dissemination and maintenance. The profession is in the debt of everyone who participated in NISTF's significant work, but very special gratitude is due Task Force Chair Richard Lytle and project director David Bearman for their tireless and skillful efforts on behalf of the profession and the nation's documentary resources. Bearman spent much of the year on the road as NISTF refined its standards to reflect the realities and needs of the profession and interpreted those standards to those who will put them into practice. From all reports, his liaison efforts were highly successful and the profession is much in his debt for a really sterling performance. I should note as well that the Society is also indebted to the Smithsonian Institution for the support it provided to the NISTF project.

The Society has sponsored periodic international study tours for more than a decade. Our destination in 1982 was one of the most exciting of them all. In April and May a delegation of archivists from the United States and Canada spent three weeks in the People's Republic of China. Our major emphasis was on learning first-hand about archival techniques and practices in China and on building a firm basis for future professional contacts. William W. Moss, who accompanied the study tour as cultural and linguistic advisor, deserves major credit for the success of the venture. He

was unfailingly helpful to the tour members and our hosts alike. Our Chinese colleagues extended incredible hospitality to the SAA tour. We were greeted by a banquet in the Great Hall of the People and were the first foreigners ever admitted to at least two of the archival institutions we visited.

Results of SAA's 1982 survey of the archival profession are available for review at the SAA booth in the exhibition area. A summary of findings will appear in the November *Newsletter* and David Bearman, who directed the survey, is preparing a more thorough analysis for publication in the *American Archivist*. All U.S. members of the Society as well as those of cooperating regional associations received questionnaires in what was the largest survey in the history of the profession in the United States.

In 1981-82 the Society offered opportunities for continuing education throughout the country. From Fairbanks, Alaska to Frankfort, Kentucky, hundreds of archivists took advantage of our road shows.

With educational offerings such as our workshop "Starting an Archives," and the limited-enrollment session here entitled "The Lone Arranger," we are undertaking to increase SAA's services to the small, sometimes just emerging archives. Recognizing that persons with responsibility for small shops perhaps have more difficulty in attending professional meetings, we have also produced a PAK entitled "Starting an Archives," the most popular of the entire PAK series, and will develop another from "The Lone Arranger." Our NEH-funded conservation consultant service is another avenue by which we are able to provide vital on-site services to small institutions—and I am pleased to report that they are making good use of this opportunity.

In another very interesting outreach effort, the Society is playing a major role in the consortium-backed Native American Archives Project. The purpose of the two-year effort is to promote the establishment and development of archives programs by Native American groups. The project will increase awareness of Native American archives and the need for them. This will be accomplished by means of six day-and-a-half Tribal Archives Conferences, a slide-tape presentation, and a published booklet. Clydia Nahwooksy is project director and Linda Ziemer is coordinator in the SAA office. John Fleckner is serving as chief archival consultant to the project and I am administrator for the entire program.

Another challenge to our profession that will receive special attention in the near future is management. A series of seminars is being planned and a periodical will be introduced in early 1983 to address the needs of those who spend more time arranging personnel and describing budgets than actually working with records. If archival administrators perform more effectively, the limited resources available to support our important mission will be used more productively. This goal we all share.

The Society announced a comprehensive program to assist the profession in the administration of photographic holdings in 1982. With the support of a new grant of \$144,724 from the National Endowment for the Humanities, SAA will offer a nationwide series of basic workshops and a consultant service and will publish a manual. The program will focus on all aspects of administering photographic holdings, from appraisal and collecting policies, arrangement and description and preservation, through research use and legal issues. Mary Lynn Ritzenthaler, whose fine work with the Society's conservation program has

reached so many of you, will direct the program.

The year was marked by several significant initiatives that should improve the operation of the Society itself. A comprehensive plan for the administration of the publications program was approved by Council and is being implemented at this time. Council has adopted a new internal organization for itself with the goal of improving communications with the various volunteer groups. Finally, changes occasioned by the constitutional revision approved by last year's annual meeting are being implemented.

Speaking of meetings, you may have noticed that this gathering is large enough to evoke Yogi Berra's dictum "Nobody goes there anymore, it's too crowded." This gathering is, in fact, the largest in the history of the Society and, as Berra also remarked, "You can observe a lot by just watching." My observations indicate that it's also one of the very best in our experience. Among the parties responsible for this success are Larry J. Hackman and his 1982 Program Committee, James O'Toole and the Local Arrangements Committee, and Joyce Gianatasio, SAA's annual meeting director. Sylvia Burck and Toni Pedroza of SAA's staff are also here to insure that this meeting runs smoothly.

A report such as this can never tell the full story of what lies behind the Society's various programs and activities. There is no way to adequately reflect the measure of commitment you, the members, provide to make possible these accomplishments year after year. There can be no future beyond Boston unless we all participate to make it happen. It is my hope that each of you you will join in that exciting undertaking.

ANN MORGAN CAMPBELL
Executive Director

Treasurer's Report
1 JULY 1981-30 JUNE 1982

This report covers the 12-month period from 1 July 1981 through 30 June 1982. The Society has three general categories in which it maintains and reports financial transactions: the General Fund, SAA Special Projects Funds, and Grants.

Activities in the General Fund are composed of those revenues and expenses associated with the general operation of the Society. Activities such as membership, publication of the *American Archivist* and the *Newsletter*, workshops and the annual meeting are examples of these.

SAA Special Projects Funds are composed of money designated by the Society for specific restricted purposes and maintained for those reasons over an extended period of time. The Leland Award fund and the Philip M. Hamer Award fund are typical of these funds.

Grants are made to the Society for specific purposes to produce a product or perform a service over a relatively short period of time. Grants from the National Endowment for the Humanities or the National Historical Publications and Records Commission are examples of these funds.

The following is the report on transactions in each of these three areas.

GENERAL FUND

The General Fund (operating account) is tax-exempt under Section 501 (c) (6) of the Internal Revenue Code and carries the employee identification number 86-602-3531. Cash on hand as of 1 July 1981 amounted to \$113,688, with cash revenues during the 12 month period totaling \$436,404.

Cash revenue consisted of the following:

Membership dues	\$142,828
Subscription fees	28,852
Advertising	8,108
Administrative fees (grants)	29,890
Workshops	24,889
Publication & microfilm sales	53,180
Annual meeting	122,683
Interest & dividend income	21,236
Miscellaneous	4,738
<hr/>	
Total Revenue	\$436,404

Cash expenditures from the General Fund during the 12 month period totaled \$384,823 and consisted of the following:

Depreciation	\$ 1,770
Salaries and payroll taxes	118,789
General and Administrative Committee	82,518
Travel	5,342
Publications	14,486
Annual meeting and workshops	51,419
Completed grants—expenses in excess of grants	108,514
Miscellaneous	23
	1,962
<hr/>	
Total expenses	\$384,823

The General Fund cash balance as of 30 June 1982 amounted to \$165,269.

GRANT FUNDS

From 1 July 1981 through 30 June 1982 the Society continued or initiated ten special projects funded by grants. They were as follows:

- Smithsonian Museum Manual
- NEH Indian Archives
- ICA Tinker Foundation
- NEH Basic Archival Workshop II
- NEH Photo Workshop
- NHPRC Archival Manuals II

NEH Conservation
NEH National Information Sys-
tems II
CLR Institutional Evaluation

The balance on hand as of 1 July 1981 amounted to \$200. For the 12 month period the Society received grant funds in the amount of \$179,717 in full or partial payment for these special projects. Grant revenues were received in support of the following projects:

Smithsonian Museum	
Manual	\$1,360
NEH Indian Archives	31,877
NEH Basic Archival	
Workshop II	15,564
NEH Photo Workshop	5,000
NEH Conservation	68,227
NEH National Information	
Systems	49,689
CLR Institutional	
Evaluation	8,000

Grants are administered through the Executive Director's office. She is responsible for arranging the disbursement of funds in accordance with provisions of the individual grants. Expenditures in fulfilling these specific program commitments during the 12-month period were \$187,162. The following is a summary of those expenses:

Salaries and payroll taxes	\$76,433
Professional fees	17,387
Postage	1,902
Telephone	2,770
Printing and duplicating	11,881
Administrative expenses	
(to General Fund)	29,890
Supplies	1,187
Employee benefits	1,349
Rent	1,400
Travel	42,986
Expenses absorbed by	
General Fund	(23)

Total Expenses	\$187,162
----------------	-----------

The Grant Funds as of 30 June 1982 showed a deficit of \$7,245 with an excess of expenditures over revenue of \$7,445 for the year.

SPECIAL PROJECTS FUNDS

During the 12-month period the Society maintained Special Projects Funds that are exempt under Internal Revenue Service Code 501(c)(3), having the collective identification number 84-602-3532. These funds were maintained apart from the Operating Account and the Grant Funds and are so reported to the Internal Revenue Service each year. These funds may be used by direction of the Council, and then only within the purposes for which each was established. As of 1 July 1981, these Special Projects Funds totaled \$86,181, and as of the end of the 12-month period, 30 June 1982, the funds totaled \$95,362. The status of each fund as of 30 June 1982 was as follows:

Leland Award	\$15,835
Endowment	26,860
Philip M. Hamer	2,968
Institute Fellowship	789
Building	42,716
Holmes Award	6,194

For the 12-month period, the combined activity of the Special Projects Funds generated cash revenue of \$12,576 consisting of gifts and grants of \$1,637 and interest earned of \$10,939. Cash expenditures consisted of awards totaling \$3,395.

SUMMARY

The total combined assets of the Society on 30 June 1982 were \$258,781. Total interest for the period was \$32,175. Richard P. Finnegan, Certified Public Accountant, has audited all amounts and his report is on file and available for inspection at the Executive

Director's office in Chicago. During the 12-month period, the Society's funds were maintained in the following institutions:

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

The Society's financial position has improved significantly. Aware of the downturn in the economy and the various measures adopted by both national and state administrations to cut costs and programs and how these factors might affect the Society, the Officers and Council adopted a conservative budget. Concern over a possible decrease in the number of members because of the rise in dues was also a factor in adopting a conservative financial approach. Fortunately, the total number of members has started increasing again and, on the whole, members are distributed more evenly over the several dues income categories than was the case under the previous dues system. We continue to need to monitor the basic cost of membership services and consider adjustment as needed so as not to get into a serious financial situation in which large jumps in the dues structure might have to be made to preserve the Society's financial position.

The increased number of members paying higher dues will allow the Society to maintain and gradually expand membership services. The budget must always be conceived of as being in service to program. Yet, there will always be a tension between providing improved membership services and the finite resources of the Society.

This year we were able to increase the Society's financial reserves or working funds in a continued recovery from our deficit position of two years ago. We are

now approaching the position the Society was in in 1978 albeit the Society's budget was much smaller at that time and the reserves were a much larger proportion of that budget. Changes initiated under the previous treasurer and careful management provided by the Executive Director of the Society were significant factors in this recovery.

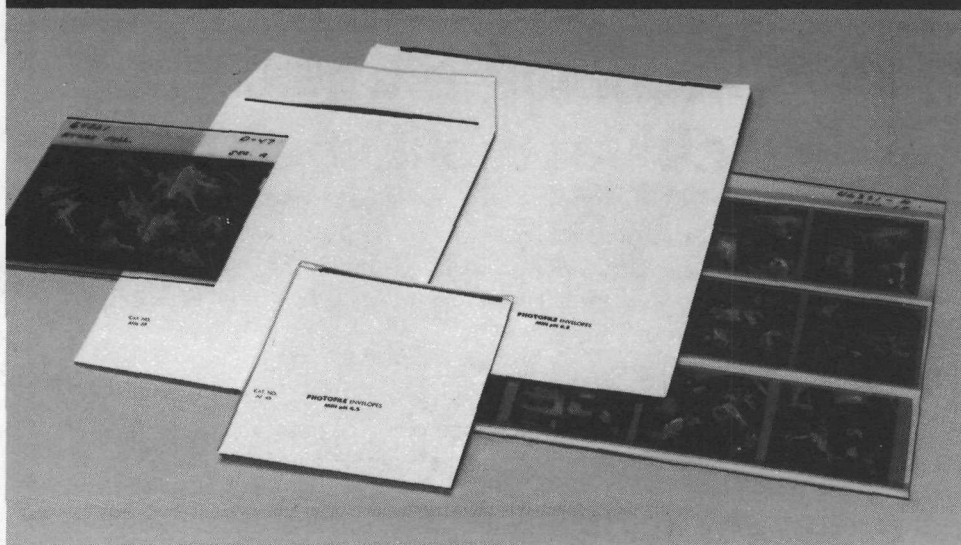
In explanation of the excess of expenditures over revenue (deficit) reflected in the Grant account the deficit is due to a delay in billing grant expenses out to the granting agencies and not to any loss in the operation of the grant program. A positive cash flow was reestablished in this account shortly after the beginning of this fiscal year. The Society's grant accounts change in dollar amounts yearly. This year the grant accounts were nearly double what they were last year. This becomes an increasingly complex part of the Society's business and must be managed carefully. It allows us to provide educational opportunities and products to members and nonmembers alike. Yet it is an area of uncertain opportunities that may prove to be as mercurial as our national economy.

The Society is essentially a membership driven organization whether paid directly through membership fees or through workshop or annual meeting fees. I would like to extend to all of you from the officers and Council sincere thanks for your continued financial support.

PAUL H. MCCARTHY, JR.
Treasurer

Photofile

the ultimate in archival record preservation



Acid-Free Envelopes

Rare manuscripts and documents can be stored and preserved indefinitely in these high quality acid-free envelopes. Stock is completely free of any contaminating or deteriorating chemical agents. Available in ivory only, with or without flap. Acid-free adhesive secures binding seams. 5 Manuscript Sizes. 6 Photographic Negative Sizes.

Manuscript and Photograph Protectors

Clear see-thru polyester binders. Inside binding edge grips manuscript firmly in place. Completely protects contents from fingerprints and outside contamination while document is being read or copied for referral purposes. Available in 5 sizes.

Transparent Mylar® Sleeves.

Negative protection with ample space for indexing. Negatives can be easily viewed without removal from envelope.

Send for Free Brochure.



PHOTOFILE 2000 Lewis Avenue • Zion, Illinois 60099

• (312) 872-7557

® Mylar is a du Pont Trade Mark.

Planning a basic archival workshop?

The Society of American Archivists has two new publications that will help you make it a success: *Basic Archival Workshops: A Handbook for the Workshop Organizer*, by Thomas C. Pardo, and *Basic Archival Workshop Exercises*, by Trudy Huskamp Peterson.

The *Handbook* offers practical guidance to the workshop planner in areas such as scheduling, developing a budget, site arrangements, promotion, presentation methods, and evaluation tools and techniques. Sample schedules, exercises, and evaluation questions are included, together with an extensive bibliography and a list of audiovisual programs. 72 pp., paper. \$8.00 to SAA members, \$11.00 to non-members.

Basic Archival Workshop Exercises contains exercises on appraisal and acquisition, arrangement and description, and reference and access. Each exercise is designed to illustrate a particular archival point and a specific workshop technique. Included are the student's copy of each exercise, which may be duplicated for distribution, and a teacher's guide. 88 pp., paper. \$8.00 to SAA members, \$11.00 to non-members.

The *Handbook* and *Exercises* may be purchased as a set at a cost of \$13.00 to SAA members and \$20.00 to non-members.

To order, write the Society of American Archivists, 330 S. Wells, Suite 810, Chicago, IL 60606.

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. If an article is accepted, the author will be requested to submit a vita to the editor, which will be used to prepare a brief biographical sketch to accompany the published article. 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 also be sent to the author for correction of printer's errors only. No substantive changes in the text will be made on galleys.

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 and should be accompanied by a 100-word abstract. If the article is selected for publication, the abstract will be published as well. Articles submitted for Shorter Features should not exceed 1,000 words; no abstract is required for Shorter Features.

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.

The Society of American Archivists

Basic Manual Series

Series I

Archives & Manuscripts: Appraisal and Accessioning
Archives & Manuscripts: Arrangement and Description
Archives & Manuscripts: Reference and Access
Archives & Manuscripts: Security
Archives & Manuscripts: Surveys

Price: \$4.00 each to SAA members, \$5.00 each to non-members.
Set of five—\$16.00 to SAA members, \$20.00 to non-members.

Series II

Archives & Manuscripts: Exhibits
Archives & Manuscripts: An Introduction to Automated Access
Archives & Manuscripts: Maps and Architectural Drawings
Archives & Manuscripts: Public Programs
Archives & Manuscripts: Reprography

Price: \$5.00 each to SAA members, \$7.00 each to non-members.
Set of five—\$20.00 to SAA members, \$30.00 to non-members.

To order the manuals and obtain a list of all titles published and distributed by SAA, write the Society of American Archivists, 330 S. Wells, Suite 810, Chicago, IL 60606.

FELLOWS OF THE SOCIETY OF AMERICAN ARCHIVISTS

JOHN C. L. ANDREASSEN
 HERBERT E. ANGEL
 HOWARD L. APPEGATE
 ROBERT H. BAHMER
 DOUGLAS A. BAKKEN
 HENRY P. BEERS
 V. NELLE BELLAMY
 EDMUND BERKELEY, JR.
 WILLIAM E. BIGGLESTONE
 LYNN A. BONFIELD
 MAYNARD J. BRICHFORD
 FRANK G. BURKE
 ANN MORGAN CAMPBELL
 EDWARD G. CAMPBELL
 ROBERT CLAUS
 C.F.W. COKER
 AGNES C. CONRAD
 J. FRANK COOK
 MIRIAM I. CRAWFORD
 JOHN DALY
 LEWIS J. DARTER, JR.
 WILLIAM N. DAVIS, JR.
 MABEL E. DEUTRICH
 LEON DEVALINGER, JR.
 CHARLES M. DOLLAR
 MARY JANE M. DOWD
 KENNETH W. DUCKETT
 SHERROD E. EAST
 FRANK B. EVANS
 H. B. FANT
 C. HERBERT FINCH
 SHONNIE FINNEGAN
 MEYER H. FISHBEIN
 JOHN A. FLECKNER
 ELSIE THORPE FREEMAN
 JAMES RICHARD FUCHS
 DOROTHY HILL GERSACK
 ROBERT S. GORDON
 DAVID B. GRACY II
 LARRY J. HACKMAN
 F. GERALD HAM
 BRUCE C. HARDING
 JOSEPHINE L. HARPER
 ALLIE CARROLL HART
 RUTH WALTER HELMUTH
 WILLIAM EDWIN HEMPHILL
 EDWARD E. HILL
 ROBERT W. HILL
 ANDREA HINDING

RICHARD A. JACOBS
 ALMER K. JOHNSON, JR.
 EDWARD N. JOHNSON
 H.G. JONES
 WILLIAM L. JOYCE
 LUCILE KANE
 JOHN M. KINNEY
 PAUL A. KOHL
 PHILIP D. LAGERQUIST
 W. KAYE LAMB
 HAROLD LARSON
 CHARLES E. LEE
 ALBERT H. LEISINGER, JR.
 RICHARD W. LEOPOLD
 PAUL LEWINSON
 ROBERT W. LOVETT
 RICHARD H. LYTLE
 PAUL H. MCCARTHY
 DONALD R. MCCOY
 MARY LYNN MCCREE
 WILLIAM LEWIS McDOWELL, JR.
 PHILIP P. MASON
 MARGARET C. NORTON
 JAMES E. O'NEILL
 EDWARD C. PAPERFUSE
 MARGUERITE J. PEASE
 TRUDY HUSKAMP PETERSON
 HAROLD T. PINKETT
 SEYMOUR J. POMRENZE
 JEAN F. PRESTON
 VIRGINIA C. PURDY
 LEONARD RAPPORT
 DOLORES C. RENZE
 JAMES B. RHOADS
 MORRIS RIEGER
 WILLIAM L. ROFES
 MATTIE U. RUSSELL
 FRED SHELLEY
 JANE F. SMITH
 WILFRED I. SMITH
 AUGUST R. SUELFLOW
 HUGH A. TAYLOR
 KARL L. TREVER
 CAROLYN A. WALLACE
 PETER WALNE
 ROBERT M. WARNER
 EDWARD WELDON
 MERLE WILLIAM WELLS
 DORMAN H. WINFREY

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.

Basic Manual Series I

Archives & Manuscripts: Appraisal & Accessioning, Maynard J. Brichford
Archives & Manuscripts: Arrangement & Description, David B. Gracy II
Archives & Manuscripts: Reference & Access, Sue E. Holbert
Archives & Manuscripts: Security, Timothy Walch
Archives & Manuscripts: Surveys, John A. Fleckner

Basic Manual Series II

Archives & Manuscripts: Exhibits, Gail Farr Casterline
Archives & Manuscripts: An Introduction to Automated Access, H. Thomas Hickerson
Archives & Manuscripts: Maps and Architectural Records, Ralph E. Ehrenberg
Archives & Manuscripts: Public Programs, Ann Pederson and Gail Farr Casterline
Archives & Manuscripts: Reprography, Carolyn Hoover Sung

Archival Forms Manual

Archivists and Machine-Readable Records, ed. Carolyn Geda, Francis Blouin, Jr., and Eric Austin

Automation, Machine-Readable Records, and Administration: A Select Bibliography, ed. Richard M. Kesner

Basic Archival Workshops: A Handbook for the Workshop Organizer, Thomas C. Pardo

Basic Archival Workshop Exercises, Trudy Huskamp Peterson

Basic Glossary for Archivists, Manuscripts Curators, and Records Managers

Business Archives: An Introduction, Edie Hedlin

College and University Archives: Selected Readings

Evaluation of Archival Institutions: Services, Principles, and Guide to Self-Study

Management of Archives and Manuscript Collections for Librarians, ed. Richard H. Lytle

Modern Archives and Manuscripts: A Select Bibliography, Frank B. Evans

Problems in Archives Kits (PAKs) are a new publications service in a flexible format which may include reports, manuals, forms, sound tapes, and other material chosen for its usefulness.

Developing a Brochure
Disaster Prevention and Preparedness
Finding an Archival Position

Records Management for Religious Archivists
Starting an Archives

Religious Archives: An Introduction, August Suelflow

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

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

The WPA Historical Records Survey: A Guide to the Unpublished Inventories, Indexes, and Transcripts, comp. Loretta Hefner