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Andrea Hinding is director of the Walter Library, a unit of the University of Minnesota Libraries that includes the Social Welfare History Archives, Immigration History Research Collection, Northwest Architecture and Performing Arts Archives, and University Archives and the Charles Babbage Institute Collection. Prior to being named director in 1978, she served as curator of the Social Welfare History Archives. From 1975 to 1979 she directed the Women's History Sources Survey and prior to that, the Minnesota Welfare Records Survey. Since 1976, she has taught graduatelevel courses in archives administration. She received her B.A. and M.A. degrees in history from the University of Minnesota. Hinding served on SAA's Council from 1975 to 1979 and was elected a Fellow of the Society in 1977. She has served on many SAA committees, including the 1974 and 1977 Program Committees, the Joint Committee on Historians and Archivists, and the Urban Archives Committee. She was a member of the executive council of the Organization of American Historians from 1977 to 1980 and represented the American Historical Association on the National Archives Advisory Council during those same years. She also was a member of the Midwest Archives Conference council from 1973 to 1976. Hinding is editor of Women's History Sources: A Guide to Archives and Manuscript Collections in the United States.

PAPER AND PRESERVATION:

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

Meeting the specialized needs of the textile conservator:

A growing product list.

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

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

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

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

But while acid-free wrappings, linings and storage containers are essential, different substances respond differently to the presence of buffering agents. Again, the similarity to paper conservation is striking: drawings, watercolors, manuscripts and the like require buffering to prevent environmental contamination, but unbuffered papers are now widely preferred for the preservation of photographic materials.

These selfsame papers—free of impurities and with the highest possible surface smoothness and uniformity, dependably acid-free but without buffering agentsprovide the appropriate nonalkaline environment for proteinbased textiles, such as silks and wools. We offer two: Archivart* Photographic Storage Paper, made of a high-alpha fiber free of lignin and sulphur, with superior surface smoothness and formation, and Atlantis Silversafe Photostore, made of 100% cotton. Both are neutral in pH and without buffering, as is our unbuffered tissue.

Where alkaline buffering is appropriate, our product list for textile conservation includes

archival tissues, papers, boards and bristols, as well as storage boxes and trays in varied sizes and configurations (most are shipped flat for convenient storage and assemble readily withou! fasteners), and support materials from tubes in a range of sizes and diameters to rigid, lightweight, non-warping honeycomb core panels.

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

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



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Technical Notes

BEN DeWHITT, Editor

Air Quality Criteria for Storage of Paper-Based Archival Records. Faced with mandated reductions in the size of its professional staff, the National Archives and Records Service has made remarkably effective use of contracted research, including studies of polyester stability, a conceptual design of a monitoring system for the Charters of Freedom, and statistical surveys of the nature and condition of its holdings. Perhaps the most important of these for the archival community is Air Ouality Criteria for Storage of Paper-Based Archival Records, published by the National Bureau of Standards. The study proposes criteria for temperature, relative humidity, and gaseous and particulate concentrations for storage areas used for paper-based archival records. The criteria are based on a literature survey; recommendations of a workshop called to discuss these issues; and the result of measurements of temperature, relative humidity, air exchange rate, and sulfur dioxide, nitrogen oxides, and ozone concentrations in the National

Archives Buildings. The contaminant measurements for the Archives Building were compared with others made for the Madison Building of the Library of Congress and the East Building of the National Gallery as part of the study.

Any such study has obvious limitations: the literature is, in general, rather weak in mechanistic studies of air pollutant effects on cellulosic fibers; doseresponse relationships for air pollution damage to paper-based archival materials are not available; the measurement program was restricted to the winter months, when ozone and concentrations of nitrous and nitric oxides (NO_x) are at a minimum; and the measurements were conducted only in Washington, D.C. These limitations must be kept in mind when evaluating the proposed criteria and attempting to apply them to circumstances other than those for which they were commissioned. Yet it is inevitable that the criteria will form the basis for the setting of standards, the design and planning of environmental conditioning systems, and cost-benefit analyses of alternative conservation strategies.

Recommended Air Quality Criteria for Archival Storage (after NBSIR 83-2795)

Category of Storage Conditions	1	2	3		
Public Access	yes	no	no		
Duration of Storage	short-long ⁽⁴⁾	short-long ⁽⁴⁾	long ⁽⁵⁾		
Frequency of Access	often	often	seldom		
Dry-bulb Temperature Range	18-24 °C (65-75 °F)	10-13°C (50-55°F)	-29°C (-20°F)		
Temperature Control ⁽¹⁾	±1°C	± 0.5 °C	±1°C		
Relative Humidity	40-50%	35%	2%(6)		
Range and Control ⁽²⁾	±5%	±3%			
Gaseous Contaminants					
SO ₂ (sulphur dioxide)	≤ 1 μg m⁻³	≤ 1 μg m³	\leq 1 μ g m ⁻³		
NO_{X}	\leq 5 μ g m $^{-3}$	<u>≤</u> 5 μg m⁻³	\leq 5 μ g m ⁻³		
O ₃ (ozone)	< 25 µg m⁻³	\leq 25 $\mu g m^{-3}$	≤ 25 µg m⁻³		
Fine Particles	_				
TSP ⁽³⁾	\leq 75 $\mu g m^{-3}$	\leq 75 $\mu g m^{-3}$	\leq 75 $\mu g m^{-3}$		

- Temperature should be in the given range and should not vary more than these control values.
- (2) Relative humidity should be in the given range and not vary more than these control values.
- (3) Total suspended particulates: the weight of particulates suspended in a unit volume of air when collected by a high volume air sampler.
- (4) Short-Long term storage is defined in this table as a wide range of time of storage. Documents may be removed and replaced daily or stored for many years depending on requests for their use.
- (5) Long term storage is defined in this table as a time of storage intended to be 50-100 years or more. Documents designed for this type of storage would be those of "intrinsic value" and designated for preservation as long as possible.
- (6) Two percent relative humidity at normal room temperature. At the temperature of storage, -29°C (-20°F), the water vapor in the sealed storage container is close to saturation (i.e., 100 percent relative humidity).

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The criteria are reproduced on page 78 with the exception of hydrochloric acid, acetic acid, formaldehyde, metal fumes (use best control technology) and carbon dioxide (≤ 4.5 grams per m³).

The temperature and relative humidity specifications fall within the now well-established criteria accepted by museum and library conservators. However, the rationale behind the three storage condition categories and the relationship between them and the temperature and relative humidity specifications is unclear. The control specifications are generally achieved for new buildings but may present some difficulties for retro-fitted older structures. The complexities of air exchange in the Archives Building are well documented in an appendix to the report.

It is in the area of gaseous contaminants that significant questions arose. In the absence of dose-response relationships between damage and pollutant concentrations, the choice of maximum allowable concentrations is determined by cost and design considerations. The criteria represent a consensus of what should be achievable with reasonable technology. Yet, the measurements for the Madison and East Buildings demonstrate that reasonable technology (Purafil, alkaline wash) fails in the case of NO_x. Further, in the absence of a summer measuring program, the magnitude of the problem is undefined, though one may make reasonable estimates based on ambient data for the summer months available from the District of Columbia. Unfortunately, the literature provides little guidance as to the likelihood that NO_x and ozone are significant causes of damage to paper, though some pigments, dyes, and photographic images are clearly at risk.

Quite unsatisfactory are the fineparticle (total suspended particulates; TSP) specifications, which rely on hi-vol air sampling. Such measurements are dominated by the coarse particulate fraction. The trend is toward specifications for the removal of a percentage of a sized fraction, e.g. $99\% \ge 10 \,\mu\text{m}$, $95\% \ge 1 \,\mu\text{m}$, rather than percentage of TSP by weight.

As the foregoing discussion indicates, the report, in particular the proposed air quality criteria, raises many important issues, adds substantially to our database of indoor pollutant concentration measurements, and provides a basis for consideration of the fundamental conservation policy question confronting conservators, librarians, archivists, and administrators. All those with even a passing responsibility for the care of collections should obtain a copy of the report in order to participate in what should be a lively discussion. Air Quality Criteria for Storage of Paper-Based Archival Records, National Bureau of Standards, Washington, D.C., 1983. 109 pp. \$13.00. Available from the National Technical Information Service as NBSIR 83-2795. [NORBERT S. BAER, New York University

Report on an Operational Test of the DRYPUR Film Cleaner. The Drypur Film Cleaner is a nonaqueous, frictionless film cleaning system. It is commercially available at a relatively modest cost from the Restoration House Film Group, Inc. A typical 16-mm setup with four rollers costs \$470 (U.S.). A two-roller kit is available for \$150 (U.S.). The Drypur is available in 16 mm, 35 mm, and 70 mm. The model tested was a standard model fitted with four 16-mm rollers.

Operation

The Drypur system is thoughtfully designed and well made. Its compactness is

an asset. The rollers function freely and with very little drag or friction, an important consideration in the handling of archival film, which is likely to be in poor and weakened condition and may be shedding emulsion. The system is easily mounted with screws onto a film inspection table.

The system apparently gives off no fumes and consequently no venting is required. This venting requirement is a drawback for other small film cleaning systems which use vapor-producing cleaning solutions such as Renovex, Ecco 1500 film cleaner, or freon.

The fact that the rollers must be constantly covered when the Drypur is not in use is the cause of some operational problems. Specifically, the use of two elastic bands to secure each plastic strip requires that eight bands be removed or replaced each time operation commences or ceases. While the plastic strip covers clearly are necessary, an easier method of attaching and removing them would be an improvement. Perhaps a Velco strip could be substituted for the elastic bands.

There is no way of determining the end of the useful life of the Drypur cleaning compound beyond the general guideline that "under normal conditions, two or three sets of rollers will efficiently clean films for six to eight months." In a small archives, where the use of the Drypur is intermittent, these instructions are difficult to interpret.

During our brief operation of the Drypur Film Cleaner we did experience one operational failure. The rollers are made of bakelite or a similar hard plastic. Two pieces are glued together along a seam. On one of the rollers this bond failed and the roller began to separate during operation. While we assume this failure was an isolated occurrence, the manufacturers would be well advised to check this aspect of the Drypur rollers.

Test Procedures

The basic test procedure was to compare the amount of residual deposit left on white film-cleaning flannels by films cleaned with the Drypur system and by various other cleaning systems. The tests are as follows:

- 1. A double cleaning with the Drypur followed by cleaning with a dry flannel held by hand.
- 2. A double cleaning with Drypur followed by cleaning with a flannel soaked in Renovex film cleaning solvent.
- 3. A repeat of the previous test. In this case, however, the film had recently been cleaned (method unknown) by CBC Vancouver prior to dubbing to video.
- 4. A test during which half of the film was cleaned once with Drypur followed by hand-held Renovex-soaked flannels. The second half of the film was simply cleaned twice with hand-held Renovex-soaked flannels.
- 5. A test during which the first half of the film was cleaned with Drypur followed by hand-held Renovex-soaked flannels. The second half was cleaned with the Ecco 202 (Model D) film cleaner and Renovex followed by handheld Renovex-soaked flannels.
- 6. Eight successive cleanings of the same film; Drypur was alternated with hand-held Renovex-soaked flannels.
- 7. Six successive hand cleanings with Renovex-soaked flannels.
- 8 and 9. Two tests during which the first halves of two films were cleaned with an IC RTI-Pulsar film inspecting and cleaning machine followed by a cleaning with hand-held Renovex-soaked flannels. This was followed by an additional hand-cleaning with dry film-cleaning flannels. The second halves of these films were cleaned with Drypur, followed by a cleaning with hand-held Renovex-soaked flannels and by hand-cleaning with dry film-cleaning flannels.

Comments on the Results

Tests one through seven yield inconclusive results which are difficult to interpret without more sophisticated analysis than we are able to give them. If the staining of the flannels is a result of dirt, then none of the film cleaning methods is effective. However, if the staining originates from residues resulting from the laboratory processing of the film which are not considered (optically) as "dirt," then the methods are of about equal effectiveness.

The significant results are those shown in tests eight and nine. In these tests the Drypur Film Cleaner is shown to be more effective than the automated IC RTI-Pulsar film cleaning and inspection machine. Not only is the Drypur more effective than the IC RTI-Pulsar but the Drypur is also a superior method for archival films, because there is some friction in the IC RTI-Pulsar procedure but none in the Drypur method.

Recommendations for Further Testing

The testing described in this report is limited to the actual operation of the Drypur Film Cleaner. We have made no attempt, beyond a simple magnified inspection, to test the chemical formulation of the cleaning putty itself or to analyze the stains left on the cleaning flannels. The manufacturers of the Drypur system are unwilling to release details of the composition of the cleaning putty beyond stating that it has been "developed from one of the higher molecular weight compounds . . . which absorbs dirt, grease, oil traces etc., when in contact with the surface of the film." While the motives of the manufacturer are apparently to protect the exclusive right to the formulation, archivists must be cautious when dealing with "secret formulas" and other chemical hocuspocus. Independent tests should be undertaken to verify the claims that

Drypur can clean films "repeatedly without any adverse effects"; that "no damage can occur to magnetic sound tracks"; that the putty is "non-toxic" and "non-injurious to health"; that there are "no fumes and [that] it is completely harmless and non-inflammable"; and that the absorption of impurities "will in no way hamper its efficiency."

Conclusions

While Drypur is not the complete answer to the problem of cleaning archival film, it does appear to provide a partial solution. A combination of aqueous bathing plus Drypur could probably be recommended as an initial treatment for dirty film, which often arrives at a film archives after having been retrieved from unspeakably bad storage conditions. The fact that the Drypur is relatively inexpensive and may be used without costly venting is an important feature for the relatively small film archives. While we could discover no evidence of any harmful effects from the putty-like cleaner and while we were assured that no effects would be discovered, archivists must remain leery of "secret formulas." The manufacturers should submit their cleaning putty for independent testing and chemical analysis.

In conclusion, the Drypur Film Cleaner has been successfully tested within the limits of the Provincial Archives of British Columbia and, barring forthcoming negative information, it has been incorporated into our film conservation procedures.

Equipment and material used in these tests: (1) Drypur Film Cleaner—4-roller model with 16-mm rollers; (2) Ecco 202 film cleaning system (model D) with Renovex film cleaning solution; (3) Film-cleaning flannel strips (white); (4) IC RTI-Pulsar film inspecting and cleaning machine (property of NFB of Canada, Victoria office).

The address of Restoration House Film Group, Inc., which markets the Drypur Film Cleaner, is Box 298, Belleville, Ontario K8N 5A4. Telephone: (613) 966-4076. [Derek Reimer, Provincial Archives of British Columbia]

Online Manuscript Search Service. The Special Collections Department of Hunter Library, Western Carolina University, houses University Archives, rare books, and approximately six hundred linear feet of regional manuscript material in 165 separate collections. The finding aids to these collections reflect recent changes in archival theory in that we have autograph files (alphabetical lists of correspondents and individuals referred to) for the older collections contained in a card catalog and unindexed inventories (general descriptions of the collections and folder by folder listings of their contents) for the newer ones.

We felt the need to index the newer collections for both name and subject access, but we also felt that to do so without integrating the proposed index with the existing autograph files for the older collections, which were also unintegrated and for which no subject access existed, would be counterproductive. The most efficient way to integrate the index seemed to be through an online system rather than a unified card catalog, since an online system would give us considerably more flexibility once the data were input. We likewise decided that since we were automating the finding aids we should automate bibligraphic control as well to create a unified online system for manuscripts.

Item vs. Group Description of Manuscripts

It seemed obvious that a system based faithfully upon current MARC cataloging formats, including the LC MARC

format for manuscript, which is based on monograph description, would not be adequate for our purposes because manuscript collections differ from published materials in several basic ways. In the first place, while published materials certainly differ in length, they do not differ in size as manuscript collections do. Ours, for instance, range from a collection consisting of a single one-page letter to a modern political collection of seventy-five linear feet, or twenty-five standard three-foot library shelves. Item description, while adequate for the single letter, is certainly not adequate for a collection of such magnitude, which may contain perhaps five hundred thousand separate items.

The problem of the size of manuscript collections is compounded by their even more distressing lack of unity. Published material, in no matter what form, possesses some sort of organizing principle that allows one to classify it within the general framework of knowledge and to assign to it a limited number of subject accesses. But manuscript collections are heterogeneous; they do not have the unity that makes item classification and description possible. A folder of correspondence, for instance, may contain letters from any number of individuals that bear on any number of subjects, if, indeed, one can say that some bear on any single subject whatsoever. And in a large political collection, one may find fifteen feet of general correspondence on countless subjects, thirty-five feet of committee reports and background material from four different committees, twenty feet of case files, and fifteen feet of miscellaneous material at the end.

Item-based systems of description lack the flexibility to handle such an accumulation, which is the reason archivists have, where possible, abandoned the card catalog for the inventory for purposes of bibliographic control.

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This inventory, which was developed by the staff of the National Archives to facilitate group description—as opposed to the item description in a library catalog—consists of information concerning provenance, size, form, physical condition, inclusive dates, terms, restrictions on the use of the collections, and a scope and content note, which may be from one paragraph to several pages long and which describes the collection in a general way and may list pertinent subjects and individuals found in it, followed by a folder-by-folder inventory. Such a finding aid is flexible enough to be useful for collections of any size since one may continue to describe groups within groups with what are called series notes—smaller scope and content notes —until an adequate level of description is reached, and so is more suitable for manuscripts than item-oriented MARCbased systems.

The Online Manuscript Search Service

We thus set out to create an inventory-based system that would do the following: be compatible with existing MARC-based systems to ensure that ours would interface on a national level; be useful for bibliographic control as well as for reference; substitute some form of scope and content note for the traditional catalog card; facilitate a unified name index file to be keyed to the folder level (we judged that anything less would not adequately serve the research interests of users); and facilitate a subject file also to be keyed to the folder level.

We might have tried to buy an existing package to adapt to our needs, but we decided that given the resources at hand we could develop our own system with approximately as much effort as we would expend trying to find and adapt an existing one. We considered designing the system to run on some of the available microcomputers, as this would

mean we could most easily transfer our entire data files to other locations, but decided against this for two reasons. The microcomputers have limited storage space for our purposes, and our university had just purchased two VAX-11/780s, which assured our access to a mainframe machine in the foreseeable future.

The realization of these efforts we call the Online Manuscripts Search Service (OMSS), a MARC record based online information retrieval system that provides full search and maintenance capabilities for the department's manuscripts records and indexes.

System Architecture

The system was designed for and is currently implemented on the university's VAX-11/780 computer, running version 3.0 of the VAX/VMS operating system. Software for OMSS is written exclusively in VAX-11 BASIC.

The database is composed of three inter-related files: the Collection Register File, which consists of variablelength records containing the bibliographic and descriptive information for the collections; the Name File, which consists of fixed-length records (80 bytes), containing personal names and pointers to collections where information concerning these names can be found; and the Subject File, which consists of fixed-length records (140 bytes), containing personal and topical subject headings and pointers to collections where information on these subjects can be found. (A national subject database for manuscripts may not be too far away, and we are concerned with the compatibility of our subject file. Because of their chronological arrangement in history, the Library of Congress subject schedules have proved unsatisfactory for manuscripts. Until some agreement is reached on a national thesaurus, we intend to run our subject index on a limited basis using modified LC subject headings.) The number of pointers that can be assigned to Name and Subject records is in principle indefinitely large, although storage space for the pointers is assigned in fixed-length blocks of 60 and 80 bytes, respectively, as the need arises. The data files are designed to be used with global buffers, which facilitate the simultaneous use of data by multiple users.

Searching the Files

The search module of the system provides users with access to each of the files through lexically and syntactically simple commands which are entered at the terminal. Specifically, the system permits searching of the Collection Register File by means of the manuscript collection title, the manuscript collection number, and a control number assigned to each record by the system. In addition, free-text searching of Collection Register records is provided through the "title key" command. This feature enables users to search Collection Register records, including the narrative description of collection contents, using single or Boolean combinations of keywords. Occurrence of the keywords in any portion of a record results in a "hit" with notification to the user that information concerning that keyword (or combination of keywords) may be found in the identified manuscript collection. Keywords may consist of entire phrases, words, or word stems.

Searching of the Name and Subject files follows a similar pattern. Names and Subjects may be searched for on an exact match basis using controlled vocabulary terms, or, using the "name key" and "subject key" commands, users may enter keywords which the computer then compares sequentially against each name or subject in the ap-

propriate file, with the system identifying and printing out successful string matches. For example, use of the commands "NAMEKEY" and "BOYD" results in retrieval of the name "VIRGIE, LUCY BOYD" from the name file, even though the search term is a middle name rather than the surname on which the record is indexed. This feature should prove to be of value in genealogical searches. Similarly, use of the search "SUBKEY" followed by "NORTH CAROLINA" as search term will retrieve from one subject index all records in which the term "NORTH CAROLINA" appears, whether as primary subject or as a subject subdivision.

In addition to providing both controlled-term and free-text searching of the files, the system also provides users with the capability of examining the indexes online through a browsing function. Upon entry of the commands "SUBJECT" and "BROWSE," for example, OMSS responds with a prompt which asks the user to identify the element of the alphabet where the browse should begin and where it should end. Records found within this interval are then displayed upon the screen, one screen at a time, until the end position is reached. For more sophisticated searching, the user is presently referred to the Online Manuscripts Search Service User's Manual. A fully online Help module is planned for version 2 of the system.

Record Structure and File Maintenance

The input, delete, correct, and update modules required for maintenance of the files are, for obvious reasons, isolated from public users. Access to these modules is controlled by means of a password. Records may be added to the Collection Register File by authorized operators either through keyboard input

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Tag	Field Name	Use
001	Control Number	System Supplied Record Control Number
800	Fixed Fields	Fixed Field Information Supplied by the Operator and the
		System in the MARC Manuscripts Format
041	Languages	Languages of Collections
049	Holdings Location	Indicates the Special Collections Department as the Holdings
		Location
099	Collection Number	Accession Number of the Collection, e.g., MSS 80-14
245	Collection Title	Title of the Manuscript Collection
260	Dates	Inclusive Dates of the Collection
300	Physical Description	Size of the Collection in Linear Feet
506	Limited Use Note	Restrictions on Use of the Collection
520	Descriptive Note	Describes Contents of the Collection. Repeatable Field.
535	Terms	Special Terms Governing the Collection
541	Donor	Name(s) and Address(es) of Donor(s)
590	Local Note	Special Shelving Locations
949	Physical Formats	Locally Defined Field to Record the Physical Formats of Materials

from a terminal or through loading of records in the manuscripts format from OCLC tapes. Collection Register records input at the keyboard are entered in response to system prompts for tag and field text data. Transparently to the operator, the system checks for illegal tags (a list of legal tags has been predefined for OMSS), automatically supplies a control number for the record, adds standard leader, fixed field, and field indicator data, adds the appropriate delimiters and field terminators, computes a record directory, and writes the record to the Collection Register File on disk, where it is stored in full MARC II Communications format.

The tags and fields chosen for inclusion in the record structure thus far are indicated in Table 1. With some minor modifications, use of these tags and fields in OMSS complies with LC MARC specifications for the manuscripts format. It will be noted that the record structure above contains no 6xx or 7xx fields for subject and name headings respectively. This is because the Subject File and the Name File are

created and maintained separately but linked to the main Collection Register File. The purpose of this, as intimated above, is to avoid one of the large limitations of the MARC format for describing manuscript collections, viz., the limited kind and number of name and subject headings which can feasibly be attached to bibliographic records for the collections. With manuscript collections, dozens-perhaps hundreds-of name and subject headings may need to be indexed to a single collection. Obviously this is not practicable with a record structure which includes name and subject headings as an integral part of the bibliographic record. The separate Name and Subject files of OMSS, on the other hand, provide means for a virtually indefinite expansion of the kind and number of headings assigned to collections. Moreover, since the files are stored as Indexed Sequential Access Method (ISAM) files, maintenance of the files, including global changes, is comparatively easy and efficient, since changes may be made to the headings without complete processing of the bibliographic record.

```
MSS 1 -22
                                    0000111
FAIN FAMILY, ADD. # 1
INCLUSIVE DATES: 1857-1917
SIZE: .75 1. ft.
  This addition to the Fain family collection contains correspondence, legal
papers, and business papers relating to the Fain family of Cherokee County,
North Carolina. There is also material on a court case, James R. Thomas v.
Thomas A. Cox.
RESTR: none
TERMS: gift
DONOR: Mercer Fain, Murphy, NC, and Mary Porter Owen, Wallingford, PA
LOCATION:
                                        FINANCIAL RECORDS 1842-1917 MAPS 9999-9999
CORRESPONDENCE 1853-1911
LEGAL PAPERS 1838-1915
OTHER
                                    MSS 80-23
                                     0000012
WESTERN NORTH CAROLINA HISTORICAL ASSOCIATION, ADD. # 1
INCLUSIVE DATES: 1952-1963
SIZE: .5 1. ft.
  This addition to the Western North Carolina Historical Association
collection contains correspondence, minutes, news releases, news clippings,
and other items relating to the history and activities of the organization.
RESTR: none
TERMS: gift
DONOR: William E. Bird, deceased
LOCATION:
CORRESPONDENCE 1952-1963
                                         DIARIES 1955-1956
FINANCIAL RECORDS 1952-1952
                                        LEGAL PAPERS 1952-1952
CLIPPINGS & SCRAPBOOKS 1952-1955
                                         LITERARY PRODUCTIONS AND REPORTS
OTHER PRINTED MATERIAL
                                         ICONOGRAPHIC 1942-1942
OTHER
                                    MSS 80-24
                                     0000014
HORACE KEPHART
INCLUSIVE DATES: 1895-1948
SIZE: 21 1. ft.
  Horace Kephart (1862-1931) was a noted naturalisty woodsmany journalisty
and author. In 1904 he gave up a career at the St. Louis Mercantile Library
and moved to western North Carolina to engage in outdoor pursuits and study
the region. He settled in the Bryson City area of Swain County.
                                                                   Kephart
wrote two books, "Camping and Woodcraft" and "Our Southern Highlanders",
based on his skills and observations. He has been called the Father of the
Great Smoky Mountains National Park because of his involvement in promoting
the area and support of legislation creating the park. The collection
contains Kephart's published and unpublished writings, notes, and journals.
There is also a large number of maps, pamphlets, and photographs.
RESTR: none
TERMS: gift
DONOR: Kephart family
LOCATION:
                                         FINANCIAL RECORDS 1923-1931
CORRESPONDENCE 1907-1948
                                         LITERARY PRODUCTIONS AND REPORTS
CLIPPINGS & SCRAPBOOKS 1895-1935
                                         ICONOGRAPHIC 9999-9999
OTHER PRINTED MATERIAL
                                         MAPS 1898-1936
GENEALOGY
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OTHER

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The Collection Register record in full MARC format, complete with tagging, is visible only to the operator at the time of creation or editing of records. The record displayed to the end user is a result of a screen display module in the search program which formats the data and adds print constants. A typical OMSS Collection Register record, albeit a short one, is illustrated in Figure 1. The physical formats displayed at the bottom of the record are, for purposes of storage economy, stored as onecharacter codes in the 949 field. The English equivalents of the codes are generated by the screen display program when the record is displayed.

While OMSS is designed primarily as an online information retrieval system to be used with video terminals, various forms of hard copy output can be provided as well. Search results may, of course, be printed in hard copy to a hard copy terminal connected to the system or to a hard copy printer attached to a VDU connected to the system. In addition, the various files may be printed in entirety offline. As the Special Collections Department becomes more involved in regional planning and resource sharing, this capability of reproducing its records and indexes will assume an increasing importance.

OMSS is a locally designed and implemented system that has been tailored to the specific requirements of manuscript collections. The system satisfies the felt need to store basic bibliographic data in a standard format that may be exchanged and integrated with other systems, while at the same time providing local flexibility and familiar means of access to the collections for researchers. Readers interested in further details concerning the OMSS should contact one of the authors at Hunter Library, Western Carolina University, Cullowhee, North Carolina. [ROBERT N. BLAND and JAMES B. LLOYD, Western Carolina University]

AVAILABLE NOW

A GUIDE TO THE COLLECTIONS RELATING TO

AFRO-AMERICAN HISTORY, LITERATURE, & CULTURE

IN THE MANUSCRIPTS DEPARTMENT OF THE UNIVERSITY OF VIRGINIA LIBRARY

compiled by

Michael Plunkett

with an introduction by

Stanley Engerman

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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.

Incorporated in 1880 as the Bell Telephone Company of Canada, Bell Canada has one of the oldest corporate historical collections in Canada. The Historical Collection department is currently converting historical photographs to videodisk. It recently installed permanent displays in the lobbies of company buildings in London, Ontario; Toronto; Ottawa; and Montreal.

Since its inception in the 1920s, the Historical Collection department has been responsible for acquiring, organizing, and preserving materials that show the development of Bell Canada and corporate affiliates and the history of the telecommunications industry in

Canada. The resources and services of the Historical Collection are aimed at supporting the activities of corporate clients, but the collection is also accessible to the public upon request.

For more information, contact Stephanie Sykes, Historian, Bell Canada, Room 820, 1050 Beaver Hall Hill, Montreal, Quebec, Canada H2Z 1S4.

The Hagley Museum and Library has opened for research the Records of the Sperry-UNIVAC Company and Eckert-Mauchly Computer Corporation, 1944–58 (500 linear feet). The collection documents the early history of the com-

puter industry, as it traces the development and marketing of the ENIAC, BINAC, UNIVAC, and EDVAC computers. For information on access, contact: Curator of Manuscripts, Hagley Museum and Library, P.O. Box 3630, Greenville, DE 19807.

On the occasion of the 75th anniversary of the **Harvard Business School**, the archives has initiated a series of historical exhibits. Topics thus far have included construction of the Harvard Business School, research at the school, and the role of women at the school.

The Illinois State Archives Records Center Unit has moved to new quarters with twice as much square footage in floor space and a ceiling eight feet higher. In addition to expanded space, the new center offers better security with around-the-clock guard protection, a sprinkler system, loading docks for more convenient access, and an efficient heating system that, in combination with superior insulation, will greatly reduce utility costs.

The Library of Congress has received a supplemental grant from the Morris and Gwendolyn Cafritz Foundation to continue the Washingtoniana Project in the Prints and Photographs Division for an additional year. The project, which has enabled the division to process and catalog nineteenth- and twentieth-century photographs of Washington, D.C., will publish a guide to the division's visual resources on Washington.

The Manuscript Society is considering establishing a computerized database so that members can register their important holdings and scholars can obtain desired information. The president of the society appointed a committee that sought the opinions of the membership

and designed printed registration forms. It is hoped that the database will also serve to establish possession among members in case of theft. For further information contact Ira Brilliant, 5445 E. Calle Camelia, Phoenix, AZ 85018.

The New Jersey Historical Commission has received a grant from the New Jersey Committee on the Humanities to complete a guide to manuscript collections in New Jersey. Two earlier grants, one from NEH and one from the Joint Free Public Library of Morristown and Morris Township, have been used for field work and to publish a pilot study.

Legislation in New York State has been signed to continue the statewide Historical Documents Inventory Program. Additional funds will be provided by NEH for survey work in New York City. The inventory has been completed in forty upstate counties but not in New York City, Long Island, or the Lower Hudson region. Completion of the entire state is expected to require five years. The project has been headquartered since 1978 at the New York Historical Resources Center at Cornell University. The center will receive the state funds through a contract with the State Education Department.

In May 1984 the New-York Historical Society sponsored a two-day conference on "New York and the Rise of American Capitalism." Among the speakers was ITT records manager Gregory S. Hunter, who spoke on the Manhattan Company records in the archives of the Chase Manhattan Bank.

The New York State Archives has been investigating library software for possible use in automating archival systems. Over the past year staff members have tested two integrated systems, ILS and

LS2000. Both systems are based on MARC. The test will help determine whether existing software can be successfully adapted to archival needs. After the test is completed details of the analysis will be made available in a published report.

The **Plantation Archives** in Aiea, Hawaii, holds the papers of ten of the fourteen plantations in the Hawaiian Sugar Planters Association. Archivist Deborah Saito is currently processing the records of the Oahu Sugar Company. The Plantation Archives contains

the traditional business records of the plantations, contract labor documentation, and also the records of the plantations' "company towns," including the schools, stores, and churches.

The Travelers Companies of Hartford, Connecticut, have formally established an archives. An outgrowth of a collecting effort begun in 1978, the archives is located in and administered by the Corporate Library. It is responsible for the historical records of The Travelers and subsidiary companies.



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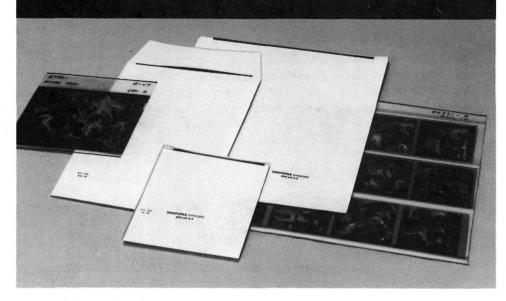
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The Society of American Archivists

ANN MORGAN CAMPBELL, Editor

1984 Annual Meeting

Washington, D.C., was the site for the largest annual meeting in the history of the Society of American Archivists, 30 August-3 September 1984. Nearly 1,200 people attended the meeting, which was centered around the theme, "The Profession of Archivists." The Program Committee used the three major goal areas for the profession identified by the Goals and Priorities Task Force when putting the program together. The three goal areas are: the identification and retention of records, responsible records administration, and maximum use of records. All sessions were designed to fall within one of these areas. In addition to sessions focusing on the planning strategies of the GAP Task Force, the program addressed the work of the Archives and Society Task Force and included a special emphasis on automation and its effects on the profession. And because 1984 marked the 50th anniversary of the National Archives, sessions on NARS' history also were included on the program.

Five workshops preceded the annual meeting: Administration of Photographic Collections, taught by Mary

Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long; Archives: An Introduction, with instructors Megan Desnoyers and Timothy Walch; Educational Program for Machine-Readable Records, led by Margaret Hedstrom, Thomas E. Brown, Sue Gavrel, and Ross Cameron; Indexing and Thesaurus Construction, taught by Lawrence McCrank; and Oral History in the Archives, taught by James E. Fogerty and William J. Marshall.

The meeting officially opened on Friday, 31 August, although many task forces, committees, and other groups met on 30 August. Tours of conservation and automation facilities at the National Archives and Library of Congress, the Moorland-Spingarn Research Center, and the National Museum of American History also took place on the 30th. Thursday evening, meeting participants were treated to a performance of "Banjo Dancing," a one-man show featuring musician-storyteller Stephen Wade.

SAA's Sections held their annual meetings on Friday, discussing problems and projects of interest to their memberships. Section chairs for 1984-85 are:

Acquisitions—Patricia Meador Aural and Graphic Records—Gerald

J. Munoff Business Archives—Edward M. Rider Conservation—Michael McColgin College and University Archives— Charles B. Elston Description—Kathleen D. Roe Government Records-Marilyn Ryall Manuscript Repositories—Anne Diffendal Oral History—Marjorie Fletcher Reference, Access, Outreach-Edward C. Oetting Religious Archives—H. Douglas Wright Theme Collections—Peter Gottlieb

Later Friday afternoon, SAA President David B. Gracy II delivered his presidential address, "Our Future is Now," which appears in this issue of the American Archivist. Following the address, more than 500 people attended a gala reception at the National Archives in celebration of NARS' 50th anniversary. During a brief ceremony at the reception, President Gracy read a statement on behalf of SAA's membership, which said in part: "The archival community recognizes the National Archives as our flagship institution and celebrates its signal contributions to our profession. Through the leadership of its staff and the writings they have published, the archival theory and practice of all archival institutions have been immeasurably enriched." Gracy also presented Charlene Bickford, Coalition to Save Our Documentary Heritage, and Page Putnam Miller, National Coordinating Committee for the Promotion of History, with Council Exemplary Service Citations for their work on behalf of NARS independence.

On Saturday, sessions began in earnest. The day was highlighted by the awards luncheon and F. Gerald Ham's plenary address, "Planning for the Pro-

fession: An Agenda for American Archivists," which is published in this issue of the journal. Award winners, announced by Charles Palm, chair of the Awards Committee, were: Waldo Gifford Leland Prize for an outstanding published work in the archival field, awarded to Richard C. Berner for his book, Archival Theory and Practice in the United States: A Historical Analysis; the Philip M. Hamer Award for outstanding work by an editor of a documentary publication, to David Wilson of the U.S. Grant Papers; the C.F.W. Coker Prize for outstanding achievement in the area of archival description, presented to Roy Turnbaugh, Illinois State Archives, for A Guide to County Records in the Illinois State Archives; the Fellows' Posner Prize, awarded to Frank G. Burke for his article "Archival Cooperation," which appeared in volume 46, number 3 of the American Archivist; the Oliver Wendell Holmes Award, given to support travel of a foreign archivist already in the United States, shared by Alan Ives of Australia and Samuel Polkah Toe of Liberia; the Distinguished Service Award, presented to an archival repository that has made significant contributions to the archival profession, to the Public Archives of Canada; the Sister M. Claude Lane Award for outstanding work by a religious archivist, presented to The Rev. Norbert Brockman; and two Colonial Dames Scholarships, one to Gregory Gill, New Jersey State Archives, and one to Earl M. Hennen, Jr., Mississippi Department of Archives and History.

Five new Fellows of the Society were announced by J. Frank Cook, chair of the Professional Standards Committee. They are George M. Cunha, conservation consultant; Max J. Evans, State Historical Society of Wisconsin; Edie Hedlin, National Archives and Records Service; Patrick M. Quinn, Northwest-

ern University; and Charles R. Schultz, Texas A&M University.

In addition to sessions, workshops, and open houses on Sunday, many meeting participants took advantage of the opportunity arranged by SAA for them to attend services at the Washington Cathedral and the National Shrine. At the Shrine, the homily was delivered by the eminent Catholic historian Monsignor John Tracy Ellis, who paid tribute to archivists and archival work.

The meeting concluded on Monday, 3 September, with a luncheon featuring remarks by incoming SAA President Andrea Hinding. 1985 Program Committee chair David Klaassen and 1985 Local Arrangements chair David B. Gracy II presented a look ahead to SAA's 1985 annual meeting in Austin, Texas, 28 October–1 November. Tours to Mt. Vernon and Colonial Williamsburg departed immediately after the luncheon.

The success of the 1984 annual meeting was the product of the work of the Program Committee, chaired by David Horn and Anne Van Camp, and the Local Arrangements Committee, chaired by James E. O'Neill. Program Committee members were Roland Baumann, Edwin C. Bridges, The Rev. Norbert Brockman, Judith Fortson-Jones, Austin Hoover, Richard Kesner, Eleanor McKay, Nancy Parker, Timothy Walch, Carolyn Wallace, and ex officio members Ann Morgan Campbell, David Klaassen, and Deborah Risteen. Local Arrangements Committee members included Alan Bain, Charles Dollar, Jacqueline Goggin, John Knowlton, Maida Loescher, Clifford Muse, Jon Reynolds, Susan Stein, Frederick Stielow, Barbara Vandegrift, and ex officio members Ann Morgan Campbell and Antonia Pedroza.

Minutes: Annual Business Meeting 1 September 1984

The annual business meeting of the Society of American Archivists was called to order by President David B. Gracy II on Saturday, 1 September 1984, at the Capital Hilton Hotel, Washington, D.C.

President Gracy introduced David E. Horn as the parliamentarian and appointed the following committee to approve the minutes for publication in the *American Archivist*: Michael Q. Hooks, Texas General Land Office, chair; Jane Kenamore, Rosenberg Library; and Edward L. Galvin, MITRE Corp.

Report of the Nominating Committee

The 1984 Nominating Committee consisted of Anne Diffendal, Nebraska State Historical Society, chair; Diana Lachatanere, New York Public Library; Mary Jo Pugh, University of Michigan; Robert S. Gordon, Public Archives of Canada; and Virginia C. Purdy, National Archives and Records Service.

Diffendal reported that the winners of the election were: Vice President and President-elect Shonnie Finnegan, State University of New York at Buffalo; elected to Council: Francis X. Blouin, Jr., University of Michigan; Eva Moseley, Schlesinger Library, Radcliffe College; and Trudy Huskamp Peterson, National Archives and Records Service.

The 1985 Nominating Committee consists of Anne Van Camp, Chase Manhattan Bank, chair; Liisa Fagerlund, Utah State Archives; and James M. O'Toole, Archdiocese of Boston.

Report of the Auditing Committee

The 1984 Auditing Committee consisted of Richard Marcus, Spertus College, chair; John Daly, Illinois State Archives; and Valerie G. Browne, Loyola University.

Daly reported that the Committee reviewed the financial report for 1983-1984 and agreed unanimously that it be accepted.

The Committee also commended the leadership of the Society for engaging a new auditing firm which produced an improved report. Frank Mackaman, Dirksen Congressional Research Center, moved that the report of the Auditing Committee be accepted. The motion, seconded by Ruth Simmons, Rutgers University, passed.

Resolutions

James O'Toole, Archdiocese of Boston, moved to adopt the following resolution sponsored by the Religious Archives Section:

WHEREAS, the 1984 annual meeting of the SAA, held in Washington, D.C., was conducted over a weekend, with a full slate of program sessions scheduled during time periods, especially Saturday and Sunday mornings, when many participants want to participate in religious services; and

WHEREAS, initial plans for the 1986 and 1987 annual meetings also call for program sessions during these time periods and will therefore present similar conflicts; and

WHEREAS, the Religious Archives Section believes it is wrong for the SAA to force meeting participants to choose between the demands of their religious beliefs and practices and the activities of their profession;

NOW, THEREFORE, the Religious Archives Section deeply regrets the practice of scheduling annual meeting activities during Saturday and Sunday mornings.

IT FURTHER calls upon the officers and council of the SAA to avoid this practice in the future, either by not scheduling meetings on weekends or by leaving Saturday and Sunday mornings free with no planned activities or by exploring other options.

The motion was seconded.

Several members expressed their views on the issue. Campbell and McCarthy reported the considerable savings involved by meeting on weekends and holidays. They also reported that polls indicate that the membership prefers to meet in larger cities, but that costs are a significant consideration in decisions as to attendance. Contractual agreements are in place for a 1986 meeting in Chicago and a 1987 meeting in New York, each of which extend into the Labor Day weekend. The resolution passed.

Kathy Marquis, Massachusetts Institute of Technology, moved to adopt the following resolution submitted by the Status of Women Committee and the Women's Caucus:

WHEREAS, the matter of provision of child care services at annual meetings is a common concern to members who would like to participate in the annual meetings of the SAA, the Status of Women Committee and the Women's Caucus proposes that a charge not to exceed \$2.00 be added to the registration fee for all members to subsidize costs associated with the 1985 annual meeting in Austin, Texas.

FURTHERMORE, that all costs not covered by this assessment will be the responsibility of parents taking advantage of the service.

The motion, seconded by Daria D'Arienzo, University of Connecticut, passed. The business meeting adjourned at 5:40 p.m.

Treasurer's Report 1 July 1983-30 June 1984

This report covers the twelve-month period 1 July 1983 through 30 June 1984. The Society maintains and reports financial transactions in three general categories: the General Fund, SAA Special Projects Funds, and Grants.

- 1. Activities in the General Fund are composed of those revenues and expenses associated with the general operation of the Society. Activities such as membership, publication of the American Archivist, workshops, the annual meeting, and publication sales are examples of these.
- 2. SAA Special Projects Funds are composed of money designated by the Society for specific restricted purposes and maintained for those reasons over an extended period of time. The Education Endowment Fund, the Leland Award Fund, the Philip M. Hamer Award fund, and the Posner award fund are typical of these funds.
- 3. Grants to the society for specific purposes to produce a product or perform a service over a relatively short period of time compose the grants fund. Grants from the National Endowment for the Humanities for conservation funds and from the National Historic Publications and Records Commission for the study of goals and priorities are examples of these funds.

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

General Fund

The General Fund (operating account) is tax-exempt under Section 501 (c) (6) of the Internal Revenue Code and carries the employee identification number 86-602-3531. Cash on hand as of 1 July 1983 amounted to \$178,002 with cash revenues during the 12-month period totaling \$401,743.

Cash revenue consisted of the following:

Membership dues:	\$146,453
Subscription fees:	29,564
Advertising	4,552
Administrative fees	
(grants)	13,644
Workshops	25,553

Publication & microfil	m
sales	67,132
Annual meeting	93,797
Interest & dividend	
income	13,913
Miscellaneous	7,135
Total Revenue	\$401,743

Cash expenditures from the General Fund during the 12-month period totaled \$376,405 and consisted of the following:

Salaries and payroll	
taxes	\$129,957
General and	
Administration	121,566
Committees	20,308
Travel	14,919
Publications	28,458
Annual meeting and	
workshops	56,437
Development	977
Depreciation	2,818
Miscellaneous	965
Total expenses	\$376,405

The General Fund cash balance as of 30 June 1984 amounted to \$203,340.

Grant Funds

Grants are administered through the Executive Director's office. She is responsible for arranging the disbursement of funds in accordance with provisions of the individual grants.

From 1 July 1983 through 30 June 1984 the Society continued, initiated, or concluded seven special projects funded by grants. They were as follows:

NEH Indian Archives
ICA Tinker Foundation
Dirksen Library Congressional
Workshop
NEH Conservation
NEH Conservation II
NEH National Information
Systems II
NHPRC Goals and Priorities

The balance on hand as of 1 July 1983 amounted to a deficit of \$34,695. For the 12-month period the Society received grant funds in the amount of \$162,288 in full or partial payment for these special projects. Grant revenues were received in support of the following projects:

NEH Indian Archives	\$53,843
NEH Conservation	13,284
NEH Conservation II	63,452
NEH National Informat	tion
Systems II	1,709
NHPRC Goals and	
Priorities	30,000

Expenditures in fulfilling these specific program commitments during the 12-month period were \$123,794.

The following is a summary of those expenses:

Salaries and payroll	
taxes	\$ 41,124
General and Administra	ration
	43,084
Travel	29,855
Annual meeting and	
workshops	9,208
Developments	523
Total Expenses	\$123,794

The Grant funds as of 30 June 1984 showed a balance of \$3,799 with an excess of revenue over expense of \$38,494 for the year.

A detail of the expenses charged to each fund can be found in the report submitted by the firm that conducts our annual audit.

Special Projects Funds

During the 12-month period the Society maintained Special Projects Funds that are exempt under Internal Revenue Service Code 501 (c) (3), having the collective identification number 84-602-3532. These funds were maintained apart from the Operating Account and the Grant Funds and are so reported to the Internal Revenue Service each year.

These funds may be used by direction of the Council within the purposes for which each was established. The Society had seven Special Projects Funds in 1984, one of which, the C.F.W. Coker Award, was established during the year.

As of 1 July 1983, these Special Projects Funds totaled \$104,834. For the 12-month period, the combined activity of the Special Projects Funds generated cash revenue of \$13,360. This consisted of gifts and grants of \$3,905 and interest earned of \$9,455. Cash expenditures consisted of awards totaling \$1,700. At the end of the 12-month period the funds totaled \$116,494. The status of each fund as of 30 June 1984 was as follows:

Leland Award	\$17,505
Education Endowment	84,518
Philip M. Hamer	2,966
Institute Fellowship	190
Holmes Award	5,705
Posner Award	3,405
C.F.W. Coker Award	2,205

Summary

The total combined assets of the Society on 30 June 1984 were \$334,690. The firm of Pandolfi, Topolski, Weiss & Co. Ltd., Certified Public Accountants, has audited all amounts and its report is on file and available for inspection at the Executive Director's office in Chicago. During the 12-month period, the Society's funds were maintained in the following institutions:

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

Remarks

During the year the Society retained a new auditing firm. We expect to work with the firm to improve our procedures and correlate the way we keep operational records more closely with the format that the auditing firm uses in the annual audit.

The financial health of the Society, with particular reference to the operating funds, continued to improve. The figures for this year were influenced to some degree by the early collection of revenue from the annual meeting, decreased expenditure on staff salaries and publications, and a beneficial rental arrangement for the first several months in the new quarters.

The General Fund cash balance of \$203,340 represents a 14.2 percent improvement over last year and a real growth of approximately 9.7 percent plus or minus .5 percent, given the declining rate of inflation.

Income from membership dues increased a modest 3.46 percent, no mean achievement given the slight to severe decline in membership that several other similar professional associations have suffered in recent years. This is a compliment to our members' dedication and commitment to the profession, as well as to the efforts of the staff, Council, and officers. It would be unwise to be too comfortable, however; efforts should continue to be made to maintain and expand membership. Each of us has a role in this. I wholeheartedly encourage all efforts and assistance in bringing new members into the Society and efforts to develop and maintain programs within the Society that continue to make membership attractive to current members.

Subscription fees and advertising have remained the same this year after several years of steady decline, perhaps a hopeful sign. In other revenue categories relating directly to members, demand for services such as workshops, publications, and the annual meeting continued to be strong. For example, publication sales increased by 4.4 percent.

On the expenditure side, Council, the officers, and the staff continued a conservative approach, maintaining costcutting and revenue-raising strategies from last year. Expenditures for staff salaries and for publications were less this year than the previous year. However, additional support was given to committee activity.

Grants continue to contribute in a very substantial way to both the Society and individual members directly. Workshops, and special studies such as the extensive work done on the study of goals and priorities, allow us to work on concerns of both the Society and the profession at large. The timely collection of grant revenue, especially on a grant that involved split operational responsibility, has allowed us to show a positive balance here. Recently adopted procedures have permitted us to collect grant revenue on a more timely basis.

The Society's fiscal situation continues to be a subject of concern to Council. Revenue is carefully studied and requests for funding carefully scrutinized. Often, as may be your experience, additional information is requested before budget requests are discussed and authorized.

For fiscal year 1985, cash reserves on hand represent 46.37 percent of anticipated expenditures in the budget Council adopted in May 1984. The figure for anticipated expenditures beginning fiscal year 1985 was 45.68 percent.

The budget Council has adopted for fiscal year 1985 reflects a slight deficit, due primarily to the early collection of some annual meeting income (estimated at \$15,000) and a significantly higher expenditure for publication of the photo manual, which will contain extensive illustration with approximately 50 color photographs. Our budget is dynamic, and with the higher than expected registration at the annual meeting and other

positive developments we expect to narrow that deficit.

The relatively conservative posture the Council has adopted has placed us in a very good position to develop a major effort in the education field in the later part of this year as well as to provide for additional professional support in the Chicago office. Also, this year the Society has undertaken a market-type study of how budget and policy makers perceive archivists and archives. Both of these major efforts should have a notable impact on the Society, its members, and the profession.

A major bequest in the will of Margaret Cross Norton should provide assistance to us in education and program development.

The Society is an organization energized by its membership. Members are both the contributors and the major beneficiaries of the Society's many services. It is important that all members continue, or start, if necessary, to discuss with staff, Council members, an officers those programs, projects and publications that will be most helpful in carrying out professional assignments. We should be driven by programs, not by budgets. The budget and associated financial systems are here only to carry out the program that reflects the interests, responsibilities, and requirements of the profession. SAA members have a significant role in establishing that program and hence the budget to carry it out.

Paul H. McCarthy, Jr. Treasurer

Executive Director's Report

SAA's leadership has a continuing responsibility to look at what the Society does and how well it does it, to ask whether it does what it should be doing, and to consider the role of the Society as

the national professional organization for archivists and manuscript curators. Steps were taken in 1983-84 to improve this important process.

At its January 1984 meeting, members of Council expressed their individual views on priority areas in which the Society should be making greater efforts. It is good to report that there was more agreement than disagreement.

Education

Leading Council's list was education for the profession, broadly defined. As you know, many of SAA's existing programs are designed to respond to this need in specific areas. In an effort to enhance SAA's ability to deliver educational services, members of Council have prepared a comprehensive proposal that will be submitted to funding sources this fall. In addition, your elected leadership has decided to stretch the Society's general fund resources to create a new professional position of education officer in SAA's Chicago office. This new position is announced for the first time by the SAA placement service at this meeting.

Publications are an important educational vehicle for SAA. In the past ten years since the Chicago office opened, the Society's list of non-serial publications has grown to an impressive length. I want to report to you on recent activities. We will publish the basic manual on the administration of photographic collections, written by Mary Lynn Ritzenthaler, Gerald Munoff and Margery Long, within a few weeks. Shortly thereafter. Margaret Hedstrom's basic manual on machinereadable records will roll off the press, as will John Fleckner's introduction to tribal archives. Authors are now working on volumes on archives and the law, on archival buildings and facilities, and on an archival users' guide to the MARC format. Newly available publications at

this meeting include a religious archives bibliography, a project of the Religious Archives Section, and an archives reader, compiled by Maygene Daniels and Timothy Walch and published by the National Archives, which depended on SAA sources for over half of its contents.

The past year saw record sales of Mary Lynn Ritzenthaler's basic conservation manual. The entire first printing of 2,500 copies was distributed in less than a year and a revised second edition is available here in Washington for your inspection.

Council's second priority was the articulation of archival concerns to the non-archival public. Public information is a multi-faceted activity; we as individuals and as an organization can probably never do enough in this area, and the impact of what we do is difficult to measure.

It appears, however, that the profession's major legislative goal of the past decade, independence of the National Archives from the General Services Administration, will be realized in 1984.

As this major victory appears assured, the Chicago office has presented Council with a list of more than 20 additional legislative issues at the national level in which SAA is involved or for which support has been solicited. This list will be expanded, refined, and studied over the next months with a goal of defining a post-NARS-independence legislative agenda for the profession.

The Society's Task Force on Archives and Society, chaired by Frank Mackaman, is sponsoring a major research project on resource allocations to archives. The group is also working on a statement defining the importance of archives in and to society that will be very useful to archivists in all aspects of their work. Everyone in the profession is in the debt of President David B. Gracy II

for the enthusiasm with which he has backed these significant initiatives.

Certification and Accreditation

The areas of archival accreditation and certification were Council's third priority. In 1977, then-President Robert M. Warner launched a study of what became known as the trinity: certification of individual archivists, accreditation of archival education programs, and accreditation of archival institutions. Society groups were created to study the three programs and to make recommendations for their implementation. Reports on these initial explorations were published in the *Newsletter* during 1977 and 1978.

The Task Force on Institutional Evaluation, under the leadership of Mary Jo Pugh, is laying the foundation for a renewal of the effort to establish an accreditation program from archival institutions.

In May, Council began reconsideration of individual certification. A preliminary report prepared by a working group of the Committee on Education and Professional Development, chaired by Susan Grigg, will be completed in January 1985.

The third element of the original trinity, accreditation of archival education programs, received careful attention in the late 1970s and early 1980s from the Committee on Education and Professional Development. Findings convinced many that, given the small number of archival education programs and the placement of most of them within already-accredited library science or history programs, sufficient demand simply did not exist to support this undertaking.

Goals and Priorities

The Society's year also was highlighted by the work of F. Gerald Ham's Goals and Priorities Task Force. GAP's tentative recommendations were distributed to all registrants in advance of this meeting and will be the topic of lively debate here in Washington and at many fall meetings of regional archival organizations. The final report is expected to be an important tool for all organizations, associations, institutions, and individuals wishing to change the unhappy reality of disregard for this nation's documentary heritage.

Headquarters

SAA's talented staff recently provided me with statistics that are a convincing argument that our work in the Chicago office is more than a trivial pursuit. Bernice Brack processed the membership applications of over 300 persons while Sylvia Burck prepared almost 1500 checks to satisfy our creditors. The collaborative efforts of American Archivist Editor Charles Schultz and Managing Editor Deborah Risteen produced nearly 15,000 copies of the journal. Suzanne Fulton presided over a publications sales program that sold almost 10,000 volumes. Linda Ziemer's placement ser-

vice listed approximately 160 archival positions. Mary Lynn Ritzenthaler and others organized and presented continuing education offerings attended by close to 500 persons. Toni Pedroza coordinated the intricate plans for this meeting, which has more than 1,200 registrants. That's the largest ever for the Society.

These good people weren't at all sure that an appropriate way to celebrate my 10th anniversary as executive director was a headquarters move, but everyone pitched in to pack, transfer, and unpack countless boxes at our new location on South Federal Street. The new offices are located in a complex just south of Chicago's Loop called Printers Square, which has been placed on the National Register of Historic Places. The move was an economy measure for SAA but it provided us with a nearly comparable amount of space and offices specially designed to better meet the needs of the Society.

Ann Morgan Campbell

Executive Director

THE AMERICAN ARCHIVIST: EDITORIAL POLICY

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

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

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

Procedures

Manuscripts received by the editor are submitted (without the author's name) to qualified readers for objective appraisal. Upon receiving the readers' reports, the editor informs the author whether the article is accepted, rejected, or returned with suggestions for revision. If an article is accepted, the author will be requested to submit a vita to the editor, which will be used to prepare a brief biographical sketch to accompany the published article. An edited copy of an accepted manuscript will be sent to the author. Authors who object to any of the editing should notify the editor promptly. One set of galley proofs will also be sent to the author for correction of printer's errors only. No substantive changes in the text will be made on galleys.

Ten tear-sheets of each paper published will be provided to the author without charge. Additional reprints may be ordered with a form sent to the author with his galley proofs.

Manuscript Requirements

Manuscripts should be submitted in English, typed double-spaced throughout (including footnotes at the end of the text) on white bond paper $8\frac{1}{2} \times 11$ 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.



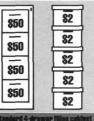
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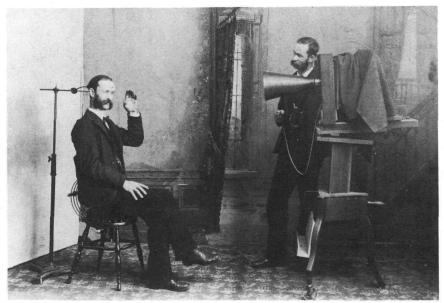
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until you've read about one of the Society of American Archivist's newest publications, Administration of Photographic Collections, by Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long. This manual is an outgrowth of SAA's workshop series of the same name, and was prepared with support from the National Endowment for the Humanities. It addresses all aspects of managing photographic collections from an archival perspective, stressing the development of systems to organize, access, and preserve entire collections. Specific topics covered include: appraisal and collecting policies, identification of photographic processes, arrangement and description, preservation, storage and handling, legal issues, and copyright and related copy services. The manual, part of SAA's Basic Manual Series, is illustrated with nearly 100 color and black-and-white photographs, plus many drawings and sample forms. It contains a complete index, and appendices that provide information on supplies, funding sources, and further readings.

Mary Lynn Ritzenthaler is director of SAA's Basic Archival Conservation program. Gerald J. Munoff is director of administrative services for the Kentucky Department for Libraries and Archives. Margery S. Long is audio visual curator, Archives of Labor and Urban Affairs, Wayne State University.

The 176-page manual is available for \$14 to SAA members, \$18 to others. To order, contact the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

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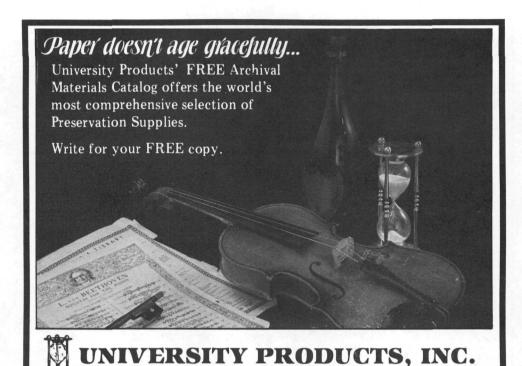
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Author

Margaret L. Hedstrom

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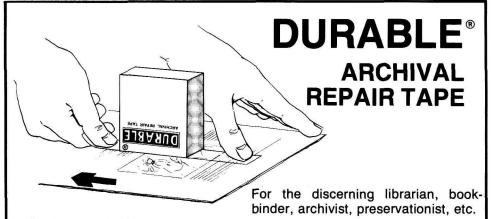
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