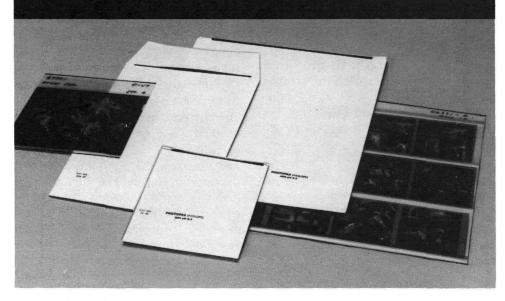
Photofile

the ultimate in archival record preservation



Acid-Free Envelopes

Rare manuscripts and documents can be stored and preserved indefinitely in these high quality acid-free envelopes. Stock is completely free of any contaminating or deteriorating chemical agents. Available in ivory only, with or without flap. Acid-free adhesive secures binding seams. 5 Manuscript Sizes. 6 Photographic Negative Sizes.

Manuscript and Photograph Protectors

Clear see-thru polyester binders. Inside binding edge grips manuscript firmly in place. Completely protects contents from fingerprints and outside contamination while document is being read or copied for referral purposes. Available in 5 sizes.

Transparent Mylar[®]Sleeves.

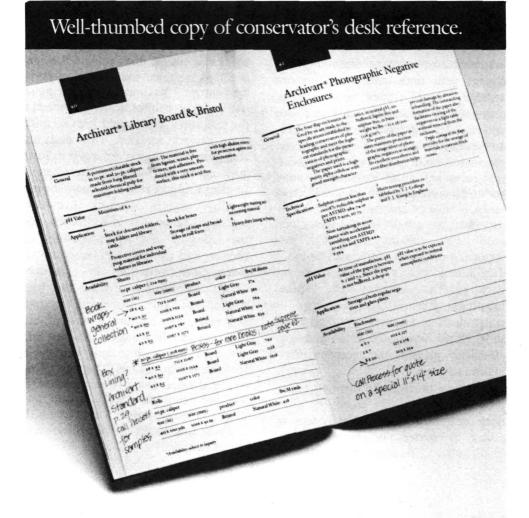
Negative protection with ample space for indexing. Negatives can be easily viewed without removal from envelope.

Send for Free Brochure.

• (312) 872-7557

PHOTOFILE 2000 Lewis Avenue • Zion, Illinois 60099

(R) Mylar is a du Pont Trade Mark



Eighty-four pages of essentials for archival preservation-bookbinding, exhibition mounting, boxmaking and storage for everything from artifacts to textiles, prints to photographic negatives. Every item manufactured with compulsive adherence to the strictest museum and library standards, and described in painstaking detail, including all applications we have conceived and those that conservators continue to discover. Also noted: availability of custom sizes and constructions, our eagerness to be of service, and our firm product guarantee.

Would you like a clean, new copy for your desk? We'd be delighted to send you as many as you need (for yourself and colleagues), if you write us on your letterhead. For product samples, or to discuss special needs, please call us, toll-free, at I-800-63I-0193.

Archivart^{*}

products for conservation and preservation from Process Materials Company A Lindenmeyr Company 301 Veterans Boulevard Rutherford, NJ 07070



Technical Notes

DEAN DeBOLT, Editor

Readers are encouraged to send contributions to "Technical Notes." Address them to Dean DeBolt, Special Collections, John C. Pace Library, University of West Florida, Pensacola, FL 32514.

Paper Preservation Booklet Available. The S.D. Warren Company, a Division of Scott Paper Company, 225 Franklin Street, Boston, MA 02101, has issued a special booklet entitled "Paper Permanence." Based on a talk by Lewis H. Brown at the 1980 Annual Conference of the Book Manufacturing Institute, the illustrated report is a brief yet well-written overview of the problems of paper preservation. Copies of the booklet are available without charge from the S.D. Warren Company.

Hardware for Software Compatibility Introduced. With the advent of microcomputers in businesses and institutions, archivists must often deal with computer software in both retrieval and retention decisions. Since format of documentation on diskettes will vary depending on both the word processing software as well as the computer system in use, a multitude of computer systems and drives may be needed to read the software. A new hardware unit, the KEYWORD 7000, has been introduced to simplify the incompatibility problem. The unit must

be used with an IBM-PC and fits between the monitor and the chassis: it contains two 8-inch disk drives and two 51/4-inch disk drives in varying formats and enables the conversion of diskettes of one software system to another. Cost of the unit depends on the number of software pairings desired; the basic unit price is \$9995, which includes one software pairing with additional pairings costing \$495. The pairing is a software diskette with the desired pairing encoded (i.e., IBM Displaywriter to Lanier No Problem). To use the system, the software pairing diskette is inserted into the IBM-PC. The diskette to be read (the original) is placed into the appropriate disk drive in the Keyword 7000, and the copy to be made and read on the different system is placed in the other appropriate disk drive. Using the menu-driven software, the operator can create the copy diskette at 13 seconds per page. The company has announced a large variety of pairings of the major microcomputers in use in business with more planned. For more information. write Keyword Office Technologies, Inc., 25354 Cypress Avenue, Hayward, CA 94544.

New Paint Acts as Pesticide. Barrier Science and Technology, Inc., of Port Jervis, New York, has introduced BugX[™], a clear paint that contains microdots of the insecticide chlorphrifos. BugX is envisioned for use in the home, in food businesses, and for such industrial applications as the painting of garbage cans. The insecticide is guaranteed to kill roaches, ants, spiders, fleas, termites, wasps, and other insects and is potent for two to four years. It can be used indoors or outside. Although consumers may be concerned about the toxicity of the product, its inventor says that persons who touch the dried surface of a BugX coating cannot be harmed, even if they lick whatever touched the surface. Obvious applications for the new paint would be its use in archives and manuscript repositories, especially in receiving areas where pest damage is possible.

Digital Copier Acts as Editor. Panasonic Industrial Company has introduced the Panasonic E2S Copier System. Used with select Panasonic copiers, the device translates any paper record into a digital record and allows the user to electronically move material within the document, delete sections, center or enlarge, and remove unwanted smudges. After such editing, the copier reproduces copies in the same manner as if it worked from an original paper copy. For additional information, write Panasonic Industrial Company, Dept. CE2S, P.O. Box 3900, Peoria, IL 61614.

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, Reynolds 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 architectural design for the new branch records center in Anchorage, Alaska has been completed. The new center primarily will hold records of agencies located in central Alaska. Center construction has been delayed for at least one year because of a shortfall in state revenues.

The government of American Samoa has recently established an archives and records management program. The program operates under legislation passed in 1982 and began operating in November 1984. The office, with a staff of six, is responsible for providing a range of records services including reviewing agency practices, scheduling records, operating an archives and a records center, and providing microfilming services to government departments. Jurisdiction extends to all branches of the

government, including local governments. The office replaces a previous records holding and microfilming bureau, which lacked statutory authority to schedule records, to oversee agency records operations, or to operate an archives.

Records management and archival surveys and reports have been completed for the offices of governor and lieutenant governor, the legislature, and several agencies. The archives has taken custody of an estimated 500 cubic feet of governor's office records dating to the early 1960s. Other government records, some dating from 1900 when the territory was established, are held in the National Archives Center in San Bruno, California.

The office is currently developing plans to move operations into more adequate physical facilities. It is anticipated that a renovated government building will provide acceptable facilities for the future growth of the agency.

Meeting informally since the winter of 1982, the Capital Area Archivists organization has recently approved a constitution and is preparing to elect its first officers. The group addresses the concerns of members in the Albany, Schenectady, and Troy region of New York and is open to any interested individual or organization. Until officers are elected, the group will be directed by the Steering Committee. Anyone interested in more information may contact E.C. Stewart, Rensselaer Polytechnic Institute Archives, Troy, NY 12180-3590.

Drawing from its archives, the Chicago Public Library presented, in summer 1985, a major historical exhibition entitled "The Chicago Public Library: The Historical Development of an Urban Library." Artifacts, architectural drawings and models, books, correspondence, documents, photographs, posters, reports, and related historical records were used to document the exhibit's major themes, which included the Chicago Fire and the beginnings of the Chicago Public Library, first events in the library's history, the head librarians, construction of the Central Library, the branch and regional libraries, special extension services, and current projects of the library.

The College and University Archives Section of the SAA has established an informal "Adopt an Archives" program to match experienced college and university archivists with others requesting assistance. Each experienced archivist will provide free, informal advice (by mail or telephone) to one other person. The program is designed to foster one-to-one relationships among people from

various institutions and geographic areas and to involve more people in the work of the College and University Archives Section. Individuals wishing to participate or to get information on the program should write to Toby Murray, Archivist/Preservation Officer, McFarlin Library, 600 S. College Ave., Tulsa, OK 74104.

The Connecticut state librarian announced in May 1985 the transfer of a Massachusetts War of 1812 record book to the Massachusetts State Archives. The book contains regimental orders issued between 12 July 1812 and 18 October 1815 by the Massachusetts Adjutant General. The recently discovered book was purchased by the state library in 1921.

The Council on Library Resources has named a twelve-member Preservation Advisory Committee to help guide initial work on a long-term program to preserve the essential holdings of American Research Libraries. Billy Frye of the University of Michigan chairs this committee and Margaret Child of the Smithsonian Institution serves as its coordinator. Activities included in the preservation program are the development of national strategies for preservation and an information program to help improve prospects for public support.

In a related effort, the Council is working with libraries in the mid-Atlantic states to explore the formation of a Mid-Atlantic Preservation Center. The Exxon Foundation has provided a grant for the establishment of the facility, which will be owned and operated by research libraries and other repositories in the area. Donald Koepp, Princeton University Library, served as coordinator of an Ad Hoc Steering Committee to consider first steps and gather information needed for preliminary planning.

The Florida Bureau of Records and Information Management (BRIM) has received an award from the secretary of state for leadership excellence in developing a series of workshops for custodians of official records. BRIM and the state archives have begun a year-long cooperative project to develop standards for storage of official records in private-sector records centers.

The Jewish Archives Center has relocated and is now known as the Philadelphia Jewish Archives Center at the Balch Institute. It continues to serve as the Jewish community's central repository for papers, records, and artifacts of individuals, agencies, organizations, and synagogues. All existing and future materials donated to the Philadelphia Jewish Archives Center are owned by the Federation of Jewish Agencies, as trustee for the Jewish community. The Balch Institute has undertaken the responsibility of administering the center, on the federation's behalf, in concert with the center's Advisory Board and with the federation's continuing subvention. This arrangement will strengthen the programs of both the Archives Center and the Balch Institute and will promote the more effective collection and preservation of the Jewish community's records.

The Public Records Division of the Kentucky Department for Libraries and Archives (KDLA) has been awarded a grant by NHPRC to plan a machine-readable records management program for the Kentucky state government and to implement the program in two pilot agencies. A major component of the project is KDLA's cooperative development of a data dictionary with the state's Department of Information Systems, the central data processing agency in the Kentucky state government. The dictionary will

function as a directory of machinereadable records as well as paper and film records from their point of creation to their destruction or placement in archival storage. The project began on 15 March 1985 and will be of eighteen months duration.

The National Portrait Gallery, Washington, D.C., reports the theft of four Civil War documents, taken from a case at the gallery in December 1984. The four handwritten notes were signed by Abraham Lincoln, U.S. Grant, George Armstrong Custer, and George G. Meade. The Lincoln note is actually an Army pass dated 23 September 1864, introducing the artist of the painting "Grant and His Generals," Ole Peter Hansen Balling, to General Grant. The other three notes were written in 1866 on lined ledger paper and are expressions of appreciation by the generals for Balling's portraits of them. Any information concerning this loss should be reported to the Smithsonian Institution Emergency Line (202) 357-7000.

The New Jersey Division of Archives and Records Management has installed a WANG VS-85 minicomputer in the state records center. Applications for records management, records storage, and microfilm storage have been successfully tested. The system integrates office automation with data processing programs and will provide control over approximately 85 percent of New Jersey's state and local records series currently scheduled (22,000 series have been identified to date). It will concurrently make retention data available to both the records storage center operation and the central microfilm sections security vault. System design provides for levels of security through authorization access, and statistics on records disposal such as quantities, agencies involved, cost savings, and cost-avoidances. The division is also planning future applications in accounting for its charge-back microfilming program and in linkage to microcomputers for project management. For more information call James Fruscione at (609) 292-4756.

The New Jersey Historical Commission's new grant-in-aid program made its first awards in March 1985. Included in this program are awards for conservation. Libraries, museums, and historical societies received grants for such projects as the preservation of photographic collections, preservation microfilming, the deacidification of documents, and environmental control of a vault.

The New York State Archives has completed a report on its test of LS-2000, an integrated, microcomputer-based local library automation system marketed by Online Computer Library Center (OCLC), Inc. The archives tested the system's usefulness for a variety of

management tasks as well as for providing access to holdings. The report describes the system's strengths and discusses areas where additional testing and development are needed to make it meet all the archives's needs. Copies are available from the principal archivist, Tom Mills.

The North Dakota Records Management Division has recently issued a Records Management Program Manual and is in the process of issuing a Program Maintenance Manual. Over the past sixteen months, the records of twenty-eight agencies have been inventoried, appraised, and scheduled. Forms management has been initiated in forty-six state agencies over the past ten months.

The Ohio State Historical Society recently completed seven workshops for local government officials, three on microfilm and four on records management. A total of 286 people registered for the workshops. Three of the workshops were filled to capacity, and approximately 60 people were turned away.

The Society of American Archivists

ANN MORGAN CAMPBELL, Editor

Minutes: Council Meeting 7-9 June 1985

The spring meeting of the Officers and Council of the Society of American Archivists was called to order by President Andrea Hinding at 4:10 p.m., on Friday, 7 June 1985, at the Richmont Hotel, Chicago, Illinois.

Attending the meeting were President Hinding, Vice President Shonnie Finnegan, Treasurer Paul H. McCarthy, Jr., Council members John A. Fleckner, Larry J. Hackman, Edie Hedlin, Linda Henry, Sue E. Holbert, William L. Joyce, Eva Moseley, and Trudy Huskamp Peterson. Attending the meeting without vote were Executive Director Ann Morgan Campbell and staff member Antonia Pedroza. Not attending the meeting was Council member Francis X. Blouin, Jr.

On a motion by Joyce, seconded by Moseley, the agenda was approved.

Report of the President

Hinding reported on the May 1985 meeting of the Personnel Committee. The committee consists of the Society's Executive Committee (Hinding, Fin-

negan, McCarthy, and Joyce), as well as its two most recent past presidents, J. Frank Cook and David B. Gracy II. As a result of the deliberations in May, and subsequent mail and telephone contacts with Gracy, who was unable to attend the meeting, and with others, Council was furnished with the following documents: a draft position announcement for the executive director's position, recommendations regarding the composition of a screening committee, and a schedule for the search. Council's consideration of the plan was to take place later in the meeting.

Report of the Vice President

Finnegan asked that Council provide her with suggestions as she appoints new members to the Society's various committees and task forces and names new SAA representatives. The full slate of appointments for 1985–86 will be completed in the next few months and announced at Council's October meeting.

Valerie Browne, Loyola University, and Archie Motley, Chicago Historical Society, have agreed to cochair the Host Committee for the 1986 meeting in Chicago.

Report of the Executive Director

Campbell reported that it appeared that the estate of Margaret Cross Norton, left to the Society, was nearing settlement. Real estate in Springfield has been sold, securities sold, and appraisals received on valuable personal effects. A grandfather clock of Norton's was presented to the Illinois State Archives in her memory.

The executive director participated in a meeting sponsored by the National Association of Government Archivists and Records Administrators, which explored the possibility of establishing an archival clearinghouse. After additional meetings and deliberations, it is anticipated that the Society will be asked to endorse a grant proposal to establish a clearinghouse.

The 1986 Program Committee's efforts to acquire external funding to support an exhibit regarding the Society's history, to be mounted at the 1986 meeting, have proven unsuccessful. The committee does intend to produce an audiovisual show to promote the meeting with the assistance of an allocation of \$500 from Council.

Campbell reported on the status of various grant projects and on plans for child care at the Austin annual meeting.

Report of the Executive Committee Meeting

Joyce reported that the Executive Committee meeting immediately prior to the meeting of Council had emphasized three topics: the search for a new executive director, plans for the upcoming Society year, and the general fund budget proposal.

The committee had met with the executive director to discuss her plans for the work of the Chicago office in 1985/86. Peterson moved that the Executive Committee furnish Council with an evolved work plan and a list of

priorities for the coming year. The motion was seconded by Hackman and passed.

National Archives Advisory Council

Finnegan reported to Council that the National Archives Advisory Council, on which she had served as the Society's representative, had been permitted to lapse. Prior to leaving his position, Archivist of the United States Robert M. Warner recommended the establishment of a successor body to be called the National Archives Board of Advisors. No action is anticipated until a new Archivist is confirmed.

Annual Meeting Sites

Council reviewed a staff proposal for the 1988 annual meeting in Atlanta and authorized the staff to conclude negotiations for a non-Labor Day meeting that will occasion higher hotel costs than one scheduled over the holiday weekend. The staff was directed to investigate possible sites on the West Coast for 1989 and in the Midwest for 1990.

Archivist of the United States

Council reviewed available information on the appointment of a new Archivist of the United States. The Council noted with concern that some persons who have been interviewed at the White House in connection with the appointment do not met the minimum qualifications stated by the Society in a January communication to President Reagan. Council took special note of the unique qualifications of Charles Blitzer, one of the persons interviewed, and also noted with concern that the name of Peter Duignan has recently been advanced for the position. Council noted Duignan's exemplary record as a scholar but expressed reservations about his qualifications for the Archivist's position. Hinding and Campbell were asked to communicate Council's views to President Reagan.

Search for a New Executive Director

After extensive discussion and some revisions of the documents presented to Council by the Personnel Committee. plans for the recruitment of a new executive director were approved. At its January 1985 meeting, Council had determined that the vice president elected in spring 1985 would chair the Screening Committee. William L. Joyce was elected and will thus serve as chairman. Other committee members are: Edwin Bridges. Alabama Department of Archives and History: Linda Matthews, Emory University; Page Putnam Miller, National Coordinating Committee for the Promotion of History; Nancy Sahli, National Historical Publications and Records Commission: Wilfred I. Smith. retired Dominion Archivist of Canada and former SAA president; and Julie Virgo, vice president of the Carroll Group and former executive director of the Association of College and Research Libraries.

Certification of Individual Archivists

Council received a report of the June meeting of the Committee on Education and Professional Development, chaired by James B. Rhoads, during which the report of the committee's working group on certification was a major discussion topic. The committee "approved and applauded" the general intent of the plan and requested that Council adopt a schedule for the consideration of the issue of certification. A draft schedule prepared by Peterson was amended and adopted by Council on a motion by Hedlin, which was seconded by Henry. The schedule anticipates consideration of the certification proposal at the Society's 1985 and 1986 annual meetings and at intervening meetings of regional archival

associations. In spring 1986 a poll will be taken to determine the views of archivists on the certification proposal. A Council debate and vote on the issue are scheduled for January 1987.

On a motion made by Fleckner and seconded by Peterson, Council expressed its gratitude to the working group on certification which was chaired by Susan Grigg and included Maygene Daniels, Kenneth Duckett, and Ruth Helmuth.

McCarthy and Moseley were appointed as Council liaisons to monitor the issue of certification as consideration proceeds.

Appointments Committee

Hinding announced the appointment of Hackman and Holbert to work with Blouin to prepare suggested policies and procedures for making SAA appointments. A report for Council's consideration is anticipated at the October meeting.

Reports to Council

While all Council members received copies of the annual reports of the Society's various sections, committees, task forces, and representatives, the Council committees specifically charged with responsibility for the particular bodies had discussed the reports individually prior to Council's meeting.

Speaking for the Council Committee on Sections, Finnegan reported that annual reports had been reviewed and will appear in an upcoming issue of the SAA Newsletter. Henry recommended that newly-formed roundtables be asked to report to the Council Committee on Sections.

As a part of his review of the reports of task forces, McCarthy moved that the term of the Task Force on Institutional Evaluation be extended for an additional year. The motion was seconded by Hedlin and passed.

Hackman moved the adoption of the following resolution:

The Council commends the Task Force on Institutional Evaluation for its important achievement in providing the profession with principles and a self-study guide. Council directs early action by the task force and SAA staff to further promote the use of these products by archival repositories. Council encourages the task force to continue its consideration of the need for a formal process of institutional evaluation, of alternatives for developing such a program, and of ways to maximize the usefulness of such a program to archival repositories.

The motion was seconded by Fleckner and passed.

Adoption of the task force's recommendation that the data collection activity now under way in its first census of archival institutions be continued on a periodic basis was moved by McCarthy, seconded by Holbert, and passed.

McCarthy's motion that the Museum Archives Task Force become a roundtable, per its request, was seconded by Peterson and passed.

McCarthy reviewed the work of the Archives and Society Task Force. His motion that the task force be encouraged to complete and submit its pending grant request and that it be urged to rethink its overall mission and means to accomplish it was seconded by Joyce and passed.

As a part of the report of Council's Committee on Committees and Representatives, Joyce noted with concern the lack of activity of the AASLH/AAM/SAA Joint Committee on Minorities. Hedlin's motion that the executive director be directed to contact other sponsoring organizations of the committee to inquire about future plans was seconded by Hackman and passed.

Fleckner moved that a discussion be

scheduled at Council's next meeting with the Society's representatives to the National Historical Publications and Records Commission. Hedlin seconded the motion, which was passed.

Fleckner moved the adoption of the following resolution: Council requests that the chair of the Publications Management and Editorial Boards be asked to submit an annual report to Council including a description of publication plans and activities, e.g., proposed titles and authors, status of publications-in-progress, and a statement of the financial outlook for the publications program. The motion was seconded by Moseley and passed.

FY86 General Fund Budget

McCarthy and Campbell presented Council with a general fund budget for the period July 1985–June 1986. The budget presentation included historical analyses of revenues and expenditures, a review of the growth of general fund reserves since 1974, a matrix depicting the FY86 budget in program terms, details of anticipated revenues and expenditures in significant program areas, and all budget requests from committees, task forces, sections, and representatives.

According to Campbell the following assumptions were operative when the budget was prepared: (1) Annual meeting revenue will drop due to lower attendance at the Austin meeting, even though registration fees have been raised. (2) Publications revenue will not reach the all-time peak it attained in FY85 with the introduction of the photographs manual. (3) Personnel expense is higher due to the addition of an education position. Grant funding that will partially support this position has been delayed. (4) Nonrecurring expenses associated with the search for a new executive director were included. After extensive discussion of

the financial outlook for FY86 and beyond, a FY86 general fund budget anticipating revenue of \$469,260 and expenses of \$475,560 was approved on Joyce's motion, which was seconded by Moseley.

National Endowment for the Humanities

After a discussion that reflected the archival profession's continued concern regarding the impact on archives of reorganization at the National Endowment for the Humanities, Joyce's motion that this concern and continued interest be communicated to NEH by Hinding was seconded by Hedlin and passed.

The meeting was adjourned on Sunday, 9 June 1985, at 3:15 p.m.

This is a correction of the table on page 367 of Clark Elliot's article, "Communication and Events in History: Toward a Theory for Documenting the Past," that appeared in the Fall 1986 issue of the American Archivist. SAA regrets the error.

Document-Event Classification As Related to a Typology of Historical Study			
Verbal Event: Information/Idea- Oriented	Verbal Event: Action-Oriented	Action Event Reported	
Intellectual History	Intellectual/Societal History	Societal History (Including social, political, economic, military, etc.)	

Table 3

PAIGE BOXES



for people who know all about Records Storage

Paige Boxes are for professionals, experienced people who have learned all about the equipment available for handling, transporting, and storage of records, microfilm, data processing material, and computer printouts. Those people know that Paige files are durable equipment at lowest possible cost. *Available Acid Free.* Prices at wholesale level. No Sales People. No Distributors. No Stores. Write for Brochure, Prices, Case Histories.

THE PAIGE COMPANY

432 Park Avenue South New York, N.Y. 10016 ☐ OR 9-6626

Postal Notice

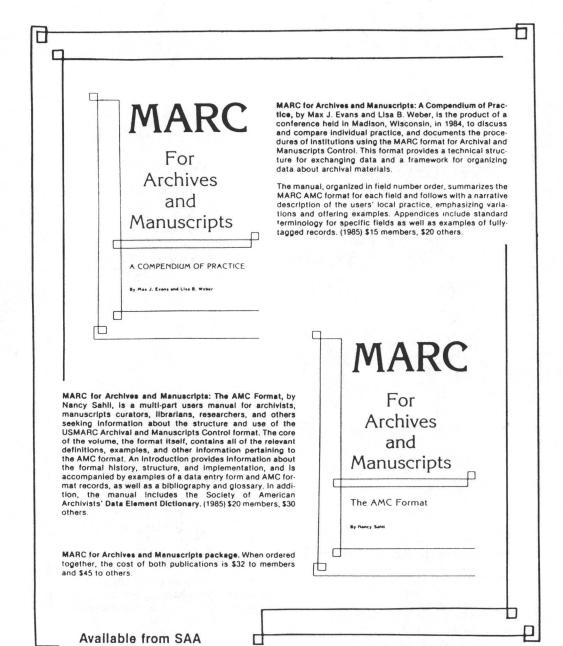
The following statement of ownership, management, and circulation was filed in accordance with the provisions of Section 4369, Title 39, U.S. Code, on 29 September 1982, by Suzanne Fulton, Managing Editor.

The American Archivist is published quarterly by the Society of American Archivists, 600 S. Federal St., Suite 504, Chicago, IL 60605. The managing editor is Suzanne Fulton. The Owner is the Society of American Archivists, 600 S. Federal St., Suite 504, Chicago, IL 60605. There are no stockholders, bondholders, mortgages, or other security holders in the organization.

The average number of copies of each issue printed during the preceding twelve months is 4,125; sales through dealers and carriers, street vendors, and counter sales, 15; mail subscriptions to members and subscribers, 3,825; total paid circulation, 3,840; free distribution, 9; total distribution, 3,849; office use, leftover, spoiled after printing, 276; For the most recent issue (Summer 1985), total number of copies printed, 4,200; sales through dealers and carriers, street vendors, and counter sales, 8; mail subscriptions to members and subscribers, 3,870; total paid circulation, 3,878; free distribution, 10; total distribution, 3,888; office use, leftover, and spoiled after printing, 312.

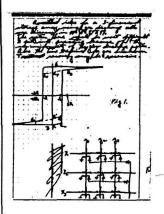
Maps and Architectural I anuscripts: Surveys / Archive Have you heard? .scription / Archives & Manuscrip .ipts: Reference and Access / Arch s & Manuscripts: Public Programs Security / Archives & Manuscripts: A ves & Manuscripts: Exhibits / Archives & ts: Appraisal and Accessioning / Archives ss / Archives & Manuscripts: Machine-Readal pts: Introduction to Automated Access / Archive Description / Archives & Manuscripts: Reprography able Records / Archives & Manuscripts: Law / chives & Manuscripts: Exhibits / Archives & Man scription / Archives & Manuscripts: Conservation eadable Records / Archives & Manuscripts: P Manuscripts: Security / Archives & Manus rograms / Archives & Manuscripts: Reprog and Architectural Drawings / Archive rchives & Manuscripts: Introduction ' **Manuscripts: Public Programs** // Reprography/ Archives & Manu cripts: Appraisal and Acces scription / Archives & Many There's a new one!

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.





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.

To order, contact the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. A postage and handling charge will be added to non-prepaid orders.

Title

Archives & Manuscripts: Machine-Readable Records

Author

Margaret L. Hedstrom

Description

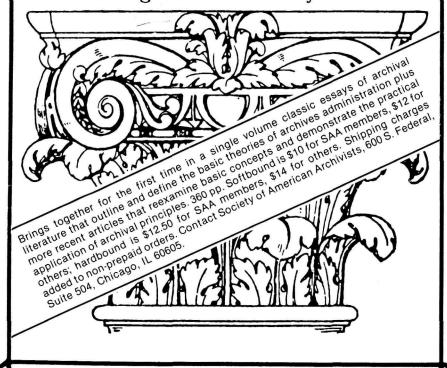
This new addition to SAA's Basic Manual Series encourages archivists to confront the challenges of machine-readable records. It outlines the steps required to locate, appraise, accession, process, and preserve machine-readable records, and provides techniques and guidelines for implementing machine-readable 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.

How to order

The 80-page manual is available for \$6 to SAA members, \$8 to others. To order, contact the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. A postage and handling charge will be added to non-prepaid orders.



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

COME JOIN US!

The Society of American Archivists wants you as a member. We rely on the input of new members to keep SAA vital, dynamic, and in tune with the needs of the archival community.

What are the benefits? SAA has two types of members — individual and institutional. Both receive the quarterly journal, *The American Archivist*, the bimonthly *SAA Newsletter*, an annual meeting program, and discounts on all Society publications and annual meeting registration. Individual members are also eligible to participate in the Placement Service and to join two SAA Sections.

What does it cost? Individual membership dues are graduated based on salary (see below); institutional memberships are available for \$65 per year.

We hope you'll decide that SAA is the professional association for you. If you do, fill out the form below and return it with your check to SAA headquarters. Information on Sections and the Placement Service will be sent on request. Non-archivists interested in associate membership should contact SAA headquarters for information. Come join us, and find out what you've been missing!

Individual Membership				
Name	D	Outour		
Address	Dues scale ☐ \$45	Salary 0-\$14,999		
City, State, Zip	□ \$ 6 0	\$15,000-\$29,999		
Is this your business address? Yes No	□ \$75	\$30,000 and up		
Employing institution	□ \$30	full-time student		
Business phone				
Institutional Membership	□ \$65 Regular			
Name of institution	\$150 Sustaining (receives 2 copies of journal and newsletter and one copy of every SAA			
Address				
City, State, Zip	publication released in the year of membership.)			
Subscription (Subscribers receive the American Archivist only; only institutions may subscribe to the journal.)	□ \$30 Domesti	c (U.S., Canada,		
Name of Institution		/- II - AL		
Address	☐ \$35 Foreign (all other countries)			
City State Zip				
Mail form with payment to SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.				

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.

Basic Manual Series I

Archives & Manuscripts: Appraisal and Accessioning, Maynard Brichford Archives & Manuscripts: Arrangement and Description, David B. Gracy II

Archives & Manuscripts: Reference and Access, Sue E. Holbert

Archives & Manuscripts: Security, Timothy Walch Archives & Manuscripts: Surveys, John A. Fleckner

Basic Manual Series II

Archives & Manuscripts: Exhibits, Gail Farr Casterline

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

Thomas Hickerson

Archives & Manuscripts: Maps and Architectural Drawings, Ralph

Ehrenberg

Archives & Manuscripts: Public Programs, Ann Pederson and Gail

Casterline

Archives & Manuscripts: Reprography, Carolyn Hoover Sung

Archives & Manuscripts: Conservation, Mary Lynn Ritzenthaler

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

Archives & Manuscripts: Machine-Readable Records, Margaret L. Hedstrom

Archives & Manuscripts: Law, Gary M. Peterson and Trudy Huskamp Peterson

Archival Forms Manual

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

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

Museum Archives: An Introduction, William Deiss

Religious Archives: An Introduction, August Suelflow

Select Bibliography on Business Archives & Records Management, ed. Karen M. Benedict

Understanding Progress as Process: Final Report of the Joint Committee on Archives of Science and Technology

To obtain a complete list of SAA publications, write The Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

THE AMERICAN ARCHIVIST: EDITORIAL POLICY

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

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

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

Procedures

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

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

Manuscript Requirements

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

FELLOWS OF THE SOCIETY OF AMERICAN ARCHIVISTS

JOHN C. L. ANDREASSEN

HERBERT E. ANGEL

HOWARD L. APPLEGATE

ROBERT H. BAHMER

Douglas A. Bakken

DAVID BEARMAN

HENRY P. BEERS

V. NELLE BELLAMY

EDMUND BERKELEY, JR.

WILLIAM E. BIGGLESTONE

LYNN A. BONFIELD

MAYNARD J. BRICHFORD

NICHOLAS C. BURCKEL

FRANK G. BURKE

ANN MORGAN CAMPBELL

EDWARD G. CAMPBELL

ROBERT CLAUS

AGNES C. CONRAD

J. Frank Cook

MIRIAM I. CRAWFORD

GEORGE M. CUNHA

JOHN DALY

LEWIS J. DARTER, JR.

WILLIAM N. DAVIS, JR.

MABEL E. DEUTRICH

LEON DEVALINGER, JR.

CHARLES M. DOLLAR

MARY JANE M. DOWD

KENNETH W. DUCKETT

SHERROD E. EAST

Frank B. Evans

Max J. Evans

H. B. FANT

C. HERBERT FINCH

SHONNIE FINNEGAN

MEYER H. FISHBEIN

JOHN A. FLECKNER

Elsie Thorpe Freeman

JAMES RICHARD FUCHS

ROBERT S. GORDON

DAVID B. GRACY II

LARRY J. HACKMAN

F. GERALD HAM

BRUCE C. HARDING

JOSEPHINE L. HARPER

EDIE HEDLIN

RUTH WALTER HELMUTH

EDWARD E. HILL

ROBERT W. HILL

Andrea Hinding

SUE E. HOLBERT

RICHARD A. JACOBS

Almer K. Johnson, Jr.

EDWARD N. JOHNSON

H. G. Jones

WILLIAM L. JOYCE

LUCILE KANE

JOHN M. KINNEY

PHILIP D. LAGERQUIST

W. KAYE LAMB

HAROLD LARSON

CHARLES E. LEE

ALBERT H. LEISINGER, JR.

RICHARD W. LEOPOLD

Paul Lewinson

ROBERT W. LOVETT

Lydia Lucas

RICHARD H. LYTLE

PAUL H. McCarthy

DONALD R. McCoy

MARY LYNN McCREE

WILLIAM LEWIS McDowell, Jr.

PHILIP P. MASON

JAMES E. O'NEILL

EDWARD C. PAPENFUSE

MARGUERITE J. PEASE

TRUDY HUSKAMP PETERSON

HAROLD T. PINKETT

SEYMOUR J. POMRENZE

JEAN F. PRESTON

Virginia C. Purdy

PATRICK M. QUINN

LEONARD RAPPORT

Dolores C. Renze

JAMES B. RHOADS

ALAN D. RIDGE

WILLIAM L. ROFES

MATTIE U. RUSSELL

HELEN W. SAMUELS

CHARLES R. SCHULTZ

Fred Shelley

JANE F. SMITH

WILFRED I. SMITH

AUGUST R. SUELFLOW

HUGH A. TAYLOR

CAROLYN A. WALLACE

PETER WALNE

ROBERT M. WARNER

EDWARD WELDON

MERLE WILLIAM WELLS

DORMAN H. WINFREY

NEW! CONSERPHASE

CONSERPHASE™ is a cost efficient, custom sized storage box for volumes printed on paper which has become too brittle to rebind and those which have bindings that must be preserved rather than replaced.



TA



MEASUREPHASE

Book Measuring Device

- Provides quick, easy and accurate measurements
- Designed specifically for CONSERPHASE™
- Satisfaction Guaranteed

Write or call for further details and brochure.

weve taken some good conservation ideas, and made them GREAT!

BRIDGEPORT NATIONAL

BINDERY INC.

"Bound to Last"



P.O. BOX 289 · 104 RAMAH CIRCLE SOUTH · AGAWAM, MA. 01001 · (413) 789-1981