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The Society of American Archivists

DONN C. NEAL, *Editor*

Minutes: Council Meeting 30 January–1 February 1987 Washington, D.C.

Present were: Francis X. Blouin, Jr., Paul I. Chestnut, Richard J. Cox, Anne P. Diffendal, Sue E. Holbert, William L. Joyce, Anne R. Kenney, Eva Moseley, Trudy H. Peterson, Victoria I. Walch, and Joan Warnow. Donn C. Neal, executive director, was also present, as was SAA staff member Patricia E. Palmer. John Fleckner, Chair of the Committee on Goals and Priorities, attended part of the meeting. Council member Linda Edgerly was unable to attend because of illness.

President Joyce called the meeting to order at 10:00 a.m. on 30 January. The agenda was amended and approved.

Report of the President

President Joyce reported on several topics.

International Archival Affairs. Maygene Daniels, Chair of the International Archival Affairs Committee, has recommended increased coordination between SAA and the International Council on Archives, and this suggestion is under review. Numerous SAA members are active in ICA, including Robert Warner (Executive Committee), Frank Evans (Steering Committee), Francis Blouin

(Education Committee), and Anne Van Camp (Business Archives). Joyce also reported that a delegation of Soviet archivists will be visiting Washington, D.C. in mid-February in order to discuss international archival exchanges.

"An Agenda for Our Documentary Heritage." Joyce said that work continues on the concept of a National Trust for Our Documentary Heritage. The National Historical Publications and Records Commission has funded a general meeting this spring to develop this concept further, and a planning meeting for this event will take place on 20–21 February. Discussion by Council revealed a consensus in support of SAA's participation in these discussions, concern over the lack of sufficient information about the trust, and a desire that the organizations supporting a national policy on the preservation of historical records coordinate their activities. Joyce and Neal will represent the Society at the planning meeting on 20–21 February and use their judgment about the issues under consideration at that time. This topic will be discussed again at the June meeting of the Council.

American Council of Learned Societies. Joyce reported that he had asked Stanley Katz, President of the American Council of Learned Societies, to review the possibility of SAA membership in

ACLS, but there is as yet no resolution of this matter.

Appointments. Joyce also reported that he had appointed Maygene Daniels to replace Liisa Fagerlund on the Committee on Goals and Priorities.

Report of the Vice President

Vice President Holbert had no report.

Report of the Treasurer

Treasurer Anne Diffendal distributed a written report. She noted that some of the figures, which show a sizeable deficit during the first half of the 1986-87 fiscal year, are misleading because they do not take into account income that will be transferred at a later time (primarily interest and indirect costs) and because certain expenditures will not recur during the second half of the year. She stated her opinion that the final figures for 1986-87 will show a deficit of \$30,000 to \$35,000, which can easily be covered by the Society's reserve funds.

Report of the Executive Director

Executive Director Neal reported on several matters.

NICLOG. The NICLOG project has a new director, Marilyn Ryall, who is a member of SAA, and it is likely that there will be more aggressive attempts to promote the project in the future. The Joint Committee that oversees the project is reviewing the planned guidebook and some new principles of operation. SAA's representative, F. Gerald Ham, will be attending the committee's meeting in late February and has been asked to provide a report to Council.

Membership. Neal, noting that Toni Pedroza has been given substantial responsibility for membership services and development, asked for comments on the "position paper" on membership that was distributed with the agenda. He also

called attention to a new document entitled "About SAA . . ." Joyce asked that comments on these publications be sent in writing to the SAA office. Neal went on to say that the Membership Committee has been activated, with Patrick Quinn as the chair and with several new members. Minority recruitment is one emphasis of the committee. Neal said that he will be visiting many of the regional organizations during the spring, partly in order to explore cooperation in membership development. Council members made several suggestions, including a study of the marginal costs for each new member, whether SAA dues are fairly assessed, and the cost-effectiveness of seeking additional members.

1987 Annual Meeting. Neal circulated a draft copy of the program topics and schedule for the 1987 annual meeting and asked for comments.

Archivist of the United States. Neal said the National Coordinating Committee for the Promotion of History has created a special seven-person group (Ernest May, Philip Buchen, Rabbi Malcolm Stern, Stanley Katz, Richard Leopold, Robert Middlekauff, and Shonnie Finnegan) to collect from interested organizations and others the names of potential candidates for this position and to propose the names of several persons with appropriate qualifications to be Archivist of the United States. The special committee will also ask these individuals if they will permit their names to be put forward. The consensus of the discussion that followed was that the Society itself should not submit any names.

Archives and Society Task Force Report. James Fogerty, Chair of the Archives and Society Task Force, had distributed copies of a report and proposal from the task force. It was agreed that Fogerty should be invited to join the Council meeting in June, when this topic will be discussed in detail.

SAA Grant Programs. Neal listed SAA's current grants and the personnel employed under each one: the conservation project continues through October (Palmer, 85%); the automation project continues through September (Weber, 90%, and Schmidt, 50%); the two education grants have over a year to run (Ericson, 100% until 30 June and then 50%, and Schmidt, 50%). The second CGAP grant, for two years, has just been awarded and runs concurrently with the last six months of the first (Palmer, 10%). NHPRC is also considering an SAA proposal to support further work on the archival census, and NEH is considering renewals of the conservation and automation grants. Neal remarked how pleased he is with the work of Tim Ericson, who joined the SAA staff in January.

Report of the Executive Committee

Peterson reported on the discussions of the Executive Committee, which reviewed the agenda for the meeting and financial details relating to grant activities.

Reports from the Council Committees

Committee on Committees and Representatives. *Committee on Education and Professional Development.* Cox, reporting for the Committee on Education and Professional Development, described the draft graduate education guidelines that had been developed by CEPD over the past few months. The guidelines, he said, support multi-course programs as well as workshops and other special activities. The draft guidelines continue to endorse the three-course sequence (as in 1977) but may represent a step between that sequence and the ideal of a full, independent Master's degree program. The guidelines are divided between basic knowledge and theory (Part I) and program elements (Part II). They will be cir-

culated to the Archival Educators Roundtable and to other SAA groups. Joyce urged progress on review of the guidelines, since they should be considered at the June Council meeting. Cox noted that CEPD will meet in mid February and will put together a general plan of action; the final version of the guidelines will probably not differ much from this draft.

ALA/SAA Joint Committee. Responding to the ALA/SAA Joint Committee's request that SAA participate in the ALA's study of accreditation of education in library and other related information science disciplines, Joyce noted that Neal has been designated as the Society's representative in these discussions. Joyce said that he will so inform the Joint Committee.

Committee on Regional Archival Activity. Council then turned to a proposal from the Committee on Regional Archival Activity that SAA create an award of \$200 for an outstanding regional newsletter. In the discussion, Council members expressed their concern that the award was too narrowly defined and generally opposed the idea of funding awards out of the SAA treasury. It was also agreed that the Awards Committee should be fully involved in the creation and management of any awards. It was suggested that recognition of a regional activity (not restricted to a newsletter) in support of outreach could take place even in the absence of a cash award, and that the *SAA Newsletter* might regularly feature news from the regionals. Council approved the following motion: "The request from CRAA to establish an award for an outstanding regional newsletter shall be referred to the Awards Committee, which will review this proposal in conjunction with other SAA awards and will make a recommendation to Council." Moseley, as chair of the Committee on Committees and Representatives, was

asked to inform Daria D'Arienzo and Virginia Purdy of this action.

Committee on Goals and Priorities. Council heard a report from John Fleckner, Chair of CGAP, on its recent activities and its plans. This was followed by an extended discussion of the activities, role, and future of CGAP. Fleckner noted the committee's conviction that setting goals is not enough: CGAP must encourage and monitor progress toward those goals. He also pointed out that the committee has a series of staggered terms, for the sake of continuity, and that CGAP is scheduled to expire in 1988 unless Council elects to continue it. Fleckner related how the committee had identified twelve priorities and had asked the primary "actors" to take action in each. At its meeting in October, CGAP designated five areas in which "planning groups" might operate: management training, professional standards, institutional evaluation, educational potential of archives, and automation. These areas, he said, have an especially high priority for the Society and can yield the most results, and so CGAP is bringing people together to engage in some planning activities. In general, the committee expects to identify what (and who) contributes to the goals specified and to try to encourage actions that accomplish those goals. He also noted that James O'Toole has written for the *SAA Newsletter* an essay on CGAP and its role and that other publications are being considered.

Fleckner continued by pointing out that there must be communication and interaction outside SAA if the profession is to identify and achieve its long-term goals, but the emphasis must be within SAA. CGAP and the Council Committee on Goals and Priorities must be in close contact so that CGAP can concentrate on issues that are not being looked at otherwise. There should also be close coordination with the regional organizations.

Fleckner noted that NHPRC awarded less than one-half of the funds requested for the second phase of CGAP, largely because the second grant sounded too similar to the initial one and because the committee was unable to show much tangible activity after only six months. In addition, NHPRC expressed a concern over funding so much travel.

What can CGAP do for SAA? Fleckner was asked. He pointed out that the committee can perform different roles on different issues and suggested that the committee can be most useful in coordinating other activities. In that sense, it can help Council in its own leadership role by reinforcing what Council does. Fleckner also pointed out that CGAP, like all volunteer groups, has limitations on what it can accomplish, but within the Society it can give some systematic attention to what is important for the archival profession. He expressed the committee's desire for Council's support in this activity. Over the long run, he added, CGAP might migrate to another organization, and the committee must determine how it can best contribute to the profession.

Awards Committee. Blouin referred to proposed changes, recommended by a Council committee, in criteria for the Hamer-Kegan Award. These criteria would be broadened to include other types of "publications" that represent efforts by archivists to provide outreach to a broader public. After considerable discussion of the guidelines for determining recipients of the award, the following motion was made and approved: "The Hamer-Kegan Award should be given to an archivist or editor, or group thereof, who has increased public awareness of a specific body of documents through the compilation, transcription, or public presentation of archives or manuscript materials for educational, instructional, or other public purpose. The Awards Committee shall be guided by the follow-

ing definition: 'Archive materials include manuscripts, photographs, motion picture film, and other materials normally found in archives or manuscript repositories. Publication can take any tangible form, including hard copy, microfilm, video disc, etc.''' The Awards Committee will develop specific guidelines for this award.

Editorial Board. At its meeting on 29 August 1986, Council approved an annual award to a student who submits the best unpublished manuscript to the *American Archivist*. At that time, Council deferred decisions about eligibility for the prize and a name for the award. Edmund Berkeley, Chair of the Editorial Board, has recommended that the award be given to a beginning student in archival studies and that it honor Theodore Calvin Pease, first editor of the *American Archivist*. Council expressed concern about how the award would be funded and asked if recognition could be accorded even before a cash prize of \$100 is created. There was also discussion of the criteria for eligibility, which were defined to include students "enrolled in an archival administration class or engaged in a formal archival internship program." At the conclusion of the discussion, the following motion was made and approved: "SAA shall name the student paper prize that it previously endorsed after Theodore Calvin Pease, first editor of the *American Archivist*. The Executive Director and the Chair of the Editorial Board are authorized to develop further the criteria, administration, and announcement of the award. The winning paper will be published in the *American Archivist*, with no cash prize until such time as funds are available. The SAA Editorial Board shall screen the applications and make recommendations to the chair of the Awards Committee."

Council then considered another resolution from the Editorial Board, which

asked that the record of SAA business, including Council minutes and at least some regular reports, be moved from the *American Archivist* to the *SAA Newsletter*. Council declined to accept this suggestion and returned the resolution to the Editorial Board with the notation that the permanent records of Society business should remain in the *American Archivist*, the Society's journal of record. It was suggested that the newsletter could summarize Council's minutes and certain other reports and could call attention to their publication in the *American Archivist*.

Committee on Task Forces and Roundtables. *Automated Records and Techniques Task Force.* The next topic on the Council agenda was coordination of the Society's activities in automation, including the roles of the Automated Records and Techniques Task Force and the Committee on Archival Information Exchange. Council reviewed the purposes and charges of each group and decided that some overall coordination would be desirable in helping the Society to monitor and lead in the area of automation and archives. Council discussed the creation of an "automation coordinating committee," with six to eight members appointed by the SAA president. This committee would have several special working groups. It was agreed that this sort of structure would help SAA to move forward in the area of automation. In subsequent discussion, the committee was named the "Committee on Automated Records and Techniques," and three initial standing subcommittees were designated: liaison with MARBI, office automation and archives, and machine-readable records. Some members of the current groups would be included on the new committee, and the standing subcommittees would include some persons who are not committee members. The committee might wish to sponsor several

roundtables as well. Joyce will consult with members of CAIE and ARTTF, conveying Council's wishes on this matter and the specific proposal for reorganization in the hope that the issue can be resolved prior to the 1987 annual meeting, when the new committee would meet for the first time. At the conclusion of the discussion, Council affirmed its intentions by approving the following motion: "SAA shall conflate CAIE and ARTTF to create a new Committee on Automated Records and Techniques, with six to eight members appointed by the president, and to form within CART three working groups, taken generously from the current bodies. President Joyce will consult with the affected parties in order to effect this reorganization."

Museum Archives Task Force. Council considered a proposed grant application that was submitted by the Museum Archives Task Force. The proposed program would consist of nine regional workshops for museum archivists. After discussion of the details of the proposal, Council deferred action on the proposal until further study could be completed. SAA staff members will evaluate the proposal and make a recommendation about the training activities and about other possible funding sources. Meanwhile, the executive director will explore the possibility that SAA and the American Association of Museums co-sponsor workshops.

New Roundtables. Council considered and approved four applications for new roundtables: Minorities, OCLC Users, Archives Management, and MARC-VM Users. The Science, Technology, and Health Care Roundtable will be formalized when a complete application is submitted.

Committee on Goals and Priorities. Reports of SAA Groups. Council amended the existing reporting forms that SAA groups use during the budget process each spring. The forms will now

include statements of how a group's past and future activities relate to the goals and priorities identified in *Planning for the Archival Profession*.

Council Priorities. Led by Kenney, Council reviewed the five priorities that it had established for the Society, and the activities that have been undertaken in conjunction with each. Council has been very active in overseeing the development, implementation, and monitoring of standards for professional competence and archival programs (graduate education guidelines, certification, and participation in the ALA accreditation study). Council has also been interested in training archivists to plan for program development (the Archives and Society Task Force, the Preservation Management Institute, and the new Archival Management Roundtable). In education, Council has approved the submission of education grants and authorized the hiring of a new education officer. In developing cooperative collecting strategies, another priority, Council has been less active. Finally, Council has encouraged activity aimed at educating records creators about the value of records (NICLOG, the Archives and Society Task Force, and a new brochure for business leaders).

Kenney suggested a reevaluation of Council's five priorities. Joyce asked the committee to prepare a written recommendation to circulate to Council members this spring. Modifications or changes could be made at the June meeting.

Kenney also drew distinctions between Council's five priorities and the work of CGAP, which is more project-oriented and more inclined to consider the profession as a whole. She suggested that Council give attention to better coordination with CGAP. The executive director's draft workplan, she added, will influence and be influenced by Council's chosen priorities. She therefore suggested that

Council review its priorities each year after the winter meeting and present the final version to the executive director, who will draft a workplan for discussion at the June meeting. After this discussion, he will revise the draft workplan for Council's final endorsement during the summer.

Old Business

Child Care at Annual Meeting. On 26 August 1986, Council voted to continue a registration surcharge of \$2.00 to subsidize child care at the annual meetings. Warnow and Walch reported on Susan Davis's investigation of the options for the 1987 meeting and how to cover the costs of this service. The hotel will furnish suitable rooms for child care (meeting hours only) for approximately \$1,000. The charges for babysitting services through the hotel will total approximately \$1,200. Walch agreed to contact the parents and handle other details. The SAA office will handle contracts with the hotel and the babysitting service, and review the implications of child care for the Society's liability insurance.

Archival Information Clearinghouse. Council turned to the current status of the NAGARA-sponsored study of an "archival information clearinghouse." Walch reported that the final report of the study is now being printed and that a conference to consider this concept will be held in June. Council expressed a desire for more information so that it can discuss its response to the report when it meets just before the conference.

New Business

Developing New Patrons in Congress. Neal pointed out that some of the strongest friends of the archival profession have recently left Congress, and he asked for suggestions about cultivating new allies. It was recommended that SAA devise an information packet that would be helpful

in acquainting members of Congress and others with archives, archival issues, and the Society.

Review of SAA Benefit Package. Neal, noting that a review of the Society's benefit package for its employees will require some expertise, asked for authorization to engage a Chicago-area consultant to assist in this process, with a maximum commitment of \$500. The following motion was approved: "The executive director is authorized to engage a Chicago-area consultant to assist in his review of the Society's benefit package for employees. The maximum financial commitment should be \$500."

Appointments to Professional Standards Committee. Council nominated and voted by paper ballot on new members of the Professional Standards Committee, electing Edie Hedlin and Lewis Bellardo, Jr.

Site for 1990 Annual Meeting. Council, having earlier approved Seattle as the site of the 1990 annual meeting, reviewed potential dates and proposed terms from hotels. It then approved the following motion: "SAA shall hold its 1990 annual meeting at the Westin Hotel in Seattle, on the dates of August 30 through September 3." During the course of this discussion, Council expressed its support for having the 1992 meeting in Montreal, in connection with the quadrennial meeting of ICA (which will be meeting in conjunction with the Association of Canadian Archivists). The following motion was approved: "The executive director is authorized to contact the Association of Canadian Archivists to explore possible coordination of its 1992 annual meeting with the 1992 SAA annual meeting."

Retired Membership Category. Council discussed proposing a constitutional amendment adding a category of SAA membership for retired persons but deferred action on this idea until budgetary implications could be explored. Council

also asked that “reciprocal membership” with historical associations be explored.

Reimbursement for Travel to Council Meetings. Council considered a proposal that would in the future reimburse its members and the Society’s officers equally for all their expenses in attending regular Council meetings not associated with the SAA annual meeting, with the proviso that travel to the annual meeting could be substituted for one of these other meetings. It was suggested that an upper limit might be placed on reimbursement. Action was deferred until the June meeting, when budgetary implications will be clearer.

Policy Regarding Council Members and Officers on Other SAA Groups. Council discussed a proposal to discourage its members from serving on other SAA bodies. It was noted that in some instances—CGAP being the most prominent—such service has already been specified. Council approved the following motion: “Effective with the close of the 1987 annual meeting, members of the SAA Council and Officers do not serve as elected or appointed officials on other SAA bodies, except where this service is specifically mandated.”

Executive Director’s Draft Workplan. Council reviewed the executive director’s draft workplan, which it discussed in considerable detail. Neal pointed out that he had begun with his own sense of what was on the SAA office’s agenda and then related these items to Council’s five priorities, and that the draft workplan does not address certain routine functions (correspondence, relations with Council, budget supervision, etc.) that consume a considerable amount of time. Council members commented on the nature and scope of the draft workplan, noting that its emphases on building membership and developing relations with other organizations were important initiatives for the Society. In accordance with the earlier

discussion on Council priorities, the draft workplan was received as a first effort that will be revised as time goes on.

SAA Representative at 1988 ICA Meeting. The Society has been asked to consider an official representative to the ICA meeting in Paris (August 1988), and Council designated Holbert as that representative; she will travel at her own cost.

Spring Meeting. Council agreed to meet in Chicago on 4–7 June 1987. Some time will be set aside for informal conversations with SAA staff members.

Certification

Joyce reviewed the background to the discussion of certification, including the guiding principles adopted in June 1984 and a timetable for action adopted in June 1985. He pointed out that there has been ample opportunity for deliberation on this matter.

Council considered a report, distributed earlier, from a subcommittee consisting of Blouin and Peterson, with help from Neal. Neal described the results of a membership poll on certification (941 responses) as inconclusive. Peterson related the subcommittee’s efforts to learn from the experience of other associations and from a consultant on certification, Betsy Ranslow. Ranslow’s recommendations included adding a “public member” to the board of the Academy of Certified Archivists and other ways for the Society to limit its potential exposure to liability lawsuits.

Blouin said that the written report was the subcommittee’s attempt to examine the implications of certification if Council should adopt it. The report includes certain assumptions, some detailed cost projections, and some ways of recovering those costs. The subcommittee recommends that the implementation of certification, if it is adopted, take place over an 18-month grace period and that a professional testing company be engaged to as-

sist with the examination. This examination, the subcommittee has concluded, should be short-answer instead of essay. The subcommittee also recommends that recertification be considered an integral part of the plan if it is to succeed.

Blouin and Peterson described the proposed test-development phase in detail. Most associations use analysis of job functions as a guide to the knowledge, skills, and abilities that should be tested. In conjunction with a panel of content experts from the profession, the testing company creates a body of questions that measure the basic competencies of those taking the examination. The association (in SAA's case, the interim board and then the Academy of Certified Archivists) decides how difficult it wishes to make the test. Blouin and Peterson reviewed the considerable time commitments as well as expenditures required to develop an examination of this sort. Peterson reported the cost estimates of a number of testing companies.

Blouin and Peterson continued by outlining a potential organizational structure for the Academy of Certified Archivists, with three working groups: a Petition Development Committee (which later assumes responsibility for recertification); an Examination Development Committee; and a Committee on Administrative Procedures (including appeals). The chair of the Academy's board, appointed by the Council, and the public member would complete the five-person board.

Recertification and the Society's ongoing educational initiative, Blouin and Peterson said, will be intimately related, with workshops and other activities directly supporting continuing education leading to recertification after a period of time (recommended to be seven years).

Reviewing the financial implications of the plan, if it is adopted, Blouin and Peterson pointed out that the Society will have to fund the Academy of Certified

Archivists during the initial phase of its work. The projected expenses in the written report are rough estimates; the income from certification and recertification is more difficult to predict.

Turning to the action phase of the discussion, Joyce resumed the chair and invited a motion. Council received and approved a resolution to amend the certification plan as published in the August 1986 *SAA Newsletter* as follows: the duration of the period for certification by petition is reduced from two years to one; the competency test to be developed shall be multiple choice; recertification shall be considered an integral part of the plan; and the interim board should be reduced from seven to five members. Council next discussed several aspects of the proposed plan that, it was agreed, should be thoroughly examined before a decision on certification could be made: (1) the level of membership support; (2) the likelihood that volunteers can be found to serve on the interim board and to perform other new tasks; (3) the place of certification in the Society's priorities; (4) the financial implications of adopting certification; (5) whether or not the proposed plan will achieve the purpose and goals of certification; (6) the impact of certification on the work of the SAA office; and (7) if certification is not adopted, what alternatives exist.

The potential financial implications received particular attention during the discussion. The start-up costs (estimated at \$48,360 over an 18-month period) could be drawn from SAA's general fund. Diefendal pointed out that there are other demands on this fund, and she urged that Council take the conservative approach by assuming that there would be no income from certification during this 18-month period. There was a consensus that the interim board would not be self-sustaining at the outset, but there was a difference of opinion about whether and

how soon it could become self-sustaining.

Several members of Council emphasized that certification must be seen as part of an overall effort by the Society to strengthen the profession. Other elements include educational offerings, publications, institutional evaluation, the graduate education guidelines, and the recognition of the contributions that archivists make. Certification, by measuring competencies and establishing certain uniform standards for these competencies, will help to define what an archivist is and does. Although the standards are relatively basic at first, the start toward defining them will be a service to the entire profession.

A motion to approve certification was placed before Council, which acted to amend it by including the following statement: "The Interim Board shall submit a detailed plan and budget to Council by 1 December 1987 for its approval."

Joyce asked that all those present (Edgerly being absent due to illness) not abstain but vote on the motion.

By a vote of 8-2, Council approved the following resolution:

"RESOLVED, that the Council of the Society of American Archivists appoints an Interim Board for the purpose of es-

tablishing a program for the certification of archivists. This board is charged with:

- a. implementing the plan for certification by petition;
- b. implementing the plan for certification by examination;
- c. designing and implementing a plan for recertification.

In implementing these plans, the Board shall be governed by the Council resolution passed in May 1984 and the revised certification plan published in the August 1986 *SAA Newsletter*, as amended by Council on the basis of the Council subcommittee report on certification of 23 January 1987. The Interim Board shall submit a detailed plan and budget to Council by 1 December 1987 for its approval."

Joyce announced that he would consult with Holbert on appointments to a subcommittee charged with developing a list of candidates for the Interim Board, four of whom Council members will elect by mail ballot prior to the June Council meeting.

Adjournment

Joyce adjourned the meeting at 2:00 p.m. on 1 February.

Minutes: Council Meeting 5-7 June 1987 Chicago, Illinois

Present were: President William L. 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 H. Peterson, and Victoria I. Walch. Council member Joan N. Warnow was unable to arrive until Saturday, 6 June. Also attending the meeting without vote were Executive Director Donn C. Neal and staff member Antonia Pedroza. James E. Fogerty, chair of the Task Force on Archives and Society, attended a portion of the meeting.

President Joyce called the meeting to order at 9:10 a.m. on Friday, 5 June at the Richmond Hotel in Chicago. The agenda was amended and approved on a motion by Moseley and seconded by Walch.

Report of the President

Election Results. Joyce announced the official results of the 1987 election: Frank B. Evans as vice president/president elect; Maygene Daniels, Mary Jo Pugh, and Archie Motley as Council members; and James Fogerty, Kathleen Marquis, and Sharron Uhler as members of the Nominating Committee.

Appointments. Joyce reported that appointments to the Awards Committee subcommittees were delayed by miscommunications and two resignations, but are now complete.

Joyce also reported that he appointed a subcommittee within the Committee on Education and Professional Development to devise an overall education plan for the Society. The group has been charged with considering what the constituencies of SAA's programs are, what resources are available, and how the vari-

ous programs can be better coordinated. The chair of CEPD, David Klaassen, will chair the subcommittee, which will also include David Bearman, James O'Toole, and Linda Matthews. The group has prepared a draft document, which is being distributed among the members of the committee for their comments.

Joyce also reported that he has formalized the appointment of Patrick Quinn as chair of the Membership Committee and that he would be appointing a Resolutions Committee consisting of the three newest members of Council (Edgerly, Cox, and Warnow).

Documentary Heritage Trust. Joyce said that he and Neal attended a meeting in February 1987 that reviewed the concept of a National Trust for Our Documentary Heritage, now entitled "The Documentary Heritage Trust of the United States." Joyce reported that there appeared to be some disagreement among those attending the meeting about the nature of the trust and how to proceed. Development of the trust is supported by a grant from the National Historical Publications and Records Commission (NHPRC) to the Association of Documentary Editors, which has hired Angeline Polites as a staff member. An advisory committee for the project includes Page Miller and Larry Hackman among its members. Neal stated that he received a call from Polites, who told him that the statement of purpose and articles of incorporation for the trust had been revised to address the concerns expressed by SAA and other groups and that the SAA Council will be asked to endorse the trust. Joyce said that the articles of incorporation probably would not be filed until the major organizations, including SAA, have endorsed it. Polites will provide information for Council's discussion at its meeting on 1 September 1987.

International Archival Affairs. Joyce reported that Maygene Daniels, chair of

the International Archival Affairs Committee, has expressed the opinion that the increased interest in international archival affairs within the Society requires better coordination. Daniels also recommended roundtable status for the group. Joyce stated his opinion that SAA should be doing more in the area of international affairs; he noted, however, that there are more American members on the various ICA (International Council on Archives) committees than ever before, and there is increased interest in ICA matters. In addition, Blouin and Edwin Bridges, Alabama Department of Archives and History, will be the first Americans to participate in an exchange visit with Soviet archivists when they spend two weeks in the USSR in September 1987. This exchange is part of an agreement, signed in February 1987, that initiates a number of forms of cooperation involving Soviet and American archivists.

Council discussed the recommendation that the committee be converted into a roundtable and concluded that the group can be more effective as part of the committee structure. Holbert said that she would consider the organization of the committee when making her appointments for 1987-88, and that she would encourage the committee to welcome observers. Cox suggested that the pocket program for the annual meeting remind participants that they are welcome to attend the meetings of all SAA committees and other bodies.

Copyright Developments. Joyce referred to a statement that Linda Matthews, Emory University, wrote in response to an invitation from the Register of Copyright, who is required by Congress to issue a report every five years on the status of copyright. Matthews responded on behalf of the Society as chair of the now-defunct Copyright Task Force.

Joyce also reported on the Network Advisory Committee meeting that he attended. The Society recently became a member of this group, which was created to advise the Librarian of Congress on networks. The meeting dealt with electronic property and copyright issues. In addition, Joyce mentioned the controversy surrounding the biography of J. D. Salinger, which also involves the issue of copyright infringement.

Joyce asked Council if it saw a need to express the Society's concerns to Congress. He reminded Council that, the Copyright Task Force having been disbanded, there is currently no group within the Society specifically charged with monitoring and addressing this issue. Chestnut stated his opinion that the Society has not been involved as much as it should be. Council asked that the Committee on Committees and Representatives draft a charge of a group to monitor copyright issues and report at the September meeting.

ALA/SAA Joint Statements. Joyce said that the Society has been approached by the Standards Committee of the Rare Books and Manuscripts Section of the American Library Association, which believes that it may be time to review the joint "Statement of Access to Original Research Materials in Libraries, Archives, and Manuscript Repositories," adopted nearly ten years ago. Joyce said that, since the ALA/SAA Joint Committee is not in a position to handle the issues in question, he has asked the chairs of the Reference, Access, and Outreach Section (George Bain) and the Acquisition Section (Bruce Turner) to consider them.

National Endowment for the Humanities. Joyce reported that he testified, on behalf of the Society, in support of increased appropriations for the National Endowment for the Humanities. An article summarizing his testimony appeared in the May *SAA Newsletter*, and Joyce

will make copies of his testimony available to anyone who is interested.

White House Conference. Joyce related that the new director of the National Commission on Libraries and Information Science, Vivian J. Arterbery, stated at the Network Advisory Committee meeting that there has been no word from Congress about support for the White House Conference and that the conference, originally scheduled for 1989, is expected to be delayed at least one year.

Archivist of the United States. Joyce reported that John Agresto has withdrawn his name from consideration for the position of Archivist and that the White House has expressed its willingness to hear suggestions from the archival and scholarly communities. Neal and Page Miller, director of the National Coordinating Committee for the Promotion of History, will meet with Susan Philips of the White House Office of Personnel on 8 June in order to discuss the candidates and qualifications that the NCC has put forward. Council considered endorsing a candidate or candidates but decided instead to emphasize the qualifications that it previously adopted.

Archives and Society Task Force

James Fogerty, chair of the Archives and Society Task Force, joined Council for a discussion of the report and proposal for an SAA public relations plan that the task force sent to Council in January 1987. Fogerty described several activities that the task force has engaged in over its lifetime, including the Levy report (of which 117 copies have been distributed) and the "I in Archives" brochure. Fogerty said that many of the regional archival associations have endorsed the archives and society initiative, and several have created archives and society groups of their own.

Fogerty also stated that the task force, noting that *Planning for the Archival*

Profession calls for increased public relations activities, has explored the implications of these activities for SAA. It met with two public relations firms, which suggested some options that could be used in planning for these activities. The two reports submitted to Council are a result of those meetings. Fogerty observed that the task force is slated to expire at the conclusion of the 1987 annual meeting, and it recommends that Council undertake a long-term public relations plan for SAA.

Diffendal, pointing out that it is not possible for SAA to hire a public relations professional, asked if a group of members could do the work. Fogerty replied that a small group could perform some of the tasks if it had a mandate from Council. Such an approach would allow the Society to implement a modest program even with limited resources. Fogerty also said that more planning is still required and that the task force needs to refine its long-term plan.

Edgerly emphasized that if SAA is to appoint a group to handle public relations responsibilities, this group must be properly trained in effective public relations techniques. She asked that the task force suggest areas where such training could take place.

Several members of Council argued that the work expected in a major public relations initiative would probably require a staff member, for which the Society does not presently have the financial resources. Joyce pointed out that Council, which is responsible for the financial condition of SAA, would have numerous things to consider before committing itself to a major project and a new staff position. Cox remarked that it is Council's responsibility to provide the task force with as much information and direction as possible so that it can prepare a plan that is feasible.

Joyce summarized the discussion by stating that Council, while attracted to the task force's proposal, also recognizes the Society's financial constraints and therefore asks the task force to recommend in its final report (1) a detailed plan for a public relations program for the Society, and (2) some ways SAA can maintain momentum until it is able to fund a major effort.

Peterson, expressing concern about possible duplication of effort, asked that SAA groups working in the area of public relations cooperate with other groups (such as the Documentary Heritage Trust) that are also involved in this area.

Council expressed its appreciation to Fogerty for heading the task force and for meeting with Council.

Report of the Vice President

Holbert stated that as she makes her appointments she will endeavor to clarify the membership of and terms for committees. The SAA Constitution stipulates that appointments are for one year only, but there has been some variation from this in practice.

Holbert also reported that appointments to the Program Committee for the 1988 meeting are being finalized. The committee will be chaired by Lori Hefner, Utah State Archives. The deputy chair has not been confirmed. The 1988 meeting will be co-hosted by the Georgia Department of Archives and History, led by Edward Weldon, and the Society of Georgia Archivists, led by Linda Matthews.

Holbert asked Council for suggestions regarding committee appointments. She will report to Council at its meeting on 1 September.

Report of the Executive Director

Council Handbook. Neal reported that he hoped to revise the Council handbook

and to address some of the issues described by Holbert. Moseley has been updating information about the mandate and scope of SAA reporting groups, and she and Kenney volunteered to assist Neal.

Revision of the Basic Manual Series.

Neal summarized the situation regarding the revision of the basic manual series. Edmund Berkeley, chair of the Editorial Board, was charged with finding an editor for the entire series and with soliciting potential authors for the individual manuals. Berkeley approached Mary Jo Pugh, and the Editorial Board unanimously supported her choice as series editor. Members of Council expressed concern because the prospective editor has also been elected to Council. They pointed out that in January 1987 Council approved a motion prohibiting members of Council from serving on other SAA bodies, effective at the close of the 1987 annual meeting. Neal observed that the negotiations with Pugh to edit the series had begun before she was selected as a candidate for Council but had not yet been finalized.

Cox moved the following: "SAA officers and Council members may contract to prepare and edit publications for the Society, provided that such assignments are recommended by SAA bodies other than Council." Blouin seconded the motion. Cox expressed the opinion that Council might be applying its earlier (January 1987) policy on conflict of interest too strictly, thereby denying the Society the talents of some of its members. Walch suggested an amendment that would add conducting workshops for the Society, and this change in the motion was accepted. Considerable discussion of the issue ensued. Some members of Council argued that the principle expressed by the earlier motion should be applied strictly, while others said that the present case constituted an exception because negotiations were under way before

the motion had been adopted or would take effect.

Cox withdrew his motion. Blouin observed that the series editorship could be finalized without any Council action at this time. He moved that Council discuss the matter further at the September 1987 meeting, defining the principle at that time. There was no second to this motion.

Further discussion focused on the question of when the policy on conflict of interest, approved in January 1987, would take effect. Diffendal suggested that the Nominating Committee promulgate the new policy when it selects candidates for 1988-89, but Chestnut pointed out that a delay would not remove the appearance of a conflict in the eyes of some SAA members. Kenney moved the following: "Council has deliberated on the topic of the policy it adopted in January 1987 and wishes to inform current elected and future candidates of the policy that governs service on Council (quoting the January 1987 motion)." No second was heard. Peterson and others suggested that Council inform Berkeley of its serious reservations about having a Council member or officer undertake paid service for the Publications Management Board. Cox pointed out that the service itself, and not the payment, was the issue to be resolved.

Peterson moved the following, which was seconded by Moseley: "No elected officer or member of Council shall concurrently serve as a paid employee of or contractor to the Society, with the exception that contracts let prior to election may be completed." Kenney offered an amendment that would give the motion immediate effect, but the seconder declined to accept the amendment. Walch noted that the Council was now emphasizing conflict of interest, whereas the earlier action was intended to avoid excessive strain on the energies of Council members. The motion was approved, with Chestnut abstaining. Chestnut then

moved, and Kenney seconded, that the motion just passed take effect immediately. This motion failed on a vote of three to eight. Walch then moved, with Holbert seconding, that the policy take effect at the end of the 1987 annual meeting. This motion was approved on a vote of nine to one (Chestnut), with Kenney abstaining.

Joyce said that he would consult with Berkeley and Pugh. He will express to them the concern that exists on Council and look for ways to deal satisfactorily with the concern while executing the project.

SAA Pension Plan. In January 1987, Council approved funding for Neal to engage a consultant to make recommendations about a pension plan for SAA employees. Neal reported that he met with two firms, one of which will complete a feasibility study for Council's review at its January 1988 meeting.

SAA Grants. Neal presented status reports on the seven grants currently under way.

Two more grants, both from the National Endowment for the Humanities, are imminent. SAA sought funding to continue its work in the area of conservation, but NEH asked that SAA instead review the impact of its activities and the needs of the profession in the area of preservation. SAA will hire a program officer to undertake the project. The other grant is the second phase of the current automation grant. Although NEH did not approve the full amount requested, the grant does allow SAA to continue much of its work in this area.

Information Items. Neal reported on several other matters.

1) SAA has received from the Spindex Users/Software Users Network the sum of \$1,647.07, which will be used to support activities in the area of automation. Neal and Lisa Weber are considering some possibilities.

2) The widow of Kenneth Munden will make a contribution to SAA in memory of her husband (the first editor of the *American Archivist*). The funds will be used to underwrite the revised glossary of archival terms.

3) Neal reviewed current membership totals. He reported that the cost of serving an SAA member (chiefly publications) is approximately \$30; this figure does not include staff time, rent, and other ongoing costs. Once the new data base is fully operational, it will permit study of the characteristics of the membership, as well as a review of the associate and student member categories. Neal also reported on Council's request that he investigate the status of reciprocal memberships between SAA and the two major historical organizations. The American Historical Association, he said, enables SAA members (and those of certain other organizations) to join for the first year at a discount rate.

4) Neal reviewed plans for the 1987 annual meeting. He reported that there has been little success in securing outside funding for events, but Chase Manhattan Bank and Garland Publishing Company have made contributions. Child care will again be provided for registrants. A luncheon speaker has not yet been secured.

5) The SAA office will continue to explore the possibility of meeting in Montreal in 1992 in conjunction with the International Council on Archives and the Association of Canadian Archivists.

6) Tim Ericson met with a representative of the Museum Archives Task Force in order to discuss workshop activities in museum archives; as a result, the current introductory workshop will be adapted to meet the needs of museum archivists. SAA is also exploring co-sponsorship of workshops with the American Association of Museums.

7) Neal is attending and addressing a dozen meetings of regional archival or-

ganizations this spring, meeting many members and nonmembers of SAA in the process. Members of Council asked him to report more fully on these meetings at some future time.

Report of the Executive Committee

Peterson reported that the Executive Committee met in order to review the agenda and the proposed budget.

Report of the Treasurer

Diffendal presented information about the financial performance through the first nine months of fiscal year 1986-87 and provided some end-of-year projections. Revenue is anticipated to be \$518,000, with expenditures of \$578,000, for a deficit of approximately \$60,000 (instead of the anticipated \$13,000). Diffendal mentioned several factors contributing to the deficit: 1) because the Society currently operates on a cash basis, the major costs of the office automation project will be paid during 1986-87 (with the remainder to be paid during 1987-88); 2) SAA subcontracted for certain activities in the conservation project, which resulted in a loss of some indirect cost income and caused the general fund to absorb some personnel costs; 3) liability insurance for directors and officers' coverage exceeded the budget estimate; 4) the costs of printing, mailing labels, and postage for section newsletters was underestimated; 5) the cost of leasing office space was underestimated; 6) some personnel previously on grant projects were moved to the SAA general fund.

Diffendal also described some ways in which general fund expenditures might be reduced. Neal reported that the accrual system of accounting is to be implemented during 1987-88.

Neal, who had prepared three model budgets for Council's review, described the assumptions and projections built into each. These budgets, he said, all re-

flect conservative expectations about revenue and provide Council with some choices about expenditures. He pointed out that the Society is committed to certain expenses (personnel, rent, taxes, etc.) and so has limited flexibility.

Report of the Council Committee on Committees and Representatives

Editorship of the *American Archivist*.

The Society is undertaking a search for a new editor of the *American Archivist*, since the term of Julia Marks Young expires with the Fall 1988 issue. Under the agreement with the University of Southern Mississippi, the university pays a salary to Young, provides office space and some part-time assistance, and furnishes a computer. SAA pays for telephone expenses, supplies, some travel, and editorial assistance, as well as printing and postage for the journal. At the suggestion of the chair of the Editorial Board, the SAA office has sent to all individual members an announcement about the search.

Blouin urged the Publications Management Board to look for substantial institutional support for the new editor. Council discussed the possibility that an editor with institutional support might not be available. Cox suggested creating a special group to explore some of the issues and concerns that Young has expressed and asked if the Publications Management Board will give priority to editorial qualifications or institutional support. Blouin responded that the Board will look for fiscally viable proposals unless Council directs otherwise.

Kenney and Chestnut expressed their concern that the announcement does not fully inform potential candidates of the real financial circumstances. Neal replied that the announcement was meant to secure a maximum number of applicants so that Council would have the widest choice among them. Peterson suggested the pos-

sibility of an institutional home for the journal. Joyce asked Neal and Diffendal to share Council's concerns and suggestions with the Publications Management Board and to report to Council on the range of responses that the announcement of the vacancy produced.

Audit Committee. Diffendal presented correspondence from the chair of the Audit Committee, John Daly, inquiring about the role of the committee. Members of Council agreed that that role had changed; with the growth of the SAA office, the Society's professional audit firm now performs the job that the Audit Committee once performed, and Council itself is more fully involved in the financial management of the Society. Diffendal stated her opinion that Council itself should review reports from the annual audit, since it approves the budget.

Blouin moved the following: "In view of the regular and close attention that the treasurer and Council pay to the financial affairs of the Society, as well as the addition of on-line information about these financial affairs, there is no longer a sufficient role for the Audit Committee, which served the Society well during its early years. Therefore, consistent with the recommendation of the committee, the Audit Committee is abolished following the 1986-87 fiscal year and its duties are assumed by the Council, with the assistance of the treasurer." The motion was seconded by Chestnut and passed unanimously.

Archival Education Guidelines. The Committee on Education and Professional Development has drafted revised archival education guidelines to replace those that were produced in 1977. The guidelines were distributed to Council, and a shorter version was published in the May 1987 *SAA Newsletter*. Moseley reported that the committee has asked Council to approve the guidelines as a draft working document. Peterson ques-

tioned the usefulness of approving a draft document. Neal responded that the committee was asking Council to approve the guidelines in principle, which would allow their distribution to groups outside the Society. Peterson made the following motion: "Council affirms its commitment to the revised Guidelines for Graduate Archival Education Programs and authorizes the Committee on Education and Professional Development to circulate the document widely to groups outside the Society." The motion was seconded by Moseley and passed unanimously.

National Information Center for Local Government Records (NICLOG). Council considered a report from F. Gerald Ham, SAA's representative on the joint committee that oversees the NICLOG project, on the February 1987 meeting of the committee. In his report, Ham recommended continued involvement with NICLOG, at least for the present. Neal reported that he met with Marilyn Ryall, the project's director, and discussed the future of the project. Edgerly made the following motion: "Council approves the Society's continued participation in NICLOG." The motion was seconded by Blouin and passed unanimously. Council agreed to consider the financial implications of this action during its budget discussion.

Committee on Goals and Priorities. Moseley reported that the SAA Committee on Goals and Priorities is working on implementing a number of recommendations contained in *Planning for the Archival Profession*. The committee is currently establishing five planning groups: appraisal and documentation strategies, led by Charles Palm; automated records and techniques, led by William Wallach; institutional evaluation, led by Paul McCarthy; management training, led by Anne Van Camp; and cooperation to realize the educational potential of archives, led by Moseley. Funding for the

meetings of these planning groups comes from the NHPRC grant in support of CGAP activities.

Moseley also discussed the governance of the committee. The terms of three members, including the chair, John Fleckner, end this year. Another member, Maygene Daniels, has been elected to serve on Council, which will require her to leave the committee unless she becomes Council's representative on the committee. Holbert said that she will take these issues into consideration when making her appointments.

Awards Committee. Moseley reported that she had conveyed to Daria D'Arienzo, the chair of the Committee on Regional Archival Activity, the concerns of Council about the proposed award for a regional newsletter; D'Arienzo is consulting the other members of the committee before responding. Information about the newly created Pease Award, the revised Hamer-Kegan Award, and the award proposed by CRAA was forwarded to the chair of the Awards Committee for her suggestions.

Neal advised Council that the Distinguished Service Award trophy is damaged beyond repair and should be replaced. Council discussed the problems associated with a traveling award. Peterson moved the following: "Future Distinguished Service Awards shall be in the form of individual plaques." The motion was seconded by Kenney and passed with one abstention (Moseley).

Nominating Committee. Kenney and Walch were selected by lot to serve as the two members of Council on the Nominating Committee.

Report of the Committee on Task Forces and Roundtables

Automated Records and Techniques Task Force. Peterson reviewed the background regarding possible reorganization of the task force, including discussions of

this topic that took place at the Savannah education conference and at the spring meeting of the task force. The committee, she said, has taken the task force's objections to the proposed reorganization into account and recommends that it and the Committee on Archival Information Exchange develop an alternative reorganization after clarifying their respective responsibilities; one stipulation, Peterson added, would be that the current organizational structure could not be an option.

Council reviewed the reasons for undertaking a reorganization—redefinition of the task force and its membership, elimination of overlap and potential conflict between the two bodies, and greater coordination with SAA's automation grant—and some possible outcomes of the discussions between the task force and CAIE.

Joyce expressed the hope that the leadership of the two groups would exchange possible reorganization plans and then consult during the annual meeting in New York City so that a coordinated proposal could come before the January 1988 Council meeting. Chestnut observed that one outcome could be a restricted charge for CAIE, and Peterson suggested that liaison related to the MARC format might be assigned to a single person. This could be a heavy load for one person, Joyce noted, but Walch pointed out that there is also an SAA staff position to assist in this liaison.

Joyce stated that he would write to the leadership of both groups, as he had outlined, asking for a proposal for reorganization. Cox observed that Council, while asking for such a proposal, reserved the option of proceeding with the reorganization.

Science, Technology, and Health Care Roundtable. Peterson reported the committee's recommendation that the proposed roundtable be approved. She of-

fered the following motion: "Council approves creation of the Science, Technology, and Health Care Roundtable." Her motion was seconded by Chestnut and passed unanimously.

Joyce asked that the committee examine the phenomenon of the proliferation of roundtables and the potential problems this might produce. Peterson pointed out that the average membership of the roundtables is close to one hundred, not all of whom are SAA members. She also said that the original ground rules for roundtables—a modest investment of SAA funds and a fixed meeting time at the annual meeting—seem to be serving well enough. Walch suggested that periodic "news from SAA" communications would be an efficient way of conveying information to the journals and regionals that are found on multiple mailing lists for roundtables. Joyce noted that Council could use its scheduled meeting with the conveners of roundtables to discuss this topic.

Peterson recommended that the SAA office review the membership of each roundtable every year to ensure that it meets the stated minimum of twenty SAA members.

Committee on Goals and Priorities

Kenney reviewed the committee's charge of reexamining Council's priorities after first reporting on Cox's comparison of the report of the Task Force on Goals and Priorities and the executive director's draft workplan. She said that the committee recommends keeping four of the five priorities that Council adopted in May 1986, dropping one ("Promote the development of coordinated and cooperative collecting strategies"), because these four priorities seem to correspond with the actual work being done by SAA's executive office. Kenney suggested that its replacement should reflect the draft workplan's emphasis on cooperation with other groups. Another new priority, she said,

might focus on preservation. If the recommendation of the Archives and Society Task Force is accepted, she added, further reassessment may be called for. All of these changes, Kenney said, should be viewed as a refinement of the initial step of adopting priorities for Council and the SAA office.

Cox suggested that an essay in the *SAA Newsletter* would help to inform members about the work of Council in reviewing and refining its priorities, as well as the relationship of this process to the work of the Committee on Goals and Priorities, and Kenney offered to write such an essay.

Joyce asked Neal if he could develop an office workplan in response to the priorities, and Neal said that he could do so.

Cox said he hoped there could be a closer relationship between the annual reports of the Society's constituent groups and the priorities included in *Planning for the Archival Profession*. He recommended that these groups should be asked to relate their activities to the priorities in order to receive funding, and that their reports generally be improved. Moseley advised consultation before taking such a step, and she pointed out that some groups may be confused about the relationship between Council's establishment of priorities and the work of CGAP. Kenney suggested the creation of a discretionary fund that would reward those groups that do identify relationships between their activities and the Society's priorities. She added that her committee's work on priorities has focused on the activities of the executive director and of the Council itself; this can minimize confusion with the work of CGAP and avoid the appearance of dictating to other SAA groups. As these groups get used to the process of planning and setting priorities, SAA is gradually working closer to the goal of Society-wide priorities. Chestnut observed that this year's

reports from groups are improved, and that many of them did address the relationship between their activities and the priorities. If CGAP plans for the profession, Peterson asked, who plans for the Society? Chestnut and others responded that Council in fact does that now, and it communicates these priorities through the budget and otherwise.

Kenney moved, and Warnow seconded, the following motion: "Council affirms the priorities it adopted in May 1986, substituting 'Cooperate with archival colleagues, allied professionals, educators, and others to share ideas and resources and to realize the educational potential of archives' for 'Promote the development of coordinated and cooperative collecting strategies.'" Joyce objected to the wording found in the phrase "to realize the educational potential of archives," and it was agreed to drop this phrase, along with the word "educators." The motion was unanimously approved as amended. Diffendal suggested that this new priority be communicated to the Archives and Society Task Force.

Committee on Sections

Aural and Graphic Section. Blouin reported the committee's support for the request of the section to change its name to "Visual Materials Section," which better reflects the interests of the members. Moseley and others expressed concern over how developments affecting aural records will be monitored, and Edgerly suggested that the section could expand its involvement in the area of aural records. Council agreed that it should defer action on the request until the section could provide additional information.

Business Archives Section. The section, Blouin said, has suggested changing the nature of the Society's financial support for sections by establishing fixed budgets for all sections, but the committee did not endorse this idea. With respect to the no-

tion that a section can sponsor publications in order to supplement its budget, he continued, only the Publications Management Board can decide whether or not the publication should be undertaken in the Society's name. Edgerly pointed out that the Business Archives Section hoped that it might raise funds in order to supplement what the PMB could provide, and Diffendal noted that Council must approve fundraising in the Society's name.

Joyce clarified the two issues involved: 1) whether or not sections should have separate budgets, and 2) the status of the publication sought by the Business Archives Section. There seemed to be, he went on, a consensus opposed to separate section budgets, and he asked the PMB to explore the second matter. In the meantime, Blouin will communicate with the section.

Moseley said that the section's request also raised the issue of greater flexibility in responding to requests for funds from sections. The calendar may work against effective planning by sections, she said. Peterson observed that changing the Society's fiscal year to the calendar year would be one way of dealing with this situation.

Guidelines for Section Newsletters. Blouin reviewed guidelines on the size and deadlines for section newsletters that Neal had prepared. Council members suggested that the guidelines be amended to prescribe the total number of single-sided sheets (eighteen) and the maximum number of mailings (three) that a section could utilize during a single year. Kenney made the following motion: "Council approves Guidelines for Section Newsletters." Diffendal seconded the motion, and Council approved the motion unanimously.

Religious Archives Section. Holbert pointed out that the section had made arrangements to engage a speaker for its

meeting in New York City before funds to pay the speaker had been appropriated, and Council directed Blouin to express to the chair of the section Council's disapproval of this action.

Old Business

Archival Clearinghouse. Walch pointed out that Joyce and Neal would be attending the 19-20 June meeting to discuss the clearinghouse study funded by NHPRC, and she suggested that Council give them guidance on what position to take. She reviewed the issues involved in creating a clearinghouse, as well as its possible ramifications for the Society. Walch said that the need for a clearinghouse was generally recognized and that the study has stimulated discussions among the interested organizations about how they might cooperate more. A critical point, she added, is the interest and capacity of the National Archives in expanding its reference activities. Walch also asked Council members to consider how involved the Society should get in this project, given both the many other demands on its resources and its need to maintain a strong publications program.

Joyce, after asking Walch to review the financial dimensions of the proposed clearinghouse, invited Council members to express their opinions about the level of interest SAA should show in it. There was general support for the notion of a clearinghouse and the hope that SAA could cooperate with the National Archives and Records Administration in making the clearinghouse successful. Neal suggested that SAA might express an interest in expanding its publications, its Problems in Archives Kits, and its research activities as its contributions to the overall clearinghouse function.

Joyce, summarizing the discussion, said that SAA seemed to have an interest in the clearinghouse concept, and he advanced the opinion that collaboration be-

tween and among the institutions involved might accomplish many of the clearinghouse functions.

Walch urged the Society to explore distribution of its publications through the ERIC clearinghouse.

Interim Board for Certification. Chestnut and Joyce reported that Council had recommended, and Joyce had appointed, four archivists to serve on the Interim Board, and all four have agreed to do so. They are Edie Hedlin, Edmund Berkeley, James B. Rhoads, and J. Frank Cook. The public member of the board will be Carole Huxley, Deputy Commissioner for Cultural Education of New York State. The first meeting of the board will be at the annual meeting in New York City.

Cox asked Neal what reactions to the certification decision he had heard at regional meetings, and Neal said that the reaction had been quite varied but only rarely hostile. There will be, he predicted, requests at the annual meeting for a detailed financial projection of what certification will cost the Society. Joyce and Neal said that they had received no negative reaction to Council's decision to approve certification. Joyce read the section of the constitution that governs "resolutions passed at the annual business meeting which request the council to take a specific action. . . ." He pointed out that this section does not prescribe any particular timetable for action if such resolutions are passed.

Retired Membership Category. Neal reminded Council that this item had been deferred in January 1987, pending additional information that is still not available, and that a new membership category would require a constitutional amendment. Edgerly recommended that the proposed new category be deferred further until the membership data base can be manipulated and the entire dues structure can be reviewed. There was a con-

sensus that the dues structure should not be altered at this time, and that a new membership category should not be instituted until more information is available.

Reimbursement for Council Members and Officers. Joyce observed that the issue of uniform reimbursement of Council members and officers for attending Council meetings, also deferred from the January 1987 meeting, had now been broadened to include a possible policy regarding reimbursement of the institutions of Council members for their SAA-related telephone calls, copying, and similar expenses. Holbert said monitoring these expenses would be difficult, and Cox pointed to the complication of consultants and others without institutional support. It was agreed that the Society would not reimburse for these expenses, except in rare instances. Walch suggested that a statement about what is and is not covered by the Society be included as part of the information that the Nominating Committee will provide to potential candidates in the future, and there was a consensus in support of this suggestion.

Turning to the original issue of the reimbursement of Council members and of officers for attending Council meetings, Joyce argued for eliminating the present disparity by increasing the reimbursement of Council members; doing so, he said, would ensure that the fullest range of people could be attracted to Council service. Blouin said that the budget could not support the expense of increasing the reimbursement of Council members, and Diffendal noted that another solution to the disparity would be to decrease the reimbursement for officers. She also suggested a per diem for the days of Council meetings.

It was the sense of Council that officers and Council members should be reimbursed equally for their expenses in attending one Council meeting a year, at the choice of the individual; that the SAA

office would continue to obtain a block of hotel rooms for accommodations; and that the SAA office should establish per diem figures (for meals, personal expenditures, and incidentals but not for hotel costs) for the cities in which Council meets, with expenses above those figures to be borne by the individual. Joyce recommended that the Nominating Committee be informed of this discussion and that it incorporate these suggestions into the information that it presents to potential candidates, once Council has reviewed the preliminary drafts to be prepared by Walch and Kenney.

Adoption of SAA Budget for 1987-88

Diffendal reminded Council that the executive director had prepared three model budgets for 1987-88—one with a high deficit, one with a modest deficit, and one with no deficit. She compared aspects of the various budgets, concentrating on the version with a modest deficit. Diffendal recommended some ways of increasing revenues and reducing expenditures: raising the prices of some publications, adding postage and handling charges to publication orders, reducing the cost of Council meetings, and not increasing the Society's contribution to the National Coordinating Committee for the Promotion of History. She also recommended reinstating as an expense the directors' and officers' liability insurance. The net effect of these changes, Diffendal said, would be to narrow the deficit considerably; if the remaining costs for installing the office computer system and the initial costs of certification were to be segregated from the rest of the budget (reflecting the fact that they are outside the normal year-to-year expenses) the rest of the budget would be in balance. Council concurred with Diffendal's recommendations.

Council then reviewed the budget requests for 1987-88 of SAA sections, task

forces, committees, and roundtables. It set aside the money to support a directory proposed by the Business Archives Section until the section could provide additional information. The request of the Government Records Section for money for conference calls and that of the Religious Archives Section for a speaker's honorarium were not approved. Council approved travel funds for representatives of the Committee on Archival Information Exchange to attend meetings of MARBI and the Network Advisory Committee. The request from the Committee on Education and Professional Development for a mid-year meeting was approved. Council also approved requests for support for two committee newsletters, one for the International Archival Affairs Committee and another for the Committee on Regional Archival Activity, but not for the newsletter of the Women's Caucus (requested by the Committee on the Status of Women). The request of the Task Force on Institutional Evaluation for a meeting was not approved. Council increased from \$50 to \$75 the amount provided to each roundtable in order to defray newsletter costs. It agreed to provide funds for several SAA representatives to attend meetings: of the Council on National Library and Information Association; of the Joint Committee of Historians and Archivists; and of the Advisory Committee on the Management, Preservation and Use of Local Government Records (NICLOG).

Following an executive session, Council decided to increase the Society's contribution to the National Coordinating Committee for the Promotion of History.

Blouin urged Council to avoid a series of deficits in its operating account, since foundations and other funding sources will be wary of supporting an organization with a history of deficits.

Diffendal then reviewed the proposed budget for 1987-88 as altered by the deci-

sions that Council had made. Revenues, she said, were now estimated at \$521,350 and expenses at \$539,100—a deficit of \$17,750, all due to the expenses for the office computer and for certification. Blouin moved adoption of the budget, with Kenney seconding, and Council unanimously approved the proposed budget.

New Business

Archive of the Moving Image. Edgerly informed Council that Jerome Robbins has donated a portion of his royalties in order to support an Archive of the Moving Image, and that the archive was recently opened. She asked if SAA might recognize Robbins and those involved in the Archive. There was concern over the precedent this action would set, and Cox suggested that an article in the *SAA Newsletter* might serve many of the same purposes.

Responses to SAA Groups. Moseley urged the members of Council committees to communicate to the SAA groups whose reports and budget requests they have reviewed, the appreciation of Council for these reports and the actions that Council took on the budget requests. Neal recommended that in the future the annual reports be directed to the Council committees, with a copy to the SAA office. Joyce suggested that the membership of the Council committees be included in the SAA's annual organization list.

Student Chapters. Joyce referred to a letter from Paul Conway suggesting the establishment of student chapters. Peterson said that the Committee on Roundtables had considered creating a student roundtable instead, but there was a consensus that students should be integrated into existing roundtables and other bodies. Blouin recommended asking graduate programs how much interest there might be in student chapters, and at Edgerly's suggestion the proposal was re-

ferred to the Membership Committee for study.

Article in *OAH Newsletter*. Joyce referred to an article on the National Archives and Records Administration that had appeared in a recent newsletter of the Organization of American Historians. Peterson said that NARA was still considering how, or if, to respond officially. There was debate over the appropriateness of SAA involvement in this affair, and there was a consensus that the Society should not take any action until NARA determined its position. Peterson agreed to keep Council informed. At Cox's suggestion, Council decided to ask SAA's representatives on the Joint Committee of Historians and Archivists to bring the matter to the attention of the Joint Committee as part of its discussions of strengthening relationships between the two groups.

Meeting with NHPRC Representatives. Kenney expressed the desire of the Committee on Committees and Representatives that SAA's representatives to the National Historical Publications and Records Commission meet with Council in order to discuss the relationship between the Society and the Commission. Joyce pointed out that a breakfast meeting with both the representatives and NHPRC staff members is already scheduled at the annual meeting, but Council decided in addition to invite the Society's two representatives to brief Council on NHPRC activities and emphases at the meeting on 1 September.

Restoration of Alienated Documents. Peterson suggested that SAA and the National Association of Government Archivists and Records Administrators consult about preparing a statement dealing with "restoring documents that are alienated from their customary surroundings to those surroundings." Walch and others asked whether the SAA Code of Ethics covers such a situation. Joyce recom-

mended that the matter be referred to the Acquisitions, Government Records, and Manuscripts Repositories Sections for their study.

Next Council Meetings

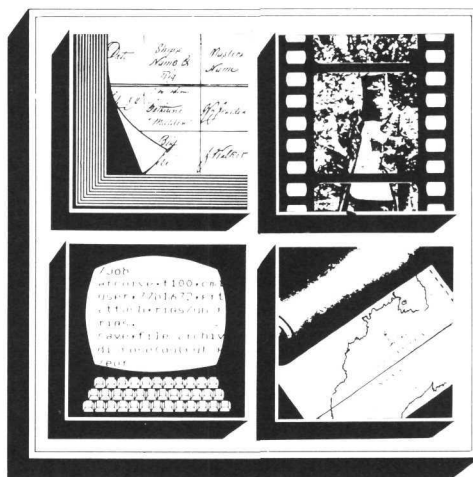
Joyce reminded Council that the meeting on 1 September would begin at 8:30 a.m., and Holbert announced that Coun-

cil would also meet at 5:30 p.m. on 5 September. She said that some of this meeting would serve as an orientation for new Council members.

Adjournment

On the motion of Peterson, seconded by Cox, Council adjourned at 11:00 a.m. on 7 June 1987.

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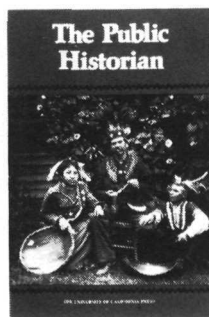
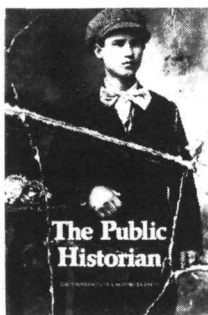
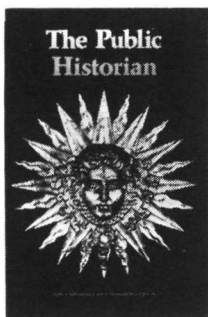
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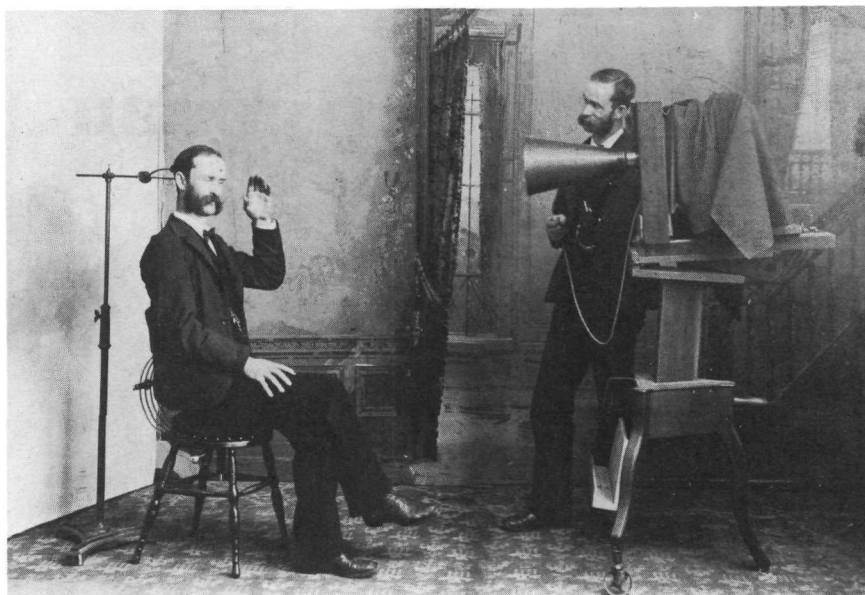
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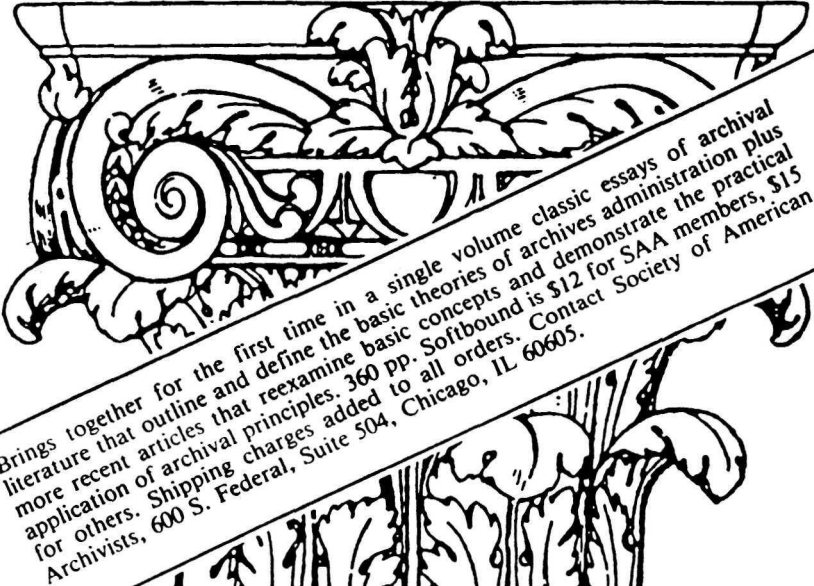
until you've read about one of the Society of American Archivist's newest publications, *Administration of Photographic Collections*, by Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long. This manual is an outgrowth of SAA's workshop series of the same name, and was prepared with support 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 \$14 to SAA members, \$18 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.

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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.

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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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Museum Archives: An Introduction, William Deiss

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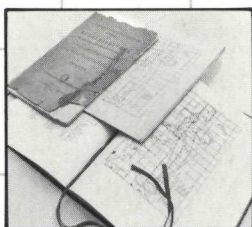
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