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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

Society of American Archivists Council Meeting Minutes Washington, D.C. 3-5 February 1989

Present were: President Frank B. Evans; Vice President John A. Fleckner; Treasurer Linda Henry; and 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 were Executive Director Donn C. Neal and SAA staff member Georgeann E. Palmer. Also attending portions of the meeting were Edie Hedlin, Chair of the Interim Board for Certification; Roland Baumann, Chair of the SAA Membership Committee; and the following members of the SAA Committee on Goals and Priorities: John Burns (Chair), Anne Diffendal, Elsie Freeman, Eva Moseley, and Charles Palm.

Call To Order and Adoption of the Agenda

President Evans called the meeting to order at 3:05 p.m. on 3 February and announced several additions to the preliminary agenda. On a motion by Burckel, seconded by Warnow-Blewett, the revised agenda was adopted without dissent.

Approval of Minutes

On a motion by Edgerly, seconded by Matthews, Council voted unanimously to accept the draft minutes of its meeting of 27 Sep-

tember 1988. On a motion by O'Toole, seconded by Pugh, Council also voted unanimously to accept the draft minutes of its meeting of 30 September 1988.

Report of the President

President Evans said that, in order to encourage contact between SAA committees and the membership, the names of committee members for 1988-89 would be printed in the *SAA Newsletter*. Evans also said that John Knowlton, who is chairing a working group on archives in libraries, has asked for the names of archivists who work in libraries.

Evans reported that Edward Weldon, Chair of the Task Force on Records Management, will not be able to continue and that a new chair will be appointed. Scott Petersen, Evans continued, has been appointed to the Task Force on Copyright, and a Canadian member for the task force is being sought. Valerie Metzler, Evans added, has joined the Task Force on Guidelines for Consultants. Connie Schulz has been elected to the Research Committee of the American Historical Association and invites suggestions from SAA members about issues and concerns to take to this Committee. The Executive Committee, Evans went on, suggested that the Research Committee undertake a project on increasing in-

struction within history departments on research materials and methods. Evans proposed that Sue Holbert be invited to complete the Council handbook and this suggestion met with no objection.

Evans also distributed a written report from Patrick Quinn, Chair of the 1989 Program Committee.

Report of the Vice President

Vice President Fleckner reported that he had asked Donnie Crespo and James Moore to serve as co-chairs of the 1990 Host Committee, and that both have agreed to serve.

Report of the Treasurer

A. Acceptance of Audit for Fiscal Year 1987-88 On the recommendation of Treasurer Henry (motion by Edgerly, second by Warnow-Blewett), Council accepted without dissent the final audited statement for fiscal year 1987-88. Neal noted that the recommendations of the Society's auditing firm would be implemented.

B. Six-Month Figures for Fiscal Year 1988-89 Henry reviewed financial statements and figures for the first half of the 1988-89 fiscal year, pointing out that the Society would have had a small surplus except for the special expenses connected with the certification initiative. She added that many of these costs could be expected to be repaid during the 1989-90 fiscal year

if not during the current one, once expected income from certification fees was realized. Fleckner asked if there was an understanding that the Academy of Certified Archivists would repay the Society dollar for dollar the money invested in undertaking certification, and Neal said that this matter should be resolved before the Academy was actually created.

Report of the Executive Director

A. Annual Meeting Plans. Neal described the plans for annual meetings from 1989 through 1993 and the prospects for 1994 and later. With respect to the 1992 meeting, to be held in conjunction with the International Congress on Archives, he asked for opinions about how far the Society should go in transforming its usual schedule in order to accommodate not only participants in the ICA meeting but also the Canadian archivists meeting at the same time. There was a consensus in support of adjusting SAA's usual format or schedule, even to the extent of reversing the order of events if necessary, so long as there would be no major negative impact on the programmatic and financial success of the meeting.

Cox pointed out that SAA groups should be informed as soon as possible that adjustments in the schedule might have a significant effect on what they can hope to accomplish at the 1992 annual meeting so that they can plan for this. He suggested that the Society explore several options for restructuring the meeting, including having committees convene on the Friday before the Sunday that the meeting is now scheduled to open, and using mornings for committee meetings and afternoons for program sessions. Neal agreed to explore these matters.

B. Update on Certification. Neal, noting that Hedlin would report later in the meeting on substantive matters related to certification, said that expenses were about as anticipated and that both inquiries and petitions received were approximately on target for the year as a whole.

C. Health Insurance for SAA Employees. Neal described recent increases, totalling 43%, in the Society's costs for health insurance for its employees and referred to several options for containing those costs: adopting a higher deductible, asking employees to begin making contributions toward the cost of this insurance, and shifting coverage to another plan. Henry observed that another option would be for the Society to absorb the higher costs without altering the plan. Council encouraged Neal to ascertain the views of staff members before making a recommendation at its June 1989 meeting.

D. SAA Computer. Neal also described the need for additional disk storage space on the SAA office computer. The cost of adding 50% to that storage would be, he said, approximately \$7,000. Another option, Neal continued, would be a network of personal computers used for word processing functions. Council asked for a further report and recommendations at its June 1989 meeting.

E. Latin American Preservation Institute. Neal reported on plans for a preservation institute for Latin American archivists. He said that Ann Newhall, who had agreed to direct the development of the institute, would have to withdraw and that James Stroud of the Harry Ransom Humanities Research Center, the site of the institute, would assume this role.

F. Membership Report. Neal distributed copies of current membership figures.

G. Extension of CGAP Grant. Neal reported that the National Historical Publications and Records Commission had agreed to extend its grant in support of the SAA Committee on Goals and Priorities for another year, until 31 December 1989.

H. Non-Serial Publications Editor. Neal, observing that the Executive Committee had approved reviving the position of editor of non-serial publications, said that the March issue of the *SAA Newsletter* would announce the search for this position, which would be unpaid at the outset but perhaps paid at a later time. He mentioned that the editor would be expected to collect and stimulate ideas for new SAA pub-

lications, review manuscripts, and help to prepare accepted manuscripts for actual publication.

I. Report on *The American Archivist*. Neal reported that the Fall 1988 issue and the Winter 1989 issue (the first edited by David Klaassen, the new Editor) would be distributed together during March of 1989.

J. CART Proposal. Neal distributed for comments a draft proposal prepared by the Committee on Automated Records and Techniques, noting that if Council seemed receptive to the idea the Committee would request permission in June 1989 to submit the proposal to the National Historical Records and Publications Commission. Council members pointed out the need to clarify the role that the Education Officer would play in the proposed project but (on a motion by Matthews, seconded by Cox) voted unanimously to endorse it in principle.

K. Survey of Archivists. Neal explained that the 1989 Ballot would contain a survey of the archival profession. This survey, designed primarily by Paul Conway, would yield a considerable body of information, including that about salaries within the archival profession. It is hoped, Neal added, that including the survey with the ballot, along with a return envelope, will increase the returns of both. The survey, he continued, might be repeated on a regular schedule—perhaps alternating with special surveys (on education, for instance). Pugh questioned certain aspects of the survey form, and Neal said that Conway would review these items.

L. Other Projects. Neal concluded his report by remarking that the Society's other major projects—in education, in preservation, and in automation—were proceeding satisfactorily, and that he was very pleased with the quality of the Society's staff.

Pugh added that progress was being made on the Archival Fundamentals Series and that the series was close to being on schedule.

Report of the Executive Committee

Cox, Council's representative to the Executive Committee, reported

on its discussions. He observed that many of the decisions the Committee had made during its conference call on 20 December 1988 had already been reported or were to be discussed later on the agenda, but he also noted that the Executive Committee had approved then two requests for special funding: for the Committee on Public Information (up to \$1,000 for a meeting) and the Task Force on Guidelines for Consultants (up to \$250 for a conference call).

Cox went on to describe the Executive Committee meeting of 2-3 February. He said that Pugh's proposal for a new standing committee on institutional evaluation was being referred to the Committee on Committees for refinement and coordination with other efforts, particularly the Task Force on Standards, and suggested that comments be directed to that Committee. Pugh urged continued work on standards of institutional practice. Cox, Evans, and Fleckner all supported this position, and it was agreed that the Committee on Committees would bring a refined proposal for the creation of such a standing committee to Council in June 1989.

Cox continued his report by describing the deliberations of the Executive Committee on financial planning for the Society. It recommends, he said, creation of a Contributions Committee to help to raise funds, from individual and institutional members and from others, that would help to underwrite such present and future SAA activities as education, publications, awards, and public information. Members of Council had a number of questions about this recommendation. Daniels and Pugh asked for clarification of whether the emphasis would be on ongoing or on special purposes, which they preferred. Warnow-Blewett wondered if SAA might consider setting up a separate foundation. Burckel asked how the proposal for a contributions committee would fit into the larger issue of a financial strategy for the Society. Discussion continued on the timing of the creation of a contributions committee, what it would actually be called, where it would focus its efforts, and the scope of its mandate. Daniels in particular argued that if established the new

body should develop a broad approach, including sources outside of the Society, while Edgerly emphasized the need to begin with the present membership of the Society. Henry observed that the Executive Committee was thinking of beginning with limited efforts that would target specific groups that might respond to specific appeals. Cox expressed his opinion that the Society was not ready for a major fundraising campaign but could support smaller, incremental efforts. Burckel moved that Evans appoint a select committee of Council to consider the broad question of funding, examine limited special funding opportunities available to the Society, and report on these opportunities, along with a plan of action, at the June 1989 meeting of Council. Warnow-Blewett seconded this motion, which was approved without opposition. Evans then named Warnow-Blewett to chair the select committee, on which Henry and Neal would also serve.

Cox, returning to his report, stated that the Executive Committee had approved \$100 for the Acquisitions and Appraisal Section to conduct a survey regarding the donation of private papers since the Tax Reform Act of 1969. This survey, he said, resulted from a request on the part of those planning the White House Conference on Library and Information Services.

Cox continued by saying that the Executive Committee had received a recommendation from the Editorial Board that James O'Toole be invited to write the first volume in the Archival Fundamentals Series, since the original author had withdrawn, and that the Executive Committee had endorsed this recommendation. He pointed out that O'Toole had been designated the second choice for this volume before his election to Council. Cox then moved acceptance of the Editorial Board's recommendation. Matthews seconded the motion, which was approved with two members of Council (O'Toole and Pugh) abstaining.

Cox concluded his report by saying that the Executive Committee had also discussed development of an "agenda of archival issues" that SAA might use in discussions with other organizations (the National

Association of Government Archives and Records Administrators and the National Coordinating Committee for the Promotion of History, for instance). Evans emphasized the opportunity to influence NCC through Page Putnam Miller's annual briefing to Council and added that since he, Cox, and Neal would be attending the NAGARA meeting they could take the lead in advancing the idea of an "agenda of archival issues" both there and when Miller briefed Council in October 1989.

Report of the Council Committee on Committees

A. Report on Committee Guidelines. Cox moved approval of guidelines for the Committee on Education and Professional Development. Motley seconded this motion. Daniels suggested that the purpose of the Committee be amended to read "proposes and promotes" rather than "promotes and sets." After this change was agreed to, the motion was approved unanimously.

B. Election to Professional Standards Committee. After nominations were taken, Council elected Anne Diffendal and Nancy Sahli to serve on the Professional Standards Committee.

C. Report from Membership Committee. At this point in the meeting, Roland Baumann, Chair of the SAA Membership Committee, joined Council in order to discuss the written report that he had submitted. Baumann, reviewing the work of the Committee over the past year and one-half, observed that the Society, which came late to membership development, must create and implement an integrated strategy for attracting new members, retaining the present membership, restructuring the dues categories, and raising funds. At Baumann's request, Neal reported on recent studies made by SAA staff members of the percentage of members of regional archival associations who are also SAA members. Baumann concluded by saying that the Committee would go on to develop action plans after he had heard Council's reactions to his preliminary report.

Discussion turned first to the

Committee's proposed membership survey. Cox observed that much of the information it sought was already being collected, and that in their current form some of the questions would not yield usable information. Pugh pointed out that a survey like the one proposed did not have to go to every member and said that the Society should decide what data it wishes to collect and then determine an instrument for collecting it. Ederly urged sharing with the Membership Committee the information that the Society is currently collecting. Motley urged the Committee to focus its attention on membership development, and it was agreed that the proposed survey should be set aside.

Evans then asked if the Society needs an oversight committee for the collection and analysis of data about the archival profession and SAA's own membership. Cox suggested that the Archives and Records Information Coalition might assume this role, but Evans pointed out that ARIC must have a secretariat in order to be effective. Pugh asked if SAA needs a clearinghouse for information, through which SAA groups would obtain permission to request data; such a clearinghouse could ensure that data would be collected in a consistent form, she said. Neal urged consideration of a group that would not just react to requests but take the initiative in collecting and evaluating information. Pugh offered to study and report on the data that is already being collected.

Council then returned to the report of the Membership Committee, endorsing its three-year goals and commenting on a number of specific points. Neal reported on implementation of two experiments that involve working with regional archival organizations. Fleckner asked that the Membership Committee make specific recommendations about institutional and associate members and about subscribers, and Daniels asked that the Committee suggest other vehicles that, like roundtables, help to draw persons toward membership. Henry noted that more information is needed about whether roundtables do in fact help to attract persons to membership. It was agreed that for now the Society should proceed

slowly in reassessing its membership categories and fees. Members of Council expressed their appreciation to Baumann and the Committee for their report and work.

D. Report from SAA Committee on Goals and Priorities. Members of the SAA Committee on Goals and Priorities next joined Council. On behalf of the Committee, Burns reviewed its current activities and described its recommendation that the Society institutionalize planning by asking all SAA groups to adopt three-year plans that include reports on current activities and descriptions of available and needed resources. These plans, he said, would be tools enabling Council to strengthen its ability to coordinate activities, establish priorities, allocate resources, and eliminate duplication. While Council was gaining a better understanding of needs and resources, Burns added, the other SAA bodies would be encouraged to think more about their long-range plans and would benefit from added continuity of effort.

CGAP, Burns went on, hoped that the three-year planning process could be phased in by asking SAA groups to submit their plans by 1 January 1990, covering the period from September 1990 through August 1993. Each group's three-year plan would be initially reviewed by Council at its mid-winter meeting, he explained, before the annual budget meeting in late spring. The three-year plans, once established, would be revised and extended each year, Burns said. The Committee would be willing to assist groups in understanding the new planning process and in preparing their plans, and to assist Council in evaluating yearly the plans submitted by SAA groups.

Burns continued by saying that the proposal for adopting a three-year planning cycle for the Society is consistent with the revised charge for CGAP. The Committee, he said, prepared the "action agenda" that Council had requested and the assessment of where planning stands. During 1989, it intends to use funds from its NHPRC grant to hire staff to review the archival literature and activities that resulted from the Committee's original report, "Planning for the Archival Profes-

sion." By the end of 1989, the three-year planning process would be underway, and reports from SAA groups about their activities could then be evaluated in preparation for CGAP's comprehensive assessment of progress since that earlier report, which would be ready during 1990. This sequence, Burns noted, would require an extension of the charge that Council had given to the Committee.

In response to a question, Palm said that if Council approved the process the Committee would prepare a sample three-year report and a revised annual reporting form by March of 1989. In July 1989, Council would officially request that SAA groups prepare three-year plans. At the 1989 annual meeting, CGAP could work with these groups to assist them in preparing their initial plans, which would be due by 1 January 1990. CGAP would analyze these plans during the early part of 1990 and would make recommendations to Council, and then would prepare the overall assessment that Council expected; this assessment, Palm said, should be ready by September 1990.

In the discussion that followed, Council members asked about the connection between reporting on current activities and devising three-year plans, about the possible increase in the workload for SAA groups that feel pressed, and about the relationship between the work that CGAP would be performing and the role of Council committees. On the latter point, Burns emphasized that CGAP would work with existing mechanisms. More generally, Burckel wondered what leverage Council actually has with SAA groups, and what role it would play once it had the additional information that three-year plans would yield. Pugh suggested that the Society might need a "sunset" provision whereby each SAA group's role, structure, charge, etc. would be periodically reviewed.

Before the members of CGAP departed, Burns requested Council to adopt the recommendation for a three-year planning process, to ask the Committee to implement it, and to extend CGAP's charge for another year.

Council then resumed the discussion. Burckel pointed out that

unless the proposed planning process was tied to formal review by Council, the expected benefits would not be realized. Henry, observing that CGAP could play a very helpful role, said that Council should accept the Committee's offer. Evans noted that Council committees would still be in the position of making recommendations about the financial implications of proposed plans. Henry moved approval of the following motion: that the Society adopt a three-year planning process, with the Committee assisting by reviewing proposals from SAA groups and with Council committees continuing to make recommendations about the financial implications of these proposals. Matthews seconded this motion. Burckel observed that the elected leaders of an organization like the Society have the responsibility for making decisions and hoped that CGAP and the Executive Committee could develop a mechanism for coordinating efforts once the three-year planning process had been adopted. Cox asked that the members of Council committees be kept informed as CGAP and SAA groups worked through the planning process. The motion was adopted unanimously. Henry then moved extension of the Committee's charge for an additional year; Cox seconded this motion, which was approved without dissent.

E. Request for New SAA Award. Cox reported that the Executive Committee had discussed the request of the Awards Committee, endorsed by the Committee on Public Information, that SAA create a new award for archival advocacy, named for J. Franklin Jameson, and that the Executive Committee recommended creating the new award. Burckel pointed out that the Midwest Archives Conference had also created such an award, and he suggested that MAC be acknowledged for the leadership that it had provided in this area. Daniels asked if changing the language specifying that recipients of the proposed award be "outside the archival profession" rather than "not directly involved in archival work" would provide greater flexibility, and it was agreed to change the language accordingly. Council members then discussed whether or not

to attach a name to the award. Henry moved an amendment to the motion to have the new award bear the name of the Society rather than that of Jameson. This motion failed on a vote of five to seven. O'Toole then moved approval of the new award, with Cox seconding the motion. All members of Council voted in favor except for Burckel, who abstained.

Report of the Committee on Sections and Roundtables

A. Requests for New Roundtables. Warnow-Blewett reported that two applications for new roundtables had been received, one for a Lesbian and Gay Archives Roundtable and the other for an Art and Architecture Thesaurus Users Roundtable. On her motion, Pugh seconding, the first was approved unanimously. Members of Council expressed concern about what they saw as a lack of clarity regarding the purposes of the proposed Art and Architecture Thesaurus Users Roundtable. Pugh suggested that there might be a better vehicle than a roundtable for users of particular archival tools like a thesaurus and repeated her recommendation regarding a periodic review of all sections and roundtables. Motley moved approval of the application, and Matthews seconded the motion. The vote to approve was eight to two (Edgerly and Henry), with two abstentions (Cox and O'Toole).

B. Guidelines for Roundtables. Warnow-Blewett then discussed the draft statement summarizing guidelines for sections and roundtables, which she and the other members of the Committee had prepared. She noted that the document detailed the similarities and differences between these two instrumentalities. Evans said that the Society also needs an overall policy on the creation of these groups. Burckel observed that the original distinctions between sections and roundtables had become obscured, and that there is no mechanism for roundtables to become sections (and vice versa). He suggested that the Membership Committee might study how successfully sections and roundtables function as a membership service. Warnow-Blewett reported that several sections desire to use more

newsletter pages than the guidelines currently permit and said that this matter would need to be studied so that a fair manner of allocating newsletter pages could be devised. In the meantime, she said that Council should consider seriously requests from sections for additional newsletter pages. Warnow-Blewett also pointed out that some sections could take advantage of formats that allow more space. Another issue to be faced, she said, is the matter of membership directories for SAA groups, which the Council Committee wishes to discourage. Warnow-Blewett said that the Council Committee on Sections and Roundtables would refine its report and present a final version at the June 1989 Council meeting.

C. New Name for Minorities Roundtable. Warnow-Blewett reported that the Minorities Roundtable, in response to Council's earlier request, had settled upon "African American and Third World Archivists" Roundtable as a more positive name. In response to a question, she pointed out that the intention of the Roundtable is to deal with archival issues in this area, not to restrict membership in any way. Council members asked Warnow-Blewett to convey their thanks for the clarification.

Report of the Committee on Task Forces and Representatives

A. Report on SAA Representatives. Edgerly reported on the work that the Council Committee on Task Forces and Representatives had done in identifying and outlining the characteristics of the Society's representatives on and to various bodies and organizations. She amended the written report to add the National Advisory Council on Preservation at the Commission on Preservation and Access and to include the Executive Director's estimate of his travel expenses while serving as a representative. Edgerly offered her preliminary opinion that Council needs to do a better job of instructing and communicating with the Society's representatives, and that they in turn should seek to improve their reporting back to Council. She pointed out that more work is required to determine and to re-

gularize the terms of representatives, and that consideration might be given to asking all SAA representatives to report their contacts outside of the Society. It was agreed that the Committee should refine its report and make its recommendations at the June 1989 Council meeting.

B. Communication from Minorities Roundtable. Edgerly discussed a communication received in late 1988 from the Minorities (now African American and Third World Archivists) Roundtable relating to the Society's representative on the Planning Committee of the National Center for Afro-American History and Culture. It was agreed that Warnow-Blewett and Edgerly would frame a response. Motley urged the Society to seek more balance, including geographical balance, in making appointments, and Edgerly observed that financial constraints would make this difficult.

Report of the Council Committee on Goals and Priorities

Cox reviewed the process by which Council establishes and revises its goals and priorities, saying that the present discussion would prepare Council for a more extended examination of goals and priorities at its June 1989 meeting. He observed that a three-year planning process for the Society as a whole should aid Council. Cox opened the discussion by asking Council members to comment on the usefulness of Council's five existing priorities. In response to a question from O'Toole about the selection process that Council had employed, Cox said that Council had concerned itself primarily with governance issues, not wider professional issues. He also argued that it is important for Council to identify certain goals each year. Edgerly said that the current list of goals and priorities includes a mix of goals and means; several members of Council argued for having Council develop several broad goals and specific objectives, then an operational plan that would include detailed action plans, the identification of the appropriate actors, and the financial means available to

achieve these goals and priorities. Cox pointed out the need to coordinate Council's work with that of the SAA Committee on Goals and Priorities and suggested that Council might wish to use a retreat setting to begin such a planning effort. Daniels expressed her confusion about whether Council was focusing on what it should be doing or on what it can foster within the Society, and Pugh related her frustration that Council rarely has the time to deal with the major issues facing it. Council then discussed whether a draft planning document should precede an extended discussion of goals and priorities, or whether Council needed to engage in such a discussion before a document could be drafted, and concluded that some sort of document would be invaluable for a discussion of planning. Burckel wondered if the Executive Committee could develop, prior to the June 1989 meeting, a draft that would include some decision points. Fleckner suggested that the Council Committee on Goals and Priorities might review Council's five priorities and set forth some objectives to be achieved during the next several years, as well as some concrete goals for improving the conduct of its own business. Burckel pointed out that Council had discussed two distinct processes: 1) reviewing Council's five priorities, developing specific objectives over a particular span of time, and drafting a discussion document for the June 1989 meeting; and 2) re-examining Council's operational practices (its structure, procedures, agenda-writing, allocation of time, etc.). It was agreed that the Council Committee on Goals and Priorities would give some attention to both tasks and report back at the next meeting.

Old Business

A. Report on Certification Program. At this point in the meeting, Council was joined by the Chair of the Interim Board for Certification, Edie Hedlin. She identified several issues that she would present for Council's deliberations, recommendations, or resolution: 1) refined procedures for the review of petitions for certification; 2) whether or not archival educators

could be considered eligible for certification by petition on the basis of their educational experience; 3) progress toward achieving the goals that Council had established for implementing certification; and 4) the status of the idea of allowing graduates of "entitled" graduate education programs to take the certification examination following successful completion of their programs.

Hedlin reported that the Interim Board had experienced some complications in applying the original procedures for the review of petitions. Having come to recognize the need to achieve greater separation between the administrative handling of the petitions and their evaluation, she said, the Interim Board had prepared some refinements in the original procedures that would ensure not only objectivity, but the appearance of objectivity. Hedlin summarized the refined procedures, including the use of an expanded group of "readers" and a two-level review process. O'Toole asked about the possibility of attaining objectivity by using persons who would agree to forego certification by petition and to submit themselves to the examination, and Hedlin suggested that another body could review the petitions of the members of the Interim Board and of its petition subcommittee, who would then assess the remaining petitions submitted. Council also discussed whether or not the names of readers should be announced, with a consensus supporting not publishing their names. Matthews recommended that any petitioner whose petition is rejected be informed of the reasons for this action, that the letter be sent via registered mail, and that the time period for appealing the decision be extended from thirty to forty-five days. There was general support for these suggestions, which Hedlin agreed to incorporate into the procedures as refined. Fleckner moved adoption of the procedures as amended; Edgerly seconded this motion, which was approved without dissent. Matthews also recommended that persons involved in the appeals process should not have had any previous role in the review of petitions.

Hedlin then went on to the issue

of archival educators, explaining that the Executive Committee had in mid-1988 decided to exclude teaching as qualifying experience for certification by petition. Daniels spoke in support of enabling archival educators to become eligible for certification by petition, since they deal with intellectual aspects of the profession and include persons who are making substantial contributions to the profession. Evans pointed out that certification is meant to be a post-appointment, competency-based process, and that archival educators not eligible for certification by petition could take the examination when it is ready. Henry noted that to take the examination an archivist must have at least one year of experience, and Pugh observed that the 1977 archival education guidelines, upon which the certification process had been based, specified five years of archival experience for an archival education position. Daniels argued for counting teaching as archival experience, but Edgerly expressed concern about making exceptions. By consensus, Council affirmed the decision of the Executive Committee to exclude archival education as qualifying experience for certification by petition.

Turning to the matter of the overall development of the certification program, Hedlin summarized progress since the last Council meeting. Henry expressed her concern that permitting successful petitioners forty-five days after notification to pay the remainder of the fee would unduly delay receipt of the funds, but the consensus supported keeping the period at forty-five days. Neal provided an update on the preparation of the certification examination; in response to a question, he said that information about the examination would include the process and eligibility standards for taking it. Evans and Matthews inquired about what the Interim Board was doing to promote certification, and Hedlin said that further efforts were anticipated. Burckel asked whether Council members should be playing a larger role in encouraging the submission of petitions, but Hedlin said that by every evidence the petition process was on track. Cox expressed his opposition to any-

thing that might look like organized promotion; if the slowness with which fees are received causes a deficit for 1988-89, he added, Council must be honest about the causes. O'Toole said that many persons were already troubled that certification had seemed to become a "badge of good archival citizenship" and that individual conscience was not being recognized, and so he also opposed any organized effort by Council members to promote certification; Pugh echoed this concern. Edgerly said that Council should delegate this responsibility to the Interim Board. Burckel expressed his concern about lost time, if the petition submissions were to flag during early 1989 and Council had not developed a strategy for increasing them. Evans summarized the opinions of Council by saying that it would continue to monitor the work of the Interim Board but would not undertake a separate campaign promoting certification.

On a motion by Henry, seconded by Matthews, it was agreed that the Executive Committee would review the petitions of the members of the Interim Board and its petition subcommittee, using the same appeals procedure and timetable as the refined procedures specified for other petitioners.

With respect to the request from the Committee on Education and Professional Development for Council guidance regarding the concept of "entitled" programs, Pugh noted that Council had already requested a fully developed proposal and suggested that the Committee be encouraged to proceed, even if the finished proposal must be presented to the Academy of Certified Archivists and not to the Council of the Society. In response to a query from Henry, Council then discussed whether by encouraging the Committee to proceed it was thereby endorsing the concept of entitled programs. Pugh argued that Council was, but Edgerly and Daniels replied that more detail was needed before Council, or the Academy, could make a decision on this issue. Burckel asked if it was right to put the Committee through the development of the proposal without a signal that it would be approved when developed, and Edgerly pointed out that

Council did provide a signal by voting funds for a mid-year meeting so that the Committee could discuss the concept of entitled programs. Evans said that most archivists seem to feel that the profession needs to move someday to a pre-appointment certification program, but Fleckner said that many of them were not yet ready to give up on a post-appointment program. Pugh observed that the Academy would not be working with a blank slate but would be inheriting a number of earlier discussions and decisions. It was agreed that the Committee should be asked to proceed, with Council (and ultimately the Academy) reserving final judgment about the merits of the entitlement concept itself.

B. Council Members' Service on Other SAA Bodies. Cox expressed his concern that the present policy restricting the service of SAA officers and Council members was unnecessarily preventing the Society from using its talent, and he said that the individual should decide how much he or she could take on; he added, however, that the prohibition against paid service should be retained. Motley said that the Society should seek to draw more people into leadership positions. Daniels stated that the rule keeps Council members from active involvement in the affairs of the Society, although she opposed duplication in positions of elected leadership. Edgerly argued for giving the rule more time, to see if it does in fact result in the Society having a wider leadership. Evans said that an effort to draw in more people could be undertaken but that the rule precludes the utilization of special knowledge or experience. Burckel pointed to possible conflict of interest, or appearance of such a conflict: Council must make choices, and members cannot be neutral if they are involved in the development of proposals to Council; he also expressed a concern that involvement in other SAA activities would prevent Council members from becoming more active in their primary, elected roles. Fleckner asked if a middle ground might be possible, whereby Council members would not take on new appointments or elected positions but would continue any responsi-

bilities accepted before election. Henry said that service on other SAA groups produces helpful insights, not necessarily a conflict of interest. Cox moved the following motion, which was seconded by O'Toole:

"Council members and elected officers may serve in appointed or elected positions as the need arises; this rescinds an earlier motion adopted at the January/February 1987 Council meeting. Council reaffirms its position that no elected officer or member of Council shall concurrently serve as a paid employee of or contractor to the Society, with the exception that contracts let prior to election may be completed."

The vote on this motion was six to six. Warnow-Blewett then proposed the same motion, except for the substitution of the word "voluntary" for "elected" in the third line. Daniels seconded this motion, but after further discussion the motion was withdrawn.

C. Policy Regarding Position Announcements in *SAA Newsletter*. At the request of the Society of Southwest Archivists, Council considered again whether the Society should adopt a policy regarding the language permitted in position announcements in the *SAA Newsletter*. Motley argued that the issue needs resolution. Daniels said that other issues involved in position announcements—inclusion of substandard salaries and inappropriate position descriptions, for instance—should also receive attention. She suggested that the Society review its overall policy and compare it with comparable associations. Edgerly asked if the Society has the right to restrict employers. Motley volunteered to survey other associations in order to ascertain their policies and practices. Neal was asked to inform the Society of Southwest Archivists of this step.

D. White House Conference on Libraries and Information Services. On a motion by Burckel, seconded by Matthews, Council approved a draft resolution endorsing the White House Conference on Libraries and Information Services. Edgerly said that the Society's rep-

resentatives to the Council on National Library and Information Associations should be kept informed and should be encouraged to communicate the Society's position on the Conference. Burckel suggested that the Society monitor participation of archivists in the planning for the Conference.

New Business

A. Possible Change in Annual Meeting Schedule. Cox proposed a reduction from two to one in the meetings held at the annual meeting between Council, on the one hand, and SAA representatives and the chairs of various SAA groups, on the other hand, or using the open forum in place of those meetings. Council discussed the pros and cons of these steps, O'Toole arguing that a separate meeting with representatives would be useful and Warnow-Blewett and Matthews saying that a combined meeting would encourage communication among these SAA groups. Pugh pointed out that it is useful for Council members to meet the chairs of sections and roundtables especially, since many of these individuals are new to leadership positions within the Society. Burckel stated that if the goal is good communication the current system does not achieve it. He supported efforts to personalize the entire process by which the members of Council committees deal with their respective SAA groups and suggested that the committees meet individually with these groups at the 1989 annual meeting. Daniels observed that an agenda and modest refreshments would improve the meetings, and it was agreed that Council would try this process at the 1989 annual meeting.

B. Possible New Policy on Letters to *SAA Newsletter*. O'Toole began the discussion by saying that there is no larger editorial policy for the *SAA Newsletter*, including how to handle letters to the editor. In a recent case, he went on, a response to a letter in the same issue raised questions of fairness. Neal said that, absent a formal policy on how to handle such letters, he consulted with Evans and then decided that the letter in question was an open letter on a Society policy rather

than an opinion letter. Burckel, Cox, and Daniels, citing the practice of *The American Archivist* as an example, said that it is common within scholarly organizations for one issue to include both letter and response—from a reviewer and an author, for example. O'Toole differed with this analogy, saying that in the case in point a letter had been answered by an "official correction." Evans said that the reply that he and Hedlin had prepared had not been intended as a correction but added that the Society could not ignore an effort to use one of its publications as a forum for appealing to members not to participate in an SAA program. Fleckner pointed out that the open letter had addressed the earlier mailing to members, so the analogy of reviewer and critic might well apply. Edgerly argued for flexibility and for trusting the good judgment of those editing the newsletter, and there was a consensus in support of her viewpoint.

Announcements and Other Business

A. Date and Location of Next Council Meeting. It was agreed that Council would meet from June 1 to 4, with the Executive Committee meeting on June 1 and 2 and the Council meeting beginning with a luncheon with SAA staff members, at the SAA office, at noon on June 2. It was also agreed to invite George Farr of the National Endowment for the Humanities and Patricia Battin of the Commission for Preservation and Access to brief the Council on the activities and plans of their respective organizations.

B. Executive Session. At this point, Council went into executive session, first with the Executive Director in attendance and then without him, in order to discuss his performance review and negotiations leading to a new contract with him.

Adjournment

On a motion by Cox, seconded by Motley, Evans declared the meeting adjourned at 1:00 p.m. on 5 February.

DONN C. NEAL
Executive Director

Approved by SAA Council: 2 June 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.

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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.

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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

EDITORIAL POLICY

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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., 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.

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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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Archives & Manuscripts: Reference and Access, Sue E. Holbert
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Archives & Manuscripts: Surveys, John A. Fleckner

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Archives & Manuscripts: An Introduction to Automated Access, H. Thomas Hickerson
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Archives & Manuscripts: Administration of Photographic Collections, Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long

Archives & Manuscripts: Machine-Readable Records, Margaret L. Hedstrom

Archives & Manuscripts: Law, Gary M. Peterson and Trudy Huskamp Peterson

Archival Forms Manual

Information Management, Machine-Readable Records, and Administration: An Annotated Bibliography, ed. Richard M. Kesner

Management of Archives and Manuscript Collections for Librarians, ed. Richard H. Lytle

Museum Archives: An Introduction, William Deiss

Religious Archives: An Introduction, August Suelflow

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Understanding Progress as Process: Final Report of the Joint Committee on Archives of Science and Technology

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ERATA

Three footnotes were inadvertently omitted from Gregory Kinney's article, "Federal Land Records in State Repositories: The Experience in the Old Northwest," in the Spring 1989 issue (52:2). The missing notes should have appeared on pp. 155–57. The notes, as reproduced below, may be added to the bottom margins of the appropriate pages.

8. *Laws of Ohio* 74 (1877): 217–18; *Indiana Laws*, 1877: 118–19; *Illinois Laws*, 1879: 236.

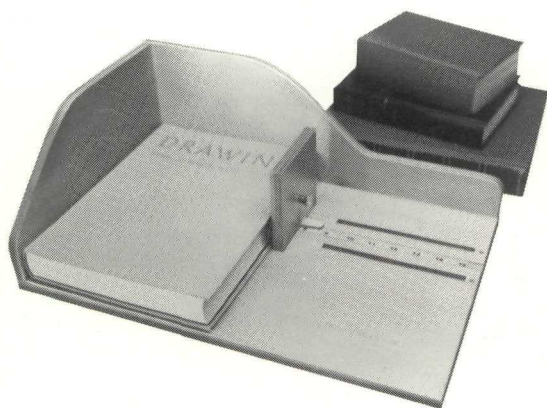
11. Letter to author from Helen Morrison, reference archivist, Indiana State Archives, 5 December 1986.

17. 25 Stat. 672.

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