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The *American Archivist* is published quarterly by the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. The managing editor is Deborah Risteen. The owner is the Society of American Archivists, a nonprofit organization consisting of members and associates of the archival profession.

The legally constituted business office of the Society is with the Executive Director, who holds office by appointment of the Council. On the date of this filing, the Executive Director's address was Society of American Archivists, 330 S. Wells, Suite 810, Chicago, IL 60606. There are no stockholders, bondholders, mortgages, or other security holders in the organization.

The average number of copies of each issue printed during the preceding twelve months is 4,075; sales through dealers and carriers, street vendors, and counter sales, 5; mail subscriptions to members and subscribers, 3,658; total paid circulation, 3,663; free distribution, 6; total distribution, 3,669; office use, leftover, spoiled after printing, 406. For the most recent issue (Summer 1983), total number of copies printed, 4,000; sales through dealers and carriers, street vendors, and counter sales, 3; mail subscriptions to members and subscribers, 3,591; total paid circulation, 3,594; free distribution, 5; total distribution, 3,599; office use, leftover, and spoiled after printing, 401.

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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.

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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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**PAPER AND
PRESERVATION:**

No. 11
in a series
of discussions on
paper products
for conservation

Meeting the specialized needs of the textile conservator: A growing product list.

Elaborate court dress, tatters of ancient weavings, exotic tapestries, historic banners—the interest in textile artifacts continues to grow. More and more museums, historical societies and other institutions have expanded their collections, and the care and preservation of treasured fabrics is becoming one of the fastest-growing specialties in conservation.

The wide variation in shape, size and substance among these artifacts has created a need for support and storage materials ranging from the finest of tissues to the most rigid tubes and panels; for wrappings, trays and boxes in a vast variety of sizes and functions.

Textile conservation bears many similarities to the conservation of works on paper, and many products originally developed for paper conservation find application here.

Because both are organic materials, the requirement for an environment insulated against acid deterioration is shared.

But while acid-free wrappings, linings and storage containers are essential, different substances respond differently to the presence of buffering agents.

Again, the similarity to paper conservation is striking: drawings, watercolors, manuscripts and the like require buffering to prevent environmental contamination, but unbuffered papers are now widely preferred for the preservation of photographic materials.

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archival tissues, papers, boards and bristols, as well as storage boxes and trays in varied sizes and configurations (most are shipped flat for convenient storage and assemble readily without fasteners), and support materials from tubes in a range of sizes and diameters to rigid, lightweight, non-warping honeycomb core panels.

Supplementing these are specialized products ranging from mylar and silicone release films to glassines, adhesive webbing and nylon gossamer, all developed and tested to meet the specific requirements of textile conservation.

For samples of these products, our extensive catalogue of archival materials, and information on products which you would like to see tested or developed to meet your particular needs, we invite you to write us. We welcome, likewise, your comments on these discussions.

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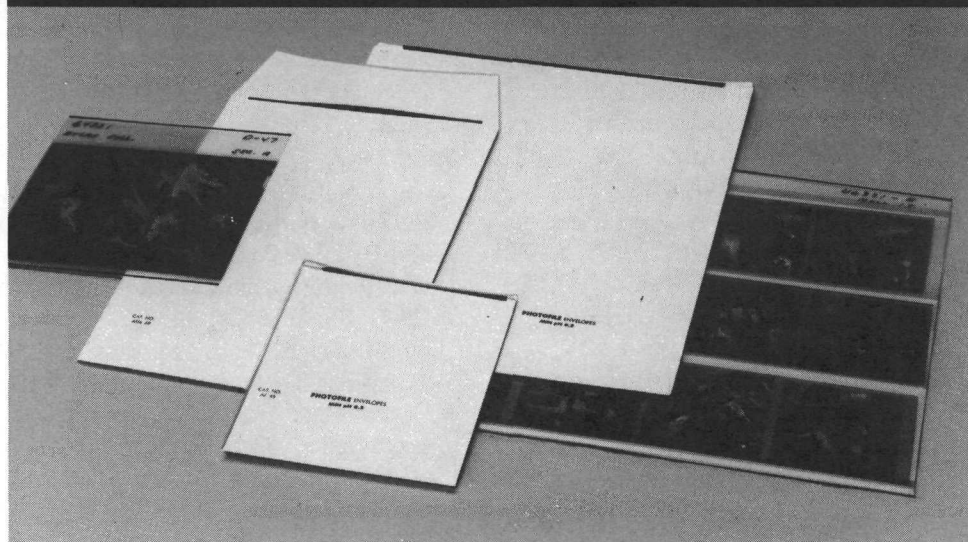
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The International Scene

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ARGENTINA

Archival Correspondence Course Planned. The Universidad Nacional de Cordoba, Argentina, established the Centro Universitario de Educacion a Distancia (UNCED) in March 1983. The aim of UNCED is to provide individuals who, for whatever reason, cannot attend on-campus classes, with an opportunity to receive training and university credits through correspondence courses. Aurelio Tanodi, director of the Centro Interamericano de Desarrolle de Archives (CIDA) and the School of Archivists, is setting up the archives pro-

gram, which will be based on a similar program started in New Delhi, India in 1978 and another one established by the Archivo Nacional de Chile in 1982. Upon completion of the requirements, participants in the program will receive an archives certificate. UNCED officials are planning to start the program some time in 1984. Although it is intended to meet the needs of Argentineans, any Spanish-speaking individuals, regardless of their residence, may participate in the UNCED program.

AUSTRALIA

New Archives Service Set Up in Northern Territory. Australia's largest territory, which achieved self-government in July 1978, has established its own archival authority, the Northern Territory Archives Service. The new archives service is responsible for programs relating to the disposal, storage, and use of government records that are no longer required for current administrative purposes. It is also accountable for the development of collections of personal papers and records of nongovernment organizations of historical significance to the Northern Territory.

Prior to the establishment of the Northern Territory Archives Service, archives facilities had been provided by the Commonwealth Government through the New Territory Regional Branch of the Australian Archives. Records of Northern Territory agencies held by the Australian Archives will be transferred to the Northern Territory Archives Service as soon as arrangements for an interim repository have been completed. A permanent, purpose-designed archives building is planned for the new town of Palmerston, which is located about 9 miles south of Darwin, capital of the Northern Territory.

CHILE

Volume on National Archives Available. As a part of its general publication series, "Chile and its Culture," the Direccion de Bibliotecas, Archivos y Museos of the Ministry of Public Education has published (1983) a volume on the Archivo Nacional. This particular publication is the fifth volume of the government's series "National Museums"; previous volumes pertained to the National Library, the National Museum of Natural History, the National Museum of Fine Arts, and the

National Historical Museum. It is intended to instill in Chileans a sense of national pride in the documentary wealth of their national archives. In the volume Javier Gonzalez Echenique, Conservador del Archivo Nacional, describes the historical development of the Archivo, its major collections, the organizational structure, services it provides, and its future. The volume contains color photographs of a sampling of archival items in the Archivo Nacional.

FRANCE

Archivists Still Ponder Impact of New Legislation. *La Gazette des Archives* (Nos. 117-18, 1983) reports there is still confusion about the effect of new legislation upon the French archival community. It was once again the topic of major discussion among delegates of the Association des Archivistes Français at its general assembly, held on 3-4 December 1981, at the Archives Nationales. Several new laws, texts, and decrees with subsequent ministerial refinements continue to cause uncertainty and difficulty for the Archives de France. The legislative and statutory disruption that resulted from the Law of 6 January 1978 on information and privacy rights has accelerated and multiplied. Differences and contradictions of the three laws on data processing and access to administrative records has become a greater reality for French archivists. The Law of 15 July 1980 on thefts from public collections may cause the archives of the Ministry of Defense to change its position, not only with regard to researchers, but even concerning the disposition of public records under archival control. The Law of 12 July 1980 permitting the use of microfilm as evidence has left many uncertainties, partly because of the inability of microfilm to meet the same

criteria as traditional evidence. The Decree of 12 May 1981 on the protection of national security information indirectly poses the problem of custody and control of files included in the category of defense and state security by prefects and departmental heads as much as those of the ministries and central services. Another area of concern for archivists is the effect of nationalization of financial and industrial businesses on the custody and control of their archives and the increasing efforts at decentralization of agencies and archival services in France.

INDIA

New Director Named for National Archives. On 19 August 1982, R. K. Perti assumed charge of the National Archives as its director, succeeding S.A.I. Tirmizi.

Work on Annex to National Archives Building Started. Construction work on the annex to the National Archives building began during the July 1982-March 1983 period. Groundbreaking ceremonies for the annex were held on 27 September 1979. Upon completion of the annex, all noncurrent records presently in storage in various Union Government departments and offices will be transferred to the National Archives.

Archives Week 1982. The National Archives celebrated "Archives Week" during the first week of November 1982. To mark the occasion, the Archives mounted an exhibition of public and private archives, contemporary photographs, cartoons, and other archival items on the general theme of "Games and Sports." The exhibition also served as a backdrop for the Ninth Asian Games. Public response to this exhibition was so great that it was extended for another week to November 14. In addition

to the exhibition, the National Archives continued with its very successful open house program. Visitors toured the muniment room and were shown preservation methods and reprographic techniques employed by the Archives.

ITALY

Catalog Published on Permanent Exhibition at State Archives in Rome. In an effort to popularize the Archivio di Stato di Roma and its rich research potential for users, the Archives and the Scuola di Archivistica, Paleografia e Diplomatica have prepared a pamphlet entitled *L'Archivio e la ricerca* (1982). The publication is principally designed to be used in conjunction with the archives' permanent educational exhibition that was set up in 1970 under the guidance of Elio Lodolini and Rita Cosma. It is filled with both color and black-and-white illustrations of selected documents in the Archives' custody. In addition to being a catalog, the pamphlet has been designed to provide useful information on the archives' holdings in a manner that will capture the interest of a larger audience. Lodolini has done an excellent job providing readers who may not be familiar with archives with an introduction to the Archivio di Stato di Roma.

MEXICO

Postage Stamp Commemorates Opening of New Archives Building. On 23 October 1982 the government of Mexico issued a single commemorative postage stamp in honor of the Archivo General de la Nación (AGN). The emerald and black stamp depicts the new home of AGN, which reopened for business on 27 August 1982. Discussions on transferring the Archives from the Palacio Nacional to another location within the Federal District dates from



the late 1960s, but no action was taken until 27 May 1977. On that date a presidential decree designated the site of the former Federal prison known as Lecumberri Palace (built in 1900) to be the new AGN building. Before the Archives could occupy the former penal institution, the entire facility required extensive work to transform the building into a modern archival repository. Mexican officials have expressed confidence that the rehabilitation/reconversion project will serve as a catalyst of urban renewal in the neighborhoods surrounding the AGN. The new address for the Archivo General de la Nación is Ave. Eduardo Molina y Albaniles, 15350 Mexico, D.F.

PERU

New APA President. On 29 April 1983 the Asociación Peruana de Archiveros (APA) elected Manuel de los Ríos Alvarez, subdirector of the Notarial Archives Division of the Archivo General de la Nación, as its president for the 1983-85 term. He succeeds Mario Cárdenas Ayaipoma, who served as APA president for the 1981-83 term in addition to his regular duties as professor at the Universidad de San Marcos and as chief of the Historical Archives Office at the Archivo General de la Nación.

Publication of Second Issue of APA Bulletin. After a delay of six years, the APA has published the second issue of its *Boletín*. Many factors, some beyond the control of APA officials, have been responsible for the long delay. Publication of a second issue of the APA bulletin had been one of the high priority items of outgoing APA President Ayaipoma during his two-year term of office.

REPUBLIC OF SOUTH AFRICA

Financial Institution Sponsors AMLIB Seminar. A one-day seminar, sponsored by the Standard Bank of South Africa, Ltd. in cooperation with the Association for Archivists and Manuscript Librarians (AMLIB), was held on 16 June 1983 in the new Standard Bank auditorium, Johannesburg. The theme of the seminar was "What are Archives and Manuscripts?" Some 40 delegates, who represented almost exclusively the Witwatersrand/Pretoria area, attended the seminar.

National Film Archives Transferred to Government Archives Service. Director of Archives J.F. Preller stated in his annual report for 1982 that the National Film Archives was transferred on 1 April 1982 from the Audiovisual Education Section of the Department of National Education to the Archives Service Branch. As a result of this change, the Archives Service added a completely new type of medium (moving film) to its list of archival materials under its custody and further expanded the functions of the Government Archives Service.

SPAIN

CID Bulletin Undergoes Face-Lift. The primary purpose of the *Boletín de Información*, published by the Centro de Información Documental de Archivos

(CID) in Madrid, has been to make available documentary information and archival bibliography to interested persons. In an effort to appeal to more users and to be more useful, the format of the bulletin has been changed. The first issue of the bulletin to appear in the new format is issue number one (January-March 1982). Perhaps the most readily noticeable change to its readers is a reduction in the size of the bulletin, which now places the *Boletín de Información* in conformity with most other archival periodicals.

URUGUAY

National University Starts Archives Training Program. The Universidad de la Republica, Escuela Universitaria de Bibliotecología y Ciencias Afines, in Montevideo, Uruguay, reports that it is now offering a two-year (four-semester) archives course. The program, started in March 1983, is intended to provide basic instruction to individuals who are, or plan to be, working in archives. Participants in the program will be expected to do practical work in archives during their instructional period. Funding for the program is being provided by the Interamerican Development Bank.

ZIMBABWE

National Archives Launches International Documentation Search. With the aim of making available in Zimbabwe the quantities of historically valuable materials about this African country currently scattered throughout the world, the National Archives has begun an international search project. In mid-September 1983, the Archives sent I.J. Johnstone, oral history interviewer in the Archives' English program, to the United Kingdom to undertake a three-month collecting project. His task was to locate individuals and institutions possessing materials relevant to Zimbabwe, including those materials created in exile by members of the nationalist/liberation movement (1959-80). Where it is impossible to acquire original items, the Archives hopes that microfilm or electrostatic copies can be arranged. To supplement the textual record, Johnstone sought individuals who had some association with the country to tape-record their reminiscences for the Archives' oral history program.

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.

Basic Manual Series I

Archives & Manuscripts: Appraisal and Accessioning, Maynard Brichford
Archives & Manuscripts: Arrangement and Description, David B. Gracy II
Archives & Manuscripts: Reference and 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 Drawings, Ralph Ehrenberg
Archives & Manuscripts: Public Programs, Ann Pederson and Gail Casterline
Archives & Manuscripts: Reprography, Carolyn Hoover Sung

Archives & Manuscripts: Conservation, Mary Lynn Ritzenthaler

Archival Forms Manual

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

Basic Archival Workshop Exercises, Trudy Huskamp Peterson

Business Archives: An Introduction, Edie Hedlin

College and University Archives: Selected Readings

Evaluation of Archival Institutions

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

Museum Archives : An Introduction, William Deiss

Religious Archives: An Introduction, August Suelflow

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

Understanding Progress as Process: Final Report of the Joint Committee on Archives of Science and Technology

To obtain a complete list of SAA publications, write The Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

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, Alabama Department of Archives and History, 624 Washington Ave., Montgomery, AL 36130; **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.

American Telephone and Telegraph (AT&T) has begun to encourage use of portions of its corporate archives. Material available includes a series of letterbooks and more than 500 boxes of original correspondence, corporate memoranda, maps, financial statistics, operating reports, and photographs. Growth of the Bell System between the years 1878 and 1930 is well documented. Events of more recent decades are, at present, less adequately represented. The company has also developed a historical documents publication program. For further information contact the Corporate Archivist, Room 537B, American Telephone and Telegraph, 195 Broadway, New York, NY 10007.

The **Delaware Bureau of Archives and Records Management** participated in a joint project with the court system and the National Center for State Courts (NCSC) to review current retention schedules and records conditions and practices in court offices. An NCSC records management specialist visited offices and the State Records Center and prepared a formal report on conditions and needs. A series of seminars and workshops for court personnel was also conducted as part of the project. A complete revision of the schedules for Delaware's courts is planned for 1984.

In another development, the Delaware state court system recently banned further use of legal-size paper effective 1

March 1983. An executive order forbidding executive agencies to purchase legal-size paper, forms, folders, and file cabinets is now being sought.

As an outgrowth of discussions at the SAA meeting in Boston, a group of archivists, librarians, and records managers have formed the **Greater Boston Business Archives Committee (GBBAC)**. GBBAC's purpose is to encourage local businesses to preserve records of historical value. Several meetings have been held and more are planned. For further information about the Greater Boston Business Archives Committee, contact Ed Galvin, Corporate Archivist, MITRE, K-450, Burlington Road, Bedford, MA 01730.

The **Knights of Columbus** Headquarters Museum opened in August 1982 in downtown New Haven, Connecticut, during the organization's 100th anniversary. Over 500 artifacts, documents, items of memorabilia, and works of art of historical significance have been placed on exhibit to reveal the history, formation, and activities of the K. of C. as both an insurance and a fraternal organization. The exhibits are in a thematic arrangement and contain photographs taken from the organization's photo collection, including a selection dealing with its World War I war relief work. At the beginning of 1984, museum exhibit space will be increased, and the corporate archives will be relocated adjacent to the museum on the fourth floor. Designed by the architectural firm of Roche, Dinkeloo and Associates, architects of the headquarters structure, the archives facilities will contain an expanding file area for the 350 linear feet of archival material, a reference library, study, and exhibit areas. For further information write Knights of Columbus Headquarters

Museum, One Columbus Plaza, New Haven, CT 06507.

Money magazine interviewed Deborah Gardner, archivist for the New York Stock Exchange, for an article on "Finding Work in Glutted Fields," published in the March 1983 issue. While working on her dissertation, Gardner had met Stock Exchange officials, who later hired her to establish the archives. *Money* reported that her generalist, rather than specialist, training was a plus and that her corporate earnings were much higher than what she could make in academe.

The governor of **Nevada** signed into law Assembly Bill 321, nicknamed "The Archives and Records Management Act of 1983." Besides creating a records management program and attending to various housekeeping matters, this measure addresses five basic concerns of the archival community: ownership of executive records, executive privilege, limitation of the period of confidentiality imposed on archival material, replevin, and transfer of custody of archival records. Records, including correspondence, of the governor and his staff are the property of the state of Nevada and must be transferred to the state archives before the governor leaves office. With certain restrictions, these records are to be made available to researchers immediately after the governor's departure from office. Private papers of constitutional officers deposited in the state archives may remain confidential for no longer than twenty-five years, and records accessioned by the state archives must be opened to public inspection fifty years after the date of accession or upon the death of the person to whom the records pertain, whichever is longer. The state librarian, through the board of ex-

aminers (governor, secretary of state, and attorney general), is empowered to bring an action for the recovery of records illegally alienated from custody or receiving improper care. Legal custody of records accessioned by the state archives transfers with the records.

The Division of Archives and Records is responsible for developing and executing a comprehensive records management program in the executive branch. Heretofore, authority for scheduling records was assigned in statute, but other records management functions were identified only in the *State Administrative Manual*. Unfortunately, as the legislature was passing this bill, the two money committees were eliminating the position of Chief of Records Management Services and reducing a support position from full to half-time. The division now has one professional and one and a half technician positions with which to operate the state's two records programs.

The National Association of State Archivists and Records Administrators held a special conference in Atlanta on 24-25 June to analyze and review the self-assessment and planning projects just completed by twenty-seven states. The NHPRC provided funds for the planning grants as well as the Atlanta conference to permit the states, the District of Columbia, Puerto Rico, and the Virgin Islands to assess the condition of historical records and develop strategies for dealing with existing problems. Sixteen additional states have been awarded assessment grants, and the conference was held in part to provide information on effective evaluation techniques.

Reports and discussions by four consultants who had analyzed the various state reports and developed a synthesis of findings consumed the bulk of the

conference time. The four consultant reports covered state government records programs, local government records, historical records repositories, and statewide functions and services. Lack of appropriate funding and legal authority of records and programs in state and local archival programs were the focus of the two reports on public records. Lack of professional staffing and consequent difficulty of access to records maintained in many small private repositories were noted in another report, as were the difficulties encountered in analyzing the private programs because of the diversity of institutions and problems. Education and training were the principal areas noted in the report on statewide programs.

A considerable list of recommendations developed from the Atlanta meeting were discussed in separate groups and then brought together for discussion, modification, and approval by all participants in the plenary session. These recommendations and the consultants' reports are being published. For further information contact Bruce Dearstyne, New York State Department of Education, New York State Archives, Cultural Education Center, Empire State Plaza, Albany, NY 12230.

The New Jersey Catholic Historical Records Commission has begun two oral history projects. One project involves a series of interviews on Black Catholicism in New Jersey. These interviews will serve as a base for a broader oral history series on New Jersey Catholic ethnic experiences. A second project, in cooperation with the Newark Archdiocesan Priests' Senate, will document the founding and functioning of the senate. Founded in 1967 in response to Vatican II's call for collegiality, Newark's senate is now undergoing a major reorganization to conform with

the legislation of the new code of canon law promulgated in 1983. The senate's oral and written records thus offer a complete fifteen-year body of constitutional ecclesiastical history.

The New Mexico Records Center and Archives has received a grant from the New Mexico Humanities Council to conduct a series of thirteen one-day workshops in local history across the state. The "Workshop Series on Local History" represents an effort of the State Records Center to increase the level of historical consciousness in local communities and to inform people throughout the state about the historical, archival, archaeological, and preservation services available at state agencies in Santa Fe. In addition, the programs will provide a forum for the discussion of vital issues concerning the protection and interpretation of the state's cultural heritage, such as the neglect of local archives, the demolition of architecturally significant buildings, and threats to important archaeological sites. Each of the workshops will feature representatives of the state records center, who will discuss the importance of studying local history, the availability of oral history resources through the state, and the holdings of the records center specifically pertaining to the community hosting the workshop. Historical architects from the State Historical Preservation Division will explain the concept of cultural resource management, detail the process of registering historical properties, and offer examples of successful local preservation projects. In addition, local residents knowledgeable in the history, archaeology, and archival holdings of the community will share their expertise with their neighbors. The workshops, which will be held through June 1984, are free and open to the public. For further information, contact

Dr. Hordes at the New Mexico Records Center and Archives in Santa Fe, New Mexico (505-827-8860).

The New York State Archives has received a grant for the National Endowment for the Humanities to arrange, produce finding aids for, and microfilm more than 500 cubic feet of records dating from the colonial period to the early 20th century. The records were selected primarily for the research value of the information they contain on New York's people and the impact of government programs on their lives. The archives seeks to encourage and facilitate historical research on New Yorkers and their government by making the microfilm widely known and easily available. The project is expected to take two years to complete.

In September 1983 **Oberlin College** held a conference on theft of library, archival, and manuscript materials. Sessions covered rules of access, establishing ownership of materials, legal considerations in apprehending thieves, plans for a national registry of ownership marks, and model legislation. Participants in the conference included librarians, archivists, book dealers, and law enforcement officials. For further information write to William A. Moffett, Oberlin Conference on Theft, Oberlin College, Oberlin, OH 44074.

What began as a records survey has grown into a multi-faceted archival program at **SIFCO** (formerly Steel Improvement and Forge Company), a metal-working company in Cleveland, Ohio. With the advice of a consultant, SIFCO supports the corporate archives, including records management and oral history. SIFCO recently celebrated its 70th anniversary.

The **Salvation Army** is preparing for its 100th anniversary with the assistance of the Salvation Army Archives and Research Center. The centennial was described in an article in a recent issue of *The War Cry*. The archives has also produced a booklet entitled *Basic Guidelines for Historical Research*.

Morris Library, **Southern Illinois University at Carbondale**, has been awarded a grant from the National Endowment for the Humanities to develop a cooperative conservation program for research libraries and archives. During the two-year project, the library will concentrate on stimulating preservation program development in Illinois, Indiana, Kentucky, Tennessee, and Missouri. Major program activities will include an information service, on-site consulting, and workshops. Week-long training sessions in simple conservation procedures will be available at Morris Library's conservation lab for individual staff members from participating libraries. Project staff will develop and distribute training materials and information sheets as well as make already published material available for loan. During 1984, the library will begin offering an at-cost service to construct custom protective enclosures for rare books. A ten-member advisory board has been appointed from various institutions in the five-state region. For more information contact Midwest Cooperative Conservation Program, Morris Library, Southern Illinois University, Carbondale, IL (618-536-2171).

The **Texas Oral History Association** (TOHA), founded by forty Texas oral historians in 1982, has now been chartered by the state as a nonprofit corporation. Activities planned by TOHA include publication of an occasional newsletter, conferences for Texas oral

historians, and workshops for novices. Membership in TOHA is open to all and dues are \$5.00 per year. For further information write to TOHA, CSB Box 401, Waco, TX 76798.

The new **Wells Fargo History Museum** in Los Angeles displays previously unseen historical documents pertaining to business history in California. Opened in September 1982 and located at 444 South Flower Street, the Wells Fargo History Museum recently received the Rose Award "for enhancing the quality of life in downtown Los Angeles." The Downtown Breakfast Club, a large civic organization, gave the award. The History Museum displays historical documents from the company's archives, authentic stagecoaches, 19th-century tools, and other historical artifacts.

The General Commission on Archives and History of the **United Methodist Church** has recently emphasized two neglected areas of Methodism's history—women's history and ethnic history. The commission has restarted the "Women's History Project" and has received a \$50,000 grant to organize an ethnic history project, which will seek to identify, organize, and publish materials related to Asian-Americans, blacks, Hispanics, and American Indians in the United Methodist tradition. One expected result of the project will be the publication of brief histories of the groups.

Archives & Manuscripts:

Conservation

A Manual on Physical Care and Management

by Mary Lynn Ritzenthaler



This extensively illustrated manual is the newest title in the Society of American Archivist's BASIC MANUAL SERIES. Archives & Manuscripts: Conservation addresses problems and issues in archival conservation and offers solutions to assist archivists in caring for their collections from a sound conservation perspective. It emphasizes the need to consider conservation as an integral part of existing archival and curatorial functions. Chapter headings include the following:

- Conservation Philosophy
- Nature of Archival Materials
- Causes of Deterioration
- Creating a Suitable Environment
- Storage of Archival Materials
- Integrating Conservation and Archival Administration
- Conservation Treatments

The appendices includes detailed, illustrated instructions for twelve basic conservation practices: relaxing and flattening documents, removal of paper fasteners, surface cleaning, testing for ink solubility, testing the pH of paper, paste preparation, mending with long-fiber Japanese paper, polyester encapsulation, treatment of leather bound volumes, examining and removing framed material under glass, regular phased box design, and safe work practices when using thymol and o-phenyl phenol.

144 pages, paper. \$7 to SAA members, \$9 to others. To order, write the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. A postage and handling charge will be added to non-prepaid orders.

The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

Minutes: Council Meeting 6-8 June 1983

The spring meeting of the Council of the Society of American Archivists was called to order by President J. Frank Cook at 10:45 a.m., Monday, 6 June 1983, at Aylsford Retreat Center, Darien, Illinois.

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

A motion by Fishbein, seconded by Joyce, to approve the agenda was passed.

Report of the President

Cook, the Society's archivist, reported that all 125 cubic feet of SAA archives have been processed. He will draft a proposed policy on access to sensitive records for Council's review.

The President noted that Council has received copies of his correspondence on various SAA matters.

Report of the Vice President

Gracy moved to approve the appointments of Linda Matthews, Emory University, and Timothy Walch, National Archives and Records Service, to the Editorial Board for the years 1984-87. The motion was seconded by Fishbein and passed unanimously.

Report of the Treasurer

McCarthy reported that the projected performance of the Society's general fund for fiscal year 1983, July 1982-June 1983, will return \$7,444 to reserves.

The Treasurer reported that the proposed lease on office space in Chicago, internal security procedures in the Chicago office, and the fiscal year 1984 general fund budget had been topics of discussion between himself and the Executive Director prior to Council's meeting.

Campbell informed Council that the office is negotiating a new lease for the Chicago headquarters office. The present lease expires 1 August.

Report of the Executive Director

Campbell reported that the level of individual membership in the Society had not changed significantly in the past year. Institutional membership had risen in the period, but the number of sub-

scribers to *The American Archivist* had dropped substantially.

Campbell also reported to Council that the SAA staff is evaluating New York City as a site for the 1987 annual meeting. The initial response from hotels has been good and negotiations are in progress.

The executive director informed Council that the fiscal year 1984 budget does not provide for a replacement for Joyce Gianatasio, who recently resigned as director of administrative services. Campbell stated that Gianatasio's duties had been assigned to several remaining staff members but that the overall level of services from the Chicago office would, of necessity, be reduced.

Volunteer Groups

Council received annual report forms from chairs of SAA task forces, PAGs, and committees, as well as from SAA representatives to various bodies. Discussion of the groups' budget requests was deferred until the overall consideration of finances for fiscal year 1984, but Council committee chairs—Gracy for PAGs, Gordon for committees and representatives, and McCarthy for task forces—led a discussion of activities of the groups in the past year and other requests for Council action that had been received.

A request from the Manuscript Repositories PAG for the establishment of an SAA task force to monitor tax legislation was not approved on a motion by McCarthy, seconded by Purdy. Council noted that tax legislation is one of more than ten major legislative issues in which the Society has a major interest and felt that each of these issues would be more appropriately addressed by working groups within PAGs, by the executive director's office, and by the National Coordinating Committee for the Promotion of History.

Council recessed at 5:30 p.m. and reconvened on Tuesday, 7 June, at 9:00 a.m. In addition to those persons listed who attended the 6 June meeting, Deborah Risteen, SAA staff, attended the 7 June meeting without vote.

PAG Guidelines

On behalf of Council's PAG committee, Gracy presented revised guidelines for PAG operations. The guidelines, which will be summarized in the *SAA Newsletter* and made available to PAG chairs, were adopted on a motion by Holbert, seconded by Hedlin. The guidelines provide that PAGs will become known as "sections" at the close of the 1983 annual meeting.

American Archival Education Institute

The plan of the Committee on Education and Professional Development (CEPD) for an SAA initiative in the area of continuing education was reviewed by Council. The CEPD proposed that the Society establish an American Archival Institute with three major foci: to provide and to foster short-term educational opportunities, principally at the advanced (continuing education) level; to develop course materials; and to provide a center for bibliographic and other information about archives. The Institute, as envisioned in the CEPD proposal, would be a separate, identifiable unit within the office of the executive director and would be supported both by general revenues and by the revenues generated from the activities of the Institute itself.

After considerable discussion of the report, Council approved the charter submitted by the Committee with minor amendments and noting that further review is in order on a motion by Joyce, seconded by Gracy. Bonfield opposed the motion, Hedlin abstained.

A working group from the CEPD is scheduled to meet in Ann Arbor later in

June to begin work on drafting a funding request for the initial activities of the Institute.

Fishbein made a motion that provided for Council review of a draft of the proposal. His motion was seconded by Gordon and passed with McCarthy and Joyce opposing, Hedlin and Gracy abstaining.

Business Consultant Guidelines

Anne Van Camp, vice-chair of the Business Archives PAG, joined Council to discuss guidelines for business archives consultants which the group had submitted for consideration. In its fall 1982 meeting, Council had referred the draft guidelines to Philip Mooney, who had hoped to gain an opinion from the legal staff at his corporation regarding problem areas defined as follows by Council:

—Since the Society has adopted no profession-wide guidelines as to what qualifications establish a person as a professional archivist, is the organization vulnerable in specifying qualifications for persons serving as consultants in the field?

—If SAA publishes a list of “qualified consultants,” what procedures must be in place to provide for the original selection of persons on the list, the handling of grievances of those refused access to the list, etc.?

—What sort of due process procedure would have to be in place to air complaints of those refused listing—and any person who might be deleted from the list?

Council has not received a response from the legal staff. Van Camp argued the need business archivists see for guidelines to assist organizations looking for information and direction on how to establish archives programs and asked Council for prompt action. On behalf of the PAG, Van Camp made

two specific recommendations to move the process forward:

1. To address the immediate problem, the Business Archives PAG asks Council to seek legal guidance on the Society’s ability to endorse guidelines for its professional members and their activities. We ask that this be done as promptly as possible. We recommend that money be appropriated for the 1983-84 fiscal year and that an opinion from an association lawyer be obtained prior to the SAA’s 1983 annual meeting.

2. To address the larger problem, we recommend that Council and the Task Force on Goals & Priorities acknowledge the need of the SAA members for professional standards and guidelines—and establish a mechanism to accomplish the development of these guidelines.

Publications

Campbell and Risteen reviewed the work plan for fiscal year 1984 Society publications. In addition to the journal, the newsletter, and the management newsletter, five new non-periodical publications are envisioned.

Francis X. Blouin, Jr., chair of the Editorial Board, submitted a summary of the procedures of the Publications Management Board for Council’s information. The Board, a body established in 1982 to monitor the publication activities of the Society, is composed of the chair of the Editorial Board, the Executive Director, the Treasurer, a second representative of the Editorial Board, and, depending on the issues involved, either the journal or the projects editor. Council has delegated authority to the PMB to establish directions and priorities for the Society’s publications program, based on input from the Editorial Board and an awareness of the resources available for this purpose.

International Council on Archives

Fishbein reported that Charles Kecskemeti, executive director of ICA, met in Washington with local SAA Council members to discuss SAA's international activities in general and its relations with ICA in particular. The Society has not been notably active with ICA in recent years due to budgetary restraints and a general lack of interest in international affairs on the part of many members.

Vice President Gracy will appoint a member of Council to work with the International Archival Affairs Committee to coordinate American activities during International Archives Week.

Committee on Archival Information Exchange

Max Evans, chair of SAA's Committee on Archival Information Exchange, met with Council to discuss CAIE's plans for the coming year. The committee sought support for a proposed users' manual for the MARC Format for Archival Control and that proposal was explored.

In addition, Evans and Campbell were authorized to work, on behalf of the Society, to prepare a grant proposal to support training, education, and assistance to archivists in the area of automation and archival information systems.

NARS

Hedlin briefed Council on the status of the NARS/GSA study of the administrative framework of the Smithsonian Institution and other governmental agencies.

Wyoming State Archives

Robert D. Bush, Director of the Wyoming State Historical Society, informed Council that a plan for a new state archives, museum, and research center has been approved by the Capitol Building Commission of Wyoming. A

motion by Gracy was seconded by Hackman that Cook communicate and wish them much success.

Grant Proposals

After a discussion of the recent submission of grant requests both by the Society and by joint efforts of which the Society is a part, Hackman moved that Council receive a copy of all grant proposals when they are submitted and copies of performance reports when filed. The motion was seconded by Joyce and passed unanimously.

Council Guidelines

The Council Procedures Handbook being compiled by Holbert and Bonfield was reviewed by Council. A motion by Purdy to accept the rough draft for further consideration was seconded and passed. Assignments for needed additions were distributed. The handbook will be sent to the incoming members of Council.

Archives Consultant Guidelines

Returning to this topic, Hackman submitted the following:

The Society of American Archivists (SAA) encourages organizations seeking the services of an archival consultant to consider the following suggestions:

1. Review the SAA's "Principles of Institutional Evaluation." These will introduce to you the elements of an archival program important to your institution.
2. Review more detailed SAA guidelines where these exist, e.g., the Business Archives Guidelines and the College and University Archives Guidelines.
3. Make certain that your consultant is knowledgeable and experienced in:
 - A. Institutional planning, evaluation, and administration in an archival setting.

- B. Contemporary archival practice in core archival functions including records appraisal, arrangement and description, preservation.
- C. The types of historical records to be collected or created by your organization and the archival appraisal of such records.

A motion by Hackman to accept the suggestions was seconded by McCarthy and passed unanimously.

The suggested guidelines will be sent to chairs of the PAGs, committees, and representatives for further comments.

Archives and Society

Gracy discussed with Council his goals and concerns for his presidential year. He has selected a major concern of the profession on which he would like to focus some of the energies of the Society, namely the image and perception of the archivist and of archival work by the public. Gracy moved to establish a Task Force on Archives and Society. The task force would study and recommend ways and means that the profession—its societies (national, regional, state, and local), its institutions, and archivists as individuals—can increase public awareness, understanding, appreciation, and support of archives and record keeping. The task force will also recommend projects for SAA to undertake over the span of five years. The motion was seconded by Fishbein and passed unanimously.

General Fund Fiscal Year 1984

McCarthy and Campbell reviewed the proposed budget with Council. All of the Society's volunteer groups were asked to submit budget requests on a new annual reporting form which greatly aided Council's deliberations. In reviewing staff reductions in the SAA office, Fishbein moved that the Executive Committee review the personnel needs of the SAA office and report to

Council its findings and recommendations at the October meeting. The motion was seconded by Gordon and passed unanimously.

Holbert moved to approve the fiscal year 1984 budget with anticipated revenue of \$396,054 and expenditures of \$389,700. The motion was seconded by Fishbein and passed. A number of approaches for raising revenues were examined by Council. The following steps were authorized: raising institutional dues, instituting a service charge for the administration of award funds, and raising prices, effective January 1984, of certain SAA publications and of the "Employment Bulletin."

National Historical Publications and Records Commission

After a discussion of the Society of American Archivists' statutory role and responsibilities of the National Historical Publications and Records Commission, Gracy asked that the Society provide its representatives to the NHPRC with more direction on matters relating to NHPRC activities, goals, and priorities. Further, there was discussion of the Commission's recent efforts to develop a statement of policy. Bonfield then offered the following resolution, which Joyce seconded and Council passed, with Hedlin abstaining:

SAA instructs its representatives to the National Historical Publications and Records Commission to develop clear goals and priorities for the historical records program.

Classification of Government Documents

Council instructed President Cook to express the Society's concern to the President of the United States about the seeming expansion of classification of government documents.

The meeting adjourned on Wednesday, 8 June 1983, at 2:00 p.m. at the SAA headquarters office.

1983 Annual Meeting

SAA's 1983 annual meeting in Minneapolis, October 5-8, offered sessions on the past, present, and future of the archival profession to the 800 archivists in attendance. Sessions on management issues—such as personnel and budgeting— and automation dominated the program and were among the best-attended, demonstrating a desire on the part of archivists to develop skills crucial to improving operations in their repositories. Among the most popular sessions were "Planning and Implementing Automated Systems in Archives;" "Word Processing Applications;" "Personnel Management;" and "Goals and Priorities for the Profession."

As the Society approaches its 50th anniversary in 1986, archivists are becoming more interested in the history of the profession. Sessions on 19th century archival principles compared to 20th century realities and on archival myths were among the most popular at the meeting.

As in years past, limited enrollment sessions filled up quickly in Minneapolis. Workshops on process identification of photographs, management by objective, indexing and thesaurus construction, and many aspects of automation were very well attended.

Also popular in 1983 were the preconference workshops: "Administration of Photographic Collections;" "Archives: An Introduction;" "Educational Program for Machine-Readable Records;" and "An Introduction to Oral History in the Archives."

The meeting officially opened on Wednesday, October 5, although many committees and task forces met on October 4 to conduct business, while other meeting participants took part in tours of General Mills and conservation facilities at the Minnesota Historical Society and the Upper Midwest Conservation Association.

On Wednesday, SAA's sections (formerly PAGs) held their annual meetings. Section chairs for 1983-84 are:

Acquisitions—Marion Hanscom
Aural & Graphic Records—Gerald J. Munoff
Business Archives—Linda Edgerly
Conservation—Michael McColgin
College & University Archives—William Maher
Description—Marion Matters
Government Records—Lewis Bellardo
Manuscript Repositories—Robert Byrd
Oral History—Marjorie Fletcher
Reference, Access, Outreach—Edward C. Oetting
Religious Archives—Thomas Wilsted
Theme Collections—Fredric Miller

Later Wednesday, SAA President J. Frank Cook delivered his presidential address, "The Blessings of Providence on an Association of Archivists." Cook, who is also the Society's archivist, used photographs from SAA's archives to illustrate his address, which reviewed the history of the Society from its founding in 1936 to the appointment of an Executive Director in 1974.

Wednesday evening, several audiovisual presentations by and about archives were available for viewing. The Midwest Archives Conference concluded the evening with their talent show, "Raiders of the Lost Archives."

Thursday's activities included a full complement of sessions, a tour of the Minnesota Historical Society, numerous open houses, and the annual business meeting. Thursday evening, many meeting participants attended a performance at the renowned Guthrie Theater.

At the Awards Banquet on Friday, winners of SAA awards were announced by V. Nelle Bellamy, chair, and other

members of the Awards Committee. Richard H.F. Lindemann, Emory University, and Thomas E. Camden, New Hampshire Historical Society, received Colonial Dames Scholarships to the Modern Archives Institute at the National Archives. The Waldo Gifford Leland Prize, awarded to an outstanding published work in the archival field, was shared by James O'Toole for his *Guide to the Archdiocese of Boston* and Lucy Fisher West for *The Papers of M. Carey Thomas in the Bryn Mawr College Archives: Reel Guide and Index to the Microfilm Collection*. The Philip M. Hamer Award for outstanding work by an editor of a documentary publications went to Robert E. McCarthy, Nathaniel Green Papers.

The Oliver W. Holmes Award, given to support travel by a foreign archivist already in the United States, was presented to Stuart Strachan, National Archives of New Zealand. The first Fellows' Posner Prize, for the outstanding article in volume 45 (1982) of the *American Archivist*, went to Mary Jo Pugh, University of Michigan, for "The Illusion of Omniscience: Subject Access and the Reference Archivist," published in the winter 1982 issue.

Three new Fellows of the Society were named by the Professional Standards Committee. They are Sue E. Holbert, Minnesota Historical Society; Alan Ridge, Provincial Archives of Alberta; and Helen W. Slotkin, Massachusetts Institute of Technology.

At the closing luncheon on Saturday, David B. Gracy II, Texas State Archives, assumed the presidency of the Society. His remarks, "Archives and Society: The First Archival Revolution," appear in this issue of the *American Archivist*. Anne Van Camp, co-chair of the 1984 Program Committee, and James O'Neill, chair of the 1984 Local Arrangements Committee,

presented a look ahead to the 1984 meeting in Washington, D.C.

Following the luncheon, many meeting participants took part in tours to Fort Snelling, the Pine Tree Apple Orchard, and the architecturally significant areas of the Twin Cities. Saturday evening, nearly 150 archivists were in the audience for the live broadcast of "A Prairie Home Companion" with Garrison Keillor.

The chair of the 1983 Program Committee was Linda Henry, American Psychiatric Association. Committee members were Patricia Aronsson, Lewis Bellardo, Paul Chestnut, Susan Davis, Victoria Davis, John Dojka, H. Thomas Hickerson, Joan Howard, Anne Kenney, Wilda Logan, Patrick Quinn, William Wallach, and Thomas Wilsted. James E. Fogerty, Minnesota Historical Society, chaired the 1983 Local Arrangements Committee. Committee members included Bruce H. Bruemmer, John Davenport, Marie K. Elsen, Mary K. Jankiewicz, Bradford J. Jensen, Bryan C. Johnson, Jean M. Kirby, David J. Klaassen, Alan K. Lathrop, Dallas R. Lindgren, Lydia Lucas, Marion Matters, Dennis E. Meissner, Bonnie Palmquist, Mollie Price, and Jean G. Toll.

Minutes: Annual Business Meeting 6 October 1983

The annual business meeting of the Society of American Archivists was called to order by President J. Frank Cook, on Thursday, 6 October 1983, at 3:35 p.m. at the Leamington Hotel, Minneapolis, Minnesota. The chair noted that a quorum was present. The agenda was approved. Cook appointed the following committee to approve the minutes of the business meeting on behalf of the membership: Charles B.

Elston, Marquette University, chair; Ellen B. Garrison, East Tennessee State University; and Madeleine Perez, Bowman Gray School of Medicine.

Cook thanked and discharged the Resolutions Committee consisting of Stephen Masar, University of Wisconsin at Madison, chair; Liisa Fagerlund, City of Portland; Lewis J. Bellardo, Jr., Kentucky Department for Libraries and Archives; and Erika Thickman Miller, MCP Archives.

Report of the Nominating Committee

William Wallach, University of Michigan, reported for Victoria Irons Walch, National Archives & Records Service, chair. The 1983 Nominating Committee consisted of Lynn Bonfield, archival consultant, Meyer Fishbein, archival consultant; H. Thomas Hicker-son, Cornell University; Wallach, and Walch.

The work of the Committee included providing for an orderly transition to a nine member Council, as mandated by a 1982 constitutional amendment.

The results of the election were: Vice President and President-elect is Andrea Hinding, University of Minnesota; elected to the three-year Council term is Linda Henry, American Psychiatric Association; elected to the two-year term is John Fleckner, Smithsonian Institution; and elected to the one-year term is Kenneth Duckett, University of Oregon.

The 1984 Nominating Committee consists of Anne Diffendal, Nebraska State Historical Society, chair; Mary Jo Pugh, University of Michigan; and Diana Lachatanere, Schomburg Center for Research in Black Culture, New York Public Library.

Report of the Auditing Committee

Richard Marcus, Spertus College, chair, reported that the committee had reviewed the report of Richard P. Fin-

negan, Certified Public Accountant, who audited the Society's financial affairs for the period July 1982 - June 1983. The Committee accepted the report with corrections and Marcus reported that the Committee will submit formal recommendations to Council concerning format changes in the annual report.

Philip Lothyan, NARS, moved to accept the report of the Auditing Committee. The motion was seconded by David B. Gracy II, Texas State Archives, and passed.

50th Anniversary Working Group

Cook reported that Council had authorized him to chair a working group in preparation for the Society's 50th anniversary in 1986. The group will attempt to add to the documentation on the Society now available at the University of Wisconsin at Madison. Cook called for volunteers to work with him on the project.

Child Care Resolution

Susan Davis, The New York Public Library, presented the following resolution submitted by the Women's Caucus:

WHEREAS the membership of the Society of American Archivists has been experiencing over the past five or so years a "baby boom" of its own, particularly among members who were themselves the products of the post-war baby boom to which Edward Weldon referred in his presidential address to the 1982 SAA Annual Meeting in Boston; and

WHEREAS memberships of other, related professional organizations, such as the Organization of American Historians, the American Studies Association, the American Political Science Association, and the Berkshire Conference, as well as regional archival associations such as the Midwest Archives Conference, have provided for the availability of child care at their meetings for the convenience of

those members who must be or choose to be accompanied by their children;

THEREFORE be it resolved that, the Local Arrangements Committees of the Annual Meetings of the Society of American Archivists, in addition to the duties already laid out for them, be charged with the responsibility of making available adequate, on-site or near site, reasonably priced child care for those SAA members who wish to be or must be accompanied by their children when they attend SAA meetings.

The motion was seconded by Paul Anderson, Washington University at St. Louis, and passed.

The business meeting was adjourned at 4:30 p.m.

ANN MORGAN CAMPBELL
Executive Director

Executive Director's Report

The functions of a national professional association are manifold. For example, during the past year the Society produced a tribal archives conference in New Mexico, helped create the new Division of Archives and Records Management in New Jersey, continued its business archives workshop series in Michigan, published a basic conservation manual, traveled to Alaska to present a basic archives workshop, staged an evening with F. Scott Fitzgerald in Minnesota, held management seminars in California and North Carolina, and awarded a scholarship to a young archivist in Virginia.

Our contacts with archivists and manuscript curators from one end of the country to another indicated that archival programs are often beset by financial uncertainties, facing management and organizational challenges and increased demands for justification of philosophy and mission.

A recommended response to these intimidating (should we term them

challenging?) circumstances is for each organization to examine its purposes, and how well it is reaching its intended publics. The Society is assisting in a variety of ways.

SAA's Goals and Priorities Task Force is working on a statement of mission and goals for the archival profession which may lead to the development of an agenda of needs and suggestions of ways they can be addressed.

A new Archives and Society Task Force will conduct four important pieces of business in the next year. The group will draft a statement on the importance of archives to and in society; propose ways that we as individuals and in groups, within our institutions and our professional societies, can raise public awareness of the importance of archival holdings and programs; list several highest priority projects for the SAA to undertake over the next five years; and serve as a clearinghouse of ideas and information.

The Committee on Education and Professional Development is devising a program to improve opportunities for continuing education for archivists in a period in which our polls and observations indicate a need for more advanced offerings for our more mature audience.

It has been a year of emphasis on internal operations of the Society in many ways. A Council procedures handbook, some might term it a governance manual, has been compiled largely through the good efforts of Lynn A. Bonfield and Sue Holbert. Publications procedures were developed, under the direction of Editorial Board chair Francis X. Blouin, and promulgated in the *Newsletter*. PAG/Section guidelines were prepared by a working group spearheaded by David B. Gracy II and a special *Newsletter* section devoted to PAG/Section reports was inaugurated.

The work of the National Information Systems Task Force, under the inspired

leadership of Richard Lytle and David Bearman, was completed in the past year. A report of a Task Force on Congressional Papers, chaired by William W. Moss, was submitted. It charts a plan for an SAA publication which could be very useful indeed.

As sponsoring members of the National Coordinating Committee for the Promotion of History and the National Humanities Alliance, SAA continued its efforts to influence affairs in Washington. It was a busy year indeed—highlighted by threats to the position of Archivist of the United States and real progress toward NARS independence.

The Chicago office bade farewell during the year to Administrative Services Director Joyce E. Gianatasio, who had been present at our creation in 1974, and to Andi Giannattasio, our bookkeeper. Joyce is now the mother of twin girls and Andi went south to accept her first professional accounting position.

In this period of mild retrenchment, we have not replaced these good women. Their duties have been partially absorbed by those of us remaining in the Chicago office. We have already noted a need for more professional staff attention in the areas of external relations of all kinds: educational programs, liaison with the various volunteer groups—sections, task forces, committees, etc.—and program development in all areas.

As a facet of SAA's efforts to make the most of every budget dollar, the headquarters office is facing a move at the end of the month. Rental rates at our Wells Street location were slated to rise considerably in the future. The new offices will provide SAA with an almost comparable amount of space, at lower cost, and better meet the needs of the Society.

I must inject a personal note, however. After my very recent move into the Campbells' latest historical

restoration project, the very prospect of another heavy session with packing boxes and moving dollies is almost more than I can bear to contemplate!

All in all, it has been a very good year. Unrecorded in Paul McCarthy's financial report which follows are the many hours of hard and productive work contributed to the Society by you good members. In the view of the Chicago staff, there's no better member, and no harder worker on behalf of us all, than J. Frank Cook. It's been a pleasure and a privilege to serve under his leadership.

Much of what we do—those of us in Chicago and those of you working in repositories throughout the land—will not "pay off" until after we are gone. But at least you and I can have the satisfaction of knowing we fought in a good cause—and future generations will thank us for it.

ANN MORGAN CAMPBELL
Executive Director

Treasurer's Report **1 July 1982–30 June 1983**

This report covers the 12-month period 1 July 1982 through 30 June 1983. 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, the Philip M. Hamer Award fund and the Posner award fund are typical of these funds.

Grants 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 Historic Publications and Records 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 1982 amounted to \$165,269 with cash revenues during the 12 month period totaling \$415,659.

Cash revenue consisted of the following:

Membership dues:	\$141,552
Subscription fees:	28,745
Advertising	4,150
Administrative fees (grants)	35,194
Workshops	31,495
Publication & microfilm sales	64,322
Annual meeting	90,763
Interest & dividend income	17,158
Miscellaneous	2,280
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Total Revenue	\$415,659

Cash expenditures from the General Fund during the 12 month period totaled \$402,926 and consisted of the following:

Depreciation	\$2,040
Salaries and payroll taxes	138,764
General and Administrative	84,150
Committee	6,097
Travel	12,231
Publications	82,923
Annual meeting and workshops	73,620
Completed grants—expenses in excess of grants	1,771
Miscellaneous	1,330
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Total expenses	\$402,926

The General Fund cash balance as of 30 June 1983 amounted to \$178,002.

GRANT FUNDS

From 1 July 1982 through 30 June 1983 the Society continued, initiated or concluded nine special projects funded by grants. They were as follows:

- NEH Indian Archives
- ICA Tinker foundation
- NEH Basic Archival Workshop II
- Dirksen Library Congressional Workshop
- NHPRC Archival Manuals II
- NEH Conservation
- NEH Conservation II
- NEH National Information Systems II
- CLR Institutional Evaluation

The balance on hand as of 1 July 1982 amounted to a deficit of \$7,245. For the 12 month period the Society received grant funds in the amount of \$175,338 in full or partial payment for these special projects. Grant revenues were received in support of the following projects:

NEH Indian Archives	37,753
NEH Basic Archival Workshop II	3,861
Dirksen Library Congressional Workshop	3,000
NEH Conservation	41,082
NEH Conservation II	43,370
NEH National Information Systems	44,602
CLR Institutional Evaluation	1,670

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 \$202,788. The following is a summary of these expenses:

Salaries and payroll taxes	\$66,828
Professional fees	17,829
Postage	2,802
Telephone	2,499
Printing and duplicating	9,010
Administrative expenses (to General Fund)	35,194
Supplies	1,419
Employee benefits	3,020
Rent	4,200
Miscellaneous	205
Travel	61,553
Expenses absorbed by General Fund	(1,771)

Total Expenses \$202,788

The Grant Funds as of 30 June 1983 showed a deficit of \$34,695 with a excess of expenditures over revenues of \$27,450 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 for which each was established. As of 1 July 1982, these Special Projects Funds totaled \$95,362 and as of the end of the 12 month period, 30 June 1983, the funds totaled \$104,834. The status of each fund as of 30 June 1983 was as follows:

Leland Award	\$17,028
Endowment	29,714
Philip M. Hamer	2,913
Institute Fellowship	190
Building	47,750
Holmes Award	5,461
Posner Award	1,778

For the 12 month period, the combined activity of the Special Projects Funds generated cash revenue of \$14,171 consisting of gifts and grants of \$3,505 and interest earned of \$10,666. Cash expenditures consisted of awards totaling \$4,699.

SUMMARY

The totaled combined assets of the Society on 30 June 1983 were \$248,245. Total interest for the period was \$27,824. 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 financial health of the Society with particular reference to the operating funds continued to improve although not as dramatically as the previous year. The figures for last year were heavily influenced by the raise in the dues structure accomplished the previous year.

The General Fund cash balance of \$178,002 represents a 7.7% improvement over last year, a real growth of approximately 4.0% + or - .5% given the declining rate of inflation. There are signs to be aware of as we review last year's fiscal performance and project into the current year. Membership dues income is substantially the same as last year and membership numbers appear to be on a plateau. This situation is of concern and is being reviewed; efforts will be made to maintain and expand membership. Each of us, staff, Council and membership, has a role in bringing

new members into the Society to replace members who have retired or left and to continue to expand the membership.

Subscription fees and advertising have declined reflecting a continuing conservative approach to expenditures by both libraries and other repositories as well as commercial firms. In other revenue categories relating directly to members requests for services such as workshops, publications, and the annual meeting demand continued to be strong.

On the expenditure side a substantial investment in new publication stocks the latter part of the year is responsible for the significant expenditures over anticipated budget. This was also accompanied by sales in excess of anticipated revenue. The value of this new stock is an asset that we take into the new year.

Cash reserves on hand represent 45.68% of anticipated expenditures for FY'83 versus 43.89% of anticipated expenditures beginning FY'82.

Grants continue to contribute in a very substantial way to both the Society and individual members directly. Workshops, publications, and special studies such as the work on national information systems focus on concerns of the Society as well as members and non members alike. A difficulty in the timely documenting of costs in one particular project where there is a split in operational responsibility is the only cause for concern in reviewing the operation of our grants program. Steps have been taken to resolve this and speed the collection of our funds from the granting agency.

The Society's fiscal situation has been a subject of serious review by Council. Council has discussed ways to raise additional revenue without changing the dues structure and ways to cut or contain costs. For example, staff vacancies have not been filled, the conference has been staffed at a lower level, and less

space was leased at the new headquarters location. Revenues have been increased by raising institutional dues to make them more comparable to what members pay, a management fee has been levied on special awards, and more realistic fees assessed on some publications and bulletins where prices have not been changed in several years.

The Council has been developing the financial foundation for increased efforts in the educational field that could be assumed by the Society with hard dollars in future years.

As indicated in the sheets made available to you, you as members provide the major support to the Society through dues, purchases of publications and attendance at workshops and the annual meeting. Obviously you are also the major beneficiary of the Society's services directly or indirectly. It is important for you to continue or start if necessary to discuss with staff, Council members and officers those programs, projects and publications that will be most helpful to you in carrying out your professional assignments. The budget and associated financial systems are here only to carry out the program that reflects the professional interests, responsibilities and requirements of the profession. You have a significant role in establishing that program and hence the budget to carry it out.

As mentioned previously, this is a membership driven organization and I would like to personally extend my thanks to you on behalf of the Officers and Council for your continuing support.

PAUL H. MCCARTHY, JR.
Treasurer

Minutes: Council Meeting 2 October 1983

The meeting of the Council of the Society of American Archivists was called to order by President J. Frank Cook on Sunday, 2 October 1983, at 9:15 a.m. at the Midland Hotel, Chicago, IL. Present were President Cook, Vice President David B. Gracy II, Treasurer Paul H. McCarthy, Jr., Council members Meyer H. Fishbein, Robert S. Gordon, Larry J. Hackman, Edie Hedlin, Sue E. Holbert, William L. Joyce, and Virginia C. Purdy. Council member Lynn Bonfield was absent. Attending without vote were Vice President-elect Andrea Hinding; Council members-elect Kenneth W. Duckett, John A. Fleckner, and Linda Henry; Executive Director Ann Morgan Campbell; and Joyce E. Gianatasio. McCarthy moved that the agenda be adopted. Hackman seconded the motion, which passed. Fishbein moved that the minutes be approved as amended. The motion was seconded by Holbert and passed.

Report of the President

Cook thanked Hackman for the excellent testimony he gave before Congress on the NARS independence issue.

Cook reiterated his interest in strengthening the Society's relationship with state archivists and with the National Association of State Archives and Records Administrators (NASARA) and expressed his regret that NASARA had not accepted the Society's invitation to schedule its meeting in Washington in 1984 just prior to or following SAA's annual meeting.

Report of the Vice President

Gracy announced the following appointments. Lewis J. Bellardo, Jr., Kentucky Department for Libraries and Archives, will chair the Committee on Archival Information Exchange; John F. Dojka, Yale University, will join the

committee. Charles G. Palm, Stanford University, will chair the Awards Committee. Ruth W. Helmuth, Case Western Reserve University, will co-chair the Education and Professional Development Committee with Trudy Peterson, National Archives and Records Service. Maygene Daniels, National Archives and Records Service, has accepted an appointment as the chair of the International Archival Affairs Committee. The new chair of the Regional Archival Activities Committee is David J. Murrah, Texas Tech University. Edwin C. Bridges, Alabama Department of Archives and History, will represent the Society on the AHA/OAH/SAA Joint Committee on Archives and History; Ronald J. Chepesiuk, Winthrop College, will join the ALA/SAA Joint Committee on Archives/Library Relationships. Frank H. Mackaman, Dirksen Congressional Research Center, will chair the Task Force on Archives and Society; committee members will be Faye Phillips, Troup County Archives; Bruce W. Dearstyne, New York State Archives; James A. Nelson, Kentucky Department for Libraries and Archives; and Kevin Flood, National Archives and Records Service.

Report of the Treasurer

McCarthy distributed copies of his report and the auditor's report for FY83. He reported that the financial health of the Society continued to improve during the past year. Membership figures have not changed substantially, but subscriptions to the *American Archivist* continued to decline in number.

Report of the Executive Director

Reporting on the publications program, Campbell announced the introduction of a new basic manual, *Archives and Manuscripts: Conservation*, by SAA staff member Mary Lynn Ritzenthaler. SAA is distributing *J. Franklin Jameson and the Birth of the*

National Archives, by Victor Gondos, Jr., Gary and Trudy Peterson, NARS, are preparing a manual on legal issues. William Deiss's museum archives manual is almost ready for production, and the first drafts of both John Fleckner's tribal archives volume and Margaret Hedstrom's (State Historical Society of Wisconsin) manual on the administration of machine readable records have been completed.

The Toronto Area Archives Group is distributing SAA publications in Canada, saving the Society the cost of shipping individual packages through international mail and negotiating foreign checks. A similar arrangement may be established in Australia.

Campbell reported that Nancy Sahli, archival consultant, had been authorized to begin work on a project designed to define the steps necessary to prepare work performed under the auspices of the National Information Systems Task Force for wider distribution.

Campbell announced that the Society's headquarters office will move to 600 South Federal Street in Chicago in late October or early November. Several possible locations were investigated after negotiations to secure a favorable lease at the South Wells Street address were unsuccessful.

Campbell reported that nearly 800 archivists are expected to participate in the Minnesota annual meeting. Evening activities and tours will be particularly well attended.

Definition of An Archivist

Council discussed "Archivist: A Definition," which was prepared by James M. O'Toole (Archdiocese of Boston), Trudy Peterson (NARS), and John Fleckner (Smithsonian Institution) at the request of Vice President Gracy. Gracy moved that Council thank the group for its work in preparing the

definition, publish the definition in the *SAA Newsletter*, and invite members to send their comments to him. He will report the membership's reaction to Council. Purdy seconded the motion which passed with Hedlin in opposition.

Standard Reporting Practice

McCarthy moved that the final report of the Task Force on Standard Reporting Practice be published in the *SAA Newsletter*, and that readers be encouraged to use it in their institutions and comment on the results of its use. Comments will be sent to the Task Force on Institutional Evaluation for inclusion in its report, as well as to the National Association of State Archives and Record Administrators (NASARA) for review in light of NASARA's work on uniform standards. The motion was seconded by Joyce and passed.

50th Anniversary Task Force

Cook passed the chairmanship of the meeting to Gracy while Council discussed the implications of SAA's 50th anniversary in 1986. On a motion by Cook, seconded by Fishbein, Council established a working group, chaired by Cook, to gather documentation for use in planning the celebration of the Society's 50th anniversary. Council also urged that archivists carry out appropriate research and publishing and celebratory activities.

Bylaws

Cook resumed the chair. Council discussed the Society's fifth bylaw concerning the Nominating Committee, which states that "The president shall appoint the chair from among three (3) elected members of the committee." In recognition of the fact that the vice president-elect has actually appointed the chair of the Nominating Committee for many years, Gracy moved that the bylaw be amended to read, "The vice president-

elect shall appoint the chair from among the three (3) elected members of the committee." The motion was seconded by Holbert and passed.

The bylaws provided that the two retiring members of Council serve on the Nominating Committee. Since Council was expanded to nine members, there will be three retiring members each year. Hackman moved that bylaw number five be amended to read, "There shall be a nominating committee composed of five (5) members, two (2) of whom are selected by lot from among the retiring members of Council . . ." Holbert seconded the motion which passed. Gordon abstained.

Awards

The SAA Headquarters office has received many contributions in memory of C.F.W. Coker, former editor of the *American Archivist*, who died in June, 1983. Holbert moved that Council create the C.F.W. Coker Award for Finding Aids. The motion was seconded by Hackman and passed.

Gracy then moved that the president appoint a committee, with the treasurer as an ex-officio member, to recommend guidelines and procedures for the establishment of a memorial fund. The motion, which was seconded by Joyce, passed. Council concurred that no special award should be established unless donations meet a critical level—typically the several thousand dollars required to support an annual award from interest earnings.

SAA Personnel/Program Needs

Council discussed the personnel needs of the headquarters office. It was the sense of Council that greater attention should be given to specialized educational programs. President Cook appointed an ad hoc committee consisting of Joyce (chair), Hinding, and Gracy to present a proposal in this regard at Council's meeting later in the week.

Archival Consultants

The "Suggestions for the Selection of Archival Consultants," adopted by Council during its June 6-8 meeting, have been sent to PAG chairs for their comments. The "Suggestions" will be printed in the *SAA Newsletter* as well, and comments will be requested.

Mission Statements for Committees, Representatives, and PAGs

Gordon and Fishbein have prepared draft mandates for SAA committees and representatives to be included in the Council handbook. Gordon moved that the mandates, as well as additional information to be compiled—including how chairs are appointed, how members are appointed, and how long chairs and members serve—be distributed to committee chairs and representatives for their comments. The motion was seconded by Fishbein and passed.

Gracy reported that PAGs are working on draft statements of goals and objectives. Council will review them in the spring as part of the PAGs annual reports.

National Historical Publications and Records Commission (NHPRC)

Helen W. Slotkin, Massachusetts Institute of Technology, joined the meeting. Slotkin and Gracy, SAA's representatives to NHPRC, asked Council's guidance in defining their role as the Society's representatives. After a discussion of NHPRC, Council focused on one immediate concern, and Joyce made the following motion: In the event the position of Director of the Records Program becomes vacant, Council instructs its representatives to urge the Commission to conduct a nationwide search in order to fill the position. Fishbein seconded the motion, which passed. Hedlin abstained.

Task Force on Minorities

McCarthy made the following motion:

SAA actively commits itself to improve participation of minorities in the archival profession and in the activities of SAA. Council requests the Minorities Task Force to identify and seek to address the concerns facing minorities within the archival profession; to develop and maintain a roster of minority professionals and serve as a clearinghouse for minorities in the profession; to develop a program to promote the wider participation of minorities in the activities of the profession and its professional organizations; and to develop a proposal to identify, support, and promote financial assistance for training programs to recruit and train minorities.

The motion was seconded by Joyce and approved.

Hackman made the following motion:

On behalf of all the members of the Society, Council expresses its appreciation to retiring President J. Frank Cook, and retiring Council members Meyer Fishbein and Lynn Bonfield, for their many contributions to the work of the Council and the Society during their terms in office. Council wishes them well in their future work and encourages their continued contributions to the Society and the profession.

The motion was seconded by Gordon, passed.

On a motion by McCarthy, seconded by Gordon, the meeting was adjourned at 4:20 p.m.

ANN MORGAN CAMPBELL
Executive Director

**Minutes: Council Meeting
8 October 1983**

The meeting of the Council of the Society of American Archivists was called to order by President David B. Gracy II, on Saturday, 8 October 1983, at 7:00 a.m., at the Leamington Hotel, Minneapolis, Minnesota. Present were President Gracy, Vice President Andrea Hinding, Treasurer Paul H. McCarthy, Jr., Council members Kenneth W. Duckett, John A. Fleckner, Robert S. Gordon, Larry J. Hackman, Edie Hedlin, Linda Henry, Sue E. Holbert, William L. Joyce, and Virginia C. Purdy. Executive Director Ann Morgan Campbell and SAA staff member Antonia Pedroza attended without vote. The motion by Gordon to approve the agenda was seconded and passed.

Executive Committee Representative

Council entered executive session and selected Virginia Purdy its representative to the Executive Committee.

Institutional Dues

At its budget meeting in June, 1983, Council discussed several ways to increase revenue. McCarthy moved to increase institutional membership dues to \$65 (from \$50) and that the Management For Archival Institutions Newsletter be added to the list of benefits. The sustaining membership dues were increased to \$150 (from \$100). The motion was seconded by Hinding and passed. Individual dues will remain at the level established in 1980.

Issues & Priorities

Gracy reported that he would like to appoint a working group of Council members. The group's purpose is to suggest a framework of priorities and issues facing the Society to facilitate Council review of proposed Society actions. The group will not supercede the Council committees, task forces, etc.

Objecting to the proposed procedure, Holbert stated she did not feel the group would save Council significant time or effort. The issues are matters that should be discussed by Council as a whole.

Council voted to establish the ad hoc committee, in effect until the January Council meeting, with Holbert and Purdy opposing. Assigned to the group are: Fleckner, Holbert, and Hedlin as chair.

American Archival Education Institute

Joyce read the following communication from the Committee on Education and Professional Development (CEPD).

The Committee on Education and Professional Development met on October 4, 1983, and reviewed the work of the subcommittee delegated to establish parameters for the American Archival Education Institute and the implementation of the proposal. The Committee endorsed the objectives established by the subcommittee which were:

1. Continuing education.
2. Course materials.
3. A clearinghouse.

The Committee recognized the necessity for grant funding for the initial phase of the project.

The Committee is concerned that a proposal for the Education Institute be available in final form for the consideration of the Council in January. To that end, the Committee requests that funding be made available for the subcommittee to meet with the Executive Director before November 15 to insure the completion of a grant proposal.

After the Council has considered this proposal, the Committee would welcome the opportunity to review it in its final form, and to make whatever contributions we can to this project, which we enthusiastically endorse.

Francis X. Blouin, Jr.
Ruth W. Helmuth
Chairs, CEPD

Purdy moved that Hinding, working with representatives of the Committee and with Campbell, have a grant proposal prepared by the January meeting. The motion was seconded and passed.

Archives & Society Task Force

After review of the membership of the task force, Hackman moved, the motion was seconded, and Council voted to add a new member to the task force and to allocate up to \$500 in additional travel expenses to the group. The new member is Linda Henry.

Resolutions

Holbert presented the following resolutions:

WHEREAS, the necessity of restoring independence to the National Archives and Records Service was stated in a resolution of the Council of the Society of American Archivists (SAA) adopted on September 9, 1976; and

WHEREAS, SAA Council has worked for the reauthorization of the National Historical Publications and Records Commission and for increased appropriations for its programs; and

WHEREAS, Representative Glenn English has been instrumental in introducing and advocating the passage of H.R. 3987 and H.R. 2196 to accomplish these goals;

BE IT THEREFORE RESOLVED that SAA Council expresses its appreciation to Representative English for his interest and support, and offers its sincerest commendations.

BE IT FURTHER RESOLVED that the Executive Director send a copy of this resolution to Representative English and to other interested parties, including appropriate public media.

WHEREAS, the necessity of restoring independence to the National Archives and Records Service was stated in a resolution of the

Council of the Society of American Archivists (SAA) adopted on September 9, 1976; and

WHEREAS, SAA Council has worked for the reauthorization of the National Historical Publications and Records Commission and for increased appropriations for its programs; and

WHEREAS, Representative Jack Brooks has been instrumental in introducing and advocating the passage of H.R. 3987 and H.R. 2196 to accomplish these goals;

BE IT THEREFORE RESOLVED that SAA Council expresses its appreciation to Representative Brooks for his interest and support, and offers its sincerest commendations.

BE IT FURTHER RESOLVED that the Executive Director send a copy of this resolution to Representative Brooks and to other interested parties, including appropriate public media.

Gordon moved to adopt both resolutions. The motion was seconded by Hinding and passed.

WHEREAS, the necessity of restoring independence to the National Archives and Records Service was stated in a resolution of the Council of the Society of American Archivists (SAA) adopted on September 9, 1976; and

WHEREAS, Senator Thomas Eagleton has been instrumental in introducing and advocating the passage of S.905 to accomplish this goal;

BE IT THEREFORE RESOLVED that SAA Council expresses its appreciation to Senator Eagleton for his interest and support, and offers its sincerest commendations.

BE IT FURTHER RESOLVED that the Executive Director send a copy of this resolution to Senator Eagleton and to other interested parties, including appropriate public media.

Moved by Hinding, seconded by McCarthy, and passed.

WHEREAS, The Society of American Archivists (SAA) Council has worked for the reauthorization of the National Historical Publications and Records Commission and for increased appropriations for its programs; and

WHEREAS, Senator Mark Hatfield has been instrumental in introducing and advocating the passage of S. 1513 to accomplish this goal;

BE IT THEREFORE RESOLVED that SAA Council expresses its appreciation to Senator Hatfield for his interest and support, and offers its sincerest commendations.

BE IT FURTHER RESOLVED that the Executive Director send a copy of this resolution to Senator Hatfield and to other interested parties, including appropriate public media.

Moved by Hinding, seconded by McCarthy, and passed.

Council selected the dates of January 27-30, 1984 for its winter meeting. Council then moved into Executive Session to discuss the Executive Director's contract, which expires on December 31, 1984, after which the meeting was adjourned.

ANN MORGAN CAMPBELL
Executive Director

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.

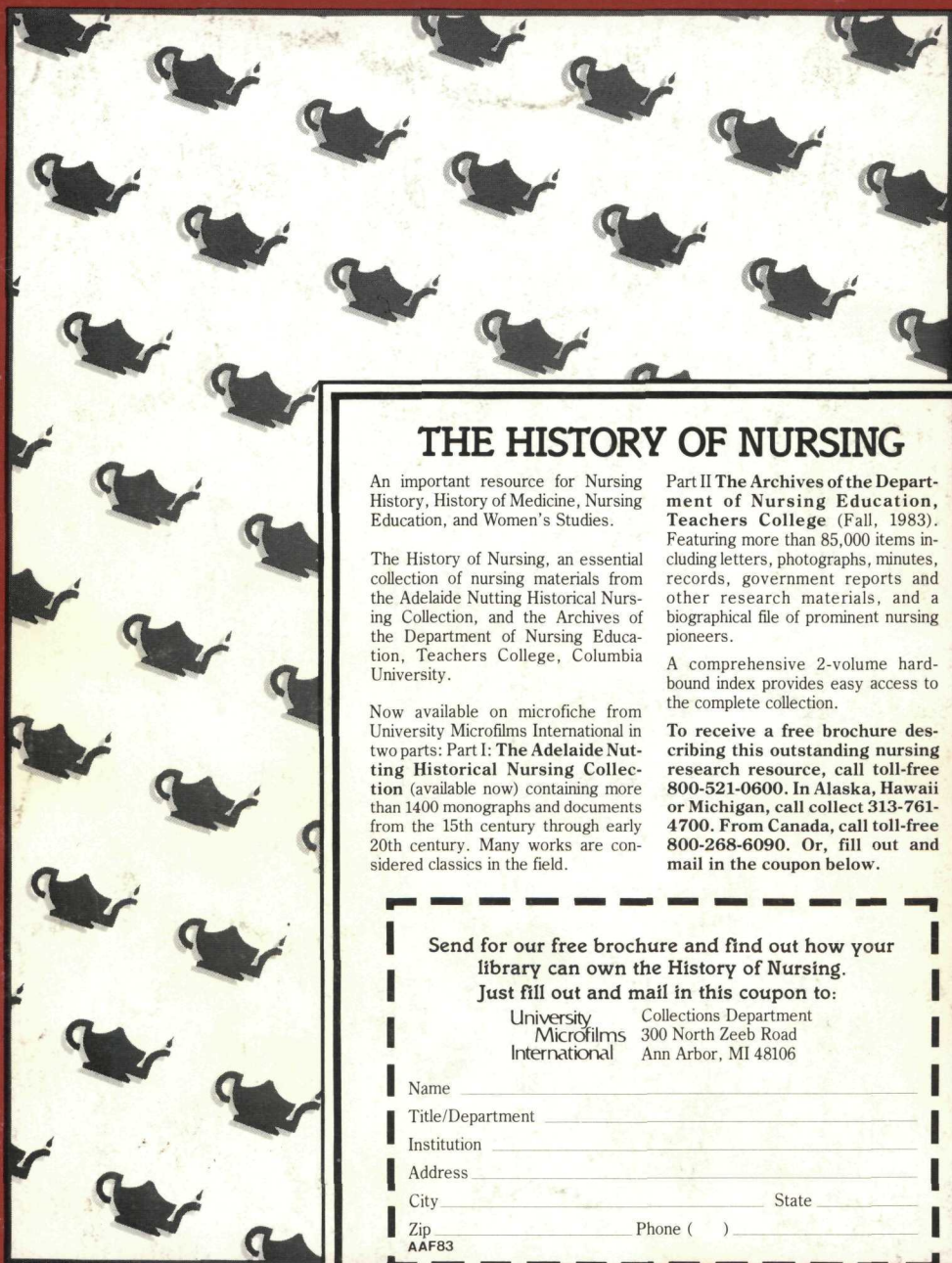
Editors of the *American Archivist* use the University of Chicago *Manual of Style*, 12th edition, as the standard for style, including footnote format, and *Webster's New International Dictionary of the English Language*, 3d edition (G. & C. Merriam Co.) for spelling and punctuation. Authors' variations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

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