



**Sue E. Holbert**

President, Society of American Archivists  
1987–1988

Sue E. Holbert has been Minnesota State Archivist since 1979. She began her career in archives in 1972 when she was named assistant curator of manuscripts in the Minnesota Historical Society (MHS). She has had several positions and titles over the years, reflecting program expansions, institutional reorganizations, or promotions. Her work at MHS has encompassed both manuscripts and public records, and she has had responsibility for all facets of archival work at various times. Holbert earned a B.A. in English and journalism at the University of Nebraska-Lincoln, and she worked as a newspaper reporter, as editor of a weekly newspaper for a professional association, and in advertising in Nebraska, New York, and Minnesota. She was an editorial assistant in the publications division of the Minnesota Historical Society, and later spent four years at Macalester College in St. Paul where she established and managed a federal grants office at the instigation of the president. She has taken graduate work in American studies at the University of Minnesota. Holbert served on SAA Council from 1981–1985 and was elected a Fellow in 1983. She served on several committees and task forces, chaired the Government Records Section 1980–1981, and wrote one of the early SAA basic manuals. She has been deputy coordinator of the Minnesota State Historical Records Advisory Board since 1978 and headed the State Coordinators' Steering Committee 1985–1986. She has held office in Midwest Archives Conference, Women Historians of the Midwest, and the National Association of Government Archives and Records Administrators.

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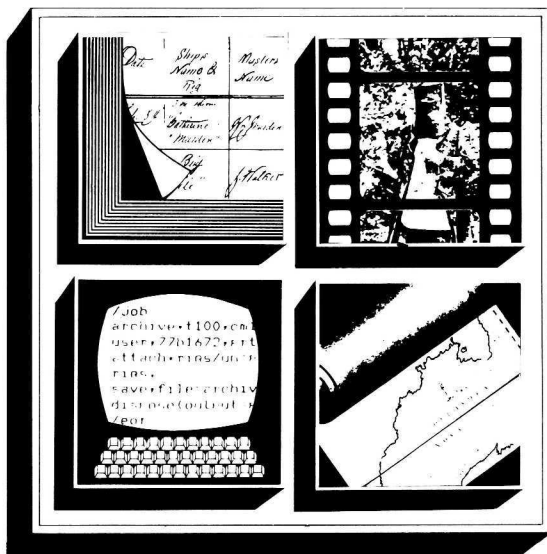
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## YOU NEED *KEEPING ARCHIVES*

## Luncheon Remarks to the Society of American Archivists, 4 September 1987, New York

CHARLES KECSKEMÉTI

A week ago, just before I was leaving Paris, Bill Joyce's letter arrived inviting me to address this luncheon on behalf of the International Council on Archives (ICA). I confess that I felt proud and pleased—proud for our international organization and pleased and intimidated, at the same time, for myself. It is quite a challenge to address the world's largest archival professional association with a specific assignment not to bore one thousand American archivists who are dining with friends they see once a year!

The brilliant presidential address delivered yesterday by Joyce to the Society of American Archivists gave evidence of a remarkable convergence of American and worldwide archival concerns, hopes, and priorities.<sup>1</sup> I would like to approach these concerns, expectations, and objectives from the level of international action.

The archival profession has some peculiar postures that we have to accept. An amazingly small number of professional archivists are responsible for safekeeping an essential part of the memory of mankind. For performing his or her duties, each member of this small professional community is supposed to possess extensive and intensive knowledge of a number of disciplines, besides archival administration, including administrative history, historical geography, chronology, research methods, office practice, automation, preservation of paper and environmental control, maybe Latin and some other languages, paleography, and sigillography. Hence the extraordinary importance of basic education

and continuing training here and elsewhere. Education and training are worldwide archival priorities, and international cooperation in this field is one of the key conditions for success.

Another consequence of the peculiar professional situation of archivists is that they are bound not only to perform high-quality work, but also to fight for the means that would permit them to act. Besides being professionals of an amazingly and excitingly complex intellectual and manual art, we have to be the following: scholars at all times in order to be trusted by those we serve; diplomats (or psychologists) with those decision makers who think archives are just dirty papers or a luxury for wealthy nations; prophets or missionaries (you choose the term according to your background) among heathens, with the hope that those who have ears will hear us. This is true in large and small countries, states, provinces, cities; it is true at the international level.

I don't have to praise the scholarship accumulated by SAA in this room. I should like to call your attention to the worldwide archival scholarship structured and produced by ICA in close linkage with the United Nations Educational, Scientific, and Cultural Organization (Unesco). Their two monumental achievements are the *Guide to the Sources of the History of Nations*—thirty-five thick volumes informing the user of the sources relating to Latin America, Africa, Asia, and Oceania which are kept in Europe and in this country—and the Rec-

<sup>1</sup>See pages 16–22 of this issue for a revised version of Joyce's address.

ords and Archives Management Programme (RAMP) series, more than forty studies in archives and records administration, planned by the vice president-elect of SAA, Frank Evans, while he was in Paris.

Prophets, missionaries, and, at the same time, diplomats, we have to spread the archival gospel so as to be instrumental in preserving the memory of mankind. I had the privilege to work with Frank Evans in a number of countries on various continents trying to convince ministers and civil servants that nations need to be aware of their own history. As the Frank and Charles duo (Mr. RAMP and Mr. ICA), we had to face many challenges, and, as they say in the French circus, we had to perform *sans filet* (without a net)! Beyond this personal note, ICA and Unesco certainly completed major tasks, even though much more is to be done. A significant part of the developing world, from Brazil to Kenya and Zimbabwe, has now entered the era of modern archives.

Archivists everywhere look toward the future and wonder how to be prepared for the new challenges that will inevitably come. It is a paradox that, by temperament, ar-

chivists are conservators who praise the heritage for which we are responsible, but in order to keep those values, know that we have to get rid of the useless part.

Many things could be said about ICA, its branches, sections, committees, congresses, conferences, meetings of experts, studies, surveys, and seminars, but that would require a series of banquets throughout the month like the Muslim Ramadan holiday. What I have learned through my long association with ICA is that an organization like ours is worth the quality work done by its members. I think that in this respect ICA is fortunate. We benefit from the high-quality contributions of professional archivists from all over the world. In the presence of a past president of the ICA, Bert Rhoads, I should like to extend to the SAA the appreciation of ICA for the outstanding contributions we receive from the United States archival community in our work for the development of archives and for the progress of archival knowledge.

I hope to see all of you next year in Paris at the ICA Congress reception which will be held at the Palace of Versailles!

## Luncheon Remarks to the Society of American Archivists, 4 September 1987, New York

MARGARITA VAZQUEZ DE PARGA

There is no doubt about the international dimension of archives. Charles Kecskeméti has already talked about it, and I would like to stress it. In this field it is difficult to establish boundaries or limits; you only have to look at the guides of various archives to discover that most of the holdings within one archive are relevant to the history of several countries.

In the case of Spain, our historical heritage is also the heritage of many countries. This is true in relation to many European countries and is even more evident in relation to the Americas. We have evidential proof of our many centuries of common history in the publication, *Guide to the Sources of the History of Latin America*, published by the ICA in its series of *Guides to Sources*, which without doubt you all know. The Spanish guide alone consists of two thick volumes that may become at least four volumes in the new and revised version.

This international dimension of archives is not new. Traditionally Spain has been aware of it and has opened its archives to research, to exchange of information, microfilms, and reproductions, and what is more important, has devoted a great effort to international archival action. We feel the responsibility to preserve not only our historical heritage, but also to contribute to the preservation of the heritage of other countries, especially the Latin American region which was ours.

This has been done in several ways and at different levels. One important approach is through bilateral cooperation, the establishment of cooperative archival programs

in the bilateral agreements that our Department of Foreign Affairs signs with most countries. These archival programs usually cover the exchange of professionals, lecturers, information, publications, and microfilm; the organization of joint exhibitions and projects; and access privileges to researchers. Of course we don't develop all these activities with every country, and obviously we develop or accomplish these agreements more frequently at the regional level with Latin American countries. We have a tradition of cooperation with those countries in the fields of training professionals, disseminating information and bibliographies, and microfilming.

At the regional level we have worked especially with the Latin American branch of ICA in cooperation with international agencies. We have been cooperating with Unesco in missions, in preparing studies, and by participating in seminars and meetings. With the Organization of American States we have developed a course on archival administration and organization for Latin American professionals. This course, which has a duration of four months, was developed about twenty years ago.

ICA is perhaps the organization with which we cooperate most closely. Since the beginning of ICA, Spain has cooperated and participated actively in its bodies and committees. This cooperation has been most important at the regional level with the Latin American area. In the past, many actions were undertaken in Latin America by Unesco, OAS, PAIGH, ICA, and Spain. All of these organizations were investing money and effort, but there was a lack of

coordination, and a lack of consciousness on the part of the Latin American governors and administrators, and thus the efforts were not efficient.

ICA promoted the organization of Asociación Latino Americana de Archivos (ALA) in 1976 as the Latin American regional branch of ICA. In 1979 ALA held the first meeting to coordinate the actions of independent agencies and institutions designed to aid the development of archives in Latin America. This meeting was held in Toledo, Spain, and the results were so successful that it was called "Toledo I." Since then the successive meetings to promote coordination that have been held are called "Toledo meetings." We are now in New York for "Toledo IV."

One of the aims of Toledo I was to coordinate regional cooperation, and for that it was important to have a strong professional organization—ALA—to strengthen the cohesion of the region. At the Toledo I meeting, ALA was only a newborn, and now the results are proof that effort always pays. ALA has grown, has an interesting program of activities, and an interesting publication, *ALA*, and thanks to coordina-

tion, which has proved to be essential, the archives in Latin America are changing and taking off. Of course, we cannot generalize. We cannot forget that when we talk about Latin America we are talking about a continent and that there are differences between countries. But generally speaking we can say that the situation is changing.

I mentioned that we are here on the occasion of the Toledo IV meeting, and I want to call your attention to the fact that this fourth Toledo has incorporated new institutions—NARA, Partners of the Americas, the Quincentenary Commission; there is no doubt that the commemoration of the quincentenary of Columbus's arrival in the Americas is a very good opportunity to develop archives.

As the first Toledo meeting was a milestone for the development of archives in Latin America, I hope that Toledo IV will also be a milestone as it opens the door to new ways of cooperation. I have no doubt that the incorporation of NARA, of the Partners of the Americas, of the Quincentenary Commission, and of SAA will add to this development. We are sure of the enthusiastic cooperation of you all.



## International Council on Archives, Executive Committee Annual Meeting and the International Round Table Conference on Archives, September 1987

ROBERT M. WARNER

### ICA Executive Committee, Bern, Switzerland, 17–19 September 1987

The 1987 annual meeting of the executive committee of ICA was held in Bern, Switzerland. This committee is the chief governing body of the ICA between the ICA congresses, which occur every four years. Much of the meeting was taken up with routine business of the organization, such as the election of a deputy secretary general to replace the Spanish archivist who has left the profession. Sven Lundkvist, from Sweden, was elected to fill this post. The committee approved the proposed draft amendments to the constitution which will be presented at the Paris ICA Congress in 1988. The most important amendment changes the title of Executive Secretary to that of Executive Director.

Another item of business concerned the ICA dues, paid largely by the national archives of various countries. The purpose of the proposed new computation of dues was to free members somewhat from the fluctuations of the U.S. dollar. (This proposal, of course, did not affect the United States.)

Much of the meeting consisted of reports, which were for the most part approved; these included reports from all the various regional branches of the ICA plus all the ICA committees.

There was a lively debate on the proposal to change the education and training committee into a more broadly based section. It was agreed to move ahead to develop a section of archive schools and teachers of archival disciplines to be established after the Paris Congress. This sec-

tion would supplant the education and training committee.

A new working group on scientific records was also created with unanimous support. A proposal to abolish the committee on art and literature archives also provoked lively debate; the proposal failed.

The executive secretary discussed various activities, particularly the issue of conservation and the cooperative projects with the International Federation of Library Associations (IFLA). This cooperation with IFLA on preservation activities was commended by the Executive Committee.

Looking ahead to next year, there were several reports on forthcoming activities. There was an extensive report by the archivist from France on the eleventh International Congress to take place in Paris in 1988. One thousand registrations have been received, and many more are expected. All delegates were urged to encourage respective attendees from their countries to submit preliminary registration forms.

There was also a brief report by the archivist of Canada on the twelfth congress which will take place in 1992 in Canada. I reported on plans for the Second European Conference on Archives to be held in May 1989 in Ann Arbor, Michigan. The theme of the Second European Conference is the convergence and divergence of European and North American archival tradition and practice. The invited participants will be high-level, practicing archivists, several of whom will present papers. The major sources of funding for the conference are the National Commission on Library and

Information Services, the University of Michigan, the Council on Library Resources, the Earhart Foundation, and the National Archives of Canada (for translation services). There was a discussion of relations with Unesco, and the representative of Unesco participated actively.

The committee agreed that its next meeting will be in Paris on 20-21 August 1988. The Executive Committee, comprised of new members who take office at the ICA Congress, will meet in Nancy, France, on 29-31 August 1988.

The Bern meeting was ably presided over by the ICA president Hans Booms, from the Federal Republic of Germany. There were no political issues raised in the course of the meeting, and delegates stuck very closely to professional issues which could be handled openly and directly without acrimony. A. A. Bousso, representative of the Director General of Unesco, was very active in the meeting.

Informally there was much interest in the appointment of the next Archivist of the United States, Don Wilson. Without a doubt, the next Archivist of the United States will be elected to the Executive Committee at the Paris Conference.

The Swiss hospitality was exceptional. I toured the Swiss National Archives, an impressive facility, and attended receptions and dinners hosted by various governmental units of Switzerland. It was a cordial and professional meeting in a pleasant atmosphere.

### **International Round Table Conference, Gardone Riviera, Italy, 21-24 September 1987**

On Sunday, 20 September, we traveled from Bern through the Swiss Alps to Brescia, Italy, where buses met the train and took us to the small Italian resort town of Gardone Riviera where the twenty-fifth International Round Table Conference on Archives was held.

More than forty countries were represented at the Round Table. Acting Archivist of the United States Frank Burke and I represented the United States. The theme of this conference was "Policies for the Preservation of the Archival Heritage." An underlying theme was cooperation between libraries and archives in developing preservation policies, which was an outgrowth of earlier conversations and meetings between IFLA and ICA.

The opening session, conducted by Michael Roper of the Public Record Office in London and Marie Allen of the National Archives and Records Administration, was on "The Current State of the Preservation and Conservation of the Archival Heritage," and focused heavily on the data elicited from the 1986 ICA/IFLA conservation questionnaire. Allen had done an admirable job of analyzing the data from this questionnaire, which she presented in summary fashion.

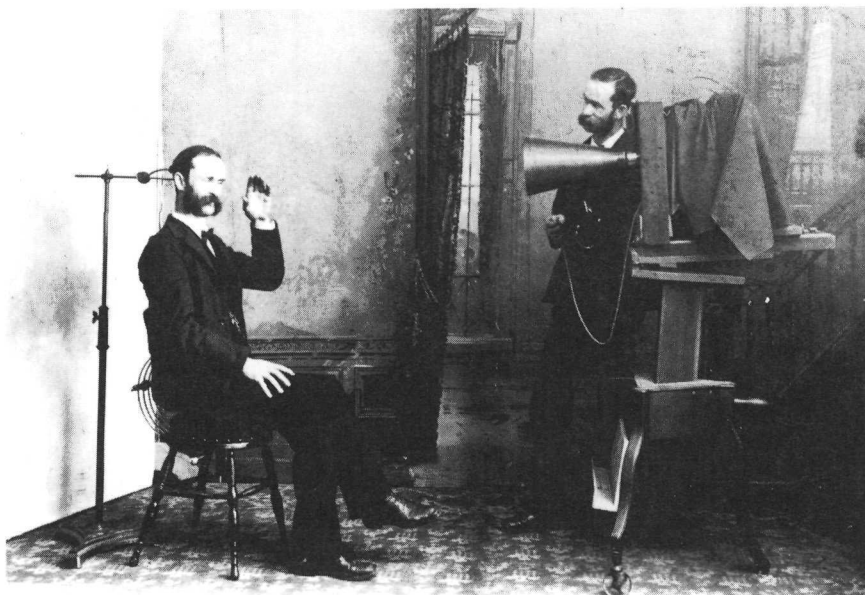
In subsequent sessions, D. W. G. Clements, from the British Library, talked about the role of education and training in the preservation of the archival heritage. F. M. Vaganov, Director General of the State Archives of the USSR, discussed in his paper the preservation treatment options of modern technology. R. K. Perti, Director of the National Archives of India, discussed the problems of conservation of the archival heritage in tropical countries. J. M. Arnoult of the Bibliothèque Nationale in Paris talked about national and international approaches to conservation, and Carmen Crespo of Spain gave a history of the ICA's Conservation Committee, which she chairs. Papers on the whole were good and led to fruitful and useful discussion among the members.

Frank Burke, in an intervention, called attention to recent publications summarizing a National Archives symposium on microfilming for preservation purposes. I

presented a lengthy intervention summarizing some of the latest trends in preservation activities of the United States.

The meeting concluded with a series of resolutions acknowledging the preservation question as a global problem, endorsing the

conclusions of the Unesco/IFLA/ICA survey, and urging further international and interprofessional cooperation in various activities to address the preservation problem.



Courtesy of the Library of Congress.

## Don't move . . .

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

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# The Society of American Archivists

DONN C. NEAL, *Editor*

## Minutes: Council Meeting 1 September 1987 New York, New York

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, Victoria I. Walch, and Joan N. Warnow. Also attending the meeting without vote were Executive Director Donn C. Neal and staff member Deanna Christiansen. Frank B. Evans, Vice President-Designate, and Archie Motley, an incoming member of Council, also attended the meeting. Attending as guests for portions of the meeting were Page Putnam Miller, Edward Papenfuse, Helen Samuels, and SAA staff member Lisa B. Weber.

President Joyce called the meeting to order at 8:20 a.m. on Tuesday, 1 September at the Grand Hyatt Hotel in New York. Joyce noted that he, Diffendal, and Neal would add items not listed on the agenda to their reports and that approval of minutes from the meeting of 5–7 June 1987 would be delayed until the Council meeting on 5 September 1987. The agenda was amended,

then approved on a motion offered by Moseley and seconded by Kenney.

### Report of the President

**Documentary Heritage Trust.** Joyce reported receipt of a request that SAA endorse the Documentary Heritage Trust and noted that action would be taken on this request under New Business. Once the principal organizations have endorsed the trust, he said, it will prepare bylaws and articles of incorporation and begin the search for funding. The concept of the trust has evolved, he said, until it now envisions an advocacy group of individual members that would seek to build awareness of the value of documents and to increase appropriations for the relevant federal agencies. Joyce concluded by pointing out that numerous issues remain unresolved, including the relationship between the trust and such agencies as the National Endowment for the Humanities and the National Historical Publications and Records Commission.

**Archives and Records Information Coalition (ARIC).** Joyce reported on a meeting on 19–20 June 1987 that he and Neal attended, at which the participating organizations (the American Association for State and Local History, the Association for Information and Image Management, the Association of Records Managers and

Administrators, and the National Association of Government Archives and Records Administrators, and the Society of American Archivists) decided that a "coalition" of this sort would be a useful step. At that meeting, Joyce said, the National Archives and Records Administration offered to expand its library and reference services, and ARIC would assist in the development of these services and related projects. ARIC would remain unstructured, but would be chaired by the five organizations in rotation; NARA and the Library of Congress would also participate in ARIC, and possibly other organizations by invitation. ARIC would also enable the participating organizations to share information and to agree upon projects needing attention, Joyce added. He noted that SAA's possible participation in ARIC would be addressed under New Business.

**Archivist of the United States.** Joyce reported that President Reagan intends to appoint Don W. Wilson as Archivist of the United States and said that SAA might be asked, during the confirmation hearings, to express its views on issues that concern it. Holbert suggested that at the appropriate time the Society should acknowledge Frank G. Burke's contributions as Acting Archivist.

**Interim Board for Certification.** Joyce said that the Interim Board would hold its organizational meeting on 2 September and that Edie Hedlin would chair the board for the time being. The board will begin its work and aim for a report to Council prior to the 1 December 1987 deadline that Council had established.

**Automated Records and Techniques Task Force.** Joyce reviewed Council's action (in June 1987) asking the task force and the Committee on Archival Information Exchange to propose a plan for their reorganization into a single body. He expressed his hope that a constructive plan would emerge from their discussions at the annual meeting and urged Council to bear

this experience in mind when it addresses similar organizational matters in the future.

**Appointments.** Joyce announced that he had appointed two committees to serve at the annual meeting: Warnow, Edgerly, and Cox to serve as the Resolutions Committee, and Mary Bowling, Michael Lutzker, and Moseley to review the minutes of the business meeting. He also announced three new nominations, made in response to a request from the state of Ohio, for a planning committee for the National Center for Afro-American History and Culture: Dennis East, Roland Baumann, and David Kyvig. Motley suggested that minority members should be considered for this committee.

**Archives and Society Task Force.** Joyce stated that he had asked James Fogerty, chair of the task force, to recommend in its final report ways SAA could continue activities without a substantial investment of funds.

**Alienated Records.** Joyce reported that he had written, at the direction of Council, to several sections with a request that they consider the matter of records that are directed to inappropriate repositories.

**Distinguished Service Award.** Joyce said that he had asked a long-time member of the Society to consider endowing the award, but that this matter is not yet resolved.

**Rare Books and Manuscripts Section (RBMS) Standards.** Joyce said that there is some confusion about which statements have been jointly approved by SAA and the American Library Association, and which ones are now being reviewed; for now it is the joint statement on access that is under review. The Reference, Access, and Outreach Section and perhaps other SAA sections will be studying this topic during the annual meeting, he noted.

### **Report of the Vice President**

Holbert summarized the status of her appointments, which she said she would describe in detail at the 5 September 1987 Council meeting. She said that Moseley

would continue on the Committee on Goals and Priorities, and asked Council to approve the appointment of Maygene Daniels as its representative on this committee. Walch moved approval, Chestnut seconded, and Council approved this appointment. Holbert also announced her appointments to Council subcommittees: Committees and Representatives (Daniels, joining Cox and Kenney, the chair); Sections (Motley, joining Warnow and Walch, the chair); Task Forces and Roundtables (Pugh, joining Edgerly and Chestnut, the chair); and Goals and Priorities (same as Committees and Representatives).

### **Report of the Treasurer**

**Annual Report.** Diffendal reviewed the report she would make at the Society's business meeting on 4 September 1987. She summarized the three major funds that SAA maintains. The General Fund, Diffendal said, includes noncash assets (chiefly the office computer) and is not a "reserve fund" in the usual sense of the word: the Society has adequate funds in the bank, but there are commitments to be paid from these funds. She also pointed out that the operating budget has increased substantially in recent years and warned against overextending the Society's commitments.

In response to a question from Cox, Joyce observed that most associations try to maintain a reserve sufficient for six to twelve months of operation and that it is difficult to determine the reserves that SAA has maintained over past years. Diffendal pointed out that because budget categories have now been altered, comparisons of earlier figures with the 1987-88 figures are difficult. Blouin observed that the publications needs of the Society might put some strain on the reserves, and he and Edgerly said that some substantial programmatic changes might be called for.

Neal suggested that a publications revolving fund might be a wise step, along with an operating fund reserve and an

equipment service. There was a consensus that the Executive Committee should study these possibilities in preparation for an extended discussion of financial planning for SAA at the winter meeting of Council, once more information about the financial condition of the Society is available. Diffendal pointed out that Council now has more information than ever before about SAA's finances, which may simply make certain chronic problems more apparent than before. Peterson suggested that the Society also explore the potential usefulness of financial planning services offered by the American Society of Association Executives.

**Change in 1987-88 Budget.** Diffendal reported the approval of the Executive Committee for the Executive Director's request to spend up to \$4,000 more in salary and benefits for a slight increase in staffing, provided there is sufficient additional income or an equivalent reduction in expenditures for 1987-88.

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

**Executive Office Workplan.** Neal said that Council would act upon the draft workplan at its 5 September 1987 meeting, but he invited reactions and suggestions. Moseley and others offered recommendations. Cox urged that the workplan be related directly to Council's five priorities, and it was agreed that the Council Committee on Goals and Priorities would do this for sections II and III of the workplan and send the results to Neal.

**NHPRC Grant Proposal.** Neal described the features of a grant proposal that SAA expects to submit to NHPRC, following review by the Editorial and Publications Management boards. Council will act upon the proposal at its 5 September 1987 meeting, he said. The proposal, to total approximately \$75,000, provides for replacement of five titles in SAA's Basic Manual Series by a new "Archival Fundamentals Series." He pointed out that a gift from



Mrs. Kenneth Munden would assist in revising the basic glossary, to be a sixth title in the new series. Chestnut asked if the question of the editor of the new manual series had been resolved. Joyce replied that, based on Council's discussion at its June 1987 meeting, he had authorized Edmund Berkeley, chair of the Editorial Board, to proceed with the appointment of Mary Jo Pugh as editor.

**National Humanities Alliance.** Neal reported receipt of a request that Council reconsider its decision not to expend the money for NHA membership in 1987-88. After a brief discussion Council declined to alter this decision, and Joyce agreed to inform NHA of this fact.

**Personalized Financial Plans for Members.** Neal reported his discussions with a representative of Shearson Lehman Brothers who wishes to offer free financial planning services to SAA members. Council discussed the pros and cons of cooperating with this request. It was agreed that this firm could rent SAA's mailing list but that it should delete from the materials to be sent to SAA members anything that would imply the Society's endorsement.

**1991 and 1992 Annual Meeting Sites.** Neal said that he and Toni Pedroza would be examining a number of cities, including Baltimore, Philadelphia, and Nashville, as possible sites for 1991; in addition, at a meeting on 6 September 1987 he and Holbert will explore scheduling the 1992 annual meeting in Montreal, in conjunction with meetings of the International Council on Archives and the Association of Canadian Archivists.

**Annual Meeting Responsibilities.** Joyce urged Council members to attend committee and task force meetings that have particular pertinence to the issues that Council is addressing or that will deal with decisions Council has made.

**Automation Project.** Lisa Weber, Program Officer for SAA's Automation Program, briefed Council on the initial NEH

grant and the new one that will begin in the fall. During the initial grant period, she said, twelve workshops were offered. In addition, a clearinghouse on automated activities and uses was established, and there has been continuing research on this topic. Weber has also served as staff liaison to certain SAA and non-SAA groups. During the next grant period, which begins in October of 1987, SAA will develop a standards workshop; expand Steven Hensen's publication *Archives, Personal Papers, and Manuscripts*; publish a book of examples of MARC AMC cataloging; disseminate the clearinghouse information; and continue the research and liaison activities. This activity is partially supported by the NEH grant of \$145,757, with additional support from SAA itself. Joyce thanked Weber for the briefing and urged that SAA secure the approval of the Library of Congress for the revised version of Hensen's publication.

**Gifts to SAA.** Neal announced that Mrs. Marguerite Pease has given the Society funds to underwrite an annual cash award in connection with the new Theodore Calvin Pease Award, which honors her husband by recognizing an outstanding student essay on archival administration, and that a grant from Kraft, Inc., will fund a brochure on business archives.

**Council Handbook.** Neal said that he has begun work on the Council handbook but needs assistance in searching the records of the Society for resolutions passed and policies adopted. The members of Council volunteered to assist with this process.

**Section Guidelines.** Neal distributed copies of the section guidelines, revised by Council at its June 1987 meeting.

**Preservation Officer.** Neal reported that he expected to announce soon the appointment, to begin 1 January 1988, of a program officer to direct the Society's evaluation of its past preservation grant activities.

**Membership Report.** Neal distributed



membership figures, drawn from the membership data base, showing a steady rise in the number of SAA members in every category.

### **Report of the Executive Committee**

Peterson reported that the Executive Committee had reviewed the agenda and had approved one change in the SAA budget for 1987-88.

### **Report of the Council Committee on Committees and Representatives**

**Reporting Procedures.** Moseley, observing that both the briefing about the National Coordinating Committee for the Promotion of History and the report on the search for a new editor of the *American Archivist* had been placed in the agenda under the Committee on Committees and Representatives, asked about the proper place of these two groups in SAA's reporting scheme. Council discussed this matter, including in its discussion as well the Editorial and Publications Management boards. Edgerly then moved, with Warnow seconding, the following resolution: "In view of the importance of publications to the affairs of the Society, the Editor of the *American Archivist* and the Chair of the Editorial and the Publications Management boards shall report regularly to Council through the Executive Committee; the Council representative on the Executive Committee shall be the designated recipient of these reports." After further discussion, the motion was withdrawn as premature and the topic was deferred until Council's winter 1988 meeting.

[Over lunch, Council engaged in an informal discussion with SAA's two representatives to the National Historical Publications and Records Commission, Edward Papenfuss and Helen W. Samuels. The discussion focused on current emphases of the commission and the role of the Society's representatives in communication between SAA and the commission.]

**National Coordinating Committee for the Promotion of History (NCC).** At this point in the agenda, Council was joined by Page Putnam Miller, Executive Director of NCC, who reviewed the past year's activities and certain issues of concern to SAA; she also thanked the Society for increasing its contribution to NCC. Miller reflected on what the battle over an appointment of Archivist of the United States had shown, emphasizing the importance of having interested organizations work together, of having good information available, and of educating persons key to the political process. She also provided updates on the Documentary Heritage Trust, the status of appropriations, the Iran-Contra hearings, and declassification policies. Joyce thanked Miller for attending, and for her work in representing the Society in Washington.

**Editor of the *American Archivist*.** Neal reported that the Publications Management Board would be interviewing three candidates for the editorship during the annual meeting. It is hoped, he said, that the board will make a recommendation to Council at the meeting on 5 September 1987.

**Copyright Developments.** Moseley reported that, in accordance with the charge from Joyce, which was received at the June 1987 meeting, the committee had drafted a charge for a proposed copyright committee; she distributed copies of the draft. The committee would, she said, be constituted for three years. Blouin moved creation of the committee, and Diffendal seconded the motion. Holbert suggested expanding the scope of the proposed committee to include other laws as they affect archives and manuscripts, and Moseley recommended greater involvement for the sections. Blouin withdrew his motion and substituted the following new one, using some of the language found in the draft: "Council recharter the Task Force on Copyright to monitor and report to SAA Officers, Council, and the general membership on issues related to copyright laws as they affect the adminis-

tration and use of archives and manuscripts. Through research, contracts with the federal copyright office and other relevant groups outside the Society, and other appropriate means, the task force will examine changes made in the law through judicial interpretation and proposed legislation. In addition to keeping the members informed, the task force will make timely recommendations to SAA officers and Council when public response is necessary. The task force shall be rechartered for three years." Warnow seconded this resolution, which was approved without dissent.

**Committee on the Status of Women.** Moseley asked for a clarification of Council's action at the June 1987 meeting pertaining to the committee's request for funds for 1987-88. Neal and Diffendal reported that Council had not appropriated any funds for the committee.

#### **Report of the Committee on Task Forces and Roundtables**

Peterson reported that the Labor Archives Roundtable has asked for guidance on whether or not it can sell advertisements or subscriptions for its newsletter; the committee recommends, she said, that Council disapprove the request because of the precedent of fund raising that this would establish. A consensus supported this recommendation.

#### **Report of the Committee on Sections**

Blouin reported a request by the Religious Archives Section that Council reconsider its disapproval of an honorarium for a speaker at the section's annual meeting. He and Neal pointed out that the principle of not paying for section programs was involved, along with the failure of the section to request approval before engaging the speaker, and a consensus supported reaffirming disapproval of the request.

#### **Old Business**

**Article in *OAH Newsletter*.** Peterson reported that NARA had decided not to respond to a critical article about it in the *OAH Newsletter*, which had been discussed at Council's meeting in June 1987.

**Documentary Heritage Trust.** Having discussed the trust earlier in the meeting, Council turned to action on the request that SAA endorse the trust. Blouin urged endorsement in principle, and Holbert pointed out that the Society could employ the trust to achieve SAA's own objectives. Peterson expressed her concern that the trust should complement NHPRC. Blouin moved the following resolution, which was seconded by Chestnut: "Recognizing the importance of preserving our nation's documentary heritage, preserving records of enduring value, and raising public awareness about the value of these records, the Society of American Archivists endorses the concepts underlying the effort to establish a Documentary Heritage Trust. At the same time, the Society urges clarification at the earliest possible date of the relationship between the trust and other public and private organizations involved in the preservation of historical records." This resolution was approved unanimously.

**Archives and Records Information Coalition.** Having also discussed this new organization earlier in the meeting, Council considered the request that SAA participate as a member of ARIC. Moseley moved, and Kenney seconded, the following resolution: "The Society of American Archivists accepts the invitation to participate as a member of the Archives and Records Information Coalition." Evans pointed out that one of the functions of the new organization would be to identify needed projects and to agree upon the responsibility for undertaking them. The resolution was approved unanimously.

**Guidelines for Candidates.** Walch and Kenney distributed and reviewed several documents dealing with information for nominees for elected positions (members of Council, the vice president/president-elect, and the treasurer) and guidelines for reimbursement of expenses incurred by SAA Council members. They pointed out that the Nominating Committee would use this information, if approved, in its discussions with potential candidates for 1988–89. They also noted that the draft guidelines omit any discussion of the legal responsibilities of persons serving on Council and details about Council subcommittees because more information is needed on these topics. Blouin moved adoption of the draft statements, pending certain technical changes in the language, and Peterson seconded his motion. The resolution was unanimously adopted.

#### **New Business**

Joyce described a request he had received from an SAA member, who called attention to the procedures that had been used in filling the position of State Archivist in Maine and asked that Council take some action. Council discussed the possi-

bility of articulating, perhaps in cooperation with NAGARA, preferred qualifications for state archivists. Holbert and Evans agreed to take this matter under advisement.

#### **Announcements and Other Business**

Holbert offered the following resolution: “Council expresses its appreciation to President William L. Joyce and retiring Council members Francis X. Blouin, Eva Moseley, and Trudy H. Peterson for their dedicated and untiring service to SAA. President Joyce provided thoughtful leadership and set the stage for Council to reach a number of important, even momentous, decisions with full information and great care. During their years on Council, Fran, Eva, and Trudy assisted Council in countless ways and served the SAA membership well. Council says ‘Thank you,’ and at the same time looks forward to benefiting from their continued participation in the Society’s work.” Edgerly seconded this resolution which was approved unanimously (with the persons named abstaining).

#### **Adjournment**

President Joyce adjourned the meeting at 4:30 p.m. on 1 September 1987.

## Minutes: Council Meeting 5 September 1987 New York, New York

Present were: President Sue E. Holbert; Vice President Frank B. Evans; Treasurer Anne P. Diffendal; Council members Paul I. Chestnut, Richard J. Cox, Maygene Daniels, Linda Edgerly, Anne R. Kenney, Archie Motley, Mary Jo Pugh, Victoria I. Walch, and Joan N. Warnow. Also attending the meeting without vote were Executive Director Donn C. Neal and staff member Antonia Pedroza. Attending as a guest for a portion of the meeting was Susan Grigg, chair of the Editorial and Publications Management boards.

President Holbert called the meeting to order at 5:40 p.m. on Saturday, 5 September 1987 at the Grand Hyatt Hotel in New York. Council reviewed and added to the agenda. On a motion by Edgerly, seconded by Walch, the amended agenda was adopted.

### Approval of Minutes

On a motion by Chestnut, seconded by Cox, Council approved the minutes of the meeting of 5–7 June 1987.

### Report of the President

**Appointments.** Holbert distributed information about the membership of various SAA reporting groups showing her appointments to these groups; she noted that she has worked to specify the appointment process for each group. Holbert added that her appointments to the Automated Records and Techniques Task Force and the Committee on Archival Information Exchange are incomplete pending Council's review of the future of these two groups. Chestnut, Kenney, and Holbert reported that the groups had made some progress during the annual meeting on a proposal. Holbert continued by saying that she will ask Max Evans to represent the Society on the Net-

work Advisory Committee, and that she has appointed Jane Nokes to fill the term on the Editorial Board vacated by Edie Hedlin.

**Interim Board on Certification.** Holbert reported that the board had met earlier in the week and had divided its responsibilities. Hedlin will continue as chair; J. Frank Cook will be in charge of the administrative practices and appeals procedures; Edmund Berkeley will be in charge of certification by petition and recertification; and J. Bert Rhoads will be in charge of certification by examination.

Holbert also reported that she, William Joyce, and Neal had met with members of the Interim Board in order to discuss the implications of the resolution passed at the Society's business meeting on 4 September. The Interim Board decided that it should proceed as before to prepare a detailed plan for certification for Council's review. The report, or a summary thereof, will be printed in the *SAA Newsletter* so that the membership can comment prior to Council's winter meeting, which will be delayed until late February 1988. Further discussion was deferred until Old Business.

**Archivist of the United States.** Holbert reported on plans to prepare testimony related to the nomination of an Archivist of the United States. She said that she would write to Frank G. Burke in order to commend his service as acting archivist once a permanent appointment has been made.

### Report of the Vice President

**Appointments.** Evans reported that Patrick Quinn has accepted an invitation to serve as chair of the Program Committee for 1989; Evans has urged the committee to consider "the state of the art of the profession" as a theme for the program.

**NICLOG.** Evans reported on information that he had received relating to proposals that will soon come before the

Advisory Committee on the Management, Preservation, and Use of Local Government Records.

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

**Executive Office Workplan.** Kenney said that the Council Committee on Goals and Priorities had reviewed the final version of the executive office workplan for 1987–88 and had annotated it with the five priorities that Council adopted. The committee suggests that this process be included as future workplans are constructed. She moved approval of the workplan, and Cox seconded the motion. Council passed it without dissent.

**NHPRC Proposal.** Neal reported that the Editorial and Publications Management boards had reviewed the draft proposal to prepare an Archival Fundamentals Series of manuals. He added that there will be further refinement of the proposal in light of their comments, and that the process of selecting authors for the manuals will begin; the PMB will make the final selections. Motley urged that the stipends paid to authors be increased, but Council concluded that keeping the prices of the manuals as low as possible prevented doing so. Diffendal moved, and Evans seconded, approval of submission of the final proposal to NHPRC in advance of the 1 October 1987 deadline. This motion was unanimously approved.

**Special Issues of the *American Archivist*.** Neal said that the Editorial Board had endorsed publication of two special issues of the *American Archivist*, one on records of art (fall 1988) and one on architectural records (fall 1989), if financial support can be obtained. Neal said that he would begin to draft a proposal that, depending on the timetables of funding sources, might require action by the Executive Committee. Edgerly moved that Council authorize submission of a proposal on this topic, with final approval by the Executive Committee

if necessary. Walch seconded the motion, which Council passed unanimously.

### **Report of the Council Committee on Committees and Representatives**

**Editor of the *American Archivist*.** Susan Grigg joined Council in order to report on the status of the search for a new editor and on related matters. She said that the PMB is satisfied with the current form of the *American Archivist*, including the improvements that have been made recently, and with the plans for streamlining the production process. Council then went into executive session in order to discuss the selection of a new editor; here Grigg summarized the process that the PMB had used, the criteria that it had applied, and the strengths of the several candidates. She reported the PMB's unanimous recommendation that David Klaassen of the University of Minnesota be appointed as editor, and Council unanimously approved this recommendation.

**National Institute for the Conservation of Cultural Property.** Kenney described NICCP's plans to increase membership fees and its request for a one-time contribution in order to overcome acute financial problems. SAA's representatives, first Mary Lynn Ritzenthaler and then Norvell Jones, have urged the Society's continued participation and support of NICCP, she added. The committee recommends continued representation, Kenney continued. A consensus within Council supported paying the higher dues that would secure voting status for SAA but not making a contribution, and Kenney pointed out that Council did not have to act upon the matter of dues until NICCP presents a specific request.

**International Archival Affairs Committee.** Daniels reported on the committee's meeting, which considered Council's request that it remain a committee and not become a roundtable. She emphasized the

importance of an informal style to the success of the committee. Chestnut, citing Council's decision to organize all of its reporting groups, objected to permitting this one to remain informally structured. He pointed out that the ART Task Force and CAIE are reorganizing as requested by Council. Daniels replied that appointing only a few of the many interested persons might undercut the effectiveness of the group. Chestnut moved, Cox seconding, that Council further clarify the action it took (at the June 1987 meeting), restructuring the committee as a standing committee with a chair and a membership appointed by the president. In the discussion, it was agreed that the chair of the committee could appoint working groups. The motion passed, with two abstentions (Daniels and Evans). Edgerly proposed that the Council Committee on Committees address this issue and make a recommendation, if necessary, at Council's winter 1988 meeting.

### Old Business

**Certification.** Evans moved that the discussion of this topic be limited to ten minutes. The motion, seconded by Edgerly, was approved.

Holbert, after summarizing the discussion earlier in the meeting, said that she would appoint a special Council committee that would examine the financial impact of certification on SAA and then report to Council at its winter 1988 meeting. Diffendal pointed out that the resolution approved by the business meeting calls for publication of the subcommittee's report for comments from the membership before Council acts. Chestnut reminded Council that resolutions passed at the business meeting are not binding, and Edgerly said that the offer to provide information would satisfy what the resolution asked for. Cox, saying that he had talked with the sponsors of the resolution, contended that the resolution reflected genuine concern over the financial implications of certification rather than an

attempt to overturn Council's decision. Cox continued by saying that, in his opinion, Council had concluded that the long-range financial implications of certification would be zero, since the program would become self-supporting; the short-range impact, he said, might be more significant but that the Society would be reimbursed. He concluded by noting that certification responds directly to one of the priorities identified in *Planning for the Archival Profession*.

Evans moved that the Executive Committee be the body to review the report of the Interim Board. Cox seconded this motion, which was approved without dissent.

**Committee on Goals and Priorities.** Council discussed the concern expressed by Charles Palm, chair of the SAA Committee on Goals and Priorities, that an article in the *SAA Newsletter* describing Council's adoption of five priorities might be confusing to the membership. Kenney moved that the Council Committee on Goals and Priorities and CGAP discuss their relationship, and that the article go forward in the meantime. Cox seconded this motion, which passed unanimously.

**NICLOG.** Evans said that he had reservations about the proposals for changes in NICLOG. He moved that Council ask the Society's representative, F. Gerald Ham, to report further on these developments so that Council could discuss the matter at its winter 1988 meeting. Edgerly seconded the motion, and Cox recommended that joint action with the National Association of Government Archivists and Records Administrators be considered. The motion was approved without dissent.

### New Business

**Council Representative on Executive Committee.** Council met in executive session and chose Kenney to be its representative on the Executive Committee for 1987-88.

**Orientation of New Members of Council.** Since time did not permit an orientation



period, Neal agreed to distribute copies of written information.

**Standards for Archival Practice.** Walch reported that the Description Section approved a resolution asking Council to establish a task force on descriptive standards. The section believes, she said, that there are many separate efforts going on in this area and that a single group needs to coordinate review of existing and suggested standards. Holbert suggested that the Committee on Professional Standards might take on this responsibility, and Walch moved the following resolution: "The SAA Council charges the Committee on Professional Standards with making recommendations to Council on how best to address the increasing interest in developing and promulgating standards of practice for the archival profession. The committee shall prepare a report by 1 August 1988 that identifies existing SAA-approved standards and guidelines as well as those under development by various SAA bodies." The motion was seconded by Edgerly and passed unanimously. Walch pointed out that the section had created a group to assist in the process of review of standards, and that this group might be of assistance to the Committee on Professional Standards.

**Publications Plan for SAA.** Cox moved the adoption of the following resolution: "The Editorial and Publications Management boards shall prepare a preliminary report, for Council's consideration at its winter 1988 meeting, that describes the elements of a plan of work for strengthening the Society's publications program and how that plan of work can be fully prepared for Council action and implementation." Walch seconded the motion. Cox described his concern over the inadequacy of information available to Council and the need for coordination among the various SAA bodies bearing responsibility for portions of the Society's activities in publications. He suggested that a preliminary report be prepared by February, with a fuller one later. The full report, he went on, might cover the

objectives of the Society's publications program; production and marketing of publications; the financial requirements of the society's publications program; the relationships between Council, the executive director, the Publications Management Board, the Editorial Board, the editor of the *American Archivist*, and other publication editors and authors; the possibility of having the editor of the *American Archivist* (and other editors) attend at least one Council meeting each year; the relationship between the Society and other publishers of archival literature; and other needs for enhancing the production, quality, marketing, and new initiatives of the Society's publications.

Diffendal said that such a report is not possible at this time, and that some of the questions stem from lack of clarity about reporting and supervision. She offered to explore some of the issues involved and report to Council at its winter 1988 meeting. Neal noted that he had drafted some new publications procedures that would be considered at that time as well. Cox withdrew his motion until more information could be gathered.

**Article in *Wall Street Journal*.** Edgerly described to Council the concerns expressed by the Business Archives Section over an article in the *Wall Street Journal*. The section has asked, she said, that Holbert and Neal write separate letters to the newspaper; Holbert's would underline the philosophical issues and Neal's would provide information about the Society and its activities. Council endorsed this suggestion.

### Next Council Meeting

Council selected 25–28 February 1988 as the dates of its next meeting, which will be held in Washington, D.C.

### Adjournment

On a motion by Kenney, seconded by Walch, Council adjourned at 9:30 p.m. on 5 September 1987.

## Executive Director's Annual Report

Toward the end of last year's annual meeting, I joined an SAA group that attended a baseball game at Comiskey Park. About the seventh inning, the message board flashed a welcome to the Society of American Archivists. Soon thereafter, I went under the stands for a few moments, and a man stopped me. "Are you an archivist?" he asked. The moment of truth had arrived; throughout the week—indeed, since my appointment in the spring of 1986—I had been able to observe the archival profession somewhat like a passenger on the Trans-European Express views the Swiss Alps. Now, however, I had to commit myself. Surprised by this man's interest, and not wanting to explain that I merely manage an association that serves archivists, I replied, "Yes, as a matter of fact, I am." He said, "I thought so," and moved on, leaving me to wonder whether Council had hired someone who looks the part, or whether something "archival" had already begun to rub off on me.

A lot has rubbed off on me since last year's meeting, when I was executive director-designate. A year later, it seems appropriate for me to report on what I found, and what your Society's staff has done, over the course of that year. At times during the past twelve months, just surviving the year seemed quite enough, but in fact I think we've managed to accomplish quite a bit.

This is an exciting time to be associated with the archival profession, for although there is considerable vulnerability there is also incredible vitality, and I have enjoyed my first year as your executive director. Here's some of what I have found:

- SAA is blessed with an exceptionally able and dedicated—and professional—staff, which during 1986–87 gained two new members: Tim Ericson and Deanna Christiansen. Your

staff works long and hard to provide you with good service, and nothing demonstrates their care and energy more than this annual meeting, which, as I have seen, takes all summer to organize.

- SAA is also fortunate to have committed and thoughtful officers and Council members, who bring to their SAA responsibilities considerable experience, diligence, and vision. It's been my good fortune to have had their support and encouragement this year, and I would like to acknowledge that fact. Bill Joyce and Anne Diffendal in particular have been pillars of strength and good counsel.
- The membership of SAA, I have learned, includes countless interesting and generous persons who contribute much of their creativity and energy to the affairs of the Society, and who view SAA as a vital force in their professional lives. SAA could not exist without their support and involvement, as well as their needs.
- I found within SAA's universe of counterpart organizations plenty of interest in the Society's activities, and in how increased cooperation with SAA could help all of us to serve our constituents better.
- I also discovered a network of nearly forty vigorous and lively regional archival associations that are performing a valuable function in the profession—and that also seem interested in how greater collaboration with SAA can be mutually beneficial.
- I was unaware a year ago of the full range of activities that the Society is sponsoring or hosting at any given moment, and I suspect that is true for most SAA members as well. The census project, our employment services, the education directory—these are but



examples of the often-overlooked ways in which the Society is helping to advance the welfare of the archival profession.

- In sum, during the year I saw confirmed over and over again the fundamental strength of SAA; the Society, despite some financial problems that we believe are short-lived, has a strong base of resources and achievements and needs upon which to build. Because of that base, we can and will build.

What has the SAA staff been doing all year? We've used the transition from one executive director to another to take a fresh look at—and in some cases to revise—how the SAA office functions. We've rethought our priorities, how we do our jobs, and the services that we deliver. We've reconsidered virtually every SAA policy and procedure, as well as how we communicate with members and others. The SAA staff has been tolerant of my relentless questioning and helpful in suggesting potential improvements.

We've just about finished computerizing SAA's office operations, too, thanks to the hard work of Sylvia Burck and Bernice Brack. Sylvia has also been invaluable in our review and reconfiguration of the Society's complex financial operations.

One of my top priorities was to reinvigorate SAA's education initiative, and the single smartest thing I did all year was to attract Tim Ericson to the staff as our education officer under the auspices of our NHPRC/Mellon grants. With his arrival in January, he took charge of organizing the education conference in Savannah. Since then, Tim has continued to have an important impact on the education initiative by planning for an expanded array of SAA workshops, and by laying the foundation for a comprehensive approach to continuing professional education for archivists. (In addition, he provides the invaluable counsel of an "in-house senior archivist.") With

Lisa Weber and Deanna Christiansen assisting Tim, SAA is now well equipped to move forward imaginatively and energetically to meet our share of the educational needs of the profession.

I also wanted the Society to be able to continue its work in the areas of automation and preservation, and two additional grants this spring from the National Endowment for the Humanities assure that we will do so. Lisa Weber will be continuing her fine leadership of the automation project, which this year has seen implementation of the clearinghouse as well as seven more workshops on the MARC AMC format.

We are about to fill the position of program officer for the Society's new NEH preservation project, which will continue some modest activities in that area while we focus on the impact that SAA's past efforts have had—and on the preservation needs that SAA should try to address in the future. I am pleased to announce that Paul Conway has accepted our offer to become that program officer, effective 1 January 1988.

We were also fortunate this year to receive NHPRC funding to continue our CGAP and census projects. These projects, led respectively and well by Society members John Fleckner and Paul McCarthy, are exploring qualitative, professionwide issues that are of major long-term importance to archivists everywhere.

During the year, thanks to Bill Burck's imagination and hard work, we have refurbished and expanded the *SAA Newsletter* and revamped the management of our publications program. We've also laid the base for expanding the array of SAA's publications, an effort that will be highlighted by replacement of the first five volumes in the Basic Manual Series.

Last year, the *SAA Newsletter* and the *Employment Bulletin* contained between two and three hundred notices of position vacancies, and the Society's employment services helped between fifty and one

hundred candidates and employers to locate one another. Last June, the indefatigable Deanna Christiansen assumed responsibility for managing these services; the improvement is already obvious.

Over the fall and winter, the SAA office assembled data for Council to ponder as it considered certification, and now that Council has acted we will be assisting the Interim Board in implementing the certification program.

During 1986-87, SAA received several notable gifts. One of these, from Mrs. Kenneth Munden in honor of her husband, will help us to revise the basic glossary. I would like to thank her publicly for that generous gift. A second gift, from Mrs. Marguerite Pease in honor of her husband, will endow an annual award for an outstanding student essay in the *American Archivist*. This meeting gives us a chance to acknowledge this fine gift, too. Another (unanticipated) gift, from the Spindex Users/Software Users Network, will be used to advance SAA's educational activities in archival automation. Just yesterday, Kraft Inc., in the person of Laurie Cadigan, presented to SAA a check representing its sizeable grant that will underwrite a new promotional publication designed to encourage business firms to establish archives. In addition, both Chase Manhattan and Garland Publishing Company contributed generously to defray expenses for this annual meeting. Many individual SAA members also made voluntary contributions to the Society this year. Thanks to all of you.

Tim, Lisa, or I attended not only quite a few meetings of SAA groups (especially the Program Committee, CAIE, the ART Task Force, and CGAP) but numerous other meetings where we represented the Society. Among them were meetings of the Joint Committee of Historians and Archivists, a meeting to discuss a national clearinghouse for archival information, meetings to explore the concept of a Documentary Heritage Trust, the meeting of the National

Advisory Committee on Preservation, and several meetings connected with the National Coordinating Committee for the Promotion of History.

I made it a point over the course of the year to visit the leaders of a number of SAA's counterpart associations, including AASLH, AAM, ARMA, AIIM, and NAGARA, in order to open discussions about future cooperation. I am optimistic that we can move forward to tangible collaboration with some of these associations.

In an effort to strengthen SAA's ties with the regionals, between 1 April and 15 June of this year I attended and spoke at a dozen regional meetings, where I also met scores of new people and heard their thoughts about the Society and the profession.

I also squeezed in visits to over three dozen archival repositories for firsthand looks at the variety within the profession that we celebrate. There, as elsewhere within the Society, I received a warm welcome, for which I am very grateful. (I have only another eight hundred to go!)

Finally, we have moved along the planning for several future SAA annual meetings. Toni Pedroza, even while concentrating on organizing this splendid annual meeting, has laid the groundwork for even better meetings in 1988 and beyond.

All the while these many SAA activities and initiatives were developing, we have constantly evaluated (and revised where necessary) our bread and butter: membership services. And, we have examined how we can strengthen our membership development efforts. Toni Pedroza has also applied her skills in this area, and I am pleased to report that the membership of the Society, in every category, continues to increase. Toni, Bernice Brack, Troy Sturdivant, Al Correa, Deanna Christiansen—indeed, *all* of the SAA staff members—have affirmed in their actions our commitment to give each and every SAA member prompt and satisfactory service. All

week I have heard nothing but compliments about the work of these staff members, and I am fortunate indeed to have such a dedicated and able staff.

There are many daunting problems and rigorous challenges facing the archival profession, and many of these are fraught with implications for your Society. How do we ensure a sound financial footing for SAA? How do we develop new leadership and new membership? Can SAA be responsive without being merely reactive? How do we increase the effectiveness of SAA as the major voice of the profession?

The more I see of SAA, the more I appreciate the pioneering work of Ann Morgan Campbell, the contributions of the members, and the leadership of the Society's officers and Council members. The role of the elected leadership of a voluntary association like this one is to deliberate and decide upon issues such as the ones I cited;

the role of the staff is to implement those decisions. We have the energy and the resources to succeed; the task now is to get it done.

In February I met Mr. F. M. Vaganov, who headed the delegation of Soviet archivists visiting the United States. It took a moment or two before he grasped the unique job that I have as the executive director of a voluntary association composed primarily of individual archivists. Once he understood my function, though, Mr. Vaganov observed to me: "If the archivists feel good, the documents will feel good."

My contribution to "records of enduring value" is trying to help 2,600 archivists all feel good, at the same time, so that they can do their jobs better. I hope you will let me know how SAA can make *you* feel good!

DONN C. NEAL  
*Executive Director*

## Treasurer's Report 1 July 1986–30 June 1987

This report covers the twelve-month period from 1 July 1986 through 30 June 1987.

### Financial Statement for Fiscal Year 1986–87

The Society has traditionally used three general categories in which it groups financial transactions: the General Fund, Federal Grant Funds, and Special Projects Funds.

A. The General Fund pertains to the Society's general operations. Revenues and expenses in this fund relate to such activities as publishing the *American Archivist* and the *Newsletter* and holding the annual meeting. The General Fund is tax-exempt under Section 501(c)6 of the Internal Revenue Code. This status is granted to associations that operate in the interests of their own members.

B. The second category is that of Federal Grant Funds. In this are the various grants that the Society has received from the National Historical Publications and Records Commission and the National Endowment for the Humanities. They have supported such projects as developing workshops and publications on conservation and automation and the work of the Task Force (now the Committee) on Goals and Priorities.

C. The third general category is known as Special Projects Funds. These monies have been received by the Society for purposes, as designated by the donors, that allow their tax exemption under the Internal Revenue Code Section 501(c)3. This status is granted for charitable, educational, or scientific programs that benefit the public at large. The total amount in this category has increased dramatically in the last few years. It includes the various awards funds, the interest from which provides cash prizes, and the Education Endowment Fund.

This principal has accumulated mostly through donations from members. The interest is used to support the Society's educational endeavors. The Norton Fund was established about a year and a half ago, when the Society became the beneficiary of the estate of Margaret Cross Norton, former State Archivist of Illinois. Finally, the Mellon Education Fund was established upon receipt from the Mellon Foundation of \$100,000 to support the creation of the Society's Education Office. Attached is a statement of balances for all funds as of 30 June 1987, as compared with the previous year and the income and expense statement for the General Fund for fiscal year 1986–87.

### General Fund Deficit in Fiscal Year 1986–87

The General Fund experienced a deficit of \$51,655 for 1986–87, a year of transitions. A deficit of \$12,800 had been budgeted. Income was higher than anticipated, but expenses were even higher. There is no single cause for this deficit, but rather a number of circumstances, most of them non-recurring, combined to account for it. The most important of these are as follows.

A. In the past year, considerable funds have been devoted to computerizing the SAA office. During the process of setting up new in-house systems, we also needed to maintain the old means of providing for functions and services, especially membership services and financial reporting—most of which have been performed under contract with outside firms.

B. Liability insurance premiums rose about 80 percent, an experience that we have shared with other similar organizations.

C. Interest income is lower because the cash fund which earns that interest was down, due to the costs of acquiring the computer and because interest rates were generally lower than anticipated.

D. Indirect cost income was down due to a restructuring of the NEH conservation grant that is just ending. The Society subcontracted the development of a pilot workshop on preservation management, thus realizing a lower indirect cost rate than had we conducted it ourselves.

E. Costs for printing and for purchasing publications for sale were substantial because inventories needed to be restocked. The happy side of this news is, of course, that publications sales have continued to increase. We will realize income in the current fiscal year from much of what we reprinted and paid for in this past one.

F. Approximately \$3,000 was spent to gather information in preparation for Council's decision on certification. These expenses consisted primarily of the costs for printing, distribution, and analysis of the membership survey, fees for the services of a consultant on certification, and a meeting of a Council subcommittee to prepare a preliminary plan. These costs would have been incurred no matter what Council decided. When revenues from certification are sufficient, however, the General Fund will be reimbursed for these initial expenses.

Together, these factors account for nearly all of the deficit.

### **New Accounting and Financial Reporting Systems**

Fiscal year 1986-87 was a year of preparation for two kinds of changes in the means by which the Society monitors its finances: in the method of tracking income and expenses and in making financial reports; and in the method of accounting.

For the past several years, the Society has contracted with an accounting firm to take information regarding its financial transactions and to produce monthly and year-end reports. One of the purposes for installing a computer in the office was to enable the Society to track its own financial activities. We will benefit from more timely

reports and from the capability to produce information more suited to our needs than was heretofore possible. The software for these functions was installed during the 1986-87 fiscal year. We continued the services of an outside firm through the end of the year. Meanwhile, the staff began using the office system, testing and refining procedures, and comparing the results with that from the accountants. Beginning 1 July, the start of the current fiscal year, the Society is monitoring its financial affairs with its own system.

Our second major change relating to the Society's finances has been to move from a cash to an accrual system of accounting. The Society has previously used cash accounting, whereby income is recognized when funds are received. Expenses are recognized when bills are actually paid rather than when the obligation for payment is incurred. The Society has outgrown this system.

Acquisition of the computer offered an occasion to change accounting systems. Beginning this past July we have begun phasing in the accrual method. Under this method, receipts are recognized, not when the funds are received, but when the service or product for which these funds were intended to pay is provided. Expenses are recorded when the obligation is first incurred.

This system will provide us with a more sophisticated picture of the Society's financial status than is possible under a cash system. It will especially help us to keep track of our future obligations. However, the transition to an accrual method of reporting financial information can be confusing and even misleading. The following example will illustrate.

Dues income from individual members is vital to an organization such as this one. When members pay their annual dues, they are then entitled to services from the Society for the following year. Suppose that

a member pays dues of \$60 at the end of April. Remember that there would be two months remaining in SAA's fiscal year which ends on 30 June.

Under a cash system of accounting, that \$60 would be recorded as income when it was received, and all of it would be recorded as income on the year-end report two months later. However, most of the services owed to that member would be performed in the following year.

Under an accrual system, receipts are recognized when the service for which those funds were intended to pay is provided. Thus, each month for twelve months, 1/12 of that \$60, or \$5, is recorded as income. And so, under an accrual system, only \$10 or two months' worth of that member's dues would appear as income on the report for the end of the fiscal year in which the dues were paid. Most of the income, as indeed most of the services owed the member, would fall into the next fiscal year.

Under the cash system, the Society's income is \$60. Under the accrual system, the year-end financial statement would show only \$10 of income. The remaining \$50 would appear on statements for the following year.

This is a very simple example. However, it illustrates how seeming anomalies may appear during a change of systems. We are working closely with professional accountants to ensure that the transition proceeds properly.

### **The Audit Committee**

The course of development of the Society's method of financial management has been typical of a professional association. Beginning small, all of its work was performed by the members. One of these members, elected secretary-treasurer, with advice and support from the other officers and Council, handled the funds, prepared the budget, kept the books, and made the financial reports. The Audit Committee, a standing committee of the Society, re-

viewed and approved the handling of the Society's financial affairs on behalf of the membership.

Over a decade ago, the Society hired its first executive director who, among other duties, administers the Society's finances. The elected treasurer is charged with oversight of these activities and, together with the Executive Committee and the rest of Council, receives and reviews reports and approves budgets and investments. A firm of professional accountants is hired annually to undertake a thorough financial audit.

At its recent June meeting, Council considered a suggestion of the Audit Committee that it be dissolved. In view of the fact that Council itself has been overseeing the work of the executive office on behalf of the membership, the time has come to acknowledge these existing procedures.

Accordingly, Council voted to dissolve the Audit Committee and formally recognized its own responsibilities for the duties previously assigned to that committee. We would like to thank the committee members, all of whom have served for a number of years: John Daly, chair; Valerie Brown; and Richard Marcus.

### **Effect of Certification on the General Fund**

The intent has been that certification would be a self-supporting activity. At the same time, it is clear that there are costs to initiating the program before any income will be received. The Society's General Fund will support these costs and subsequently will be reimbursed.

In a report in the May 1987 *SAA Newsletter*, President William Joyce outlined a preliminary plan to implement certification and an estimate of the costs associated with its various elements. Developing the specific plan and its budget is the responsibility of the Interim Board, which is meeting for the first time here at this annual meeting. Council will consider the Interim



Board's plan and budget at its meeting upcoming in February. However, based on the preliminary plan, the General Fund budget for FY87-88 allows for expenditures of up to \$11,000 toward implementing certification during this period.

### **Conclusion**

I would like to conclude by acknowledging the good work of the Society's staff during this past year—a year of many changes, as you have heard a number of times here. Change places a great burden on people's energies. To face also a General Fund deficit is an additional strain on the staff because the Society's financial health directly affects their ability to accomplish their goals and fulfill their duties.

Those of us who are responsible to the members for the wise use of the Society's resources, and to the staff for providing them with the support that they need to undertake their work, view the 1986-87 deficit with seriousness but not with alarm. There is money in the bank to pay the bills. Most

of the deficit is due to events that will not recur, many of them related in some way to one of the recent changes.

Except for certification and for the completion of the computer purchase, we anticipate a balanced, though very lean, budget in FY87-88. We now will have more precise information about the Society's financial condition and can obtain that information more quickly than was possible before. Thus, we can monitor and respond to events throughout the year.

From reports that can be generated on the new system, we know that membership has increased in all categories over the past few months. This is good news for a number of reasons, not the least of which is its effect upon the Society's financial resources. Upon that positive note, this report concludes.

ANNE P. DIFFENDALL  
*Treasurer*

**Society of American Archivists  
Funds Balances**

	June 30, 1987	June 30, 1986
General Fund	\$215,262	\$266,917
NEH Automation	(23,555)	(8,575)
NEH Conservation III	(13,723)	(5,406)
NHPRC Education I	5,422	30,924
NHPRC Education II	33,446	0
NHPRC CGAP II	405	13,968
NHPRC CGAP III	20,360	0
NHPRC Archival Census	7,939	0
Mellon Foundation	65,069	97,387
Norton Education	72,503	66,552
Education Endowment	90,260	89,891
SUN Group Automation	1,647	0
Dirksen Congress Workshop	1,062	1,062
ICA Tinker	82	82
Leland Award	18,644	18,428
Holmes Award	5,553	5,468
Posner Award	4,815	4,708
Hamer Award	3,871	3,676
Coker Award	4,698	4,400
Institute Fellowship	(547)	295



**Society of American Archivists**  
**1 July 1986–30 June 1987**  
**GENERAL FUND**  
**Income and Expense Statement**

**RECEIPTS**

Dues	163,759
AA Subs/Ads	36,069
Publications Sales	123,291
Meetings	146,489
501(c)3	11,487
Other	45,181
<b>TOTAL</b>	<b>526,276</b>

**DISBURSEMENTS**

Personnel	205,205
Travel	30,946
AA	33,131
Newsletter	16,466
Postage	15,264
Printing (internal)	8,898
Rent/Utilities	28,666
Telephone	8,805
Services	35,557
Equip/Supplies	12,345
Meetings	102,320
Committees	9,439
Publications for sale	47,357
Representation	4,779
Other	2,161
Depreciation	12,418
Computer	4,175
<b>TOTAL</b>	<b>577,932</b>

Excess (deficiency) of revenues over expenses	(51,655)
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## Richard L. Haas

Richard Lynn Haas, Records Management Officer in the Harvard University Archives, died on 30 May 1987. His professional career as an archivist and records manager spanned only nine years, but they were years of extraordinary activity and achievement within his dual professions.

Born in Dayton, Ohio, 27 September 1956, Rick was educated in the public schools of Trotwood, a suburb of Dayton. He was graduated from Indiana University in 1978 with a bachelor of arts degree in anthropology/history. Over the next several years he did graduate work toward a master of arts degree at Wright State University and towards a masters of business administration at the University of Cincinnati and at Northeastern University.

Rick Haas began his professional career as university records manager at Wright State University in 1978, moved to the University of Cincinnati as university records manager from 1979–81, and concluded his career as records management officer in the Harvard University Archives from 1982–87. He served on the Society of American Archivists Committee on University Records Management in 1979–80 and on the Local Arrangement Committee for the SAA's Cincinnati meeting of 1980. Since 1985 he had served as treasurer of the New England Archivists and was an active participant in the Boston Area Archivists Group and in the Greater Boston Archives Forum.

In the area of records management, Rick Haas served on the Cincinnati Chapter Board of the American Records Management Association (ARMA) in 1980–81 and was elected vice-president from 1981–82. Before he could succeed to the presidency of the Cincinnati chapter, he moved to Boston and was elected Boston chapter secretary for 1982–83 and then was elected for two successive terms as chapter president in

1983–85. He also served as Boston chapter newsletter editor from 1982–85.

At Harvard University Rick Haas became the first records management officer, and within the framework of the university archives, established an active and successful records management program. He also was closely involved with the planning, construction, and early management of the Harvard Depository, a facility for the remote storage of archives, records, and books. At Harvard Rick served on the University Library Preservation Committee, the Harvard Managers Exchange, the Harvard Depository Library Advisory Board, and the AMC Project Coordinating Committee. He was skilled at communicating ideas and concepts and lectured widely, conducted seminars, and wrote articles in areas relating to his chosen professions.

Rick Haas was a man of many interests, with the energy, determination, and enthusiasm to pursue them all with vigor and intelligence. He tempered assertiveness and activism with diplomacy and with an exuberance that made him a natural leader. With his combined experience in archives and records management, Rick realized that the two professions could benefit from working more closely together and endeavored with diplomatic but persistent persuasion to build bridges of understanding and cooperation between them. With this legacy of inspiration the New England Archivists and the Boston Chapter of ARMA have established the Richard L. Haas Memorial Fund, to provide support to records managers and archivists for fostering mutual knowledge, understanding, and respect between the two professions.

HARLEY P. HOLDEN  
*Harvard University*

## 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.

# Annual Index

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LAURA SAEGERT, Compiler

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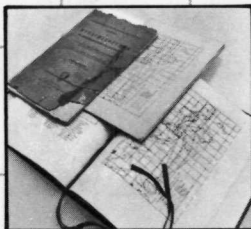
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