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Open to anyone interested in the history of the Western Hemisphere, the OAH is the largest, professional society devoted exclusively to the study of the Americas. It sponsors an Annual Meeting each spring, supports awards in recognition of professional and scholarly achievement, and publishes a range of pamphlets, teaching guides, and anthologies.

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AA/87

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

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

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## International Council on Archives and UNESCO Meetings, September and November, 1986

ROBERT M. WARNER

### ICA Committee on Archival Development Meeting, 8 September 1986 in Leningrad

This meeting, lasting most of the day, focused on reports of the developing countries and their archival needs and some of the projects they are trying to accomplish.

With less UNESCO funds, there is a serious shortfall of money for archival projects to these third world nations. Naturally they look with hope to the United States. About the best hope is to encourage them to seek unilateral funding if they have projects that are attractive to individual American foundations. There is little chance of U.S. government money flowing into this kind of activity, and as long as the United States remains out of the UNESCO those funds will be short as well.

### ICA Executive Committee Meeting, 9-12 September 1986 in Leningrad

This was a good meeting all in all with Hans Booms, Federal Republic of Germany, presiding effectively throughout. There was no politics in this session at all, which was very refreshing.

Jaen Pierre Wallot was elected to replace Bernard Weilbrenner to represent Canada on the Executive Committee. A draft amendment to the constitution to change Charles Kecskemeti's title from Secretary to Executive Director was approved. This will be acted upon in 1988 in Paris.

There were no important financial reports. The organization is solvent, but

the treasurer reports budgetary pressures particularly engendered by the fall of the value of the dollar, causing real strain.

A new editor of *Archivum* was appointed from the Archives in Belgium to succeed Mr. Collien who has been *editor-in-chief*. A new committee on audiovisual oral archives was established, and James Fogerty from the Minnesota Historical Society was appointed to this committee. Another committee on current records of considerable importance was established.

There was discussion about the effectiveness of the committees. Executive Committee members were requested to contact their nation's members on the committees for their reports on the effectiveness of the committee system and suggestions for improvement.

There was considerable discussion on whether to have an International Archives Day, which was strongly promoted by the Russian delegation. The French were the chief opponents. It was resolved with most delegates being favorable, but the final decision as to its creation was postponed until next year.

I submitted a written proposal which probably had the most discussion of any at the meeting, a proposed second European Archival Conference to be held in Ann Arbor, Michigan in the late fall of 1988 or early 1989. There was some concern that third world countries would be left out; I assured them that there would be some representatives as observers from the third world. There was also some concern that delegates of the Soviet

Union might not be favorable to a conference in the United States. That proved not to be the case, and the Soviet delegation voted in favor of the meeting. The only real opposition came from France. The archivist of France was particularly troubled about calling it the "Second European Conference" when it is to be held in the United States. It was explained that the term was being used to be consistent with the first conference and was in keeping with the U.N. definition of Europe which meant all of Europe, the United States, Canada, and Israel. Eventually a straw poll was taken on the issue and it was agreed to keep the original title of Second European Conference.

The Executive Committee voted to meet in Bern, 17-19 September 1987.

In addition to the formal proceedings there was much personal interchange. The Russians were extremely cordial to me personally. They were very anxious to receive the American Council of Learned Societies delegation coming in December 1986. Delegates were pleased about the proposed conference in Ann Arbor, but two or three of them mentioned with sadness that the United States was not in UNESCO anymore.

The Russians took committee members on a number of tours to important historic sites in Leningrad, including the cemetery where most of the casualties of the siege of Leningrad are buried, and the huge war memorial commemorating the siege of Leningrad. We also saw Lenin's office and apartment. Their official banquets were quite fine, very elaborate and well served. The main excursion for the conference was the trip to the Hermitage museum, and then a boat trip to Petrovorts where we toured the very extensive restoration project of Peter the Great's summer palace. This palace, which had been eighty to ninety percent destroyed during the war when it was occupied by the Germans, is largely restored to its

original grandeur with about one-fifth of its original art work and furnishing surviving.

### **Report on the ICA Round Table Conference, 15 and 17 September 1986 in Helsinki**

More than one hundred delegates attended this conference, representing approximately forty-five to fifty countries. The theme of the conference was Centralization versus Decentralization of Archival Systems.

The conference was started by an excellent paper by Eric Ketelaar of the Netherlands on this general theme with examples from a wide variety of countries. The United States is the most decentralized of all, whereas the Soviet system is probably the most centralized. Discussion moved along for two days at a reasonable pace, although the clash of ideas was not as strong as in some previous round tables. There was considerable interest in the United States because it represents the ultimate of decentralization.

Trudy Peterson and I represented the United States, and made a number of interventions, usually in response to questions from other delegates. They were particularly interested in the certification movement in the United States, the National Archives independence movement, and archival education in this country.

### **UNESCO-Programme General Information (PGI), UNESCO House, Paris 17-21 November 1986**

Mohammed M. Aman, Dean of the School of Library and Information Science at the University of Wisconsin-Milwaukee and I represented the United States as unofficial observers. I had been a member of the 1984 U.S. delegation to this meeting.

We spent the first morning (Monday) registering and getting conference material. Although neither of us could be registered officially nor receive official observer status, we were given all the materials for the conference and identification badges admitting us to all sessions. We were provided with good space in the observer section of the conference, with full access to the simultaneous translation.

The meeting was officially opened by the Director General of UNESCO, M'Bow. His opening statement consisted of the expected formal remarks about the work of PGI and its staff, the importance of integrated national information systems, general comments on the agenda, and the current status of information in the world. The session contained no unexpected observations. M'Bow then conducted the election for the PGI section, which went off smoothly with no friction. Mrs. E. Tornudd of Finland was re-elected as chairman; the three vice-chairmen were elected from China, USSR and Brazil; three additional members of the Bureau were elected from Austria, Egypt, and Kenya; the reporter was elected from Japan.

The reports of the PGI secretariat were thoughtful and well received. The first day there was surprisingly little discussion of some of the issues, and the chairman prodded the members to comment on various points raised. Our delegation felt that it would be inappropriate for us to enter into the discussion without having cleared ahead of time with the chairman of PGI and the director of PGI, Jacques Tocatlien. Therefore, at the end of the day on Monday we asked if we could make an intervention sometime the next

day, and they both enthusiastically agreed that we should do so.

Thus, we prepared an intervention which we offered in the course of Tuesday morning's discussion (see copy following). It was well received and I think accomplished the main purpose of letting the delegates know that even though the United States is no longer officially part of the group, we are concerned about their activities and wish them well.

The members generally praised the work of the director of the PGI, particularly the RAMP studies. Without doubt, however, the overriding issue of this meeting was the severe financial difficulties in which the PGI finds itself because of its 25 percent budget reduction, largely occasioned by the U.S. and the United Kingdom's withdrawal. This led to very heated discussion on a proposal to establish a mechanism to receive additional funds, either from other governments in kind or in cash, or from private foundations and organizations. A trust fund was proposed but met with considerable opposition.

The American delegation decided it would be inappropriate to attend the final session of closing formalities and the adoption of the resolutions since we had no appropriate role to play in any of these procedures. We did, however, have many conversations with the delegates in the corridors and in private discussions. All were delighted that the United States had taken the initiative to be represented at this meeting, and we were received most cordially. No doubt the most common question we were asked was if and when the United States would rejoin UNESCO.

### Intervention at UNESCO-PGI Meeting in Paris

Though the United States is not officially a participant in this meeting, my presence and my colleague's presence here, testify to the great interest of the information, library and archival profession of the United States in UNESCO-PGI and our wish for the success of the excellent work of this section. We commend the Secretariat for the reports distributed here and for the outline of a useful and forward-looking program for the future, despite the serious problem of inadequate resources.

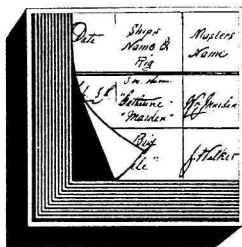
We would like to note that the United States has sought to support several projects and program initiatives related to the interest and work of PGI. In July 1986 the U.S. National Commission on Library and Information Service received \$115,000 from the U.S. Department of State for transfer to six recipients. Several of these projects cover the areas of PGI responsibility, for example: U.S. participation in international organizations; education and training; leadership development; preservation, and international standards. Specifically the FIO clearinghouse on education and training received \$20,000, IFLA seminar on Latin American regional cooperation and library association leadership received \$25,000. Support for a U.S. training program for conservation of archival materials by the U.S. National Archives and the ICA received \$20,000, and travel support for a U.S. observer delegation to this council was also supported by State Department funding.

We share with the distinguished delegate of Egypt his concern that the rapid advances in information technology not widen the gulf between developed and developing nations.

We commend the president of IFLA in his concern for the worldwide problem of preservation and support his plea for developing and expanding technologies, systems, and policies which promote and enlarge access to all forms of information for all people.

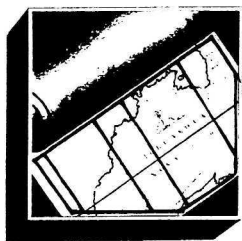
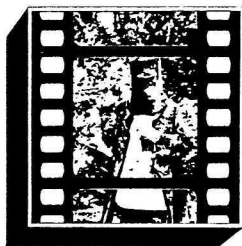
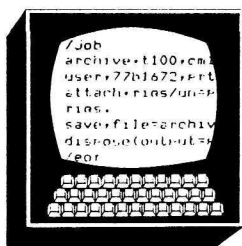
In conclusion let me say that the United States continues to share in the forward looking aspirations of PGI and we pledge our continued interest in its success.





# KEEPING ARCHIVES

AUSTRALIAN SOCIETY OF ARCHIVISTS INC



For centuries archives have kept the permanent records of governments, businesses, organisations, churches, schools, hospitals, families and individuals. While all countries have national and state repositories for archives, there remains a large quantity of important archival material outside these institutions.

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*Keeping Archives* covers the basics of archives administration in a practical and informative way. Readers are given advice on what to consider when they make decisions and are supplied with steps and guidelines for programme development. In addition to describing the major archival functions such as acquisition, arrangement and description, conservation and reference, *Keeping Archives* devotes considerable attention to management and administration and to technology and user education. *Keeping Archives* also includes an invaluable glossary of archival terminology and is fully indexed for ease of reference.

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# From the Archives

*BILL BURCK, Editor*

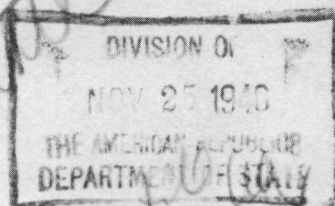
From the Archives features facsimiles of archival materials that are entertaining, of unusual historical significance, or especially relevant to current events. While the rest of the journal is geared toward the advancement of archival science, this department aims simply to be enjoyed. The material presented is drawn from members' archival repositories, and the editor encourages your submissions. Photographic facsimiles will be necessary for quality reproduction. You may, if you wish, submit photocopies; then, when we notify you of acceptance for publication, we will request a photographic facsimile. Please address submissions to Managing Editor, Society of American Archivists, 600 S. Federal, Suite 504, Chicago IL 60605. If you would like your submission returned, please enclose a stamped, self-addressed envelope.

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Long before he was a leader of the non-aligned, Third World nations; long before he could count American presidents among his enemies; long before the CIA wanted to assassinate him; long before he led a successful guerilla insurgency and became president of Cuba; and not so long before he was an aspiring ballplayer in the New York Yankees' farm system, Fidel Castro was a twelve-year-old boy in the city of Santiago de Cuba, struggling to write to the President of the United States in English. The following letter is the result of his efforts. It was discovered in the retained files of the Havana Embassy, and is now housed in the records of the foreign service posts of the Department of State, record group 84.



COLEGIO DE DOLORES  
APARTADO 1  
SANTIAGO DE CUBA



Santiago de Cuba.

Nov 6 1940.

Mr. Franklin Roosevelt,  
President of the United  
States.

My good friend Roosevelt  
I don't know very En-  
glish, but I know as much  
as write to you.

I like to hear the radio, and  
I am very happy, because  
I heard in it, that you will  
be President for a new  
(periodo)

I am twelve years old.  
I am a boy but I think very  
much, but I do not think  
that I am writing to the

811-001 Roosevelt 69537 Castro J. L. L.

President of the United States.

If you like, give me a ten dollar bill green american, in the letter, because never, I have not seen a ten dollars bill green american and I would like to have one of them.

My address is:

Sr. Fidel Castro  
Colegio de Dolores.  
Santiago de Cuba  
Oriente. Cuba.

I don't know very English but I know very much Spanish and I suppose you don't know very Spanish but you know very English because you are American but I am not American.

(Thank you very much)  
Good by. Your friend,

Heberto  
Fidel Castro

If you want iron to make  
your ships I will  
show to you the biggest  
(minas) of iron of the land.  
They are in Manzanillo, Oriente  
Cuba.

Santiago de Cuba  
Nov 6 1940.  
Mr. Franklin Roosevelt,  
President of the United States.

My good friend Roosevelt:

I don't know very English, but I know as much as write to you.

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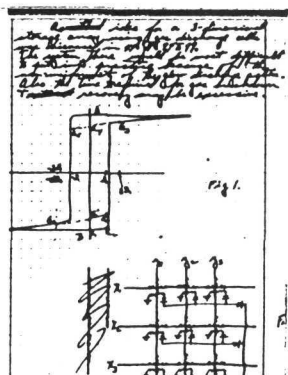
(Thank you very much) Good by. Your friend,

Castro  
Fidel Castro

If you want iron to make your ~~sheeps~~ ships I will show to you the biggest (minas) of iron of the land. They are in Mayari. Oriente Cuba.



## New Publications from SAA



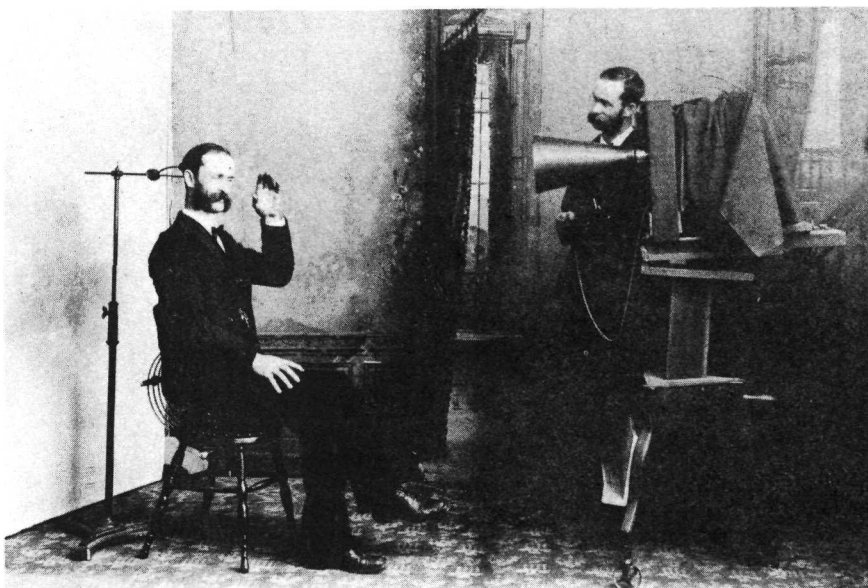
*Appraising the Records of Modern Science and Technology: A Guide*, by Joan K. Haas, Helen Willa Samuels, and Barbara Trippel Simmons, encourages archivists to collect more actively in the scientific and technological areas. In order to assist archivists in appraising these records, the authors have 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.

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





Courtesy of the Library of Congress.

## Don't move . . .

until you've read about one of the Society of American Archivists'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.

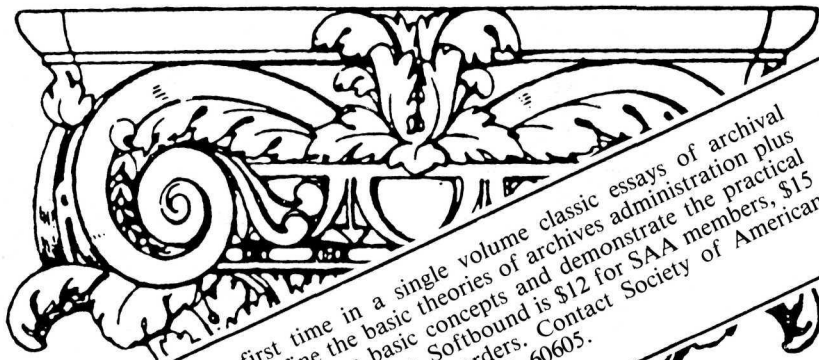
Mary Lynn Ritzenthaler is director of SAA's Basic Archival Conservation program. Gerald J. Munoff is director of administrative services for the Kentucky Department for Libraries and Archives. Margery S. Long is audio visual curator, Archives of Labor and Urban Affairs, Wayne State University.

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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Edited by Maygene F. Daniels and Timothy Walch

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

## THE AMERICAN ARCHIVIST: EDITORIAL POLICY

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

Society members and those who share the professional interests of the Society are invited to submit manuscripts for consideration. For publication as full length articles, analytical and critical expositions based on original research about subjects of broad interest are preferred. Accounts of innovative methods or techniques 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.

### *Manuscript Requirements*

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.

Authors wishing to submit manuscripts are encouraged to obtain more detailed manuscript requirements by writing to Managing Editor, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. Telephone: (312) 922-0140.

### *Review and Production Procedures*

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

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

## Publications from the Society of American Archivists

The publications program of the Society of American Archivists has grown continually since the Society's founding in 1936. SAA's publications cover a wide range of topics in archives, from basic archival functions to advanced archival theory. The Society also distributes many archives-related publications of other publishers. Discount prices on all publications from the Society are available to SAA members.

### Basic Manual Series I

*Archives & Manuscripts: Appraisal and Accessioning*, Maynard Brichford  
*Archives & Manuscripts: Arrangement and Description*, David B. Gracy II  
*Archives & Manuscripts: Reference and Access*, Sue E. Holbert  
*Archives & Manuscripts: Security*, Timothy Walch  
*Archives & Manuscripts: Surveys*, John A. Fleckner

### Basic Manual Series II

*Archives & Manuscripts: Exhibits*, Gail Farr Casterline  
*Archives & Manuscripts: An Introduction to Automated Access*, H. Thomas Hickerson  
*Archives & Manuscripts: Maps and Architectural Drawings*, Ralph Ehrenberg  
*Archives & Manuscripts: Public Programs*, Ann Pederson and Gail Casterline  
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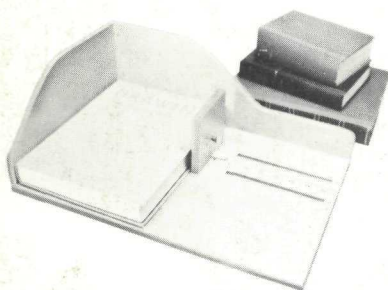
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