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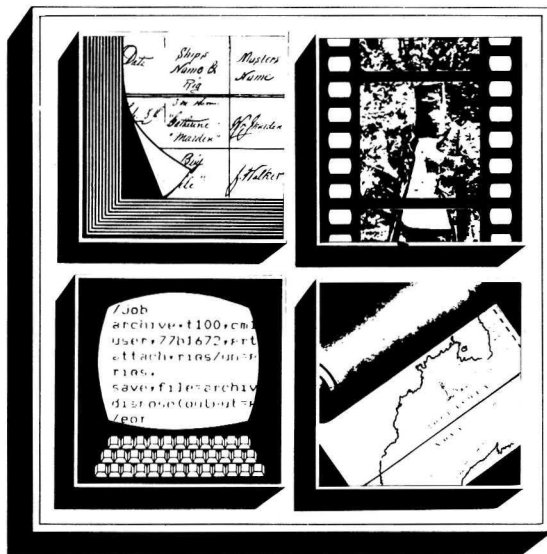
JAMES GREGORY BRADSHER is an archivist with the National Archives and Records Administration, Washington, D.C.

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The Society of American Archivists

DONN C. NEAL, *Editor*

1988 SAA Awards

Each year at the annual meeting, the Society of American Archivists recognizes outstanding achievements by its members through the selection of SAA Fellows, the Society's highest honor for career achievement, and through awards for excellence in designated areas. Although the awards have already been publicized in the *SAA Newsletter*, the achievements of the award winners deserve to be registered as well in the *American Archivist*, the Society's journal of record. The following awards were announced at the 1988 annual meeting in Atlanta on 29 September.

SAA Fellows

Fellows are chosen by the SAA Committee on Professional Standards (the five most-recent past presidents of SAA and two members named by Council), based on overall contributions to the archival profession, writings of superior quality, and active participation in SAA. The Society's bylaws limit the number of fellows to five percent of the total membership. The names of the 108 current fellows will appear in the Spring issue of the *American Archivist*.

Lawrence Dowler is Associate Librarian of Harvard College for Public Services and special assistant to the director of Har-

vard University Library. Prior to coming to Harvard in 1982, he spent twelve years at Yale University Library as librarian for manuscripts and archives and as acting director of the Beinecke Rare Book and Manuscript Library.

Dowler was honored for his administrative skills and vision. He has been an effective advocate for the improvement of scholarly access to research materials and has raised more than \$3 million in grants and gifts toward that end in the past seven years. He worked extensively to initiate the machine-readable Archives and Manuscripts Control format, writing the grant proposal that stimulated the Research Libraries Group's development of that format.

Bruce W. Dearstyne is director of external services and programs for the New York State Archives and Records Administration. He was recognized for his work at the New York State Archives and particularly for his ability to build bridges between archival groups and other related professions and organizations.

Since 1983, Dearstyne has served as executive director of the National Association of Government Archives and Records Administrators (NAGARA) and has led significant expansion of the Association's programs and services.

James E. Fogerty is head of the Acquisitions and Curatorial Department, Division of Library and Archives, Minnesota Historical Society. His nomination was based on his dedication to regional archives groups, his leadership in demonstrating the linkage between oral history and archival sources, and his effectiveness in communicating the importance and methods of preserving local history.

Particularly noteworthy were Fogerty's contributions as chair of the SAA Committee on Regional Archival Activity and Task Force on Archives and Society and as president of the Midwest Archives Conference.

Anne P. Diffendal, currently an archival consultant, was for thirteen years the manuscripts curator of the Nebraska State Historical Society, where she initiated an impressive range of outreach projects. She has taught, lectured, edited, written, and consulted extensively, and has been an effective archival ambassador to varied academic and popular constituencies.

As SAA treasurer from 1985 to 1988, Diffendal is credited with guiding the Society's transition to a more sophisticated and effective accounting system, thus enabling the continued growth of member services at a critical juncture in the Society's history.

Distinguished Service Award

The **Bentley Historical Library** of the University of Michigan received the Society's highest institutional honor in recognition of the overall excellence of its archival program and its exemplary contributions to the profession. The Bentley Library has long been known for outstanding service to its constituency under the leadership of Ruth Bordin, Robert Warner, and the current director, Francis X. Blouin, Jr.

Beyond continuing to develop and provide effective access to outstanding collec-

tions documenting Michigan history and the affairs of the University, the Bentley Library maintains active publications and exhibits programs and a Friends of the Library organization. It also provides the instructional and host-repository resources for the University's graduate-level archival education program.

The Library's most lasting contribution to the advancement of archival theory and practice may come from its Research Fellowship Program for the Study of Modern Archives, which for the past five years has afforded archivists and senior scholars a unique opportunity to investigate archival issues in a cooperative research community environment. The program is funded by the Mellon Foundation and the National Endowment for the Humanities.

Philip M. Hamer-Elizabeth Hamer Kegan Award

Nancy R. Bartlett and **Kathleen A. Koehler**, archivists at the Michigan Historical Collections, Bentley Historical Library, received the Hamer-Kegan Award, given for achievement in promoting public awareness of a specific body of documents. They researched and compiled *A Book of Days: 150 Years of Student Life at Michigan* to commemorate the sesquicentennial at the University of Michigan, drawing on photographs, diaries, letters, alumni records, and university publications to produce a useful and intriguing day book.

Waldo Gifford Leland Prize

Nancy E. Gwinn, Smithsonian Institution Library, received the Leland Prize for writing of superior excellence and usefulness in the field of archival history, theory, or practice. She edited *Preservation Microfilming: A Guide for Librarians and Archivists*, a comprehensive, practical, and readable manual for the planning and implementation of preservation microfilm projects. The manual was published by the

American Library Association. Research for it was sponsored by the Association of Research Libraries and the Northeast Document Conservation Center, with funding from the Andrew Mellon Foundation and the National Historical Publications and Records Commission.

Fellows' Posner Prize

Avra Michelson, systems administrator for the bibliographic information system of the Smithsonian Institution, was awarded the Posner Prize for the outstanding essay published in the *American Archivist* in 1987. Her article, "Description and Reference in the Age of Automation," was based on a survey of repositories that use the Archives and Manuscripts Control format in the Research Libraries Information Network. She discovered "massive inconsistency" in descriptive practices and made specific recommendations to address the problems inherent in adapting institutional control systems for participation in information-sharing bibliographic utilities.

Theodore Calvin Pease Award

Greg Kinney, a student in the master's program in archival administration at the University of Michigan, was the recipient of the first Pease Award, given to recognize superior writing achievement by a student of archival administration. Kinney's essay, "The Records of Land District Offices of the U.S. General Land Office for States of the Northwest Territory," traces the custodial history of land district records for six states from their creation in the nineteenth century to their availability and use today. It will be published in the Spring 1989 issue of the *American Archivist*.

C. F. W. Coker Prize

Frederick Honhart, director of the University Archives and Historical Collection, Michigan State University, received the

Coker Prize, given for meritorious activity that advances the practice of archival description. Under Honhart's direction, and with funding from the National Historical Publications and Records Commission, the MSU Archives developed Micro-MARC:amc, a microcomputer software system that makes it possible for any repository, regardless of size, to create records in the MARC Archives and Manuscripts Control format and to participate in national archival data exchange.

Sister M. Claude Lane Award

Brother Denis Sennett, S.A., of the Friars of Atonement, received the Lane Award for significant contribution in the field of religious archives. He was cited for his generous sharing of knowledge and advice with many persons beginning new archival programs, for his effectiveness as an instructor in numerous religious archival training institutes, and for his leadership of Archivists in Religious Institutions, which he has chaired since 1979.

The Sister M. Claude Lane Award is co-sponsored and funded by the Society of Southwest Archivists.

Oliver Wendell Holmes Award

Ann Pederson, University of New South Wales; **Jan Boomagaard**, Municipal Archives of Amsterdam; and **Alan Ives**, Rivierina-Murray Institute of Higher Education (Australia), were recipients of the Holmes Award, which provides funds for overseas archivists, already in the United States or Canada, to travel to archival institutions, meetings, or institutes.

Pederson and the **Society of Australian Archivists** also received a special certificate of commendation for *Keeping Archives*, recognizing its excellence as a comprehensive, practical introduction to modern archival theory and practice.

Colonial Dames Scholarship Award

Doris Martinson, head of the Knox County (Tennessee) Archives, and **Margaret Nelson**, archives technician for the Archives of American Art, Smithsonian Institution, received the Colonial Dames Scholarship Award. The award is made to beginning employees of institutions with a fair percentage of holdings from a period predating 1825. The awards are in the form of scholarships to attend the Institute in

Modern Archives Administration in Washington, DC.

The *American Archivist* will institute a practice of publishing a full list of SAA Fellows in each Spring issue and a list of award winners for the past ten years in each Summer issue as a means of acknowledging the commendable achievements of these individuals. Descriptions of the previous year's award winners and new Fellows will appear in each Winter issue.

Luncheon Remarks by Incoming SAA President Frank B. Evans

President Frank B. Evans delivered these remarks at the closing luncheon at the 52nd Annual Meeting in Atlanta on 2 October 1988—on the event that marked the dawn of his year as SAA's president.

During this past year I have had the privilege and the pleasure of serving as vice president of the Society of American Archivists. And I can assure you that when important issues were discussed and decisions made in the highest circles of the Holbert administration, you need not ask, "Where was Frank?" I was there! I also want to assure you that in these discussions, I was as vocal as ever--speaking up--and sometimes down--and sometimes around--all of the issues, but speaking for the record.

But seriously, I want to express my sincere appreciation to Sue Holbert, Anne Diffendal, and Donn Neal, not only for keeping me fully informed during this past year, but for actually educating me in the operations of the Society, and thus enabling me to have a voice in these operations.

I also want to publicly acknowledge the invaluable contribution made by our out-

going Council members, Anne Kenney, Vicky Walch, and Paul Chestnut, as well as the outgoing editor of the *American Archivist*, Julia Marks Young and her colleagues. With unusual vigor, uncommon common sense, and unfailing humor, they have helped us through a difficult year.

I look forward to working with our new vice president, John Fleckner, our new treasurer, Linda Henry, and our new Council members, Linda Matthews, Nick Burckel, and Jim O'Toole. We shall all rely upon the continuing members of Council in helping us to achieve the high standard of service to the Society and profession that they have set.

It has become traditional on this occasion for the incoming president to announce personal initiatives for the coming year. I am pleased to report to you that several such initiatives are already underway. Building upon the excellent work done during the past year, particularly by Sue Holbert and our Executive Director, Donn Neal, we are in the midst of rationalizing the Society's structure and functions. Its boards, sections, standing committees, task forces, roundtables, and representatives to other organizations have all been studied, and charters and missions have been or are

being revised where necessary and formulated where lacking.

This past year the Council suspended the bylaw providing for a one-year term for chairs and all members of standing committees and task forces. This bylaw, in my view, not only imposed an intolerable burden upon an incoming president, but, more importantly, sacrificed necessary continuity and consistency in the activities of these groups.

To correct this situation, I proposed, and Council approved, a bylaw change making chairs eligible for immediate reappointment for a second or third year. With the full cooperation of Sue Holbert and John Fleckner, I have already implemented these changes in my appointments.

Council also approved my proposal for three-year terms for members of standing committees and task forces, with one-third of the members appointed each year. Such an arrangement will not only provide continuity, but the system of staggered terms will ensure the equally necessary appointment of new people with new ideas.

Two other initiatives relate to records management and library archives. Archivists responsible for institutional records, public or private, have long been aware of the impact that a good records-management program--or the lack of such a program--has upon the quantity and the quality of the documentation generated and accumulated by their institutions. The discipline of records management was indeed created by archivists because of its direct benefits to archival programs.

In recent years, however, the Society has tended to neglect the historical and practical relationship between archives and records management, with the result that we now have, for example, representatives for liaison with four different library-oriented organizations, but none with any records-management organizations.

At my request, Council has approved the appointment of a Task Force on Records

Management to prepare a report with recommendations as to how the Society can best deal with mutual concerns in this area. In an era of increasing electronic record-keeping, failure of the archivist to act early, in their relatively short life cycle, may well mean either no records or no usable records at the end of that cycle.

With regard to the archives of libraries, I call your attention to the existence of a Museum Archives Roundtable, but the absence within the Society of any group significantly concerned with the records of libraries, particularly libraries not associated with colleges and universities. Council has therefore approved my proposal for a working group on the archives of libraries to study the current situation and recommend specific actions to help ensure preservation and access to these valuable cultural and educational resources.

During the coming year, we will continue to emphasize Council's priorities and those proposed by the Committee on Goals and Priorities. We intend to give particular attention to the Society's initiatives regarding the status of women and the role of minorities in the profession. Much still remains to be done in the area of equal rights, but I would like to note that my presence here today is visible proof that the Society does not discriminate against the elderly.

Overshadowing all other concerns and initiatives in the year ahead, however, will be the Society's commitment, morally and financially, to the program of individual certification. In this area all viable options have been studied and debated, and a decision has been made. As you know, that decision does not preclude either the accreditation of training courses or of institutional programs.

Indeed, many feel that in the present circumstances the individual certification program is the most practical way to promote and eventually achieve both of these important goals. The task before each of us at this time is to help ensure the success of

the program of individual certification. I ask each of you to consider carefully your professional commitment.

To some of us who have devoted the greater part of our lives to the profession, what is called for is essentially an act of faith. Certification is not likely, in our time, to gain us employment, or promotion, or societal recognition, or any other personal advantage. But it does represent our investment in the future of our profession, and is evidence of our belief that what we have done and are doing with our lives is of social value and worthy of our time and talents.

To those in mid-career, certification will help ensure the formulation and adoption of standards attesting to the professional character of archival activity, thus furthering understanding and appreciation of archives, and of the value of the work of an archivist.

The real beneficiaries of certification may

well be those who have recently entered the profession and will be entering it in future years. To them we hope to bequeath a profession certain of its identity, recognized for sound professional practices, and publicly acknowledged to be fully competent to select, preserve, and promote the utilization of our invaluable documenting heritage.

Of course, each of us is free to make our own decision in this matter, and to have that decision respected, but I do hope each of you will be able and willing to support this important program for the future of our profession.

In conclusion, I look forward to seeing you all next year under the Arch, where we shall have the benefit of a challenging program organized by Pat Quinn, Mary Janzen, and their Committee, and hosted by Pat Adams, Peter Michel, and our other St. Louis colleagues.

Executive Director's Annual Report, 29 September 1988 Atlanta, Georgia

This, my second annual report as Executive Director, covers the period between the Society's 51st annual meeting in New York City last September and this annual meeting. The past year has seen the Society take some important strides forward in a number of areas, and prepare itself to take further strides during the coming year. My report will mention some highlights and examples.

The Committee on Education and Professional Development drafted, and Council accepted, revised Graduate Education Guidelines. These are already making a significant contribution to our understanding and strengthening of archival education. CEPD's continuing work on archival competencies is also helping to

shape what we think about what archivists do, and must know in order to perform their work.

The Task Force on Institutional Evaluation has brought nearly to completion its work on a self-assessment handbook that will assist archivists, and archival managers especially, to understand the strengths and weaknesses of their institutions—and how their own repositories' characteristics compare statistically with others included in SAA's 1985 census—as well as with the Society's Principles of Institutional Evaluation. This project, which has been funded by the National Historical Publications and Records Commission, is currently undergoing final criticism and revision and should be in wider circulation later this year.

The Editorial Board has moved to expand and strengthen the Society's publications program. The most ambitious initiative is the new manual series, *Archival Fundamentals*, which is also supported by NHPRC. Under editor Mary Jo Pugh's guidance, authors of the manuals in the series are working on their manuscripts, and by next fall we hope to have in print the first titles in this important new series.

The Interim Board on Certification has continued to study, and to move us toward, a program of certification for archivists. The petition document has been prepared, a testing firm has been selected, work leading to the examination itself has begun, and associated administrative and budgetary details have been attended to. With this meeting, when petition forms are first distributed, we move into the implementation phase, and by next year at this time the Academy of Certified Archivists will have been established and will be offering the first certification examination.

The Membership Committee has begun to analyze how SAA can augment its membership so that we enjoy the expanded involvement and resources that new members bring to an organization. During the coming year, the Committee will prepare a general strategy for membership development and will move forward to implement some of its plans for strengthening SAA's membership. Meanwhile, our membership has continued its modest growth.

The Editor of the *American Archivist*, Julia Marks Young, with help from the Society's Managing Editor, Bill Burck, addressed a variety of snags in the editing and production of our journal, and we have now recovered most of the time lost in its publication schedule. The two remaining issues of Julia's editorship (Summer 1988 and Fall 1988) should be in members' hands very soon. David Klaassen has already begun to prepare his initial issues. And during the coming year we expect to undertake some editorial and technical changes that

will help us to streamline the process of producing the journal. As Julia leaves the editorship, I'd like to salute her for her labors to produce a journal of the highest quality.

The Program Committee for this meeting did an outstanding job of putting together an annual meeting program with diversity, innovation, and substance. The 1989 Program Committee will have a difficult time surpassing this achievement. Our 1988 Host Committee, too, did outstanding work in coordinating all of the many details involved in bringing over 1,000 archivists to Atlanta and giving them a good sense of the archival, cultural, and recreational attributes of this city. While I am discussing the annual meeting, let me express my thanks to our friends at Spacesaver, Nabisco, and Garland Publishing Company for their financial support for aspects of this meeting, and to members of the Business Archives Section for the special local publicity that we were able to produce with their support.

I could mention many other important developments, large and small, if time permitted:

- the SAA Council has begun important studies of the Society's publications program, financial planning, and committee appointment process
- the Awards Committee reviewed and restated information about the Society's awards; new procedures will facilitate the work of this committee in the future
- the Committee on Automated Records and Techniques completed the transition from task force to committee and continued to progress through its ambitious five-year plan, and new relationships were forged between this committee and that on Archival Information Exchange
- Council approved new guidelines for several SAA committees

- the Committee on Goals and Priorities continued to do important thinking about the goals and priorities of the profession and helped to stimulate progress in several key areas—by establishing five working groups, and by holding up goals and priorities as an important goal and priority itself
- the Society's two Joint Committees—with historians and with librarians—have continued to strengthen the relationships and cooperation between archivists and these two closely allied professions
- the Committee on Regional Archival Activity has continued to mature as a forum for regional organizations to share problems, needs, and triumphs
- SAA's sections and roundtables have moved forward with their own impressive agendas and initiatives
- Council established a new Committee on Public Information, which will develop many of the ideas that were advanced by the Task Force on Archives and Society
- Council also chartered three new task forces—on ethics, on copyright, and on standards—that have already begun their work
- we have begun development of a preservation institute for Latin American archivists, to be held in mid-1989
- the Society participated in the initial meeting of the Archives and Records Information Coalition
- we have explored other possible office sites in the Chicago area and negotiated a ten-year lease at our present location
- we have instituted a retirement program for SAA employees
- we have produced a new SAA membership brochure

- we have chosen the sites for our 1991, 1992, and 1993 annual meetings
- and more

I'd like to salute the chairs and members of all of these SAA groups, people like Dave Klaassen, Susan Grigg, Paul McCarthy, Edie Hedlin, Tom Wilsted, Linda Matthews, Ed Weldon, Lori Hefner, Bruce Ambacher, Charles Palm, Patrick Quinn, Daria D'Arienzo, and so many others. It is a privilege to work with such talented and dedicated volunteer leaders, as well as with the Society's elected leadership. SAA is rich indeed in the quality of its leadership.

The SAA office staff has supported and assisted in all of these initiatives, as well as carried out the "routine" work of the Society. I'd also like to salute them for their work during this past year. Five persons are new on the staff, so there has been a lot of new learning in our office—as well as new ideas and new energy.

Paul Conway joined SAA in January of 1988 in order to direct our NEH-funded evaluation of the Society's seven-year initiative in preservation and to help us chart a course for the future. Paul has made good progress toward perfecting his analytical tools, gathering information, and making contacts; over the next nine months, he will produce findings instrumental in the evaluation of this important program—and in understanding preservation education in the United States. The Society continues to benefit in many ways from Paul's intellect and incredible energy.

Marion Matters came to the SAA staff in August of this year, replacing Lisa Weber, who left us for NHPRC. Marion works out of her home in St. Paul, on leave from her position at the Minnesota Historical Society. She inherits and is ably carrying forward the fine work that Lisa did in our NEH-funded automation program, which this year moved beyond the successful MARC workshops to the new standards workshop. Marion will maintain the Soci-

ety's involvement in larger automation-related issues and will see through to completion several very valuable projects, including Steve Henson's revision of *Archives*, *Personal Papers*, and *Manuscripts*.

It is a joy to have these two well-known, talented, and hard-working archivists as members of the SAA staff.

When Toni Pedroza left SAA early in 1988, we were fortunate to attract Georgeann Palmer as our Director of Membership Services and Office Manager. A quick learner, Georgeann did most of the planning for this annual meeting and has begun to get involved in advance plans for 1989 and later. Our future meetings will benefit, I think, from the trial by fire that Georgeann has experienced this year, and I'd like to say publicly how much I appreciate her hard work in making this meeting a success.

Nancy VanWieren stepped in earlier this year to fill the position of Program Assistant. In this capacity, she assists Tim Ericson and Marion Matters in organizing and conducting SAA's extensive educational efforts. Nancy also handles SAA's placement services. Nancy is another one who does not shirk work, and the Society benefits in many ways from her presence and good cheer.

Our most recent newcomer is Teresa Brinati, who earlier this month succeeded Bill Burck as Managing Editor. Teresa is getting the same introduction by immersion that Bill himself received at the 1986 annual meeting, and based on her early strong performance I fully expect that she will be at least as good for SAA as Bill was. Teresa will be responsible for maintaining the high quality of our newsletter, for assisting Dave Klaassen with the *American Archivist* and for managing the Society's important publications program.

Finally, let me salute SAA's "veteran" employees, who contribute their special ex-

perience, skills, and wisdom to what the SAA office does.

Bernice Brack continues to handle changes in the membership data base, to answer telephone calls, to send out membership renewals, to deal with questions about SAA, and to carry out a myriad of vital support functions in our office with exemplary courtesy and a pleasant demeanor. Bernice is usually the person you talk to first when you call the SAA office, and I urge you to stop by the registration area and to tell her how much you appreciate her friendly and helpful manner.

Troy Studivant continues to handle with skill and efficiency our fulfillment of sales of SAA's publications. In addition, he has taken on this year important new responsibilities in accounting and in supporting our computer operations, and he cheerfully fills in at other tasks as needed. Troy is assisted by Al Correa, a college student who helps to ship publications and to keep our copier warm.

During this past year, Sylvia Burck has continued to wrestle with the Society's complex and demanding financial and computerized operations. This year, we've completed an often-difficult transition to a new automated system, and to accrual accounting, and I've relied heavily on Sylvia's key role in this process. I have to tell you that Sylvia is leaving SAA as of today, however, and so I will be looking for her replacement as soon as I return to Chicago.

We've had the special pleasure this fall to have had in the SAA office, and also here in Atlanta, the services of long-time former SAA staff member Joyce Gianastasio, whom many members of the Society remember with fondness. Joyce has been a pillar of support as we have readied this annual meeting, and the new daily calendar is largely her work. I would like to acknowledge with thanks that assistance.

Last but hardly least is Tim Ericson, of

course, who continues to develop and manage the Society's impressive educational initiatives. Over the past year, we've expanded the new series of workshops that the NHPRC and Mellon grants have allowed us to create and have continued to refine and to improve the Society's existing workshops. Tim's careful and skillful cultivation of all these educational offerings has been instrumental in their success, and their popularity attests to the usefulness and quality of SAA's educational programs. Whether working with instructors to improve curricular materials, or working with regional archival associations to match their needs with our educational offerings, or working with archival educators to promote better understanding of their programs, or working with the Program Committee to shape the content of this year's program, Tim has brought to bear his rich archival experience and his insights into archival education, and this foremost SAA service has continued to grow and to prosper under his leadership. In addition, Tim serves as "senior archivist" in the SAA office, which

means that we all rely upon him for advice in handling inquiries and in dealing with a variety of professional issues. His contributions to the work of the Society can scarcely be measured, and I am most grateful for those contributions.

When Teresa Brinati came to interview for the position of Managing Editor, she asked me, "Just what *is* the mission of the Society?" I responded that it is to identify and help to meet the professional needs of archivists through educational activities, publications, opportunities to share ideas, and contacts with non-archivists, enabling archivists to grow as professionals and to be more successful in their work. With the help of SAA's volunteer leadership, and its capable staff members, 1987-88 has been, I believe, a successful year in pursuit of this mission. We all hope to make 1988-89 even better, and I thank you for your support and your suggestions as we seek to make the Society responsive to *your* needs.

DONN C. NEAL
Executive Director

Treasurer's Annual Report, 1 July 1987-30 June 1988

New Accounting System

At the beginning of fiscal year 1987-88, the Society changed from a cash to an accrual system of accounting. The Society had 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 had outgrown such a system.

Beginning 1 July 1987, we adopted accrual accounting. 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 goods or services are received, not later when the bills are paid.

This system provides 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 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 twelve months following. Suppose that a member pays dues of \$60 at the end of April. Remember that there would be two months remaining in the fiscal year, which ends on 30 June.

Under a cash system of accounting, that payment of \$60 would be recorded as income when it was received in April, and all of it would appear as dues income on the year-end report, two months later. However, most of the services owed to that member would be rendered in the following fiscal 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 dues income. What happens to the payment of \$60 that was made in April? 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.

Financial Statements for Fiscal Year 1987-88

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 asso-

ciations that operate in the interests of their own members.

B. The second general 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, the original basic manuals series and the new fundamentals series, 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. It includes the various awards funds, the interest from which provides cash prizes. It includes the Education Endowment Fund. This principal has accumulated mostly through donations from members. The Norton Fund was established over two years 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.

You have three summary statements taken from a 20-page report, prepared by the firm of Pandolfi, Topolski, Weiss, & Co., Certified Public Accountants, of Westchester, Illinois. They are putting final touches on a report of their audit of these statements and of the Society's system of internal accounting control. Council has reviewed a draft of their report at its meeting this past Tuesday. It will receive, review, and accept the final audit report at its winter meeting upcoming in early February.

The 3 statements:

Balance Sheet—shows one point in time, 30 June 1988—the last day of the Society’s fiscal year; called a “combined” balance sheet because it shows all three of the Society’s categories of funds.

Income and Expense Statement—shows total activity, income and expenses, over a period of time—the fiscal year, 1 July 1987 to 30 June 1988; this is a “combined”

statement because it includes all three of the Society’s categories of funds.

Statement of General and Administrative Expenses for the General Fund—shows expenses only, for the General Fund only, for the fiscal year; this is included because it gives details about expenses, where the combined statement gives only the total.

I want to draw your attention to some of the items appearing in these statements.

Table 1

Statement 1				
The Society of American Archivists, Inc.				
Combined Balance Sheet				
All Funds				
	General Fund	Grant Funds	Special Project Funds - Restricted	Memorandum Only Total
ASSETS				
Cash	\$290,417	\$ 48,797	\$103,015	\$442,229
Accounts Receivable	6,460	33,330	—	39,790
Interfund Receivable	83,743	51,939	174,098	309,780
Inventory	33,116	—	—	33,116
Fixed Assets	60,888	—	—	60,888
TOTAL ASSETS	\$474,624	\$134,066	\$277,113	\$885,803
LIABILITIES AND FUND EQUITY				
LIABILITIES				
Accounts Payable	\$ 27,924	\$ 2,000	\$ -	\$ 29,924
Interfund Payables	214,044	90,067	5,669	309,780
Deferred Revenue	106,919	50,877	—	157,796
Compensated Absences	6,222	—	—	6,222
TOTAL LIABILITIES	355,109	142,944	5,669	503,722
TOTAL FUND EQUITY	119,515	(8,878)	271,444	382,081
TOTAL LIABILITIES AND FUND EQUITY	\$474,624	\$134,066	\$277,113	\$885,803

I. **Balance Sheet**—This organization has not been accustomed to paying much attention to the balance sheet. It is essential that we began to look regularly at it because there are some critical pieces of information that can only be found there.

A. Assets

1. Accounts Receivable—what is owed to that fund.
 - a. General Fund—dues/subscriptions billed, funds not received.
 - b. Grant Fund—money due from NEH; with NEH, one spends money in the process of conducting activities of the grant project and then applies to be reimbursed.
2. Interfund Receivables—money owed one of the Society's three categories of funds by one of the other categories. For example, the General Fund has the checking account. Grant funded activities are paid by checks drawn on that account and the General Fund is reimbursed.

Look Under Liabilities at Interfund Payables—this is the reverse of Interfund Receivables. To illustrate, much of the Special Projects Fund money is invested in a Dreyfus Money Market, which appears under the General Fund. Special Project Fund money invested in the Dreyfus Fund is an Interfund Payable on the General Fund balance sheet.

Look Back Up At Assets

3. Inventory—value of the stock of publications for sale; figured at the cost of production or the purchase price.
4. Fixed Assets—depreciated value of office equipment, mostly the computer.

B. Liabilities

1. Accounts Payable—goods and services that we have received but not yet paid for. The General Fund, for example, shows bills for typesetting and printing for *American Archivist* and for printing the annual meeting program that were received in June but paid in July.
2. Deferred Revenue—money that we have received for which we have not yet provided service.
 - General Fund—mostly dues and subscriptions—this is the example I used earlier in trying to explain the difference between cash and accrual accounting.
 - Grant Fund—funds received but not yet spent, mostly NHPRC. Under an NHPRC grant, money is received first from which the expenses of the project are then paid.
3. Compensated absences—vacation days accumulated by staff.

Table 2

Statement 2				
The Society of American Archivists, Inc.				
Combined Statement of Revenues, Expenses and Changes in Fund Balances				
All Funds				
Year Ended June 30, 1988				
	General Fund	Grant Funds	Special Project Funds—Restricted	Memorandum Only Total
REVENUES				
Grants	\$ —	\$115,868	\$ —	\$115,868
Interest	15,925	3,867	7,469	27,261
Other Revenue	—	—	24,053	24,053
Administrative Fees	45,226	—	—	45,226
Membership Dues	153,103	—	—	153,103
Subscription Dues	21,548	—	—	21,548
Advertising	9,137	—	—	9,137
Workshops	51,457	(120)	—	51,337
Annual Meeting	121,804	—	—	121,804
Publication Sales	117,042	—	—	117,042
Miscellaneous	8,107	—	—	8,107
TOTAL REVENUES	543,349	119,615	31,522	694,486
EXPENSES				
General Fund	587,722	—	—	587,722
Special Projects Funds	—	—	21,727	21,727
Grant Funds	—	157,855	—	157,855
TOTAL EXPENSES	587,722	157,855	21,727	767,304
Excess (deficiency) of revenues over expenses before other sources (uses)	(44,373)	(38,240)	9,795	(72,818)
Other sources (uses): Transfers other funds	4,783	—	(4,783)	—
Excess (deficiency) of revenues over expenses after other sources (uses)	(39,590)	(38,240)	5,012	(72,818)
Fund balances at beginning of year	159,105	29,362	266,432	454,899
Fund balances at end of year	\$119,515	\$ (8,878)	\$271,444	\$382,081

II. Income and Expense Statement—Combined Statement

A. General Fund

1. Administrative fees—indirect cost income from NEH grants.
2. Membership dues—reflects only that portion of money received for which we have rendered service.
3. Subscription fees—same as for membership dues.

Move down the column—under Total Expenses:

- 4. Other sources—Transfers from other funds—interest from the Endowment and the Norton Funds used to support education activities.
- 5. Excess (deficiency) of revenues over expenditures—still under the General Fund column—a deficit of \$39,590. We will refer to this again later.

B. Grant Fund

Excess (deficiency) of revenues over expenditures—Shown a deficit in recent years. Reflects money spent on NEH funded grant projects for which we have not yet been reimbursed. Also this year, overage on Conservation Grant III incurred after its re-structuring in the fiscal year before this one.

Table 3

Exhibit 1	
The Society of American Archivists, Inc.	
General Fund	
Statement of General and Administrative	
Expenses	
Year Ended June 30, 1988	
Generation and administration	\$335,269
Current annual meeting	80,367
American Archivist	43,997
SAA Newsletter	15,649
Publications for sale	44,228
Workshops	25,653
Representation	3,645
Cmte./Section/TF/Rep	10,304
Council	7,764
Computer	4,247
Past annual meeting	564
Next annual meeting	9,567
Certification	5,468
Total General Fund	\$587,722

III. Statement of Expenses for the General Fund—gives details of these expenses; the combined statement above shows only the total.

What Does It All Mean?

In a year of transition from the cash to the accrual method of accounting, the income statement will not look good. In this year, for the first time, we do not count as income the amounts that are deferred.

I asked our accountant for a way to compare this year's General Fund figures with

those of previous years. In other words, if we had remained on the cash basis, would the General Fund have shown a deficit or a surplus? And what amount? The answer: if we had remained on a cash basis, the General Fund would have shown a surplus of \$9,700 rather than a deficit of \$39,590.

How this particular amount is derived re-

quires some information from the notes to the financial statements, which are found in the full 20-page report. In the course of two phone conversations, I followed him from statements to notes and back again to statements. If anyone is interested, I will be happy to work through it with you. Or you are more than welcome to have a copy of the full final report to do it yourself, or for that matter, to have the report for any other reason. Please ask.

With the procedures and reports required to close fiscal year 1987-88, the Society's new accounting system is in place. It was not an easy year for the staff--a year which also saw the bookkeeping and the membership file maintenance bought entirely in-house on the new office computer system. I want to thank Sylvia Burck and to wish her well as she leaves us for new endeavors. And especially to thank Donn Neal. He has been a joy to work with, showing endless patience and good humor in responding to my questions and requests for information.

I would like to thank the other officers,

and the Council, and you the members for your patience and understanding during this transition at a time of other demands on the Society.

We now have the means to develop a sophisticated appreciation of the Society's financial status and to use this knowledge to manage its affairs more effectively and to plan for its future more assuredly.

I do not expect that the system itself will change much. I do expect that with time, we all will become more familiar, and thus more comfortable, with the information appearing in the financial reports. As that happens, we will formulate new questions and discover new meanings to be derived from an analysis of the figures.

This is a learning process, after all. And isn't the opportunity of participating in it one of the principal rewards of voluntary association activity? I think so. And for that opportunity over the past three years, I thank you all very much.

ANNE P. DIFFENDAL
Treasurer

THE *AMERICAN ARCHIVIST*: EDITORIAL POLICY

The *American Archivist* is the quarterly journal of the Society of American Archivists. It seeks to reflect thinking about theoretical and practical developments in the archival profession, particularly in North America; about the relationships between archivists and the creators and users of archives; and about cultural, social, legal, and technological developments that affect the nature of recorded information and the need to create and maintain it.

Journal Format

The *American Archivist* has several departments to accommodate a variety of types and lengths of articles. **Research Articles** are analytical and critical expositions based on original investigation or on systematic review of literature. Subjects of broad interest are preferred.

Case Studies are analytical reports of projects or activities in a specific setting that offer the basis for emulation or comparison in other settings.

Perspectives are commentaries, reflective or opinion pieces, and other relatively informal presentations addressing issues or practices that concern archivists and their constituents.

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Surveys are invited essays that review the developments (as opposed to the literature) in specified areas in a way that describes particular initiatives and places them in the context of broader trends.

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Manuscripts should be typed in English on white paper 8-1/2 × 11 inches in size (computer-printed documents are preferred to be in near-letter-quality mode). Both text (including lengthy block quotations) and footnotes should be double-spaced with the notes following the text, not at the foot of each page. 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. The preferred maximum length is 6,000 words for research articles and surveys and 3,000 words for case studies and perspectives. All articles should be accompanied by a 100-word abstract.

Four copies of the manuscript should be submitted for research articles, and two copies for all other types of articles.

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Editors of the *American Archivist* use the *Chicago Manual of Style*, 13th edition (University of Chicago, 1982), as the standard of style and footnote format, and *Webster's Third New International Dictionary of the English Language*, (G. & C. Merriam Co.,

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Manuscripts prepared on computers can dramatically improve the speed and accuracy of editorial text handling. Authors should indicate at the time of initial (hard copy) submission if their manuscripts are available in electronic form, identifying the type of computer, the word-processing program, and the diskette size. Upon acceptance, the editors will advise on whether to send a computer data file on diskette as well as a typescript copy.

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Authors wanting to submit manuscripts are encouraged to obtain more detailed guidelines by writing or telephoning Teresa Brinati, Managing Editor, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. Telephone: (312) 922-0140.

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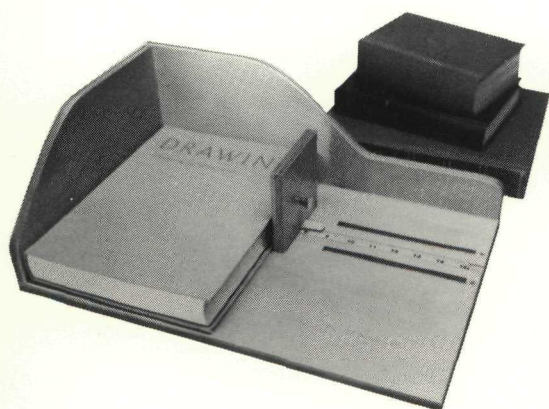
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