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There's a new one!

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 admissibility 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.

SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.

The International Scene

RONALD J. PLAVCHAN, *Editor*

WE ARE INDEBTED TO the following correspondents: **Australia:** Don Brech; **Austria:** Josef Riegler; **Bahamas/Caribbean:** D. Gail Saunders; **Brazil:** Maria Amelia Gomes Leite; **China:** Sun Fangjiu; **Federal Republic of Germany:** Wolfram Werner; **Finland:** Eljas Orrman; **France:** Michel Duchein; **German Democratic Republic:** Horst Schetelich; **England & Wales:** Bruce Jackson; **India:** R. K. Perti; **Israel:** Haya Wolovsky; **Italy:** Donato Tamble; **Malawi/East and Central Africa:** Steve M. Mwiyeriwa; **Malaysia/SARBICA:** Zakiah Hanum Nor; **Mexico:** Juan Claudio Mayer Guala; **Netherlands:** T. P. Huijs; **Nigeria/West Africa:** J. C. Enwere; **Organization of American States:** Celso Rodriguez; **Peru/ALA:** César Gutiérrez Muñoz; **Poland:** Jerzy Szczepanski; **Scotland:** Andrew M. Jackson; **Senegal/West Africa:** M. Saliou Mbaye; **South Africa:** Maryna Fraser; **Spain:** Margarita Vázquez de Parga; **Vatican City:** Claudio De Dominicis; and **Zimbabwe:** R. G. S. Douglas.

AUSTRALIA

Archives Act Passed by Federal Government. The Archives Bill 1983, introduced by the Attorney General in the Senate on 2 June 1983, was passed by Parliament in October 1983 and became effective on 6 June 1984. It defines the role and functions of the Australian Archives, the national archival agency, and provides a statutory basis for its authority. The act is intended to improve the management of the entire body of commonwealth records by ensuring the preservation of important commonwealth records, the systematic selection of records for retention or destruction, and by promoting the information about and public access to government records.

The act also provides for the establishment of an Advisory Council to advise the minister and director-general of the Australian Archives on all matters relating to the functions of the archives. The council's thirteen members have been drawn from a wide range of fields within the private and public sectors to ensure that the interests of all parties concerned are represented in the provision of archival services by the Australian Archives. The Advisory Council held its first meeting on 6 December 1984, which included a tour of the Australian Capital Territory repository at Mitchell. Furthermore, under the act, both the Australian Archives and the Advisory Council will publish independent annual reports.

Previously, the archives contributed information to the annual reports of its parent department.

Establishment of a National Film and Sound Archive. After a period of relative inaction concerning arrangements for the preservation of the national sound recording and film collections, the federal government announced in April 1984 that it would establish the National Film and Sound Archive. The new archives is to be administered independently of the National Library. An advisory committee was created to plan the development of the archive, which would hold an extensive collection of both historic and contemporary film together with television, radio, and recorded sound materials. Further information may be obtained from the Director, National Film and Sound Archive, GPO Box 2002, Canberra, ACT 2601.

Australian Archivists Meet. The Australian Society of Archivists, Inc. (ASA) held its fifth biennial general meeting and conference at the Ainslie Hotel, Canberra, 5-8 July 1985. Members attending heard reports from the Council and committees on work done from 1983 to 1985. A Committee of Review was appointed to consider objectives, structure, membership, and funding and will make its report at the sixth biennial general meeting. The members also voted to convey to the federal and state governments ASA opposition to the destruction of census records.

The keynote address at the conference was given by R. G. Neale, who retired in March 1984 as director-general of the Australian Archives. Subjects covered at conference sessions included archival legislation, the image of the profession, and automatic data processing applications in archives.

New National Body for Archives Formed. Following initiatives taken by

ASA in 1979 to encourage the formation of a national consultative body on archives, the National Archival Forum was established at a preliminary meeting of representatives from more than twenty-five archival institutions in Canberra on 29 November 1984. The National Archival Forum aims to provide opportunities for consultation, representation, and coordination of archives on a national basis.

At a second meeting on 4 July 1985, the forum adopted a draft constitution, determined subscriptions, and discussed papers on uniform records control and copyright. The forum is governed by a seven-member Executive Committee and is scheduled to meet again in May 1986.

Australian Science Archives Project Launched. In March 1985 the Australian Science Archives Project was established at the University of Melbourne to locate, sort, index, and list manuscripts and personal papers of distinguished Australian scientists and scientific institutions. The project will not retain any materials, but will urge and assist owners in depositing their materials in an appropriate archives or library. Catalogs will be published for each science archive. Progress reports and other details about the project are available upon request. Direct inquiries to G. J. McCarthy, Australian Science Archive Project, Department of History and Philosophy of Science, University of Melbourne, Parkville, Victoria 3052.

Research Tool for Citing Documents in Australian Archives Available. The Australian Archives has published a pamphlet, *Citations*, to help researchers and other users understand the system of records arrangement and description used by the Australian Archives and to assist them in the correct method of citing records in its custody. The primary purpose of a citation is to describe the source in sufficient detail so that anyone who is

interested can find it again. This pamphlet explains the basic features of an Australian Archives citation and the three systems—Commonwealth Record Series, Unserialized Accessions, and Accession—used by the archives in documenting its archival material. Copies of the pamphlet are available through the archives as well as any of its regional offices. For a copy, write to Australian Archives, P.O. Box 34, Dickson ACT 2602.

CANADA

Disaster Planning Symposium Held. The Toronto Area Archivists Group (TAAG) Education Foundation and Archives sponsored a two-day symposium at the Royal York Hotel in Toronto, 7–8 March 1985. Based on the theme “An Ounce of Prevention,” the symposium dealt with all aspects of disaster preparedness for archives, record centers, and libraries. Emergency Planning Canada, the federal agency responsible for disaster preparation and response, provided the necessary financial support for the symposium, which was attended by more than 130 people from across Canada and the United States.

The tone of the meeting was established in the opening remarks made by Bernard Ostry, Deputy Minister of the Ontario Ministry of Citizenship and Culture. While recognizing the obvious cultural costs of disasters and the more tangible economic effects, he urged the participants to think beyond insurance policies in developing effective plans for disaster prevention and response.

First-day sessions dealt with preventive measures. Speakers addressed such pertinent topics as general building and fire code requirements; analysis of fire detection and suppressant systems; chemical and nonchemical pest control methods; proper storage methods to minimize

losses, including secure off-site vital records storage areas; types and applications of microforms; and the need for tailor-made comprehensive insurance liability packages for archival repositories.

Development of a disaster contingency plan and rehabilitation of salvaged materials were the subjects of sessions on the second day. Sandra Wright, coordinator of technical archival programs at the Public Archives of Canada, discussed the structure of the planning process, how an organization can be converted into the “emergency mode,” and the integration of contingency plans with an institution’s ongoing program. She also related some of the pitfalls of such planning, especially in the area of updating essential information. Panel discussions centered on the roles and responsibilities of institutional staff and community agencies in preparing for and responding to emergencies. They also stressed the importance of hazard awareness, the necessity for comprehensive up-to-date inventories, and the need to identify materials of key importance to recovery operations.

Participants at the symposium received copies of a publication entitled *An Ounce of Prevention: A Handbook on Disaster Contingency Planning for Archives, Libraries and Record Centres*. The handbook was prepared by John Barton, head conservator at the Archives of Ontario, and Johanna Wellheiser, conservator with the Metro Toronto Library Board. It covers the preparation of a disaster plan, preventive measures, disaster response, salvage operations, and recovery. Copies are available through TAAG for \$17.95 plus postage and handling. For further information, write TAAG, P.O. Box 97, Station F, Toronto, Ontario M4Y 2L4.

FINLAND

New Legislation on the Deposit of Motion Film. A new act (576/84) pertaining to the deposit of motion images in Finland became effective in October 1984. Under the provisions of this act, film producers are obliged to offer without compensation the picture and sound materials to the Finnish Film Archives (Suomen Elokuva-arkisto) for permanent preservation. This policy will enable the film archives to acquire for preservation purposes all of the future films produced in Finland.

According to the act, motion picture producers must deposit in the archives two copies of any motion image produced or imported in quantities of fifty or more. This provision will thus ensure the deposit and preservation of video-grams marketed in Finland. The act, however, has no effect on the ownership and copyright of films deposited in the archives.

Private Papers of President J.K. Paasikivi Opened to Research. The personal papers of J.K. Paasikivi (1870-1956), president of the republic in the immediate postwar period (1946-1956), were first made available to researchers on 2 May 1984. The collection, preserved at the Valtionarkisto in Helsinki, consists of approximately forty linear meters of material dating from the 1890s to the 1950s. Records relating to Finnish foreign policy can only be used with the permission of the Ministry for Foreign Affairs. Access by non-Finns to other materials among the Paasikivi Collection may be obtained through permission of the director of the Valtionarkisto.

INDIA

Expansion of National Archives Building. Construction work on an annex to the National Archives is well under-

way. Once the project is completed, the annex will provide forty linear kilometers of additional shelf space to the storage capacity of the National Archives. One room, already completed in the new annex, has been designed to hold the archives' microfilm collections under proper storage conditions.

Research in Conservation Materials. The Khadi and Village Industries Commission has been conducting tests on samples of various locally-made conservation products to determine their suitability as adequate substitutes for imported tissue papers. Toward this same goal, the commission in cooperation with the Forest Research Institute in Dehradun has been working on developing an Indian-manufactured leaf-casting machine for the repair of documents.

ITALY

Supplement to 1982 Catalog Published.

In 1982 the Archivio di Stato di Roma and the Scuola di Archivistica, Paleografica e Diplomatica produced a catalog entitled *L'Archivio e la ricerca* as part of a campaign to promote the rich cultural heritage of Italy and the research potential of the archives. It was also intended to supplement the permanent educational exhibit that was set up in 1970. The 1984 publication, prepared as a joint venture by both organizations, concentrates on specific topics. It consists of two separate publications encased within a portfolio-style cover. The first part, with the text prepared by Carla Lodolini Tupputi and Elio Lodolini, pertains to documentary materials about the Papal States, Turkey, and the Barbary States, as well as about relations with India. The second part of the catalog supplement deals with the governmental agency that has protected Italy's cultural heritage and with private literary and scientific

materials. Rita Cosma and Luigi Londei provided the text that accompanies the supplement's ample photographs of letters, drawings, and other documentary materials.

REPUBLIC OF SOUTH AFRICA

National Symposium on Manuscripts. The South African Library and the Association for Archivists and Manuscript Librarians (AMLIB) organized a symposium at the South African Library in Cape Town, 21–23 November 1984. More than seventy participants representing private collectors, government and business archives, documentation centers, museums, and libraries throughout southern Africa attended the three-day symposium, which featured twenty-eight speakers addressing various aspects of collecting manuscripts. This symposium marked the first time that all aspects of the collection, care, and use of manuscripts were discussed at a national symposium. A number of important resolutions emerged from the meeting, including a coordinated and cooperative acquisitions policy for nonofficial manuscript material in South Africa. The proceedings of the symposium will be published by AMLIB or the South African Library.

UNITED KINGDOM

Second Edition of PRECIS Manual Published. The British Library has published a second edition of the PRECIS manual of concept analysis and subject indexing. Revision was necessary to reflect the experience gained during ten years of using the manual. This new paperback imprint offers readers a simplified and more generalized approach to the theory and application of PRECIS principles.

PRECIS, standing for the PREserved Context Index System, is used by the British Library and other agencies for subject-indexing catalogs and publications. Developed within the library as a system of producing printed indexes independent of any classification scheme, PRECIS can also be used as a method of constructing a highly specific subject approach to any library or manuscript repository using a controlled vocabulary. The first edition of the manual appeared in 1974. For further information, contact the Marketing Office, British Library Bibliographic Services Division, 2 Sheraton Street, London W1V 4BH.

New Organization for Records Managers. The number of organizations employing records managers in the United Kingdom has increased rapidly during the past ten years. This has resulted in a widely felt need for an organization to bring together records managers and other individuals working in modern records administration. The inaugural meeting of the Records Management Society of Great Britain took place in June 1983.

The new organization has no intention of replacing the records management group of the Society of Archivists, which deals with the professional end of the records management spectrum. In fact, it is working in close cooperation with the Society's records management group and other groups involved in information management. It has initiated its program with publication of a newsletter. Although the Records Management Society of Great Britain will set up regional groups, its main influence has been in the London area. Further details can be obtained from Anne Morddel of the National Magazine Co. Ltd., 72 Broadwick Street, London W1V 2BP.

Threat to Archives Services in Urban Areas. The Conservative government has proposed transferring responsibility for local archives from the metropolitan county councils to the district councils. Many of these districts are very small, some encompassing areas with as few as 150,000 residents. There is widespread fear that, given their stringent financial situations, the districts may be unable or unwilling to provide resources for proper archives services. The government proposals call for cooperation to provide archives services throughout urban areas, but they offer little more than this vague guideline—and no funding. A small but vociferous lobby has been successful in drawing attention to the situation, but more pressure from user groups will be needed if the government is to drop its proposal.

National Archives Strategy. Compared with other sectors of the national heritage including museums and art galleries, archives have been seriously neglected in terms of resource allocations. Threats of abolition and a growing awareness of the archives' plight have stimulated activity and discussion of the need for a national archives policy. The situation has been highlighted by recent sales of archival materials—some of which had been preserved and maintained for years at public expense. There is no possibility of public archives stepping into the market place to purchase records to save them from export, and current legislation has not provided the protection necessary to prevent such loss of British national heritage.

The Association of County Archivists has produced a well-argued and readable booklet entitled *Yesterday's Future: a national policy for our Archive Heritage*. Copies can be secured by writing to W.A.L. Seaman, Tyne and Wear County Archives, Blandford House, West Blandford Street, Newcastle upon Tyne NE1 4JA.

Archivists hope to create a sense of "archives awareness" among the public, stressing the importance of the archival element in the national heritage. Publicity is difficult to obtain, but the successful campaign for the release of the papers on the activities of Sir Oswald Mosley, the British Fascist leader in the 1930s, has been useful in bringing this before the public. Also, the government's intention of withholding material relating to the sovereignty of the Falkland Islands, which previously had been available to the public, has attracted much attention in the press.

Fortieth Anniversary of the National Register of Archives. The year 1985 marked the fortieth anniversary of the establishment of the National Register of Archives. Since its beginning in 1945, the National Register has been regarded as the national collecting point for information about the existence and location of historical manuscripts. The Royal Commission on Historical Manuscripts continues to be responsible for its development. During the year the entire structure of the register was examined in the context of new systems of information storage and retrieval.

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 **Associated Natural Sciences Institutions** (TANSI) has received a grant from the National Historical Publications and Records Commission (NHPRC) to preserve and make available natural history materials at five member institutions: the Academy of Natural Sciences of Philadelphia, the American Museum of Natural History (New York City), the Field Museum of Natural History (Chicago), the California Academy of Sciences (San Francisco), and the Natural History Museum of Los Angeles county. The project is designed to create a model for cooperative archival management by establishing standard archival procedures and conservation practices, which will permit access to a national network of natural history materials. The TANSI project is administered by the Academy of Natural Sciences in Philadelphia.

Sylva S. Baker serves as project director; William Deiss from the Smithsonian Institution serves as coordinating consultant.

The University of Maryland-Baltimore County and the American Society for Microbiology (ASM) have established a **Center for the History of Microbiology**. The center will be a part of the ASM archives, located in the Albin O. Kuhn Library and Gallery at the university. The primary purpose of the center is to preserve historical materials relating to microbiology. In addition, the ASM hopes to promote through the center the study of microbiological history by making historical materials easily accessible to qualified users, fostering an increased awareness of the impact of microbiology upon society, and developing educational

materials related to the history of microbiology.

Donald E. Shay will serve as the director of the center. In addition, the ASM and the university will appoint advisory groups composed of distinguished microbiologists, industrialists, and scientific historians to provide advice on the center's goals and programs.

The California chapter of **COPAR** (Cooperative Preservation of Architectural Records) has received a grant from the National Endowment for the Humanities (NEH) to document the location of architectural records. The grant, which was awarded through the sponsorship of the Architectural Foundation of Northern California, will fund a year-long project to survey sources housing architectural records and to develop a data base from this information. Agencies to be surveyed include architectural firms, municipal agencies, museums, and repositories. For further information, contact Project Director Waverly Lowell, (714) 655-1216.

The **Edison National Historic Site** in West Orange, New Jersey, has recovered approximately five thousand archival items and over fifty artifacts believed stolen from its collection in the mid-1970s. Officials at the museum, which is part of the National Park Service, were contacted last April by a concerned Maryland collector, H. Bartholomew Cox. A founding life-member of the Friends of the Edison Site, Cox had been offered a rare sketch of the phonograph drawn and signed by Thomas A. Edison and his associates in 1878. When informed that archives staff members suspected the sketch had been stolen, North Carolina dealer B.C. West, who had offered it for sale, approved its transfer via Cox to the Edison site. Staff members were able to document owner-

ship of the sketch and of a second item, a letter from Mexican President Porfirio Diaz to Edison, offered to West by the original seller, Phillip B. Petersen of Redwood City, California.

Park service officials then began working closely with the FBI to recover the material. On 10 June 1985 three members of the Edison curatorial staff, Mary B. Bowling, Edward J. Pershey, and Thomas E. Jeffrey, flew to California with Newark FBI agent Gerald F. Richards. There they joined B.C. West and agent Mark Gass from North Carolina. That evening Gass, posing as a prospective buyer, accompanied West to Petersen's home where West had been invited to view the collection. Gass and West reported being shown thousands of items in several hundred ring binders. Their observations led a San Francisco federal judge to issue a search warrant, which was served on 12 June. The museum officials and eight FBI agents searched Petersen's house and grounds, discovering a huge collection of documents, recordings, artifacts, and phonograph memorabilia. Among the items recovered were a rare Edison electric pen (a precursor of the mimeograph) of which only three are known to exist; numerous sketches of phonograph and telegraph apparatus from the 1870s, all signed by Edison; letters written by Edison and letters to him from Franklin Delano Roosevelt and Helen Keller; and tintypes and albumen prints of Edison family photographs. Many of the items still bore museum catalog numbers.

On 18 July Petersen was indicted by a federal grand jury in Newark on charges of concealment of stolen property, the statute of limitations on theft having expired. At his 20 August arraignment, he entered a plea of not guilty. The case has not yet gone to trial. Virtually everything has been recovered.

The Archives of the **Equitable Life Assurance Society of the United States** loaned a statue of Henry B. Hyde, company founder, to the Metropolitan Museum of Art for use in an exhibition of works by sculptor John Quincy Adams Ward. The archives also provided data and pictures for the exhibit catalog, prepared by Lewis I. Sharp, curator at the Metropolitan Museum. For information contact Arline Schneider, The Equitable, Archives, 40 Rector Street, New York, NY 10006.

In January 1986 the Office of Records Administration of the **National Archives and Records Administration** opened a Records Administration Information Center (RAIC) to serve as a clearinghouse for information about records management concerns throughout the federal government. Although primarily intended to provide assistance to federal employees, RAIC's services are also available to state and local governments and professional organizations. The center has begun its operations on a fairly modest scale while the level of interest and the types of questions received are evaluated. For further information, contact Records Administration Information Center (NIA), National Archives and Records Administration, Washington, DC 20408; (202) 724-1471.

The National Archives and Records Administration Act of 1984, which made **NARA** an independent agency, requires NARA to provide the public with an opportunity to comment on proposed disposals of records. The National Archives publishes notices in the *Federal Register* showing the intention to approve records schedules that include the disposal of records. In the first seven months of this new requirement, 162 notices have been published. There have been five requests for copies of listed

schedules. Comments have been received on only four items from these schedules.

A special **National Archives** task force, appointed to develop appraisal criteria for research and development records of the National Aeronautics and Space Administration (NASA), issued a final report, "Saving the Right Stuff," which was presented to the NASA administrator in late November. Although this report deals primarily with NASA records, the appraisal criteria it discusses will have broader applications. Copies are available from the Records Administration Information Center, NARA.

The **National Archives** is cooperating with the U.S. General Services Administration (GSA) in a two-year study of electronic record-keeping practices in federal agencies. At the end of the study a handbook on the management of electronic records will be produced. The study team is also interested in learning about existing programs in nonfederal facilities. Information about unique or especially successful experiments in implementation of electronic record-keeping may be sent to Frank Evans, Office of Records Administration, National Archives and Records Administration, Washington, DC 20408.

The **Northeast Document Conservation Center** in Andover, Massachusetts, has received a grant from NHPRC to produce an administrative manual for preservation microfilming in libraries and archives. The manual is intended as a practical tool for administrators of preservation microfilming projects. It will interpret existing technical standards, describe recommended procedures, and provide advice on both the administration and production aspects of preservation microfilming. The project is also

supported by a partnership with the Association of Research Libraries, which is funded by a grant from the Andrew W. Mellon Foundation.

The Northeast Document Conservation Center organized a Conference on Cooperative Preservation Programs for Libraries and Archives in October 1985. The conference was funded by NEH. The purpose of the conference was to promote communication, share resources, identify common needs, and articulate positions on national preservation issues among the thirteen nonprofit, cooperative preservation programs that were invited. Participants agreed that the centers should cooperate on the following: jointly develop or sponsor training programs; share publications and teaching materials on a more systematic basis; create a formal mechanism for sharing information about the participants' activities; and use a centralized data base to be developed by the Library of Congress. In addition to the areas of agreement, the conference identified areas that still need to be addressed, including support for field services and the training of preservation administrators to staff regional programs. In an effort to continue the progress of

the meeting, the participants agreed to continue their communications on a regular basis and to meet again in December 1986.

The Society for Commercial Archeology (SCA) is a national organization concerned with understanding, documenting, and preserving roadside and other commercial architecture of the recent past. Its interests include such features of the American commercial environment as gas stations, diners, motels, movie theatres, department stores, resorts, fairgrounds, amusement parks, programmatic structures (the orange juice stand as orange) and associated signage and artifacts. SCA is interested in making contact with business historians who may have documented such facilities in corporate histories, articles in house organs, or in photo exhibits or collections; or with other persons who may be interested in the subject. SCA is particularly interested in developing an exhibit on the historical development of the American shopping center. Any suggested sources in this area would be greatly appreciated. For information on SCA contact Robert G. Healy, 4215 W. Thornapple St., Chevy Chase, MD 20815; (202) 797-4300.

The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

Treasurer's Report 1 July 1984–30 June 1985

This report covers the twelve-month period 1 July 1984 through 30 June 1985. The Society has three general categories in which it maintains and reports financial transactions: the General Fund, Grant Funds, and SAA Special Projects Funds.

1. Activities in the General Fund are composed of those revenues and expenses associated with the general operation of the Society. Activities such as membership, publication of the *American Archivist*, workshops, the annual meeting, and sales of publications such as the photographic manual are examples of these.

2. Grants made to the Society by agencies and organizations for specific purposes—to produce a product or perform a service over a relatively short period of time—compose the grants fund. Grants from the National Endowment for the Humanities for conservation projects are examples of these funds.

3. SAA Special Projects Funds are composed of money designated by the governing board of the Society for specific restricted purposes and maintained for those reasons over an extended period of time. The Education Endow-

ment Fund, Leland Award Fund, the Philip M. Hamer Award Fund and the Posner Award Fund are typical of these funds.

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

General Fund

The General Fund (operating account) is tax-exempt under Section 501 (c)(6) of the Internal Revenue Code and carries the employee identification number 86-602-3531. Cash on hand as of 1 July 1984 amounted to \$203,340 with cash revenues during the twelve-month period totaling \$503,525.

Cash revenue consisted of the following:

Membership dues	\$173,208
Subscription fees	33,272
Advertising	3,605
Administrative fees	
(grants)	28,526
Workshops	25,075
Publication & microfilm	
sales	112,236
Annual meeting	97,486
Interest & dividend	
income	23,692
Miscellaneous	6,425
Total Revenue	\$503,525

Cash expenditures from the General Fund during the twelve-month period totaled \$503,928 and consisted of the following:

Salaries and payroll taxes	\$152,621
General and Administrative	107,048
Committees	18,709
Travel	19,376
<i>SAA Newsletter</i>	9,525
<i>American Archivist</i>	40,281
Annual meeting and workshops	75,373
Publications	77,183
Depreciation	3,141
Miscellaneous	671
Total expenses	\$503,928

The General Fund cash balance as of 30 June 1985 amounted to \$203,340, with an excess of expense over revenue of \$403.

Grant Funds

Grants are administered through the executive director's office. The executive director is responsible for arranging the disbursement of funds in accordance with provisions of the individual grants.

From 1 July 1984 through 30 June 1985 the Society continued, initiated, or concluded nine special projects funded by grants. They were as follows:

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

The balance on hand as of 1 July 1984 amounted to \$3,799. For the twelve-month period the Society received grant

funds in the amount of \$103,737 in full or partial payment for these special projects. Grant revenues were received in support of the following projects:

NEH Indian Archives	\$61,284
NEH Conservation	8,134
NEH Conservation II	33,832
NEH National Information Systems II	487

Expenditures in fulfilling these specific program commitments during the twelve-month period were \$112,118.

The following is a summary of those expenses:

Salaries and payroll taxes	\$31,808
General and Administration	50,875
Travel	18,934
Annual meeting	923
Workshop	9,578
Total Expenses	\$112,118

The Grant Funds as of 30 June 1985 showed a deficit of \$4,582 with an excess of expense over revenue of \$8,381 for the year.

Special Projects Funds

During the twelve-month period the Society maintained Special Projects Funds that are exempt under Internal Revenue Service Code 501 (c)(3), having the collective identification number 84-602-3532. These funds were maintained apart from the Operating Account and the Grant Funds and are so reported to the Internal Revenue Service each year. These funds may be used by direction of the Council within the purposes for which each was established. The Society had eight Special Projects Funds in 1985, one of which, the Norton Fund, was established during the year.

As of 1 July 1984, these Special Projects Funds totaled \$116,494. For the twelve-month period, the combined ac-

tivity of the Special Projects Funds generated cash revenue of \$28,062. This consisted of gifts and grants of \$20,000 and interest earned of \$8,062. Expenses for the period were \$4,293. These consisted of awards in the amount of \$2,050 and miscellaneous expenses of \$2,243. At the end of the twelve-month period the balance of the funds totaled \$140,263. The status of each fund as of 30 June 1985 was as follows:

Leland Award	\$18,082
Education Endowment	89,896
Philip M. Hamer Award	3,633
Institute Fellowship	(610)
Holmes Award	5,555
Posner Award	4,627
C.F.W. Coker Award	4,381
Norton Fund	14,699

Summary

The totaled combined assets of the Society on 30 June 1985 were \$420,950. The firm of Pandolfi, Topolski, Weiss & Co. Ltd., Certified Public Accountants, has audited all amounts, and their report is on file and available for inspection at the executive director's office in Chicago. During the twelve-month period, the Society's funds were maintained in the following institutions:

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

Executive Director's Annual Report

It's simply grand to be back in a place where most people don't speak with an accent, folks don't put sugar and cream on grits, and where the importance of intercollegiate football is placed in proper perspective!

The Society's year, that period between annual meetings on which my annual report is based, was one of record length in 1984-85. It pleases me to report that it was also one marked by considerable accomplishment. You have had an opportunity to follow many of these important activities in the *SAA Newsletter* and the *American Archivist*. I would like to point to a few of the highlights.

After a decade of intensive effort, the priority national legislative goal of the Society was achieved. On 19 October, 1984 President Reagan signed legislation creating an independent National Archives and Records Administration. The new agency became a reality on 1 April 1985.

With Robert M. Warner's departure from the office of Archivist of the United States, anyone who had expected a respite from attempts to influence events in Washington was quickly disabused of that dream. No appointment has been made, and SAA's efforts to influence the process continue.

During the year, grants made to the Society to assist it to offer needed services to the profession reached an unprecedented level. A grant of \$185,000 from the National Endowment for the Humanities will support a continuation of our extremely valuable efforts in the area of conservation and the administration of photographs. An NEH grant of \$164,000 will support a new program in the area of automated archival information. Finally, a grant of over \$100,000 from the National Historical Publications and Records Commission, which we expect to be matched shortly by the Andrew J. Mellon Foundation, will support expanded initiatives in the area of continuing education for the profession.

The critical contributions of SAA members to the progress of the profession were highly visible during the past year.

A census of archival institutions in the United States was conducted during June and July. This project of the Society's Task Force on Institutional Evaluation will produce a much needed statistical summary of archival activity in this country. Periodic updates are anticipated. Mary Jo Pugh chairs this productive task force. Paul Conway is primarily responsible for conducting and compiling the census.

F. Gerald Ham's Goals and Priorities Task Force is ready to issue its final report—the impressive result of a prodigious amount of work. The document offers a framework within which the profession can continue its critical work of self-definition and articulation of shared values while it suggests areas of concern that merit concentrated attention now.

A proposed program to certify individual archivists, produced by a working group of the Committee on Education and Professional Development chaired by Susan Grigg, has provided the profession with a basis for extensive discussion of this method of self-definition and regulation.

The Task Force on Archives and Society has received a report of the research it commissioned in which resource allocators' attitudes toward archives and archivists were studied. Sidney J. Levy conducted the research and will discuss his findings at the closing luncheon.

Finally, we are all indebted to the talented people who worked with Program Committee Chair David Klaassen and to the enthusiastic Austin archivists who assisted David B. Gracy. Their combined efforts have ensured that we will each have a productive, stimulating, and pleasant visit here, deep in the heart of Texas.

The annual meeting is always a time in which we find out more about ourselves. Prior to the annual meeting I made a more formal effort in this regard. Find-

ings in my random survey of several hundred archivists depict a high level of career satisfaction. My Austin questionnaire duplicated in part a nationwide poll taken in 1984 or five thousand college and university faculty members. Nearly forty percent of these teachers said they may leave academe within five years. Twenty-nine percent of the archivists reported they might leave the profession in that same time period. While about forty percent of the faculty members were less enthusiastic about their careers than they were when they began, only seven percent of the archivists put themselves in that category. Sixty percent of the academics and twenty-nine percent of the archivists said their salaries were fair or poor.

The archivists participating in my poll had worked in archives an average of just over ten years. Asked to cite "the best thing about your career," they named the people, the variety, working with records and history, and independence. Poor resources, bad image, bureaucracy, and lack of opportunities for advancement were listed as "the worst thing" about archival careers.

Most of the Society's services would not be possible without the dedicated people that form the SAA staff. A number of changes occurred during the year. *American Archivist* editor Charles Schultz is completing a term marked by distinguished service to the Society. He will be succeeded by Julia Marks Young. Debbie Risteen, who rose from student assistant to managing editor in her seven years in the Chicago office, has gone on to an even more responsible position with a larger professional association. Mary Lynn Ritzenthaler, whose work in the area of archival conservation and administration of photographs has assisted so many, left SAA to join the staff of the conservation program at the National Archives. Linda Ziemer, who ably assisted

us with numerous programs, is now with Chicago Historical Society. Newcomers to SAA staff include Andrew Raymond, who will administer education programs; Lisa Weber, who will direct the program in automated archival information; and Patricia Palmer, coordinator of educational offerings. Also in SAA's traveling party is Toni Pedroza, the mastermind of annual meeting arrangements, and Bernice Brack, a veteran SAA staffer who is attending her first annual conference.

Working for SAA is hard, frustrating, and sometimes thankless. It is also important and rewarding. This executive director has been enormously rewarded and occasionally frustrated for over eleven years while, in off-hours, developing sideline historic real estate ventures into a major undertaking. I have given notice of my intention to leave office in late 1986. I look forward to a time when the Campbells' two-person, three-career household will, perhaps, have the luxury of a modicum of spare time.

I am proud of the circumstances in which I will leave the Society. This Chicago office has a reputation for the effective management of resources, and resources available to serve the profession have grown ten-fold during my term. It is my hope and expectation that this resource base will be maintained and strengthened in the future with the strong and much appreciated support of the good members of SAA.

Minutes: Council Meeting 27 October 1985

The meeting of the Officers and members of Council of the Society of American Archivists was called to order by President Andrea Hinding at 9:45 a.m. on Sunday, 27 October 1985, at the Hyatt Regency Hotel, Austin, Texas.

Attending the meeting were President Hinding, Vice President Shonnie Fin-

negan, Treasurer Paul H. McCarthy, Jr., Council members Francis X. Blouin, Jr., John A. Fleckner, Larry J. Hackman, Edie Hedlin, Linda J. Henry, Sue E. Holbert, William L. Joyce, Eva Moseley, and Trudy Huskamp Peterson. Attending the meeting without vote were incoming Council members Anne Kenney and Paul I. Chestnut and incoming Treasurer Anne Diffendal. Also attending the meeting without vote were SAA Executive Director Ann Morgan Campbell and staff member Patricia Palmer. On a motion by Moseley, which was seconded and passed, the agenda was approved.

Report of the Vice President

Vice President Finnegan reported on her appointments for the 1985-86 term, a complete list of which will appear in the November/December *SAA Newsletter*. She has made a special effort to define the terms and duties of committee members and representatives while making her appointments. Additionally, she is urging members with Society appointments to make regular reports to Council.

Report of the Treasurer

Treasurer McCarthy reviewed the performance of the Society's general fund for the 1985 fiscal year. He noted that dues revenue was up eighteen percent, revenue for the *American Archivist*, consisting of subscriptions and advertising income, was up seven percent, and publications sales revenue was up sixty-seven percent from FY84. At the close of FY85, the general fund showed revenues of \$503,525 and expenses of \$503,928. The deficit of \$403 was considerably less than had been planned.

Report of the Executive Director

Campbell reviewed the Society's plans for externally funded projects in FY85 and FY86. Two major NEH grants were received in FY85: \$185,000 for continued

work in conservation and the administration of photographic collections, and \$164,185 to support a major initiative in the area of automated archival information.

Additionally, partial funding for an SAA proposal in the area of archival education was granted by NHPRC. Matching funds for this project have been requested from the Mellon Foundation and approval is anticipated prior to the end of the calendar year. External funding for the three-year education project will exceed \$200,000.

Finally, NHPRC funding for the first year of operation of the Committee on Goals and Priorities (CGAP) was approved in the amount of \$17,000.

Campbell reported on her continuing efforts to close the estate of founding member Margaret Cross Norton which was left in its entirety to the Society. Significant assets have been sold, and it is anticipated that the estate will be closed by the court prior to the end of 1985. The Society's Special Projects Fund will realize over \$60,000 from the bequest. It will be held in a separate fund, tentatively termed the Norton Development Fund, for which regulations will be proposed for Council's review.

According to Campbell, plans to automate additional functions in the headquarters office and to acquire in-house capability for functions now performed by a service bureau are under way. Bids will be solicited in December 1985 and installation will begin in the first quarter of 1986.

Campbell reported that routine bookkeeping functions formerly performed by an SAA staff member have been contracted out to an accounting firm. Checks will still be written in the SAA office, and financial management and analysis and budget preparation will continue to be performed by the executive director. The new approach will provide for better utilization of existing staff in a period in which physical space is at a premium and mandated duties are expanding.

Screening Committee

Joyce reported that the committee to screen candidates for the executive director's position would meet later in the week. Over fifty applications were received and were to be reviewed by the committee.

Individual Certification Proposal

Moseley and McCarthy reported that a packet of materials on the individual certification proposal had been provided to SAA section chairs and to leaders of regional archival organizations prior to the Austin meeting. Included was a discussion outline and the request that the issues surrounding the proposal be aired by the various groups.

The small number of reactions received to date on the draft of SAA proposals were characterized as disparate. Discussion centered on ways to encourage more response from the profession and to emphasize the calendar Council has adopted for consideration of the issue.

On a motion by Peterson, Council encouraged McCarthy and Moseley, with staff support primarily from Andrew Raymond, to continue their work as liaisons for the issue of certification.

Child Care at Annual Meetings

After a discussion of the plans for child care at the Austin meeting, a new service recommended as a one-time experiment by the 1984 business meeting, Council determined to extend the experiment to the Chicago meeting in 1986 on a motion by Holbert that was seconded and passed.

SAA Priorities

After a Council discussion of means for defining short-term priorities for itself and the Chicago headquarters, Vice President Finnegan appointed an ad hoc

subcommittee of Hackman, Moseley, Kenney, and Campbell to meet during the week and draft procedures for Council's consideration during its 2 November meeting.

National Congress on Historical Records

The Committee on Goals and Priorities presented a draft plan for a National Congress on Historical Records for Council's reaction. CGAP chair Fleckner reported that reactions to an initial review of the preliminary plan were "uniformly supportive" of the idea of a congress that would look beyond the world of archivists and secure the attention of that outside world. A more detailed proposal of this project, which will commemorate the bicentennial of the Constitution, will be presented to Council in early 1986.

A motion by Finnegan to commend the drafters of the proposal and encourage CGAP to pursue its plan was seconded and passed by Council.

Elements of a National Historical Records Program

A draft document entitled "Elements of a National Historical Records Program," prepared by the steering committee of the State Historical Records Coordinators, was submitted by Holbert for Council's consideration. A motion by Moseley that Council receive the draft document, applaud the steering committee's initial efforts, and encourage additional discussion of these issues was seconded and passed. The president was authorized to appoint a subcommittee of Council to work as liaisons with the coordinators as work proceeds on the statement. (Hedlin, Henry, and Peterson abstained on the vote.)

American Library Association/ Department of Education

Campbell reported on the progress of the ALA/DOE study that is exploring the

possibility of a new approach in the accreditation of library/information education. SAA is one of a number of library-related organizations participating in this exploration of a new accreditation plan governed by a federation of professional associations.

The following motion was introduced by Vice President Finnegan and approved by acclamation at the close of the meeting:

WHEREAS President Andrea Hinding, Treasurer Paul McCarthy, and Council members John Fleckner, Sue Holbert, and William Joyce are completing their terms of service with this annual meeting; and

WHEREAS each of these talented and dedicated colleagues has contributed significantly to the work of this Council; and

WHEREAS Paul McCarthy's service as a Council member from 1978 to 1981 and subsequently as treasurer par excellence deserves particular recognition;

Therefore, on behalf of the Society, the Council expresses its appreciation and best wishes to these esteemed colleagues.

The meeting was adjourned at 4:40 p.m.

Minutes: Council Meeting 2 November 1985

The meeting of the Officers and members of Council of the Society of American Archivists was called to order by President Shonnie Finnegan at 9:00 a.m. on Saturday, 2 November 1985, at the Sheraton Crest Hotel, Austin, Texas.

Attending the meeting were President Finnegan, Vice President William L. Joyce, Treasurer Anne Diffendal, Council members Francis X. Blouin, Jr., Paul I. Chestnut, Larry J. Hackman, Edie Hedlin, Linda J. Henry, Eva Moseley, and Trudy Huskamp Peterson. Attending the meeting without vote were SAA staff members Ann Morgan Campbell, Patricia Palmer, and Antonia Pedroza. Council member Anne Kenney left the

meeting to attend the meeting of the 1986 Program Committee, of which she is vice-chair. Council member Victoria I. Walch did not attend.

The agenda was approved on a motion by Joyce, which was seconded and passed.

Executive Committee Representative

Members of Council elected Larry J. Hackman as their representative to the Executive Committee for 1985-86.

1986 Annual Meeting

A long-standing SAA policy dictates that every annual meeting should produce revenues sufficient to largely pay for its direct and indirect costs. Additionally, some dues revenue is allocated to balance the annual meeting account. The 1986 Program Committee asked that Council earmark \$10,000 in additional funds for the Chicago meeting to support and enhance the celebratory aspects of the fiftieth anniversary convention. Noting that extra revenue for the meeting could be found by a special fund drive and/or by raising registration fees, Hackman moved that the 1986 convention be budgeted to pay for itself. His motion was seconded and passed.

Campbell reported on a meeting of the Editorial Board at which a plan for format changes in the *American Archivist* was presented by the new editor, Julia Marks Young.

SAA Priorities

Hackman reported on the work of the ad hoc committee on priorities for the Council and staff that was appointed earlier in the week by President Finnegan. The committee established some general principles for the selection of priorities and recommended as an initial exercise that individual Council members review the twelve short-term priorities found in the report of the Task Force on Goals and Priorities, select the several

that seem most important, and rank them in priority order. A compilation of results will be prepared by the Chicago office and annotated to indicate activities under way and planned. The resulting document will be reviewed at Council's winter meeting.

On a motion by Blouin, which was seconded and passed, the ad hoc committee's term was extended until Council's winter meeting.

On a motion by Hackman that was seconded and passed, the report of the ad hoc committee was adopted.

Hamer Award

Blouin reported on the work of the ad hoc committee to review the criteria for the Philip M. Hamer and Elizabeth Hamer Kegan Award. Suggested new guidelines will recommend that the award recognize accomplishment in the area of public awareness. They will be circulated for Council's consideration.

Screening Committee

Council went into executive session at 1:00 p.m. to receive and consider a report from Joyce as chair of the Screening Committee.

Blouin and Hedlin agreed to constitute a subcommittee of Council to propose procedures for staff participation in the interviews of finalists for the position of executive director. After substantial discussion, Council accepted the report of the screening committee and authorized Joyce to report on the status of the committee's work as appropriate.

The meeting was adjourned at 3:30 p.m.

Minutes:

Annual Business Meeting 30 October 1985

The annual business meeting of the Society of American Archivists was called to

order by President Andrea Hinding on Wednesday, 30 October 1985, at the Hyatt Regency Hotel, Austin, Texas.

President Hinding introduced Walter Fisher as the parliamentarian and appointed the following committee to approve the minutes of the meeting on behalf of the membership for publication in the *American Archivist*: Patrick M. Quinn, Northwestern University, chair; Sister Evangeline Thomas, Sisters of St. Joseph; and Frank B. Evans, National Archives and Records Administration.

Report of the Auditing Committee

The 1985 Auditing Committee consisted of Richard Marcus, National Archives and Records Administration, chair; John Daly, Illinois State Archives; and Valerie G. Browne, Loyola University.

Daly reported that the committee had reviewed the financial report for 1984-85 and recommended that it be accepted. A motion to accept the reports of the treasurer and the Auditing Committee was seconded and passed.

Report of the Nominating Committee

The 1985 Nominating Committee consisted of Anne Van Camp, Chase Manhattan Bank, chair; Liisa Fagerlund, Utah State Archives; James M. O'Toole, Archdiocese of Boston; John Fleckner, National Museum of American History; and William L. Joyce, New York Public Library, who withdrew from committee discussion.

Van Camp reported that the winners of the election were Vice President and President-elect William L. Joyce, New York Public Library, and Treasurer Anne Diffendal, Nebraska State Historical Society. Elected to Council

were Paul I. Chestnut, Library of Congress; Anne Kenney, University of Missouri, St. Louis; and Victoria Irons Walch, consultant.

Elected members of the 1986 Nominating Committee were Mary E. Janzen, Chicago Historical Society, chair; Valerie G. Browne, Loyola University; and Thomas Wilsted, Salvation Army.

Child Care

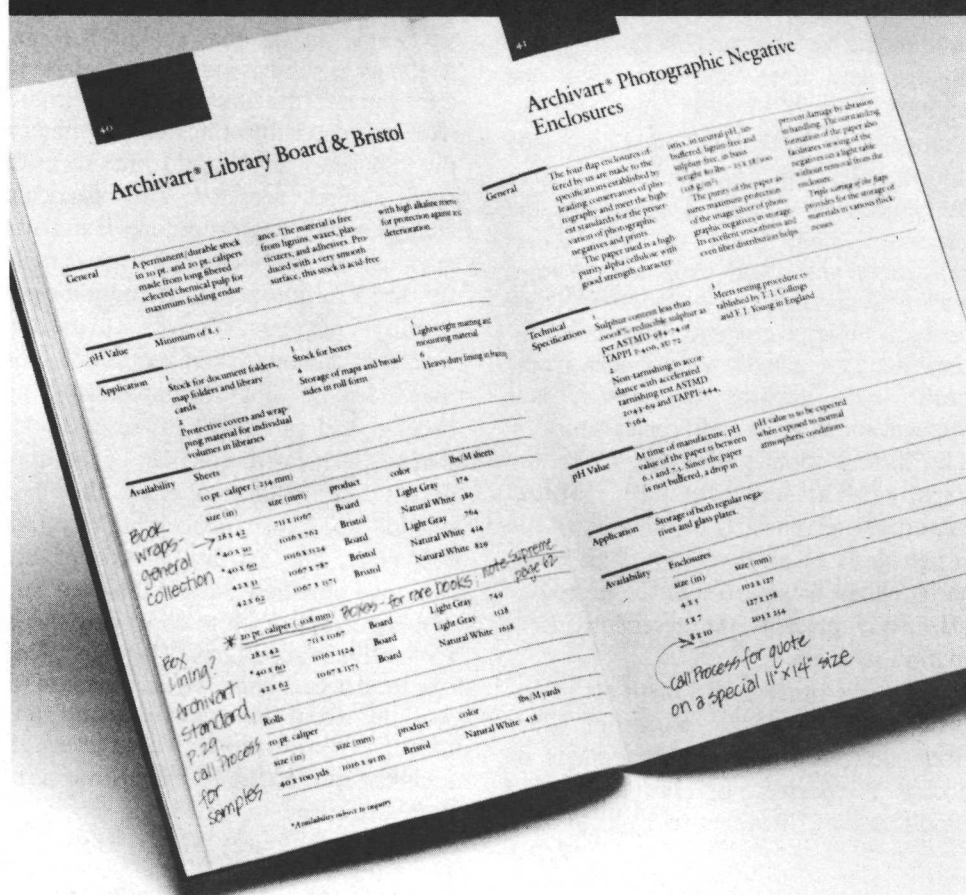
Sue Holbert, Minnesota Historical Society, chair of the *ad hoc* committee to provide child care at the Austin meeting, reported that services were provided for six children. Two dollars from each meeting registration fee was allocated to child care costs, thus generating approximately \$1,300, which matched total expenses for child care. Council voted to continue the child care experiment at the 1986 Chicago annual meeting where a larger participation is anticipated.

Certification for Archivists

Paul McCarthy reported for Council on its consideration of certification for individual archivists. The July *SAA Newsletter* carried a report prepared by a working group on certification of the Committee on Education and Professional Development. A full discussion of the proposal will be held at the 1986 Chicago annual meeting, with a final Council debate and vote scheduled for January 1987. McCarthy and Eva Moseley, Radcliffe College, were appointed as Council liaisons for this issue. Members are encouraged to provide Moseley and McCarthy with their comments. Discussion of the issue of certification at regional archival groups was also encouraged.

The annual business meeting adjourned at 5:28 p.m.

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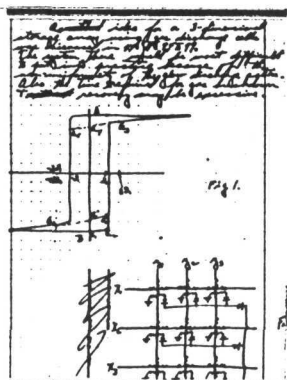
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New Publications from SAA



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* is available for \$7 to SAA members, and \$9 to others.

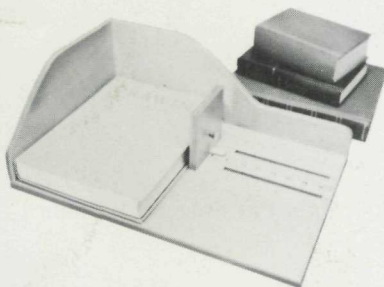
Manuscripts: The First Twenty Years is a 450-page illustrated anthology consisting of more than fifty articles first published in the Manuscript Society's journal from 1948 to 1968. Editor Priscilla S. Taylor and coeditors Hebert E. Klingelhofer, Kenneth W. Rendell, and John M. Taylor have grouped the 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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