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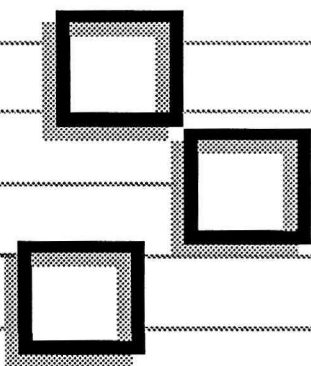
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**Stephen P. Harter**, Editor

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***by Fredric M. Miller***

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Published by the Society of American Archivists (1990)

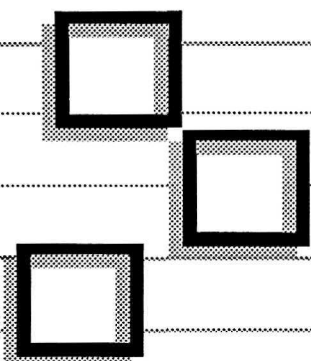
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## Society of American Archivists

### 1990 SAA Awards

Each year at its 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. The following awards were announced at the 1990 annual meeting in Seattle on 30 August.

### SAA Fellows

Fellows are selected by the SAA Committee on Professional Standards (the five most recent past presidents of SAA and two members named by SAA officers and 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 5 percent of the total membership. Three new fellows were added in 1990 to the existing membership of 106.

**Edwin C. Bridges**, Alabama State Archivist, is best known as the author of *Documenting America*, a 1983 report for the National Historical Publications and Records Commission that described a "cycle of poverty" afflicting archives in the nation. Bridges has also been influential in developing management training and other educational opportunities for archivists. He was a leader in the development of the Institute on Advanced Archival Training at the University of Pittsburgh in conjunction with the National Association of Government Archives and Records Administrators.

In 1982 Bridges assumed the directorship of the Alabama Department of Archives and History. Through the

implementation of staff development and training, and the addition of excellent services for the archives' many constituencies, Bridges has been the force behind the department's renaissance.

**Anne R. Kenney** is associate conservation librarian at Cornell University, where there are fifteen libraries with six million books and manuscripts. Currently, Kenney is serving as book review editor of the *American Archivist* and is editor of the Spring 1990 special issue on preservation. In addition, she is director of at least three major preservation studies or projects; serves on a half dozen faculty committees; is a member of at least two task forces in the Research Libraries Group; and is a member of SAA's Committee on Goals and Priorities and the Task Force on Preservation. A book she co-authored on women's suffrage in the French Third Republic won two book awards and was named in *Choice's* Outstanding Academic Book Selection.

**Ann Pederson** is a senior lecturer at the School of Librarianship, University of South Wales. She moved to Australia in 1981 after serving for a decade in the Georgia Department of Archives and History, lastly as director of the Archives Division. In addition to playing a principal role in Australian educational programs, in the last decade Pederson has been a speaker at SAA and NAGARA; continued her work with the Georgia Archives Institute, which she coordinated for several years; and has lectured at the National Archives and Records Administration's Modern Archives Institute.

The publications she is best known for are *Archives and Manuscripts: Public Programs* (1982), written for SAA with Gail Farr; and *Keeping Archives* (1987), edited

for the Australian Society of Archivists, a superior textbook on archival work that has received numerous accolades. Pederson also founded *Georgia Archive*, now *Provenance*, the first regional archival journal in the United States.

**Joan Warnow Blewett's** contributions to archives, history, and research have grown out of her position at the American Institute of Physics. For more than 25 years, Blewett has developed the idea of a "discipline center," which acts as a catalyst in educating key parties about the value of records; developing theories and appraisal guidelines for their preservation; and stimulating the development of archives across the country to serve researchers of the future. Blewett's approach to shared responsibility for records in the context of a well-developed strategy is being used in the mathematical sciences, by a state nurses' association, and others. Her contributions to the Joint Committee on the Archives of Science and Technology and to documentation discussions and projects in Europe have had an immeasurable influence. She has written for scientific, oral history, archives, records management, and library audiences and has served SAA in a variety of roles, most recently as a Council member.

### **J. Franklin Jameson Award**

**Senator Mark Hatfield** (R-Ore.) received the J. Franklin Jameson Award, which recognizes an individual, institution, or organization, not directly involved in archival work, that promotes greater awareness of archival activities or programs. Senator Hatfield was honored for his leadership in legislation that led in 1985 to the establishment of an independent National Archives and for his active membership from 1983 to 1988 on the National Historical Publications and Records Commission, a funding agency which supports records preservation work in cities, counties, and states nationally.

### **Fellows Posner Prize**

**The Working Group on Standards for Archival Description** has been awarded the Fellows' Posner Prize for the outstanding essay published in the *American Archivist* in 1989. In its review of previous activities and existing products, "The Report and Recommendations of the Working Groups on Standards for Archival Description" provides a context for thinking about what the essence of archival description is and where and how standards might be more usefully applied. Its recommendations offer a challenging and viable agenda for an issue of substantial importance to archivists during the coming decade. Lawrence Dowler was the Working Group's chair and Victoria Irons Walch its project coordinator. (Refer to the Fall 1989 *American Archivist* for the group's membership.)

### **C. F. W. Coker Prize**

**The Center for Legislative Archives of the National Archives and Records Administration** has received the Coker Prize for meritorious activity that advances the practice of archival description. The center published *Guide to the Records of the United States Senate at the National Archives* and *Guide to the Records of the United States House of Representatives at the National Archives*. These superb volumes establish a standard for dealing with the labyrinth of legislative records. Each contains clear instructions for use, excellent historical notes, and precise and concise descriptions of the records themselves.

**Special Commendation.** *Archival Methods*, an Archives and Museum Informatics Technical Report (vol. 3, no. 1), by **David Bearman**, was awarded a Certificate of Commendation for writing of superior excellence. The essays in *Archival Methods* demonstrate that the archival profession's canonical procedures fall short of accomplishing their professed aims by more than an order of magnitude. The es-

says also take a piercing look at the goals these procedures serve by placing the preservation of the written word in the long perspective of human history, information theory, and contemporary society.

**Special Commendation.** *Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscript Libraries*, by **Steven L. Hensen**, was also awarded a Certificate of Commendation for writing of superior excellence. Hensen's work in synthesizing archival description and library cataloging has been central to the standardization of intellectual control over archives and manuscripts.

#### **Philip M. Hamer-Elizabeth Hamer Kegan Award**

**Judy Hohmann**, a senior public and education program specialist at the New York State Archives and Records Administration, is the recipient of the Philip M. Hamer-Elizabeth Hamer Kegan Award, given for achievement in promoting public awareness of a specific body of documents. Hohmann coordinated the production of the acclaimed video, *Let the Record Show: Practical Uses for Historical Documents*. This video, which has reached audiences in New York, the United States, and Canada, has successfully increased public awareness of historical records in archives as living tools that can solve present-day problems.

#### **Theodore Calvin Pease Award**

**Luke J. Swetland**, a student at the University of Michigan, Ann Arbor, received the Theodore Calvin Pease Award for superior writing achievement by a student of

archival administration. His essay, "The Provenance of a Profession: The Permanence of the Public Archives and Historical Manuscripts Traditions in American Archival History," shows how differing perspectives shaped the establishment of archival institutions early in the twentieth century and how they have configured recent debate over the professional status of archivists. It will be published in the Spring 1991 issue of the *American Archivist*.

#### **Oliver Wendell Holmes Award**

**Samuel Njovana**, deputy director of the National Archives of Zimbabwe and vice chairman of the Records Association of Zimbabwe, received the Oliver Wendell Holmes Award, which allows overseas archivists, already in the United States or Canada for training, to augment their visit by traveling to other archival institutions, national or regional archival meetings, or archival institutes. Njovana is visiting the United States to learn more about archival management and training and was interested in attending the SAA annual meeting to observe how a professional association operates, particularly in advancing archival knowledge and strengthening professional standards.

#### **Colonial Dames**

**Sandra Macias**, New Mexico State Records Center and Archives, and **Ellen R. Callahan**, New Jersey State Archives, received Colonial Dames Scholarships to the Modern Archives Institute in Washington, D.C. The award is made to beginning employees in institutions with a fair percentage of holdings from a period predating 1825.

## Treasurer's Annual Report 1 July 1989—30 June 1990

The combined balance sheet prepared by our auditing firm, Statement 1 in this report, records the Society's financial status at a given point in time, June 30, 1990, when the fiscal year ended. The statement lists the four fund categories into which the Society groups financial transactions.

1. GENERAL FUND. This includes the usual and ordinary activities of a professional as-

sociation. Income would include dues, for example, and expenses would include publishing the *American Archivist* and holding the annual meeting.

2. GRANT FUNDS. This category, which must be accounted for separately, includes grants from agencies such as the National Historical Publications and Records Commission and the National

Endowment for the Humanities, which, for example, we have used to support workshops and develop publications.

3. SPECIAL PROJECT FUNDS. This is a separate category because its tax status under Internal Revenue Code Section 501(c)3 allows contributors to take deductions for donations. It includes, for example, the Education En-

Statement 1				
The Society of American Archivists, Inc.				
All Funds				
Combined Balance Sheet				
June 30, 1990				
	GENERAL FUND	GRANT FUNDS	SPECIAL PROJECTS FUNDS	PROFIT- SHARING FUND
<b>ASSETS</b>				
Cash	\$234,843	\$48,047	\$236,516	\$6,036
Accounts Receivable	24,308	—	—	—
Inventory	31,611	—	—	—
Fixed Assets	43,985	—	—	—
<b>TOTAL ASSETS</b>	<b>\$334,747</b>	<b>\$48,047</b>	<b>\$236,516</b>	<b>\$6,036</b>
<b>LIABILITIES AND FUND EQUITY</b>				
<b>LIABILITIES</b>				
Accounts Payable	\$ 13,361	—	—	—
Other Payables	10,892	—	—	—
Deferred Revenue	283,964	—	—	—
Compensated Absences	6,054	—	—	—
<b>TOTAL LIABILITIES</b>	<b>314,271</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>FUND EQUITY</b>				
Fund Balance	20,476	48,047	236,516	6,036
<b>TOTAL FUND EQUITY</b>	<b>20,476</b>	<b>48,047</b>	<b>236,516</b>	<b>6,036</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$334,747</b>	<b>\$48,047</b>	<b>\$236,516</b>	<b>\$6,036</b>
The accompanying notes to the financial statements are an integral part of this statement.				

dowment Fund and funds for awards that have cash prizes.

4. RETIREMENT FUND. This category is new this year, and has been established at the recommendation of our auditors. It holds the funds for retirement benefits of SAA employees, for whom a retirement program was created in 1989.

The balance sheet shows that our assets exceeded our liabilities last June 30th, which is good. The Fund Equity or Fund Balance in the general fund, however, is down from a low \$31,411 last year to an even lower \$20,476. This concerns us greatly. The Fund Balance in the grant funds category is also low, because we have not received new grants and continue to spend down the amounts previously awarded.

On Statement 2, the certification figures are not part of the financial report for last year. We're providing them because of the interest members have had, over the years, in how certification was financed. The figures show the money we advanced for certification each year and the complete repayment of all that money during 1989-90. I think we can now put this issue behind us.

The top of Statement 2 is an income and expense statement, which shows financial activity over a period of time, the whole fiscal year, instead of financial status at a fixed point in time. This statement is for the general fund only, because this is where most of SAA's financial transactions occur and it reflects the difficulties we have.

I will explain more about the receipts and disbursements later in the report, but note for now the deficit we ran last year, \$10,935. It relates to the general fund balance on Statement 1, because we depleted the

general fund in 1989-90 by the amount of our deficit.

The deficit had largely one cause: we set aside money, \$60,000, to pay for the 4 issues of *American Archivist* that we're behind in publishing. The back issues are a financial liability: because we owe them to members and subscribers, they must be published. Our auditors recommended that we obligate the money for production of the catchup issues. This money is not available for us to use for other items. In other words, failure to publish *American Archivist* is not the way to balance a budget. We do have a plan to catch up and expect to publish 6 issues during 1990-91, so the set-aside funds will be used.

Our obligation of money for *American Archivist* is consistent with the principles of the accrual accounting system we adopted 3 years ago. Under the accrual method, we record income when we provide the service or product it's to pay for, not when we receive the income. We record expenses when we receive goods or services, not later when we pay the bills. Our dues provide an example of the system. Since we owe service to a member for 12 months, each month we record only 1/12 of a member's dues payment. We do not record the entire payment the month we receive it, as we would have under our former cash accounting system. An accrual accounting system gives us a much more accurate picture of our financial status at any given time than is possible under a cash system.

We did better than expected in some income categories, but as usual, more expenses exceeded budget estimates. The annual meeting cost more than we expected, for example, as did postage. And health insurance premiums for staff sky-

rocketed still once again, a persistent problem that isn't going to go away.

We continue our tenuous, inflexible financial position: insufficient income to cover unexpected expenses, little margin, no cushion, and having to wring our hands about every miscalculated \$500 figure—out of a budget of three-quarters of a million dollars. We've had a deficit for the last few years, despite our efforts to hold expenses, increase income, and budget realistically. Most alarming, our reserve—the general fund balance of \$20,476 shown on Statement 1, is seriously depleted.

You may guess, correctly, that I'm warming you up for the proposed dues increase. It would be useful to look again at income and expenses for FY 1989-90, Statement 2, in order to see the importance of dues income in our budget.

In looking at expenses, the obvious question is: why don't we cut these? Personnel is the largest item, roughly 37 percent of our expenses in FY 1989-90. Our staff is not exploited, but we can't say they are well paid either. So cutting salaries would be very difficult. Eliminating staff positions is even less feasible, since each person performs a function we can't do without. We must have a professional meetings planner and a managing editor, for example. If anything, we need more staff, particularly support personnel. Our staff benefits are very costly, because we're a small association. For example, we pay dearly for a health insurance program. Our new staff retirement program isn't quite pathetic, but we need to increase substantially our annual contribution to it.

Annual meeting expenses are large, but note that the annual meeting, workshops and pub-

Statement 2		
Society of American Archivists		
1 July 1989–30 June 1990		
GENERAL FUND		
Income and Expense Statement		
<b>RECEIPTS</b>		
Dues—Individual		\$142,458
Dues—Institutional		56,961
AA/Newsletter/Emp Bul Ads & Subscriptions		57,674
Publications		138,785
Annual Meeting		137,765
Workshops		62,633
Interest		13,580
Interest from 501(c)3		18,305
Administrative Fees		25,316
Other		13,911
Subtotal		667,388
Certification		76,469
Total Receipts		743,857
<b>EXPENSES</b>		
Personnel		263,590
Rent & Utilities		32,094
General & Administrative		95,094
Annual Meetings		84,731
Workshops		31,878
American Archivist		97,083
SAA Newsletter/Employment Bulletin		21,670
Publications for Sale		52,343
Representation		3,778
Committees/Sections/Task Force		10,769
Council		11,493
Subtotal		704,523
Certification		50,269
Total Expenses		754,792
Excess (deficiency) of revenues over expenses		\$(10,935)
* * * * *		
Summary of		
Certification Receipts and Expenses		
Fiscal Year Ending	Receipts	Expenses
June 30, 1987	\$ 0	\$ 2,622
June 30, 1988	0	5,468
June 30, 1989	34,775	52,885
June 30, 1990	76,469	50,269
Total	\$111,244	\$111,244

lications also bring in income. You must subtract the expense figure from the income figure to determine net gain or loss for these items. We are trying to increase the net for these each year.

We have a ten-year lease on very favorable (and fixed) terms, so reducing rental expense is not likely. General and administrative expenses include a number of items, such as equipment and depreciation, supplies, telephone, travel, and professional services such as accounting and insurance. Depreciation is the largest item, almost \$15,000. But this is a formula, and we have no choice about its cost. Postage is a large item, but instead of expecting any reduction here, the postal service is imposing a 30 percent increase early in 1991. *American Archivist* and the *SAA Newsletter* absorb money and bring in very little. Expenses continually rise, but more important, these are basic membership services. Cutting expenses for the journal and the newsletter is quite difficult. Committees, Task Forces and Sections will note how very little of our total budget we're able to allot for this important work. You're tired of hearing us turn down your requests. We, too, are tired and want very much to increase this line, not cut it. In short, we have very little flexibility in cutting expenses.

Why don't we raise income, then? The top of the statement shows that we do a rather good job of increasing income from publications, the annual meeting and workshops. But remember these also have expenses. For example, publications must be either printed or purchased before they can be sold. We do well on advertisements, and we raised subscription rates last year, but these amounts are small. 501(c)3 income is interest from our special projects fund. It and general interest income should remain stable, but, again, these are not large figures. I might add also that if we hadn't depleted our general fund reserve so severely, we would have had additional interest income. Administrative fees are largely indirect costs from grants, a shrinking figure. Despite our efforts, we didn't receive any new funding for grant proposals last year.

We are left with dues, our largest source of income and the one remaining place where we might increase it. Increasing membership is one way, and our membership committee has been working toward that for the last two years. Last year we increased institutional dues. Increasing dues for individual members is the last option. We've had the same dues rates for ten years. Our dues provide a declining percentage of our

income, and this trend will continue as expenses rise still further. Last year dues accounted for just under 30 percent of income. By contrast, in FY 1983-84 dues were 36 percent of income.

We have to get out of our tight financial constraints, working with starvation budgets, engaging in deficit financing and depleting our reserves. For the last two years, we on Council have gone through this examination I have just led you through, looking at expenses we can cut and income we can raise. I hope that you will reach the conclusion we reluctantly have, and that you say, as we do, ten years is enough. Dues income is where it's at—to use a good old 1960s term.

Treasurers are allowed weird dreams, I think. My nightmare is that the dues increase doesn't pass and that we face the task of reducing next year's budget by \$85,000. I earlier mentioned our concern about every \$500 figure. At worst, we have to find a \$500 figure to cut—170 times. My sweet dream, however, is that the dues increase does pass. I can give my last Treasurer's report next year, speak of good financial times and promise you no new taxes. And mean it.

LINDA J. HENRY

## Society of American Archivists Council Meeting Minutes Washington, D.C. 23-25 February 1990

Present were: President John A. Fleckner; Vice President Trudy H. Peterson; Treasurer Linda Henry; and Council members Nicholas C. Burckel, Maygene Daniels, Terry Eastwood, James E. Fogerty, Linda Matthews, Archie Motley, James M. O'Toole, Mary Jo Pugh, and Robert Sink. Also attending were staff members Donn C. Neal and Georgeann E. Palmer. Attending portions of the meeting were Elsie Freeman, Co-Chair of the Committee on Public Information; Thomas Wilsted, Chair of the Committee on Institutional Evaluation and Development; Lewis Bellardo, a member of the Committee on Goals and Priorities; H. Thomas Hickerson, Chair of the Task Force on Archival Standards; Larry Dowler, Harvard University; and Richard Cox, University of Pittsburgh. Immediately before beginning its own meeting, Council also met with Don W. Wilson, Archivist of the United States, and Claudine J. Weiher, Deputy Archivist.

### Call to Order and Adoption of the Agenda

After Council had met with the Archivist and Deputy Archivist of the United States, President Fleckner called the formal meeting to order at 10:30 A.M. on February 23. An amended agenda was distributed and, on a motion by Matthews, seconded by Burckel, this agenda was unanimously adopted.

### Approval of Minutes

On a motion by Sink, seconded by Burckel, minutes of

the Council meetings of October 24, 1989 and October 28, 1989 were adopted without change or dissent.

### Report of the Executive Committee

On behalf of the Committee, Daniels reported that it had reviewed the Council agenda, adding several items to it, and discussed the idea of SAA cooperation with a commercial publisher on an imprint series. Neal briefed Council on the matter, and there was a consensus that he should explore it further.

### Report of the President

President Fleckner distributed a list of recent appointments. He reported that he had received a letter asking the Society to protest certain developments at a hospital archives in Philadelphia, specifically the closing of the archives and the release of the archivist. He asked for suggestions about how he should proceed. It was agreed that the Society should develop a policy statement so that it can respond to requests of this sort. Fleckner asked for volunteers to prepare a draft statement for discussion at the June, 1990 meeting, and Daniels and Sink agreed to help.

### Report of the Vice President

Peterson reported that she and staff members Neal and Palmer had met with a group of Philadelphia-area archivists concerning the location of the hotel to be used for the 1991 annual meeting, saying that plans were being made to overcome the lo-

gistical challenges of a site outside of the central part of the city. Peterson added that she hoped to make appointments to the Host Committee in the near future.

### Report of the Treasurer

Henry presented for approval the audit statement for fiscal year 1988-89. Daniels noted that the Executive Committee had recommended acceptance and so moved. Henry seconded her motion, which was approved without dissent. Henry then reviewed the Society's budgetary situation. She pointed out that the proportion of revenues received from dues has declined over the years and is below the national norm for associations; at the same time, she said, expenses have continued to rise since the last increase in dues in 1980. At the same time, the Society's General Fund balance is too small for comfort or safety. Henry observed that the Society has played a large role in building the archival profession, and that this is a large task for such a small association. Establishing priorities among existing needs and creating additional budgetary flexibility are important goals, she concluded. Henry also reported on revenues and expenditures for the first seven months of the 1989-90 fiscal year.

### Report of the Executive Director

Neal reported on a number of items, including annual meetings. He highlighted results of a questionnaire sent to participants in the 1989 meeting and said that the preliminary pro-

gram booklet for the 1990 meeting would be distributed in late spring. Neal said he had received a communication from the Association of Canadian Archivists proposing an "umbrella committee" of two representatives from SAA, ACA, and the Association of Quebec Archivists that would be responsible for coordinating efforts leading to the 1992 meetings in Montreal. It was agreed that Neal and Timothy Ericson, Chair of the 1992 Program Committee, should represent SAA on this umbrella committee. Neal also recommended Washington, D.C. as the site of the 1995 annual meeting, and (on a motion by O'Toole, seconded by Matthews) this suggestion was unanimously agreed to, pending satisfactory negotiations with a suitable hotel. Neal said that Salt Lake City and San Diego should be considered for the 1996 annual meeting.

Reporting on the 1989 annual giving campaign, Neal said that a total of \$3,341 had been received to date from seventy-nine donors, for an average gift of \$42.29. The Education Endowment received \$1,677, the Publications Revolving Fund received \$1,202, various awards funds received \$332, and the General Fund received \$130. The cost of conducting the campaign was less than \$1,200, he said.

Pugh, who had attended the December, 1989 meeting of the National Coordinating Committee for the Promotion of History, reported on that meeting. She described discussions there of the controversy regarding *Foreign Relations of the United States*, and it was agreed that the Executive Committee might address this matter when more information was received.

Neal distributed membership

figures and then described progress that he and Education Officer Jane Kenamore had made toward drafting a continuing education plan for the Society. He outlined the topics that this plan would address and said that a discussion paper would be prepared in time for the June, 1990 Council meeting, which Kenamore would also attend. He also described a summer institute on law and ethics to be held at Rosary College in July, 1990. O'Toole and others suggested that the continuing education plan include a report on appropriate content areas for SAA's education program; the development and distribution of curricular materials; and a financial analysis of how the Society's continuing education program can remain on a sound footing.

Neal reported on progress toward preparation of a Council handbook, pointing out that former President Sue Holbert was assembling some of the information and would be making recommendations about some aspects of its content and format. He distributed a summary of the prospective contents of the handbook. Burckel emphasized the need to finalize at least part of the handbook by mid-1990, and Daniels noted the need to distribute the handbook to affected groups as well as members of Council.

Neal also related information from David Klaassen, editor of the *American Archivist*, about the projected timetable for the next four issues of the journal. Several members of Council indicated an interest in examining the editorial and production process for the journal to see if they can be improved, and it was agreed that Council would spend time at its June, 1990 meeting to discuss this matter with Klaassen. Burckel suggested that Klaassen, having

gained some experience as Editor, would be in a good position to identify the issues and make recommendations about the choices the Society faces in producing a high-quality journal at a reasonable cost in a timely manner.

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

Fogerty, reporting for the Committee, presented a slate of several candidates for election to the Committee on Professional Standards, and Pugh made two additional nominations. From these candidates, Council elected Lydia Lucas and Helen Samuels to serve for one-year terms.

Daniels described the progress of the SAA Committee on Goals and Priorities with respect to the three-year planning cycle recently undertaken by SAA groups. She noted the Executive Committee's recommendation that, even though CGAP will examine the three-year reports and plans, Council liaisons should communicate with these groups about the content of their reports. It was agreed that the liaisons would also request reports and plans where those had not yet been completed, and that Council should invite comments about how well the new process is working.

Council was then joined by a member of CGAP, Lewis Bellardo, who briefed it on the Committee's idea of a possible project to study the future of archival work in an information age and the changes that will be in store for archivists and archival repositories. CGAP would be willing, he said, to draft a proposal for Council review, if Council wishes CGAP to pursue this line of activity. A major discussion ensued. Burckel asked what the outcome of the project would be,

and Bellardo said that the project might illuminate the roles archival administrators will play, implications for archival education, and opportunities for securing additional outside funding. During the discussion, Council members questioned whether the Society should launch its own study or be a party to other large-scale efforts to understand what the future might bring. Following Bellardo's departure, Council continued to discuss the concept he had presented and how it might fit into the Society's overall priorities. A spectrum of opinion was apparent, along with a general willingness to hear a more developed proposal. Fleckner said that the Executive Committee would discuss the proposal with Bellardo.

At this point in the agenda, Council was joined by the Co-Chair of the Committee on Public Information (CPI), Elsie Freeman, who briefed Council on the activities, plans, and recommendations of the Committee. First, Freeman said, CPI urges that each new manual published by the Society include a public relations perspective; the Committee, she said, is willing to assist in ensuring that this exists. Second, CPI is urging that Host Committees cooperate with it, especially in a review of any publicity materials. Freeman suggested that sessions with high public relations potential be scheduled for weekdays in order to encourage press coverage. It was agreed that CPI would offer its counsel to the Host and Program Committees. Third, Freeman said, CPI would prefer a different timetable for the Jameson Award. This produced a discussion of whether the Jameson Award was an award as such or a vehicle for publicity—noting that these

functions are not mutually exclusive. Finally, Freeman said, CPI emphasizes the need for a public relations professional in the SAA office. She stated that the Committee would be looking into how the Society might secure a retired volunteer or an intern, but both would be stop-gaps: the real need, she said, is for a professional who would engage in both public relations and fundraising.

Daniels then presented charges for the last three SAA committees still lacking them, moving their adoption. Motley seconded her motion. O'Toole inquired about the scope of the Professional Standards Committee, and Daniels replied that although the Committee might expand its scope in the future its charge should be adopted now. The motion was then approved without opposition. Daniels said that the Council Committee on Committees would prepare a final, edited version of all the committee charges for the handbook and asked for any comments by April 1 so that the committees could also review the final text.

Next to join Council was Thomas Wilsted, chair of the Committee on Institutional Evaluation and Development, who briefed Council on the Committee's activities and plans. Wilsted said that two subcommittees had made rapid progress. One is preparing a proposal for an institutional database that will be useful in a regular census and as the foundation for a published directory of archival institutions. Wilsted reviewed some of the issues facing the Committee, including how to identify the repositories that should be included, how much information to include, and how to forge a mutually beneficial partnership with a publisher. Wilsted explained

the Committee's intention to circulate to publishers a request for proposals that would look toward a division of responsibility for collecting, maintaining, and publishing the information in the database. He speculated that income from use of the database might be directed toward support of the Society's efforts in institutional evaluation and development. Council members asked questions about the potential market for a directory and the possibility of providing the database on disk. Turning to the work of the Committee in institutional evaluation, Wilsted described its plans to hold a "mini-conference" in Seattle to examine in detail the self-evaluation programs sponsored by the Association of American Museums and the National Association of Government Archives and Records Administrators. Wilsted said that granting agencies would be invited to send representatives to discuss incentives for self-studies. He said that a research proposal might be the outcome of the mini-conference. Council discussed a timetable for a grant proposal and agreed that, in view of deadlines, it might be necessary for the Executive Committee to approve such a proposal before the June, 1990 Council meeting, but it expressed the hope that Council members might have a chance to review and comment on the Committee's draft proposal.

### **Report of the Council Committee on Sections and Roundtables**

Pugh presented two petitions for new roundtables, one for NOTIS Users and another for Women's Collections. Daniels reported that the Executive Committee recommended approval of both. Pugh moved creation of a NOTIS Users

Roundtable, with O'Toole seconding, and the vote was unanimous. Pugh then moved creation of a Women's Collections Roundtable, with Daniels seconding, and this vote was also unanimous.

Pugh presented a petition from the Museum Archives Roundtable to be approved as a new Section, stating that the Committee recommended this step: the area is a growing one, the group has a plan of action, it is a group that is logically parallel to other institutional sections, and there are sufficient numbers to be a viable section. There will be, she said, some small additional cost for the section newsletter. She moved approval of the change, and O'Toole provided a second. The vote on Pugh's motion was unanimous. During the discussion, Council examined the question of permitting members to join more than two sections, perhaps at additional cost, and Fleckner asked the Committee to study and make a recommendation on this matter. Burckel asked if Council should also re-examine the whole issue of sections. Fleckner asked the Committee to expand its study to encompass section membership as a function of SAA membership, and the "threshold" level of section membership—that is, the minimum number of members needed for a viable section. Pugh noted that, effective with this fiscal year, sections can request the Committee's approval for additional newsletter pages, and that the Committee had received and granted one such request. She wondered if the Society should make it possible for persons to purchase subscriptions for newsletters of sections to which they do not belong, and if some roundtables should become subgroups of certain sections. The Com-

mittee, she said, would include these issues in its study.

### **Report of the Council Committee on Task Forces and Representatives**

Motley stated that the final report of the Committee on the Society's system of representation would be presented at the June, 1990 meeting. Motley also reported an inquiry from a member of the Society about an SAA liaison with the American Institute of Architects, and Council suggested that the individual be invited to collect enough signatures to form an architectural records roundtable. Motley also mentioned an inquiry from the Association of Library and Information Science Educators regarding a joint committee with SAA. Peterson suggested that, at this stage, the chair of the Committee on Education might be designated as SAA's liaison to ALISE. Eastwood so moved, with Pugh seconding, and the motion was approved without opposition. Burckel mentioned a number of issues that the Committee's preliminary report had raised regarding the Joint ALA/SAA Committee on Archives and Library Relationships; there was a consensus that the Council Committee should work with the SAA members on the Joint Committee to explore these issues. Peterson said that an incoming president would welcome suggestions from the chairs of Council committees about appointments to SAA committees, and as representatives. She moved a resolution to this effect, asking that these suggestions be made following the spring Council meeting. Burckel seconded the motion, which passed unanimously.

Council then met with H. Thomas Hickerson, chair of the Task Force on Archival Standards, and Larry Dowler, Har-

vard University, head of the Working Group on Standards for Archival Description, which was funded by the National Historical Publications and Records Commission. Dowler reported on the findings and recommendations of the Working Group, including several with implications for SAA. In addition to its report, to be published in the *American Archivist*, there will be, he said, a bibliography of standards. Dowler emphasized the growing interest in standards, and their importance for the Society. He said that the primary recommendation for SAA action was creation of a "standards board" that would oversee the process for developing, implementing, and revising standards within the Society, although the Working Group also urged SAA membership in the National Information Standards Organization and participation in the National Standards Council of the Association for Image and Information Management. Hickerson commented that the Task Force endorsed the Working Group's recommendations and urged Council to create the standards board. Matthews asked both visitors to comment on where the Society might find the resources to expand its activities in standards, given the other demands upon it, and they speculated about some possible sources of support. Dowler observed that SAA might realize some revenues from publications and training efforts, and that cooperation with other groups—the National Archives, for instance—would also be possible. O'Toole asked for more detail about the potential costs of expanded SAA activities in standards, and Dowler mentioned staff time and travel expenses; there could be, he said, considerable use of vol-

unteers. Henry, expressing the opinion that standards-setting is not a staff responsibility (although staff can help to coordinate activities), asked if the proposed standards board could expand its activities such that staff would not be necessary; what could the Society do with volunteer leadership alone? Dowler said that the Working Group had focused on devising a process whereby SAA could consider and approve standards, but he observed that volunteers have limited energy and that staff can provide consistent attention to a project. Several members of Council, while emphasizing their enthusiasm for the objectives of the Working Group's recommendations, pointed out that the Society's limited resources at present might restrict its ability to respond to those recommendations. Discussion then turned to alternatives. Henry and Sink said that short-term outside funding—perhaps for five years—might be sufficient to establish momentum and educate the profession about the need for long-term support for standards activities. Burckel suggested that the Society think in terms of a series of steps to implement the Working Group's recommendations. Dowler and Hickerson concluded their remarks by underscoring the need for a standards board with the Society, and the financial commitment involved in evaluating, publicizing, and maintaining standards. Fleckner asked the Task Force to make some recommendations at the June, 1990 Council meeting regarding the stages through which SAA might expand its role in standards, with the expenditures that these activities would entail. Daniels moved a resolution welcoming the Working Group's report; affirming the importance of standards; ex-

pressing the Society's intention to play a central role in developing and maintaining standards; and asking the Task Force to explore ways in which the Society, in cooperation with the Working Group, might pursue this course. Pugh seconded the resolution, which passed without dissent.

Motley announced that Frank Burke, the Society's representative to the American Library Association's Subcommittee on Revision of the Standards for Accreditation, would distribute his report on paper at a later time.

Peterson provided background on H.R. 3849, the so-called "Government Printing Office Improvement Act of 1990," and mentioned that the American Library Association had opposed it on grounds not wholly germane to SAA. She noted that the Society could oppose it on archival grounds and proposed the following resolution: "RESOLVED: that the Council of the Society of American Archivists opposes the passage of HR 3849, the 'Government Printing Office Improvement Act of 1990' and conveys that opposition to the Committee on House Administration." Matthews seconded this motion, and Daniels reported that the Executive Committee endorsed the resolution. The resolution passed unanimously.

Motley reported that the Committee supported the recommendation of the Task Force on Records Management that the Society create a new Joint Committee on Records Management, with representatives from SAA and the Association of Records Managers and Administrators. He presented a charge identifying four broad areas of potential activity. Council discussed the scope of the proposed Joint Committee

and suggested that it attempt to meet, on an alternating basis, at the two organizations' annual meetings. Fleckner suggested that Council adopt the charge recognizing that ARMA might wish to recommend some modifications in it. Peterson (Sink seconding) offered a resolution thanking the Task Force, and this motion was approved unanimously. Motley then moved creation of the Joint Committee, and Matthews seconded his motion. This motion was also approved without dissent. Fleckner noted that there will be further discussion before the guidelines for the Joint Committee are finalized and said that he would appoint two members to serve, in addition to the Executive Director.

### **Report of the Council Committee on Goals and Priorities**

By consent, Council consolidated for the purpose of discussion the Committee's discussion paper on Council's own goals and priorities and an item of New Business related to financial goals for the Society as a whole. Daniels observed that although governance is Council's basic function, it must also lead; here, she said, clearly identified goals and priorities are crucial, and Council must establish a mechanism for making these two activities work smoothly together. In response to a question from Peterson about how to distinguish between planning for Council and for SAA, Daniels agreed that there is an overlap but said that a plan would help Council to choose among options presented to it and to make decisions about proposed staff positions and other financial considerations. Henry said that SAA groups need to realize that a new staff position is not the only solution to a problem.

Council members expressed opinions on various elements—education, public information, preservation, and others—of the Committee's discussion paper. Pugh said that in light of the Working Group's report and recommendations standards should be added to the list of priorities facing the Society. Peterson asked if there might be a difference between the functions that the Society performs (education, representation, publication, advocacy, and governance, for instance) and the topics that it is interested in (preservation, standards, electronic records, and institutional evaluation and development, for example); the functions, she said, are applied in these topical areas. Daniels pointed out the danger of including too much in Council's planning document, since the need is to highlight the most pressing needs. Peterson then proposed another way of thinking about the Society's activities, with three levels of importance: "core programs," "necessary enhancements," and "extras for excellence." Fleckner suggested that a "business analysis" of where the Society is gaining and not gaining its revenues would also be a helpful tool for understanding the Society's goals and priorities.

Following the discussion, Council considered a series of resolutions related to financial planning and goals for the Society. The first motion (by Daniels, second by Burckel) specified that the Society create and maintain a balanced annual budget, including planned yearly contributions to the reserve fund. This motion was approved unanimously. Council then discussed whether to adopt a resolution specifying in what proportions the Society should seek to realize revenues from its various revenue sources. Pe-

terson (Motley seconding) offered a substitute motion deferring action until a report could be prepared on the actual costs and revenues by program areas. Matthews objected that the percentages could be defined later but that Council should set a goal of realizing certain portions of revenue from certain sources. Peterson withdrew her motion (Motley agreeing) and offered another one (with Motley seconding). This motion specified that the Society analyze its current revenue and expenditures in various program areas and prepare a plan for adjusting their relationships as necessary. This motion was then approved without opposition. The third topic before Council involved how large a reserve fund the Society should maintain, for what purposes, and how to achieve it. Burckel moved, with Sink seconding, that the Society create a plan to establish an adequate reserve fund. This motion was approved without dissent.

Peterson then observed that the Society also needs a publications plan, and Neal said that a full-time editor, perhaps shared by the *American Archivist* and non-serial publications, would strengthen the Society's publications program. It was agreed that Peterson, the chair of the Editorial Board, Susan Grigg, and others would help to draft such a plan.

Fogerty suggested that the Society's activities in public information be thought of as involving development as well. Peterson said that contacts with professional fundraisers might lead to some contributed advice or services. There was a consensus that the Committee on Public Information should modify its three-year plan to broaden its scope to include development.

Council concluded that the ultimate objective of its work should be a combined financial plan, and that it should set aside considerable time at its June, 1990 meeting for further discussion of the elements of this plan. Assignments were made, as follows: Neal to begin an analysis of costs and revenues, by program; Neal and Kenamore to continue the education plan, with financial implications; Peterson to supervise the preparation of a publications plan; Neal to prepare plan for the reserve fund; Fogerty to assist the Committee on Public Information in developing its plan for public information and development; and Matthews (with the help of Daniels, Burckel, and Fogerty) to combine Council's three-year plan with the document outlining financial goals for the Society.

### Old Business

On behalf of an ad hoc committee studying the dues, Henry reported that a series of articles on this topic would continue to appear in the *SAA Newsletter*, and that President Fleckner had appointed former President William Joyce to chair the committee. Council discussed which strategies to pursue and what information to seek. O'Toole asked what principles would govern the decisions about new dues. For example, would they be more progressive? Would there be additional categories? Should the Society seek to secure a certain percentage of its revenues from dues? It was agreed that all of these deserved the committee's attention.

Henry then reviewed the status of negotiations between SAA and the Academy of Certified Archivists. She reported that she, Neal, and Karen Benedict, the ACA's Treasurer, had met to review the expenditures

the Society had made on behalf of certification since 1986 and that an agreement and transfer of funds had been made at that meeting. Moving on to the proposed service contract between SAA and ACA, Henry pointed out several changes from the initial draft: SAA staff time is now priced at \$20 per hour, SAA will supply mailing labels at cost, the Society will draw upon a \$5,000 advance from the Academy for its monthly expenses, and the role of the Executive Director vis à vis ACA meetings is more clearly stated. If Council approves this agreement, Henry said, it will go to the ACA for signature. Henry also expressed the hope that the Academy would see the value of some financial recognition for the in-kind support (staff time, indirect costs, and the like) that SAA gave in developing certification; there are continuing discussions on this matter, she said. Pugh asked if the Society is asking for enough recognition, especially for the time of the Executive Director; after all, she said, ACA has adequate funds, and the Society has some urgent needs that this financial recognition could help to assuage. Burckel and others argued for pressing this matter with the Academy, but Daniels cautioned that Council must remember the need for a long-term positive relationship between SAA and ACA. It was agreed that Fleckner should approach the President of the Academy, explaining the good-faith effort that SAA had made on behalf of certification and suggesting that the Academy reciprocate. Pugh then asked about the share of time that the Executive Director would devote to ACA in the proposed service contract, and there were other questions about the details of the level of services, if any, that SAA should provide to ACA. East-

wood offered a resolution supporting in principle a contract with the Academy along the lines of the draft presented. Burckel seconded this motion, which was approved on a vote of eleven (Fleckner, Peterson, Henry, Burckel, Daniels, Eastwood, Fogerty, Matthews, Motley, Pugh, and Sink) to one (O'Toole).

Sink introduced the topic of the 1991 White House Conference on Libraries and Information Services by stating that it is probably too late to plan an archival conference on the national level, and perhaps within some states. He asked if Council should urge SAA members to become active in certain states, where archivists could secure appointments as delegates and promote several issues that the Society and the profession regard as important. Council discussed the value of being included in the planning for the Conference, and at the Conference itself. Peterson suggested that she and Fleckner contact the planners of the Conference directly, and this was agreed to. Council also discussed what might be included in any position papers that SAA might submit.

Neal reviewed a proposed optional insurance plan for SAA members. Daniels reported that the Executive Committee had recommended Council's approval of the proposal, and she offered a motion to endorse it. Motley seconded the motion, which was approved without opposition.

O'Toole, reporting for an ad hoc committee on a legislative agenda for the Society, said that the time seemed right for an ongoing method for monitoring legislative and regulatory developments and for alerting the Society about the needs for action, and that the committee had recommended that Council cre-

ate a "legislative coordinator" to accomplish these goals. The work of this person, he said, would augment the efforts of Page Miller and the National Coordinating Committee for the Promotion of History. Daniels asked if the assignment would be too demanding for a single volunteer, and Peterson wondered if a committee would be a better solution. Burckel suggested that Council try a coordinator first, to see if this solution might help to make the Society more proactive in the legislative area, and then be flexible about the next step when the results were clear. Daniels said that she would prefer to think of the role as a leadership task rather than as an "unpaid staff position." Eastwood moved advertising in the *SAA Newsletter* for someone to volunteer for the position, and Motley seconded his motion. The motion was unanimously approved.

### New Business

Henry pointed out that under the terms of the SAA Constitution, Section IV, the Society now sends four notices to members regarding the expiration and termination of membership, all the while continuing to provide services. She argued that the SAA Constitution should include a broad statement regarding membership, with the bylaws containing the details of how membership begins and ends. Henry also noted that Council must approve at this meeting any amendment that would come before the Annual Business Meeting in August, 1990. She moved the following statement as a new Section IV for the SAA Constitution (new phraseology underlined): "A member shall be enrolled upon the first payment of dues and *shall receive benefits during the period for which dues have been*

*paid*. All dues shall be payable in advance. *Changes in membership dues shall be determined at the annual business meeting of the Society.*" Motley seconded the motion, and Henry explained that at the June, 1990 meeting she would propose a revised bylaw governing membership termination. The vote to approve the constitutional amendment was unanimous.

Peterson cited a letter she had received from Joan van Alabada, who raised some concerns about the uneven pattern of U.S. participation at meetings of the Section of Professional Associations of the International Council on Archives. There are, she pointed out, some daunting obstacles to SAA representation at these meetings. Daniels agreed that in the best of circumstances both the SAA President and Executive Director would attend, but this is not now possible. She moved that the International Affairs Committee study this matter and make a recommendation about how the Society might find the resources for adequate representation. Matthews seconded the motion, which was approved without opposition.

Fleckner said that he had received a petition from the Women's Caucus regarding the selection of Fellows. He added that the Professional Standards Committee was willing to assist with a special session at the 1990 meeting on this topic. Henry said that the session ought to be handled by the Committee alone, but others disagreed. Daniels and Fogerty suggested the use of an open forum, but Peterson argued for a special

session. Matthews moved a resolution asking the Committee to hold a forum, and Henry seconded this motion. Burckel advocated a jointly sponsored forum and offered an amendment to that effect. Here Henry withdrew her second, and Sink seconded the amended motion, which was approved on a vote of eleven (Fleckner, Peterson, Burckel, Daniels, Eastwood, Fogerty, Matthews, Motley, O'Toole, Pugh, and Sink) to one (Henry).

At this point in the agenda, Richard Cox of the University of Pittsburgh joined Council to discuss a proposal, which he intended to submit to NHPRC, for a three-year series of working groups of archival educators. The goal, he said, is to create opportunities for these educators to discuss ways to nurture graduate archival education. Cox asked Council to consider endorsing the concept of such a project. Daniels, saying she was interested in SAA becoming involved, asked if the Committee on Education and Professional Development should be asked to comment before Council acted. Pugh suggested that both Council and CEPD might see the final proposal, after which the Executive Committee could act. Peterson raised the possibility that the proposed conference of archivists, historians, and librarians on archival education, which the Joint Committee of Historians and Archivists had developed, could be melded with Cox's idea, but after discussion it was agreed that the two concepts were too different in nature. Matthews suggested, however, that the larger conference should be delayed until

the working group that Cox was proposing could make some headway, after which the larger conference would be more meaningful. There was a consensus in support of this viewpoint.

### Executive Session

Council went into executive session in order to discuss the performance review and contract of the Executive Director.

### Announcements and Other Business

Fleckner volunteered to prepare a position paper summarizing Council's conversations with the Archivist of the United States and the issues discussed with him. He also said that he would consult with Page Miller regarding any SAA testimony in budget hearings for the National Archives. Several Council members suggested that SAA prepare a direct response in addition to working through NCC.

Because of several conflicts, Council discussed the timing of its June, 1990 meeting. It concluded that the meeting should remain as originally scheduled, beginning with Council committees on the evening of Thursday, June 21, followed by breakfast with the SAA staff on Friday, June 22 and the Council meeting itself at 10:00 A.M.

### Adjournment

There being no further business, Council adjourned at 1:00 P.M. on February 25.

DONN C. NEAL  
*Executive Director*

Approved by SAA Council:  
June 22, 1990

## Society of American Archivists Council Meeting Minutes Washington, D.C., 22-24 February 1991

President Trudy Peterson called the meeting to order at 1:15 P.M. Present in addition to Peterson were Treasurer Linda Henry, Vice President Frank Burke, and Council members Brenda Banks, Jim Fogerty, Bob Sink, Bill Wallach, Anne Van Camp, Jim O'Toole, Terry Eastwood, Nick Burckel, and Linda Matthews. Also present were Anne Diffendal, incoming Executive Director of SAA; Cathy Mason, SAA Meeting Planner and Director of Membership Services; and Tim Ericson, Interim Executive Director.

### **Amend and Approve Agenda**

There were several additions to the agenda. Burckel moved and Burke seconded to approve the agenda as amended. PASSED

### **Approve Minutes of Previous Meeting**

O'Toole moved and Fogerty seconded to approve the minutes of the August 29, 1990, and September 2, 1990, meetings without correction. PASSED

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

Burckel announced that the Executive Committee would be recommending action on several agenda items. In the interest of time he deferred any formal report until these specific items were under discussion.

### **Report of the President**

**Council Handbook.** Peterson gave a brief update on the progress on the Council Hand-

book. She asked for comments on the chapter dealing with hiring an executive director. The handbook still needs a chapter on the duties of an executive director, a history of the SAA, several key reports, and some additional information on certain sections and roundtables. The handbook should be completed by June 1991.

**Honoraria Ban Update.** Peterson then briefed Council about recent developments surrounding the Ethics Reform Act of 1989. Provisions in the act (as it is presently written) would prohibit National Archives and other federal employees from accepting any compensation for professional activities such as teaching SAA workshops or writing manuals. Burckel moved and Sink seconded on behalf of the Executive Committee to have the incoming SAA President write to the appropriate House and Senate Committees supporting the revision of the Ethics Reform Act of 1989. PASSED

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

**Committee Appointments.** Burke gave a status report on committee appointments. To date he has made 31 of 42 appointments. He said he has been "splitting" appointments with committee chairs, allowing them to name half of the appointees while he named the other half. Van Camp inquired why he had chosen to make the appointments in this way. Burke explained that he felt that this gave the committee chairs more input into the appointment process and that the method had worked out satisfactorily thus far. Wallach asked how he was able to

identify likely appointees from different regional associations. Burke replied that he was a member of every regional association in the country and that he used their newsletters to identify possible appointees. Burke then distributed a list of appointments and the names of those whose terms had expired.

**ALA Accreditation Process.** Burke then reported on the ALA accreditation process. He said that there would be a meeting in Chicago during the first week in March. ALA has asked for reactions from allied professional associations and to facilitate this there will be a question and answer session at SAA's Philadelphia meeting as well as another session on the ALA accreditation guidelines. Burke and Bob Warner will provide input from the SAA perspective. The comments and questions from these sessions will be considered before the ALA document is approved. Eastwood emphasized the importance of having Council seriously consider the document and comment on it. O'Toole asked what the issues really were and Burke answered that they centered on "softening" of the lines between the various branches of information education.

On behalf of the Executive Committee, Burckel moved and Matthews seconded that the draft ALA document be forwarded to CEPD for review and written comment at their upcoming March meeting, and that Council formally act on the resulting recommendations at its June meeting. PASSED

### Report of the Treasurer

**FY1989-90 Audit.** Henry reported on the Final Report of the FY1989-90 Audit. She explained that with one exception the auditors recommendations were minor matters or technicalities. She did, however, think it was important for Council to act on the recommendation that the SAA office formulate and implement a disaster recovery plan. She said that the most serious concern was maintaining back-up data tapes, and that Jim Sauder was already doing this on his own.

Henry moved and Burckel seconded to adopt the FY1989-90 Audit Report and that SAA Executive Office develop a disaster plan. PASSED

Peterson mentioned that given the current problems within the nation's financial community, there was some concern about the solvency of the banks and other financial institutions with which SAA does business. She reported that as far as she and the SAA office staff could ascertain, all of these are in good financial condition.

**Treasurer's Report.** The discussion then turned to the Treasurer's report. Mason distributed copies of the February balance sheet and monthly financial report. Henry reported that if income and expenses continued as they have for the past several months SAA would end the year with a negative fund balance. Even given the increase in member dues, the projected annual deficit may reach \$43,000. She explained that a negative fund balance meant that the Society owed more than it had in assets. She explained that the description sounded worse than it actually was because most of the money SAA "owed" it owed to itself. Nevertheless, a negative fund balance was still a serious situation that could have an im-

pact upon SAA's ability to attract certain private sources of funding.

Henry said that there were three factors that resulted in this situation. First, expenses for the SAA Annual Meeting were significantly higher than budgeted. The result was that the Society realized less income than expected. Second, following the dues increase there has been a higher-than-expected nonrenewal rate among institutional members. Third, Council had projected income from publications sales on the basis of having all seven volumes from the Archival Fundamentals series completed and available for sale for the entire year. To date only two of the seven are on the market, and though these have been selling well, they cannot make up for the five unpublished volumes. Fortunately, expenses were generally at or below budget, and there was the prospect of some additional savings in the area of SAA staff travel and due to the fact that there was no premium increase in the health insurance policy.

The Council then discussed several options for dealing with the problem. Henry suggested delaying publication of the membership directory until after July 1, which would put this expense into the next fiscal year. It was agreed to do this, although Burckel and others spoke out against the practice of taking such action because it simply delayed dealing with the problem rather than confronting it. Burckel maintained that delaying the directory would simply mean putting additional pressure on the 1991-92 fiscal year budget. He said that Council would be better advised to do some more realistic budgeting and then live within that budget.

Ericson mentioned that re-

ducing expenses was only half of the equation and that SAA also needed to find ways to increase revenue. He suggested that one way to do this was to charge a fee to programs that were listed in the Education Directory, and to charge those who were included on the listing of manuscript appraisers that was distributed by the SAA office. He also said that SAA could generate additional income by selling advertisements in the membership and education directories.

### Report of the Interim Executive Director

**1991 Annual Meeting.** Ericson introduced Cathy Mason who gave a brief report on the progress of the Philadelphia Annual Meeting. She said that everything was on schedule with both the program and the local arrangements. Based upon estimates of expenses, member registration for the meeting has been set at \$115 and non-member registration at \$150. She also said that she was working with Frank Cook and the Membership Committee to have some sort of discount for anyone who joined SAA at the Annual Meeting. The final program for the meeting would be significantly less detailed than it has been for the past two years, and this will result in considerable cost saving.

**1992 Annual Meeting.** Mason and Ericson then reported on work for the 1992 Annual Meeting in Montreal. Next week Mason will be meeting with the hotel staff and looking at sites for a reception during the meeting. At the same time, Ericson will be meeting with the umbrella group that includes representatives from the International Congress on Archives (ICA), the Association of Canadian Archivists (ACA), the Association of Quebec Ar-

chivists (AAQ), and the SAA. Holding the SAA, AAQ, and ACA meetings in conjunction with one another will probably require some changes in the normal SAA sequence of events. Ericson reported that there had been some discussion of a reciprocal registration procedure whereby anyone who registered for the SAA, ACA, or AAQ meeting could attend sessions during the other two organization's meetings. He said this would apply only to sessions — not to workshops or dinners for which an additional fee would be necessary and recommended that Council endorse the idea so that he could formally propose it at next week's meeting. By consensus Council agreed that this was a good idea and authorized Ericson to make a formal proposal to AAQ and ACA.

#### **SAA Publications Program:**

- *American Archivist*. Regarding the SAA publications program, Ericson reported that the *American Archivist* was on schedule. The special issue on preservation (spring 1990) should be in the mail before the middle of March and the next issue (summer 1990) will follow shortly thereafter. The bibliography issues (fall 1990) is still in Dave Klaassen's hands, but it seems to be well along. Ericson has sent a letter to Dave Klaassen extending his appointment as editor until 30 June 1992 with the same terms as the last contract.

- *Archival Fundamentals Series*. Teresa Brinati reports that the management manual should be available for purchase in March. The glossary will probably be the next to appear, although it is too early to set a date. Mary Jo Pugh has asked to be relieved of her responsibilities as series editor for the appraisal and the preservation manuals. She will continue

with the remainder of the management manual, the glossary, and her own manual dealing with reference. Lydia Lucas has been hired to act as volume editor for the preservation manual. Frank Boles will edit the appraisal manual. Readers have already returned their comments to Boles. Lucas expects a full draft from Mary Lynn Ritzenthaler soon. Boles and Lucas will also do copyediting in order to save time in the editorial process. Teresa Brinati has said that in order for all four manuals to be published during 1991, she must have them for the printer no later than 1 July 1991.

- *NAGARA GRASP*. The NAGARA GRASP publication has just arrived in the SAA office. The accompanying software should be arriving shortly. Jim Sauder will investigate the most economical way to reproduce it. Ericson and Brinati will discuss pricing and a marketing strategy once all of the costs are known.

- *Scarecrow Agreement*. There are several projects ongoing with respect to the SAA/Scarecrow agreement to jointly publish three monographs. The Maher manual on college and university archives is well along and should appear within a few months. There are several other possibilities including a documentation reader, a book on functional analysis as a means to document educational institutions, and a public relations reader.

- *OAS Agreement*. Pursuant to the OAS agreement to translate the new SAA Archival Fundamentals series into Spanish, both the Miller and O'Toole manuals have been forwarded for translation. Teresa Brinati has OAS on her regular distribution list and will send the remainder of the manuals as they appear.

- *Manual on Local History Collections*. The joint SAA/ALA manual dealing with local history collections in public libraries is still underway. The first draft has been submitted and is being critiqued.

- *SAA Membership Directory*. The updating of information for the new SAA Membership Directory has been completed, as has most of the programming that is necessary to include FAX numbers and electronic mail addresses. The latter still need to be proof-read. The SAA ballot has been completed and mailed. The March newsletter will be in the mail before the end of the month.

- *Membership Report*. Mason then presented a summary of the latest membership information, along with a summary of recent trends in the various membership categories. She noted a precipitous drop in the number of institutional members and outlined several ideas she had discussed with Frank Cook, chair of the SAA Membership Committee. She had also distributed information on an incentive campaign she had organized at a previous association where she worked and asked for Council's sense of whether it would be worth trying to undertake a similar campaign for SAA.

Burke moved and Matthews seconded that the executive office and the Membership Committee plan and implement an incentive program to attract new members to SAA. PASSED

- *Latin American Institute*. Ericson concluded the interim executive director's report by discussing the Latin American Institute and another proposal from the Albert H. Wohlers Insurance Company. Regarding the first, there was some money remaining in the institute funds, and it was used to provide a one-year subscription to the

*American Archivist* to each institutional participant. Several have written to SAA expressing their warm thanks for this gesture; others have inquired about membership information.

**Wohlers Insurance Update.** The Wohlers Company has written suggesting a life insurance promotion similar to that which the SAA sponsored last autumn with disability insurance. Ericson reported that so far twenty SAA members had responded to the first mailing. There seemed to be no reason not to continue with the second, and Council recommended proceeding with it on a trial basis.

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

**Membership in NISO.** Matthews moved and Fogerty seconded the Standards Board's recommendation that SAA join the National Information Standards Organization. There was considerable discussion on the budgetary ramifications, benefits, and the possibility of NARA representing SAA in such matters. There was also discussion of asking the Standards Board for additional information on possible costs, and in passing the resolution in principle only until the costs and benefits could be studied further. Henry suggested that the issue of standards was too important to delay action. PASSED with Sink and Burke dissenting.

**Uncontested VP Nomination.** Matthews reported the Nominating Committee's recommendation that SAA have an uncontested vice-president/president-elect slate. Peterson recalled raising this issue several years ago and receiving a largely negative response. Burckel recommended on behalf of the Executive Committee that the incoming

Nominating Committee study this question, document the actual problem, and report back to Council at a later date. Fogerty recommended that the two Council representatives have a special charge to see that this was accomplished.

Matthews moved and Fogerty seconded that the 1991 SAA Nominating Committee consider the question of an uncontested vice-presidential election and report its recommendations to Council by 1 January 1992, to ensure that a full discussion of the matter would take place at the February 1992 Council meeting. PASSED

This seeming an appropriate moment, Sink and Eastwood were "elected" as Council's representatives to the 1991 Nominating Committee.

**Greetings to Netherlands Archivists.** Matthews moved and Van Camp seconded the resolution of greetings to the Netherlands Society of Archivists from the SAA on the occasion of the Vereniging van Archivarissen in Nederland's centennial. PASSED

**Directory of Archival Institutions.** Van Camp reported on the status of the Request for Proposals by the Committee on Institutional Evaluation for a Directory of Archives by noting that two proposals had been received, one from Oryx Press and one from MacMillan. She said that committee chair Wilsted had requested time the next day to report on his committee's deliberations, so the matter was deferred until Sunday, February 24.

**Meaning of "in good standing" for Fellows.** Matthews then reported on an inquiry from the Professional Standards Committee, requesting a clarification on what was meant by the term "in good standing" when determining eligibility for becoming an SAA Fellow.

Matthews moved and Burke seconded that the Committee on Professional Standards develop a recommendation on (1) the meaning of the term "in good standing" and (2) who should be responsible for maintaining the list of Fellows, and (3) make their report prior to the June 1991 Council meeting. PASSED

Council then elected Maygene Daniels and Harold Pinkett as the two Fellows to serve on the Professional Standards Committee for the coming year.

**Awards Changes.** Two changes to awards were presented on behalf of the Awards Committee.

Matthews moved and Sink seconded changing the wording in the Oliver Wendell Holmes Award so that it would be used only to fund travel to the SAA Annual Meeting. PASSED with Sink and Burke dissenting.

Matthews agreed to ask Frank Cook to check in the SAA archives and ensure that the change was permissible under the terms of the gift.

Matthews moved and Van Camp seconded to change the wording in the Philip M. Hamer and Elizabeth Hamer Kegan Award in order that exhibitions or publications could be nominated, and so that organizations or groups of individuals could be recipients of the award. Council agreed to ensure that the change was permissible under terms of the gift and to notify Nancy Kegan Smith of the changes for her comments. Fogerty will clarify the terms of the gift and draft a letter to Smith for Peterson's signature. PASSED with Burke dissenting.

**CGAP Deferred.** On recommendation by Wallach the agenda item dealing with the Committee on Goals and Priorities (CGAP) was deferred until the next day.

**Salt Lake City as Annual**

**Meeting Site.** Matthews then brought forward the letter from the Committee on the Status of Women to select a site other than Salt Lake City, Utah, for the 1996 SAA Annual Meeting. Matthews reported that the Committee on Committees had no recommendation on this matter. Burckel reported that the Executive Committee thought there was no rush to make a selection for the 1996 meeting. Van Camp wondered about the background of the decision to go to Utah. Peterson explained that (1) it was SAA's year to select a western location, (2) that it was the Utah centennial of statehood, and (3) that the SAA had also looked at Denver, San Diego, and Albuquerque. It was noted that the 1996 proposal had received very strong support from the Utah archival community. Since Council had not voted to go to Salt Lake City in 1996, some Council members felt that formal action at this point was premature. Matthews noted that the real issue was whether SAA should even consider Salt Lake City in view of the issues raised in the Committee on the Status of Women's letter. There was some discussion of the role of social versus economic issues in selecting a site for the annual meetings. Burckel recommended responding to the letter by saying that no decision regarding 1996 had yet been made, and that the Committee's perspective would be considered at the time when the decision regarding 1996 was made.

**MARBI Representation.** Matthews reported receiving a letter from Kathleen Roe regarding the time-consuming and expensive nature of the work of being SAA's representative to MARBI. Matthews will circulate a copy of Roe's letter for future consideration.

At this point, the meeting was adjourned and reconvened at 9:00 A.M. the following morning.

**Salt Lake City as Annual Meeting Site (continued).** Matthews read a draft of the letter to the Committee on the Status of Women. Several minor suggestions were made after which it was approved.

**CGAP Recommendations.** Matthews presented the CGAP Five Year Assessment Report and Recommendations.

Matthews moved and Henry seconded recommendation #1 that "Council concur with CGAP that planning efforts at this time be diverted toward planning for the Society in the decade of the '90's." There was some discussion about the difference between planning for the Society and planning for the profession. PASSED

Matthews moved and Burke seconded the adoption of recommendation #3 to establish a specific number of short-term priorities and incorporate these into a three-year plan with specific goals and objectives. There was extended discussion about whether the three objectives (finances, education, and staffing in the SAA office) should stand alone, or whether other related activities such as publications ought to be folded into the planning. Matthews suggested that the 4th and 5th recommendations (professional development and the use of archival material) were really parts of the first three. There was some thought given as to whether to assign the Development Task Force to look at these issues, but it was decided to form a group composed of CGAP plus two Council members. PASSED

Matthews moved and Burckel seconded to adopt recommendation #5 for the executive director and the executive

committee to formulate a list of staffing priorities for the next five years. PASSED

Matthews moved and Van Camp seconded recommendation #4 that Council appoint a working group to develop a three-year plan for SAA's continuing education program. It was clarified that the composition of this group—CEPD chair, Education Advisory Committee of CEPD, and representatives from such groups as CART, CAIE, and the Preservation Section—were suggestive, and that the SAA Education Officer should be an ex officio member of the working group. PASSED

Matthews moved and Sink seconded to adopt the seven recommendations that comprised the 21 February 1991 CGAP report on the "Current Activity Reporting" statement. After discussion, the requirement that reports be submitted within thirty (30) days after the Annual Meeting was changed to ninety days (90). PASSED

### **Report of the Council Committee on Goals and Priorities**

**Planning Meeting in June.** Matthews then distributed Council's three-year plan and recommended that members arrive a day early for the June meeting so that they could spend an entire day discussing the CGAP recommendations. It was decided to hold such a meeting on 13 June 1991. Council members were assigned to study and submit written recommendations no later than June 1—and no longer than two typewritten pages in length—on the following goals: Goal I (O'Toole), Goal II (Eastwood), Goal III (Burckel), Goal IV (Wallach), Goal V (Fogerty), Goal VI (Banks), and Goal VII (Sink).

## Report of the Council Committee on Sections and Roundtables

**Roles and Services of Sections and Roundtables.** O'Toole reported on discussions on the roles and services of Sections and Roundtables. There was no sentiment for making Roundtables subgroups of Sections, or of limiting the number of Roundtables. There was also no support for establishing a low limit on the number of members a section must have.

O'Toole moved and Sink seconded the following recommendations:

1. Members have the right to belong to two Sections as a part of their basic membership. These Sections do not have to be divided between one functional and one institutional section. Section membership will be chosen annually at the time of membership renewal and the dues renewal form will be changed to reflect this option.

2. Sections should maintain a membership of at least 150 members. When any Section falls below 150 members for two consecutive years, the Council Committee shall discuss with the Section leadership the status of the Section, ways to increase its membership, and other issues. The Committee shall recommend appropriate action to the Council as a whole.

3. Members may belong to an unlimited number of Roundtables.

4. Each Roundtable shall publish in its newsletter every year a form for subscribers to return to the editor in order to continue to receive the newsletter.

Discussion followed. It was agreed that the present stock of membership renewal forms can be used up before the revision noted in #1 above is completed. O'Toole with confer with

Jim Sauder regarding the possibility of reprogramming so that members can join more than two Sections. **PASSED**

**Failed NEH Grant Proposals.** Ericson reported on the failed NEH grants dealing with improving reference services and planning outreach programs. This led to a more general discussion about how grants were submitted, and who saw them before they were sent to the granting agencies. Peterson suggested that Matthews prepare a set of guidelines to govern this process and submit them to Council for consideration at the June meeting.

O'Toole moved and Burckel seconded to distribute the reference grant to the Reference, Access, and Outreach Section that would report its recommendations to O'Toole for discussion at the June meeting. **PASSED** with Henry dissenting.

Burckel moved and Matthews seconded to send the outreach grant to the Public Information Committee and to the Reference, Access, and Outreach Section for comments and recommendations. **PASSED** with Henry dissenting.

**Three-Year Reports.** There was no report on the matter of three-year reporting from Sections and Roundtables.

**Award for Neutral Sizing.** Burke moved and Matthews seconded to adopt the Preservation Section's recommendations to jointly sponsor with the ALA a group award that will be given to the pioneers who developed neutral sizing. **PASSED**

**Survey and Guide to Gay and Lesbian Sources.** Council discussed a proposal from the Lesbian and Gay Roundtable to publish a "Preliminary Guide to Unpublished Sources in Lesbian and Gay History." Council members agreed that the

project had potential but needed further development, and that the Roundtable should also explore other publishers since SAA did not publish guides. It was agreed that the Roundtable should be asked to revise the proposal—especially the survey instrument—and then contact Council again.

## Report of the Council Committee on Task Forces and Representatives

**Code of Ethics Revision.** Wallach moved and Burckel seconded to adopt the following two resolutions contained in the final report of the Ethics Task Force:

- (1) The Code of Ethics and commentaries shall be submitted to the profession for review during 1991, revised as appropriate by the Task Force after receiving comments from members of the profession, and resubmitted to Council for its consideration at the winter 1992 Council meeting.

- (2) Council decided to drop from further consideration the Program for Professional Review. During the subsequent discussion it was decided that the updated Code of Ethics should be distributed in an all-member mailing and should be discussed at a Council Forum in Philadelphia. **PASSED**

**Consultant Directory and Guidelines.** Wallach introduced the matter of the Task Force on Consultant Guidelines' final report. Burckel said that the Executive Committee had discussed the possibility of creating a directory of both appraisers and consultants in a "yellow pages" format. There was a discussion of the advantages and possible problems of such an undertaking. Ericson suggested that the issue of consultants and appraisers of manuscripts should be considered at the same time because the latter

was simply a type of consultant. He emphasized that there was an ongoing need for such a directory because SAA regularly received calls requesting information about hiring consultants. He also noted that the Manuscripts Section regularly produced a list of appraisers of manuscripts and that any effort to produce a directory should be coordinated with them. There was also discussion of having such a directory also include guidelines on hiring consultants.

Wallach moved and Matthews seconded to adopt the first two resolutions of the Council Subcommittee on Task Forces and Representatives which stated: (1) SAA Council supports the Task Force's recommendation that SAA not serve as a facilitator for consulting practices of third parties or individuals, and (2) SAA Council defers action at this time on the Task Force's recommendation to establish a consulting referral service, which would include the preparation of a Directory of Consulting Services. PASSED

Burckel moved and Burke seconded that Council endorse the idea of publishing a listing of archival consultants and that details be worked out by the executive office. PASSED

Burckel moved and Sink seconded to explore the same question with reference to a list of manuscript appraisers. PASSED

Wallach moved and Burke seconded to ask Diffendal to contact NHPRC about possible support for writing a set of consultant guidelines, and that a subcommittee of Wallach and Burckel be appointed to develop a plan for getting such a pamphlet written. PASSED

**Development Task Force.** Burckel reported that the Development Task Force had met

once in January and would have a report ready by the end of March.

**NHPRC Historical Documents Study.** Burckel distributed a report of the advisory group to the Historical Documents Study being funded by NHPRC. Peterson reported that during the last meeting of the SAA/OAH/AHA Joint Committee there had been extensive discussion of and doubts about the quality of the survey instrument.

**SAA/OAH/AHA Bentley Application.** Burckel also reported on the Joint Committee's proposal to the Bentley for support of a meeting to discuss the role of history in archival education. If funded, the fellowship would allow six participants to meet in Ann Arbor during the summer of 1991 to discuss both the role of historical content and methodology in archival education and to propose a model curriculum.

**MARAC Council on Continuing Education.** Burckel also reported on the MARAC Education Committee's proposal to the MARAC Council on Continuing Education in Archives, recommending that it be forwarded to CEPD for informational purposes but that Council take no further action at this time. AGREED

**Membership in NHEN.** On the matter of SAA membership in NHEN, Eastwood moved and Matthews seconded that SAA not become a member of this organization at this time. PASSED

**Model Contract on Commercial Reproduction.** Burckel read a memo from Lew Bellardo regarding an ALCTS proposal to develop guidelines for a model contract governing the commercial reproduction of library and archival materials. Bellardo was asking for two SAA members to serve on a

joint committee to review such a contract.

Burckel moved and Matthews seconded that the SAA President appoint two members to serve on this group. PASSED

Banks and Burckel will suggest names to Peterson. It was mentioned that there would be no funding to support attendance at meetings of this group.

**Co-sponsor Session on Statewide Preservation Planning.** In response to a recommendation from the SAA/ALA Joint Committee, Burckel moved and Wallach seconded that SAA co-sponsor with the ALA Association for Library Collections and the Technical Services Division Preservation of Library Materials Section a program on statewide preservation planning. It was suggested that SAA's Preservation Section take the primary responsibility for developing this program. PASSED

**Legal and Legislative Issues.** Burckel introduced the final report of the SAA Task Force on Legal and Legislative Affairs. Council discussed the recommendation to "create a standing body that is specifically charged with gathering information on legal and legislative affairs." One of the options discussed was a five-person committee that might include the executive directors of SAA and NAGARA, Page Miller of the NCC, and a representative of ALA. Burke suggested that there were two issues that need to be addressed: (1) what is happening with legislation that has an impact on archivists, and (2) what types of legislation does the archival community want to promote.

Burke moved and Matthews seconded to establish a standing SAA committee that would be responsible for monitoring legislative matters, and that the executive directors of NCC and

NAGARA be ex-officio members. Matthews amended the motion to stipulate that the committee be an internal SAA committee and that its size be no larger than five working members plus two ex-officio representatives. PASSED

**"Preserving History's Future."** Council then discussed the Preservation Task Force recommendation that SAA approve the content of and accept the concepts embodied in "Preserving History's Future: Nationwide Initiatives for the Preservation and Use of the Archival Record."

Burckel moved and Banks seconded to forward the Task Force report to the SAA Preservation Section Steering Committee for comment and reaction. The intent of the motion was to defer action on the Task Force recommendations until the June Council meeting at which time the outcome of SAA's preservation grant application to NEH would be known, and the recommendations of the Preservation Steering Committee would help guide further discussion. PASSED

**SAA Representative to NHPRC.** Council then moved to a discussion of appointing an SAA representative to the NHPRC. Peterson suggested that Council needed to consider two points. The first was whether the appointment would be for only the remainder of Diffendal's term, or whether it would also include a full term following that time. The second issue was who Council would choose as SAA's representative.

Burke outlined the history of the appointment procedure, and Diffendal shared her assessment of the qualities that a representative to the Commission should have

O'Toole, Burke, and others spoke in favor of a long-term

appointment. Wallach asked Council to consider having Diffendal serve out the last two meetings of her term.

Burke moved and Van Camp seconded to appoint a representative who would serve the remainder of Diffendal's term on the Commission and a full term thereafter. PASSED

Burckel spoke about qualities that the SAA representative should have, including effectiveness in dealing with other Commission members, a knowledge of what was happening in the SAA, and a willingness to keep in close touch with Council regarding Commission business. Nominations were opened and five names were submitted.

Burckel moved and Fogerty seconded that nominations be closed. PASSED

Candidates were discussed in alphabetical order. A straw ballot reduced the number to three. On a formal written ballot, John Fleckner received a majority of the votes and was elected (pending his acceptance of the position) as SAA's new representative to the NHPRC.

## Other Committee Reports

**Hiring an Editor.** The Council committee on hiring an editor for the *American Archivist* reported and recommended referring the matter to the new executive director who will work with the executive committee on a strategy. O'Toole recommended beginning the process immediately.

## Old Business

**New Executive Director.** Peterson officially congratulated Anne Diffendal on becoming SAA's new executive director and thanked Linda Henry for completing work on the new contract.

**SAA Education Program Plan.** Council briefly discussed

the "SAA Continuing Education: Current Status and Recommendations for Future Development" that had been drafted by the SAA Education Officer. Council concluded that a more extensive discussion of goals was needed and that further discussion of the SAA education program goals should be incorporated into the CGAP recommendation to establish a working group on the matter.

**SAA Constitutional Amendment on Publications.** Eastwood moved and Burke seconded adoption of an amendment to the second sentence in Article XI of the SAA Constitution so that the article shall read as follows:

When funds are available, the Society shall publish a quarterly journal, a newsletter, and other such publications as Council may designate. All categories of membership shall be entitled to receive the quarterly journal and the newsletter, and subscriptions to the journal shall be accepted from others at such rates as may be directed by Council.

The purpose of this amendment is to clarify the issue of which serial publications are received by all members in right of membership at no additional charge. PASSED

Eastwood further recommended that because the pricing of non-serial publications is a complex business matter setting prices should be left to the Executive Director and staff. Should the Executive Director wish to seek advice on pricing and distribution of publications, Eastwood suggested that the Editorial Board is the appropriate body through which to work. AGREED

The meeting was adjourned at 5:00 P.M. and reconvened at 8:50 A.M. the next day.

**Gay and Lesbian Sources**

**Survey (Continued).** Banks summarized the text of a response to the Gay and Lesbian Roundtable. O'Toole moved and Banks seconded that Council express interest in the project, and encourage the Gay and Lesbian Roundtable to work with John Fleckner to design a better survey instrument and with Anne Diffendal about the options for publishing the guide they proposed compiling. **PASSED**

**Report of Committee on Publications Sales.** Peterson introduced the report from the Editorial Board Committee on Publications Sales and provided background. Henry questioned the recommendation concerning separation of the non-serials publications from the remainder of the program. Diffendal agreed with Henry's reservations and recalled that when the Publications Management Board had been dissolved the chair of the Editorial Board had become the de facto non-serials editor. Henry reiterated that the executive director should set prices and may consult the Editorial Board and others in so doing.

Henry moved and Sink seconded the following:

- That Council adopt the committee's recommendations to develop (1) a long-range strategic plan for non-serial publications, (2) more consistent procedures regarding what SAA will publish and what it will distribute, (3) policies governing the distribution and sale of SAA publications by other organizations, and (4) to evaluate the SAA in-house automation system with the goal of making it more responsive to the needs of the publications program.

- That the committee's recommendation regarding a clearer financial and programmatic separation between serial publications and the remainder of SAA's publications program be referred to the new executive director for further study and a report back to Council at its June meeting. **PASSED**

**Archival Encyclopedia.** Peterson reported on the progress of the archival encyclopedia proposal and suggested that Council address the governance of this project.

O'Toole moved and Eastwood seconded the adoption of the Resolution re Encyclopedia of Archives. During the discussion two of the resolution recommendations were amended. Recommendation #6 was changed so that the editor of the encyclopedia would report to the chair of the Editorial Board. Recommendation #2 was clarified to stipulate that the term of the general editor would coincide with the sunset provisions outlined in recommendation #6. Burke expressed concerns about the oversight process. **PASSED** with Burke dissenting.

**Liaison with Other Professional Groups.** O'Toole moved and Burke seconded the recommendations contained in the Statement of Liaison with Other Professional Groups. Burckel recommended amending #3 to read: "Any formal commitments to work on particular projects or ongoing programs with other organizations must be made by the officers and Council. The establishment of informal liaisons for informational purposes, however, is to be encouraged." **PASSED**

## New Business

**NARA Liaison.** Burckel introduced the matter of NARA liaison on a publication specifically relating to archivists. It was decided that representatives should be Council members. Matthews and Wallach will be representatives for the April meeting with Donn Neal.

## Announcements and Other Business

Tom Hickerson and Tom Wilsted each updated Council on the work of the Standards Board and the Committee on Institutional Evaluation and Development respectively.

Wilsted requested Council's permission to continue negotiations through the SAA Executive Director with Macmillan for a Directory of Archival Repositories. **PASSED**

Hickerson requested approval of a proposed process for adopting standards. **DEFEATED**

## New Business (Continued)

Award to Page Miller. Peterson reported that she would recommend to Bill Joyce that he nominate SAA Page Miller for an SAA award for the work she has done through the NCC.

Commission on Preservation and Access. Matthews presented a report on the recent Commission on Preservation and Access meeting.

## Adjournment

The meeting was adjourned at noon.

Timothy Ericson  
*Interim Executive Director*

Revised by  
Anne P. Diffendal  
*Executive Director*  
Approved by Council as  
amended: 14 June 1991

# 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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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-by-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.

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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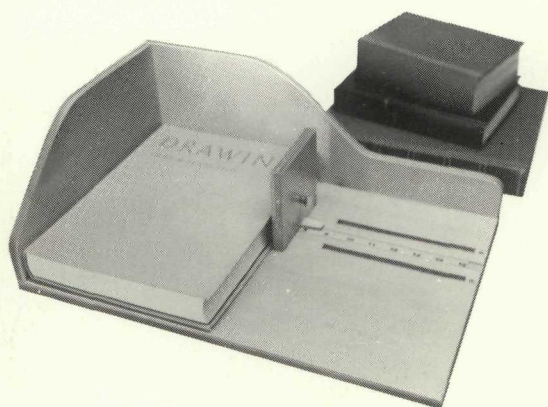
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