

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

specific textiles and silver artifacts. Also available, in three different weights, is Archivart* Silversafe Photostore, an acid-free, unbuffered paper made of 100% cotton fibers.

Rigid containers for prints, photographic materials and microfilms are provided by our specialized storage boxes. Made of a special acid-free corrugated board, buffered and fungicide-treated, they are shipped flat and assemble in seconds, without fasteners.

Together with Archivart* Photographic Board, these products were designed to meet specifications established by leading specialists in photographic conservation. And for those applications where a buffered acid-free board is appropriate, our Archivart* Museum and Conservation Boards have long been favored.

We invite you to write us for samples of these products, and for our extensive catalogue of archival materials. We also welcome your comments on the content of these discussions.

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Annotated Bibliography on Appraisal

JULIA MARKS YOUNG, *compiler*

THIS SELECTIVE BIBLIOGRAPHY CITES published monographs and articles, repository and committee reports, and unpublished papers on the intellectual appraisal of archival and manuscript material.¹ A broad definition of appraisal has been employed; thus the bibliography includes topics such as collection management, acquisition policies, and records scheduling, as well as more traditional appraisal activities. Works explaining practical applications, theoretical examinations, and historically significant articles are included. The annotations are in most cases descriptive narratives of each item's content, rather than qualitative judgements as to the merits (or demerits) of an author's argument or presentation. A subject index is provided at the end of the bibliography on page 216.²

1. Affholter, Dennis P. "Probability Sampling in Archives." Paper presented at the forty-seventh annual meeting of the Society of American Archivists, Minneapolis, Minnesota, October 1983.

Noting that the two main roles of sampling in archives are to reduce bulk and to aid in records appraisal, the author examines the practical and theoretical questions of sampling. He distinguishes between haphazard, purposive, and probability sampling and explains the mathematical fundamentals of the latter. Affholter em-

¹With the permission of the authors, many of the unpublished materials listed in the bibliography are available for scholarly or professional purposes from the Bentley Historical Library. Persons requesting copies of unpublished material will be billed for photocopying and mailing costs. For further information, write to: Assistant Director, Bentley Historical Library, The University of Michigan, Ann Arbor, Michigan 48109-2113.

²Preparation of this annotated bibliography was made possible through the Bentley Historical Library's Research Fellowship Program for Study of Modern Archives, funded by the Andrew W. Mellon Foundation. The compiler gratefully acknowledges the assistance of several colleagues who responded to requests for unpublished or difficult to find papers, reports, and in-house manuals. She particularly wants to thank William K. Wallach for his editorial assistance. She assumes full responsibility for the content of the annotations accompanying the bibliographic citations.

phasizes that archivists must know how to sample in appropriate situations, recognize that probability sampling is not always the most useful approach, and have the basic knowledge necessary to communicate with, and effectively utilize the skills of, statistical consultants.

2. Aronsson, Patricia. "Appraisal of Twentieth-Century Congressional Collections." In *Archival Choices: Managing the Historical Record in an Age of Abundance*, edited by Nancy E. Peace, 81–104. Lexington, Mass.: D.C. Heath, 1984.

Rejecting traditional archival methods for handling U.S. congressional records, Aronsson calls for the development of new appraisal and weeding strategies to reduce these massive collections in order to increase their research potential. She discusses the three basic activities of congressional offices and assesses thirteen categories of records, proposing appraisal recommendations for each category based upon an evaluation of the function, substance, bulk, and arrangement of the records and the capabilities of the repository. She offers two approaches for implementing these new strategies: redefinition of the entity being appraised, with emphasis upon the records of a state delegation, not an individual official; and the creation of regionally oriented institutional appraisal alliances and strategies.

3. Barritt, Marjorie Rabe. "The Appraisal of Personally-Identifiable Records: Student Records." Draft paper prepared for the Bentley Library's Research Fellowship Program, 1984.

Barritt examines current appraisal and disposition practices for university student records. She discusses the impact of recent laws, particularly the Family Educational and Privacy Act of 1974, on records-keeping practices and the effect upon the research community of appraisal decisions and the limited availability of such records for research.

4. Bauer, G. Philip. "The Appraisal of Current and Recent Records." *The National Archives Staff Information Circulars* 13 (June 1946): 1–22.

Bauer proposes three components to be considered in all appraisal decisions: cost of preservation, character of the probable uses, and suitability of the records for those uses. One of the first to argue the importance of cost-accounting to appraisal, Bauer challenges his colleagues to weigh public benefit versus public expense: records should be retained only if their value is sufficient to warrant the cost of their processing and continued preservation. He discusses the relative importance of four basic types of use: official reference, protection of private rights, scholarly research, and private curiosity. He suggests that when determining the suitability of a body of records for particular uses, an appraiser should analyze the amount and character of the informational content, the convenience of the arrangement of the records, and the concentration of the textual substance. Ample illustrations of specific appraisal decisions relating to federal records support his contentions. (See entry 66 below for Herman Kahn's reply to Bauer's paper.)

5. Benedict, Karen. "Invitation to a Bonfire: Reappraisal and Deaccessioning of Records as Collection Management Tools in an Archives—A Reply to Leonard Rapport." *American Archivist* 47 (Winter 1984): 43–49.

The author rejects systematic reappraisal and deaccessioning as appropriate techniques of archival collection management, asserting that they are essentially crisis management techniques that sanction the destruction of records according to tran-

sitory criteria. Benedict argues that the broad, periodic review of holdings advocated by Rapport is justified only if former appraisal standards and collection policies were unsound or systematically erroneous, not simply misapplied or misinterpreted. Previously accessioned records should be reappraised and possibly deaccessioned because of redundancy or irrelevancy only when new, related records are being processed. (See entry 111 below for Rapport's article.)

6. Benedon, William. *Records Management*. Englewood Cliffs, N.J.: Prentice Hall, 1969.

The chapter on records appraisal and analysis (pages 29–43) outlines the procedures for drawing up a disposition schedule and explains the design and content of a permanent records retention/appraisal form. When determining a disposition recommendation, the records manager should remember the key word VALUE: Volume, Activity (daily use), Legal (federal, state, and local requirements), Use (primarily administrative and operational need), and Economy (savings to be realized by proper disposition). Benedon provides a helpful but dated overview of relevant governmental regulations and cautions that schedules should always be subject to revision.

7. Berner, Richard C. *Archival Theory and Practice in the United States: A Historical Analysis*. Seattle: University of Washington, 1983.

In explaining the omission of appraisal from the monograph, Berner notes the "taxonomic" nature of current appraisal theory and practices. He briefly examines the negative impact of inadequate intellectual control upon current collection and appraisal efforts and acknowledges the need for greater cooperation between archivists and records managers in the appraisal of modern records.

8. Blouin, Francis X., Jr. "An Agenda for the Appraisal of Business Records." In *Archival Choices: Managing the Historical Record in an Age of Abundance*, edited by Nancy E. Peace, 61–80. Lexington, Mass.: D.C. Heath, 1984.

Blouin reviews the evolution of retention and appraisal practices for business records in the United States, noting particularly the contributions of the Business Historical Society. He discusses the major parameters of current appraisal practices and offers a five-point plan for tackling the problems associated with this endeavor. In conclusion, Blouin asserts that the principal challenge for archivists is the injection of a greater concern for historical, rather than administrative and legal, values in the formulation of corporate retention policies.

9. ———. "A New Perspective on the Appraisal of Business Records: A Review." *American Archivist* 42 (July 1979): 312–20.

The author discusses the structural evolution of American business firms and examines the attendant changes in the creation and use of records, as explained in *The Visible Hand* by business historian Alfred D. Chandler. The functional significance of records as analytical rather than purely descriptive tools within the modern complex corporation is emphasized. Blouin asserts that understanding stages of corporate development is essential when determining the nature of records and records keeping practices and when appraising the records generated.

10. Bluth, John. "Just Listen to It: A Survey in regard to Provenance, Use and Appraisal of Thirteen Historical Sound Collections in Michigan and Ohio." Draft

paper prepared for the Bentley Library's Research Fellowship Program, 1984.

Bluth describes the practices of thirteen public and private sound archives, noting that in the prevalent collector's market all but duplicate or damaged recordings are usually retained. Bluth calls for a clearer definition of institutional collection goals and suggests factors to consider when evaluating the informational content of sound recordings.

11. Boles, Frank. "Sampling in Archives." *American Archivist* 44 (Spring 1981): 125-30.

This article discusses the general characteristics of mathematical sampling and its applicability to archival selection procedures. The author reports the results of a project utilizing statistical sampling and argues its greater viability over the more frequently used simple random sampling.

12. Boles, Frank, and Julia Marks Young. "Exploring the Black Box: The Appraisal of University Administrative Records." *American Archivist* 48 (Spring 1985): 121-140.

The authors examine some of the premises of Schellenberg's recommendations for the appraisal of modern records, identifying two main problems in his approach. They present a model, comprised of three categories of elements, to be evaluated when making an appraisal decision: value of information, costs of retention, and implications of the appraisal recommendation. The application of the model to the appraisal of university administrative records is described.

13. Brichford, Maynard J. "Appraisal and Processing." In *College and University Archives: Selected Readings*, 8-17. Chicago: Society of American Archivists, 1979.

Brichford describes the most common types of material found in academic archives, including official records, personal papers of staff and faculty, records of student and faculty organizations, and university publications. He discusses basic appraisal criteria and appropriate documentation strategies, given the functions of academic institutions. The benefits, problems, and procedures of disposal schedules and the routine transfer of official university records are also examined.

14. ———. *Archives and Manuscripts: Appraisal and Accessioning*. SAA Basic Manual Series. Chicago: Society of American Archivists, 1979.

This manual contains a general explanation of the principles, criteria, and procedures of appraisal of manuscript and archival material. Brichford explains the role of basic characteristics, such as the age and volume of records; administrative, fiscal, and legal values; and the significance of storage, preservation, and processing costs. He identifies six characteristics affecting the research value of materials, including understandability, credibility, use, and uniqueness. The relationship between records management and appraisal, the use of consultants, the knowledge and skills of competent appraisers, and the level of evaluation are also examined. The manual includes a bibliography.

15. ———. *Scientific and Technological Documentation: Archival Evaluation and Processing of University Records Relating to Science and Technology*. Urbana-Champaign: University of Illinois, 1969.

One of the earliest works on the topic, this is an introductory discussion of the

evaluation for historical research of records of science and technology generated at academic institutions. Brichford explains basic archival appraisal principles and records management techniques; the use of evaluation aids, such as subject specialists and bibliographies; and general research use of scientific records. He describes seven common types of scientific and technological records, noting for each its role within the scientist's work, appropriate acquisition strategies, processing recommendations, and appraisal problems.

16. ———. "University Archives: Relationships with Faculty." In *College and University Archives: Selected Readings*, 31–37. Chicago: Society of American Archivists, 1979.

Brichford includes a brief discussion of the research value of faculty papers, the basic types of materials found in such collections, and the criteria to consider when appraising them.

17. Brooks, Philip C. "The Selection of Records for Preservation." *American Archivist* 3 (October 1940): 221–34. Later issued as "What Shall We Preserve?" *Staff Information Papers* 9. Washington, D.C.: National Archives and Records Service, 1975.

This seminal article discusses several significant aspects of appraisal. Brooks calls for archival participation in the record selection process at the time of creation, or at the earliest possible time in the records' life cycle. He suggests filing and scheduling procedures that would facilitate records appraisal. Basic categories of value (e.g., administrative, legal, research), selection criteria, and approaches for determining the permanent value of material are discussed. A competent appraiser, he asserts, should understand the agency and its history and functions, the interrelationships between records, general research methods and trends, and research use of existing holdings.

18. Brown, Thomas Elton. "Adequacy of Documentation: A New Approach to Ensuring Proper Appraisal of Federal Records." Paper presented at the Mid-Atlantic Regional Archives Conference, Rochester, New York, April 1984.

This is an overview of the statutory responsibilities, goals, and activities of the NARS Documentation Standards staff. Brown defines "adequate and proper" documentation and briefly explains the respective roles of administrators and archivists in the program.

19. ———. "The Impact of the Federal Use of Modern Technology on Appraisal: A Report to the [NARS] Appraisal and Disposition Task Force." [1982].

This report examines the federal government's utilization of modern technology in records keeping activities and discusses the resulting problems relating to appraisal. The informational content of machine-readable statistical, programmatic, cartographic, and administrative records is analyzed; and the technical factors, such as software dependency and access devices, are evaluated. Brown also discusses practical archival considerations relating to appraisal, including the records' volume and arrangement, legal factors, time of appraisal, and disposition. The report concludes with summary questions and recommendations.

20. Burckel, Nicholas C. "Establishing a College Archives: Possibilities and Priorities." In *College and University Archives: Selected Readings*, 38–46. Chicago: Society of American Archivists, 1979.

While acknowledging the primary obligation of an academic archives to preserve noncurrent institutional records, Burckel discusses the use and significance of collateral material, such as faculty and university publications, clippings, subject and biographical files, videotape and sound recordings, and photographs.

21. Cameron, Ross J. "Appraisal Strategies for Machine-Readable Case Files." *Provenance* 1 (Spring 1983): 49-55.

Cameron explains the relevant factors for the appraisal of machine-readable case files, including both technical and archival considerations. When discussing the informational value of such records, he notes the need for assessing the importance of the subject matter as well as the reliability, validity, and accuracy of the data; the extent of the file's coverage; and the potential for further analysis or reanalysis. He suggests that the evidential and legal value of machine-readable case files will increase with the use of computerized records keeping.

22. Chestnut, Paul I. "Appraising the Papers of State Legislators." *American Archivist* 48 (Spring 1985): 159-172.

Chestnut discusses the political, organizational, and archival factors affecting the context, contents, and collection of papers of state legislators. The appraisal of these records begins with the determination of institutional collecting policy and strategies and continues during the field and post-transfer analysis and processing of papers. He describes in detail the function, content, and possible research use of various categories of records generated in legislators' offices.

23. Coker, Kathy Roe. "Records Appraisal: Practice and Procedure at the South Carolina Department of Archives and History." Paper presented at the meeting of the South Atlantic Archives and Records Conference, April 1982.

This paper explains the South Carolina state archives' appraisal procedures: series-level inventory and records analysis by records analysts; schedule reviews, agency studies, and records evaluations by appraisal archivists; and agency approval of schedules. Coker outlines specific questions and criteria to consider in appraisal and emphasizes the importance of agency-wide records evaluation.

24. Collingridge, J. H. "The Selection of Archives for Permanent Preservation." *Archivum* 6 (1956): 25-35.

This article reports the results of an international survey of national records management programs. Selection criteria and control procedures were found to be similar; differences were noted in the level of program development and implementation. Collingridge discusses common problems of modern records retention, including the appraisal of mixed classes of records, evaluation of case files or "particular instance" papers, and the use of statistical sampling.

25. Conference on the Research Use and Disposition of Senators' Papers, *Proceedings*. Edited by Richard A. Baker. Washington, D.C.: n.p., 1979.

Appraisal considerations and guidelines were discussed by archivists and historians attending this 1978 symposium. Several participants described specific categories of records suitable for disposal and those most frequently utilized by researchers. The consensus was that research use of senatorial papers would be enhanced by more thorough, discriminating appraisal and disposition practices. Solutions for reduc-

ing bulk included sampling, microfilming, automated records keeping, off-site storage, and selective weeding. The need for interinstitutional cooperation in appraisal decisions was also stressed.

26. Conference on Science Manuscripts, History of Science Association, Washington, D.C., May 5-6, 1960. *ISIS* 53 (no. 1, 1962): 3-157.

Conferees were archivists, historians, and editors who discussed the preservation and utilization of scientific manuscripts generated by individuals and their institutions. The topics included research trends and experiences; oral history; and the collection, description, and editing of scientific manuscripts. Published works of scientists would probably be preserved, it was noted, but correspondence, administrative records, and informal memoranda were also valuable to historians of science. Previously undocumented areas of scientific activity were cited, and it was suggested that records be created to fill the identified gaps.

27. Cook, Michael. *Archives Administration*. Folkstone, Kent, England: Dawson, 1977.

In the chapter on appraisal, Cook explains the two-step records review process of the British Public Record Office, as proposed in the 1954 Grigg report. He describes the nature and application of Schellenberg's evidential and informational values and advocates consideration of cost factors when making appraisal decisions. The evaluation of "particular instance" papers is discussed. Appendix B lists the PRO's criteria for selection of public records for permanent preservation. In the chapters on records management and disposal, Cook explains the goals, procedures, and uses of records surveys, disposal schedules, and sampling.

28. ———. *Archives and the Computer*. London: Butterworths, 1980.

Cook examines the principal elements of the appraisal of machine-readable records. Noting the applicability of traditional records management practices of surveying and scheduling, he points out the special technical considerations relating to format, documentation, and legibility and makes several specific recommendations relating to appraisal of machine-readable records. He briefly examines and rejects the retention of input or output materials rather than the machine-readable files themselves. The Public Record Office's instructions regarding evaluation of machine-readable records for long-term use are listed in Appendix B.

29. Cronenwett, Philip N. "Appraisal of Literary Manuscripts." In *Archival Choices: Managing the Historical Record in an Age of Abundance*, edited by Nancy E. Peace, 105-16. Lexington, Mass.: D.C. Heath, 1984.

This article explains the general problems associated with the appraisal of literary manuscripts, in particular noting the need for acknowledged collecting rationales and written collection policies. In order to appraise literary manuscripts, the archivist must be familiar with the life and work of the author and understand the genre and period of the works and their possible use. Cronenwett describes eleven major types of material often found in the papers of literary figures and offers appraisal recommendations for each category.

30. Darter, Lewis J., Jr. "Records Appraisal: A Demanding Task." *Indian Archives* 19 (1969): 1-9.

In this general discussion, Darter briefly describes the significance, goals, procedures, and difficulties of appraisal of governmental records. He offers tips for making appraisal more manageable, suggesting the use of scheduling, filing schemes, cooperation with agency personnel, and sampling. Retention and scheduling criteria, the general content and usefulness of specific categories of records, and the impact of automation upon research methodologies and archival practice are also examined.

31. Day, Deborah Cozort. "Appraisal Guidelines for Reprint Collections." *American Archivist* 48 (Winter 1985): 56-63.

Day reviews archival literature relevant to the appraisal of reprint material found as one series in a manuscript collection or as a distinct collection. She offers seven broad areas of questions to pose when appraising reprint collections.

32. Dojka, John, and Sheila Conneen. "Records Management as an Appraisal Tool in College and University Archives." In *Archival Choices: Managing the Historical Record in an Age of Abundance*, edited by Nancy E. Peace, 19-60. Lexington, Mass.: D.C. Heath, 1984.

This article explains the objectives and basic components of a records management program and the factors to consider when establishing a records management program in an academic institution. The authors advocate the creative adaptation of program elements to meet particular institutional needs. The design and operation of the records management program at Yale University is described in detail; useful policy statements and forms as well as a bibliography are included in the appendixes.

33. Dollar, Charles M. "Appraising Machine-Readable Records." *American Archivist* 41 (October 1978): 423-30.

Dollar explains the sequence of decisions involved in the appraisal of machine-readable records, as developed at the National Archives by 1978. Included are technical considerations, such as the availability of adequate technical documentation and the tape's readability, and archival considerations, such as the research value of the records (including level of aggregation, linkage potential, and importance of the subject matter), data validation, arrangement, accessibility, and preservation costs. He comments on the implications of the increased use of microcomputers and database management systems and the consequences of the high costs of managing machine-readable records.

34. ———. "Machine-Readable Records of the Federal Government and the National Archives." In *Archivists and Machine-Readable Records*, edited by Carolyn L. Geda, Erik W. Austin, and Francis X. Blouin, Jr., 79-88. Chicago: Society of American Archivists, 1980.

Dollar explains early efforts of NARS' Machine-Readable Archives Division to assist agency records officers with the scheduling of federal machine-readable records and discusses the criteria and procedures used by the Division to determine the archival value of such records. He suggests several problem areas relating to their appraisal, including the role of researchers in the appraisal process and the long-term consequences of current disposition practices.

35. Dowler, Lawrence. "Deaccessioning Collections: A New Perspective on a Continuing Controversy." In *Archival Choices: Managing the Historical Record in an Age of Abundance*, edited by Nancy E. Peace, 117-32. Lexington, Mass.: D.C. Heath, 1984.

The deaccessioning of manuscript and printed items from special collections is viewed as a legitimate, essential function of appraisal and collection management. Focusing upon monetarily valuable materials, Dowler's deaccessioning includes only the transfer or sale of items or the return of material to the donor. He argues that curators must be responsive to changing research trends and institutional priorities and willing to deaccession duplicate or "out-of-scope" material. He calls upon curators to become managers as well as connoisseurs of their collections, and to be willing to use more creative financing techniques to provide for the maintenance and servicing of their holdings and the acquisition of new materials.

36. Eckersley, Timothy. "The Selection of Recordings for Permanent Retention in the BBC Sound Archives." *Phonographic Bulletin* 9 (1974): 9-12.

Eckersley briefly explains the procedures and principles by which approximately 2 percent of the 30,000 hours of BBC program broadcasts are selected for permanent retention.

37. Ehrenberg, Ralph E. "Aural and Graphic Archives and Manuscripts." *Drexel Library Quarterly* 11 (January 1975): 55-71.

This article mentions the need for selective retention of photographs, suggesting the retention of items of historical significance, items of artistic value, and/or items relating to the activities of the creator.

38. Elzy, Martin L. "Scholarship vs. Economy: Records Appraisal at the National Archives." *Prologue* 6 (Fall 1974): 183-88.

This is a short history of the records appraisal policies and activities of the National Archives. The archivist's responsibility both to preserve valuable documentation and to be aware of the financial implications of appraisal decisions is a continuing theme.

39. Fagerlund, Liisa. "Records Management as an Appraisal Tool?" *Proceedings of the Joint Meeting of the Association of British Columbia Archivists and the Northwest Archivists*, Victoria, B.C., April 23-25, 1981.

Fagerlund outlines the mutual advantages and contributions of records management and archival programs and describes the establishment and operation of Portland, Oregon's integrated program. She asserts that records management is much more than just an appraisal tool.

40. Falb, Susan Rosenfeld. "The Social Historian and Archival Appraisal." *Organization of American Historians Newsletter*, February 1984.

Following a short history of archival sampling, Falb describes four recent appraisal projects that have employed sampling: the Massachusetts Superior Court files project, the NARS FBI files project, the NARS review of the investigative files of the Civil Service Commission, and the NARS review of the Department of Justice litigation case files. She calls for increased use of sampled records by social historians and other researchers.

41. Fedders, John M., and Lauryn H. Gutterplan. "Document Retention and Destruction: Practical, Legal, and Ethical Considerations." *Notre Dame Lawyer* 56 (October 1980): 7-64.

The authors discuss in detail the general legal requirements and specific federal regulations affecting retention and destruction of documents. Retention-destruction programs, practical considerations relating to disposal, and the role of attorneys in a records management program are described. As an example, the authors examine the case of the Nixon tapes. Although the article focuses primarily upon business records, its analysis and recommendations are also applicable to educational and governmental records.

42. Fishbein, Meyer H. "Appraisal of Statistical Records." Draft paper prepared for the Bentley Library's Research Fellowship Program, 1984.

Fishbein reflects upon the appraisal of statistical records, primarily federally-generated survey documentation. He discusses the historical development of statistical operations, research use of statistical records, previous evaluation of these records, specific record types, the impact of automation, and possible changes in the appraisal of statistical records.

43. ———. "Appraisal of Twentieth Century Records for Historical Use." *Illinois Libraries* 52 (February 1970): 154-62.

The author traces the history of appraisal activities and procedures at the National Archives, beginning with the evaluation of noncurrent eighteenth- and nineteenth-century records during the 1930s and working up to the appraisal of machine-readable records in the 1960s. The impact of historiographical and research trends upon appraisal decisions is emphasized.

44. ———. "Appraising Information in Machine-Language Form." *American Archivist* 35 (January 1972): 35-43.

This article, one of the first on this topic, provides a general overview of the early production, use, and preservation of machine-readable records by the federal government. Fishbein describes the criteria for determining the record/nonrecord status of computerized records; challenges archivists to evaluate these records according to conventional appraisal criteria, such as the function of the records and their informational content; and suggests elementary appraisal procedures for statistical sources in machine-readable form. Administrative use of computerized records by government agencies and use of machine-readable records by researchers are also discussed.

45. ———. "The 'Traditional' Archivist and the Appraisal of Machine-Readable Records." In *Archivists and Machine-Readable Records*, edited by Carolyn L. Geda, Erik W. Austin, and Francis X. Blouin, Jr., 56-61. Chicago: Society of American Archivists, 1980.

Fishbein briefly traces the early retention and disposition of machine-readable records at the National Archives and describes some of the earliest research uses of such records. He discusses in detail the continuing and significant interaction between current and projected patterns of research use and an archivist's appraisal of machine-readable records.

46. ———. "A Viewpoint on the Appraisal of National Records." *American Archivist* 33 (April 1970): 175–87.

Emphasizing the continual impact upon appraisal of research trends and requirements, this article provides a helpful overview of the development of appraisal practices and criteria at NARS and discusses the major implications for appraisal of quantitative research and computerized records keeping. Fishbein summarizes major writings on appraisal, including works by Bauer, Brooks, Schellenberg, and Lewinson, and outlines the qualifications and activities of sound, responsible appraisers.

47. Fogerty, James E. "Manuscript Collecting in Archival Networks." *Midwestern Archivist* 6 (no. 2, 1982): 130–41.

This article discusses the pros and cons of manuscript collecting by an organized network of archival institutions, examining in particular the division of a geographical area into collecting regions and the formulation of policies and plans to guide such coordinated collecting efforts.

48. Fox, Michael J., and Kathleen A. McDonough. *Wisconsin Municipal Records Manual*. Madison: State Historical Society of Wisconsin, 1980.

Intended to assist Wisconsin municipal officials in the administration and disposition of current and noncurrent records, this manual begins with an overview of records management practices as they apply to local government. Retention and disposition schedules are provided for six categories of records: administration, elections, finance, revenue, engineering and public works, and public health. For each category the manual explains the creating agencies/officials, their activities, and the records generated; the relationship, if any, of the records to be printed sources; and suggested retention period and applicable statutes.

49. Goggin, Jacqueline. "Use Studies and Archival Appraisal." Draft paper prepared for the Bentley Library's Research Fellowship Program, 1984.

The author argues that archivists must examine more systematically patterns of research use and apply this knowledge when appraising materials. She analyzes use patterns of thirteen collections of records at the Library of Congress from organizations of blacks and women. Her major source of information on use is monographs based upon research in these collections. Goggin evaluates the types of materials most frequently used and the ways in which the documentation was used, and she concludes with recommendations regarding greater integration of use studies in the appraisal process.

50. Gottlieb, Peter. "The Appraisal of Judicial Records." Paper presented at the forty-seventh annual meeting of the Society of American Archivists, Minneapolis, Minnesota, October 1983.

Gottlieb discusses obstacles encountered in applying conventional appraisal guidelines to county judicial records in West Virginia. He suggests cutoff dates for each county and evaluation of the records' intrinsic value. The need to comprehend court procedures, legal terminology, and the development of the state's legal apparatus in relation to the documentation produced is emphasized. Gottlieb notes the problems of duplication and series overlaps, which result from the hierarchical nature of the judicial system. He expands Schellenberg's definition of evidential

value to include documentation of the "institutional environment," the administrative atmosphere, and the circumstances of the records' creation.

51. Haas, Joan Krizack, Helen Willa Samuels, and Barbara Trippel Simmons. *Appraising Records of Contemporary Science and Technology: A Guide*. Cambridge, Mass.: n.p., 1985. (Distributed by the Society of American Archivists.)

This document outlines a framework of analysis to use when appraising the records of science and technology. The authors describe the components of scientific and technological processes and the creation and utilization of records. Five levels of operation are examined: personal and professional activities, administration of research and development, pure research and development, dissemination of results, and patenting. For each category, the authors explain the component activities and the records generated; suggest appraisal recommendations and considerations; and provide several illustrative examples. When determining disposition of such records, the authors argue that the first priority should be to identify information of use to scientists and engineers in future research and the second goal should be to retain records of value to historical researchers. The significance of print and near-print material is emphasized.

52. Haas, Richard L. "Collection Reappraisal: The Experience at the University of Cincinnati." *American Archivist* 47 (Winter 1984): 51-54.

A large reappraisal project is described. Collections were evaluated by a committee on the basis of usage, historical importance to the university, pertinent legal requirements, effective use of space, and financial realities. The importance of effective cooperation among archivists, records managers, and relevant university offices in such a process is emphasized.

53. Ham, F. Gerald. "Archival Choices: Managing the Historical Record in an Age of Abundance." *American Archivist* 47 (Winter 1984): 11-22. Also in *Archival Choices: Managing the Historical Record in an Age of Abundance*, edited by Nancy E. Peace, 133-48. Lexington, Mass.: D.C. Heath, 1984.

After identifying some of the problems associated with administration of modern records, Ham discusses six elements of archival collection management: interinstitutional cooperation in collecting, disciplined and documented application of appraisal procedures, deaccessioning, pre-archival control of records, reduction of record volume, and analysis and planning. He calls upon archivists to seek alternative courses of action rather than habitually following past practices.

54. Hays, Samuel P. "The Use of Archives for Historical Statistical Inquiry." *Prologue* 1 (Fall 1969): 7-15.

Hays discusses the impact of statistical techniques and historical social research upon records retention practices. He calls for greater input from historians in the appraisal process and for the preservation of a greater variety of records that lend themselves to statistical manipulation, including records of individuals, original statistical data, locally-oriented documentation, and legal and judicial records.

55. Henry, Linda J. "Collecting Policies of Special-Subject Repositories." *American Archivist* 33 (Winter 1980): 57-63.

The author calls upon special subject repositories to develop more active, comprehensive collecting activities, moving beyond acquisition of papers of elite groups

to the inclusion of materials representative of the full range of their collecting universe. She discusses the merits and problems of various strategies and techniques of collecting, including oral history, records surveys, institutional cooperation, and the practice of actively encouraging organizations to maintain their records.

56. Hindus, Michael Stephen, Theodore M. Hammett, and Barbara M. Hobson. *The Files of the Massachusetts Superior Court, 1859-1959: An Analysis and a Plan for Action*. Boston: G.K. Hall, 1979.

This monograph reports the methodology, underlying principles, findings, and recommendations of a pilot project that evaluated the post-1859 case files of the Massachusetts Superior Court and that tested the use of sampling in the appraisal and retention of court records. The authors describe the records in detail, noting the major types of documents and the amount of duplication. They explain the design and implementation of a sample used to analyze systematically the "historical interest" of individual files; the coding of information about each file; and the criteria and best predictors of "historical interest." The resulting disposition recommendations are reported; these included retention of a basic sample, an over-sample, and files from particular counties, time periods, and/or types of cases.

57. Honhart, Frederick L. "The Solicitation, Appraisal, and Acquisition of Faculty Papers." *College and Research Libraries* 44 (May 1983): 236-41.

Honhart reports the results of a survey of the acquisition practices for faculty papers at thirty-eight academic archives. Noting the need for discriminating collection of such materials, he cites three primary criteria for solicitation: the faculty member's national reputation in an academic discipline, institutional contribution, and role in the community. He suggests the utilization of a faculty solicitation committee and discusses some of the problems associated with the fragmentation of collections, acceptance of unsolicited collections, and the evaluation and use of common types of materials such as publications and student records.

58. Hower, Ralph M. "The Preservation of Business Records." *Bulletin of the Business Historical Society* 11 (October 1937): 37-83.

The first and one of the most extensive discussions of the appraisal of modern business records, this pamphlet suggests guidelines, criteria, and specific types of records to retain in order to document accurately every phase of a firm's operations. Case studies illustrate the recommendations.

59. Hull, Felix. *The Use of Sampling Techniques in the Retention of Records: A RAMP Study with Guidelines*. Paris: UNESCO, 1981.

Hull discusses the theoretical principles and methods of sampling and examines the use of sampling by numerous repositories in Europe and the United States. He explains the application of sampling to textual, cartographic, audiovisual, and machine-readable records, and discusses alternatives to sampling. He proposes extensive guidelines for the use of sampling in the weeding and retention of archival materials.

60. Hurley, F. Jack. "There's More Than Meets the Eye: Looking at Photographs Historically." *Center for Southern Folklore Newsletter* 3 (Winter 1981): 6-7.

Writing from the perspective of a historian who makes use of photographs in his research, Hurley thoughtfully examines the creation of photographs and technical photographic processes, both of which are factors to consider when evaluating and interpreting photographs.

61. "Intrinsic Value in Archival Material." *Staff Information Papers* 21. Washington, D.C.: National Archives and Records Service, (1982).

This pamphlet, written by a NARS committee, defines "intrinsic value," explains its theoretical basis, and identifies nine characteristics that may be associated with intrinsically valuable records. Three applications of the guidelines are examined.

62. Janzen, Mary E. "Pruning the Groves of Academe: Appraisal, Arrangement, and Description of Faculty Papers." *Georgia Archive* 9 (Fall 1981): 31-42.

Arguing that appraisal is both a dynamic and continuous process, Janzen offers basic suggestions regarding the evaluation of various types of material found in faculty papers. She suggests consideration of such criteria as reputation of the faculty member and use, volume, legibility, completeness, and physical condition of the papers.

63. Jenkinson, Hilary. *A Manual of Archive Administration*. 1937. Reprint. London: Percy Lund, Humphries & Co., 1965.

Jenkinson acknowledges the necessity of selectively destroying modern records because of their bulk. The only infallible criterion, he asserts, is word-for-word duplication, too expensive to be very practical. Legitimate selection of documents for destruction can only be made by the administrator, based upon legal and administrative retention requirements and not upon the needs of future researchers. Both the archivist and the historian might inject personal bias into selection or destroy the record's impartiality. Using the registry system, Jenkinson explains how certain classes of documents could be designated for destruction, periodic review, and/or permanent retention.

64. ———. "The Problem of Elimination in the Records of Public Departments." In *Government Information and the Research Worker*, edited by Ronald Stavely, 18-32. London: The Library Association, 1952.

Jenkinson explains the development and mechanics of the British records disposal program. He discusses the practical difficulties of governmental departments and the Public Record Office under the system, citing as the PRO's primary problems the production and enforcement of informative schedules, the refinement of appraisal procedures and criteria, and the provision of adequate space. Also of interest are the appended PRO documents: "Principles governing the Elimination of Ephemeral or Unimportant Documents in Public or Private Archives" (1943), "Classes and Types of Documents which Should Always Be Preserved or should be Considered for Preservation" (ca. 1951), and "Classes and Types of Modern Documents which may Generally be Destroyed" (ca. 1951).

65. Joint Committee on Archives of Science and Technology (JCAST). *Understanding Progress as Process: Documentation of the History of Post-War Science and Technology in the United States*. Edited by Clark A. Elliott, 1983. (Distributed by the Society of American Archivists.)

This final report of a committee of archivists, records managers, and historians reviews the problems of documenting modern science and technology and discusses the documentary needs of historians and other researchers utilizing such materials. The nature, circumstances, and methodologies of scientific and technological activities are examined, particularly in terms of the implications for records keeping and appraisal. Various types of records of scientific research and technological innovation are described, and general appraisal guidelines are suggested. The report concludes with sweeping recommendations for further research and acquisition actions by various individuals, organizations, and institutions in order to document science and technology more fully and effectively.

66. Kahn, Herman. "Mr. Kahn's Comments." In "The Appraisal of Current and Recent Records," by G. Philip Bauer, 22-25. *The National Archives Staff Information Circulars* 13 (June 1946).

Kahn voices two basic objections to Philip Bauer's paper on appraisal. He rejects Bauer's utilitarian justification of records retention, asserting that the keeping of records is primarily an act of faith, something civilized people must do. Furthermore, while acknowledging that the costs of preservation must be considered in appraisal, Kahn argues that because of human differences and the nature of the selection process, an evaluation of costs cannot be the sole determinant of the value of records. (See entry 4 above for Bauer's paper.)

67. Kane, Lucile M. "A Guide to the Care and Administration of Manuscripts." *Bulletins of the American Association for State and Local History* 2 (September 1960): [327]-88.

Kane's chapter on "evaluation" summarizes the selection procedures developed by manuscript curators, such as the isolation of unwanted or transferable items during unpacking, and briefly describes seven categories of material to be considered for "rejection," based upon an assessment of their value as part of the collection and as individual items. The author notes the importance of considering retention costs when evaluating collections, the significance and potential of early archival sampling projects, and the value of a hierarchical approach to the appraisal of business records.

68. Kemp, Edward C. *Manuscript Solicitation for Libraries, Special Collections, Museums, and Archives*. Littleton, Colo.: Libraries Unlimited, 1978.

As a general introduction to manuscript solicitation written primarily for librarians, this monograph touches on several topics directly related to appraisal but only occasionally refers to the need for selectivity in manuscript collecting or the evaluation of manuscript material. Kemp discusses planning a solicitation program and drawing up collecting guidelines; potential, primarily locally-oriented, collection specialties; the various types of materials available for collections; donor relations; and the receipt, sorting, organizing, and describing of material. The primary criterion to be considered both when planning a solicitation program and when selecting materials for retention is usefulness to institutional needs and clientele.

69. Kepley, David R. "Sampling in Archives: A Review." *American Archivist* 47 (Summer 1984): 237-242.

Kepley defines sampling, reviews ways in which it has been used, and suggests how it might be most effectively utilized. After discussing subjective sampling, the author focuses upon the application of statistical sampling techniques, such as systematic and random sampling and stratification.

70. Klaassen, David. "The Provenance of Social Work Case Records: Implications for Archival Appraisal and Access." *Provenance* 1 (Spring 1983): 5-26.

This article analyzes the changing conditions and activities associated with case records of private social work and examines the attitudes of social workers toward such records. Klaassen asserts that an understanding of the external factors shaping all such records is fundamental when appraising the records of a particular agency. He discusses the development of social casework, the evolution of case-recording practices, and the confidentiality and research use of such records.

71. Kromnow, Ake. "The Appraisal of Contemporary Records." Eighth International Congress on Archives, Washington, D.C., 1976.

Reporting the results of a survey of appraisal practices of twenty-six national archival agencies, Kromnow presents an overview of international appraisal practices and problems in the mid-1970s. The reasons for more stringent evaluation and the issuance, existence, and implementation of appraisal and destruction regulations are examined. He discusses the justifications, advantages, and problems of various appraisal strategies and recommendations, including the destruction of duplicate and unique records, general appraisal criteria, microfilming of records, sampling procedures, and the appraisal of machine-readable records.

72. Kula, Sam. *The Archival Appraisal of Moving Images: A RAMP Study with Guidelines*. Paris: UNESCO, 1983.

Kula proposes fundamental principles and criteria for the scheduling and appraisal of moving images and the formulation of relevant acquisition policies. The history of film/television archives throughout the world is surveyed.

73. Lamb, W. Kaye. "The Fine Art of Destruction." In *Essays in Memory of Sir Hilary Jenkinson*, edited by Albert E. J. Hollaender, 50-56. Chichester, Sussex, Eng.: Moore and Tillyer, 1962.

Lamb gently criticizes Jenkinson for excluding the archivist from the appraisal process, asserting that only archival participation brings the long-term view and ensures that records are evaluated in terms of uses other than those for which they were originally created. Lamb describes the Canadian review program for government records.

74. Leahy, Emmett J. "The Reduction of Public Records." *American Archivist* 3 (January 1940): 13-38.

The author describes and compares "reduction" programs then in use by the National Archives and twenty-nine European archives. He focuses primarily upon the role of the archivist, variations in the administrative process, and the procedures of regular records reviews and transfers. Leahy concludes that the U.S. procedures are superior to the European but that much work remains to be done in the area of records reduction.

75. Leahy, Emmett J., and Christopher A. Cameron. *Modern Records Management*. McGraw-Hill, 1956.

The need for selective retention of corporate records is an underlying premise of this early guide to records management. Determination of administrative reference value and audit and legal requirements are discussed. In the final chapter the authors advise the records manager regarding retention of records of permanent value, suggesting ways to recognize, segregate, use, and retrieve such records. When appraising records for their historical value, they suggest consideration of the "four p's": policy, philosophy, performance, and people. Other chapters relating to the appraisal process include those on vital records, inventorying, scheduling, filing, and weeding.

76. Levine, David. "The Appraisal Policy of the Ohio State Archives." *American Archivist* 47 (Summer 1984): 291-93.

Levine explains the development, content, and use of two appraisal policy statements developed at the Ohio Historical Society: "State Archives Appraisal Policy" and "Documenting State Government: Relative Importance of State Agencies."

77. ———. "Social Service Programs: Appraisal of State and Local Records." *Provenance* 1 (Spring 1983): 31-39.

Using a case study of welfare records in Ohio, Levine outlines a series of questions to use in the appraisal of state social service case files. Two topics are emphasized: the statistical summarization of the records' information in other state or local records and the possibility of retaining records despite such duplication or summarization.

78. Lewinson, Paul. "Archival Sampling." *American Archivist* 20 (October 1957): 291-312.

This is an introduction to the sampling of records for archival purposes. Distinguishing between archival and statistical sampling, Lewinson broadly defines sampling as the selection, from a body of homogeneous records, of a group of typical, representative, and/or significant records. Using ample examples from the National Archives, he discusses the objectives of sampling, determination of records suitable for sampling, selection criteria for drawing the sample, distinctions between random and selected samples, and implementation procedures. The essential techniques and requirements of drawing a statistical sample for archival purposes and appraising a statistical sample are explained.

79. ———. "Towards Accessioning Standards-Research Records." *American Archivist* 23 (July 1960): 297-309.

Four phases of governmental research activity are identified: the formulation of problems, research and data gathering, presentation of results, and critiques. For each of these, Lewinson analyzes the patterns of the activity and the characteristic form, function, and content of the documentation produced and offers disposition recommendations. Among the criteria he suggests are the project's importance and success, the reusability of the data, and the availability of the data in other sources.

80. Lovett, Robert W. "The Appraisal of Older Business Records." *American Archivist* 15 (April 1952): 231-39.

This article recounts early appraisal experiences of the Baker Library, one of the first to appraise older business records. Lovett discusses the selection of records

before collections are received and introduces the idea of retaining a sample of a firm's records. He concludes that the three primary evaluation criteria are the collection's importance to an understanding of regional development, its completeness, and its coverage of a sufficient time span.

81. ———. "Looking Around." *Harvard Business Review* 29 (March 1951): 127–39.

This article discusses the problems and concerns of business executives trying to evaluate both their personal papers and corporate records. There is a helpful review of the sources of information relating to the disposition, use, and handling of business records that were available in 1951.

82. Lucas, Lydia. "Managing Congressional Papers: A Repository View." *American Archivist* 41 (July 1978): 275–80.

Lucas describes the general characteristics and changes in the content of recent congressional collections and notes possible research uses of these materials. Emphasizing the importance of documenting the official's relationship with constituents, the author suggests techniques for managing congressional papers, such as identification of categories of material to weed, sampling strategies, and techniques for reducing processing time.

83. Lutzker, Michael A. "Max Weber and the Analysis of Modern Bureaucratic Organization: Notes Toward a Theory of Appraisal." *American Archivist* 45 (Spring 1982): 119–30.

Lutzker examines several trends in organizational research and comments upon their relevance to an understanding of the functioning of modern bureaucracies and the appraisal of their records. In addition to Max Weber's writings on administrative decision making, Lutzker discusses "human relations" studies, the conflict model of organizational behavior, and institutional case studies. He challenges archivists appraising records to be more sensitive to the internal dynamics of the organization and their impact upon the creation of records and on practices of records keeping.

84. Marks, Donald D. "AACRAO's *Guide for Retention and Disposal of Student Records*: A Critical Review." *Midwestern Archivist* 8 (no. 1, 1983): 27–33.

This article summarizes and evaluates the 1979 publication issued by the American Association of Collegiate Registrars and Admission Officers (AACRAO) that sets forth disposition standards for student records. While he acknowledges the absence of archival input, Marks maintains that the recommendations and suggested schedules generally are archivally sound. He notes that the pamphlet is a useful indicator of the impact of the Buckley Amendment upon records keeping practices.

85. McCree, Mary Lynn. "Good Sense and Good Judgement: Defining Collections and Collecting." *Drexel Library Quarterly* 11 (January 1975): 21–33.

McCree discusses the essential factors to consider when establishing a collecting policy for a manuscript repository, including assessment of institutional financial support, clientele, and relevant secondary holdings, and of the holdings and collecting policies of other institutions. She briefly examines the implementation of a collecting policy.

86. McKay, Eleanor. "Random Sampling Techniques: A Method of Reducing Large Homogeneous Series of Congressional Papers." *American Archivist* 41 (July 1978): 281-89.

After discussing some of the problems of managing large congressional collections, the author describes early studies of the arrangement, contents, and use of such materials. She explains the random sampling techniques used on two congressional collections, noting record categories, procedural mechanics, and the importance of projected research use.

87. Meissner, Dennis E. "The Evaluation of Modern Business Accounting Records." *Midwestern Archivist* 5 (no. 2, 1981): 75-100.

Meissner presents basic principles for the evaluation of accounting records of the late nineteenth and early twentieth centuries. He describes in detail ten common types of accounting records and suggests ways to determine their long-term value. Categories of records to discard routinely are identified, and helpful illustrations are included.

88. Mills, Thomas E. "The Appraisal Decision on the New York State Noncriminal Investigation Case Files." Paper presented at the forty-fifth annual meeting of the Society of American Archivists, Berkeley, California, August 1981.

Mills outlines the procedures and criteria followed in the evaluation of noncriminal investigative case files of the New York State Police. The impact of freedom of information laws and access problems are examined.

89. ———. "Appraisal of Social Welfare Case Files." *MARAC's Dear Archivist* 1 (Spring 1982): 2-3.

This leaflet describes a six-step appraisal process for social welfare case files: preparation of an agency history, survey of records, evaluation of evidential and informational values, evaluation of the costs of archival administration, consideration of questions of confidentiality, and preparation of an appraisal report and recommendations.

90. ———. "Archival Considerations in the Management of Machine-Readable Records in New York State Government." In *Archivists and Machine-Readable Records*, edited by Carolyn L. Geda, Erik W. Austin, and Francis X. Blouin, Jr., 102-10. Chicago: Society of American Archivists, 1980.

Mills explains the New York State Archives' appraisal practices for machine-readable records. He notes in particular the significant evidential value of many EDP records and the importance of archival involvement in the management of these records early in the record cycle.

91. Mitchell, Thornton W. "New Viewpoints on Establishing Permanent Values of State Archives." *American Archivist* 33 (April 1970): 163-74.

Mitchell comments generally upon appraisal procedures and criteria of state archives. He advocates consideration of the needs of researchers in addition to historians and suggests that often agency personnel are best qualified to evaluate the worth of material; but he acknowledges that, like archivists, agency personnel may exaggerate the true value of records. Appraisal decisions, he notes, must be made in terms of the total universe of documentation and should take into account

the scarcity of information on a subject, the format and volume of the records, and the nature of the information they contain. He discusses federal and state statutes mandating records retention and warns against the acceptance of appraisal generalizations as appraisal standards. He concludes by suggesting an eight-step appraisal procedure.

92. National Archives and Records Service. *Appraisal of the Records of the Federal Bureau of Investigation: A Report to Hon. Harold H. Greene, U.S. District Court for the District of Columbia*. Washington, D.C.: National Archives and Records Service, 1981.

This two-volume report of a NARS task force was written in response to a lawsuit challenging a NARS recommendation to destroy FBI field office case files. The task force's methodology combined statistical sampling and analysis techniques with traditional appraisal practices. The report explains the stratified sampling procedures used to select individual files for analysis, the information collected from each case, and the computer-generated profile used to evaluate a file's research potential and the duplication of information with other records. The report describes the results of the analysis and the new disposition recommendations, which included drawing separate samples for evidential and informational value and retention of "exceptional" cases. Twelve criteria for determining exceptional cases are discussed. All of the proposed schedules are included.

93. ———. *Disposition of Federal Records*. Washington, D.C.: National Archives and Records Service, 1981.

This manual for federal agency personnel thoroughly discusses the requirements of an effective records disposition program. It explains basic definitions and principles; the function and mechanics of inventorying, appraising, and scheduling records; and the establishment, operation, evaluation, and updating of a program.

94. ———. *General Records Schedules*. Washington, D.C.: National Archives and Records Service, 1982.

Disposition standards are outlined for fourteen categories of records common to most federal agencies. Records relating to civilian personnel, fiscal functions, accounting, printing, and research and development are included, as are cartographic, machine-readable, and audio-visual materials. For each category, the manual generally defines the records and their agency functions; enumerates records specifically excluded from the GRS and those that must be offered to NARS for possible retention; and notes specific record types and their authorized disposition.

95. ———. *Records Disposition Procedures*. Washington, D.C.: National Archives and Records Service, 1979.

The appraisal and disposition procedures to be followed by federal records centers are explained. The manual discusses accessioning of records, disposal of accessioned records, and requests for records disposition.

96. ———. Office of Federal Records Centers. *Federal Archives and Records Centers*. Washington, D.C.: National Archives and Records Service, 1979.

Designed to assist federal agencies in effectively using the federal records centers for storage and servicing of noncurrent agency records, this booklet explains the criteria, forms, and procedures of records evaluation and transfer; the servicing and disposition of records by the records centers; and the centers' programs for microfilming, maintenance of files, and vital records.

97. ———. Office of Federal Records Centers. *Fiscal Year 1982: Report to Congress on the Records Disposition Activities of the Federal Government*. Washington, D.C.: National Archives and Records Service, 1983. (Reports for 1980 and 1981 are also available.)

This annual report summarizes the appraisal and disposition activities of NARS, identifying both achievements and problems. The 1982 report, for example, discusses the establishment of the Documentation Standards Staff, the FBI appraisal project, development of agency disposition manuals and schedules, and retention of archival materials.

98. ———. Task Force on Appraisal and Disposition of Federal Records. "Appraisal and Disposition Policies in NARS: A Report and Recommendations to the Archivist of the United States on Performance of the Appraisal and Disposition Functions in the National Archives and Records Service." Washington, D.C.: National Archives and Records Service, 1983.

This report of a special one-year review describes the historical, theoretical, and legislative background of federal appraisal and disposition activities. It examines current problems and the impact of new record types and changes in governmental organization upon these activities. The task force offers extensive recommendations for improving performance relating to three areas: the essential mission and fundamental goals of NARS, relations between NARS and other federal agencies, and performance of appraisal and disposition functions within NARS. The report calls for the more aggressive use of scheduling; development of acquisition goals, a comprehensive retention policy, and formal appraisal guidelines; and greater utilization of automated control procedures, team appraisal, systematic reappraisal, and schedule reviews. Descriptions of NARS' accessioning policies and appraisal guidelines are appended.

99. Naugler, Harold A. "The Machine-Readable Archives Program at the Public Archives of Canada: The First Five Years." In *Archivists and Machine-Readable Records*, edited by Carolyn L. Geda, Erik W. Austin, and Francis X. Blouin, Jr., 67-78. Chicago: Society of American Archivists, 1980.

The author provides information about technical and other considerations related to the appraisal of machine-readable records and a short description of the mechanics of the appraisal process at the Public Archives of Canada.

100. New York State Archives. "Policy and Procedures for Appraisal." Unpublished report, n.d.

This in-house document outlines guidelines for records selection and appraisal documentation, the history of records appraisal, and appraisal procedures of the New York State Archives. According to the document, records are to be disposed of unless there are "definite and compelling justifications for their preservation."

101. Noble, Richard. "Considerations for Evaluating Local History Photographs." *Picturescope* 31 (Spring 1984): 17-21.

Noble outlines principal questions to be posed by photograph curators when evaluating local history images. Informational content is assessed according to four categories (subject, date, type of photographer, and degree of existing identification), and four tests of value (potential uses, uniqueness, availability, and importance) are suggested.

102. Norton, Margaret Cross. *Norton on Archives: The Writings of Margaret Cross Norton on Archival and Records Management*. Edited by Thornton W. Mitchell. Carbondale, Ill.: Southern Illinois University Press, 1975.

Several of the articles (cf., pp. 3-12, 31-38, 132-156, 231-265), written primarily during the mid-1940s, discuss records appraisal. Norton emphasizes the importance of the archival perspective in determining records to retain for historical purposes and suggests criteria for evaluating records for research purposes. She describes and proposes disposition recommendations for general categories of government records. She also examines the general types, purposes, and disposition of administrative records and correspondence files. In keeping with her commitment to the retention of all records necessary for the functioning of the government, Norton warns repeatedly of the dangers of haphazard destruction and calls for more systematic records keeping practices and a stronger partnership between archivists and records managers.

103. *Ohio Municipal Records Manual*. Edited by David Levine. Columbus, Ohio: The Ohio Historical Society, 1981.

Designed to assist municipal officials in records retention and disposition, this handbook explains the components of a records management program. Series-level retention guidelines are offered for fifteen categories of municipal records, based upon functional divisions common to city governments. Appendixes include relevant sections of the Ohio Code and sample forms.

104. Peace, Nancy E. "Deciding What to Save: Fifty Years of Theory and Practice." In *Archival Choices: Managing the Historical Record in an Age of Abundance*, edited by Nancy E. Peace, 1-18. Lexington, Mass.: D.C. Heath, 1984.

This introductory chapter in a monograph on appraisal discusses the impact of modern technology upon the evaluation of twentieth-century records. The author examines primary theoretical writings on appraisal by archivists such as Brooks, Kahn, Bauer, Schellenberg, Collingridge, and Lutzker. Her analysis of recent works by Hans Booms of West Germany and Nils Nilsson of Sweden are particularly useful, as these works are not available in English. The article concludes with suggestions for future research relating to the appraisal of modern records.

105. Peterson, Trudy Huskamp. "Summary of Sampling Techniques." In *Basic Archival Workshop Exercises*, 12-13. Chicago: Society of American Archivists, 1982.

Peterson summarizes the major characteristics, advantages, and disadvantages of statistical, systematic, exemplary, and exceptional sampling.

106. Phillips, Faye. "Developing Collecting Policies for Manuscript Collections." *American Archivist* 47 (Winter 1984): 30-42.

Phillips strongly asserts the significance and functions of well-developed collecting policies for manuscript collections and extensively reviews the library and archival literature relating to the topic. She describes nine essential elements of a model collecting policy for manuscript collections.

107. Pinkett, Harold T. "Identification of Records of Continuing Value." *Indian Archives* 16 (1965/1966): 54-61.

This article explains the procedures, goals, appraisal criteria, and benefits of the records retention planning program initiated by the National Archives in 1962.

108. ———. "Selective Preservation of General Correspondence." *American Archivist* 30 (January 1967): 33–43.

Pinkett describes the content and general research potential of two kinds of governmental correspondence files, general and case. Retention, he proposes, should be based upon the office's hierarchical position and function. He suggests folder-level weeding and sampling of routine general correspondence files.

109. Pugsley, Sharon. "Some Aspects of Cooperative Archival Appraisal at the University of California." Paper presented at the forty-sixth annual meeting of the Society of American Archivists, Boston, Massachusetts, October 1982.

The history, administration, and mechanics of the system-wide records management program at the University of California are described. Emphasizing the importance of high-level administrative participation in and support of the scheduling process, Pugsley explains the establishment and implementation of records disposition schedules and discusses the problems of integrating the techniques of records scheduling and archival appraisal in a university setting.

110. Quinn, Patrick J. "Academic Archivists and Their Current Practice: Some Modest Suggestions." *Georgia Archive* 10 (Fall 1982): 14–24.

Among the solutions proposed to improve archival practice in academe are expanded records management programs to insure earlier evaluation of records and thus better disposal and retention practices, and the development of generally applicable records retention and disposal schedules for commonly generated bodies of academic records. Quinn discusses the external and internal factors that affect appraisal and that work against the development of more uniform appraisal practices, suggesting interinstitutional cooperation in collecting and appraising the documentation of higher education.

111. Rapport, Leonard. "No Grandfather Clause: Reappraising Accessioned Records." *American Archivist* 44 (Spring 1981): 143–50.

Rapport argues for the systematic and periodic reappraisal of government records, asserting that the archivist has a responsibility to document adequately the government and also an obligation to ensure that the public does not pay for the preservation of useless records. Archivists must be able to justify the retention, not disposal, of records, based upon current accessioning/appraisal standards, reasonable expectations of the records being used, and a consideration of the likely consequences if the records are not available. Rapport suggests major reduction of the volume of records retained for evidential purposes and a close scrutiny of the implications of permanent retention. (See entry 5 above for Karen Benedict's response to this article.)

112. ———. "In the Valley of Decision: What To Do about the Multitude of Files of Quasi Cases." *American Archivist* 48 (Spring 1985): 173–189.

Rapport examines appraisal problems and research use of case files of quasi-judicial federal regulatory agencies. He explains the historical development of agency records keeping procedures and the significance of published reports. He describes in detail the development of the National Archives' selection criteria for the case files of the National Labor Relations Board and the use made of these records. Rapport suggests changes in the appraisal and retention practices for such case files.

113. Reed-Scott, Jutta. "Collection Management Strategies for Archivists." *American Archivist* 47 (Winter 1984): 23-29.

This article examines the archival use of collection management strategies: the systematic, planned, and documented process of building, maintaining, and preserving collections. Reed-Scott focuses upon four key elements: planning and the development of written collecting policies, comprehensive and efficient acquisition of materials, ongoing evaluation of holdings, and cooperative development of collections and sharing of resources.

114. "Report of Ad Hoc Committee on Manuscripts Set Up by the American Historical Association in December 1948." *American Archivist* 14 (July 1951): 229-40.

Charged with studying the arrangement and use of recent, large manuscript collections, the committee included among its recommendations the proposal that those portions of little or doubtful value be weeded and destroyed. This is one of the first acknowledgements of the efficacy of selective retention of manuscript materials.

115. Ritzenthaler, Mary Lynn, Gerald J. Munoff, and Margery S. Long. *Archives and Manuscripts: Administration of Photographic Collections*. SAA Basic Manual Series. Chicago: Society of American Archivists, 1984.

Chapter 3, written by Long, examines the appraisal of photographs and the development of collecting policies for photographs. Using the collection policy as a frame of reference, Long describes several factors that should be evaluated: evidential value, research value, age, form, volume, copyright, relationship to other materials, and intrinsic value. In Chapter 4, Munoff discusses the significance of provenance and original order in determining the ultimate disposition of the photographs. Helpful examples, sample forms, and illustrations are included.

116. Roper, Michael. "Machine-Readable Records and the Public Record Office." In *Archivists and Machine-Readable Records*, edited by Carolyn L. Geda, Erik W. Austin, and Francis X. Blouin, Jr., 89-101. Chicago: Society of American Archivists, 1980.

Roper explains the procedures, purposes, and criteria of appraisal of machine-readable records at the PRO. Appended "Guidelines" describe the main categories of records considered for permanent preservation.

117. Santen, Vernon B. "Appraisal of Financial Records." *American Archivist* 32 (October 1969): 357-61.

Santen discusses the goals and requirements for competent appraisal and scheduling of both corporate and governmental financial records. He argues that the archivist must be knowledgeable about the elements recorded in and the clients served by the transaction, the unit's accounting and audit procedures, legal retention requirements, and the "political" requirements of the given situation. Observing that administrators and researchers alike favor unnecessarily long retention periods for financial records, he calls for more stringent appraisal and scheduling of these records.

118. Schellenberg, T.R. "The Appraisal of Modern Records." *Bulletins of the National Archives* 8. Washington, D.C., 1956.

Written in response to the need for guidelines for appraising federal records, this bulletin explains the principles of evidential value and informational value, corner-

stones of modern records appraisal. Schellenberg first distinguishes between primary and secondary values, assigning determination of the former to the records' creators. When evaluating secondary values, he asserts that the archivist should assess the records' evidence relating to the functions and organization of the government and the records' information on persons, places, and phenomena. Schellenberg discusses why records with evidential value should be retained, describes European archival views on this practice, and lists various criteria and questions to consider when determining evidential value. He outlines three "tests" for informational value: uniqueness, form, and importance. He notes specific record types and examples of federal records with informational and evidential value, in many cases suggesting appropriate appraisal decisions.

119. ———. *Modern Archives: Principles and Techniques*. Chicago: University of Chicago Press, 1956.

Schellenberg addresses the appraisal of government records in two contexts: records management and evaluation of the secondary values of records. In chapters on records management (chapters 4, 5, and 10) he explains the role of the archivist in records disposition and the importance of archival participation in the development of governmental records management programs. He describes the historical development and major components of records scheduling and disposition, including required information and documentation. Chapter 12, "Appraisal Standards," is a slightly revised version of the principles and guidelines set forth in "The Appraisal of Modern Records" (see above).

120. Schuursma, Rolf L. "Principles of Selection." *Phonographic Bulletin* 9 (1974): 7-8; and "Principles of Selection in Sound Archives." *Phonographic Bulletin* 11 (1975): 12-19.

Acknowledging that financial constraints compel selective retention of sound recordings, Schuursma notes that selection begins with the establishment of institutional collection policies. He discusses basic considerations for evaluating sound recordings: the relationship to and enrichment of extant printed sources, holdings of other repositories, the length and completeness of the recording, and the nature and value of the subject and participants.

121. Steck, Larry, and Francis Blouin. "Hannah Lay and Company: Sampling the Records of a Century of Lumbering in Michigan." *American Archivist* 39 (January 1976): 15-20.

The authors report problems encountered during the appraisal and selective sampling of seventy years of records of a diversified industrial firm. Records retained were those providing a quick overview of the company's structure and activities as well as sufficient material documenting in more detail the firm's operations at particular points in time.

122. Thompson, Gloria A. "From Profile to Policy: A Minnesota Historical Society Case Study in Collection Development." *Midwestern Archivist* 8 (no. 2, 1983): 29-39.

Thompson describes the advantages, goals, procedures, and selected findings of a manuscripts collection analysis project. She describes the categorization of the Minnesota Historical Society's collections into eighteen topical areas and the con-

struction of statistical profiles and summaries for each of these areas. This analysis, she notes, led to refined priorities for manuscript acquisition activities and to the development of new documents on public and repository collection policy.

123. Washington [State of], Division of Archives and Records Management. *County Clerk: Records Retention Manual*. Olympia, Wash.: Division of Archives, Office of the Secretary of State, 1983. Published under the authority of the Washington State Association of County Clerks Local Records Retention Committee.

This booklet explains the principles and procedures of a records retention program and presents suggested schedules for administrative, court, and accounting records commonly held in the offices of county clerks. Each schedule describes the record series, the location of primary and secondary copies, and the suggested disposition. A sample statement of records retention policy and procedures, applicable statutes, and appropriate forms are appended.

124. ———. "Archival Appraisal." In "Operational Directive/Policy and Procedure." Unpublished, 1980.

This entry in the state government's operational and policy manual establishes the policies and procedures for the in-house and field appraisal of records for archival value. Responsibilities of archivists and other officials are defined; the required appraisal documentation is described; and step-by-step procedures, from record group to item-level analysis, are explained. Sixteen factors to evaluate during appraisal are defined in an appendix.

125. ———. *Records Management Guide for Legislative Committees*. Olympia, Wash.: Division of Archives, Office of the Secretary of State, n.d.

This manual explains the implementation and maintenance of a comprehensive state legislative records management system. It defines six major types of records or file systems, describing the content and appropriate records keeping practices for each. Sample schedules and forms are included.

126. Wilsted, Thomas. "Computing the Total Cost of Archival Processing." *MARAC's Dear Archivist* 1 (Summer 1982): 2-3.

Including appraisal as part of processing, Wilsted provides initial guidelines for computing the costs of processing, based upon the expenditures for personnel, shelving, and supplies.

127. Wisconsin [State Historical Society of], Archives and Field Services Staff. "Report on Status of Legislative Records." Unpublished, 1979.

The Wisconsin report describes existing disposition and retention practices for records of the state legislature and individual legislators. Five categories of records generated by legislators are described and retention guidelines are offered for each. The report concludes with recommendations for future actions to insure the orderly disposition of legislative records.

128. Yates, JoAnne. "Internal Communication Systems in American Business Structure: A Framework to Aid Appraisal." *American Archivist* 48 (Spring 1985): 141-158.

Viewing written records as part of a dynamic communication system and not just as sources of information, Yates explains the development and major components of

three organizational structures and internal communication systems found in modern business. This typology is offered as a framework to aid in the appraisal of a company's records. Yates suggests the re-evaluation of several common archival retention practices in order to reflect more accurately the structure of the communication system. Her suggestions are based upon the relationships between business structures, communication flows, and the records created.

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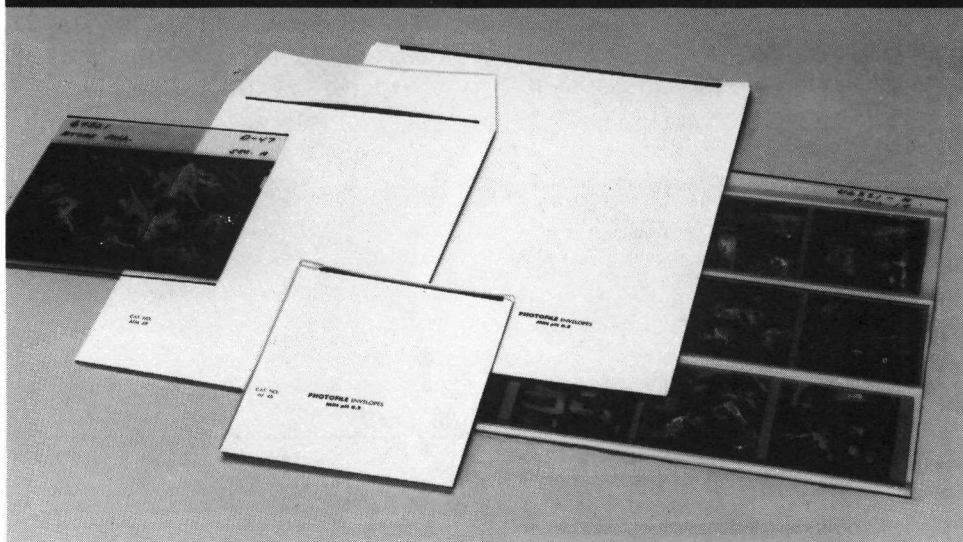
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News Notes

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 **Archives of Labor and Urban Affairs** in the Walter P. Reuther Library, Wayne State University, is presenting an exhibit, "Eleanor Roosevelt from the Collections of the Archives," to commemorate the centennial of the birth of Eleanor Roosevelt. This exhibit documents her career with photographs, letters, and printed items taken exclusively from the holdings of the archives. During her many years of sustained effort in behalf of labor, farm workers, social reform, women's rights, and many other causes, Eleanor Roosevelt worked closely with many of the individuals and organizations whose papers are in the collections of the Reuther Library.

"Archives: Catching Up With the Past" is the title of a new and illustrated brochure issued by the Corporate Archives of **Atlantic Richfield Company**. Effective June, 1984, the Corporate Archives became a department within Atlantic Richfield's Information Research Center. Copies of the brochure are available from the Archivist, Information Technology and Corporate Services, Atlantic Richfield Company, Box 2679 — T.A., Los Angeles, CA 90051.

The **Archives of the Lutheran Church in America** recently accepted the responsibility for serving as the official archival repository for the records of Seminex

and the AELC and its four synods. The records, formerly housed as part of the Seminex Library in St. Louis, contain the papers of a number of individuals including Arthur Carl Piepkorn, Walter E. Wilbrecht, Carl S. Meyer, and several members of Christ Seminary-Seminex.

The editorial board of *The Midwestern Archivist*, the semiannual journal of the **Midwest Archives Conference**, has adopted guidelines for case studies, which will offer the opportunity to report on experiences and activities that have not lent themselves to traditional articles. A case study describes and analyzes specific activities generally based on the experience of a single institution, dealing with a routine archival function or a special project or problem. It is intended to describe the project or activity and assess the results in sufficient detail to allow for comparison with similar experience elsewhere and thus help form the basis of subsequent research on and analysis of related projects, programs, or problems. Requests for copies of the guidelines should be sent to David Klassen, 109 Walter Library, University of Minnesota, Minneapolis, MN 55455.

In May 1984, **Miles Laboratories** dedicated a new 5,000-square-foot facility for archives and public relations, the Miles Centennial Center. The Miles collection of historic documents, records, products, and memorabilia began to take shape in the 1930s and continued to grow under the guidance of long-time employees. The new Centennial Center consists of two offices, a processing room, exhibit galleries, and an auditorium.

The Archives and Library Division of the **Mississippi Department of Archives**

and History has initiated a very popular outreach program, the Workshop for Researchers. The interest in this workshop has surprised and pleased the department.

The **Nevada Historical Society** recently acquired the first records from a Nevada casino to be given to a public institution. Business records of the Silver Spur Casino, which operated in downtown Reno from 1968 until its purchase by the adjoining Horseshoe Club in 1981, were donated by Morrie and Stuart Mason, whose Mason Corporation owns the Horseshoe. The society is actively seeking the donation of casino records from around the state. In the past, records of the gaming and entertainment industry, which had been Nevada's leading industry for more than 30 years, were not available for public research. The Silver Spur donation represents a significant step toward collecting and opening primary sources of information on the state's "trademark" business.

The Silver Spur records are now located at the society's research library in Reno. Other collections of gaming records, when they are obtained, will be kept either in Reno or at the society's Las Vegas library.

The **Northwood Institute Margaret Chase Smith Library Center** was opened with dedication ceremonies on August 26, 1982. The center's major objective is the organization and preservation of the congressional papers of Senator Smith, the first woman to serve in both the House of Representatives and the United States Senate. She served from 1940 to 1973. These papers, for the most part, are now available to qualified scholars for research. For further information contact the Margaret Chase Smith Library Center, P.O. Box 366, Skowhegan, ME 04976, (202) 474-8844.

In November 1984 the **Oklahoma Department of Libraries** was presented microfiche copies of the original land survey records of Oklahoma. United States Senator Don Nickles and the Oklahoma Society of Land Surveyors have been instrumental in having the Bureau of Land Management microfiche these records, which consist of the original field notes and plats for the entire state. Land surveyors can now order microfiche instead of full-size paper copies. The State Archives Division administers the Oklahoma Land Records program as part of its statutory responsibility for serving as the active filing agent for established or restored public land survey corner monuments.

JCPenney has hired its first professional archivist. To help her plan an archival program for JCPenney, the archivist would appreciate receiving statements of purpose, outreach materials, and procedural guidelines from established business archives. Members can send copies of their literature to Archivist, JCPenney Inc., 42nd Floor, 1301 Avenue of the Americas, New York, NY 10019.

The **University of Pittsburgh** has opened for research an Archives of Scientific Philosophy in the Twentieth Century. The literary estates of Rudolf Carnap and Hans Reichenbach, as well as the papers of Frank P. Ramsey, form the basis of this archives. Rudolf Carnap and Hans Reichenbach corresponded with literally hundreds of noted philosophers and scientists, while Frank Ramsey's papers contain lecture and research notes that are of interest to those researching Wittgenstein. For more information concerning these collections, contact Curator, Archives of Scientific Philosophy in the Twentieth Century, 363 Hillman Library, University of Pittsburgh, Pittsburgh, PA 15260.

The Archives of the Waldensian Aid Society have been transferred to the **Presbyterian Historical Society**, Philadelphia, Pa. The archives dates from the 1870s and consists primarily of institutional, church, and evangelization reports and include files from the AWAS's Executive Office, ca. 1930-74.

Arrangements also have been made with the Religious News Service to transfer its files to the society. The RNS files cover the period 1934 to 1981 and consist of over one million items, including extensive photographic files (about 255,000 items) and news stories.

History Associates Incorporated of Germantown, Maryland, recently signed a contract to establish archives for **Texas Instruments**. The consulting firm is providing two archivists-in-residence to launch the new program.

Listed below are historical editing projects making comprehensive searches for documents. Archivists and manuscript curators whose repositories contain items of interest to the projects are requested to contact the project editors. Information about new accessions and small collections is of special importance because such information may not be generally available. Project editors can assist the News Notes editors by notifying them when the projects have completed their searches for documents.

The Papers of John, John Quincy, and Others of the Adams Family

Richard Ryerson, Editor
Massachusetts Historical Society
1154 Boylston Street
Boston, MA 02215

The Papers of Jane Addams

Mary Lynn McCree, Editor
P.O. Box 24
Fayetteville, NC 28302

Black Abolitionist Papers

C. Peter Ripley, Editor
Department of History
Florida State University, Box 6080
Tallahassee, FL 32306

The Papers of Henry Bouquet

Louis M. Waddell, Editor
William Penn Memorial Museum and
Archives Building
Box 1026
Harrisburg, PA 17120

The Papers of Benjamin F. Butler

Ronald L. Brown, Editor
New York University
School of Law Library
40 Washington Square South
New York, NY 10012

The Papers of John C. Calhoun

Clyde Wilson, Editor
South Caroliniana Library
University of South Carolina
Columbia, SC 29208

The Papers of Charles Carroll

Ronald Hoffman, Editor
Department of History
University of Maryland
College Park, MD 20742

The Papers of Salmon P. Chase

Dr. John Niven, Editor
Department of History
Claremont Graduate School
Claremont, CA 91711

The Papers of Henry Clay

Robert Seager, Editor
Department of History
University of Kentucky
Lexington, KY 40506

The Papers of Charles Darwin

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Lynda Crist, Editor
Rice University
Houston, TX 77001

The Papers of Eugene V. Debs

J. Robert Constantine, Editor
Department of History
Indiana State University
Terre Haute, IN 47809

The Papers of Frederick Douglass

John W. Blassingame, Editor
Yale University
2103 Yale Station
New Haven, CT 06520

The Papers of Thomas A. Edison

Reese V. Jenkins, Editor
1 Richardson Street
Rutgers University
New Brunswick, NJ 08903

**The Papers of Dwight David
Eisenhower**

Louis Galambas, Editor
The Johns Hopkins University
Baltimore, MD 21218

**The Documentary History of the
First Federal Congress**

Linda G. DePauw, Editor
George Washington University
Washington, DC 20052

**The Documentary History of the
First Federal Elections**

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Department of History
University of Wisconsin
Madison, WI 53706

The Papers of Benjamin Franklin

William B. Willcox, Editor
Yale University Library
New Haven, CT 06520

The Papers of Daniel Chester French

Michael Richman, Editor
National Trust for Historic Preservation
1785 Massachusetts Avenue, NW
Washington, DC 20036

The Papers of Albert Gallatin

Barbara Oberg, Editor
Center for the Study of Business and
Government
Baruch College
New York, NY 10010

The Papers of Marcus Garvey

Dr. Robert A. Hill, Editor
University of California at Los Angeles
Rm. 280, Kinsey Hall
Los Angeles, CA 90024

Papers of Emma Goldman

Candace Serena Falk, Editor
Institute for the Study of Social
Change
University of California
2420 Bowditch
Berkeley, CA 94720

The Papers of Samuel Gompers

Stuart B. Kaufman, Editor
Department of History
University of Maryland
College Park, MD 20742

The Papers of Ulysses S. Grant

John Y. Simon, Editor
Morris Library
Southern Illinois University
Carbondale, IL 62903

The Papers of Nathanael Greene

Richard Showman, Editor
The Rhode Island Historical Society
110 Benevolent Street
Providence, RI 02906

Documentary History of George**Rapp's Harmony Society**

Karl J. R. Arndt, Editor
Clark University
Worcester, MA 01610

**The Papers of Harriet Ward Foote
Hawley**

Edward J. Foote, Editor
The Stowe-Day Library
77 Forest Street
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Knoxville, TN 37916

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Columbia, SC 29208

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College of Arts and Sciences
University of Nebraska
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University of Virginia
Charlottesville, VA 22904

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Lexington, VA 24450

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Washington, DC 20560

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Altoona, PA 16601

The Papers of Robert Morris

John Catanzariti, Editor
Campus Facilities Building
Queens College
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Flushing, NY 11367

The Papers of John Muir

Ronald Limbaugh, Editor
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Western Studies
University of the Pacific
Stockton, CA 95204

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The American University
Washington, DC 20016

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The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

Minutes: Council Meeting 29 August 1984

The meeting of the Officers and Council was called to order by President David B. Gracy II at 9:33 a.m., on Wednesday, 29 August 1984, at the Capital Hilton Hotel, Washington, DC.

Attending the meeting were President Gracy, Vice President Andrea Hinding, Treasurer Paul H. McCarthy, Jr., Council members Kenneth Duckett, Robert S. Gordon, John A. Fleckner, Larry J. Hackman, Edie Hedlin, Linda Henry, Sue E. Holbert, William L. Joyce, and Virginia C. Purdy. Attending without vote were incoming Council members Francis X. Blouin, Jr. and Eva Moseley, SAA Executive Director Ann Morgan Campbell, and staff member Antonia Pedroza.

On a motion by Joyce, seconded by Hinding, the proposed agenda was adopted.

Report of the President

Gracy reported that the work of the Task Force on Archives and Society continued to be of particular interest to him.

He made a presentation on that topic at the annual meeting of the National Association of State Archives and Records Administrators (NASARA) and is scheduled to speak to the Midwest Archives Conference later this fall. Gracy will become the new chair of the task force.

Report of the Vice President

Hinding announced appointments for 1984-85. Among them were James Fogerty as chair of the Regional Archival Activity Committee; Lydia Lucas as chair of the Committee on Archival Information Exchange; James B. Rhoads as chair of the Committee on Education and Professional Development; Frank Evans as chair of the Institutional Evaluation Task Force, effective spring 1985, and Edward Papenfuss to an SAA seat on the National Historical Publications and Records Commission, effective February 1985.

Hinding moved that her appointment of Kenneth Duckett as chair of the Editorial Board and of Jacqueline Goggin to the Editorial Board be endorsed by Council. The motion was seconded by McCarthy and passed.

Hinding also announced that two working groups had been established within the Committee on Education and Professional Development. A group to report to Council on the prospect for individual certification of archivists will be led by Susan Grigg and includes Ruth Helmuth, Kenneth Duckett, and Maygene Daniels. An advisory group to SAA's proposed Education Office will be chaired by Trudy Huskamp Peterson and will include William L. Joyce and Richard Cox.

Report of the Treasurer

McCarthy reported that a new accounting firm conducted the Society's 1983-84 audit. The performance of the general fund was quite close to projections provided to Council throughout the year. General Fund revenues reached \$401,743 and expenses were \$376,405. Of the \$25,338 surplus of revenues over expenses, approximately \$15,000 was monies collected in advance for the 1984 annual meeting—revenue which is traditionally realized in the fiscal year in which the meeting occurs.

Report of the Executive Director

Campbell reported that the Chicago office had submitted another conservation/photographs grant proposal to the National Endowment for the Humanities, which suggests a program to build on the strengths of the two previous NEH grants in this area.

The Society is the sole beneficiary of the estate of founding member Margaret Cross Norton. Campbell is working with an attorney in Chicago and officials in Springfield, Illinois, Norton's home, to facilitate disposition of the estate.

Campbell reported that the Publications Management Board is reviewing applications from candidates for editor of the *American Archivist*. A recommendation to Council is anticipated by late fall.

The first announcement of SAA's newly-created education officer position has been made as part of the Society's placement activity at the annual meeting. Campbell observed that it was her hope that the position will be filled early in 1985.

The executive director provided Council with a listing of numerous national legislative issues in which the Society had been involved in recent years or in which its involvement had been solicited. With an eventual goal of establishing priorities for Society activity, Council asked that Campbell share the list with Page Putnam Miller of the National Coordinating Committee for the Promotion of History for her elaboration.

Council Committee Reports

On behalf of the Council Committee on Committees and Representatives, Purdy noted that Lewis Bellardo, chair of the Committee on Archival Information Exchange, was working with Margaret Patterson of the Library of Congress on changes in the MARC format. Council's mandate to CAIE includes authority to negotiate directly with the Library on technical concerns.

Purdy reported to Council that the executive committee had reviewed an education grant proposal and authorized its submission to the National Historical Publications and Records Commission and other possible funding sources.

Henry reported that the Council Committee on Sections had reviewed the section guidelines and would be recommending some needed changes and clarifications. The Committee will meet with section chairs prior to the section meetings.

McCarthy reported that the Council Committee on Task Forces had discussed the draft report of the Goals and Priorities Task Force. The GAP report was provided to approximately 1,000 pre-registrants for the Washington meeting

and will be distributed at fall regional archival association meetings. McCarthy moved that Council request a summary of reactions to the GAP proposal, a presentation of future task force activities and a timetable for reporting to Council. The motion was seconded by Hinding and passed. Hackman will provide Council a brief report at its next meeting.

The Committee had also discussed the Task Force on Archives and Society. Joyce moved that the task force be authorized to continue its work for two years, that it be expanded to a membership of fifteen with a steering committee of five, and that it devise a plan of work for consideration at Council's winter meeting. The motion was seconded by Hinding and passed.

National Library Week

The Council discussed an invitation received from the American Library Association for SAA participation in National Library Week. On a motion by Joyce, seconded by Gordon, and passed, with Hinding opposed, Council asked the ALA/SAA Joint Committee to explore an ongoing reciprocal relationship between ALA and SAA on publicity for preservation and use of historical materials (including common and rare books, archives, manuscripts, etc.), in particular to suggest ways in which the archives and library professions could collaborate to recognize archives during National Library Week and libraries during International Archives Week.

Council Procedures Handbook

Council established a committee of three persons, Purdy, Henry, and Holbert, to update the handbook. Holbert was authorized to explore the possibility of maintaining the handbook on a word processor. Fleckner suggested the possibility of an eventual members' handbook.

Resolutions Committee

On a motion by Joyce, seconded by Hedlin, Council established the membership of the Society's Resolutions Committee, which receives resolutions to be presented at the annual business meeting, as the three newly-elected members of Council.

Executive Director Search

McCarthy and Campbell presented Council with a draft plan for a search for a new executive director. The plan, to be discussed at Council's winter meeting, anticipates the selection of a new executive director by fall 1986. Campbell has announced her intention to leave the post no later than December 1986.

New Business

Hinding moved to adopt the following resolution:

WHEREAS, the terms of Council members Kenneth Duckett, Robert Gordon, and Virginia Purdy and that of President David B. Gracy II conclude with this meeting; and

WHEREAS, the other officers and members of Council have appreciated the leadership contributions and enjoyed the company of these persons for all too short a time;

THEREFORE, BE IT RESOLVED that on behalf of the Society, the Officers and Council express deepest gratitude to these friends and colleagues for their services and offer best wishes to them in their personal and professional futures.

The motion was seconded and passed.

The meeting of Council was adjourned at 4:30 p.m.

ANN MORGAN CAMPBELL
Executive Director

Minutes: Council Meeting 2 September 1984

The meeting of the Officers and Council was called to order by President Andrea Hinding at 6:45 p.m., on Sunday, 2 September 1984, at the Capital Hilton Hotel, Washington, D.C.

Attending the meeting were President Hinding, Vice President Shonnie Finnegan, Treasurer Paul H. McCarthy, Jr., Council members Francis X. Blouin, Jr., John A. Fleckner, Larry J. Hackman, Edie Hedlin, Linda Henry, Sue E. Holbert, William L. Joyce, Eva Moseley, and Trudy H. Peterson. Attending the meeting without vote were Executive Director Ann Morgan Campbell and staff member Antonia Pedroza.

Council reviewed the agenda and approved it.

Executive Committee

Council met in executive session and elected Joyce as its representative to the Executive Committee.

NHPRC Archival Fellowships

At the request of the Executive Director of the Commission, the Society's Committee on Education and Professional Development drafted a report on NHPRC's proposed program of archival fellowships. Representing the CEPD, Peterson made the following points:

1. The Committee on Education and Professional Development applauds the NHPRC in its concern for training in archival administration and management. The Committee believes that this is a key area in which continuing educational opportunities are greatly needed.

2. The Committee also applauds the Andrew Mellon Foundation for its support for progressive archival administration programs.

3. The Committee, however, has grave concerns about the framework

and vehicle proposed to meet the demands for archival administration training. The problem of management training is endemic throughout the profession and is most acute at the mid-career stage and at middle management levels. Introducing three very junior persons each year to administration simply does not meet the basic needs of the profession as a whole.

4. The Committee believes that the focus on management should remain but the structure be shifted to accommodate a more systematic, systemic impact on the management and administration training needs of the profession. The Committee believes that a wiser expenditure of funds would be to provide resources to build a curriculum and provide pilot courses in administration for mid-career archival professionals. Following the pilot and an evaluation of its strengths and weaknesses, such a curriculum could become part of the regular offerings available to the profession through national or regional archival organizations or institutions. The Committee believes that the Commission could successfully suggest to the Foundation that the shift would accommodate the larger goals for which the grant was given.

Hedlin made a motion, seconded by Fleckner, that the CEPD report be referred to SAA's NHPRC representatives for action. Council expressed interest in continuing a discussion of the policies of granting agencies at its winter meeting.

Conservation Initiative

NASARA has contacted SAA asking for the Society's cooperation and possible involvement in an initiative in the area of archival conservation which is being proposed to NHPRC. Holbert moved the following resolution:

That Council direct the Executive Director to convey to NASARA its

support of data gathering to encourage and assist a congressional initiative to conserve archival records; indicating Council's interest in cooperating in appropriate ways as this initiative develops; and plaudits to Senator Mark Hatfield for his interest in this important matter.

The motion was seconded by McCarthy and passed.

Goals and Priorities Task Force

Hackman reported on reactions during the annual meeting to the draft GAP report. He also outlined a timetable of the task force's plans for the next few months. The group will meet in late December to review comments and draft a recommendation for Council's consideration at its winter meeting. Task Force chair F. Gerald Ham will meet with Council at that time.

International Archival Affairs

Hedlin presented the following resolutions on behalf of the International Archival Affairs Committee and adopted at the Committee's meeting on August 30, 1984:

The International Archival Affairs Committee urges the SAA Council to designate an appropriate SAA representative to the upcoming ICA Congress in Bonn. In view of the impending withdrawal of the United States from UNESCO, it is

more important than ever for SAA to take a greater and responsible role in the international archival community.

Furthermore, we urge that the experience and expertise of Frank B. Evans, who is already committed to attend the meeting, be recognized by designating him as SAA representative.

Hedlin moved to approve the motion, it was seconded by Moseley and passed.

Hedlin then moved the adoption of the Committee's second resolution:

The Society of American Archivists notes with grave concern the fate of Grenadian Government and other cultural records as a consequence of the invasion of Grenada and urges their prompt return with decent regard for their provenance and integrity.

The motion was seconded by Holbert and passed with Joyce opposing.

Other Business

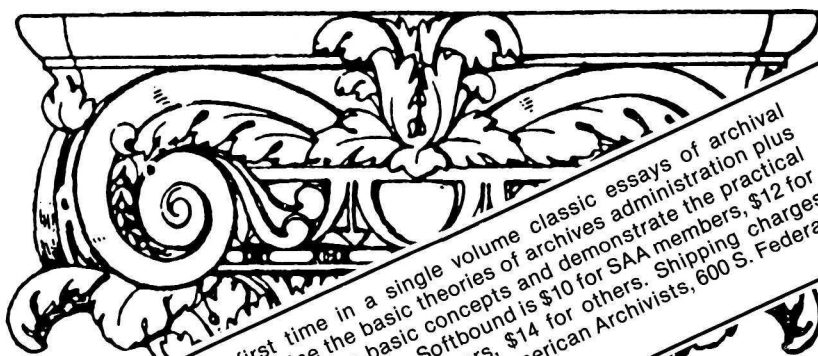
On a motion by Henry, seconded by Blouin, a request for SAA assistance for the Pacific Regional Branch of the International Council on Archives (PARBICA) will be forwarded to the International Archival Affairs Committee for its advice.

The meeting was adjourned at 8:30 p.m.

ANN MORGAN CAMPBELL
Executive Director

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Edited by Maygene F. Daniels and Timothy Walch

National Archives and Records Service
U.S. General Services Administration
Washington, D.C.
1984

THE AMERICAN ARCHIVIST: EDITORIAL POLICY

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

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

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

Procedures

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

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

Manuscript Requirements

Manuscripts should be submitted in English, typed double-spaced throughout (including footnotes at the end of the text) on white bond paper 8½ x 11 inches in size. If possible, three copies of the manuscript should be submitted. All pages should be numbered. The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript. Full-length articles should not exceed 5,000 words and should be accompanied by a 100-word abstract. If the article is selected for publication, the abstract will be published as well. Articles submitted for Shorter Features should not exceed 1,000 words; no abstract is required for Shorter Features.

Photographs should be 8 by 10 inch glossy prints. Other illustrations should be professionally drawn to a scale about twice the size of the final copy to be printed. Illustrations furnished by authors will be returned to them on request.

Editors of the *American Archivist* use the University of Chicago *Manual of Style*, 13th edition, as the standard for style, including footnote format, and *Webster's New International Dictionary of the English Language*, 3d edition (G. & C. Merriam Co.) for spelling and punctuation. Authors' variations from these standards should be minimal and purposeful.

Terms having special meanings for members of the profession should conform to the definitions in "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," *American Archivist* 37 (July 1974):415-33.

Publications from the Society of American Archivists

The publications program of the Society of American Archivists has grown continually since the Society's founding in 1936. SAA's publications cover a wide range of topics in archives, from basic archival functions to advanced archival theory. The Society also distributes many archives-related publications of other publishers. Discount prices on all publications from the Society are available to SAA members.

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Archives & Manuscripts: Security, Timothy Walch

Archives & Manuscripts: Surveys, John A. Fleckner

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Archives & Manuscripts: Exhibits, Gail Farr Casterline

Archives & Manuscripts: An Introduction to Automated Access, H. Thomas Hickerson

Archives & Manuscripts: Maps and Architectural Drawings, Ralph Ehrenberg

Archives & Manuscripts: Public Programs, Ann Pederson and Gail Casterline

Archives & Manuscripts: Reprography, Carolyn Hoover Sung

Archives & Manuscripts: Administration of Photographic Collections, Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long

Archives & Manuscripts: Conservation, Mary Lynn Ritzenthaler

Archival Forms Manual

Evaluation of Archival Institutions

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

Management of Archives and Manuscript Collections for Librarians, ed. Richard H. Lytle

Museum Archives: An Introduction, William Deiss

Religious Archives: An Introduction, August Suelflow

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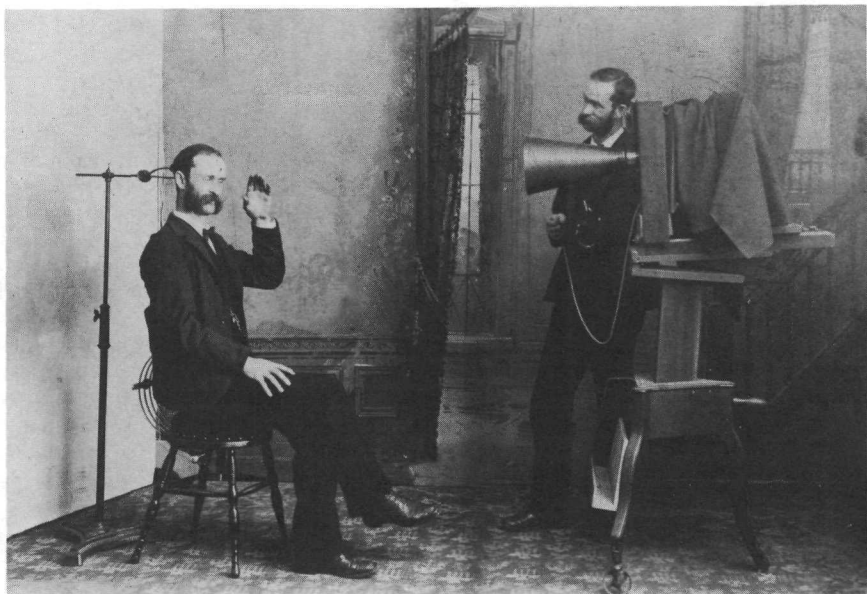
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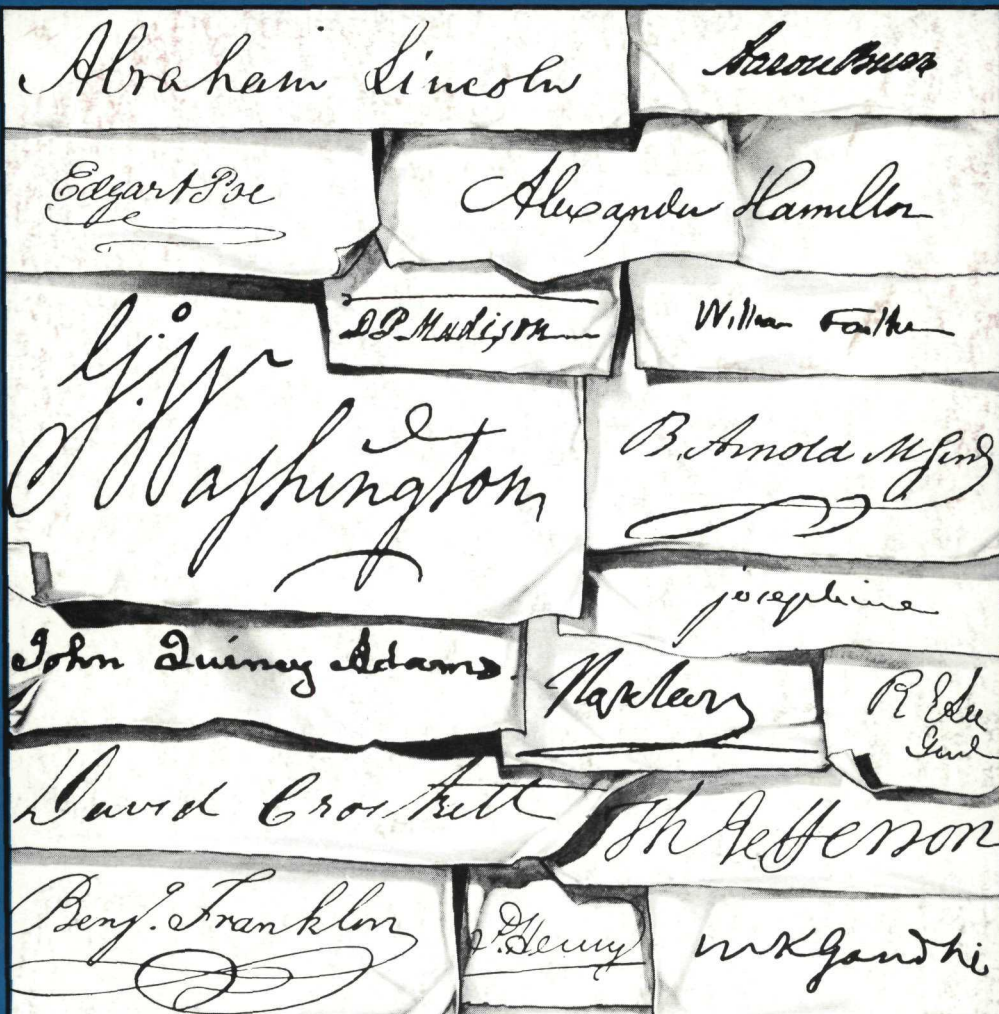
Courtesy of the Library of Congress.

Don't move . . .

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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