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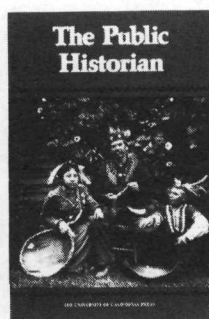
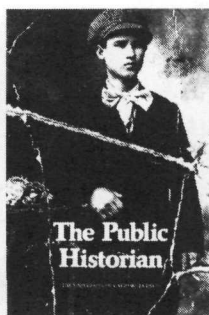
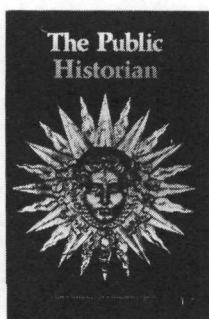
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# Writings on Archives, Historical Manuscripts, and Current Records: 1984

CAROLINE DURANT LADEIRA and MARYELLEN TRAUTMAN, *Compilers*

THIS BIBLIOGRAPHY OF PUBLICATIONS issued during 1984 was compiled at the National Archives and Records Administration and is based on the holdings in the National Archives Library. Like its predecessors, this bibliography is a selected listing of references to professional literature published in the United States and other countries, arranged broadly by subject according to the outline below. "Writings on Archives . . ." has been compiled by the National Archives since 1942, and published in the *American Archivist* from 1943 to 1980, with the 1978 annual compilation appearing in 1980 (vol. 43). A combined listing for 1979-1982 was published by the National Archives in 1985. The *American Archivist* resumed publishing it in 1986 with the listing for 1983 appearing in Summer 1986 (vol. 49). The style used in this bibliography varies with the styles found in the individual publications. There are, therefore, some inconsistencies in the placement of elements within entries and in punctuation.

*About the compilers: Caroline Durant Ladeira and Maryellen Trautman are librarians with the Library and Printed Archives Branch of the National Archives and Records Administration.*

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## VII. USE OF ARCHIVES AND HISTORICAL MANUSCRIPTS

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# Technical Notes

DEAN DeBOLT, *Editor*

Technical Notes will not appear in subsequent issues of the *American Archivist*. In the future, short notices about technical products, processes, and issues relating to archives should be sent to Editor, *SAA Newsletter*, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. Longer essays on technical subjects will be considered for publication as full-length articles or as part of Commentaries and Case Studies; they should be sent to Managing Editor, *American Archivist*, SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.

**Effects of Automation in Archives.** A number of articles have appeared in the past year in the popular media showing the use of automation in archival activities. *PC Magazine* for 25 June 1985, pp. 199ff, featured an article about the efforts of the Smithsonian Air and Space Museum to preserve and index the national air archives. The article covered the use and implications of digitized information and videodisk storage not only in the storage and diffusion of knowledge, but also in the standard archival tasks of sorting, filing, retrieving, and copying.

Another article in *Personal Computing*, August 1985, p. 23, discussed an art conservator's use of a microcomputer to keep track of the specific preservation measures and treatments for each art item, down to the precise chemicals and treatment methodology. The data base thus created allows fingertip access to previous preservation decisions.

**LC Deacidification Program Reviewed.** Followers of the Library of Congress' effort to develop a mass storage facility for the deacidification of printed materials may wish to check the 7 July 1986 *LC Information Bulletin*, pp. 255-56. The report summarizes the preliminary results of the study by NASA's Accident Investigation Board of the two incidents at LC's facility in December 1985 and February 1986. Some redesign has taken place, and work is moving forward toward a new test facility.

**Collecting Computerized Data.** A recent conference, entitled "The Information Age: Coping with Change," considered the question of how academic research libraries can collect computerized research data. The conference, which was jointly sponsored by the Johnson Foundation and OCLC, raised questions often faced by archivists—what should be saved, and how is that decision made?



Thrusting librarians into a new role of information appraisal may be difficult; many administrators noted the problems of the time and training needed to assess computerized data in networks and other electronic "archives". Some of these key questions are reported in the *Chronicle of Higher Education*, 16 July 1986, p. 34.

**Cleaning Supplies for Electronic Equipment.** The increased use of microcomputers, terminals, and printers in archives—an environment where dust from papers, ledgers, and leather can be a problem—necessitates special cleaning materials for this equipment. The Texwipe Company produces a variety of cleaning pads for various types of equipment. A Wet & Dry™ packet consists of two pads sealed in foil. The combination of a wet pad, for cleaning, and dry pad allows removal of oils and dust from the terminal screen and provides static control. Other cleaning pad products are designed for cleaning plastics, printers, and a variety of other office products. For a sample of Wet & Dry or a catalog, write Texwipe, 650 East Crescent, P.O. Box 308, Dept. P, Upper Saddle River, NJ 07458.

**Digital Copier Allows User to Alter Original.** Panasonic's newest photocopier reproduces the original copy as a digital image and with accompanying pad and stylus allows the user to make revisions, such as moving elements of the original, deleting copy, and enlarging or reducing parts. Smudges can be eliminated as well. This process may enable archivists to reproduce manuscript material in greater clarity while at the same time allowing identification of the repository to be included on the copy. Details about the Panasonic E2S can be obtained from the Panasonic Industrial Company, Dept. CE2S, P.O. Box 3900, Peoria, IL 61614.

**Page Scanner Transfers Typewritten Material into Word Processing Programs.** The proliferation of microcomputers and software has led to a widespread market for additional hardware devices. Among these are optical character scanners, which scan typewritten or printed copy and transfer the information to the computer without manual inputting. Archivists wishing to create a data base of their holdings for ease in updating and searching may be stymied by the sheer enormity of the task of manual retyping into the computer. Because most finding aids in archives are typewritten, scanners can simplify this work.

One of the most recently available machines is the PC Scan by Dest Corporation. It reads sheets of paper from 6" x 6" up to 8.5" x 14", of paper weights ranging from 16 to 30 pound. The machine itself weighs seventeen pounds and is about the size of a transcriber. It is designed for transfer to IBM and IBM-compatible personal computers and uses the program Text Pac to transfer text into other popular word processing programs such as MultiMate, WordStar, WordStar 2000, and DisplayWrite 2 and 3. The scanner is designed to interface with IBM PC, XT, AT, and those compatible with PC DOS 2.0, 2.1, 3.0, or 3.1. PC Scan will recognize a number of type and dot matrix styles in various spacings ranging from 10 to 12 and proportional spacing, vertical spacing from 1, 1.5, 2, to 3. It can also read multiple type styles on the same page. An average page of text can be read in 25 seconds. Further information can be obtained from the Dest Corporation at 408-946-7100.

## News Notes

F.L. EATON, *Editor*

News Notes will not appear in subsequent issues of the *American Archivist*. In the future, all information and announcements of note should be sent to Editor, *SAA Newsletter*, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

Protestant missionaries' reminiscences about life in Africa during the 1920s formed the basis for an exhibit during May and June 1986 at the **Billy Graham Center Museum** in Wheaton, Illinois. Entitled "Visions and Realities: American Missionaries in Africa," the show was based on oral history interviews and other documents from the Graham Center Archives, including photographs, letters, maps, posters, and handbills, as well as taped interviews visitors listened to on special telephones. A catalog of the exhibit is available for purchase. For further information, call (312) 260-5910.

**Business History Review** has initiated a new series of reports on the status of business archives documentation. In an article in the Autumn 1985 issue, Florence Bartoshesky Lathrop reported on the history of Harvard Business School's Baker Library holdings. In the Spring 1986 issue Lathrop proposed a national collecting strategy for business archives. Future articles will include reports on Latin American corporate sources by

Vera Reber of Shippensburg College, sources in the Harvard Business School's Kress Library by Ruth Rogers, and the history and holdings of the Hagley Library in Wilmington, Delaware, by Michael Nash.

**Central Connecticut State University**, New Britain, Connecticut, was awarded a National Historical Publications and Records Commission grant to help establish the Connecticut Polish-American Archive and Manuscript Collection.

The **Chicago Public Library** presented a major historical exhibit on Chicago's neighborhoods from August through November 1986, which was organized by the Library's Special Collections Division and entitled "Cities Within A City: The Idea of Neighborhoods in Chicago." Included in the exhibit were original historical materials, photographs, and artifacts from the library's Neighborhood History Research Collection. Neighborhoods represented included Austin,

Englewood, Garfield Park, Hyde Park, Lawndale, the Near West Side, Norwood Park, Pullman, Ravenwood-Lake View, Roseland, South Chicago, South Shore, and Woodlawn.

Subthemes explored in the exhibit were the phenomenon of neighborhood history associations, other voluntary community associations, politics and neighborhoods, the importance of church life, transportation and the development of neighborhood boundaries, commercial activity, growth by annexation, and neighborhood "movers and shakers." The Chicago Public Library has played a continuous role in the collecting of neighborhood history for over fifty years. When it was discovered that branch libraries no longer had the resources to care properly for these collections, the Special Collections Division undertook the responsibility for maintaining these materials.

With financial assistance from the Dr. Scholl Foundation, existing neighborhood historical collections were located, archivally processed, preserved, and housed in the Special Collections Division's environmentally controlled stacks. These collections form the core of the library's Neighborhood History Research Collection.

**Climax Portable Machine Tools, Inc.**, of Newberg, Oregon, has distributed a brochure announcing a \$100 reward for information leading to the location of original documents, drawings, or models of the "Henderson Facing Machine," U.S. Patent No. 145,103. A patent infringement case prompted the search for information.

The **Archives of the Educational Testing Service** has received a grant from the National Historical Publications and Records Commission to process the papers of noted psychologist Gertrude Hildreth (1898-1984) and to evaluate the

usefulness of *Appraising the Records of Modern Science and Technology: A Guide* for the records of social scientists. The project is also supported by a grant from the Hildreth family. For information contact Gary D. Saretzky, Educational Testing Service, Archives 30-B, Princeton, NJ 08541.

During the summer and fall of 1986, most of the manuscripts and archives collections and some parts of the general business collections of **Baker Library** at the **Harvard Business School** were moved off-site to storage in Southboro, Massachusetts. Built by Harvard University and managed privately by Iron Mountain Group, Inc., Harvard Depository, Inc., (HDI) is designed to meet new, state-of-the-art preservation standards. The new space will address Baker's long-standing problems of over-shelved stacks and poor climate controls. In particular, HDI will permit the Library's Manuscripts & Archives Department to expand its holdings under a reactivated collection policy. Further, HDI's good air quality will complement Baker's long-range mixed preservation program of recontainerization, filming, and encapsulation.

Heavily-consulted items will remain on-site at Baker Library. HDI materials will be ordered on-line and delivered to Baker the next day. Scholars will be reminded to write or call three weeks ahead for their first day's research materials. To facilitate researchers' pre-selection of materials, collection level descriptions are now available on-line through RLIN as well as from Baker's manuscripts repository guide.

Baker Library is the first of several Harvard libraries and repositories to occupy space in HDI. For additional information please write Florence Bartoshesky Lathrop, Manuscripts & Archives Department, Baker Library, Harvard Business School, Boston, MA 02163.

NBC on its 60th anniversary has donated to the **Library of Congress** its entire collection of some 20,000 early television programs from 1948 to 1977. The programs were preserved on kinescope and film, and the library will transfer them to videotape. Together with the NBC Radio Collection, consisting of 80,000 hours of programs from 1926 to 1970, which the network donated in 1978, the Library of Congress now owns the largest archives of broadcasting available to scholars and researchers in this country.

This collection, nearly half of which represents the years of "live TV," 1948-1960, preserves the great comedians of that era, including Jack Benny, Steve Allen, Jimmy Durante, Ed Wynn, Ernie Kovacs, Fred Allen, Bert Lahr, Groucho Marx, Sid Caesar, Imogene Coca, Milton Berle, Bob Hope, and Eddie Cantor, as well as such newer comedians as Mike Nichols, Elaine May, Flip Wilson, and Richard Pryor. Among the concert artists are Arturo Toscanini, Jascha Heifetz, Ezio Pinza, Richard Tucker, and Joan Sutherland. Popular musical stars include Fred Astaire, Frank Sinatra, Ethel Merman, Gene Kelly, Mary Martin, Dinah Shore, Bing Crosby, Andy Williams, Julie Andrews, and Harry Belafonte.

The collection, starting with the presidency of Harry Truman, covers the eras of Eleanor Roosevelt, the Korean War, Joseph McCarthy, Nikita Krushchev, Martin Luther King, Jr., the Vietnam War, and the first space shots. There is full coverage of the administrations of Presidents Eisenhower, Kennedy, Johnson, and Nixon, as well as the national conventions and elections in that period.

The NBC gift will be in the custody of the Library's Motion Picture, Broadcasting and Recorded Sound Division to be preserved, cataloged, and made accessible for research. Arrangements have

been made for the Museum of Broadcasting to borrow programs for viewing at the museum in New York.

The Moravian Archives in Herrnhut, Czechoslovakia, is microfilming the records of the Moravian colony established in Savannah, Georgia, in 1733. These German language records include documentation of the time John Wesley, founder of the Methodist movement, spent among the Moravians, 1736-1741. The microfilm will be available at the **Moravian Archives** in Winston-Salem, North Carolina. For more information contact Thomas J. Hauptert, Archivist, Moravian Archives, 4 East Bank Street, Winston-Salem, NC 27101-5307; (919) 722-1742.

The mission of the **National Council on Public History** is "to promote the utility of history in society through professional practice." The National Council recently adopted the format of a membership organization. Todd Shallat of Boise State University edits the newsletter. In April the National Council and the Organization of American Historians met jointly in New York City; the National Council sponsored a special preconference workshop on public history. For information write the NCPH Executive Secretary, Department of History, West Virginia University, Morgantown, WV 26506.

The microfilm services at the **Northeast Document Conservation Center (NEDCC)**, Andover, Massachusetts, has moved to a larger space and has added additional staff to increase its capacity. The expansion reflects an increase in demand for its microform and photographic copying services. Funds for the purchase of new equipment have been provided by the National Endowment for the Humanities, the Mabel Pew Myrin Trust, and the Polaroid Foundation.

The increased capacity allows NEDCC to handle more easily large projects such as the collections for Stanford and Brown Universities, both participants in the cooperative microfilming project of the Research Libraries Group (RLG). The NEH-funded cooperative microfilming project was developed to step up the preservation efforts of RLG libraries and to eliminate duplication in microfilming of scholarly subjects. Bibliographic information about preserved titles will be entered into the RLIN data base to enable all institutions with access to the computerized records to benefit from the participants' preservation efforts.

Since its first meeting in 1984, the **Pioneer Valley Archivists** has grown from a group of three area colleges and the University of Massachusetts to include archivists from different types of repositories located all along the Connecticut River Valley. This regional organization provides another setting for member archivists to share information and to present professional programs. For further information contact David Proper at (413) 774-5581.

The **Walt Disney Archives** is taking over the operation of the Walt Disney Company's still photograph collection under

the new name of Photo Library. Previously, changes in the company's philosophy had closed the 45-year-old Still Camera Department, which had been the repository of over one and one-half million negatives, and had altered the focus of the Publicity Department, which held the index to these negatives through hundreds of key still books arranged by subject. It has now been decided to combine these collections, which are being moved to an environmentally-controlled, secure room in close proximity to the archives. With the collection come two staff members, raising the size of the four-member archives staff by 50 percent. The Photo Library contains a wealth of Disney history, dating from the beginning of the company in 1923 to the present, and includes stills from Disney features, short cartoons, TV shows, behind-the-scenes and publicity shots, photos of personnel, Walt Disney portraits and family snapshots, and documentation on Disney-licensed products. Use of the collection is primarily limited to Disney departments, though publication of limited numbers of photos in books is occasionally permitted on a fee basis through the company's Publication Department. For additional information contact Dave Smith, 500 S. Buena Vista St., Burbank, CA 91521.

# The Society of American Archivists

DONN C. NEAL, *Editor*

## Treasurer's Report 1 July 1985–30 June 1986

This report covers the 12-month period 1 July 1985 through 30 June 1986. The Society has three general categories in which it maintains and reports financial transactions: the General Fund, Grant Funds, and 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* and the *Newsletter*, workshops, and the annual meeting are examples of these.

2. Grants to the Society for specific purposes to produce a product or perform a service over a relatively short period of time are reported separately. Grants from the National Endowment for the Humanities or the National Historical Publications and Records Commission are examples of these funds.

3. Special Projects Funds are composed of money designated by the Society for specific, restricted purposes and maintained for these reasons over an extended period of time. The 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. The General Fund balance as of 1 July 1985 amounted to \$202,937 with cash revenues during the 12-month period totaling \$561,635.

Cash revenue consisted of the following:

Membership dues	\$190,937
Subscription fees	30,139
Advertising	3,605
Administrative fees (grants)	41,753
Workshops	45,095
Publication and microfilm sales	125,578
Annual meeting	91,091
Interest and dividends	24,090
Miscellaneous	9,347
Total Revenue	\$561,635

Cash expenditures from the General Fund during the 12-month period totaled \$496,502 and consisted of the following:

Depreciation	\$ 4,535
Salaries and payroll taxes	179,928
General and administrative	106,102
Committees	9,092
Travel	26,961



Publications	94,706
Annual meeting and workshops	74,049
Miscellaneous	1,129
Total Expenses	\$496,502

The General Fund balance as of 30 June 1986 was \$266,917.

**Grant Funds**

From 1 July 1985 through 30 June 1986, the Society continued, initiated, or concluded eight special projects funded by grants. They were as follows:

- NHPRC Goals and Priorities
- NHPRC Goals and Priorities II
- ICA Tinker Foundation
- Dirksen Library Congressional Workshop
- Mellon Foundation Education
- NEH Conservation III
- NEH Automation

The balance on hand as of 1 July 1985 amounted to a deficit of \$4,582. For the 12-month period the Society received grant funds in the amount of \$292,542 in full or in partial payment for these special projects:

NHPRC Goals and Priorities II	\$ 17,260
NHPRC Education	34,000
Mellon Foundation Education	100,000
NEH Conservation III	75,178
NEH Automation	66,104

Grants are administered through the Executive Director's office. Expenditures in fulfilling these specific program commitments during the 12-month period were \$158,518.

The following is a summary of those expenses:

Salaries and payroll taxes	\$56,710
General and administrative	61,278
Travel	17,121
Meetings and workshops	20,576
Publications	1,315
Miscellaneous	1,518
Total Expenses	\$158,518

The Grant Funds as of 30 June 1986 showed a balance of \$129,442.

**Special Projects Funds**

During the 12-month period the Society maintained Special Projects Funds that are exempt under Internal Revenue Service Code 501(c)3, having the collective identification number 84-602-3532. These funds may be used by direction of the Council only within the purposes for which each was established. As of 1 July 1985, these Special Projects Funds totaled \$140,263. As of 30 June 1986, the Funds totaled \$193,418. The status of each fund as of 30 June 1986 was as follows:

Leland Award	\$18,428
Education Endowment	89,891
Philip M. Hamer	3,676
Institute Fellowship	295
Holmes Award	5,468
Posner Award	4,708
Coker Award	4,400
Norton Education	66,552

For the 12-month period, the combined activity of the Special Projects Funds generated cash revenues of \$61,495, consisting of gifts and grants of \$53,903 and interest earned of \$7,592. Expenditures for awards from those special funds totaled \$3,107.

**Summary**

The total combined assets of the Society on 30 June 1986 were \$845,514. Pandolfi, Topolski, Weiss & Co., Ltd., Certified Public Accountants, has audited all amounts, and this report is on file and available for inspection at the Executive Director's Office in Chicago.

**Minutes:  
Annual Business Meeting  
28 August 1986**

SAA President Shonnie Finnegan called the 50th Annual Business Meeting to

order Thursday, August 28th, 1986, at 3:30 p.m.

She opened the meeting by reading various letters and proclamations congratulating SAA on fifty years of service to society. Among them: a letter from Ronald Reagan; an entry in the *Congressional Record* dated Monday, August 11, 1986, by the Honorable Sidney R. Yates (D-IL); a resolution from the Chicago City Council signed by Harold Washington; and a proclamation signed by Illinois Governor James R. Thompson declaring August 24-30, 1986, as "Society of American Archivists Week."

The motion to adopt the agenda was seconded and carried.

Finnegan appointed these persons to the Committee to Approve the Minutes: Phil Mason, Louisa Bowen, Anne Van Camp, and herself, *ex officio*.

#### **Report of the Executive Director**

The Executive Director's annual report appears at the end of this section.

#### **Report of the Treasurer**

A treasurer's report was attached to the agenda and distributed at this meeting. Anne Diffendal, SAA Treasurer, then made some comments on the method of accounting used. SAA is moving from a cash system to an accrual method this year. The report next year will reflect both methods. Three elements comprise the excess of revenue over expenses shown: 1) increase in publications and dues; 2) in the Grant Funds category, the excess of receipts over disbursements is due to the Mellon money lump sum payment; 3) in the Special Projects Fund, the excess is due to the Cross bequest and the lagging action on the archival education grant. The figures on this report don't add up because it is incomplete and next year these disbursements will have been made so the budget won't appear so positive. A more detailed report will be

available once it is approved by the auditors.

#### **Report of the Auditing Committee**

John Daly, speaking on behalf of the Auditing Committee, moved to defer the committee's report until the Treasurer's report is finalized by the accounting firm SAA uses. This motion was seconded and carried unanimously. The final, complete treasurer's report will be on file and available to the membership from SAA headquarters.

#### **Report of the Nominating Committee**

Mary Janzen, Chair, gave the report of the Nominating Committee. Those who served on the 1986 Nominating Committee with her were Valerie Browne, Thomas Wilstead, Edie Hedlin, and Linda Henry. The results of the elections by mail ballot were then read. On 1987 Council: Sue Holbert (Vice-President), Richard Cox, Linda Edgerly, and Joan Warnow. On the 1987 Nominating Committee: David Klaassen, Susan Davis, and Mary Lynn Ritzenthaler. The chair of the Nominating Committee declared these elections final.

#### **Council Resolution Supported**

New business became a discussion of the nomination of John Agresto as Archivist of the United States. David Horn submitted a resolution requesting the SAA Executive Director to oppose the nomination on behalf of the membership, not just Council. After the resolution that Council had submitted to the Senate committee was read and the status of the hearings was heard, a motion was made to support the Council's resolution. It was seconded and carried unanimously.

#### **Campbell Saluted**

Under "Good of the Order," President Finnegan announced that Council

recognized William J. Joyce as 1987 President of SAA. Council also submitted a resolution that "recognizes Campbell's remarkable tenure and its salutary effect upon the Society, salutes her for her effective leadership, and extends to her its warmest wishes for her happiness and prosperity in whatever endeavors she undertakes in the future," dated August 25, 1986.

### **Executive Director's Annual Report**

It is my hope to be mercifully brief with this report, even though this is the last time I'll have this particular platform. In my first report in 1974, I quoted an attorney general who was then on his way to infamy, "Watch what we do, not what we say." I am content that the Society's accomplishments over the past twelve years speak for themselves. However, a few words are required to recognize some of my outstanding debts.

This all began for me inauspiciously enough when I enrolled for an European history class at Old Dominion University over two decades ago. The Naval aviator's wife had followed an aircraft carrier to the Mediterranean earlier in the year and returned to the United States with an intense curiosity about places and people across the Atlantic. It was my great good fortune to be taught by Will Frank, whose engaging classes converted AMC to a history major straight away. A little later, I was privileged to be introduced to archival basics by Lester Cappon at the College of William and Mary and by William Alderson at the Seminar for Historical Administrators.

Although the Campbells' work with historical buildings predated my academic introduction to history and archives, it was this formal instruction that made me a suitable candidate for employment.

In my tenure at the National Archives, 1969-1974, I became tremendously indebted to James B. Rhoads and Daniel J. Reed for their willingness to give this very considerable novice ample opportunities to test her wings. Crash landings were few and at times we did soar.

Crash landings were few and at times we did soar . . . an apt description for the past twelve years at SAA as well. They began when Rhoads and F. Gerald Ham determined to offer the newly-elected Council member and fledgling administrator an opportunity to move from San Francisco to establish an SAA headquarters office in Chicago. Just a temporary assignment, mind you, while Tom Campbell was to be mostly gone on another two-year sea duty tour.

Two years have stretched to twelve. Together, we have flown high! However, some while ago I began to feel those nagging doubts about my highly structured life that seem to go along with attaining middle age—or maturity and wisdom, as I prefer to call this condition. I notified Council of my wish to fly the coop, to become once more a self-employed entrepreneur. I need time to manage the Campbells' historic real estate interests more effectively, to locate other properties to develop, to read, to travel, to garden, and to watch birds.

To the fine people who served with me on SAA's staff, I owe debts I want to acknowledge. The Society's chief staff officer is only as good as the other people in the Chicago office and I believe that legislative accomplishments and the quality and quantity of services available over the years to the membership are a real tribute to the talented folks who worked with me.

I want to pay particular tribute to SAA elected officials. Many pointed out to me the paths of righteousness over the years when my scant sense of dignity and high purpose began to flag. Generally we were

a good match, for I firmly believe that all work and no play . . . .

My debt to individual members of the Society is incalculable, and I will not attempt to reckon it here. Suffice to say that I know of no other national association in which the membership is so engaged.

A few, very few, reflections on the Society's management and its future:

(1) I am proud of SAA's financial condition. In 1974 the budget was decidedly unimpressive, around \$60,000 as I recall. The past fiscal year's revenues of \$1,000,000 were extraordinary, but provide a firm foundation for future accomplishment. However, the Society's finances are delicate and require careful, almost constant attention.

(2) There is a continuing risk in SAA affairs of what I have come to call paralysis by analysis. It is probably

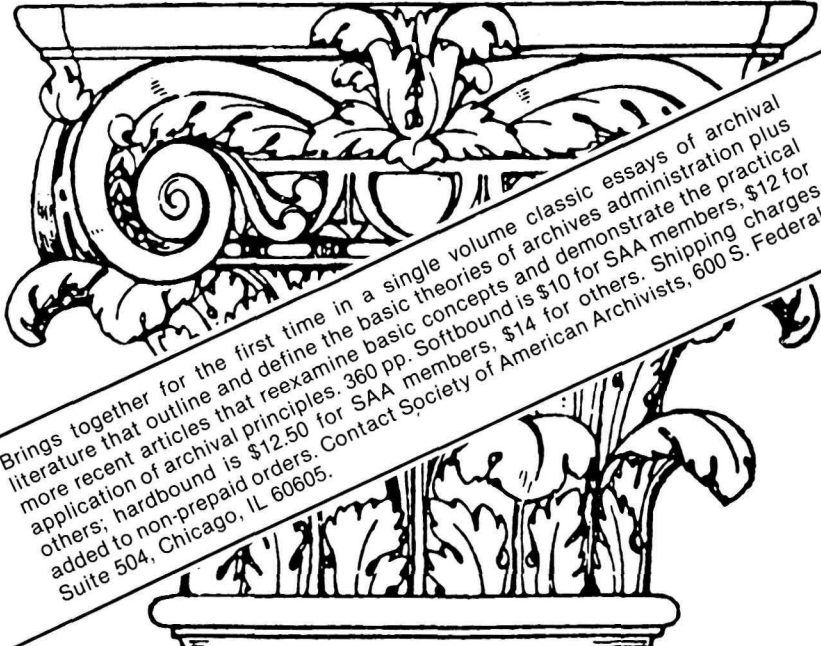
useful if the Chicago office has a bias toward action. A professional association exists to deliver services to its members and SAA's good members pay handsome dues for those services. (3) In their workplace, archivists arrange and describe with precision. That workplace is, typically, a large organization. The Society is different. Flexibility and freedom of movement are major assets in SAA's office. I am not a fan of huge procedures manuals and detailed position descriptions. For SAA, they are a counter-productive waste of time.

I am honored to have Margaret Norton's watch. It will be treasured along with many fond memories of the SAA years. Thank you.

ANN MORGAN CAMPBELL  
*Executive Director (1974-1986)*

# A Modern Archives Reader:

Basic Readings on Archival Theory and Practice



Brings together for the first time in a single volume classic essays of archival literature that outline and define the basic theories of archives administration plus more recent articles that reexamine basic concepts and demonstrate the practical application of archival principles. 360 pp. Softbound is \$10 for SAA members, \$12 for others; hardbound is \$12.50 for SAA members, \$14 for others. Shipping charges added to non-prepaid orders. Contact Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

Edited by Maygene F. Daniels and Timothy Walch

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

## Annual Index

### Volume 49 (1986)

LAURA SAEGERT, *Compiler*

The following are not indexed: lists of publications; names of editors and reporters in various departments; reference footnotes (explanatory footnotes are indexed); addresses or institutional affiliations of contributors, writers, and persons mentioned in the text; the annual list of historical documentary editing projects; specific items in accessions and openings; references in obituaries; annual list of Fellows of the Society.

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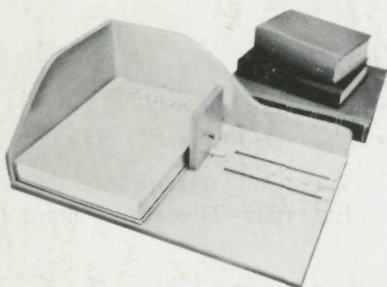
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