

What afflicts some matboards with warp, wave and curl? And what can be done about it?

We've been hearing, lately, about matboards which show an irritating tendency to warp, wave, or curl at the edges. Not *our* matboards (we're pleased to note), but still a problem for both framers and conservators.

The difficulty can originate in manufacturing, and then there is little choice but to replace the offending product. In many cases, however, it may result from improper handling of the matboard after receipt. To avert this, some insight into the nature of the boards themselves, and how they are made, may help.

Manufacturing curl or warp can result from uneven tension or drying, either on the paper machine or in later laminating or winding. This, like other mechanical difficulties, is almost impossible to correct; happily, it is quite infrequent. The most common problem of this type is improper winding tension, which creates "roll set," generally across the paper grain.

Paper, being hygroscopic, will absorb moisture from the atmosphere, or surrender moisture in a drier environment. In either case, distortions in the sheet result. In a dry atmosphere, when paper loses moisture at its edges, the result is a condition known as "tight edges," because the edges of the sheets have

shrunk. Paper which is drier than its environment will gain moisture; the edges stretch and become wavy, especially across the grain, since in absorbing moisture the fibers swell in diameter rather than lengthen.

Careful control of raw materials, and of fiber treatment, as well as proper drying and tension in the papermaking process, are critical to producing consistently good paper. This is especially true in making laminated papers, such as matboards, and all these factors are monitored scrupulously in the manufacture of all our Archivart® products.

It may normally be expected that paper in its sealed container will be flat, since it has been shipped with the proper moisture content. To avoid later problems, the paper should be permitted to come slowly into equilibrium with its new environment. Adjustment to room temperature is critical, and must be done while the paper is still in its sealed packages. Cold paper opened in a warm room will immediately become wavy at the edges, as a result of moisture condensation.

In general, paper should remain sealed until it is used, and be kept wrapped or covered even during use to minimize gain or loss of moisture. Extremes of both temperature and relative humidity should be avoided; maintenance of 45–50% relative humidity at 70°F is a prudent goal.

Obviously, this range will be difficult to maintain without air conditioning in summer, or humidification in winter. Both are highly recommended; with matboards manufactured to rigid standards and the exercise of proper care, paper-moisture problems will be minimized.

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The International Scene

RONALD J. PLAVCHAN, *Editor*

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Archival Journals in English

Archives is a constantly evolving profession. As technology affects record keeping, archivists are faced with new challenges. While the *American Archivist* and journals published by regional organizations keep us abreast of current trends, there is another archival world beyond our borders.

At the last meeting of the International Archival Affairs Committee, there was a proposal to compile a list of archival journals written in English and published outside the United States. The committee hopes that making this information avail-

able will encourage American archivists to subscribe to one or more of these archival journals.

The list was compiled by Thomas Wilsted, Salvation Army Archives and Research Center, from information provided by the International Council on Archives and from other sources. If there are other journals not included on the list, please send this information to the International Archival Affairs Committee, c/o Maygene Daniels, chair, National Archives and Records Service, Washington, DC 20408.

National Archival Journals in English**AUSTRALIA**

*Archives and Manuscripts, the Journal
of the Australian Society of Archivists*
Australian Society of Archivists
P.O. Box 83
O'Connor, ACT 2601
Australia

CANADA

Archivaria
Association of Canadian Archivists
P.O. Box 3026
Postal Station "C"
Ottawa, Ontario K1A 0N3
Canada

The Archivist
Public Archives of Canada
395 Wellington St.
Ottawa, Ontario K1A 0N3
Canada

Bulletin, Records Management
Public Archives of Canada
395 Wellington Street
Ottawa K1A 0N3
Canada

DENMARK

The Restaurator
Munksgaard International Publishers
Ltd.
35 Norre Sogade DK-1370
Copenhagen K — Denmark

GREAT BRITAIN

*Archives, the Journal of the British
Records Association*
Honorary Treasurer
British Records Association
The Charterhouse
Charterhouse Square
London EC1M 6AU
England

Business Archives
Business Archives Council
BAC, Dominion House
37-45 Tooley Street, London Bridge
London SE1 20F, England

Journal of the Society of Archivists
c/o Honorary Treasurer
C.R.H. Cooper M.A.
Guild Hall Library
Aldermanbury, London EC2P2EJ
England

The Paper Conservator
The Paper Group
P.O. Box 17
London WC1N 2PE, England

Public Record Office
Public Record Office
Chancery Lane
London WC2A 1LR England

INDIA

Indian Archives
National Archives of India
New Delhi 110 001
India

IRELAND

Irish Archives Bulletin
Irish Society of Archives
82 St. Stephen's Green
Dublin 2, Ireland

NEW ZEALAND

*ARCHIFACTS, Bulletin of the Archives
and Records Association of New
Zealand*
P.O. Box 11-553
Manners Street
Wellington, New Zealand

SOUTH AFRICA

S.A. Argiefblad/S.A. Archives Journal
The Editors
c/o Government Archives
Private Bag X236
Union Building
Pretoria, South Africa
(Afrikaans and English)

International Archival Journals in English*The Arab Archives*

Arab Regional Branch of the
International Council on Archives/
ARBICA

Salim Al-Alousi, Sec. Gen. ARBICA
Director General, National Centre of
Archives

P.O.B. 594

Baghdad

Republic of Iraq

(English and Arabic)

ARCHIVUM

International Council on Archives
Secretariat

60 rue des Francs-Bourgeois

75003 Paris, FRANCE

(English and French)

Bulletin ADPA. Automation-Archives

Bulletin of the Automation Committee
of the ICA

M. Jean Pieyns

65 rue des Buissons

B-4000 Liège, Belgium

or

Meyer H. Fishbein

5005 Elsmere Ave.

Bethesda, MD 20814

*Bulletin of the Business Archives
Committee*

International Council on Archives
c/o O. Dascher

Westfälische Wirtschaftsarchiv

Markische Strasse 120

4600 Dortmund, Germany

(English and French)

*Bulletin of the ICA Microfilm
Committee*

Carmen Crespo, Editor

Centro Nacional de Microfilm

Madrid, Spain

Caribbean Archives

Caribbean Archives Association —
Regional Branch of the International
Council on Archives/CARBICA

c/o Secretary

B.P. 74

Department of Archives

Basse-Terre

Guadeloupe

(English, French, and Spanish)

Conservation News

Bulletin of the Committee on
Preservation and Restoration of the
ICA

Mr. Y.D. Kathpalia

11-A/37 Western Extension

New Delhi, India

ECARBICA Journal

Journal of the East and Central African
Regional Branch of the ICA

Editor: Mr. S.S. Mwigueriwa

National Archives of Malaŵi

P.O. Box 62

Zomba, Malaŵi

JANUS

Bulletin of the Section of Professional
Archival Associations of the ICA

c/o Mr. J. van Albada

Stadsarchief

Postbus 90158, 5200 MK

's-Hertogenbosch, The Netherlands

Southeast Asian Archives

Journal of the Southeast Asian Regional
Branch of the ICA

National Archives of Malaysia

Jalan Sultan, Petalang Jaya

Kuala Lumpur, Malaysia

SWARBICA Journal

South and West Asian Regional Branch
of the ICA

Dr. N.H. Kulkarnee

Swarbica Secretariat

National Archives of India

Janpath, New Delhi 110 001

India

marac publications

Publications of the Mid-Atlantic Regional Archives Conference are designed to meet the needs of the archival profession, providing reference tools for those managing small repositories and basic training programs as well as those interested in archival advocacy. MARAC publications are excellent for distribution in seminars and workshops. Discount prices are available for bulk orders.

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Guidelines for Archives and Manuscript Repositories \$ 3.00

"The MARAC task force which produced this volume identified two goals: to inform the novice about what an archivist does and should do, and to serve as a resource guide. These goals have been fulfilled admirably." -- *American Archivist*

The Coalition to Save our Documentary Heritage, Charlene Bickford 3.50

Paper and Leather Conservation: A Manual, Paul Mucci 3.50

MARAC 1984 Directory 3.50

Back issues of *mid-atlantic archivist* 1.75

Technical Leaflets 1.00

10% discount on orders of 10-49 of any one title; 20% discount on orders of 50 or more of any one title. Prices include postage and handling.

To place an order or for membership information, write to:

Brother Denis Sennett
Secretary, MARAC
Friars of the Atonement Archives
Graymoor
Garrison, New York 10524



mid-atlantic regional archives conference

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.

A recent reorganization at **Aetna Life & Casualty** has placed the Aetna Resource Collection, including the archives, within the Corporate Information Center at the Aetna Institute in Hartford, Connecticut.

The **Alabama Department of Archives and History** has begun a major reorganization of its government records programs. The responsibility for state and local government records and the state documents collection has been integrated into a single division. The first phase of reorganization concentrates on the management of the records currently housed in the state archives. During July and August 1983, more than 100,000 pounds of obsolete state records were destroyed, clearing completely a stack level of 2,000 square feet. Over 2,000

cubic feet of duplicate state records were distributed to universities, public libraries, and selected state agencies in early September. Efforts are now under way to produce inventories of state records and state documents presently in custody of the department. This work was made possible through an NHPRC grant for upgrading the records control system.

With grants from the Kress Foundation and the National Endowment for the Arts, the **Art Institute of Chicago** produced a videotape training film entitled "Museum Security: A Guard's Role," with an accompanying instructor's guide. The twenty-minute tape can be shown alone or as part of a one-hour class with discussion. Also included is an outline for

a basic five-hour training course. When using the outline, the tape and a general discussion take the first hour. Each of the major topics in the film is then covered in additional lessons outlined in the instructor's guide. The tape will be distributed in VHS, Beta, and 3/4-inch formats. Cost may vary depending on the number of copies made at one time. For further information contact Director of Protection Services, Art Institute of Chicago, Michigan Ave. at Adams St., Chicago, IL 60603.

In October 1983 three business archivists presented a program on business archives to the **Chicago Area Archivists Group**. Archivists from the Wm. Wrigley Jr. Company, the National Dairy Council, and the First National Bank spoke about their archives and about the problems of business archivists as a group.

The **Chicago Historical Society** has begun to computerize access to its collections, both cataloged and uncataloged. A data base in MARC format will be developed, using the NISTF data element dictionary. Index terms will probably be based on Library of Congress subject headings. Word processing equipment linked to the computer will produce library cards to be interfiled in the current card catalog.

Beginning 1 January 1984, the **Concordia Historical Institute** raised several service fees because of the number of requests, rising costs, and understaffing. The institute is also collecting copies of commemorative memorabilia relating to the observance of the 500th anniversary of the birth of Martin Luther. Archivists with suggestions for sources of such material may contact the Department of Archives and History, The Lutheran Church-Missouri Synod, 801 DeMun Ave., St. Louis, MO 63105.

On 17 January 1984, during dedication ceremonies of new facilities in the Obstetrics and Gynecology Department at **Cook County Hospital**, Chicago, Mayor Harold Washington remarked "I was born here and if you don't believe it, check with the archivist." The archivist was called and asked to verify the mayor's statement. Patient registers from 1872 to 1938 are kept in the archives, so the desired volume was located and taken to the Ob/Gyn Department, much to the delight of the mayor and his audience. Mayor Washington was born at the hospital on April 15, 1922.

The SAA received a matching funds grant from the **Everett McKinley Dirksen Congressional Leadership Research Center** to plan a guide to the retention and disposition of materials from the service of members of Congress. The first phase of the project will be a series of consultations with legislators, their staffs, research scholars, and archivists to seek a consensus on suggested approaches to the administration of congressional manuscript collections. A second phase, to be completed this year, will see the formulation and distribution of guidelines. Institutions interested in applying for grants under the Congressional Documentary Heritage Program should contact Executive Director, The Dirksen Center, Broadway and Fourth Streets, Pekin, IL 61554.

The August 1983 newsletter of the **Georgia Department of Archives and History** featured an article on the development of a cooperative records center by the governments of the City of Rome, Floyd County, Rome City Board of Education, and Floyd County Board of Education. These governments have renovated a Floyd County Board of Education building with a storage capaci-

ty of 11,040 cubic feet. The building will serve as both an archives and a records center.

In October 1983 the **Illinois State Archives** published a *Guide to County Records in the Illinois Regional Archives*. Publication marked the completion of the first series of developmental goals set for the Illinois Regional Archives Depository System (IRAD). The archives summarized these goals as accessioning county records of substantial research value at each of the six regional depositories, establishing physical and intellectual control over those holdings, and publishing a guide to the IRAD holdings.

The regional archives system was established in 1976 with the assistance of a grant from the National Endowment for the Humanities and is now a fully funded program of the Illinois State Archives. As such, it is an element in the Illinois Secretary of State's annual budget. The state archives reports that the sound fiscal footing of the system and the allocation of two staff positions has been responsible for the rapid progress of the system to full maturity.

In Chicago and Cook County the situation has been different. There has never been a systematic records management program for those jurisdictions. The state archives has included records management for Chicago and Cook County in its long-range planning since 1975, but a combination of factors prevented attempts to establish the program. The Illinois Historical Records Advisory Board assessment report recommended the employment of a records management staff, establishment of a public archives, and reactivation of the Cook County Local Records Commission so that it can "meet its statutory responsibilities of providing economy and efficiency in local public records keeping ... and promoting the ar-

chival preservation of permanent records." A records management inventory has now been made possible by an NHPRC grant matched by funds from the secretary of state. The funds pay the salaries of four contractual records analysts who began surveying the city and county records after permanent archives staff temporarily relocated to Chicago to start the program. To aid the grant workers, the archives transferred a full-time records analyst to Cook County from a downstate staff position. The goal of the program is to integrate Cook County into the IRAD system.

Kraft, Inc., a subsidiary of Dart and Kraft, Inc., has recently hired an archives manager for its headquarters in Glenview, Illinois. The archivist is responsible for planning and implementing an archival program that will document the history of the company, its people, and its operations. The new archives will use an automated data base for retrieval.

The **Mississippi Department of Archives and History** received a grant from NHPRC to arrange and describe its newsfilm collection and to develop a computerized finding aid. The department will develop software in consultation with the Library of Congress, the CBS Television Archives, and others. The new software will eventually run on the department's computer. For further information contact Film Cataloging Project, PO Box 571, Jackson, MS 39205.

The **City of Mobile**, Alabama, established a municipal archives on 27 September 1983. Four employees are assigned to the project. A search is continuing for a suitable permanent building for renovation or a site for the construction of a new facility. Projects include the

development of records retention schedules and the microfilming of selected historical records.

The executive board of the **National Institute on Genealogical Research Alumni Association** has created a scholarship in memory of the genealogist Richard S. Lackey. The scholarship will be awarded annually to a full-time employee of a public or private institution serving genealogists and will provide full tuition payment to the National Institute on Genealogical Research. Applicants will be judged on knowledge and interest in genealogy as well as on leadership. Applicants displaying a potential for publishing in the field of genealogy will be given preference. The letter of application must state the applicant's qualifications and reasons for wanting to attend the institute and will be a factor in the selection. A letter of support from the applicant's employer should accompany the letter of application. Applicants should submit applications before February 1 of the year in which they want to attend the summer institute. For further information contact Scholarship Selection Committee, National Institute on Genealogical Research Alumni Association, PO Box 50115, Washington, DC 20004.

The **New York City Department of Records and Information Services** has reinstituted the publication of its quarterly newsletter, *Notes*. The newsletter is available on exchange to municipal libraries and archives and by subscription. For further information contact *Notes* Editor, Room 308, 52 Chambers St., New York, NY 10007.

In April 1984 the State Archives Division of the **Oklahoma Department of Libraries** published the first issue of the *ODL Archives*. It included a research note on papers of the governors, recent acces-

sions, and a list of available guides and inventories.

At the **Princeton Theological Seminary**, work is underway on the New York section of the first volume of a guide to China mission resources. Cooperation among denominational repositories and many secular collections will be necessary for the guide to be comprehensive and useful to researchers. Archivists with material concerning China missions and missionaries are requested to contact China Mission Resources Project, Princeton Theological Seminary, Speer Library, P.O. Box 111, Princeton, NJ 08540.

Regis College, 235 Wellsley St., Weston, MA 02193 has recently opened its archives. The archives currently holds about 100 cubic feet of records.

Arson in a classroom prompted the **Santa Barbara Mission Archive-Library** of Santa Barbara, Calif., to review security procedures. As a result, the organization has installed a new security system, installed a smoke detector in the vault, added an outdoor bell alarm linked to the six inside smoke detectors, and added an electric eye in the lecture room.

The **SPINDEX Users Network (SUN)** is enlarging its activities beyond SPINDEX to other archival applications of computers. At the 1983 SAA annual meeting, SUN officers received a mandate to investigate how best to achieve the expansion. A report and a proposed revised constitution and bylaws will be circulated to members. The SUN membership will discuss and act on the proposals at a special meeting to be held during the 1984 SAA annual meeting in Washington. Plans currently call for SUN to concentrate on archival automation functions, not general office functions. This will ex-

clude word processing as a major focus. In order not to be too closely identified with a single element of the records profession, SUN (or whatever the revised organization's name becomes) will rotate technical meetings to coincide with a variety of related organizational meetings such as SAA, NASARA, and ARMA. The newsletter, in a reflection of the expanding mandate of SUN, has begun to include names and addresses of microcomputer and minicomputer users and a section of archival automation abstracts. For further information on SUN's plans and functions, contact SUN Newsletter Editor, Special Collections, King Library, University of Kentucky, Lexington, KY 40506. To join SUN contact SUN Treasurer, LDS Church, 50 E. North Temple, Salt Lake City, UT 84150. Membership is \$10.00 per year for individuals and \$75.00 for institutions.

The Regional Historical Resource Depositories and Local Records Division of the **Texas State Library** has begun preparation of a records retention manual for Texas municipal officials. The division published a similar manual for Texas counties in 1978. The municipal project should be completed in 1985.

On 1 December 1983 the Albert F. Simpson Historical Research Center, located at Maxwell Air Force Base, Alabama, was redesignated the **United States Air Force Historical Research Center**. The redesignation occurred because the Air Force wanted to emphasize the worldwide scope of the center's holdings and functions.

The **Utah Advisory Board** for NHPRC received a grant to evaluate current records programs in the state of Utah. The Utah Records Assessment Project will study four subjects: state records, with a subgroup assessing college and

university records; local government records; historical records, including manuscripts, ecclesiastical records, and business records; and statewide functions and services such as microfilming, paper conservation, education and training, and automation. The project will not only evaluate current conditions but will provide recommendations for long- and short-term improvements. For more information contact Coordinator, Utah Records Assessment Project, Utah Historical Society, 300 Rio Grande, Salt Lake City, UT 84101.

The American Heritage Center of the **University of Wyoming** has been reorganized. The center is now combined with the University Library holdings to become the Archives-American Heritage center. The major objective of the reorganization was to provide improved processing, expanded reference service, and accessibility.

The NHPRC has funded a proposal of the **Washington State Archives** to computerize access to pre-statehood court records. The Records of Frontier Justice Project will gather standardized data elements on 43,000 pre-1899 case files created by territorial courts. The project will use SPINDEX to create a data base. Project staff will use portable Kaypro computers and IBM terminals to enter data. The data will then be manipulated on the University of Washington's IBM 360. For more information contact Records of Frontier Justice Project, 218 General Administration Building, Olympia, WA 98504.

The Special Collections Department of the **Washington University**, St. Louis, Mo., has been awarded a grant from the U.S. Office of Education under the Title II-C program in support of the library's Modern Literature Collection. The

department will use the grant funds to acquire contemporary literary manuscripts of selected American authors, to complete cataloging of the papers, and to prepare a published guide to the collection. The Modern Literature Collection comprises more than 100 groups of papers relating primarily to contemporary English and American literature. Complementing this primary source material is a collection of more than 15,000 books and little magazines.

The **Wm. Wrigley Jr. Company**, Chicago, has expanded its archival activities and committed major resources to the archives. The corporate archives and library has an additional 1,000 square feet for the storage and display of company documents and memorabilia in the archives.

Museum Archives: An Introduction

by William A. Deiss

Museums not only preserve history, they are part of history. However, the role museums play in the cultural history of the world could be forgotten if their records are not saved.

This new publication from the Society of American Archivists is intended to encourage museum administrators to preserve historically valuable museum records. The author, who is assistant archivist for the Smithsonian Institution, discusses why a museum should have an archives, how to start an archives program (including establishing the basic authority of the archives and conducting a records survey), and basic procedures involved in the operation of a museum archives, such as arrangement, description, reference, and conservation.

This 40-page manual is available for \$4.00 to SAA members, \$6.00 to others from the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

The Feminization of the Archival Profession: An Analysis of the 1982 Salary Survey as It Pertains to Women

JACQUELINE GOGGIN

After the completion of the fourth SAA Survey on the Archival Profession, David Bearman compiled a brief report that was published in the Spring 1983 issue of the *American Archivist*.¹ The Status of Women Committee asked me to prepare a more detailed analysis of the findings as they pertain to women in the profession, and I presented a report at the annual meeting in 1983. This analysis is an expanded version of that report.

The SAA distributed 4,000 questionnaires and received 1,717 responses. These responses do not constitute a representative sample of the archival profession; therefore, my analysis should be judged with that in mind. The average salary for all archivists (\$21,419) is probably too high, since, in comparison with other regions the South was underrepre-

sented in the results. Salaries are generally lower in the South.

In a report on the 1972 Survey of the Archival Profession, Mabel Deutrich pointed out that women archivists earned about 30 percent less than their male counterparts. She wrote:

No doubt the most telling statistics were those related to salaries. Whether viewed in terms of comparable educational qualifications, years of service at their institutions, or total years of archival experience, salaries of women, on the average, are less than for men. Women consistently earned less.²

The 1979 survey data also indicated that women earned less than men, regardless of age, education, or years of experience.³ The situation in 1982 remained the same. My analysis of the 1982 data re-

¹David Bearman, "1982 Survey of the Archival Profession," *American Archivist* 46 (Spring 1983): 233-41.

²Mabel E. Deutrich, "Women in Archives: A Summary Report of the Committee on the Status of Women in the Archival Profession," *American Archivist* 38 (January 1975): 44.

³Mabel E. Deutrich and Ben DeWhitt, "Survey of the Archival Profession: 1979," *American Archivist* 43 (Fall 1980): 527-35.

vealed that the gap between male and female earnings narrowed only slightly, with women earning about 25 percent less than men. In a comparable study of members of the American Library Association conducted in 1980, Kathleen Heim and Leigh Estabrook also found that women earned 25 percent less.⁴ Thus, in spite of all efforts made by the SAA and the Status of Women Committee to make members of the profession more sensitive to the sexism and discrimination faced by women, little progress has been made in terms of salary equity.

Women archivists comprised 54.2 percent of the survey respondents. An overwhelming majority, about 95 percent, are white. More than half of the women in the profession are under forty years of age. Almost 36 percent are in the thirty to thirty-nine age bracket, while more than 20 percent are over sixty. The statistics are more revealing when the percentages of women and men in the same age group are compared. Twice as many women as men are entering the profession, while men over fifty appear to be leaving it in far greater numbers, perhaps to assume managerial or administrative positions that are unrelated to archival work. If these trends continue, they could have a profound impact upon the archival profession, feminizing it and leading to lower salaries for all archivists in the future. This has already happened among librarians, of whom women comprise more than 75 percent.⁵

In the 1972 survey Deutrich found that 7 percent of the women who responded

held the Ph.D. degree; 62 percent held some type of master's degree, while 10 percent had no college training.⁶ As a group, women in the 1982 survey were better educated than they had been ten years earlier: 8 percent had Ph.D.'s; 69 percent had master's degrees, (15 percent held a double master's, 25 percent held an M.A. or an M.S., and 29 percent had an M.L.S.); 16 percent had a bachelor's degree only; and 5 percent had no college education. By comparison, 26 percent of the males had Ph.D.'s; 62 percent held master's degrees (18 percent held a double master's, 33 percent held an M.S. or an M.A., and 11 percent held a M.L.S.); 9 percent held a bachelor's degree only; and 2 percent had no college education. Thus, men are still better educated than women. More men have Ph.D.'s and fewer men than women hold only the bachelor's degree. One particularly alarming observation is that more women in the twenty to twenty-nine age group are entering the profession holding only the bachelor's degree. This could have serious consequences for the future. Lowering entry-level standards for education will lead to continually lower minimum salaries at higher age levels. The Office of Personnel Management is currently seeking to downgrade the educational requirements for entry-level jobs for librarians in the federal government, requiring only a bachelor's degree instead of a master's degree in library science. If the Office of Personnel Management succeeds, surely this will affect archivists as well. Lowering entry-level educational standards for librarians

⁴Leigh S. Estabrook and Kathleen M. Heim, "A Profile of ALA Personal Members," *American Libraries* 11 (December 1980): 654-59.

⁵See Kathleen M. Heim and Leigh S. Estabrook, "Career Patterns of Librarians," *Drexel Library Quarterly* 17 (Summer 1981): 35-51; Martha C. Adamson and Gloria J. Zamora, "Publishing in Library Science Journals," *College and Research Libraries* 42 (May 1981): 235-41; Carl L. Learmont and Stephen Van Hauten, "Placement and Salaries 1981: Still Holding," *Library Journal* 107 (October 1982): 1821-27; and Kathleen M. Heim and Carolyn Kacena, "Sex and Salaries 1981," *Library Journal* 106 (September 1981): 1692-99.

⁶Deutrich, "Women in Archives," pp. 43-46.

and archivists also would constitute a major setback for other professions comprised largely of female workers and would thwart efforts to achieve pay equity with men who perform comparable work.⁷

Survey data on sex and salary was correlated to many other variables: years of experience, education, age, number of employees supervised, size of institution, SAA membership, type of employment (archivist, records manager, teacher, etc.), and type of institution (federal government, college and university archives, etc.). In almost every instance, women earned less than men. The differentials between male and female salaries were largest for those employed the longest. Women with less than three years of experience earned an average of \$2,100 less; those employed for four to seven years earned more than \$4,000 less; those with eight to fifteen years of experience earned about \$5,000 less; and those with more than fifteen years of experience earned about \$7,000 less.⁸

When these figures are correlated to education, the differentials do not improve. In fact, with one exception, when male and female Ph.D.'s are compared, women made significantly less than their counterparts with less education. Only when female Ph.D.'s had more than eight years of experience did the salary differentials decrease. This observation is especially telling for women who assume that more education will significantly improve their earning potential. The overall averages demonstrate this clearly. Women with Ph.D.'s earn \$4,000 less than men; those with double master's, \$5,000 less; those with either an M.A. or M.S., \$3,600 less; those with the M.L.S., \$2,900 less; those with a bachelor's only,

\$4,800 less; and those with no higher education, \$7,800 less. In only one category did women earn more than men. Those holding master's degrees employed part time earned an average of \$1,000 more than their male counterparts; however, three times more women worked part time than did men. The largest salary differentials were among those holding a single master's degree employed more than fifteen years. These women earned almost \$9,000 less than men in the same category.

As women age, they make significantly less than men in the same age brackets. The differentials in salary increased with each decade of aging; and there was a dramatic difference for those in their forties. Women in their twenties earned about \$1,500 less; those in their thirties earned about \$1,600 less; those in their forties earned about \$6,800 less; those in their fifties earned \$9,500 less; and those in their sixties earned \$9,600 less. A positive interpretation of these statistics would be that sex discrimination against women may be starting to abate, narrowing the salary gap between those under forty. A more negative interpretation would be that as men age, they obtain higher paying administrative positions in far greater numbers than do women.

Even when comparable supervisory responsibilities are considered, women still lagged far behind men. Women who supervised up to six other employees earned about \$3,500 less; those supervising seven to thirty employees made an average of \$2,500 less. Surprisingly the greatest disparities in salary occurred when women supervised more than thirty employees. These women earned almost \$11,000 less than their male counterparts. This is partly explained by the fact that

⁷Tori Hill, "LCPA Task Force Formed, Will Evaluate Proposed OPM Standards," *Library of Congress Professional Association Newsletter* 14 (January-February 1982): 1-2; and Cass Peterson, "Librarians See Sexism in Rewrite of Pay Scales," *Washington Post*, 15 November 1982.

⁸These and all the following figures on salary have been rounded. The exact figures can be obtained from Jacqueline Goggin.

three times more men than women held this type of position.

The size of the employing institution also did not offset salary differentials. Female "lone-arrangers" earned almost \$4,000 less; women who worked with two or three other employees also earned about \$4,000 less; those who worked with four to seven other employees earned about \$5,000 less; those who worked with eight to fifteen others earned more than \$4,500 less; those who worked with sixteen to thirty others earned about \$6,700 less; those who worked with thirty to ninety-nine others earned approximately \$7,800 less; and those who worked with more than 100 other employees earned about \$5,300 less.

When type of position or job function was correlated to salary, the differentials were the largest among administrators and teachers, probably because more men than women occupy these positions. As expected, the differential was smallest among those who classified themselves as librarians, since salaries are lower for everyone in this predominately female profession.

Women employed by state and federal governments earned approximately \$5,000 less than men, probably because they hold positions of less responsibility. Women who worked in college and university archives earned more than \$4,000 less. Corporate archives and other profit-oriented institutions paid their female archivists about \$6,000 less, while women who worked for nonprofit institutions earned about \$4,800 less. Although the sample of religious archivists was small (54), women earned about \$7,500 less than men in this category.

The 1982 survey was unique in that in-

formation on salary and income was collected. Data on salary plus other earnings in the form of fees received for consulting were added together to obtain figures on income. Survey results revealed that 16 percent of the respondents had done some consulting. Women still lagged far behind men when figures for both salary and income were compared. When average male and female incomes versus average male and female salaries were compared, the differentials were even greater. These greater differentials reflect the fact that women do not consult as often as men; and when they do, they are probably paid less.

Unlike the 1972 survey, the 1982 survey did not ask women about their professional activities, participation at annual meetings, or their publications. It is still true, however, that women are not as professionally active as men. They do not participate in annual meetings as often, do not publish as much, and do not serve on committees as often. Women need to be encouraged and invited to become more professionally active. The SAA must make a more concerted effort to ensure that its women members have every opportunity to participate in its affairs.⁹

The Status of Women Committee recommends that when conducting the next survey of the archival profession, the SAA seek to distribute the questionnaires more widely. A statistician should be hired to help assure that a truly representative sample of the profession is obtained. The Status of Women Committee is currently preparing a list of questions that will be proposed for the next survey. We wish to find out why the gap in women's salaries continues to be so great.

⁹See the *SAA Women's Caucus Newsletter* 7 (January 1984): 1-5, 7.

Minutes: Council Meeting 28-29 January 1984

The winter meeting of the officers and council of the Society of American Archivists was called to order by President David B. Gracy II on Saturday, 28 January 1984, at 9:25 a.m. at the Capitol Hill Hotel, Washington, D.C.

Present were: President Gracy, Vice President Andrea Hinding, Treasurer Paul H. McCarthy, Jr., and Council members Kenneth Duckett, John 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.

Report of the Personnel Committee

Hinding presented a report of the meeting of the Society's Personnel Committee which took place in Chicago on 16 December 1983. Committee members Gracy, Hinding, McCarthy, and Purdy and former president J. Frank Cook met with Campbell. The sixth committee member, former president Edward Weldon, was unable to attend. At the meeting, the Committee conducted a review of SAA program areas: annual meetings and continuing education, the *American Archivist*, the SAA Newsletter, special publications, representation, administration, grant-funded projects, and membership services. In addition, the group discussed procedures, criteria, and standards for performance reviews of executive directors and procedures for the negotiation of the next contract with an executive director.

In a brief executive session, Council reviewed the recommendations of the personnel committee and voted to enter into negotiations with Campbell toward an employment contract ending in December 1986, the time at which Camp-

bell has indicated her desire to be relieved of her duties with the Society.

Procedures for the completion of the employment contract were adopted on a motion by Holbert and seconded by Hinding.

Report of the President

Gracy reported that he is working with Maygene Daniels, chair of the International Archival Affairs Committee, on a plan to bring Latin-American archivists to SAA's annual meeting in Washington and to the subsequent meeting in Austin, Texas.

The president reported that he was also devoting substantial time to the work of the Task Force on Archives and Society. Replies to the letter he sent to the membership in December seeking response and commitment to the archives and society issue have been thoughtful and encouraging. Furthermore, several regional archival organizations have responded to Gracy's call to address the topic.

Report of the Treasurer

McCarthy and Campbell discussed a report of the Society's financial performance through the first half of fiscal year 1984. Since Council has authorized some additional expenditures in the budget, year-end figures are expected to approach a break-even situation with expenses and revenue.

The treasurer noted, with concern, the continued drop in subscriptions to the *American Archivist*.

McCarthy noted that he and the executive director were acting to implement recommendations of the Auditing Committee regarding the format of the annual report and the choice of a certified public accountant engaged to perform SAA's annual audit and prepare a report to the membership.

Report of the Executive Director

Campbell outlined the headquarters

office's work plan for the calendar year. In particular, she noted that between fourteen and sixteen offerings in continuing education will be presented. In addition, spinoffs of SAA-originated workshops have been scheduled from New York City to Salt Lake City.

Campbell noted that the initial demand for SAA's new conservation manual is unprecedented in the history of the Society's publications program. In the three months since its publication, over 1,000 copies of the manual have been distributed. Publications expected to be introduced in 1984 include a legal handbook by Trudy and Gary Peterson; a manual on buildings and facilities by Richard Cameron and Timothy Ericson; a manual on photographs by Mary Lynn Ritzenthaler, Gerald Munoff, and Margery Long; a tribal archives manual by John Fleckner; a museum archives manual by William Deiss; and a religious archives bibliography compiled by Sister Mary Ellen Gleason. In addition, SAA is cooperating with the National Archives in the publication of an archives reader, which is being edited by Maygene Daniels and Timothy Walch.

The Chicago office is working with the Institutional Evaluation Task Force, according to Campbell, to announce the evaluation program to the approximately 5,000 institutions that have furnished information to the NHPRC data base.

Joyce and Campbell are scheduled to meet with officials of the Library of Congress and members of SAA's Committee on Archival Information Exchange to discuss work toward the issuing of a final version of the MARC format for archival and manuscript materials.

Because of continuing staffing shortages in the headquarters office, it has been necessary to discontinue publication of *Managing Archival Institutions*, a newsletter introduced in 1983. Ap-

propriate refunds will be made to subscribers.

Council Committees

On behalf of the committee on sections, Hinding recommended an increase in efforts to describe the activities of the sections in membership solicitation, and a regular plan to allow members to select or change their section memberships. Annual reports of the sections will be solicited soon by the headquarters office and prepared by the committee for publication in the July *Newsletter*.

McCarthy, chair of the Council's task force committee, reported that the executive committee had approved an out-of-cycle request from the Minorities Task Force for travel funds for a planning meeting. The sum of \$300 was allocated for this purpose.

According to McCarthy, the Goals and Priorities Task Force met in December in Chicago to name formal working groups in three topical areas. A grant request to the National Historical Publications and Records Commission to support future activities of the task force is pending.

Purdy, chair of the Council committee on committees and representatives, reported a need to clarify mission statements. The committee recommends that SAA representatives be asked to file reports after each meeting of the groups to which they are appointed, in addition to the annual report now requested.

C.F.W. Coker Prize

Charles Palm, chair of the Awards Committee, submitted proposed guidelines for the Coker Prize, which will be awarded for finding aids, finding aids systems, projects that involve innovative development in archival description, or descriptive tools that enable archivists to produce effective finding aids.

The prize will recognize works or activities of exceptional merit that advance

the practice of archival description. To merit serious consideration for the award, nominees must in some significant way set national standards, represent a model for archival description, constitute an innovative approach to archival description, or otherwise have a substantial impact on descriptive practices. The following types of works or activities are eligible:

1. Finding aids, including among others multi-institutional guides, records surveys, repository guides, special subject lists, finding aids to individual collections or records groups, and narrative descriptions of holdings.

2. Finding aid systems, including among others manual or automated indexing systems, computerized data bases, or current awareness systems for notifying users of holdings.

3. Descriptive tools that enable archivists to produce more effective finding aids, including among others subject thesauri, authority files, data element dictionaries, manuals establishing descriptive standards, and reference works, such as atlases and administrative histories.

4. Projects that involve innovative developments in archival description, including among others cooperative ventures that result in the exchange of finding-aid information among repositories, efforts at building national information systems, and survey projects.

The prize is not intended for books or articles on descriptive theory. There are no restrictions on the format. Formats may include printed volumes, card catalogs, computerized files, microforms, or slide presentations. Both published and unpublished works are eligible. Individuals, institutions, or groups of individuals or institutions are eligible. Works and activities must involve holdings located primarily in North America.

Hinding moved to approve the guidelines for the prize. Her motion was seconded by Hackman and passed. Council noted its gratitude to Palm and to his committee for their outstanding efforts to establish a framework for awarding the Coker Prize.

Professional Standards Committee

Gracy proposed a revision in the Society's bylaws to change the order of succession to the chair of the Professional Standards Committee. At present, the committee is chaired by the most recent past president. To allow most recent presidents a year's experience with the committee before assuming the chair, the following revision was proposed:

"The committee on professional standards shall consist of the five (5) most recent former presidents of the Society and two (2) Fellows elected to this committee by Council. The former president serving in the second year on the group shall act as its chair."

Joyce moved to adopt the resolution. His motion was seconded by Hackman and passed. The revised bylaw will take effect in 1985.

Council elected Elsie Freeman and Mary Lynn McCree to serve on the 1984 committee, which will be chaired by J. Frank Cook.

Office of Education and Training

Hinding discussed with Council a document she and Francis X. Blouin prepared proposing a new SAA central office division in Chicago, to be called the Office of Education and Training. The office would pursue two major goals:

1. To develop and implement a set of services designed to meet the continuing education and training needs of the profession, including those of practicing and apprentice archivists.

2. To provide leadership in articulating and addressing issues critical to education

and professional development in the Society and among members of the profession.

Joyce moved that President Gracy appoint a committee to develop the proposal for an Office of Education and Training into a request for initial grant funding, reflecting the Hinding/Blouin document and Council's discussion of the proposal. In addition, he moved that the committee be charged with investigating potential funding sources and that a draft application be ready for circulation to interested parties by April 1. The motion was seconded by Hinding and passed.

Executive Director's Contract

On 29 January, Council returned to the topic of a new contract for the executive director after a discussion between Campbell and the Executive Committee and after a subsequent executive session.

McCarthy moved and Hedlin seconded a motion authorizing the Executive Committee to complete contract negotiations with Campbell, for a term to expire in 1986. Council noted its appreciation to Campbell and SAA's headquarters staff for their excellent work on behalf of the Society and the profession.

The meeting was adjourned at 3:45 p.m. on 29 January 1984.

Additional Meetings

On the evening of 27 January, Anna K. Nelson, project director of the Committee on the Records of Government, met with Council to discuss the activities of

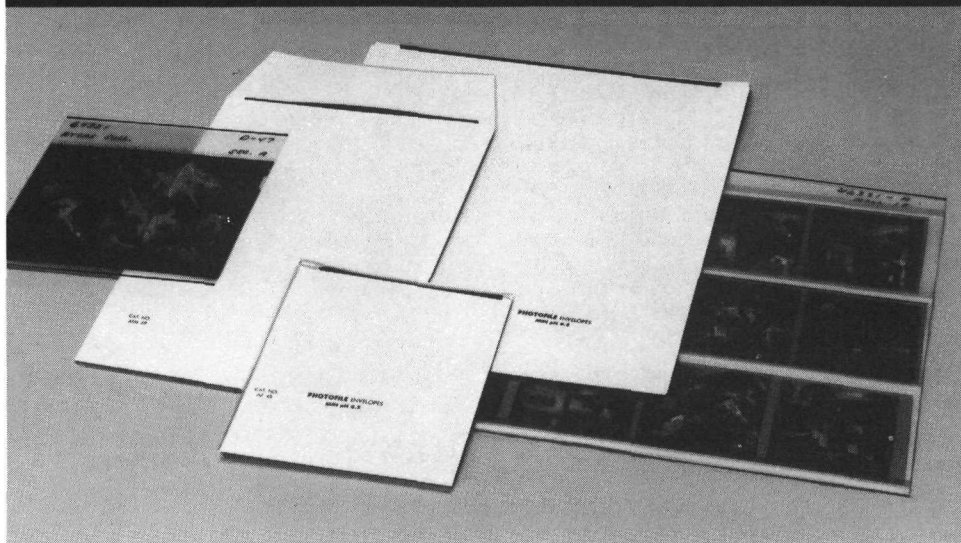
the committee. On Sunday, 30 January, Council was joined by Page Putnam Miller, National Coordinating Committee for the Promotion of History, and Edwin A. Thompson, National Archives and Records Service, for a discussion of declassification of historical records. Miller also briefed Council on pending legislation that would provide for the independence of the National Archives from the General Services Administration.

In addition, before it convened for consideration of its formal agenda, Council reviewed major issues before the Society and the profession, discussing at length the relative importance of these issues. As a part of the discussion, Council identified program areas that have high priority for increased Society attention. Leading the list was education for the profession, broadly defined, followed by public information and a reconsideration of accreditation and certification. Other areas identified included advocacy, cooperation and coordination with related professional organizations, planning, establishing standards and guidelines, and membership services.

Appreciating the many demands now made on the Society and its Chicago office and recognizing that SAA has achieved its present position only by taking initiatives, Council directed the Executive Committee to submit for its next meeting, at which the budget for fiscal year 1985 will be considered, proposals that address ways to add staff members in the headquarters office.

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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*, 13th 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.

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.

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Archives & Manuscripts: Appraisal and Accessioning, Maynard Brichford
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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

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

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