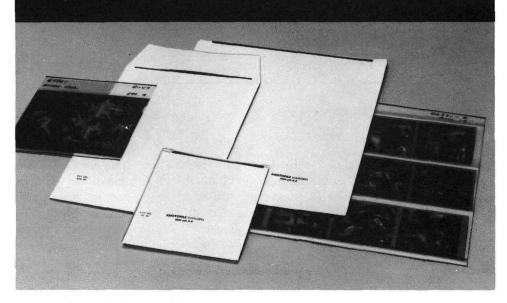
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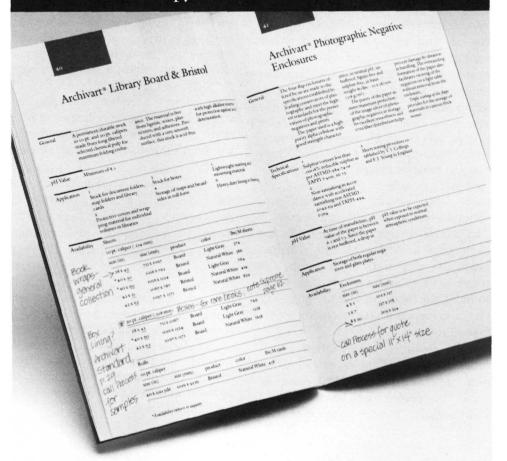
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News Notes

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 the American Statistical Association has been established at Parks Library of Iowa State University in Ames. The archives will hold the association's noncurrent records of continuing legal and historical value. It will also serve as a suitable repository for papers of outstanding teachers of statistics and leaders in statistical applications in those instances in which a natural repository does not exist.

At the February 1985 meeting of the Chicago chapter of the Association of Records Managers and Administrators, two business archivists—Linda Hanrath of the Wrigley Company and Patricia Farrell of the National Dairy Coun-

cil—conducted a workshop on "Developing a Business Archive." More information may be obtained by writing Hanrath at Wm. Wrigley Jr. Co., 410 N. Michigan Avenue, Chicago, IL 60611, or Farrell at National Dairy Council, 6300 N. River Road, Rosemont, IL 60018.

As a result of a restructuring of the Atlantic Richfield Company, the archives has been moved to the company's records center and is now available only to company employees. Inquiries may be directed to Meryl H. Swanigan, Manager, Information Research Center, Atlantic Richfield Company, Box 2679-T.A., Los Angeles, CA 90051.

History centers, organized by discipline, have become established institutions in the United States. Their newsletters regularly feature items of archival interest. "Corporate History and the Chemical Industry" was the lead story in the spring 1985 issue of CHOC News, an occasional publication of the Center for History of Chemistry. Address inquiries to the Editor, Jeffrey L. Sturchio, Center for History of Chemistry, E. F. Smith Hall/D6, 215 South 34th Street. Philadelphia, PA 19104. The center has published Corporate History and the Chemical Industries, a Resource Guide (1985), edited by Jeffrey L. Sturchio. The booklet contains essays and bibliography on corporate history, archives, records management, and oral history. Individuals may purchase a copy from the center's publication office at the address above. Single copies are \$3.00; orders of 10 or more are \$2.00 each.

The newsletter of the IEEE Center for the History of Electrical Engineering regularly prints items related to business history. The spring 1985 issue, for example, contains articles on Thomas Edison's "Invention Factory," history and United Technologies, and computer museums in the U.S. and Canada. For information, write Center for the History of Electrical Engineering, Institute of Electrical and Electronics Engineers, 345 East 47th Street, New York, NY 10017.

A workshop held in November 1984 at the Charles Babbage Institute considered the problems of documenting the history of the computer. Those invited to participate represented the fields of computer science, history of science and technology, archives, and records management. The workshop addressed such issues as: What kind of records are created when computer hardware is developed, produced, marketed, and ser-

viced? How does the computer scientist and the environment in which he or she works affect the kinds of records generated? What are the important or classic computers that should be documented? What factors make a computer worth documenting in each environment? What kinds of records do computer scientists feel should be retained? What kinds of sources do historians of science and technology need so that they may study the development of computers and their impact on society? What records should the archives of corporations and collecting institutions preserve and make available? The Babbage Institute will communicate with workshop participants about draft guidelines that will be helpful in appraising records of hardware development. Questions may be addressed to Linda Edgerly, 370 Central Park West, New York, NY 10025.

The National Archives is sponsoring the Digital Image Applications Group (DIAG) for the dissemination of information about the applications of technology for converting images to digital formats. The informal professional group will serve as a forum for exchanging ideas about the storage, retrieval, and technology of digital image applications. The membership of about four hundred comprises federal and nonfederal members. Anyone interested in joining or obtaining further information should write to DIAG, Archival Research and Evaluation Staff, National Archives and Records Administration, Washington, DC 20408 or call (202) 523-1546.

The Federation of Jewish Agencies of Greater Philadelphia and the Balch Institute for Ethnic Studies announced the recent relocation of the Jewish Archives Center to the Balch Institute. The Balch

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Institute and the Jewish Library Center have long cooperated informally. The new arrangement will promote the more effective collection and preservation of the Jewish community's records. The Jewish Archives Center, now known as the Philadelphia Jewish Archives Center at the Balch Institute, continues to serve as the Jewish community's central repository for the papers, records, and artifacts of individuals, agencies, organizations, and synagogues.

The Institute for Advanced Study in Princeton has received an NHPRC grant for consultant services to establish an archives. The institute's materials include correspondence, minutes, scholarly papers, as well as the papers and other records of Albert Einstein, J. Robert Oppenheimer, T. S. Elliot, Arnold Toynbee, and many other renowned scholars and writers who worked there.

A bond of friendship has been renewed between the city of Metz, France, and the Knights of Columbus Headquarters, New Haven, Connecticut, after nearly sixty-four years. The archivist of the city of Metz asked the Knights of Columbus to send pictures to document the Knights' gift of the equestrian statue of Lafayette. The statue, by noted American sculptor Paul W. Bartlett, was originally dedicated during the 1920 Grand European Pilgrimage which was attended by over two hundred fifty members of the fraternal organization. A special exhibit with publications appeared in July and November 1984 at designated locations in Metz to mark the 150th anniversary of Lafavette's death. The exhibit also commemorated Lafayette's military career at Metz, aid to the cause of the American Revolution, the statue dedication by the K. of C., and the liberation of Metz by the American Expeditionary Force during World War I and by the Army of General Patton during World War II. The Knights were also instrumental in providing war relief services overseas in France and other European countries during World War I. A selection of comprehensive photographs from the Knights of Columbus Photo Archives and Museum collection was sent to Metz to be included in the commemorative display marking the historic and memorable occasion. Contact: Mary Lou Cummings, Curator, Knights of Columbus, Supreme Office, Columbus Plaza, New Haven, CT 06507, (203)772-2130.

Kohler Co. has recently embarked on a program to professionalize its archival activities and to make publicly available all its historical holdings. As part of the program, the company is hiring a professional archivist who will work through the special projects coordinator to organize the records into a corporate archives. As a part of this effort, Kohler is renovating an old building to include a 5,000 square-foot archives and 10,000 square-foot museum. Information may be obtained from Claire H. Milbourne, Special Projects Coordinator Historian, Kohler Co., Kohler, 53044.

McLean Hospital announced the availability of its "Guide to the Archives of the McLean Hospital Corporation" (1984). Funded in part by a grant from the National Historical Publications and Records Commission, the guide includes a statement of archival policy, a brief history of the hospital and its nursing school, a listing of its archival records, and a list of its fine arts holdings. To purchase copy of the guide, send \$6.50 plus \$.75 for shipping and handling, to Terry A. Bragg, Archivist, McLean Hospital, 115 Mill Street, Belmont, MA 02178.

The archives of the Medical Library Association has been transferred to the custody of the National Library of Medicine. The library will assume responsibility for the MLA archives in the future.

Three New Jersey counties have begun work on fulfilling recommendations growing out of two NHPRC sponsored grants. During the period 1978 to 1980, New Jersey conducted a county records survey. In 1983 New Jersey completed the NHPRC-sponsored statewide records assessment and reporting project. Both reports indicated the need for facilities to house county records. Morris county, through a renovation project, has created an archives and records center with a full time staff. In addition to storage and reference services, the center includes a micrographics unit. Cape May County's administrative complex, which is under construction, is designed to meet the archival needs of the county clerk's records. Monmouth County is constructing an archival facility in conjunction with the county library construction project. Completion is anticipated in 1986.

The Regional History Center at Northern Illinois University has recently been renamed the Earl W. Hayter Regional History Center. Professor Hayter began his career at the university in 1936 and retired in 1969. He was then named university historian and was commissioned to write the offical history of the university, published in 1974. Hayter, a prominent agricultural historian, was instrumental in persuading university administrators to establish the university archives in 1964. Since that time holdings have grown to nearly four thousand cubic feet and now include local government records administered through the Illinois Regional Archival Depository system and private manuscripts and records from an

eighteen-county region of northern Illinois. To honor Professor Hayter's forty years of service and scholarship the university dedicated the Earl W. Hayter Regional History Center on 2 December 1984.

Work has begun at the Robert E. Speer Library of Princeton Theological Seminary on the New England section of a guide to resources related to the Christian mission in China. The materials from this mission constitute the largest quantity of primary documentation on China in American libraries and archives. When completed, the Scholars' Guide to China Mission Resources, will indicate in detail what documents exist and where they are located. Types of materials described in the guide are minutes, reports, manuscripts, pamphlets, diaries, journals and notebooks, clippings and scrapbooks, maps or other designs and drawings, serials, and books. Audiovisual materials, such as photographs, slides, films or filmstrips, oral histories, tapes, cassettes, and records, are also included.

Publication of the Mid-Atlantic volume is scheduled for summer 1985. The Pennsylvania Fascicle (the model for the entire series) is now available. Repositories interested in having their collections of China mission resources included in the guide should contact China Mission Resources Project, Princeton Theological Seminary, Speer Library, Box 111, Princeton, NJ 08542.

The University of Santa Clara, Santa Clara, California has received a grant from the National Science Foundation to preserve a collection of rare, early Alaskan photographs taken by Santa Clara explorer, photographer, and film maker Bernard R. Hubbard, S.J. These black and white photographs of Alaska during the 1930s and 1940s offer rich

documentation for researchers interested in Alaska's past and are a valuable resource for ethnographic and geological use. After the nitrate negatives have been copied and the collection has been cataloged, the collection will be available for research.

Weyerhaueser Company Archives held two celebrations during the last two months of 1984. On November 21, the archives celebrated the 150th anniversary of the birth of founder Frederick Weyerhaueser. At the December meeting of the archives steering committee the Weyerhaueser Company Archives staff celebrated the 10th anniversary of the archives' establishment. Among those committee members present were the company president and the chairman of the board.



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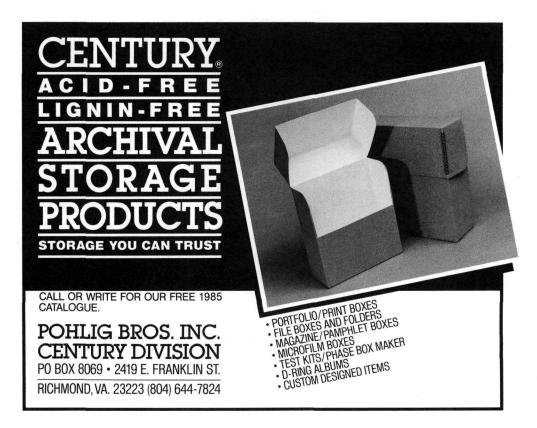
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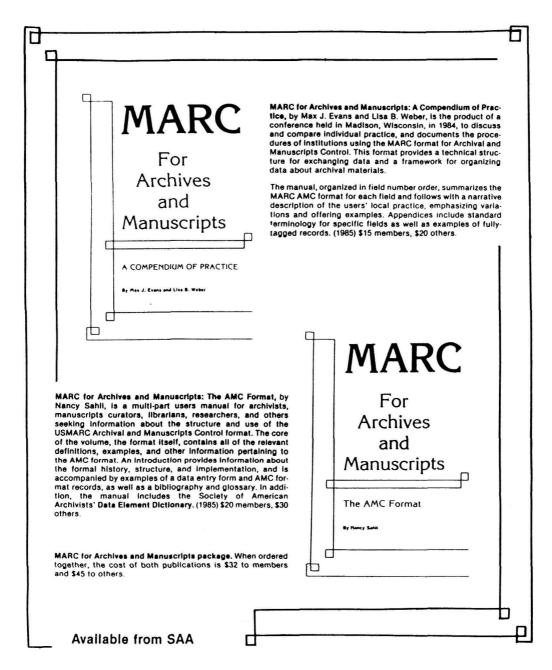
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Archives & Manuscripts: Law, by Gary M. Peterson and Trudy Huskamp Peterson, focuses on basic legal issues in archives. In presenting the legal questions that confront archivists, the authors describe major types of laws governing archives and discuss reasonable means of analyzing and resolving legal issues. The first five chapters focus on the legal aspect of common archival functions: the accession, donation, and receipt of materials; the concepts and administration of access policy; and the legal implications of reference service. The last three chapters deal with special topics including a discussion of copyright law, a review of the legal standards for admissi bility of documents in evidence, a discussion of the problems of replevin, advice on working with a lawyer, and a description of the process of litigation. A glossary of selected legal terms and a bibliographical essay is also included. (1985) \$9 members, \$13 others.



Title

Archives & Manuscripts: Machine-Readable Records

Author

Margaret L. Hedstrom

Description

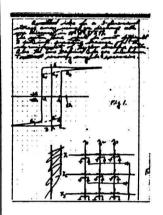
This new addition to SAA's Basic Manual Series encourages archivists to confront the challenges of machine-readable records. It outlines the steps required to locate, appraise, accession, process, and preserve machine-readable records, and provides techniques and guidelines for implementing machine-readable records programs incrementally. Subjects treated include: overview of computer hardware, software, and machine-readable data; arrangement and storage of machinereadable records; preservation and access; and the impact of information technology on archival records. The manual will assist archivists in adapting traditional archival procedures and practices to machinereadable records. A glossary and a bibliography are included.

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New Publications from SAA



Appraising the Records of Modern Science and Technology: A Guide, by Joan K. Haas, Helen Willa Samuels, and Barbara Trippel Simmons, encourages archivists to collect more actively in the scientific and technological areas. In order to assist archivists in appraising these records, the authors have structured the Guide around descriptions of the scientific and technological activities of scientists and engineers. Each activity, and the records documenting it, is described, followed by discussions of appraisal considerations and examples. In addition, the Guide offers recommendations on collecting. arrangement and description, and developing retention guidelines for records in this field. The manual also includes: extended sections on grant and contract records, data, journal articles and technical reports, and patents; a list of scientific and technological discipline history center; a list of selected readings; and an index. The Guide available for \$7 to SAA members, and \$9 to others.

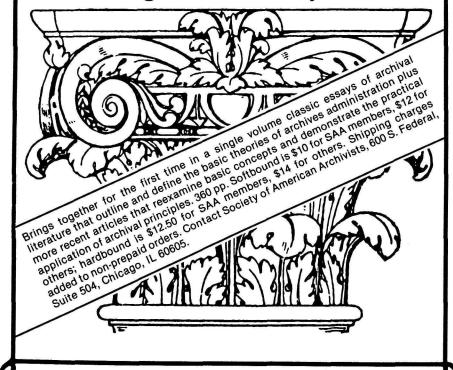


Manuscripts: The First Twenty Years is a 450-page illustrated anthology consisting of more than fifty articles first published in the Manuscript Society's journal from 1948 to 1968. Editor Priscilla S. Taylor and coeditors Hebert E. Klingelhofer, Kenneth W. Rendell, and John M. Taylor have grouped the articles into five sections: Pointers for the Collector, Areas in Which to Collect, Historical Documents, Penmanship and Writing Systems, and Manuscripts as a Key to Biography and History. The anthology is a useful text for the beginner, offering methods of collecting, suggestions as to how other collectors have pursued the search, basics of pricing, and warnings of the pitfalls of mistaken identities and forgeries. The anthology is available to SAA members for \$29, and \$35 to others.

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Basic Readings on Archival Theory and Practice



Edited by Maygene F. Daniels and Timothy Walch

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

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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.

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

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

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

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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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