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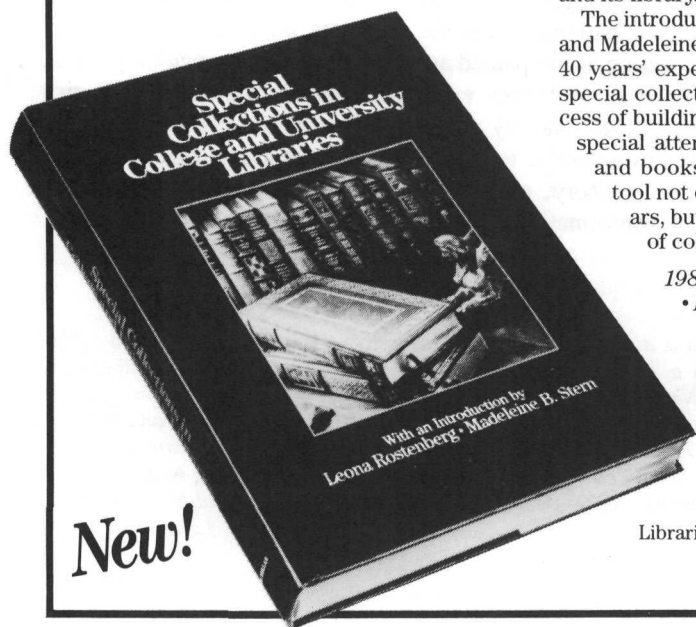
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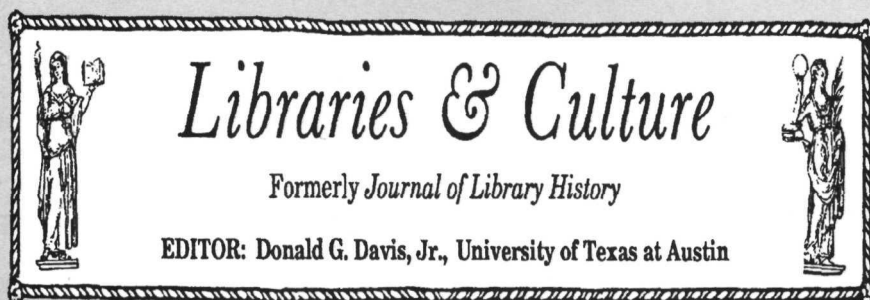
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Society of American Archivists Council Meeting Minutes Atlanta, Georgia 27 September 1988

Present were: President Sue E. Holbert; Vice President Frank B. Evans; Treasurer Anne P. Diffendal; and Council members Paul I. Chestnut, Richard J. Cox, Maygene Daniels, Linda Edgerly, Archie Motley, Mary Jo Pugh, Victoria I. Walch, and Joan Warnow-Blewett. Also attending the meeting without vote were Executive Director Donn C. Neal, Vice President-Elect John Fleckner, Treasurer-Elect Linda Henry, and incoming Council members Nicholas Burckel and Linda Matthews. Council member Anne R. Kenney could not attend owing to family commitments, and incoming Council member James O'Toole could not attend because of teaching commitments.

Call to Order and Adoption of the Agenda

President Holbert called the meeting to order at 10:10 A.M. on 27 September and announced several additions to the preliminary agenda. On a motion by Walch, seconded by Evans, the revised agenda was adopted without dissent.

Approval of Minutes

Neal noted several minor corrections to the preliminary minutes for the meeting of 10-12 June 1988. Then, on a motion by Chestnut, seconded by Cox, the corrected minutes were approved.

Report of the President

A. Appointments. Holbert distributed lists of the members of the new Committee on Public Information, Task Force on Ethics, and Task Force on Archival Standards. She noted that Karen Benedict, Chair of the Committee on Public Information, and Frank Evans had asked that the committee be expanded to six members, instead of the

five that Council had specified in creating it. After some discussion of the size of the committee, Evans moved to amend the original charge. Walch seconded this motion, which was approved without dissent. Holbert said that Kathy Marquis would be the sixth member of the Committee.

Holbert announced that Michael Fox would represent the Society in discussions regarding revision of the Anglo-American Cataloging Rules. She also reported that one member of the Professional Standards Committee had asked to resign from it, but that no provision exists for the former presidents on the committee to be relieved of this responsibility. Holbert went on to say that Richard Cameron had resigned from the Coker Award Subcommittee of the Awards Committee and that Valerie Brown would replace him. Finally, Holbert said that, subject to concurrence by her successors as president, Frank Evans would represent the Society for a four-year term on the Section of Professional Archival Associations of the International Council on Archives.

B. Meeting of International Council on Archives. Holbert reported on the recent meeting of the International Council on Archives, which was held in Paris. She said that approximately 2,000 archivists from all over the world attended, and that she was struck by how similar their concerns are to those of archivists in the United States. Her presentation before the Section of Professional Archival Associations, Holbert said, would be on file in the SAA office. Chestnut asked that, since the presentation focused on certification, the Interim Board for Certification be provided with a copy. Holbert also acknowledged the work of SAA members Helen Samuels and Anne Van Camp in contributing to the success of the

ICA meeting, Samuels by promoting a section on science and Van Camp by representing SAA at a business archives meeting.

Report of the Vice President

Evans stated that he had completed the process of appointing all chairs and representatives, and he reviewed the list of those who had accepted appointment. Evans emphasized the need for continuity as well as fresh perspectives in the membership of SAA groups. Evans also announced that Paul Chestnut would succeed Roy Tryon as a member of the Interim Board for Certification.

Report of the Treasurer

A. Audit Report for 1987-88. Diffendal distributed preliminary audit figures, pointing out that Council would consider at its winter 1989 meeting the final version of the auditors' report. Diffendal reviewed various aspects of the report, and of the end-of-year statement that SAA's internal accounting system had produced. She observed that 1987-88 represented the first time that figures have been reported on an accrual basis. Diffendal interpreted the combined balance sheet for all three of the Society's funds and pointed out new features in this year's report. She also discussed the recommendations that the auditing firm had made. Diffendal paid special attention to the analysis that the auditing firm had prepared in converting from cash accounting to accrual accounting; this, she said, constitutes an approximation of what a beginning balance would have been using accrual accounting.

B. Annual Report for 1987-88. Diffendal went on to preview what she would distribute and say at the Society's annual business meeting. She explained that the General Fund deficit of \$39,590 would have been reported as a surplus of approximately \$9,700 if the Society had not converted from

cash to accrual accounting but that the deficit is a real one. Under the old accounting system, she said, what appeared to be a cash reserve was really deferred income. The new accounting method gives more accurate information. Although the deficit is real, it looks worse because of the change in accounting methods.

Reviewing the statement of revenue and expenditures for 1987-88, Diffendal and Neal mentioned some of the major causes for the excess in the latter and responded to questions from Council members. Chestnut pointed out that the deficit was not due to expenditures for certification, since these had been considerably less than anticipated. Daniels inquired about the kind of guidance the executive director has in making decisions about expenditures. Holbert pointed out that the executive director, using the budget as guidance, has broad but not exclusive authority. Edgerly suggested study of the Society's pricing policies for meetings, educational offerings, and publications as well as dues, and Evans spoke in favor of wider differentials between charges to members and to non-members.

Diffendal noted that during the last decade the Society enjoyed a high level of grant support (with substantial income from indirect costs), an expanded publications program, and considerable interest income; obligations and expectations both rose, she said, and now the Society was faced with difficult choices about what to continue—and how to provide funding for these activities. Many grant-supported projects are coming to an end at once, and there are no other imminent grant-supported projects. Council discussed the possibility that a dues increase might be necessary soon, but several members argued against any increase. Others pointed out that a dues increase would probably not be possible until it was proven that certification could support itself financially, since some people would mistakenly attribute the Society's financial needs to certification.

C. Financial Report for 1988-89. Diefendal explained that without a beginning balance for 1988-89, and because of the impending departure of Sylvia Burck from the staff, it was not possible to obtain a financial report for the first several months of the current year.

Report of the Executive Director

A. Future Annual Meetings. Neal reviewed annual meetings for 1988 through 1992. He said that Georgeann Palmer would recommend certain changes in future meetings, based on her experience with this year's meeting. He recommended that Council select New Orleans, Louisiana, as the site of the 1993 meeting, and that the Executive Director be authorized to negotiate a contract with a hotel in that city. Evans proposed this action, with Cox seconding, and the motion was approved unanimously. Neal noted that Salt Lake City has invited the Society to meet there in 1996; this decision, he added, will not be made for another year or so.

Neal then summarized the two alternative plans for restructuring the activities of the annual meeting that he had distributed and noted that hotel arrangements might make it difficult to make major changes in the annual meeting's schedule before 1993. Council members voiced their preference for the first of these alternatives. Fleckner asked how much is known about the preferences of the members, and it was agreed that the draft revision should be included with the detailed evaluation that will be distributed after the 1988 annual meeting. Cox spoke to the need to expand the time set aside for roundtables, and it was agreed that staff would explore how to accommodate the needs of these groups.

B. Executive Office Workplan. Holbert asked for reactions to the draft workplan that Neal had prepared and distributed. Cox asked if the process of preparing the workplan is helpful, and Neal

replied that it is. Edgerly asked if the staff participates in the preparation of the workplan, and Neal explained that they have an opportunity to see it in draft form and to comment. Members of Council inquired about specific aspects of the workplan, and Neal described them. Pugh suggested that the "salary survey" be more broadly construed, in part so that the profession could have a good picture of itself prior to the impact of certification. Neal wondered how such a broad survey might be undertaken, and Cox volunteered to assist in planning a survey.

C. SAA Grant-Supported Projects. Neal presented a summary of the Society's current grant-supported projects and said that planning has begun for future grant-supported activities to succeed the current ones. Cox observed that grants are not driving the Society: a mature organization like SAA does not live from grant to grant. In response to a suggestion, Neal agreed that the summary he prepared would serve well as the basis for a column in the newsletter.

D. Membership Costs. Neal distributed and explained some rough estimates of what it costs the Society each year to serve its members. These figures, while tentative, seem to indicate that SAA is probably not covering the costs of member services with membership dues. Evans suggested that a copy of this document be sent to the chair of the Membership Committee, Roland Baumann.

E. Proposed Research Monograph Series. Neal said that a member had proposed that SAA undertake a new series of research monographs and had offered to serve as editor. Members of Council expressed enthusiasm for the idea of such a series but also expressed concern that the selection of its editor, and of authors of individual titles in the series, be as open a process as possible. Chestnut pointed out that SAA could explore publication of the three titles cited as examples even

while the idea of a series was being determined. Walch wondered if it might be appropriate to revive the Special Projects Editor. Warnow-Blewett asked if outside funding might be obtained for a series, and this led to a discussion of stipends for authors. Evans said that a consensus seemed to support the idea of a series but that there was no consensus on the selection of an editor and authors; the Editorial Board, he said, would need to consider these concerns. Burckel suggested that selection of an editor and authors be left to the good judgement of the Editorial Board and the Executive Committee, and Council decided to refer the matter to the Editorial Board.

F. Research Libraries Group Project.

As an information item, Neal described a forthcoming project in preservation micro-filming, to be conducted by the Research Libraries Group, and said that the Society might be asked to endorse this project sometime in the future.

G. National Council on Public History Project. As another information item, Neal described an overture he had received from the National Council on Public History regarding a business archives project that it is considering. Cox suggested that the Society initiate conversation with NCPH about the relationship between it and the Society. Evans said that this might be undertaken as part of the study of SAA's liaisons with other organizations.

H. Departure of Staff Member. Neal announced that Sylvia Burck would be leaving the staff soon, and on Edgerly's suggestion Council expressed its appreciation to Burck for her years of service to the Society.

Report of the Executive Committee

Henry, substituting for Kenney, reported that the Executive Committee had discussed and amended the agenda before discussing financial planning and goals for the

Society and potential directions and sources for new grant-funded projects.

Report of the Council Committee on Committees

A. SAA Committee on Goals and Priorities. Cox, substituting for Kenney, reviewed the action that Council took at the June 1988 meeting, when it asked the SAA Committee on Goals and Priorities to undertake further analysis of the reports of its working groups and to provide an executive summary with recommendations. Cox endorsed the work that CGAP did in response to this request, entitled *An Action Agenda for the Archival Profession*, and urged Council approval.

At Warnow-Blewett's request, Council discussed the responsibility that Council committees bear in the relationship between CGAP and various other SAA bodies. Daniels pointed out that CGAP was only laying out ideas and not directing. Edgerly suggested that Council thank CGAP for the resource that it had provided and see that each chair has access to it. Pugh asked if Council, by accepting the report, was also accepting all of its recommendations; some of them, she said, have implications for how Council itself functions. Evans said that Council might inform CGAP that there is some uncertainty about how Council and CGAP coordinate their activities in communicating with SAA groups. Holbert summed up the consensus that developed by stating that Council appreciated the work CGAP had done and also encouraged use of *An Action Agenda for the Archival Profession* as a planning document. On a motion by Evans, seconded by Warnow-Blewett, Council voted unanimously to accept the report.

Cox then asked for opinions regarding a prospective meeting between Council and CGAP in February of 1989. The sentiment of Council was that there be continuing interaction, and meetings when the need arises.

B. Committee Guidelines. Cox presented newly drafted guidelines for the Membership Committee and the Host Committee. Evans expressed his opinion that SAA committees should have nine or twelve members so that equal-sized "classes" could be appointed each year. On a motion by Walch, seconded by Warnow-Blewett, Council unanimously approved in principle the guidelines for the Membership Committee, with the understanding that the size might be adjusted at a later time. Chestnut noted that the guidelines seemed to indicate that the Membership Committee views its role primarily as analyzing and recommending. Edgerly said that Council would decide how to act upon recommendations, including asking the committee to follow through. On a motion by Warnow-Blewett, seconded by Motley, Council approved without dissent the guidelines for the Host Committee. Cox observed that some committees have yet to produce draft guidelines.

Report of the Committee on Sections and Roundtables

Walch moved approval of a new GEAC Users Roundtable. Cox seconded the motion, which was approved without dissent. Neal recommended that the application procedures for new roundtables be studied and that Council also study the proliferation of very specialized roundtables. Burckel suggested that roundtables be periodically reviewed, and Henry suggested that each roundtable be asked to report its attendance at annual meetings.

Report of the Committee on Task Forces and Representatives

A. Briefing by Page Putnam Miller. At this point in the meeting, Council was joined by Page Putnam Miller, Director of the National Coordinating Committee for the Promotion of History, who reported on recent activities and future plans for NCC. She

also discussed appropriations for the National Archives and Records Administration and the National Endowment for the Humanities. Miller said that her office has initiated contact with the two presidential candidates regarding information policy and access to information and has drafted a proposed memorandum for the next president to send to heads of agencies. Finally, Miller described her recent study of reference services and personnel at the National Archives.

Miller invited responses from SAA, based on its current needs and activities. Fleckner mentioned the importance of archival involvement in determining how increased funds being appropriated for NEH for meeting preservation needs are used.

B. SAA Representation. Evans said that the Council Committee on Task Forces and Representatives would examine a series of topics related to the Society's representatives: why it has representatives to some bodies, and not to others; priorities for establishing new liaisons; reexamination of representation where there has been little activity; a possible policy on financial support for representatives, including equitable funding for joint committees; whether the Society should actively solicit additional reciprocal relationships; the role of staff as "official" representatives; and greater communication, not only between Council and representatives but among the Society's representatives themselves.

Old Business

A. By-law Amendments. Diffendal described proposed amendments to the Society's by-laws dealing with appointments of committee and task force chairs and members. These amendments, she said, would provide for continuity of leadership while maintaining the flexibility of incoming presidents to appoint new persons: an amendment to By-law 6 would permit successive presidents to reappoint chairs for a

maximum of three years and would require written guidelines for each body, and an amendment to By-law 3 would enable the chair of the Editorial Board to be reappointed to a maximum of three consecutive terms.

Diffendal also reviewed her motion to make these changes. This motion, she explained, expresses the sense of Council that members of new committees, task forces, and other groups should generally be appointed for terms of more than one year but no longer than four years, with staggered terms so that some expire each year; in addition, she said, the Council committees responsible for committees and task forces would be expected to review the size and length of terms for members of existing bodies, recommending any changes for Council action at its winter 1989 meeting.

Diffendal pointed out, finally, that the motion would not cover representatives because of the difficulty in standardizing their appointments.

Diffendal moved adoption of the amendments to the by-laws; Evans offered a second, and the motion was unanimously approved. Pugh asked for a definition of when terms actually begin and end, and it was agreed that the close of the committee or task force's meeting at the annual meeting was the appropriate time.

B. SAA Publishing Activities. For the Select Committee, Diffendal discussed her report regarding the Society's decision-making processes with respect to publications activities and the possible reorganization of the management of those activities. She pointed out that the Editorial Board would be considering the report during its meeting on 29 September and that Council would take action at its meeting on 30 September. Diffendal also discussed the concerns that Edmund Berkely and Susan Grigg had expressed about aspects of the possible reorganization. Cox urged greater knowledge about how other professional groups handle their publications programs.

C. Certification. Neal distributed, as information items, copies of the final version of the document to be used for certification by petition and of the projected five-year costs for the certification program.

New Business

A. Election to Editorial Board. Council discussed several possible candidates for election but did not have sufficient information to act and so deferred action until its meeting on 30 September.

B. Reorganization of Council Committee Structure. This matter was withdrawn.

C. New SAA Committee. In the interest of time, Council deferred action on this item until its meeting of 30 September.

D. Funding for Joint Committees. Evans suggested that this matter be made part of the study of representation referred to earlier.

E. Political and Philosophical Requirements for Archival Positions. Holbert described a statement, proposed by member Leon C. Miller, regarding job announcements in the *SAA Newsletter*. Chestnut pointed out that, under the law, employers do have the right to impose certain qualifications. Evans asked where SAA would draw the line if it refused to accept some announcements. He suggested that the matter be referred to the new Task Force on Ethics, but Chestnut said that the Committee on Professional Standards might be a better body. Daniels pointed out that the Code of Ethics is meant for individual archivists, not for the Society's own policies. Cox asked if the Executive Committee should study the matter.

Announcements and Other Business

Holbert expressed her appreciation to all for making her year as president a fruitful one.

Adjournment

On a motion by Walch, seconded by Motley, Council adjourned at 6:20 P.M.

DONN C. NEAL
Executive Director

Approved by SAA Council 3 February 1989

Society of American Archivists Council Meeting Minutes Atlanta, Georgia 30 September 1988

Present were: President Frank B. Evans; Vice President John A. Fleckner; Treasurer Linda Henry; Council members Nicholas C. Burckel, Richard J. Cox, Maygene Daniels, Linda Edgerly, Linda Matthews, Archie Motley, James O'Toole, Mary Jo Pugh, and Joan Warnow-Blewett. Also attending the meeting without vote was Executive Director Donn C. Neal. Former Treasurer Anne P. Diffendal and Susan Grigg, Chair of the Editorial Board, attended a portion of the meeting. There was also one observer, Alan Ives.

Call To Order and Adoption of the Agenda

President Evans called the meeting to order at 6:10 P.M. To help ensure that the meetings he would be chairing would be productive and expeditious, he proposed a number of procedural guidelines that Council accepted without objection. Evans then mentioned several items to be added to the agenda, and Burckel added one additional matter. On a motion by Cox, seconded by Motley, the revised agenda was adopted.

Report of the President

A. Appointments. Evans announced that he had appointed Lewis Bellardo to the SAA Committee on Goals and Priorities and Richard N. Belding as the Society's representative to the Advisory Committee on the Management, Preservation, and Use of Local Government Records.

Evans also announced the following ap-

pointments to Council committees: O'Toole to Sections and Roundtables, Burckel to Task Forces and Representatives, and Matthews to Committees. After some discussion, it was agreed (motion by O'Toole, with a second by Burckel) to continue the practice that the Council Committee on Committees also constitutes the Council Committee on Goals and Priorities.

After considerable discussion of both procedures and candidates, Council elected the following new members of the Editorial Board: Philip Mason, Roy Turnbaugh, Lydia Lucas, and Howard Lowell. Motley registered his objection to the process used.

B. Guidelines for Consultants. At the request of Evans, Edgerly reviewed the Society's past efforts to establish meaningful guidelines for the selection of consulting archivists. She related the efforts of the Business Archives Section to draw up such guidelines and their subsequent rejection and then revision. There is, Edgerly said, much interest in—and need for—useful guidelines. Fleckner recommended that any new effort also focus on educating managers how to use consultants, and Pugh asked if certification would not help to clarify the matter of qualifications of consulting archivists. Rather than having the Business Archives Section take up the matter again, Burckel and Evans argued that a task force would be a better solution. Fleckner asked what role archival consultants themselves would play in the study. Edgerly moved creation of a task force to develop guidelines for qualifications for consulting archivists, reporting the proposed

guidelines by the 1989 annual meeting. Matthews seconded the motion. Daniels observed that the proposed timetable might not allow adequate time for deliberation. Fleckner suggested that the proposed task force report instead in February 1989 on its plan and progress, and the motion was amended accordingly. Council then unanimously approved the revised motion. Cox suggested that the Task Force on Archival Standards be alerted about the creation of this and any other new task forces.

C. New Task Forces. Evans spoke to the need for stronger relationships between archivists and records managers. He recommended a task force that would explore how to achieve closer ties between the two groups and greater awareness of archival concerns among records managers. Burckel asked when the task force would report, and Evans suggested the 1989 annual meeting. Edgerly asked if a budget for the task force was projected, and Evans said no. Pugh asked what kinds of activities the task force might consider, and Evans offered as examples a joint committee and reciprocal memberships. On a motion by Edgerly, seconded by Pugh, Council approved without dissent creation of the task force.

Evans also spoke to the need for a body to address the archives of libraries. Cox asked if the ALA/SAA Joint Committee might not address this issue, but Burckel noted that most library archives are found in public libraries and that the Joint Committee does not fully reflect that constituency; he suggested a group that would work with the Public Library Association, the Library History Roundtable, and perhaps other groups, with a linkage to the Joint Committee. On a motion by Edgerly, seconded by Burckel, Council authorized creation of a working group that, coordinating with the Joint Committee, would develop proposals regarding preservation of archives found in libraries. It was agreed that this working group would report through the Council Committee on Task Forces and Representatives.

D. Report of Membership Committee
Evans suggested that Roland Baumann, chair of the Membership Committee, be invited to attend the February 1989 meeting of Council (at SAA's expense, if necessary) in order to report on the initiatives of this committee. Burckel moved approval of this request, with Cox seconding. The motion carried without dissent.

Report of the Vice President

Vice President Fleckner announced that Brenda Banks and Waverly Lowell have agreed to serve as co-chairs of the Program Committee for the 1990 annual meeting.

Report of the Council Committee on Committees

Cox stated that he had met with the SAA Committee on Goals and Priorities to convey Council's acceptance of *An Action Agenda for the Archival Profession* and to reiterate Council's new charge to the committee. Fleckner inquired about the distribution of *An Action Agenda for the Archival Profession*. Cox agreed to request that CGAP recommend how to distribute copies, perhaps through the SAA office.

Report of the Committee on Task Forces and Representatives

Edgerly stated that the committee would report on its study of SAA representation no later than the February 1989 Council meeting.

Report of the Committee on Sections and Roundtables

Warnow-Blewett reported on her visits to various roundtable meetings and said that these groups seem to be flourishing. She asked Council to consider allowing sections that wish to publish extensive newsletters to expand theirs by allocating to them pages set aside for but unused by other sections.

Warnow-Blewett also reported that one

roundtable recently produced, with its own funds, a published guide that carries the Society's name. Members of Council expressed concern about this matter. Edgerly asked if there are guidelines for roundtables, similar to those for sections, and, if not, if those written for sections might be applied to roundtables.

Evans asked the Committee on Sections and Roundtables to study the future of roundtables, how to accommodate their desire for a longer meeting time at the annual meeting, and how they can assist the Membership Committee in expanding the membership of the Society.

New Business

A. Election to Executive Committee.

In the absence of officers, staff, visitors, and those members of Council entering their final term (Cox, Edgerly, and Warnow-Blewett), Council members elected Cox as Council's representative on the Executive Committee for 1988-89.

B. Reorganization of SAA Publications Program. Joined by Diffendal and Grigg, Council considered the written report prepared by Diffendal and the comments that the Editorial Board had made upon the proposed changes. Grigg said that there was firm support within the Editorial Board for the changes. She recommended that with the likely increase in the workload placed upon the Editorial Board that it be increased in size from eight to twelve. Diffendal pointed out that the proposed amendment to By-law 3 would have to be reworded accordingly, with three rather than two new members being elected each year. Evans asked if it might not be better to have three classes of four members each. Edgerly agreed, saying that a four-year term created difficulties in getting candidates to assent to serve. Diffendal agreed to change her proposed amendment so that it would create an Editorial Board of twelve members, four of whom would be replaced each year.

Burckel then moved approval of the following recommendations, which Diffendal had previously circulated: that the Publications Management Board be abolished; that the Editorial Board report to the Executive Committee, which assumes the former functions of the Publications Management Board and makes financial decisions and recommendations to Council; that the Editorial Board is responsible for both the *American Archivist* and non-serial publications; that the editor of the *American Archivist* and other editors are responsible to the executive director; that editorial independence be affirmed; and that the editors, the executive director, and the treasurer be removed from membership on the Editorial Board. Motley seconded the motion, which was approved without dissent.

Warnow-Blewett then moved the necessary changes in By-laws 2, 3, and 6: adding to By-law 2 the statement that the executive director shall hire, compensate, and terminate all other persons remunerated by the Society; altering By-law 3 to increase the size of the Editorial Board to twelve members, four of whom are appointed each year; and deleting By-law 6, thus abolishing the Publications Management Board. Burckel offered a second to this motion, which was also approved without dissent.

C. Executive Office Workplan for 1988-89. Cox asked if the workplan could in the future place more emphasis on special initiatives. Neal agreed but concurred with Warnow-Blewett's observation that it is useful for new and continuing members of Council—and for the executive director as well—to be reminded about the “routine” functions that the SAA office carries out. On a motion by Cox, seconded by Edgerly, Council unanimously accepted the workplan.

Announcements and Other Business

Council discussed alternatives for its winter 1989 meeting in Washington, D.C.,

settling on 3-5 February. It was agreed that Council would begin its meeting at 3:00 P.M. on Friday, 3 February, with the Executive Committee to meet that morning and Council committees to meet at 1:00 P.M. on the same day.

Fleckner asked that the minutes show that Council considered the objections of the Minorities Roundtable to earlier presidential appointments to a planning committee for the National Center for Afro-American History and Culture. He and Motley ex-

plained that the Roundtable objects to the appointments because they did not reflect sensitivity to the minority membership of the Society.

Adjournment

On a motion by Cox, seconded by Henry, Council voted to adjourn.

DONN C. NEAL
Executive Director

Approved by SAA Council 3 February 1989

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. Direct inquiries to David Klaassen at (612) 624-4377.

Case Studies are analytical reports of projects or activities in a specific setting that offer the basis for emulation or comparison in other settings. Direct inquiries to Susan E. Davis at (608) 833-0089.

Perspectives are commentaries, reflective or opinion pieces, and other relatively informal presentations addressing issues or practices that concern archivists and their constituents. Direct inquiries to Scott Cline at (206) 684-8353.

The **International Scene** may include elements of any of the above formats in covering archival developments outside the United States. Direct inquiries to Marjorie Barritt and Nancy Bartlett at (313) 764-3482.

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. Direct inquiries to David Klaassen at (612) 624-4377.

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The **Forum** contains letters to the editor commenting on recently published articles or other topics of interest to the profession.

Manuscript Submission Requirements

Manuscripts should be typed in English on white paper 8-½ × 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.

Illustrations are welcome in all departments. Only photocopies of photographs need be included with the initial submission of an article. Glossy 8×10 inch originals will be required when and if the article is accepted for publication. Similarly, figures and charts can be submitted initially in rough form, but authors must be prepared to provide camera-ready artwork or illustrations if their articles are accepted.

THE *AMERICAN ARCHIVIST*: EDITORIAL POLICY

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., 1971) for spelling. 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' variations from these standards should be minimal and purposeful.

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 will receive ten tear-sheets of their articles without charge; reviewers receive two tear-sheets. Additional reprints may be ordered with a form enclosed at the time galley proofs are sent to the author for review.

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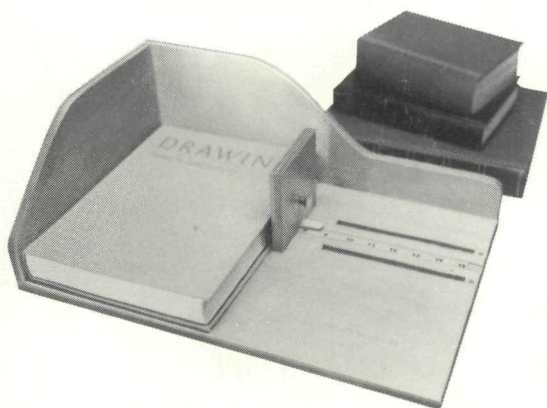
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