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News Notes

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

Send notes for publication to 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; **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 Association for State and Local History** has established a National Advisory Committee on the Management, Preservation, and Use of Local Government Records. The committee is supported by NHPRC and includes representatives of the Association of Records Managers and Administrators, International Institute of Municipal Clerks, National Association of State Archives and Records Administrators, National Center for State Courts, and the SAA.

When the **American Institute of Physics** began its history program twenty years ago, one of its goals was to provide a catalog with information on the location and content of documentary source materials. The format of the catalog

adheres to NUCMC standards and has grown and changed during the two decades of its existence. One trend has been to increase coverage on documentation of experimental research teams through such materials as institutional records. Another major change in the catalog, as now maintained by the AIP's Center for History of Physics, is the increasingly international scope of the sources. The national catalog is now entitled the *Catalog for Sources for History of Physics and Astronomy*. Current plans are to convert the card catalog to a computerized data base. The first step will be to incorporate the *Inventory of Sources for Twentieth Century Physics*, the data base established by the Office for History of Science and Technology at the University of Califor-

nia, Berkeley. The inventory's index of correspondence between physicists for the period 1895-1955 should be available in microfiche during 1983. Ultimately the AIP's catalog will include this information in machine-readable form along with earlier and later data.

Champion International Corporation has established an archives at its corporate headquarters in Stamford, Conn. The new archives is accessioning the historical records of Champion International and of the forest products industry in general. It is under the direction of Phyllis E. Prince, Manager of Information Services; and the address is One Champion Plaza, Stamford, CT 06921.

The **Civilian Conservation Corps Alumni** in Arkansas, under the direction of James Ratcliff, President of the South Central Region of the National Association of Civilian Conservation Corps Alumni, has begun an oral history project. Funded in part by the Arkansas Endowment for the Humanities, the CCC Oral History Project chronicles the enrollee experience in various CCC camps, the relationship between the CCC camps and the local communities, and the impact of the CCC on the participants. For further information contact James Ratcliff, 106 Fairway Ave., Sherwood, AR 72116.

The Governor of Florida recently signed an agreement with the U.S. Department of Commerce, Bureau of the Census, designating the **Florida Department of Community Affairs (DCA)** as the primary Florida State Data Center. DCA is the central census depository for the state and will disseminate available census data to the public through the State University Library/Information System and through all regional planning councils.

The year 1983 is the 250th anniversary of the founding of Georgia and the **Georgia Department of Archives and History** has designated it as "A Year for the Record." The state archives will be offering local government officials a new handbook along with training sessions and technical assistance to improve management of their records. The records manual has information on the establishment of a records management and archives program and includes more than 600 model retention schedules. The model retention schedules were developed through a year-long study conducted by VOP, Inc., and funded by a grant from the Appalachian Regional Commission.

The Georgia Department of Archives and History has received for temporary storage forty-five cubic feet of Columbia County records recovered from behind false walls during renovation of the courthouse. The records, dating from 1793 to 1924, consist of land records, minutes of the superior court, civil and criminal case files, and two private account books. The records had been stored in pigeonhole shelving which, when it was filled, was covered with canvas and plastered over. Such discoveries have been made in a number of other old courthouses in the state.

The Idaho Folklife Center at the **Idaho State Historical Society** has received a grant from the Association for the Humanities in Idaho to develop an Idaho Folklife Archives. The archives will be a depository for folklife field collections that focus on Idaho traditions and will make its holdings available to all researchers. For more information, contact Sandy Rikoon or Elaine Lawless, Idaho Folklife Center, Idaho State Historical Society, 610 N. Julia Davis Drive, Boise, ID 83702.

The Idaho State Historical Society has added the Idaho Oral History Collection

to its research holdings. The collection contains about 700 hours of taped interviews gathered from all over the state during the past decade. The tapes and transcripts were previously stored at the Oral History Center. A grant from the Association for the Humanities in Idaho permitted the society to create a subject/narrator catalog for the collection. For more information contact Elizabeth Jacox, Idaho State Historical Society, 610 N. Julia Davis Drive, Boise, ID 83702.

A Laser History Project has been started with plans to conduct oral history interviews, to encourage the preservation and cataloging of archival material on the laser community, and to produce a commemorative volume for the twenty-fifth anniversary of the first operating lasers in 1985. The project is jointly sponsored by the American Physical Society, the Laser Institute of America, the Optical Society of America, and the Institute of Electrical and Electronics Engineers' Quantum Electronics and Applications Society, with the cooperation of the IEEE Center for the History of Electrical Engineering and the American Institute of Physics' Center for History of Physics.

Logan College of Chiropractic, Chesterfield, Mo., has established an archives to accession records, books, historical chiropractic equipment, photographs, and memorabilia pertaining to the chiropractic field. For more information contact A.L. Nickson, Logan College of Chiropractic, Archives, 1851 Schoettler Road, P.O. Box 100, Chesterfield, MO 63017.

During the past years, two major actions in **Massachusetts** have affected state records management practices. The public records management team was

transferred within the State Secretary's office from the Public Records Division to the Archives Division. The daily management of the team will be handled by the director of the archives. The team will continue to have broad responsibilities for informing records custodians on such matters as security, retention/disposition, alternative storage possibilities, microform activities, and other records management activities. The Public Records Division will continue to have immediate responsibilities for the specification of records media and for freedom-of-information questions involving public records. Under the second administrative change, the employee of the State Records Conservation Board has been assigned to work under the director of the archives. The Records Conservation Board prepares records retention and disposition schedules for state agencies which the records management team uses to advise state records custodians.

Construction of the new Massachusetts state archives building was begun in October 1982. The building will be located on Columbia Point in Boston between the John F. Kennedy Library and the University of Massachusetts, Columbia Point. The building will include four archival vaults as well as storage areas for nonpermanent records. Also included will be a microfilm facility, a restoration laboratory, a research room, and an exhibition area.

Four regional records management seminars for local government officials have been organized by the **Michigan State Archives** with the Michigan Municipal League and the Michigan Township Association. Seminar topics include records disposition, microfilm, conservation, historical values, and a case study of an active municipal records management program in Michigan.

The state archives, part of the **Minnesota Historical Society**, has begun publishing a series of Government Records Information Leaflets. The leaflets are intended to supplement records schedules by giving local officials a quick, one-page overview of historically important records. Current leaflets cover townships, school districts, municipalities, and county superintendents of schools. An additional one-page hand-out contains Minnesota government records laws and records disposition procedures.

The **Pittsburgh Public School System** has set up a school archives. The archives will include class photographs, samples of student work, curriculum materials, PTA minutes, research reports, and correspondence of the superintendent. For further information or to offer advice based on work in similar organizations, contact Carolyn Schumacher, 341 S. Bellefield, Pittsburgh, PA 15213.

An article entitled "Corporate Archives Link the Past with the Present" appeared in the November/December 1982 issue of *Skylite*, Butler Aviation's corporate in-flight magazine. The author, Phillip Bonner, cites seven corporate archives by name and mentions diverse benefits that accrue to the companies. He gives special attention to the works of art and the memorabilia held by the Coca-Cola and Nabisco Brands archives.

The Council of the **Society of American Archivists** is investigating the legal implications of adopting the proposed guidelines for business archives consultants. Its caution is a result of the recent U.S. Supreme Court decision in a case involving the Hydrolevel Corporation and the American Society of Mechanical Engineers.

The **South Carolina Department of Archives and History** has begun to offer a reimbursable microfilming service to local governments. The self-sustaining fund will allow the department to extend its microfilming program with the cooperation of local officials beyond the current state-funded program for microfilming pre-1920 land records and estate papers.

Both the Manuscript Division and the College Archives of the Special Collections of the **Southern Utah State College Library** closed their doors from November 1982 to September 1983 to permit the staff to concentrate on processing the most important collections. With staff and hours pared to the minimum, and with no money or space for a badly needed processing room, the Special Collections staff decided that the only way to process these collections was to close the research room until the work on the collections was completed.

Effective July 1982 the **Tennessee State Library and Archives** was transferred from the Department of Education to the office of the Secretary of State. A State Library and Archives Management Board was created to be the chief policy-making body for the newly created Division of Public Libraries and Archives. The board is composed of five designated state officials. In addition, the act set up a State Library and Archives Advisory Board, which has five members named by the governor.

The **United States Army Military History Institute**, Carlisle Barracks, Pennsylvania, is conducting a survey of military and other repositories to find oral history material relating to the war in Viet Nam. The institute is interested in accessioning materials where possible from military or nonmilitary sources.

Reflecting the growing diversity within the corporation, **United Technologies** has expanded its Archives and Historical Resource Center, established in 1972. The corporate historian and archivist continues to specialize in aviation history and records, while the assistant concentrates on non-aviation aspects of the corporation, such as electronics, building, and automotive ventures. The earliest documents are from Otis Elevator and Carrier Air Conditioning and date from the 1850s. The Archives and Historical Resource Center is located at 400 Main St., MS 124-22, East Hartford, CT 06108.

The Special Collections Division of the **University of Georgia Libraries** has received from the Southern Forest Institute a substantial collection of photographs on forestry in the South and the files of four forestry organizations. More than 1,000 photographs taken be-

tween 1939 and 1946 document the logging industry in the South. The institute is an educational and public relations organization for the pulp and paper industry.

The **Wells Fargo History Museum** opened in September 1982 in downtown Los Angeles. Stagecoaches, gold, nineteenth-century tools, archival documents, and other historical items appear in the more than fifty exhibits. The major themes include stage travel, express services, mining, banking, and Southern California. The new museum is just one part of the Wells Fargo History Department, which was formally established at the company's San Francisco headquarters in 1975. The History Department also maintains archival, research, publication, and exhibition programs. For more information about the museum, write Wells Fargo History Museum, 444 South Flower Street, Los Angeles, CA 90017.

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The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

Minutes: Council Meeting 22-23 January 1983

The meeting of the Council of the Society of American Archivists was called to order by President J. Frank Cook at 9:00 a.m., Saturday, 22 January 1983, at the National 4-H Center, Chevy Chase, Maryland.

Those present were President Cook, Vice President David B. Gracy II, Treasurer Paul H. McCarthy, Jr., and Council members Lynn A. Bonfield, Meyer H. Fishbein, Robert S. Gordon, Larry J. Hackman, Edie Hedlin, Sue E. Holbert, William L. Joyce, and Virginia C. Purdy. Attending without vote were Executive Director Ann Morgan Campbell and SAA staff member Antonia Pedroza.

Gracy moved to approve the agenda. The motion was seconded and passed. The minutes of Council's 17 October and 22 October 1982 meetings were approved by mail ballots.

Report of the President

Cook reported on recent appointments. Helen Slotkin, Massachusetts Institute of Technology, will serve a four-year term on the National Historical Publications and Records Commission. Gracy was reappointed to the Commission for a two-year term. Cook an-

nounced that there will be a resolutions committee at the 1983 annual meeting and that he welcomes suggestions from Council as to appointments to the body. The president has made appointments to the various awards subcommittees and confirming letters have been sent by the SAA office. The Awards Committee has recommended that procedures and purposes of the various SAA awards be reviewed. Cook will ask Nelle Bellamy, chair of the committee, to select members from her subcommittees to undertake the study and report to Council.

Cook also reported on plans for the October train trip from Chicago to Minneapolis-St. Paul prior to the 1983 annual meeting.

Executive Committee

Gordon, Council's representative to the Executive Committee, reported on the group's meeting which had taken place on 21 January. The committee had reviewed the agenda and established the order in which items would appear. The committee also allotted time for each item. Action was not taken on any item although the 1985 meeting site and the nature of Council minutes were discussed. The agenda was transmitted to Council for approval.

Volunteer Task Force

Council reviewed a request from SAA member Cecilia Irvine that it create a Volunteer Task Force to provide assistance to archival programs abroad. The proposal was referred to the International Archival Affairs Committee.

Financial Report

The Society's lease on office space in Chicago expires in August. Washington, D.C., was briefly discussed as an alternate headquarters site. It was noted that the Society's involvement with the National Coordinating Committee for the Promotion of History and the National Humanities Alliance meets many of its government relations needs. Bonfield moved to authorize the executive director to negotiate a multi-year lease in Chicago in consultation with the Treasurer. The motion was seconded and passed.

McCarthy reviewed financial performance in fiscal year 1982 through the first six months of the period. He reported general fund income for the period of \$266,914 and expenses of \$223,619. Due to the Society's differential cash flow, expenses will exceed income in the second half of the fiscal year and it is anticipated that the budget will be barely balanced at the end of the twelve-month period. Campbell and McCarthy reported on a meeting with Richard Marcus, chair of the Auditing Committee, at which the Society's annual audit and financial reports were discussed.

Professional Affinity Groups

Gracy, liaison with the PAGs, reported that questions about the structure and functions of the groups were raised at a meeting held with the PAG chairs in Boston in October. An ad hoc committee was formed to address the various issues and recommend solutions. The vice president discussed a series of

questions formulated by the committee and its tentative recommendations. Gracy moved that Council endorse the concepts in the committee's preliminary report. The motion was seconded and passed. The committee will report to Council with final recommendations at its spring meeting.

On a motion made by Gracy, seconded and passed, Council stated a Society policy of providing for four annual contacts from PAGs to the membership: 2 circular mailings, an announcement in the annual meeting program, and a brief annual report to be published in the *SAA Newsletter*.

Annual Meetings

Campbell reported on progress in securing sites for future meetings. Favorable sleeping room rates for the 1983 meeting in the Twin Cities have been confirmed. Campbell noted that rates which will be very attractive to members for 1984 (Washington, D.C.) and 1986 (Chicago) were secured by scheduling the meeting around the Labor Day holiday.

According to the executive director, hotel room rates in Austin, Texas, tentative site for SAA's 1985 meeting, are much higher than was anticipated. Additionally, the staff is experiencing difficulties in other areas of contract negotiations with Austin properties. Campbell asked that Council review its earlier decision for the Austin meeting in light of this situation. Council reaffirmed its previous instructions to the staff to schedule an Austin meeting if possible.

Council then authorized the staff to investigate New York as a possible 1987 annual meeting site.

Program Participation

Cook reported that a study of the 1982 meeting showed that of the 236 persons participating in the program, 83 were not members of the Society. That

figure was broken down as follows: 32 were not archivists and 51 (or 22 percent) of program participants were archivists who were not supporting the Society with their dues. Council discussed the possibility of excluding non-member archivists from program participation, a policy which has been adopted by a number of other professional societies. Gordon suggested raising the differential fee for non-members attending the meeting, and offering a rebate on membership fees to those who join within a specified period of time. A motion by Fishbein that persons who are principally archivists cannot appear on the program unless they are members of the Society was seconded. However, a motion by Joyce to table the motion was seconded and passed. Council will consider differential fees at its spring meeting.

Goals and Priorities Task Force

Hackman reported on the meeting of the Goals and Priorities Task Force held in December in Chicago. The goal of the meeting was to review, revise, and approve a statement of "Mission, Goals, and Objectives for the Archives Profession" and to develop a plan to present the statement to the profession.

Joyce moved to publish the statement of mission of the Task Force in the March issue of the *SAA Newsletter* and to provide for its further distribution. The motion was seconded and passed.

Hackman moved that Council approve the reallocation of the remaining task force funds to fiscal year 1984. The funds would be used to offset expenses for the task force's program session at the annual meeting. The motion was seconded and passed. Bonfield suggested having the session taped to allow for increased distribution.

Definition of an Archivist

The following resolution was submitted by Gracy:

Whereas, the archival profession in North America lacks a clear definition of what an archivist is, and

Whereas, the absence of this definition of the minimum components necessary to distinguish an archivist lie at the heart of the majority of the most pressing issues facing the profession today;

Therefore, the Council of the Society of American Archivists herewith establishes a study group of no more than five members to draft a statement defining an archivist. The study group is charged to deliver the draft statement to Council in time for Council's fall meeting.

The motion was seconded and passed with Holbert and Purdy abstaining.

Bylaw Revisions

Cook turned the chair over to the vice president. Noting the recently approved amendment to enlarge the size of Council, Cook introduced bylaws to provide for the transition period.

Amendment to bylaw 5:

For the 1983 election the membership will elect to council three persons from a slate of six nominees. The individual drawing the most votes will serve a three-year term; the first runner-up will serve a two-year term; the second runner-up will serve a one-year term. This amendment to bylaw 5 will expire the day after the 1984 annual business meeting.

On a motion by Cook, which was seconded, the bylaw revision was approved unanimously.

Amendment to bylaw 5:

The individual elected to the one-year term to council shall be eligible for immediate reelection. This provision shall not be interpreted to require the nominating committee to renominate said individual. This amendment to bylaw 5 will expire the day after the 1984 annual business meeting.

Cook moved to approve the amendment and the motion was seconded. The motion passed with a vote of 5 to 4 to 1, with Cook, Holbert, Fishbein, Hackman, and Bonfield voting for; Hedlin, Joyce, Purdy, and McCarthy voting against; and Gordon abstaining. Cook resumed the chair.

Consultant Guidelines

The executive director informed Council that extensive materials pertaining to the issues raised by the Business Archives Professional Affinity Group's proposal to establish a roster of business archives consultants had been forwarded to legal experts.

Professional Standards Committee

Council elected Shonnie Finnegan and Lucile Kane to serve on the 1982-83 Professional Standards Committee.

Council Minutes

Gracy stated that he felt Council was compromising the history of the Society with the present practice of action minutes. He felt that minutes which suggested highlights of discussion were preferable. Holbert moved that the minutes note the disposition of every item on the approved agenda, even if no action is taken. The motion was seconded and passed. Gracy then moved that the minutes of Council, to a greater extent than at present, reflect discussion by the body. The motion was seconded and passed with a vote of 7 to 3, with McCarthy, Bonfield, and Holbert voting against.

Museum Archives Task Force

Council approved a request that the Museum Archives Task Force be extended through January 1984.

Publications

Terry Abraham, Projects Editor, submitted the results of a recent survey of the Editorial Board. The Board was

asked to rank a number of potential publication projects submitted to Abraham. The results showed a very strong preference toward those projects that follow the format of the SAA Basic Manual Series. Bibliographies were rated lower and collections of readings received an even lower rating. Campbell added that of the top ten proposals (out of thirty seven) three are manuals now being undertaken by SAA. These three manual topics are conservation, photographs, and machine-readable records.

The Annual Bibliography

Purdy reminded Council that the annual bibliography, once compiled by the National Archives' Library, is now five years behind schedule. The need to locate an individual or institution to undertake this project was discussed. Campbell informed Council that the Publications Management Board and the Editorial Board are considering this problem.

Short-Term Priorities

Possibilities for future Society projects and programs were discussed briefly by Council. A continuation of the institutional evaluation program and the development of a public education program about the value of archives were considered.

The meeting was recessed at 5:00 p.m., 22 January and reconvened at 9:15 a.m. on 23 January. Gracy occupied the chair for the first item of business.

Cook, in the interest of avoiding settling issues by narrow votes, moved to reconsider the second bylaw revision approved by Council on 22 January. His motion was seconded but not passed.

Council Guidelines

Council procedures for working with various Society committees and groups were analyzed. The following procedure was authorized by Council.

1. A reporting form will be sent to the leadership of the Society (PAG cairs, committee chairs, task force chairs, and representatives) by the SAA office in the spring prior to Council's budget meeting.

2. A deadline for returning the forms to the SAA office will be established, allowing sufficient time for the appropriate Council committees to review the reports.

3. The SAA office will forward copies of the completed forms to the members of the appropriate Council committee.

4. The Council committee chair will send any appropriate comments to the members of the committee and if necessary contact the reporting group for more information.

5. Copies of all the reports will be provided to all officers and members of Council when the meeting agenda is sent out.

6. Meetings of the Council committees will be called by the appropriate chair prior to the Council meeting. The chair will report to the full Council at its meeting.

The Auditing, Local Arrangements, and Program committees will report to Council with a different schedule and format.

The Council committees are:

PAGS—Vice President is chair (Gracy, Bonfield, Holbert, Purdy)

TASK FORCES—Treasurer is chair (McCarthy, Joyce, Hackman, Hedlin)

COMMITTEES—Council Representative on Executive Committee is chair (Gordon, Fishbein, 9th member)

Bonfield and Holbert presented a draft Council Procedures Handbook for review. It contains information on Council procedures and identifies areas where printed procedures are lacking. Council members will review the handbook and offer suggestions by April 1.

McCarthy moved to endorse the idea of the handbook. The motion was seconded by Joyce and passed. Council unanimously expressed its appreciation to Bonfield and Holbert for their work with this project.

Campbell reported on a recent legal briefing sponsored by the American Society of Association Executives which addressed the issue of who may act on behalf of voluntary associations. McCarthy was asked by Council to draft a resolution for its consideration which would clarify the issue of who is authorized to act on behalf of SAA.

Representation

Council discussed the various vehicles through which the Society keeps informed about governmental affairs and tries to influence them. In the period 1982–83, support has been directed toward the Coalition to Preserve our Documentary Heritage, the National Humanities Alliance, and, primarily, the National Coordinating Committee for the Promotion of History (NCC). On a motion by McCarthy, which was seconded and passed, quarterly payments were authorized to NCC through the remainder of the Society's fiscal year and the executive director was named as SAA's official representative to the Committee. Campbell was directed to ensure that archival concerns are reflected adequately in the mission statement of the Committee as well as in the group's activities. Hackman suggested that Council explore the possibilities of close cooperation with other related professional groups in the government relations area and named the American Library Association as an example.

Chinese Exchange Program

On a motion by Joyce which was seconded and passed, Council authorized William Moss, Kennedy Library, to explore options for creating an exchange program for American and Chinese ar-

chivists. A second possibility for cooperation, the preparation of a guide to source materials related to China located outside China—a project suggested by Moss—was also discussed. It was the opinion of Council that this undertaking would better be conducted in an institutional setting.

Oral History Restrictions

Gracy took the chair. Cook reported on the review by the Government Records and Oral History PAGs of a request from the Society for History in the Federal Government that SAA support its efforts to clarify the status of restrictions placed on oral history interviews performed by employees of the federal government. Based on recommendations from the PAGs, Council passed McCarthy's motion, which recognized the problem and endorsed the efforts of the Society for History in the Federal Government to alleviate it. Council did not specifically endorse any legislative remedy. Cook resumed the chair.

Nominations Committee

Bonfield asked that a discussion of the present nominations procedures be scheduled at Council's June meeting.

International Archival Affairs

Gracy brought up the topic of the Society's role in international archival affairs. The Society's International Archival Affairs Committee serves important, but usually short-term, needs. Two recurring examples are the welcoming of international archivists attending annual meetings and the selecting of recipients of the Holmes Award. Should the SAA, he asked, strive to broaden its work in the international arena? Council responded that it would be receptive to suggestions of roles that the Society might play.

GSA/NARS' Smithsonian Study

Hedlin reported on the status of the study being performed at the direction

of the GSA Administrator of the organization and operation of the Smithsonian Institution and that of the National Archives. A report of the study's findings is expected by mid-February.

Public Television Archives

Alan Lewis, archivist at the Public Broadcasting Service, informed Council of a threat to the PBS Archives. The organization's budget for fiscal year 1984 contains no funds for staffing the archives. There is no suggestion that any material would be destroyed. Hackman prepared the following resolution, which was seconded and passed.

The Council of the Society of American Archivists (SAA) calls to the attention of the Boards and Managements of the three major public television agencies—the Corporation for Public Broadcasting, the Public Broadcasting Service, and the National Association of Public Television Stations—that the programs that have been acquired and organized by the Public Television Archives are a unique and important part of our national culture and one in which there is substantial public interest and investment. SAA applauds recent progress in this regard and believes that efforts must continue to preserve these materials and to make them available for appropriate use by the scholarly community and the public. SAA notes with great concern and opposes the proposed reduction of Public Broadcasting Service resources to the effort and urges adequate support for this purpose.

Minorities Task Force

McCarthy led a discussion of materials submitted by Thomas C. Battle, chair of the Minorities Task Force. The task force will be encouraged to submit a policy statement for Council's review and to recommend a plan to recruit additional minorities into active participation in the Society. A funding request, to support the preparation of a roster of minority archivists, will be con-

sidered as part of Council's spring budget meeting.

Council Spring Meeting

Council chose 6-8 June 1983 as the dates of its spring meeting. The meeting will be held in Chicago; if an appropriate site is not available, then Council will meet in Washington, D.C.

The meeting was adjourned at 6:00 p.m.

ANN MORGAN CAMPBELL
Executive Director

W. Neil Franklin

W. Neil Franklin, Alexandria, Va., resident, American history specialist, and retired federal archivist, who after leaving the civil service reappeared at the National Archives to locate documents for editorial projects sponsored by the National Historical Publications and Records Commission, died from stomach and heart ailments on 29 October 1982, at the age of 80. He is survived by his wife, Mrs. Evelyn Gibbs Franklin, their two married children, and five grandchildren.

Born at Morristown, Tenn., on 24 August 1902, he was reared there forty miles northeast of the state university at Knoxville, where he received the A.B. degree and a reserve commission in 1924. He reported briefly to Camp McClellan with officers of the 323d Infantry and then experienced a year's teaching at Newport, Tenn. Proceeding to Princeton University, he attained the A.M. degree in 1926, followed by a Schuyler scholarship, then a Boudinot fellowship, and the Ph.D. degree in 1929. As assistant professor, then associate professor of American History, he taught at Southern Methodist University, Dallas, Texas, from 1928 to 1932. Forming summer connections with the University of Tennessee (1930-35), Franklin married at Knoxville in July 1931, taught at nearby

Maryville College (1934-35), and lectured at U.T. (1935-36). Articles he wrote on colonial topics, including Indian trade, appeared in the North Carolina, Mississippi Valley, and East Tennessee historical publications. He became managing editor for his regional historical society before his name appeared on the editorial board of the Southern Historical Association.

Appreciating what it meant for the nation to construct and operate a National Archives Building in Washington, D.C., he welcomed a role in assembling federal records and administering them to the advantage of the government and the public. Appointed a special examiner on 1 June 1936, he installed his family in congenial nearby Alexandria, where, as in Washington, he made numerous friends. Two of his Virginia neighbors were another early examiner, Philip C. Brooks, and Thad Page, an Archives executive.

Franklin worked up from associate archivist (1936-41) to archivist, Division of Veterans' Administration Archives (1941-43), and to chief, Division of Navy Department Archives (1943-44). As chief, General Reference Division and Branch (1944-62) and chief, Central Research Room Branch (1963-64), he and his signature came into wide notice though few people knew that W. stood for William. Later he presided as chief, Diplomatic, Legal, and Fiscal Branch (1963-66), an office controlling many valuable records. After serving as archivist, Territorial Papers Branch (1966-72), he officially retired in the summer of 1972.

A pioneer in the Society of American Archivists, he contributed to this journal occasional reviews and the article describing the 1943 meeting at Princeton. On the 1948 program at Raleigh he discussed reference. *The National Genealogical Society Quarterly* (1962-64) and a 1971 NARS publication

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The President's Page

Presidents, Secretaries, and Members

J. FRANK COOK

WHILE WORKING ON MY PRESIDENTIAL ADDRESS ON the history of the Society, I have been struck repeatedly with the critical, central position of the Secretary in the Society's affairs. Presidents come and go after a year, but the Secretary—now the Executive Director's office, of course— maintains the operation year after year. Since the establishment of the Society in 1936 we have had only eleven secretaries and executive directors, an average tenure of over four years. This continuity has been a major factor in our growth and our service to the profession.

The secretarial function is both the members' main link to the association and the administrative right arm of the officers and council. Without a strong person in that position we cannot have a strong organization. Unfortunately it is not an easy job. The spotlight is often elsewhere while the routine but essential tasks are performed at 330 S. Wells St. Over and over Secretaries and Executive Directors, in addition to their regular duties, have had to exhort members and presidents to do their duty. At times

throughout our history some members have thought too much power resided in the office of the Secretary or Executive Director. It just is not so. The work must get done—and these people and their staffs have done it when others did not do theirs.

By the time you read this, I'll be almost out of office. I guess all presidents like to preach, perhaps this one more than most. I *would* like to leave you with one thing to think about: make the Office of the Executive Director what you would have it be. It is there to serve you in just the manner you wish to be served. In a group such as ours there will always be some tension between the paid staff and the membership. That fact should be accepted both as inevitable and not even undesirable. We, as *volunteers*, can make the Society better or worse by how we perform the duties we have agreed to accept, but our livelihoods are not really affected. The staff members our dues help support do not have the option to perform their responsibilities or not. Their *careers* depend on satisfactory performance. The

staff will carry out the policy we establish, but they must have our cooperation, guidance, and above all, our assistance. Failing to receive our help, they will do the best they can and we will have no right to complain. We, the members, determine the policy, but it is critical that we not step aside at that point and expect the Executive Director and the staff to be solely responsible for carrying out that policy with little involvement from us. We have to volunteer for and work hard on the committees, task forces, sections, and study groups that have a vital role in the achievements of our Society.

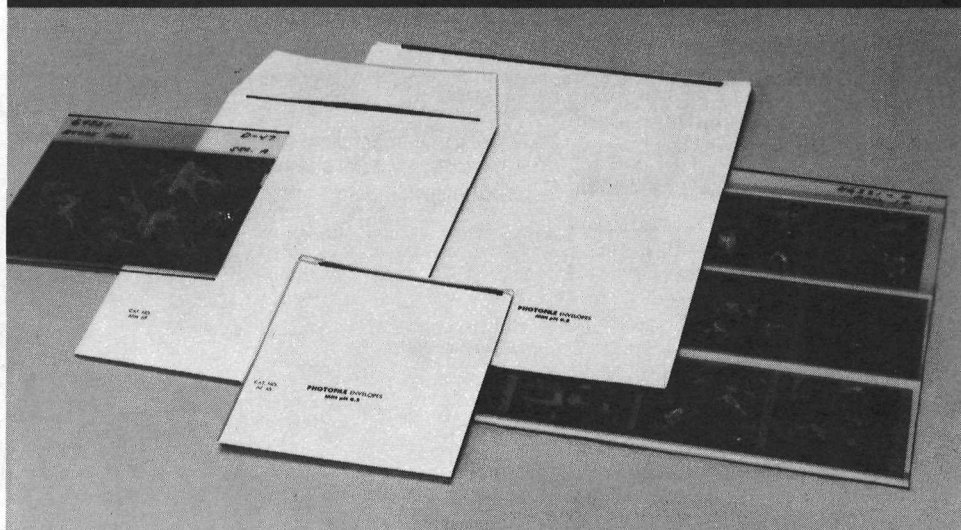
I am very proud of what the SAA has accomplished over the last forty-seven years and I expect even more solid accomplishments in the future. A large part of these future accomplishments will result from the efforts of the Executive Director's office; but if there is one thing that worries me about the future of the Society, it is that we will rely too much on that office to carry out work we should be planning and executing ourselves. Professional associations suffer when that happens—and should it happen to the SAA it would be the fault not of Chicago, but of us, the volunteers. Excessive reliance on paid

staff as opposed to volunteers (read free labor) also has an adverse effect on SAA's budget. The more we, the members do, the less our dues will rise, while at the same time, our level of control of the Society's affairs will increase.

I was so very pleased to see a letter that is published in this issue's "Forum," objecting to a statement I made on the position the Society has taken on the question of certifying archival education programs. I think there are overwhelming problems in trying to do what the writer would have us do; but that is of no importance. I have been around the SAA a long time, perhaps too long to see how a new approach could be better, and I surely do not have all the answers. I urge Bob Freeman to bring his talents and his mind and, above all, his enthusiasm to the service of his profession. The wonderful thing is that he took the time to consider a problem facing the Society and became involved. I welcome him to the profession and to our association and thank him for his willingness to be involved on behalf of the archivists of the twenty-first century. What about your involvement? Meet me on the train to the annual meeting and let's talk about it.

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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!

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THE AMERICAN ARCHIVIST: EDITORIAL POLICY

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

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

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

Procedures

Manuscripts received by the editor are submitted (without the author's name) to qualified readers for objective appraisal. Upon receiving the readers' reports, the editor informs the author whether the article is accepted, rejected, or returned with suggestions for revision. 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.

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

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Archives & Manuscripts: Arrangement & Description, David B. Gracy II
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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

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

Information Management, Machine-Readable Records, and Administration: An Annotated Bibliography, ed. Richard M. Kesner

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 publications service in a flexible format which may include reports, manuals, forms, sound tapes, and other material chosen for its usefulness.

<i>Developing a Brochure</i>	<i>The Lone Arranger</i>
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<i>Finding an Archival Position</i>	<i>Starting an Archives</i>
<i>Local Government Records</i>	

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