

Photographic conservation: What are its special requirements?

Many. And they're being met.

Earlier in this series (No. 7, reprints on request) we touched on issues related to mounting photographic prints. The question: whether buffered or unbuffered boards are better. Conservators of photography, by and large, now prefer unbuffered boards of high purity, neutral in pH, like our Archivart* Photographic Board, 100% cotton fiber, acid-free, unbuffered.

Recently, studies on preserving photographic negatives—glass and film—have raised concerns regarding conventional storage procedures. The traditional glued envelopes, it appears, are unsafe. Inserting or removing the negative can cause abrasion damage; smooth paper surface becomes a basic requirement. The papers in these envelopes, further, often contain lignin, residual sulphur and other impurities, which can cause damage to stored negatives, such as silver mirroring. The glued seams create perils both chemical and physical.

Recommended are flapped enclosures; the negatives are set in place and the flaps folded over.

These should be made of either 100% cotton or high-alpha cellulose fibers, free of impurities, with the highest possible smoothness and surface uniformity—and, of course, acid-free. Buffering, it is felt, is appropriate only with acid-generating films such as cellulose nitrate and cellulose diacetate.

To meet these requirements, we have developed a group of specialized products. Archivart* Negative Enclosures are made in four-flap construction, triple-scored to accommodate films or glass plates. The paper, made of high-alpha fiber free of lignin and sulphur, is strong, neutral in pH and unbuffered, with superior smoothness and formation. Negatives may be viewed on a light table without removing them from their enclosures.

The same paper is available in sheets and rolls: Archivart* Photographic Storage Paper. It can be used to construct negative enclosures as well as in general conservation, both of photographic materials and of others requiring a non-alkaline environment, such as

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ARCHIVART

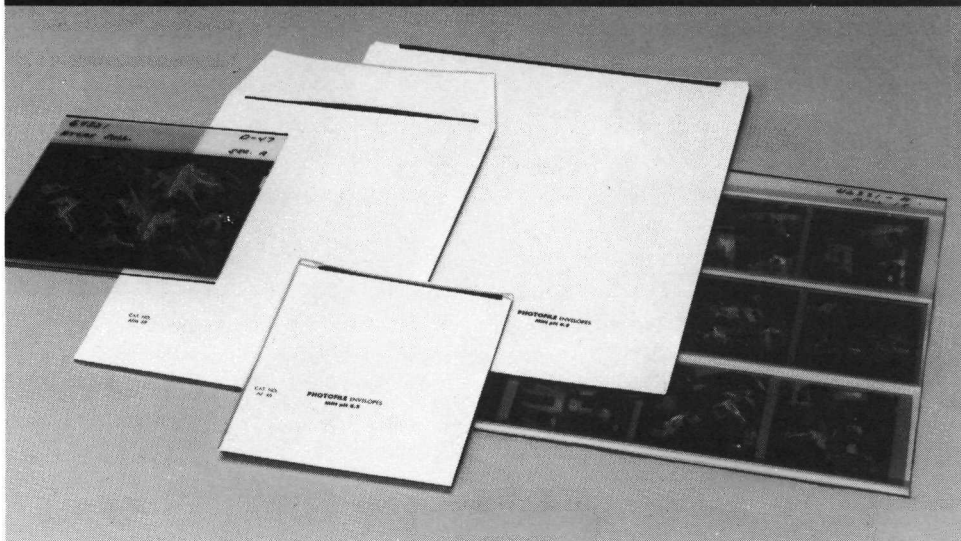
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The International Scene

RONALD J. PLAVCHAN, *Editor*

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BELGIUM

Network of Microcomputers Planned.

The Archives Générales du Royaume, located in Bruxelles (Brussels), Belgium, includes fifteen repositories managing more than 200 kilometers of historical archives. Two of the repositories are used as dormant storage centers.

Automatic data processing (ADP) has been used by Belgian archivists for the past fifteen years to develop finding aids, index collections, create a general index for all of the stored collections, as well as preserve and catalog machine-readable records coming from government agencies. A single department coordinates all ADP activities by using the facilities of the University Computer Center at Liège. Because of technological developments, archivists in this department are heavily

involved with ADP and are currently developing a network of microcomputers that will be established in each repository.

With access to microcomputers and with an appropriate software package like MENU, the staff will be able to make good use of the computer facilities. The software will permit the creation, implementation, correction, and sorting of files that will eventually become finding aids. It may also permit indexing. To assist with the daily work, two additional programs will be included in the MENU—one for text processing and one for administrative management matters. It is expected that the network will be completely established by the fall of 1984. [JEAN PIEYNS, *Chargé du Service de l'Informatique*]

CANADA

Canadian Studies Research Tools Program.

The Social Sciences and Humanities Research Council of Canada (SSHRC) is a granting agency of the federal government. Since 1981 it has operated a program known as Canadian Studies Research Tools. The purpose of the Research Tools Program is to further the development of Canadian Studies by making more accessible primary and secondary source materials essential for research in this area. The program supports projects that make accessible, through the cataloging of library collections or the preparation of inventories or guides to archival collections, materials hitherto not readily available. The program also supports projects that facilitate access to sources through the preparation of bibliographies, research guides, and other finding aids considered to be important for advanced research in Canadian Studies.

Where a grant has been awarded, it is expected that the relevant collection or collections will be accessible to the public for research purposes. Where appropriate, SSHRC encourages the use of machine-readable formats, and is therefore prepared to support the use of consultants and the purchase of suitable equipment for the preparation and dissemination of machine-readable records. In addition, applicants whose projects involve adding bibliographic information to a machine-readable database are encouraged to seek the advice of the appropriate agency, such as the National Library or the Public Archives (PAC), before submitting an application. This is done to ensure the widest possible dissemination of such data.

Proposals in Canadian Studies in all disciplines of the humanities and social sciences are eligible for consideration. Multidisciplinary efforts will be accepted,

provided that the potential contribution to the humanities or social sciences is evident in the application. Canadian institutions and organizations (except for such institutions as provincial and territorial archives) or Canadian citizens and permanent residents, single or in groups, may apply for a grant under the Research Tools Program. It is expected that organizations that apply be nonprofit; however, SSHRC will accept applications from profit-making institutions, provided that the project for which they seek funds is not profit-making or self-sustaining.

With respect to archives, the Research Tools Program supports projects of various types such as catalogs of holdings, inventories of collections or groups of collections, and thematic guides. In all cases the institution must undertake the preliminary organization of the material. Projects for the description of archival collections at levels finer than those listed above will be considered only when the intrinsic value of the materials justifies such an exception. Furthermore, activities supported by grants from the Research Tools Program should be special projects and not part of the ongoing operation of an institution.

The value of an award is determined by SSHRC on the advice of a selection committee, relative to the needs of the project as described in the application and budget request, and will not normally exceed \$75,000 per year. Awards for more than one year of support are made at the discretion of the SSHRC, on the advice of the selection committee. A two- or three-year grant is awarded only when the applicant can provide a detailed description of the work to be accomplished during the entire period for which support is being requested. The application must also include a detailed budget for each twelve-month period and an estimate of the total duration and cost of the project.

Award holders must submit annual

reports describing progress made on the project, in quantified terms where appropriate. Institutional award-holders are also requested to record and report, as extensively as possible, the use made of the material processed with grant funds and to continue such reporting annually for three years after the conclusion of the grant. Use of the material for purposes other than scholarly research should also be reported. This could include such things as teaching, student aid, exhibitions, or historic preservation programs. All catalogs, guides, and other finding aids produced with the assistance of the award must be made publicly available in a manner appropriate to each project and must be publicized and disseminated to the appropriate audience.

Applications from individuals and institutions are reviewed annually on a competitive basis by a committee of experts composed of archivists, librarians, and members of the research community. Requests for the preparation of bibliographies or guides are sent to external reviewers for their evaluation prior to presentation of the selection committee. Nearly 100 projects received financial support from April 1981 to April 1984. Titles of some of the projects for which SSHRC has provided funds under the Research Tools Program include: A Guide to Canadian Network Television Programmes; A Guide To Canadian Native Imprints in the Archives of the Anglican Church; Atlantic Provinces Annotated Inventory; Canadian Authors' Manuscripts Collections; Inventory of Machine Readable Data on Canadian Native Peoples; Bibliographie de la critique de la littérature québécoise et canadienne-française; CBC Oral History Project; A Bibliography of Printed Sources in Canadian Labour History to 1980; État général des collections et des fonds conservés aux Archives de l'Université Laval; Automatisation de la collec-

tion acadienne; Inventory of the J.R. Smallwood Papers, 1949-1972; Guide des principaux fonds d'archives conservés au service des archives de l'Université du Québec à Montréal; Canlit—Data Base for the Major Collections of Canadian Literary Papers; Guide to Local Histories of British Columbia; and Index to Lethbridge *News* and Lethbridge *Herald*.

FINLAND

1983 Annual Report. Toivo J. Paloposki, Director of the Valtionarkisto, reports that legislation governing the activities of the public archives in Finland underwent a total reform in 1983 with the implementation of the new law on archives. Law No. 184/81 was ratified by the Finnish Parliament and confirmed by the President of the Republic on 20 February 1981 but did not go into force until 1 January 1983. It supersedes the 1939 act and decree on public archives. In addition to the new legislation, the organization and administrative form of the public archives were reformed by the Public Archives Decree, which went into effect at the beginning of March 1983. It replaces the National Archives Decree (1952) and the Provincial Archives Decree (1970).

Under the new archival legislation, the public archives perform their cultural function by receiving and preserving archival materials and making them available to the public. Another function of the public archives is to supervise the record keeping of public authorities, with the objective of limiting the quantitative growth of records and ensuring that technical developments in the production and processing of information are taken into consideration. The preservation of valuable archival materials for research requires that the authorities diligently perform their duty in the arrangement and disposal of records and in the destruction of nonessential materials.

In the field of archives administration

the Valtionarkisto has concentrated on the preparation and publication of general directives for record keeping as a result of the new legislation.

In their role as research institutes, the public archives are seeking to promote the availability of data that is being produced by Finnish society. With this in view, the planning of a national register of archival material was started in 1983. The possibilities of using new data processing technology in the description and cataloging of archives is also under consideration.

With the rapid development of automation, an increasing proportion of the information being required by society has been transferred to machine-readable records for processing and storage. The resulting duty of the public archives in Finland is to ensure the preservation of essential data for future research use. During 1983 a general plan was completed for the preservation and use of machine-readable records in the Valtionarkisto. One objective for the future is to make certain that the Valtionarkisto has the opportunity to participate in the work on new information systems already in the planning stages, so that the requirements of archival work can be more effectively and economically taken into account.

FRANCE

Automation at the Archives Nationales.

Information retrieval is one of the main automated applications in the Archives Nationales as well as in the departmental archives for the historical series. The latter was initiated twelve years ago with the preparation of inventories for both the medieval and early modern periods: *Parlement de Paris* and *Minutier Central des Notaires de Paris*. Included among the outputs are files of fourteenth-century trials, with card indexes of opposition parties, and files of all the acts recorded in minute books for the year

1751 in the city of Paris and in various parts of old France (such as Provence, Alsace, and Lorraine) as well as the French possession of Haiti. Additional series have also been automated: *Agence générale du Clergé de France* from the sixteenth century; and *Séries de l'Administration communale de la France au XIXème siècle*. Each of these groups or collections of documents has automated finding aids with printouts in paper format as well as in microform.

Conversational databases have been studied and developed to provide easier access to the collections: EGERIE is a file of all the classes of documents in the Archives Nationales (29,000 articles); LEONORE is a file of all personal documents of the members of the National Order of the Legion of Honor (213,000 documents); and ARCADE is a file of the folders and documents in the Ministry of Fine Arts pertaining to matters such as the relations between the state and artists, or relations between museums and local authorities during the nineteenth and twentieth centuries. When completed, it will contain the same number of documents as LEONORE. It is possible to request information from each of these files with visual display units as well as to make specific printouts of references.

The Cité des Archives contemporaines, a section of the Archives Nationales that is situated at Fontainebleau, has had a computerized management system since 1978. The system is used to list the accessions that the archives receives and to indicate their shelf locations. The application is called PRIAM I (Préarchivage Informatisé des Archives des Ministères), and it provides a reference to some 6,000 accession lists as well as to 60,000 shelves.

In 1980 PRIAM II began to handle the 20,000 loans of files which the Cité annually lends to the offices from which the documents originate. When given the classification number of the requested file, the computer specifies the location

and memorizes certain data related to the loan: the reference number of the loan, the identification of the loaned file and of the user, as well as the dates of withdrawal and expected return of the item.

During 1982 and 1983, the Cité tested a procedure for handling machine-readable records. This experiment fell within the scope of the project "CONSTANCE," which deals with archives resulting in the use of computers by ministerial offices. Seventy-six data files, containing mostly agricultural statistics, are now retained. Once this stage has been reached, a consistent indexing of all of the material held by the Cité will be necessary, whatever the storage medium. PRIAM III is the name of the application that uses the computer for indexing the material held in the Cité; and since late in 1983, it has come to be more than just a name. [IVAN CLOULAS, *Archives nationales de France*]

ITALY

Status of EDP Projects. In the early 1970s a group of Italian archivists began to study the question of automated applications in archives. In 1975 this group was formally charged with the development of a methodology for applying automation to basic archival functions. By the end of the decade the first projects had been initiated within a general program with the following goals: automation of certain arrangement and inventorying functions; creation of data sets and publications from various databases by using the IBM STAIRS package; and creation of centrally located databases linked with peripheral archival institutions to provide information on the management of archival material.

With respect to the first goal, it has been applied to a number of homogeneous archival groups that are maintained by several of the state archives. Indexing of relevant topics is also under consideration. Two projects are already in operation: notarial archives, with a

data set of 60,000 records being available; and Intendenza Borbonica, a data set of 95,000 records having been created.

As for the second goal, three projects are currently under way on three record groups. The first record group is the *Deliberazioni del Maggior Consiglio di Venezia* (1232-1767), from which a database of 330,000 records is available containing the full text of the decisions of the Maggior Consiglio of Venice. The second record group, the *Patriziato Veneto*, consists of data collected from archival series relating to the patricians of Venice. The material is held by the Archivio di Stato di Venezia. A database of 600,000 records relating to the sixteenth century is available, together with indexes. The third record group, the *Catasto del Lombardo-Vento*, dating from the nineteenth century, is maintained by the Archivio di Stato di Milano. A database of 310,000 records is available with indexes relating to 11,000 cadastral units.

The creation of centrally located databases linked to peripheral archival institutions is the third goal, and a number of projects are involved. One is the collection of information on historical and current archives neither originated by nor in the custody of State Administrations, such as industrial archives, economic archives, and archives of local institutions. Another project is the development of a database containing information on current records produced by the State Administrations. The third project, which is currently under study and scheduled to begin in 1985, will see the establishment of a database on archival holdings.

For these projects the various programs for data entry, creation of the data set, arranging, inventorying, and producing indexes are already available. Centrally coordinated projects are undertaken by working groups of archivists in several adjacent state archives by means of data entry units or microcomputers compatible with the central system.

In the area of machine-readable records, the working group has developed an inventory form and will conduct a preliminary survey to determine specific rules to be followed. A council on automation will probably be established by the Presidenza del Consiglio dei Ministri to control and coordinate the electronic data processing (EDP) applications within the public administrations. [ENRICA ORMANNI, *Archivi di Stato*]

THE NETHERLANDS

A Survey of Dutch Automation and Archives. Automation activities in Dutch archives, ranging from prospective research to systems in operation, has increased greatly since 1980. Most current projects are directed toward archival description and intellectual control; however, administrative control and general office applications will follow shortly. Since 1981, the Catholic Documentation Centre, Nijmegen, has operated a system called RAPIDE using a mainframe in the computer center of the Catholic University. This system is designed for description of archival and other documentary holdings, subsequently treating the information about these holdings as an integrated whole. The Algemeen Rijksarchief, using microcomputers and partially basing itself on the experiences with RAPIDE, has started experiments in archival description and arrangement. Later this year a special branch will be set up by the Home Office to deal with the backlog of archives awaiting transfer to the State Archives. At the Gemeentearchief van 's-Gravenhage, an automated information system on all holdings of this municipal archives is being put into use, eventually to be consulted on-line in the search room.

To stimulate and coordinate computer-related activities, the Dutch Archivists' Association has established a permanent

commission. This body has begun research into the possibilities of a computer-based general guide to all archival holdings in The Netherlands. It also intends to study the possible automation of indexes to nineteenth- and early twentieth-century civil registers and the development of a thesaurus for use in archival description.

The increasing use of the computer by public authorities, both local and central, has influenced developments in the archival profession, but only in an indirect manner—as one of several general influences, such as the rapid improvement in the cost-performance ratio of automated data processing (ADP) technology. More importantly, it has eased the access to computer facilities. No doubt it has stimulated archivists' awareness of the computer, but the profession's contact with machine-readable records remains fairly limited. Under the Archives Act of 1962, public records generally are not transferred to record offices before they are fifty years old. It is expected, however, that in this field, too, the picture will change rapidly. The fifty-year period is under review and may be halved. Even without this reduction, however, archivists in their legal capacity of supervisors of the administrations' records management must continue to deal with the problems of custody, appraisal, retention, and conservation. [M. VAN DRIEL, *Rijksarchief in Gelderland*]

SWEDEN

Machine-Readable Archives. Preservation of old archives and management of records still held by government agencies are regarded as a joint process in Sweden. The principle of provenance is the basis of the arrangement of old as well as recent records. This means that the difference between archives and records is unknown in Sweden. Records no longer

required for ongoing government business are, without exception, considered to be archival material; but the archival system must also concern itself with current records. Information recorded on electronic data processing (EDP) media, microfilm, and sound recordings is considered to be in the same category as paper documents. In the creation, maintenance, and use of EDP media the Riksarkivet has a strong position. For this reason, Swedish archivists have increasingly turned their attention to external activities such as control, supervision, and aid to various agencies about such matters as disposal, cataloging, physical storage requirements, description, and transfer. The government places a high priority on these activities.

Use of computers for various purposes is well established in Sweden, and Swedish archivists cooperate very closely with government agencies. The most important issues include disposal, cataloging, description, and transfer. Special conditions have developed concerning EDP media. Because agencies cannot store this kind of record, information stored on magnetic tape must be transferred as soon as possible to the Riksarkivet. Consequently, the National Archives has received information on magnetic tape emanating from administrative systems on such subjects as taxation, population registration, social welfare, the labor market, and pensions. To date the Riksarkivet has received about 3,000 reels of magnetic tape from various government agencies and has established specific conditions that must be met by the agencies before the Archives will accept the records. For example, two copies of every data file must be received. Certain standards have also been established to ensure proper documentation, both technical (record format, record and block length, packing density, and description) and regular (code lists, abbreviations, formula).

Suitable storage facilities for these materials also are necessary. The physical requirements for storing magnetic tapes are much higher than those for other kinds of materials. The building must be fireproof, because magnetic tapes are extremely sensitive to high temperature. Magnetic disturbances cannot be tolerated. Relative humidity within the storage area must be maintained at 40-50 percent with a maximum variation of five percent. The storage area must be free of dust. Tape cassettes must fit tightly. Risk of sabotage and theft is obviously greater for this type of material and the Riksarkivet must guarantee that the information will not be illegally disclosed or manipulated.

The Riksarkivet staff has directed its attention more to the care of EDP records created in government agencies than to its own automation needs, but acquisition of a computer is planned. The most important reason for this is that a computer has become necessary to take care of, and supply the information to, a variety of users—the public, private institutions, and agencies. At present there are not automated applications to facilitate access to archival holdings. The Riksarkivet has organized a special unit to handle machine-readable information. Nearly all archivists have received EDP training to enable them to provide advice to the agencies on these matters. [CLAES GRÄNSTRÖM, *Riksarkivet*]

UNITED KINGDOM

Computer Applications Survey. The two automated systems of the Public Record Office are now well tried. PROSPEC, introduced in the early 1970s, aims at producing an updated *Guide to the Contents of the PRO*. The other system, PROMPT, is for the control of archives within the office, and for their production for readers. This has been a notable success and has been reinforced in both hardware and software.

Automated applications outside the PRO were examined in 1982-83 by a research project funded by the British Library. The report of this survey was published as R. Bartle and M. Cook, *Computer Applications in Archives: A Survey* (University of Liverpool, 1983). The body of the report itself was also published in *ADPA* 4 (1982-83), p.9-21. About twenty active automation projects were identified. These included systems for records management (currently in operation in four local government agencies and a number of business organizations); systems for archival description (mainly running in large museums); and a small number of systems aimed at management of the archives service itself. Two specialist bodies are working on the development of software for archives use. These are the University of Glasgow, which is developing a package known as PARCH, and the Museum Documentation Association, whose GOS is in use in the archives departments of some museums.

The Computer Applications Committee of the Society of Archivists is bringing out an occasional publications series, the first of which is *Computerising Archives: Some Guidelines*, by K. Philips and C. Woolgar. It will be available sometime in 1984. It deals with the systems analysis and specifications which archivists must carry out before taking on an automated package.

The 1982-83 survey mentioned above found that, outside the PRO, there had been no activity in the management or preservation of machine-readable records. In February 1984 a step was taken toward remedying this situation when the Economic and Social Research Council (ESRC) sponsored a seminar at the ESRC Data Archive, University of Essex. At this meeting, researchers, database users, technical experts, and archivists agreed on a program that will stimulate appraisal and retention of this material. A report on the seminar will be available in 1984. [MICHAEL COOK, *University of Liverpool*]

Technical Notes

BEN DeWHITT, *Editor*

The Machine Readable Data File System. The Machine Readable Archives Division of the Public Archives of Canada has implemented an automated system for the physical and intellectual control of its holdings. The system has been developed using MINISIS, an information management package that runs on an HP3000 minicomputer. MINISIS is a relational database which allows for on-line data entry, modification, as well as retrieval and print capabilities. It was developed and is maintained by the Canadian International Development Agency (CIDA). The Machine Readable Data File System (MRDFSYS) contains physical and intellectual information associated with the machine-readable records of archival value held by the division. The system is composed of the Tape Management System and the File Management System. Although developed separately and operated independently, the two components are linked through the accession number to provide both the intellectual and physical description of the machine-readable data file.

The tape management component provides descriptive information about the tapes, such as volume serial number, length of the tape, and the quality of the tape; location information, such as tape library, row, bay, and slot number; as well as conservation information, such as the dates of certification, precision re-winding, last copy, and last movement. The physical characteristics of the data files are also included, containing such information as the data set name, record format, block size, character code track, density, and the hardware and software used to create the file. Approximately forty fields are defined, with ten of these fields subfielded. Specific reports are produced from the system for use by the staff on the tape library. On-line retrieval of information pertaining to the tapes is available to all divisional staff.

The file management component is more complex in that it not only provides control over the intellectual content of the records, but it will also be used as the main source of information in the production of divisional publications

describing the holdings. Sixty fields have been defined, of which seven are repeated to permit the entry of textual data in English and in French. Preliminary information (accession number, transferring department/organization, acquisition date, responsible archivist) on the machine-readable data file is entered at the time of accessioning. Once the file has been processed, the permanent records are created and stored. The preliminary record is then deleted. Among the fields defined for the permanent record are accession number, title, summary of contents, access restrictions, transferring department or organization, collector of the data, principal investigator, related machine-readable files and publications, record group, subject headings, appraisal review date, and responsible archivist.

Some fields are validated against authority files at the time of data entry; that is, only certain values are accepted. In the production of reports, coded fields are expanded to print the full text in both English and French. All data are entered and retrieved on-line. Users can retrieve sets of records describing similar items (for example, all holdings relating to tourism). Further selection (for example, all references to national parks) may be made by a more complex search which identifies only those records which satisfy both search criteria. Some fields (such as accession number, title, access restrictions, acquisition date, subject terms, and record group) have been inverted to provide fast access. Specific output products have been defined to provide staff with information about their files. A special program is being written to allow for the selection of specific fields for the production of publications.

The Machine Readable Data File System has only recently been developed and is still being tested. It should, however, make access to information on both the intellectual and physical

characteristics more readily available to both staff and the research community. For additional information on the MINISIS information management package and/or the Machine Readable Data File System, please write to the following: Chief, Documentation and Public Service Section, Machine Readable Archives Division, Public Archives of Canada, 395 Wellington Street, Ottawa, Ontario, K1A 0N3. [KATHARINE GAVREL, *Machine Readable Archives Division, Public Archives of Canada*]

SPINDEX Application in the Kentucky Public Records Division. The Kentucky Public Records Division has joined other archival institutions in linking its word processing system with an off-site computer, which hosts its SPINDEX programs. With advice from the Wisconsin Historical Society; the City of Portland, Oregon; and the South Carolina State Archives, the final bugs were worked out this year. The benefits of this marriage are twofold: it is much easier to update the master file, and the output can now be further manipulated before it is committed to paper or retransmitted. The latter makes it possible to overcome two of SPINDEX's most serious flaws—the lack of physically acceptable output short of final, expensive photocomposed copy and the difficulty of updating a record or changing control numbers. While SPINDEX is still an off-line batch system, this linkage makes it a much more flexible tool for a variety of our applications. [THOMAS CONVERSE, *Kentucky Department for Libraries and Archives*]

Management Analysis Company's PICK System. As a division of Management Analysis Company (MAC), one of America's leading technical consulting firms, InfoDynamics offers a wide range of information management packages designed to run on either Honeywell or IBM computers—from micros to main-

frames. The two major product lines of MAC InfoDynamics include PICK and the easy-access language IDEAL. Together these systems, when implemented, can save as much as 90 percent in programming and system maintenance for MIS (Management Information Systems) operations.

The PICK operating system controls and coordinates the implementation of programs and ensures that the internal resources of a computer are allocated efficiently. PICK goes beyond other operating systems in offering interactive, on-line information management, however. It has its own built-in database which affords easier access to information via various inquiry and retrieval mechanisms. Even without any previous computer experience, archives personnel could obtain their data quickly and easily with this package.

PICK employs a variable-length relational file structure to organize the information inside the computer. This is particularly important to archives, where most vital information is bibliographic, variable in length, and certainly non-standardized. The system accepts data in the form the system user chooses. There are no special formats and no constraints on size and type of data. Like most relational database management systems (DBMS), PICK uses a data dictionary to define and manage the relationships between fields within the database. The user may add data, data fields, and new relationships without altering other portions of the database or re-entering data already resident in the DBMS. Like DBase II, PICK comes with its own programming language so that users may develop their own specific applications and sub-routines, which may in turn function in conjunction with the original database.

Yet another product by MAC that may prove useful to archivists is Access-

Master. This package is described as "state-of-the-art inquiry and retrieval software." The system is efficient, versatile, and easy to use. It employs English-like commands that any nontechnical user can master to carry out complex inquiry and reporting tasks. With AccessMaster users may fashion customized reports that will print automatically at the conclusion of an inquiry. In this regard, the product has an edge over comparable DBMS report generators. It also has mechanisms to assist the user in establishing an effective search routine for data resident in the DBMS. This saves staff time and produces more meaningful results.

Both PICK and AccessMaster were demonstrated on microcomputers at the SAA Annual Meeting in Washington, D.C. The cost of these products depends upon the particular configuration of software that one purchases and, to a certain extent, the type of machine on which the packages are to run. For more information, contact Management Analysis Company, Information Systems Division, P.O. Box 85404, San Diego, CA 92138, telephone 619-452-5000. [RICHARD M. KESNER, *The Faxon Company*]

Chase Manhattan Computerized Access System. The Chase Manhattan Archives was established in 1975 to provide a central repository where records of permanent value will be preserved, maintained, and made available for research and reference use. The Archives holds non-current records of the Chase Manhattan Corporation, The Chase Manhattan Bank, N.A., and their subsidiaries and predecessors that have lasting administrative, fiscal, legal, or historical value.

To facilitate access to information stored in the Chase Archives, the Chase systems staff developed a number of

computer programs that allow rapid location of information within any collection described on the system. These programs were designed to accommodate a folder-level description of any given collection, but they can be adapted to a more detailed item-level description or a more general record series-level description as required.

The computer system being used is a WANG VS 100 Integrated Information System, which performs both data processing and word processing. The system also produces several kinds of printed guides to the collections. These guides are common forms of finding aids used in archival repositories. Creation of access guides for archival collections can often be a tedious, time-consuming project requiring great attention to detail and frequent revision and updating of information. Using the computer to assist in the generation of finding aids substantially reduces the time involved, improves the accuracy and timeliness of the guides, and allows for a depth of indexing that would not be feasible if done manually.

The computer programs were developed to locate information based on traditional methods of archival access and on anticipated uses of the collections. Information can be located by using a variety of search criteria, including a date or range of dates, a key word, a record type, or any combination thereof. Maintaining collection descriptions on the system enables the processor to correct or update information rapidly. It also allows the user to search through a great deal of information quickly and accurately.

The word processing capabilities of the system are used to handle many of the daily operational needs of the archives, including correspondence, budget maintenance, reports, and some of the simpler forms of collection guides. Larger or more complicated information handling

and retrieval needs are usually met by data processing functions. A user's manual for the computer system is available through the Chase Manhattan Archives. [ANNE VAN CAMP, *The Chase Manhattan Bank*]

New Products from AIRS (Automated Information Reference Systems), Inc.

Most of us know about the noble efforts of the Baltimore Regional Institutional Studies Center (BRISC) in the field of archival automation from articles that have appeared in professional journals and from prominent mentions in H. Thomas Hickerson, *Archives & Manuscripts: An Introduction to Automated Access* (1981) and Lawrence J. McCrank (ed.), *Automating the Archives* (1981). Under the leadership of Ted Dürr, BRISC developed ARCHON (ARCHives-ON-line), an interactive, on-line information retrieval system designed expressly for archival and records management applications. ARCHON went through three versions and remains one of the most useful of the "built-for-archives" packages available today.

After a number of people outside BRISC took a careful look at ARCHON, they encouraged Dürr and his colleagues to develop a wide range of products based upon the ARCHON III system. With this impetus, AIRS (Automated Information Reference Systems), Inc., came into existence. Under the AIRS umbrella, Dürr has brought together a small group of talented software people and professional archivists to produce a line of information-management software. One of the latest and most exciting releases in this regard is MARCON (Micro Archives and Records Collections ON-line).

AIRS refers to MARCON as an electronic guidance system that leads the user to desired information. The software is

an electronic file that controls records. It runs off both IBM and Hewlett-Packard microcomputers and may be employed in conjunction with paper files or files in any other medium (e.g., microform, audio tape, or photographic). At the user's request, it will electronically store a portion or all of one's management records and display them on the computer screen.

The MARCON package has a commitment to general computer literacy as well as to better archival and records administration. The software may therefore be used in college courses which combine computer literacy and information literacy. MARCON users can write abstracts of reports or articles and in other ways learn to generate, arrange, control, and retrieve information about documents, serials, books, and so on. It could be employed to help students think logically, describe accurately, and write clearly about assigned materials. If the hierarchical vocabulary module of the package is used in teaching, it will require that students consider logical relationships between, for example, broader and narrower terms. If the abstracting subsystem is used, students will be obliged to choose keywords and improve their comprehensive skills. MARCON also possesses a controlled vocabulary retrieval subsystem that clearly demonstrates query techniques to the uninitiated.

Beyond its advantages to education, MARCON is a powerful information management tool in the hands of a trained archivist. The system is easy to learn, flexible, and fast and is specifically designed for use in an archival or records management setting. The full system will include separate modules devoted to collection description, information retrieval, collection appraisal, collection accessioning, preservation and conservation operations, and records management. There

are multiple query levels based upon keyword and/or controlled vocabulary search techniques. The user may interact with the system on-line or generate a wide variety of standard or customized batch reports.

Clearly MARCON is one of the most exciting and promising products to appear in the marketplace to date. It is expressly designed for archivists and therefore automatically lends itself to numerous applications in an archival setting. Tutorial elements in the package eliminate problems related to our profession's computer illiteracy. Because it is built for reliable microcomputer products, the system is extremely affordable from both a software and hardware standpoint. As a management tool MARCON clearly surpasses the competition; and, indeed, systems people from IBM have described it as a successful, groundbreaking effort integrating user training and powerful management tools in one package. For further information contact Ted Dürr, President, AIRS, Inc., P.O. Box 16322, Baltimore, MD 21210, telephone 301-889-8099. [RICHARD M. KESNER, *The Faxon Company*]

The RAGEN 1010 Information Management System. The RAGEN 1010 is a relatively new product that purports to usher in the paperless office of the future. Through the use of a proprietary Hard Soft Display (HSD) Multi-Functional Terminal, the end user may access data and images stored within separate system memory units. The Ragen Image Memory system is an optically-based storage and retrieval device which, on command, seeks and transmits digitized document images of printed, written, pictorial, or computer-output microfilm (COM) information to anyone with an HSD terminal.

Information is entered into the system through the Data Capture Station, or

DCS. Documents are captured in a single-step, automatic, computer-assisted operation when papers first enter an organization. Once entered into the system, the document becomes available to all users immediately. A page platen on the DCS captures images for storage within the system. The DMC communicates with all other peripherals within the RAGEN 1010 configuration. The magnetic disk side of the DMC stores digital information about documents as stored while the Image Memory optically stores up to 1,200,000 pages of text/images with a mean retrieval time of ten seconds for any given page. Multiple Image Memories may be linked to one another, providing a massive database accessible to any HSD in the system.

The HSD terminal provides immediate access to stored information in the form of a black image on white paper. This soft image may be viewed at the HSD work station adjacent to the cathode-ray tube (CRT) terminal screen that completes the configuration. If the user wants a hard-copy version of the document, the HSD will produce paper copies, collated if desired, at a rate of thirty copies per minute. In this mode it replaces the typical office photostatic copier as well as the paper-based file drawer. The HSD also serves as a high-speed, nonimpact printer with a wide range of resident alphanumeric type fonts and sizes in its memory. In this mode it can produce computer printouts and lengthy reports without the use of computer line printers and specialized computer-tab forms. Finally, the HSD can be attached to a remote COM device or disk drive for the creation of output in either a micrographic or floppy diskette format.

While the Ragen system is expensive, starting at \$80,000, it is of interest to archivists in two respects. In the first place, it is typical of the kind of product that is

moving into offices of government and the private sector in increasing numbers. We are not prepared at present as a profession to address the implications of this type of product for our work as managers of current and historical files. Secondly, the Ragen 1010 is a product that may very well find a niche in archives and similar institutions where storage space is limited and the demands for the servicing and retrieval of collections is great. In this type of work environment, the 1010's price tag may not rule it out of consideration.

For further information contact Mark Lichtenstein, Ragen Information Systems, 1901 North Fort Myer Drive, Arlington, VA 22209, telephone 703-841-9788. [RICHARD M. KESNER, *The Faxon Company*]

Analog Videodisk System Opens to Users at the Library of Congress. The Library of Congress has made available to Library users the first of six analog videodisks produced during the initial phase of its Optical Disk Pilot Program, begun in late 1982. Installed in the Prints and Photographs Reading Room, the disk with its player and a video monitor will make it possible for a Library patron to quickly sort through or stop and study any one of almost 40,000 photographs, posters, architectural drawings, and other pictorial items from the Library's Prints and Photographs collections.

Looking much like a silvered 33 $\frac{1}{3}$ -rpm recording, the 12-inch videodisk holds up to 54,000 images on just one side. Included in the list of items on the first disk made available are:

1. 875 photographs, including 539 black-and-white and hand-colored glass lantern slides of views from around the world gathered on the World Transportation Commission Trip (1894-96);
2. virtually the entire photographic collection of the Detroit Publishing Com-

pany taken in the United States, Mexico, Canada, and the Caribbean from 1890 to 1914—a collection consisting of 22,900 glass photonegatives and glass transparencies of various sizes (all displayed as positives), and 299 lithographically colored photoprints of different sizes;

3. 1,825 photographs of the Ottoman Empire collected by Sultan Abdul Hamid II in 1893;

4. 1,610 color slides and transparencies of the United States and Puerto Rico from 1939 to 1943 by photographers of the U.S. Farm Security Administration and Office of War Information;

5. 3,615 international political and propaganda posters (1965–80) from the Yanker Collection;

6. 440 items (plans, details, sections, renderings, measured drawings, etc.) from the architectural drawings for the Library's Jefferson and Adams Buildings.

Viewers using the disk may browse the collection by depressing a button which will cause the images to be displayed automatically at a rate of several per second. Patrons also have the option of manually controlling the rate at which images appear.

As copyright permissions are secured, other disks will be put into public use. Materials available for viewing on the five other analog disks will include: 10,000 images from our Prints and Photographs Division; almost 100,000 motion picture publicity stills from our Motion Picture, Broadcasting, and Recorded Sound Division; a selection of seven color films and film segments; a selection of about thirty titles from the paper print collection of pre-1910 motion picture films; and two television newscasts from 3–4 July 1976.

SONY Video Communications Products Co. of Lanham, Md., was awarded the contract for the videodisk portion of the pilot program. In another phase of the program, Integrated Automation of Berkeley, Calif., was awarded a contract to provide a system which will use digital optical disks for computerized mass storage, preservation, and retrieval of printed materials, including text and half-tone illustrations.

The digital disk pilot system will provide archival-quality document storage of 500,000 images per year of pages from various printed sources (especially periodicals), rapid access and display of the images, and reproduction of single or multiple copies of specified pages or entire documents. Display will be on six high-resolution terminals in Library reading rooms and will take advantage of existing Library of Congress computer indexing and abstracting systems. Reproduction will take place on associated terminal printers or through remote printing facilities.

In addition to offering attractive features for preservation, both digital and analog disk storage may offer unparalleled high-speed access to library materials, including some of the most fragile and important materials in the Library's vast collections. With collections now totalling more than 80 million items and increasing at the rate of over 7,000 a day, the Library of Congress will closely evaluate each part of this pilot program with an eye towards wider use within existing resources in the future.

William J. Welsh, the Deputy Librarian of Congress, gives overall direction to the Pilot Program. Joseph W. Price, Chief, Science and Technology Division, serves as Director of Projects.

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News Notes

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

Send notes for publication to News Notes Editor, the *American Archivist*, National Archives Building, Washington, DC 20408, or to one of the following reporters: **Religious Archives** to John R. Woodard, P.O. Box 7414, Reynolda Station, Winston-Salem, NC 27109; **Business Archives** to Anne Millbrooke, United Technologies, 400 Main Street, MS 124-22, East Hartford, CT 06108; **State and Regional Archival Associations** to Alice Vestal, Special Collections Department, Main Library, Room 610, University of Cincinnati, Cincinnati, OH 45221; and **Manuscript Repositories** to Peter J. Parker, Historical Society of Pennsylvania, Manuscripts Department, 1300 Locust Street, Philadelphia, PA 19107.

The *Newsletter* of the **Archives of Labor and Urban Affairs**, Walter P. Reuther Library, Wayne State University, Detroit, has resumed publication. Anyone who wishes to be placed on the mailing list should contact the archives.

United Community Services of Detroit, whose older records are open for research, is participating with the archives in developing a comprehensive record's management program. The organizations hope the results will provide guidance for other social service and charitable organizations.

According to the final report of the **Arizona Historical Records Needs and**

Assessment Project, funded by a grant from the NHPRL, twentieth-century business, industry, and manufacturing are underdocumented topics in Arizona. The report, entitled *Preserving Arizona's Historical Records*, appeared in 1983.

"Archives: Catching up with the Past" is a popular slide show on business archives. It was produced by the **Atlantic Richfield Company**. A circulating copy is available from Manny Jimenez, Manager, Special Projects, Atlantic Richfield Company, Box 2679-T.A., Los Angeles, CA 90051.

The **Business History Conference** held its thirtieth annual meeting in Hartford,

Conn., 8–10 March 1984. The meeting opened with a tour of the Pratt & Whitney plant in East Hartford, where aircraft engines are manufactured. Pratt & Whitney is a division of United Technologies, and the archivist for the parent corporation gave a slide presentation on the business archives. Also on the conference program were sessions on management and technology, management and labor relations, “big business” in the 1980s, government regulation of banking and insurance, research and development, and agriculture.

The **Chester County Historical Society** of Pennsylvania has received a \$30,000 grant from NEH for a two-year project to arrange and describe the papers of the Chester County Court of Common Pleas for the years 1714 to 1820. The estimated 300,000 documents record civil actions in the county court and contain a wealth of information not only for genealogists, but also for scholars of social and economic history. The project will include the publication of a guide to the records. The Common Pleas records are part of the holdings of the Chester County Archives, which is administered by the Chester County Historical Society in cooperation with the County of Chester. For more information contact: Jack McCarthy, Archivist, Chester County Archives, Chester County Courthouse, West Chester, PA 19380.

The **Concordia Historical Institute**, St. Louis, Missouri, has recently received a Vacudyne Facufume-12 document fumigator. This will enable the institute to destroy insects and other vermin in old books and papers before shelving the documents.

The **Congregation Searith Israel**, New York City, the oldest congregation in the United States, has received a grant from NEH to develop an archives program for

the more than 200 cubic feet of records dating from the colonial period.

In October 1983 the **Eleutherian Mills–Hagley Foundation** hosted “The Regulatory Rollercoaster: The Past and Future of American Banking.” Dr. Edward G. Boehne, president of the Federal Reserve Bank of Philadelphia, spoke on “The Revolution in Banking.” Among the other sessions was a seminar on the archival appraisal of bank records, chaired by Dr. Michael H. Nash of the Eleutherian Mills Historical Library.

The **Billy Graham Center**, Wheaton College, Wheaton, Illinois, has begun issuing *Evangelical Studies Bulletin*. In addition to a variety of articles on the scholarly and popular study of evangelism, the bulletin will contain news of research sources and news of accessions and services from the Graham Center Collections.

During an NHPRC-funded survey of public records in Chicago and Cook County the **Illinois State Archives** staff located, among other records, about 200 cubic feet of Chicago City Clerk’s records predating the Chicago fire of 1871. The records begin with the organization of Chicago as a village in 1833. Although they consist of the proceedings of the city council, the records contain election returns, tax records, street and construction plans, property lines, permits of all types, reports of the council by elected and appointed officials, petitions, litigation papers, and correspondence. A review of published histories of Chicago has revealed no citations of these materials.

The **Kentucky Council on Archives** focused on “Computers in Archives” at its 1984 Spring meeting held at the University of Louisville. The entire morning session was entitled “Archival Applications

of Off-the-Shelf Microcomputers and Systems.” Its purpose was to demonstrate that any archives could effectively make use of off-the-shelf equipment and software. This use does not require any knowledge of computers, programming, or data processing.

Two demonstrations were conducted by David Horvath and Andy Anderson of the university’s photo archives. David demonstrated the dBase II database management possibilities on an IBM-XT. He constructed a sample file of information on a photograph collection needing indexing and access. Andy used a Commodore home computer and demonstrated PFS.

The participants were left with the strong impression that any archives not automating is wasting time and money. [J. THOMAS CONVERSE, *Kentucky Department for Libraries and Archives*]

After several years of organization, the archives and library at the Supreme Office of the **Knights of Columbus** are now open to researchers by appointment. The archival manuscripts and related material pertain to the history of the Knights of Columbus, the Catholic Church, and secular history in the United States from the 1880s to the present. The photograph collection is part of the museum, which displays more than 500 artifacts, documents, items of memorabilia, and works of art. For further information, write Kim Perry, Archivist, Knights of Columbus, Supreme Office, One Columbus Plaza, New Haven, CT 06507.

The **LDS Church Archives** became involved with a computerized indexing system in 1971. It took the place of a name index on cards. At present the index, which is on microfiche, includes more than a million names.

In 1974 the archives began considering ways to computerize the archives card

catalog. It was decided that too much time was being expended in filing, correcting, and refiling the cards. The computer systems people pointed out that the cost of writing a program for a cataloging system would be almost \$100,000. Because some staff members had attended the National Archives seminar, it was decided to purchase the SPINDEX programs. In 1977 the archives began putting the card information into the computer. The backlog project was finished earlier than originally planned. At present 25 fiche represent the catalog.

SPINDEX was versatile enough that the archives decided to use it to keep track of congregations. For many years a card index had been used to tabulate some historical information on congregations, including the date of organization, name changes, for some a date of disorganization, and also the ecclesiastical parent unit for each congregation. That information, for more than 15,000 congregations, is now listed on 22 fiche. Another office within the church organization was responsible for receiving that information, and the Church Archives had taken the office’s reports and entered them into the SPINDEX system. The archives now receives this information electronically from that office in the LDS Church Office Building and has on-line access to it.

The archives also created with SPINDEX a special list called a portrait index, which consists of a name index to photographs. The portrait index is of use to patrons who come to the search room to find photographs of individuals.

In 1982 the LDS Church Archives began looking at other systems that would provide better access to sources. The LDS Genealogical Library had produced an on-line cataloging system based on MARC. The library staff had taken a great deal of time and money to produce the system, and they were interested in having another department use it. The

Historical Department, which includes the library, archives, and museum, will be using the new catalog system. The output will be a microfiche catalog for each area. The scheduled date for beginning the system is 1 July 1984.

Programs for an on-line patron assistance catalog are now being written and should be implemented within three to five years. [RONALD G. WATT, *The Church of Jesus Christ of Latter-day Saints*]

The Midwest Archives Conference (MAC) has for the past five years made archival automation an established item on its menu of educational programs. A variety of regular conference sessions and special events have looked at automation in the archives from a number of perspectives: from describing and assessing particular experiments, to evaluating user needs and equipment, all the way to appraising machine-readable records. The cooperative, NHPRC-funded Midwest State Archives Guide Project was evaluated in 1979 and 1980 program sessions presented by Max Evans and other project participants. Two sessions in 1982 considered, respectively, the standard data elements concept promulgated by the SAA's National Information Systems Task Force and strategies for managing machine-readable records in the archives. A session in 1983 gave practical advice on implementing automation in the archives, based on the experiences of three member institutions.

Standing apart from these traditional conference sessions are several other MAC experiments in fostering greater knowledge of archival automation. Most significant is Glen Gildemeister's popular basic session, "Introduction to Archival Automation," which has been presented four times and sets forth fundamentals ranging from basic principals and terminology of automated data processing

(ADP) to guidelines for designing a basic system to meet specific institutional resources and needs.

Another very successful experiment was the "Automation Track" offered at the Fall 1983 MAC meeting in Champaign, Illinois. That gathering featured a two-day immersion in discussion and lectures based on the status of archival automation, planning for institutional automation, and developing and implementing automated information systems. The track drew on the staff expertise from several leading Midwest archives, and registration was oversubscribed (a situation that has become common at virtually every MAC automation session).

MAC has also staged an "Archival Automation Fair." This four-hour mini-trade show during the Spring 1983 meeting allowed MAC members to view equipment and talk to representatives of several Chicago-area vendors of applicable hardware, software, and peripherals. [DENNIS E. MEISSNER, *Minnesota Historical Society*]

Because of its broad membership, its unusual resources, and its unique geographical position, the **Mid-Atlantic Regional Archives Conference (MARAC)** has pioneered the subject of automated records and techniques for ten years. MARAC's original purpose was to help provide training for professionals with modest travel funds, and it has a long-standing reputation for presenting workshops for entry-level archivists. Workshops on appraisal and disposition, finding aids, and preservation for automated records have been consistently popular. These workshops have been supported by both large and small institutions in the region.

In addition to basic workshops, our sessions have concerned automated records as well. We are fortunate to have

NARS, LC, and the Smithsonian in our region, and early sessions were led by archivists from those institutions. Since then we have moved on to the subject of small computers, paperless office systems, and library networks. Members from institutions of all sizes, from both within and outside the region, have participated in our worthwhile sessions. [DON HARRISON, *National Archives and Records Service*]

A repository for many business records, the **Minnesota Historical Society** hosted the 1983 annual meeting of the Society for Industrial Archeology. On 9 May 1983 the *St. Paul Pioneer Press/Dispatch* ran a front-page story entitled "Archeologists Indulge Industrial Interests." Industrial archeologists form a growing group that uses business archives.

The **Monmouth County Library** headquarters in New Jersey will include a 12,000-foot archives section where county records from the seventeenth century to the present will be maintained and made accessible to the public. The archives will hold in its environmentally controlled area tavern licenses, court cases, road returns, and land, manumission, marriage, and building records. The state archives will treat damp or moldy materials before they are moved into the new quarters.

During the past twelve years **New England Archivists** (NEA) has attempted to provide education and information to a diverse membership in a six-state region. We have joined forces with other organizations, such as the New England Oral History Association and the Bay State Historical League, to meld together thoughts and methodologies of various record keeping groups. Our goals have been much the same for our workshops

and seminars, trying to offer sessions on a multitude of subjects to reach people in large repositories and small, volunteers and professionals alike.

Our quarterly newsletter reaches more than 375 members and brings them information of newsworthy subjects including regional and national efforts in areas such as automation. We have offered several sessions dealing with automation in the past. In 1982 we sponsored an Information Systems Workshop directed by David Bearman of SAA's National Information Systems Task Force. This task force was the subject of a paper presented at a session at our Spring 1982 meeting. An accompanying paper was given on the RLIN Bibliographic System.

In 1980 we offered a session on "Word Processors for Archivists" at the meeting we held jointly with the American Association for State and Local History and the Bay State Historical League. A year earlier we held a joint meeting with MARAC in Albany at which sessions were offered on the paperless office of the future and automated national databases.

NEA remains committed to bringing new trends and concepts to its members and will continue to offer sessions on automation as it affects more and more of our membership. [EDWARD L. GALVIN, *The MITRE Corporation*]

The Regional History Center at **Northern Illinois University** has been awarded a grant from the Radio Shack Division of the Tandy Corporation to provide a multiuser microcomputer system valued at \$10,000. Equipment includes the TRS 80 model 16B microcomputer and Daisy Wheel II printer; software includes the Scripsit word processor and Profile Plus database management system. The eighteen-month project will focus on the development and evaluation of an archival management system for N.I.U.

Archives that will be flexible enough for use in other institutions. For additional information, contact Regional History Center, Swen Parson Hall, Northern Illinois University, DeKalb, IL 60115.

In 1977 the **Northwest Archives** for the first time took a serious approach toward placing the topic of automation on the agenda for an annual meeting. The action took place in Walla Walla at a rump meeting of the archivists during the Northwest History Conference. After extensive discussion, it was decided that the next meeting should include a session covering a proposal for establishing a network for the Pacific Northwest. A task force was appointed and a report was to be made at the 1978 session in Portland. The task force was sidetracked, however, and never recovered sufficiently to make a presentation on networking, and instead presented a disjointed discussion on automation.

In the first joint meeting of the Northwest Archivists and the British Columbia Archivists in Vancouver, B.C., in 1980, the session on automation included a thorough discussion of integrated systems—records management and archives—as developed by Liisa Fagerlund for the City of Portland. The discussion included a review of SPINDEX as used by Fagerlund and John Burns, who was involved in the Washington State Historic Records Survey. Following the success of this session, the topic of automation has been a part of each meeting since 1980. In May 1984, at our third joint meeting with our British Columbia colleagues, an excellent presentation was made on archival automation in the United States and Canada. The sessions have never been overly technical or heavy with jargon, but, as we become more and more aware of automation and involved directly with the hardware and software,

the sessions are becoming more sophisticated. The trend in the presentations of the Northwest Archivists has been to prepare our members for the future of automating archival functions. Now that the future is the present for many of our members, the sessions have become more practical and less visionary. [KEITH RICHARD, *University of Oregon*]

The staff of the **J. Walter Thompson Company Archives** recently installed an exhibit in the department's new display area. Entitled "Raiders of the Lost Archives," the exhibit highlights treasures discovered in a survey of 8,000 boxes of the company's records stored off-site. The finds from the survey include clipping files of the Public Relations Department, photographs of prominent socialites featured in advertisements, and interviews conducted with corporate executives.

"Historians Discover the Pitfalls of Doing the Story of a Firm" is the title of a front-page article in the *Wall Street Journal*, 27 December 1983. The *Journal's* staff writer listed as the leading pitfalls scanty archives, touchy executives, and unimpressed peers in academe. On the positive side, the writer noted the success of the professional history department and archives of the Wells Fargo Bank.

The Archives Division, **State Historical Society of Wisconsin**, received an NHPRC grant to study various automated systems of archival control and to implement an on-line archival information management system. The division used the OCLC LS/2000 system for three months and the Research Library Network System for three months. Data related to scheduling, appraisal, disposition, access, and various archival processes are being tested in these systems. At the conclusion the division will issue a report detailing the strengths and

weaknesses of each system.

The division also has a computer program that will convert data in SPINDEX format to MARC format. This will enable repositories that have been using SPINDEX to contribute data to bibliographic utilities such as RLIN without retyping the information. The records of the Mid-West Guide Project provided test data for the conversion. For further information, contact Max Evans, Deputy State Archivist, 816 State St., Madison, WI 53706.

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The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

Minutes: Council Meeting 19-21 May 1984

The spring meeting of the Officers and Council of the Society of American Archivists was called to order by President David B. Gracy II, on Saturday, 19 May 1984, at 9:08 a.m., at the 4-H Center, Chevy Chase, Maryland.

Present were President Gracy, Treasurer Paul H. McCarthy, Jr., Council members Kenneth Duckett, John Fleckner, Robert S. Gordon, Larry J. Hackman, Edie Hedlin, Sue E. Holbert, William L. Joyce, and Virginia C. Purdy. Attending without vote were Executive Director Ann Morgan Campbell and SAA staff member Antonia Pedroza. Not attending the meeting was Vice President Andrea Hinding.

Joyce moved that Council adopt the agenda as amended. The motion was seconded by Purdy and passed.

Finances

McCarthy reviewed the general fund's performance for the first three quarters of FY 1984 and projections for the final quarter. Due to deferred spending and early collections of some 1984 annual meeting revenues, a revenue surplus is anticipated.

McCarthy and Campbell presented the FY 1985 general fund budget for Council's consideration.

Council Committees

Reports submitted by chairs of task forces, committees and sections, and by SAA's representatives to various boards and councils were reviewed by Council.

Section reports will be edited by the Council committee on sections and will appear in the July *Newsletter*.

Budget requests from the various groups were discussed as part of the overall discussion. Final action on the requests was deferred until formal consideration of the budget later in the meeting.

As a part of Council's consideration of costs, Hedlin moved that the executive director recommend to the Joint AHA/OAH/SAA Committee of Historians and Archivists that the group consider reducing its membership from the present three persons to two persons representing each organization, the executive director and one additional member. Gordon seconded the motion, which passed.

President's Report

Gracy reported that the Executive Committee and the Executive Director had reached agreement on a contract for Campbell. It will expire in 1986, at which time Campbell has asked to be relieved of her duties with the Society.

The President reported that, in addition to testifying for National Archives independence legislation before the House Committee on Government Operations, he had devoted a substantial amount of time to the work of the Task Force on Archives and Society. He attended the March meeting of the group in Chicago and has recently addressed several regional meetings on the topic.

Treasurer's Report

McCarthy announced that, in accordance with a recommendation from the Auditing Committee, a new accounting firm has been selected to perform the Society's annual audit.

The Treasurer recommended that two special project funds—the Building Fund and the Endowment Fund—be merged to form the Education Endowment Fund. The new fund's interest income would be available to further the education goals of the Society. Holbert moved that the funds be so merged and Gordon seconded the motion, which passed.

The treasurer also recommended that a memorial fund be established to permit the receipt of donations in honor of archivists. Joyce moved that Council create a memorial fund, with unrestricted purposes, the use of the fund's assets to be directed by Council. Purdy seconded the motion, which passed.

A motion by Fleckner, seconded by Duckett, directed the staff to incorporate in the dues notice an opportunity to contribute to the Education Endowment Fund.

Executive Director's Report

Campbell reported that plans are complete to install computer capability in SAA's Chicago office for the management of membership rolls. Shortly after the membership system is operative, publications sales will be automated. The 1984 annual meeting registration will be handled with computer assistance, as was the case in 1983.

UNESCO

Gracy passed the chair to McCarthy so that he could present a resolution prepared by SAA's International Archival Affairs Committee. The following resolution was moved by Hackman, seconded by Gracy, and passed:

WHEREAS, The United States was a founding member of the United Nations Educational, Scientific and Cultural Organization (UNESCO); and

WHEREAS, UNESCO's archival program provides vital assistance to developing nations for creation of effective records and archival information systems which are necessary to facilitate national economic and technical projects and to preserve the historical and cultural heritages of those nations; and

WHEREAS, The Society of American Archivists has had a long-standing interest in international archival development and was instrumental in the formation of the International Council on Archives as a Non-Governmental Organization affiliated with UNESCO; NOW, THEREFORE, BE IT

RESOLVED, That the Society of American Archivists notes the effectiveness of UNESCO's Records and Archives Management Program (RAMP) and urges continued United States support for this and similar programs that provide essential assistance to archives and information programs in developing nations; and FURTHER

RESOLVED, That the Society of American Archivists calls upon the Secretary of State, the Archivist of the United States, and the Director-General of UNESCO to take necessary steps to achieve satisfactory resolution of differences in order to preserve the many positive benefits of continued United States participation in UNESCO's archival programs; and FURTHER

RESOLVED, That copies of this resolution be transmitted to the President of the United States, the Secretary of State, the Archivist of the United States and the Director-General of UNESCO and other appropriate bodies.

Personnel Bylaws

Council added the following bylaws to the constitution on a motion by Purdy, seconded by Joyce:

Personnel Committee: There shall be a Personnel Committee, comprised of the members of the Executive Committee of Council and the two most recent living past presidents of the Society. The President shall serve as chair of the Personnel Committee and shall call the committee into session. The Personnel Committee is charged with the duties of searching for and negotiating the terms of a contract with a new Executive Director. It shall also conduct performance review of the Executive Director annually before the spring meeting of Council according to established procedures, and shall communicate the results of its review to Council for consideration at the spring meeting.

Personnel Grievance Committee: There shall be a Personnel Grievance Committee, composed of five members, each of whom must have served the Society as a Council member or as an elected officer within the past five years, but who may not be serving in such capacity at the time of the work of the committee. Two members of the Committee shall be chosen by Council, two members by the Ex-

ecutive Director, and the fifth member by decision of the first four members chosen. The fifth member will serve as chair of the committee. The Committee shall hear grievances 1) between the Executive Director and Council, 2) between the Executive Director and a staff member, and 3) such other grievances as may be referred to it by Council. The decision of the Personnel Grievance Committee concerning matters involving the Executive Director shall be binding upon the parties to the dispute, provided that the decision is in accordance with applicable federal and state laws and the Constitution and Bylaws of the Society.

National Lawyers Guild

SAA has been contacted regarding ongoing litigation between the U.S. Government and the National Lawyers Guild. The Guild is seeking privileged status for NLG records which have been turned over to archival institutions. Council noted that it did not have sufficient facts to enter the case but determined to follow it carefully with the intention of considering involvement at a later date.

Nominating Committee

John Fleckner and William Joyce, two of three outgoing members of Council, were selected by lot to serve in Council's seats on the Nominating Committee.

FY1985 Budget

Council returned to consideration of the 1985 budget. On a motion by Hackman, seconded by Joyce, SAA's allocation to the National Coordinating Committee for the Promotion of History was raised in the upcoming year from \$2,000 to \$3,000.

On a motion made by Fleckner, seconded by Hedlin, Council agreed to fund a research study proposed by the Task Force on Archives and Society which would examine the image of archivists as perceived by resource allocators.

Council reviewed plans for the establishment of an office of education and training to provide leadership and development of the Society's educational offerings. Concluding that the need for such an office is essential at this time, both for the profession and the Society, Council agreed to adjust the FY85 Budget to recognize this need.

On a motion by Gordon, seconded by Fleckner, a new professional position was authorized in SAA's Chicago office to coordinate and develop the Society's educational programs and to provide staff support to other on-going activities.

Campbell provided Council with programmatic analyses of anticipated revenues and expenses. She noted that the publications program and the annual meeting and workshops were expected to break even in performance.

Henry moved that Council adopt the FY85 budget with revenue anticipated at \$425,595 and expenditures at \$436,114. Hackman seconded the motion, which passed.

Accreditation/Certification

Duckett led an extensive discussion of the areas of institutional accreditation, accreditation of archival education, and individual certification, describing past efforts of the Society and present arrangements of other professional organizations. On a motion by McCarthy,

seconded by Gordon, Council asked the Committee on Education and Professional Development for a report in Spring 1985 on individual certification for archivists. The following assumptions were specified by Council:

1. The program would be self-sustaining financially.

2. Persons with specified levels of education and experience would be "grandfathered."

3. A recertification program would accompany the program for certification.

4. The certification program will require some years to develop.

5. Instant perfection is not required.

6. The program is seen as post-employment.

7. The program's purpose is to create standards for archivists and to provide incentive for members of the profession to maintain and improve their professional competency.

The certification program is to require qualifications in the three major areas of education/other competencies, experience and written examination.

The spring meeting of Council was adjourned at 11:00 a.m. on Monday, 21 May.

ANN MORGAN CAMPBELL
Executive Director

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The American Archivist

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1984

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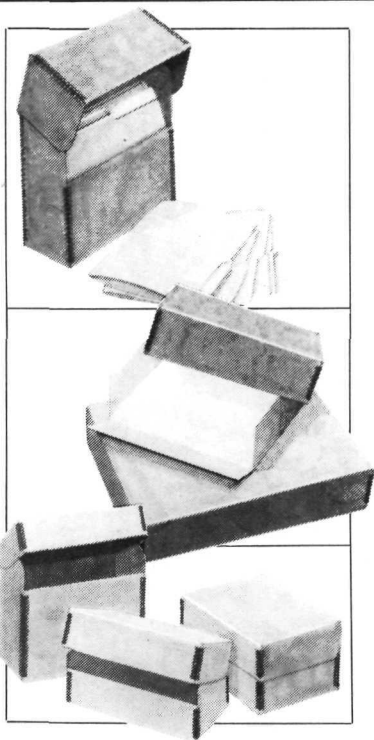
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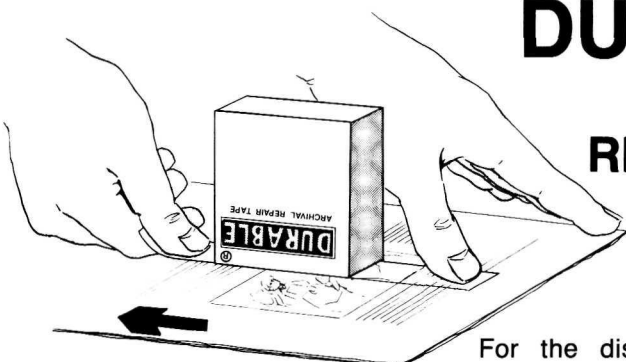
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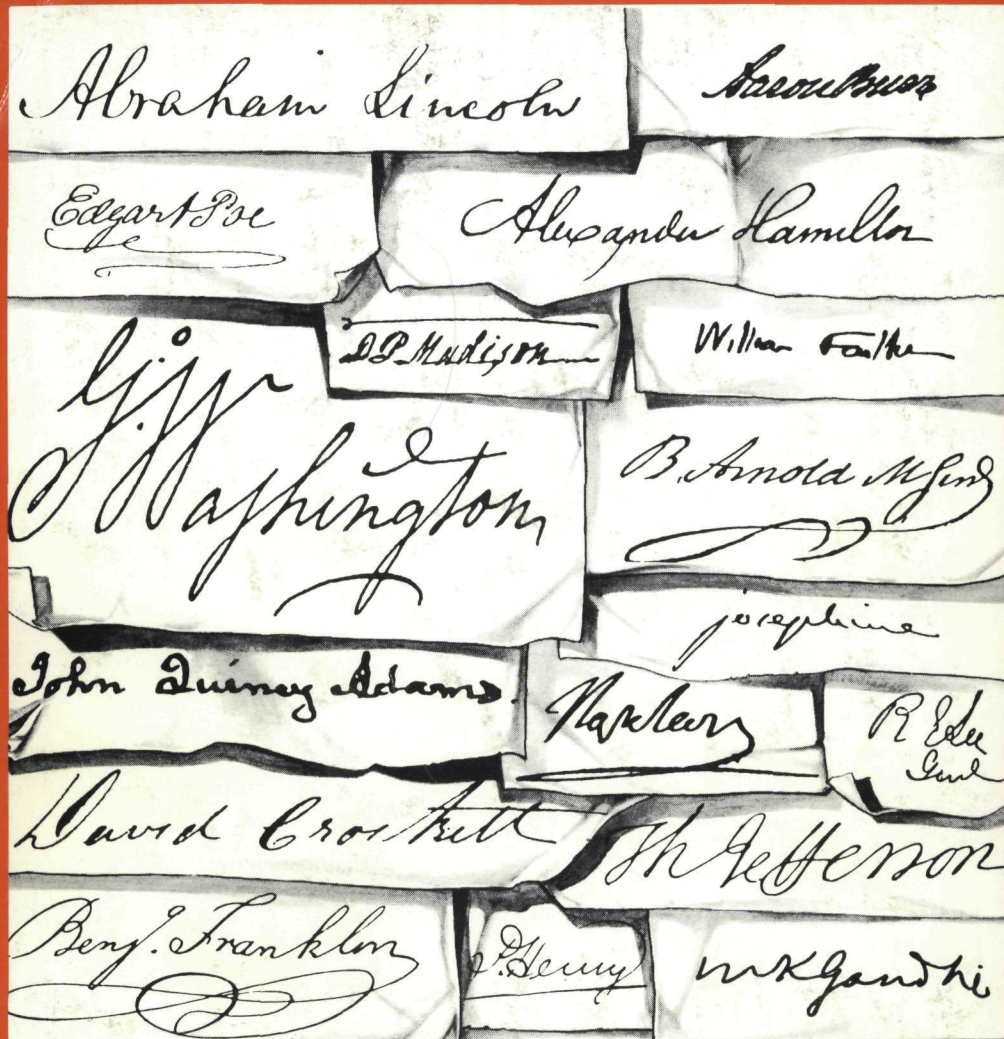
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