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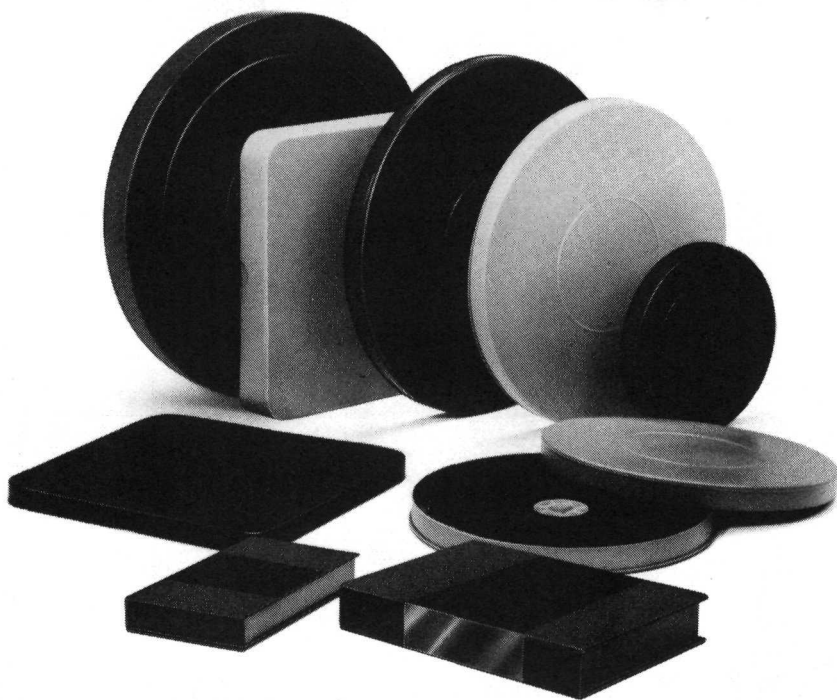
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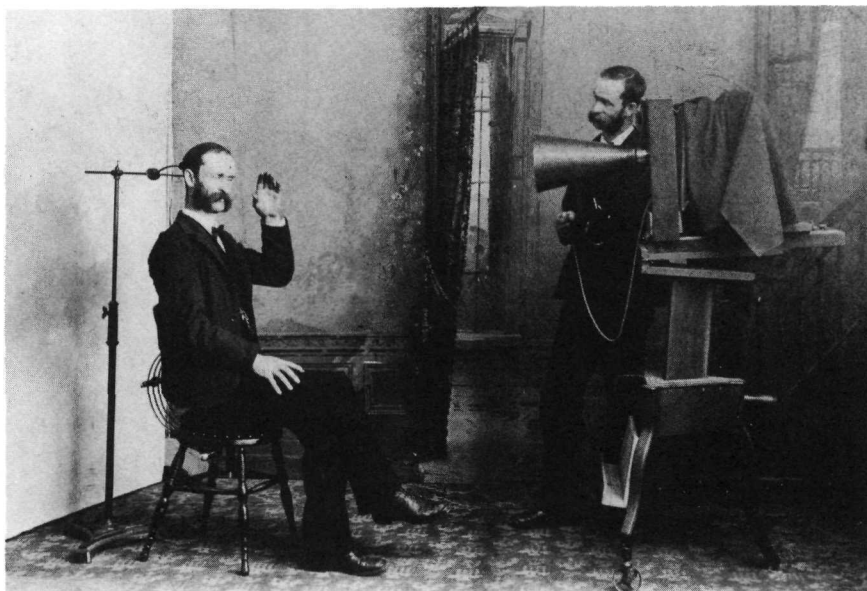


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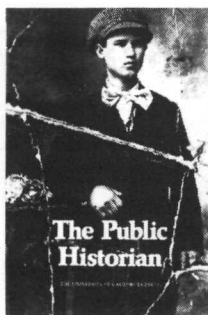
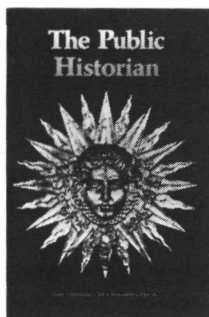
Don't move . . .

until you've read about one of the Society of American Archivist's newest publications, *Administration of Photographic Collections*, by Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long. This manual is an outgrowth of SAA's workshop series of the same name, and was prepared with support from the National Endowment for the Humanities. It addresses all aspects of managing photographic collections from an archival perspective, stressing the development of systems to organize, access, and preserve entire collections. Specific topics covered include: appraisal and collecting policies, identification of photographic processes, arrangement and description, preservation, storage and handling, legal issues, and copyright and related copy services. The manual, part of SAA's Basic Manual Series, is illustrated with nearly 100 color and black-and-white photographs, plus many drawings and sample forms. It contains a complete index, and appendices that provide information on supplies, funding sources, and further readings.

Mary Lynn Ritzenthaler is director of SAA's Basic Archival Conservation program. Gerald J. Munoff is director of administrative services for the Kentucky Department for Libraries and Archives. Margery S. Long is audio visual curator, Archives of Labor and Urban Affairs, Wayne State University.

The 176-page manual is available for \$15 to SAA members, \$19 to others. To order, contact the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

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MARJORIE BARRITT *and* NANCY BARTLETT, *Editors*

The International Scene department is a forum for short substantive pieces on archival practices and issues in foreign settings. Particularly welcome are papers that illustrate archival practices or thinking that is not characteristic of the American archival scene. Articles by foreign archivists focusing on significant and innovative programs, projects, and activities in their institutions; observations of American archivists abroad; and commentaries by foreign archivists examining American archival practice and theory are of interest.

Occasionally International Scene will feature abstracts from foreign archives journals. The co-editors welcome inquiries from readers interested in preparing such abstracts.

Ronald Plavchan edited International Scene from 1976 to 1986. During those years he built up a network of international and American contacts and helped to keep alive an interest in the international exchange of archival ideas. He has generously shared his experience with the current editors. On behalf of the SAA membership we thank Ron for his years of interest and diligent editorship and thank the correspondents for their contributions to International Scene. In the future short notices of foreign and international archival meetings and new publications, and other international news of interest should be sent to Editor, *SAA Newsletter*, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

Correspondence relating to International Scene should be addressed to Marjorie Barritt and Nancy Bartlett, Bentley Historical Library, 1150 Beal Avenue, Ann Arbor, MI 48109-2113.

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The Society of American Archivists

DONN C. NEAL, *Editor*

Minutes: Council Meeting 13-15 June 1986

The spring meeting of the Officers and members of Council was called to order by President Shonnie Finnegan at 3:10 p.m. on Friday 13 June 1986 at the Capitol Hill Hotel, Washington, D.C.

Attending the meeting were President Finnegan; Vice President William L. Joyce; Treasurer Anne P. Diffendal; Council members Paul I. Chestnut, Linda Henry, Anne R. Kenney, Eva Moseley, Trudy Huskamp Peterson, and Victoria Irons Walch. Council members Francis X. Blouin, Jr., Larry J. Hackman, and Edie Hedlin arrived on Saturday, June 14. Attending the meeting without vote was SAA Executive Director Ann Morgan Campbell and staff member Antonia Pedroza.

The agenda was approved on a motion by Moseley, seconded by Chestnut.

Report of the President

President Finnegan announced to Council the Donn C. Neal had signed the contract to succeed Campbell as executive director of the Society. She reported that the terms had been agreed upon and that Neal is looking forward to the position.

Finnegan and Joyce attended the meeting of the National Coordinating Committee for the Promotion of History held in New York City. The discussion focused on the appointment of the Archivist of the United States.

Finnegan will attend the meeting of the American Library Association which will also be held in New York. Campbell will attend the Joint ALA/SAA Committee meeting. Finnegan received a letter from Miriam Crawford, Temple University, thanking SAA for its support during the reorganization of the Committee.

Finnegan reported on the status of several committees: 1) First-year members to the award subcommittees had been appointed. A question was raised on the Hamer Award. Finnegan said that the award in 1986 would be presented under new guidelines. 2) Lydia Lucas resigned as chair of the Committee on Archival Information Exchange due to other commitments. Finnegan and Joyce conferred and appointed Max Evans, Wisconsin State Historical Society, who will continue as chair through 1987. 3) Appointments to the newly created membership committee were deferred until the SAA office has completed its computer conversion and the membership data base is installed. Joyce

indicated that he will appoint the committee at that time.

Report of the Vice President

Joyce reported that Mary Lynn Ritzenthaler, Susan Davis, and David Klaassen were elected to the Nominating Committee. Two members of Council chosen by lot, Blouin and Peterson, will also serve on the Committee. Ritzenthaler has accepted Joyce's invitation to chair the committee.

The 1987 Program Committee includes Nicholas Burckel, chair; Kathleen Roe, deputy chair; members Sylvia Arden, Thomas Battle, Fynnette Eaton, Greg Hunter, Lynn Lady, Lydia Lucas, William Maher, Charles Schultz, Barbara Simmons, and Elizabeth Yakel.

Joyce also reported that he met with Executive Director-designate Neal in Princeton to discuss the transition. Neal will be in Washington, D.C., and will meet with several members of the Society as well as with contacts at NEH and NHPRC. Neal has also planned to meet with SAA members in the Pittsburgh area.

Report of the Executive Director

Campbell reported on the progress of the office automation project. The word processing module has been installed. The second module to be installed will be the annual meeting software. This will be followed by the membership data base, inventory, and finance modules. The Society will continue with its current CPA and there will be an overlap with the membership service bureau until the system is fully operating, which it should be by FY88. The total cost is expected be approximately \$60,000 and will be distributed over seven fiscal years.

The annual meeting program has been printed and will be in the mail within the week. Council received a request from the host committee asking for funding

for an evening event. Council will review the request during the budget discussion. Campbell also reported that the office will try to schedule the 1989 and 1990 annual meetings. She informed Council of the lack of interest on the part of hotels in hosting SAA meetings during the peak meeting times of September and October.

Report of the Executive Committee

Finnegan reported for Hackman who was not able to attend the Executive Committee meeting. The Committee met with John Fleckner, chair of the Committee on Goals and Priorities and Hedlin to discuss the plans for a Congress on Historical Records to celebrate the bicentennial of the Constitution. The agenda and the budget were reviewed. A grant proposal will be submitted to NEH.

Finnegan informed Council of two possible future issues. The first was a letter from Greg Hunter, ITT, suggesting the formation of a committee on business archives. Persons interested in a committee include Karen Benedict, chair of the Business Archives Section, and Joan Warnow, American Institute of Physics. The Council Committee on Committees will be kept informed.

The second issue was a letter received by the National Council on Public History to the Business Archives Section inquiring about its interest in involvement in a grant proposal to create a guide to business collections. Finnegan reported that no formal response was required at this time.

Report of the Treasurer

Campbell reported on the estimated close of FY 1985-86. She indicated that receipts would be greater than had been predicted due to a higher volume of publication sales.

Diffendal reported that she met with Campbell and Neal in Chicago to review the proposed FY 1986-87 budget. The

facts that no new publications are expected for the year, no new workshops are planned, and membership is at a plateau indicate a deficit projection for FY 1986-87. She also noted that both the Automation and Conservation grants will be ending in 1987.

Council was informed that the accrual system of accounting, which had been recommended by the accounting firm, was to be implemented.

Diffendal moved the adoption of the following motion:

That Council establish a special projects fund to be named the Margaret Cross Norton Education Fund. This fund shall consist of the proceeds from the estate left to the SAA by Margaret Cross Norton and may be increased by donations from individuals or organizations. At the direction of Council, the principal and/or interest from this fund shall be used to further the educational activities of the Society.

The motion was seconded by Chesnut and passed.

Report of the Education Advisory Committee

Peterson reported on the 2 June 1986 meeting of the Committee which was held in Boston. The Committee hoped to accomplish two tasks during the first year of the project. The first will be to survey educational needs. Four groups will be polled—SAA members, archival educators, regional organization members (non-SAA members), and archival managers. The second task will be a conference to which approximately 30 people will be invited, including the education advisory committee, representatives of regional organizations, some task forces and committees, and the SAA officers. The results of the survey will be presented, as well as two papers with comments. Three regional organizations will report on the findings of their own

education surveys. There will be an opportunity to discuss priorities for courses and other topics.

Report of the Council Committee on Sections and Roundtables

Henry reported that the committee had reviewed the annual reports of the sections and roundtables. Though funds are automatically allocated by the SAA office for three mailings per section some sections requested additional funds: 1) The Government Records Section requested funding for telephone conference calls. Henry will notify the chair that sections are expected to conduct business through the mail. 2) The Business Archives Section requested funding for an additional mailing and funding to update its directory. Council allocated funding for the mailing but directed the Section to forward the directory request to the Publications Management Board. 3) The Religious Archives Section requested that coffee be provided at its open house during the annual meeting. Council decided that, since it would be impossible to provide this service at all open houses, it could not agree to provide it at any one of them.

Kenney moved that Council approve the creation of the three roundtables that submitted applications: Archival Educators, Museum Archives, and RLIN Users. The motion was seconded by Henry and passed.

Council discussed the method to reimburse roundtables for postage. Joyce moved that SAA set a roundtable budget limit for \$50 for reimbursement. Requests in excess of that amount will be considered by Council. The motion, seconded by Chestnut, passed with Peterson and Henry opposing.

A request was received from David De Lorenzo, Task Force on Minorities, to fund a survey to approximately 10,000 individuals and institutions. Council was

unaware of this project. Finnegan will contact DeLorenzo to express Council's reservations.

Report of the Council Committee on Committees & Representatives

Moseley reported that the committee had reviewed the annual reports, some of which requested funding: 1) The Committee on Archival Information Exchange has undergone a leadership change. They requested funding to attend meetings. Council approved the request. 2) The Committee on Education and Professional Development submitted a request to fund a meeting. Council deferred the request until more information could be obtained.

Council also approved funding requests from the following: Regional Archival Affairs Committee—to print the directory of regional organizations; Status of Women Committees—for a mailing; Nominating Committee—for a breakfast meeting during the annual meeting.

Report from the representatives were reviewed. Funding was approved for representatives to the Council of National Library & Information Associations, Inc. and for the AHA/OAH/SAA Committee of Historians and Archivists to attend meetings.

The National Humanities Alliance requested that SAA increase its contribution. Council agreed that SAA should be more heavily involved, as it now is, in the National Coordinating Committee for the Promotion of History; SAA will continue its contribution to the NHA at the current level.

Network Advisory Committee

Council discussed the feasibility of applying for membership in the Library of Congress Network Advisory Committee. Lisa Weber, Automation Project Program Officer at SAA, compiled informa-

tion for Council's review. The committee is a forum where major networking interests are represented. SAA's participation in the committee would be helpful and appropriate. The chair of the Committee on Archival Information Exchange would be SAA's representative.

Kenney moved that SAA apply for membership in the Network Advisory Committee and allocate funding for the chair of CAIE to attend its meetings. Participation would be on a one-year basis and a report must be submitted to Council after each meeting. The motion was seconded by Walch and passed.

Report of the Council Committee on Task Forces

Hedlin reported that she had been in contact with Thomas Battle, Task Force on Minorities. The group will submit an application to become a roundtable. The Automated Records and Techniques Task Force submitted a request to produce a publication. Council forwarded the request to the Publications Management Board. The Task Force on Institutional Evaluation has not applied for grant funding. Council authorized the task force to submit a grant proposal to NHPRC.

Report of the Council Committee on Goals and Priorities

Hackman reported for the committee charged with suggesting a timetable for a workplan and performance plan for the executive director and the office. The committee stressed the fact that the report is intended as a starting point and that changes may be necessary with time.

- 1) a. The executive director should prepare an office workplan and from that workplan prepare for himself a performance plan by January 1987 to cover the next 18 months. The first six months should be reported in detail while

the next twelve months could be in a rough form.

- b. The executive committee will review the workplan and report to Council at the January 1987 meeting after a discussion with the executive director. The executive committee will recommend adopting the plan or will discuss necessary changes.
 - c. Through the spring of 1987 the executive director will revise the workplan for the twelve months beginning with July 1987 and present it with the performance plan for formal approval by Council at its spring meeting.
 - d. At the spring meeting, the executive committee will review the executive director's performance for the first six months against the performance plan.
- 2) Workplanning—Council should approve the workplan format or suggest revisions.
 - 3) SAA Priorities as adopted by Council. Using the same workplan, the ad hoc committee or another group charged by Council should bring to each winter meeting a draft plan for implementing the priorities by Council and the executive director; the plan should also be used as a basis for communicating with volunteer groups and representatives.
 - 4) Council needs:
 - a. A discussion of internal priorities for the office through the period ending June 1987 to direct the executive director.
 - b. A discussion of priorities for Council's own work in terms of procedures and policy matters.

Blouin moved that Council receive the report of the committee on goals and priorities with the format and schedule of the workplan. The executive committee is directed to meet with the executive direc-

tor to begin to implement the procedure. The motion was seconded by Hedlin and passed. Council expressed its appreciation to the committee for its work.

Archivist of the United States

Campbell provided information on the status of the nomination of John Agresto as Archivist of the U.S. Council expressed its concern over Agresto's professional qualifications and approved the following resolution on a motion by Blouin, seconded by Moseley, with Hedlin, Henry, Peterson, and Walch abstaining.

WHEREAS Public Law 98-497, adopted by the Congress and signed by the President, states that "The archivist would be appointed by the President . . . without regard to political affiliation and solely on the basis of professional qualifications" and

WHEREAS the Conference Report on the same law states "the conferees intend that he be an officer performing professional archival and records management functions insulated from the political orientation of a particular administration" and

WHEREAS this is one of only two senior presidential appointments for which professional qualifications are legislated, and

WHEREAS this is the first appointment under the new law thus establishing a precedent for future appointments.

THEREFORE the Council of the Society of American Archivists registers its opposition to the nomination of John Agresto as Archivist of the United States on the grounds that the nomination appears inconsistent with the legislation and the intent of the conference report.

Individual Certification

Chestnut, chairing the committee of Council appointed to analyze the discussions of certification by regional

organizations, reported the results of its findings.

Among the regionals the concept of certification was found to be generally favored, but there was opposition to the current certification plan. The Committee was to revise the plan, including the section on recertification, on the basis of the comments received from the regional organizations. The executive committee was authorized to approve changes prior to their publication in the *Newsletter*. Certification will be discussed at the Council Open Forum during the annual meeting in Chicago.

Chestnut moved that Council authorizes the certification document to be revised and printed in the *Newsletter* for distribution to all members. The motion was seconded by Kenney and passed.

After the distribution of the revised plan, a poll will be drafted for approval by Council at its next meeting. The poll will be sent to individual members of SAA, according to the schedule previously adopted by Council.

1986-87 Budget

Council received a request from the Host Committee for funding for an evening event during the annual meeting in Chicago. Council reviewed the request and expressed concern about the timing, since the program had already been printed. Council preferred that every meeting registrant receive a memento of the meeting.

Diffendal moved that the 1986-87 budget, with receipts of \$488,860 and expenditures of \$501,687, be approved. The motion was seconded by Kenney and passed.

The meeting was adjourned at 12:00 noon.

Minutes: Council Meeting 25 August 1986

The meeting of the Officers and Council of the Society of American Archivists was called to order by President Shonnie Finnegan at 9:15 a.m. on Monday, 25 August 1986 at the Marriott Hotel, Chicago, Illinois.

Attending the meeting were President Shonnie Finnegan; Vice President William L. Joyce; Treasurer Anne P. Diffendal; Council members Francis X. Blouin, Jr., Paul I. Chestnut, Larry J. Hackman, Edie Hedlin, Linda Henry, Anne R. Kenney, Eva Moseley, Trudy Huskamp Peterson, and Victoria Irons Walch. Attending the meeting without vote were Vice President-elect Sue E. Holbert; incoming Council members Richard J. Cox and Joan N. Warnow; Executive Director-designate Donn C. Neal; and Executive Director Ann Morgan Campbell. Minutes were taken by Joyce E. Gianatasio.

President Finnegan welcomed the incoming executive director, vice president, and Council members. The agenda was reviewed, amended, and approved.

Report of the President

President Finnegan noted the forthcoming publication of *Archives and Library Administration: Divergent Traditions and Common Concerns*, edited by SAA member Lawrence McCrank, Auburn University. The book, which is also being published as an issue of the *Journal of Library Administration*, is dedicated to Executive Director Ann Morgan Campbell.

Finnegan read a letter from President Ronald Reagan congratulating the Society on its 50th anniversary and announced that the Society had received proclamations from Illinois Governor James Thompson and the Chicago City Council as well.

Council will issue a certification of appreciation to Paul Haas, Wisconsin State Historical Society, for his excellent work in designing the report of the Task Force on Goals and Priorities. A certificate of appreciation will also be awarded to Kraft, Corp. for its generous financial contribution to the 50th anniversary meeting.

Council discussed the importance of keeping in the Society's archives a complete record of its search for a new executive director. The file will be maintained for use by the SAA officers for the administrative purposes of the Society. A report to the Society on the search for an executive director will be written by Finnegan and Joyce and appended to the Council minutes.

Finnegan stated that she had attended an ALA reaccreditation study meeting on behalf of the Society. ALA's board will continue to study the reaccreditation issue, and SAA will appoint a representative to meet with them.

Report of the Vice President

Vice President Joyce announced the following appointments of committee and task force members and Society representatives: Jean Dryden, Public Archives of Canada, as a member and Max J. Evans, Utah State Historical Library, as chair of the Committee on Archival Information Exchange; Terry Eastwood, University of British Columbia, Ruth Helmuth, retired, Linda Matthews, Emory University, David Bearman, Smithsonian Institution, Richard J. Cox, New York State Archives, and Mary Jo Pugh, Consultant, as members of the Committee on Education and Professional Development, and David J. Klaassen, University of Minnesota, as its chair; Maygene Daniels, National Gallery of Art, chair of the International Archival Affairs Committee; Mary Lynn

Ritzenthaler, National Archives and Records Administration, chair of the Nominating Committee; Virginia Purdy, National Archives and Records Administration, chair, Awards Committee; Daria D'Arienzo, University of Massachusetts at Amherst, chair of the Regional Archival Activities Committee; Eva Moseley, Radcliffe College, as a Council liaison, and Charles Palm, Hoover Institution, to the Committee on Goals and Priorities; Edmund Berkeley, University of Virginia, chair of the Editorial Board; Edwin C. Bridges, Alabama Department of Archives and History, to the AHA/OAH/SAA Joint Committee on Historians and Archivists; Carolyn Hoover Sung, Library of Congress, and John Delaney, Princeton University, to the SAA/ALA Joint Committee on Archives and Libraries; Carolyn Geda, University of Michigan, and Harold Naugler, Public Archives of Canada, co-chairs of the Automated Records and Techniques Task Force; Anne Caiger, University of California, Robert Byrd, Duke University, Florence Bartoshesky Lathrop, Harvard University, Carolyn Majewski, Texas State Archives, Irene Moran, University of California, and William Moss, Smithsonian Institution, members of the Task Force on Institutional Evaluation, and Paul H. McCarthy, Jr., University of Alaska, chair. The following members were appointed by Joyce to represent the Society: F. Gerald Ham, State Historical Society of Wisconsin, to the Advisory Committee on the Management, Preservation, and Use of Local Government Records; Sandra Taylor, Indiana University, to the Anglo-American Catalog Revisions; C. Herbert Finch, Cornell University, to the Association of Research Libraries; and Michael A. Lutzker, New York University, to the Council of National Library and Information Associations.

Joyce moved that Council appoint Edie Hedlin, National Archives and Records Administration, and Susan Grigg, Smith College, to the Editorial Board. Hedlin left the meeting during the discussion. Joyce's recommendations were approved unanimously.

Joyce proposed that Helen Samuels, Massachusetts Institute of Technology, be reappointed to a second term as SAA's representative to the National Historical Publications and Records Commission. The appointment was approved unanimously.

Peterson moved that NHPRC representatives provide Council with a written report following each Commission meeting. The motion was seconded by Moseley and passed.

Report of the Treasurer

Treasurer Diffendal distributed and summarized her report on FY86. General Fund revenues were \$561,635 and expenses were \$496,502. During the coming year, the Society will change from the current system of reporting on a cash basis to accrual accounting as part of the office automation process. The report from the treasurer will be given on both cash and accrual basis during the transition.

Report of the Executive Director

Executive Director Campbell announced that the 1989 annual meeting of the Society has been scheduled at the Clarion Hotel in St. Louis, Missouri. Favorable rates have been guaranteed for a late October meeting. Council discussed possible sites for meetings in the early 1990s.

Campbell reported that the proposed income tax bill limits deductions for personal business expenses. She projected that this change may be reflected in the Society's dues and meeting and publications revenues.

Automation of the headquarters office is moving along. Membership, publications sales, and the general ledger will be automated soon. The annual meeting registrations were processed on the new system.

Campbell identified several priorities for the headquarters office during the coming year. These include the need to hire a professional staff member to implement the education grant.

Campbell also identified the need to expand the publications program. One means of expanding the program under consideration is a revision of the Basic Manual Series with a new and more thorough treatment of the topics.

Finally, new grant proposals need to be developed and submitted. Work is under way on proposals for the fourth conservation grant and the second phase of the archival automation grant.

Report of the Executive Committee

Hackman reported that the Executive Committee had reviewed items on the agenda and related to Council questions and concerns which had been raised.

National Information Center for Local Government Records

Council discussed its concerns over a request from the American Association for State and Local History (AASLH) that the Society fund a representative to attend meetings of the National Information Center for Local Government Records (NICLOG). It was noted that advisory committee members for grant projects are typically paid through grant funds. Council members questioned whether the services and materials being produced were in proportion to the money being spent for the project. Concerns were raised about the implications of funding a representative to the project when the Society does not fund representatives to other meetings or organizations.

President Finnegan turned the chair over to Vice President Joyce for the remainder of the discussion of this issue.

Concern was expressed over providing funding for the meetings of outside organizations when funding for SAA's own committees is often not available. After considerable discussion of the request, Peterson moved that SAA send a letter to AASLH stating Council's concerns and reservations. The Society will send a representative to one meeting and inform AASLH that the funding is for one meeting only. The Society's representative will be encouraged to stress the kinds of concerns voiced by Council and will provide a written report of the results of the meeting for Council's next meeting. The motion was seconded by Hedlin and passed. Joyce indicated that Neal would communicate with the executive director of AASLH.

Finnegan reassumed chair.

White House Conference on Libraries and Information Services

Chestnut reported that he and John Fleckner, Smithsonian Institution, represented SAA at a meeting regarding the proposed White House Conference on Libraries and Information Services. The meeting was held to generate support for Congressional passage of funding for the 1989 conference, which would have a triple theme of democracy, productivity, and literacy.

Hackman made the following motion: Be it resolved that SAA endorse the legislation proposing the White House Conference to focus on the relationship of libraries and information services to democracy, productivity, and literacy. The Society recommends that such a White House Conference explore fully the importance of public and private records of enduring value to these ends. The resolution, which was seconded by Chestnut, was passed.

Council agreed to send copies of the resolution to the National Coordinating Committee for the Promotion of History and to the State Coordinators Steering Committee.

Certification

Council reviewed the draft membership opinion survey on certification. Hackman presented suggestions from the Executive Committee. These suggestions and others from Council were to be considered by Council members Cox and Moseley, and Neal. The working group was asked to present a revised survey at the Council meeting on 29 August.

Committee on Goals and Priorities

The Committee on Goals and Priorities (CGAP) presented two proposals for Council's consideration. First, CGAP suggested that a functional section on appraisal be established in order to keep abreast of the work being done on appraisal and to foster additional work and research. Council agreed to discuss the proposal with the chair of the Acquisitions Section and to present the proposal at the joint meeting of Council and Section chairs later in the week. The point was also made that Council does not create sections, which come into being at the request of at least 50 members.

CGAP also suggested that Council consider establishing a joint committee with the American Records Managers Association (ARMA) in an effort to achieve closer ties with records managers. Recognizing that an earlier joint committee had not been particularly effective, Council decided, as an alternative, to ask the Program Committee to work with ARMA to develop joint sessions for the 1987 annual meeting. Executive Director-designate Neal stated that he would be in touch with ARMA in the near future.

Association for Information and Image Management

SAA member Alan Bain, Smithsonian Institution, has agreed to informally represent SAA at meetings of the Association for Information and Image Management, formerly the National Micrographics Association.

Council Committee Reports

Committee on Task Forces:

Council discussed the suggestion of members of the Task Force on Minorities that Council change the task force to a roundtable or standing committee. A Council member will meet with the task force's members during the annual meeting to discuss the potential and limitations of roundtables and sections and to help determine which format would best meet the task force members' needs.

Committee on Goals and Priorities:

Hackman reported that there have been no additional comments received on the executive office workplan; therefore, it is assumed that the workplan drawn up by Council will be in place by January 1987.

Hackman stated that Council has adopted priorities for the Society and particularly encourages activities relating to those priorities. He suggested that there is a need for a written communication from the president to leaders of SAA groups regarding what the priorities mean to them.

Priorities of Reporting Groups:

Moseley distributed a newly-developed form to be used by Society groups for planning and reporting their activities. Council members discussed whether the forms are appropriate for all Society groups (committees, task forces, sections, and roundtables), given their different charges, and what timing would be most appropriate for distribution of the forms.

Kenney suggested that the chairs of committees, task forces, sections, and roundtables be told about the forms during their meetings with Council in the coming week, that the chairs be asked to comment on the plan during the next two months, and that the comments be incorporated into revised forms to be approved by Council at its January meeting. The new forms would then be distributed to chairs in March for their use during the coming year. Moseley asked that Council submit any comments on the forms as soon as possible.

Internal Priorities:

Council discussed internal priorities for the coming year. Discussion of the Council Committees (on Sections and Roundtables, Task Forces, and Committees and Representatives) took place. It was noted that an imbalance has developed because the number of task forces has declined and the number of roundtables increased.

Kenney moved that Council adopt the following internal priorities for the coming year: (1) set in operation the workplan for the executive office; (2) obtain more thorough and timely minutes of Council meetings; and (3) improve the liaison structure for Council and SAA bodies. The motion was seconded by Chestnut and passed.

Child Care at Annual Meetings

At the 1984 annual business meeting, the membership passed a resolution to add a \$2.00 charge to the annual meeting registration fee to subsidize the cost of child care at the 1985 meeting in Austin. Subsequently, Council voted to provide child care under the same provision at the 1986 meeting in Chicago.

Campbell reported that in 1985 and 1986 the surcharge was just adequate to cover the child care expenses incurred by the Society. Council discussed whether to

continue the system as established or to offer members bringing children to meetings financial assistance to offset the cost of child care.

Hedlin moved that Council reaffirm its commitment to assist members with the expense of child care through the prorated distribution of a \$2.00 registration surcharge. The motion was seconded by Joyce and passed, with Henry opposing.

Good of the Order

Vice President Joyce moved the adoption of the following three resolutions, which were seconded and passed unanimously.

WHEREAS, Larry Hackman, Edie Hedlin, and Linda Henry have been conscientious, dedicated, and responsible members of the Council of the Society of American Archivists throughout their terms on the Council, and

WHEREAS, the terms of the aforementioned Hackman, Hedlin, and Henry conclude with their attendance at this meeting, and

WHEREAS, their Council colleagues will miss their counsel, camaraderie, and collegueship,

NOW, THEREFORE BE IT RESOLVED THAT, this Council extends its warmest thanks to Hackman, Hedlin, and Henry for their many contributions to its work and wishes them well in whatever future activities and commitments their professional lives may offer.

WHEREAS, Shonnie Finnegan has served well and faithfully as President of the Society of American Archivists for the past year, and

WHEREAS, her term as President concludes at this Fiftieth Anniversary Annual Meeting, and

WHEREAS, Shonnie has steered this Council and the Society through some stormy waters with exemplary tact and uncommon patience,

NOW, THEREFORE BE IT RESOLVED THAT, this Council records its gratitude to Shonnie for her leadership, her ability to compromise, her good will, and her devotion to the best interests of this Society, and extends to her its warmest wishes for a relaxing and rewarding year in which to savor the pleasure of being a Past President!

WHEREAS, this Fiftieth Anniversary Annual Meeting marks the last such Annual Meeting to be attended by the Society's Executive Director, Ann Morgan Campbell, in her capacity as Executive Director, and WHEREAS, this meeting of the Society's Council will be the last such meeting to be attended by Campbell representing the Society's executive office, and

WHEREAS, this Council is keenly aware of the extraordinary contribution made by Campbell in nurturing and guiding the Society's growth and prosperity over the past twelve years, and

WHEREAS, all Society members are in Campbell's debt owing to her entrepreneurial skill, understanding of fiscal matters affecting the Society, and shrewd bargaining powers with the nation's hotels and others, NOW, THEREFORE BE IT RESOLVED THAT, this Council 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.

The meeting was adjourned at 5:30 p.m.

Minutes: Council Meeting**29 August 1986**

The meeting of the Officers and Council of the Society of American Archivists was called to order by President William L. Joyce at 5:50 p.m. on Friday 29 August 1986 at the Marriott Hotel, Chicago, Illinois.

Attending the meeting were President Joyce, Vice President Sue E. Holbert; Treasurer Anne P. Diffendal; Council members Francis X. Blouin, Jr., Paul I. Chestnut, Richard J. Cox, Linda Edgerly, Anne R. Kenney, Eva Moseley, Trudy Huskamp Peterson, Victoria Irons Walch, and Joan N. Warnow. Attending the meeting without vote were Executive Director-designate Donn C. Neal and SAA staff member Antonia Pedroza. Executive Director Ann Morgan Campbell attended a portion of the meeting.

The agenda was approved on a motion by Holbert, seconded by Diffendal.

Council Committee on Goals and Priorities

Kenney reported that the committee recommends a restructuring of the council committees system, due to changes in the number of reporting groups. Kenney moved that Council adopt the structure of three liaison committees: 1) Sections; 2) Task Forces and Roundtables; and 3) Committees and Representatives. The motion was seconded by Moseley and passed. The committee chairs will be in contact with the groups informing them of the change.

Child Care at Annual Meetings

Walch reported that she met with the Committee on the Status of Women and the Women's Caucus on the availability of child care at annual meetings. She reported to the group Council's desire to continue with child care. When the issue of parents assuming more responsibility

was discussed, parents expressed their concerns about the continuity from year to year and about the availability of the host committee to provide adequate service.

A major concern for SAA is the issue of liability insurance. Council agreed that staff support will continue to be required but would like to minimize liability. Walch will look into the best method of reimbursing parents and said that she is willing to investigate the issue further. She will also seek comments from parents who utilized the child care centers at the 1985 meeting in Austin and the 1986 meeting in Chicago. Warnow and Susan Davis, New York Public Library, will investigate possibilities for child care for the 1987 meeting in New York. Walch will report to Council at its next meeting.

Certification

Chestnut presented a draft of the membership opinion survey on certification. Council made corrections and adjustments. The poll will be sent to all individual members with a copy of the revised plan. Council agreed that SAA should contract a firm to tabulate the results of the poll. Council expressed its gratitude to the subcommittee that revised the plan and prepared the survey.

Council then reviewed the timetable and what it will need for a final vote. Peterson reminded Council that former Council member Hedlin had a detailed plan, including proposals for start-up and administration. Joyce summarized the discussion by stating the need for details about the costs involved with certification, as well as an independent legal opinion of the plan. Diffendal, Peterson, Blouin, and Neal will work to obtain the information required, which will be compiled and sent to Council by the end of 1986. Council will then have all the information necessary for a vote.

Student Paper Contest

Council received from the Editorial Board a resolution endorsing a proposal for a student paper contest and requesting that Council establish the Solon J. Buck Award. Entries must be written by students in a class in archival administration or a related field of study. They should be unpublished manuscripts; those examining major trends and issues in archival administration are preferred. The winner will receive a cash prize, and the manuscript would be published in *The American Archivist*. Holbert reported that the Minnesota Historical Society annually awards a Solon Buck Award. Council also discussed the funding of the award. It was noted that a member has pledged to fund the award for the first year.

Moseley moved that Council endorse the creation of the award. The motion was seconded by Blouin and passed. Diefendal and Chestnut abstained from the vote. The name of the award and the eligibility of entrants will be reviewed. Joyce will discuss with Edmund Berkeley, chair of the Editorial Board, possibilities for funding of the award.

Council deferred to its next meeting a resolution from the Editorial Board re-

garding format changes in *The American Archivist* and the *SAA Newsletter*.

Education Guidelines

Cox reported that the education guidelines prepared by the Committee on Education and Professional Development will be completed within the next few months. He reported to Council that the Archival Educators Roundtable has expressed interest in reviewing the guidelines. It was agreed that the Roundtable's comments would be welcome. Council will also review the guidelines upon completion.

Council selected the dates of (noon Friday) 30 January through (noon Sunday) 1 February as the dates of its next meeting. New York City and Washington, D.C., are possible sites.

Executive Committee

Staff and officers left the meeting while Council met in executive session. Trudy Peterson was elected to the Executive Committee.

The meeting was adjourned at 7:30 p.m.

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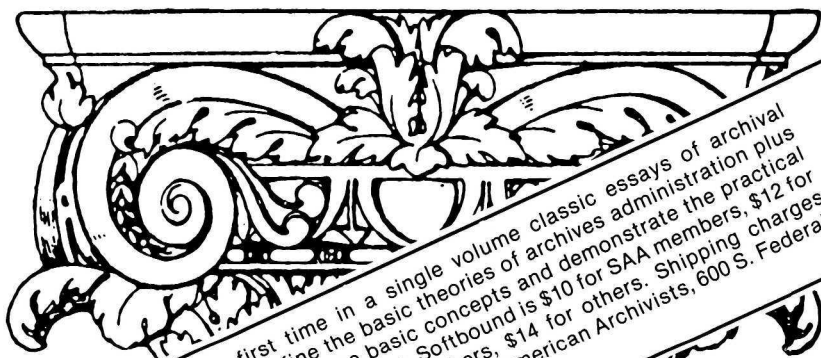
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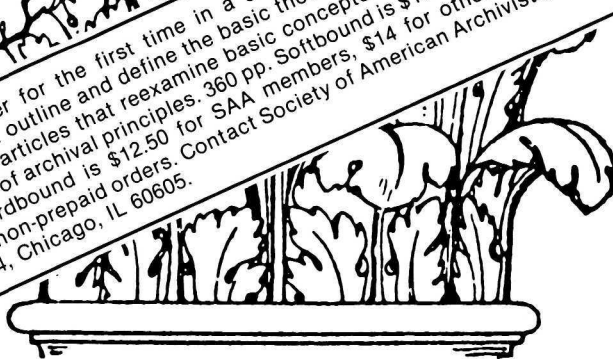
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Edited by Maygene F. Daniels and Timothy Walch

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

MARC

For Archives and Manuscripts

A COMPENDIUM OF PRACTICE

By Max J. Evans and Lisa B. Weber

MARC for Archives and Manuscripts: A Compendium of Practice, by Max J. Evans and Lisa B. Weber, is the product of a conference held in Madison, Wisconsin, in 1984, to discuss and compare individual practice, and documents the procedures of institutions using the MARC format for Archival and Manuscripts Control. This format provides a technical structure for exchanging data and a framework for organizing data about archival materials.

The manual, organized in field number order, summarizes the MARC AMC format for each field and follows with a narrative description of the users' local practice, emphasizing variations and offering examples. Appendices include standard terminology for specific fields as well as examples of fully-tagged records. (1985) \$15 members, \$20 others.

MARC for Archives and Manuscripts: The AMC Format, by Nancy Sahli, is a multi-part users manual for archivists, manuscripts curators, librarians, researchers, and others seeking information about the structure and use of the USMARC Archival and Manuscripts Control format. The core of the volume, the format itself, contains all of the relevant definitions, examples, and other information pertaining to the AMC format. An Introduction provides information about the formal history, structure, and implementation, and is accompanied by examples of a data entry form and AMC format records, as well as a bibliography and glossary. In addition, the manual includes the Society of American Archivists' Data Element Dictionary. (1985) \$20 members, \$30 others.

MARC for Archives and Manuscripts package. When ordered together, the cost of both publications is \$32 to members and \$45 to others.

MARC

For Archives and Manuscripts

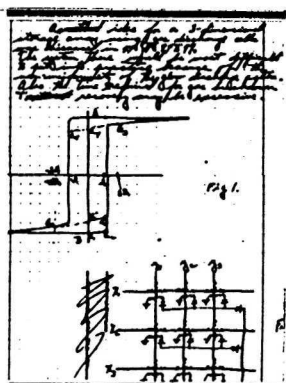
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By Nancy Sahli

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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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Society members and those who share the professional interests of the Society are invited to submit manuscripts for consideration. For publication as full length articles, analytical and critical expositions based on original research about subjects of broad interest are preferred. Accounts of innovative methods or techniques as well as short essays addressing specific issues are appropriate for the Commentaries and Case Studies department. Illustrations are encouraged in all parts of the journal. Discussions of practices, programs, and concerns of foreign archivists and archives, particularly those contrasting with North American counterparts, are appropriate for International Scene.

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

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Manuscripts should be submitted in English, typed double-spaced throughout (including footnotes at the end of the text) on white bond paper 8½ x 11 inches in size. Four copies of the manuscript should be submitted. All pages should be numbered. The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript. Full-length articles should not exceed 6,000 words and should be accompanied by a 100-word abstract. If the article is selected for publication, the abstract will be published as well. Articles submitted for Commentaries and Case Studies and International Scene should not exceed 3,000 words; no abstract is required for these articles.

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

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

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

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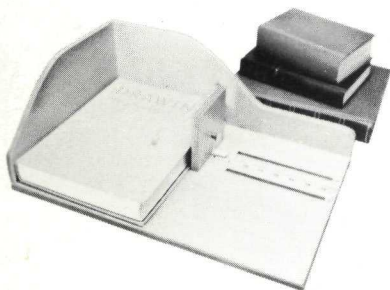
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