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Archives, Personal Papers, and Manuscripts

A Cataloging Manual for Archival Repositories,
Historical Societies, and Manuscript Libraries

compiled by Steven Hensen

The standard manual of rules for archival description and cataloging (originally published by the Library of Congress in 1983) has been revised and substantially expanded. Rules from the first edition have been clarified, amplified, and rearranged. Entirely new sections cover choice of entry and formulating headings for personal, geographic, and corporate names and uniform titles. Appendices contain several sample descriptions, MARC-coded versions for all examples given in the text, and tables relating the manual's descriptive elements and MARC fields.

"This manual is a must for everyone formulating catalog records for archival and manuscript materials in paper or any other format." *Library Journal*

Published by Society of American Archivists (1989), 196 pp., soft cover
\$19 SAA members, \$26 nonmembers,
plus postage/handling; prepayment required

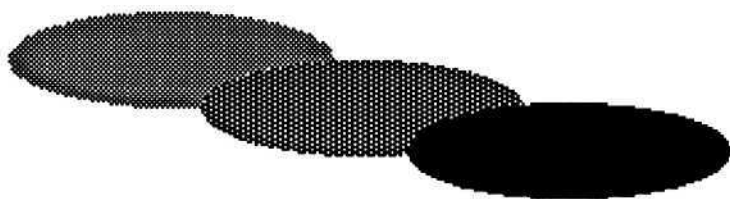
To order, contact:



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Automated Records and Techniques in Archives

A Resource Directory



Edited by Marion Matters

This publication contains annotated lists of the most important and useful sources of information concerning automated records and techniques in archives, selected by archivists who know how to use them—members of the Society of American Archivists' Committee on Automated Records and Techniques. This publication includes a "Directory of Organizations," a "Directory of Information Clearinghouses," a "Directory of Educational and Training Programs," "Selected Bibliography," "List of Periodicals," and a "Directory of Bibliographic Databases." An index is also included.

Published by Society of American Archivists (1990), 81 pp., soft cover
\$12 SAA members, \$16 nonmembers,
plus postage/handling; prepayment required

To order, contact:



**Society of American Archivists
600 S. Federal, Suite 504, Chicago, Illinois 60605
(312) 922-0140**

Automating the Archives: A Beginner's Guide

by Richard M. Kesner and Lisa B. Weber

This brief technical leaflet will assist archivists and others looking to computerize their operations. The approach is project-management oriented, summarizing a proven methodology that encompasses operational needs assessments, work plan development, project implementation, and ongoing systems support. Also included are three implementation scenarios, a discussion of the MARC record format, archival information exchange, and a list of critical automation project management success factors.

Published by Society of American Archivists (1991)

8 pp., paper

\$3.50 SAA members, \$5 nonmembers,

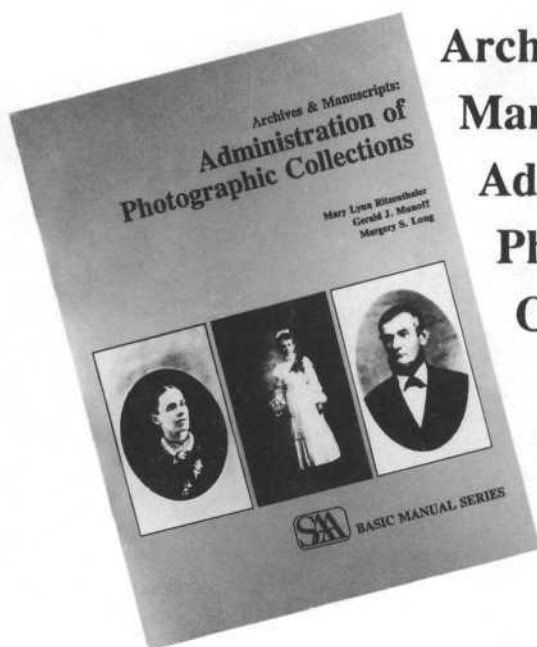
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PICTURE THIS!



Archives & Manuscripts: Administration of Photographic Collections

*Mary Lynn Ritzenthaler,
Gerald J. Munoff, and
Margery S. Long*

All aspects of managing photographic materials are addressed in *Archives & Manuscripts: Administration of Photographic Collections*. This valuable resource emphasizes the archival perspective, stressing the development of systems to organize, access, and preserve entire historical photograph collections. The volume includes nearly 100 color and black-and-white photographs, numerous drawings, charts, forms, a bibliography, glossary, supply list, and an index.

Published by Society of American Archivists (1984), 176 pp., soft cover
\$18 SAA members, \$23 nonmembers,
plus postage/handling; prepayment required

To order, contact:



Society of American Archivists
600 S. Federal, Suite 504, Chicago, Illinois 60605
(312) 922-0140

Archives Assessment and Planning Workbook

edited by Paul H. McCarthy

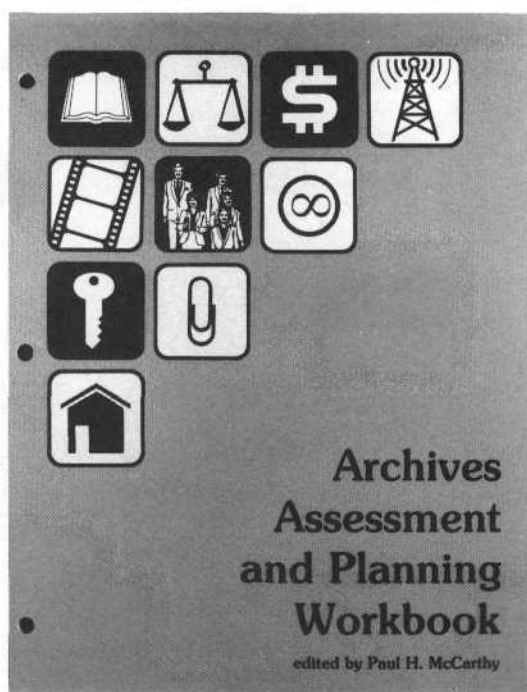
Evaluate your repository in seven easy-to-follow steps with SAA's *Archives Assessment and Planning Workbook*. The core of this workbook is divided into ten sections covering fundamental areas of archival work: legal and governing authority, finances, staff, holdings, physical facilities, preservation, processing, access and outreach activities. Each section presents an archival principle and provides a checklist of possible programmatic activities with a worksheet for noting areas in need of improvement. It also includes statistical information on archival repositories in the United States so that you can compare your resources to those of a similar type and size. This publication will be especially valuable to an archivist in a small or medium-sized repository.

Published by Society of American Archivists (1989)
84 pp., looseleaf
\$19 SAA members, \$24 nonmembers,
plus postage/handling; prepayment required

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GRASP

Guide and Resources for Archival Strategic Planning

This 600+ page resource compendium, manual for preservation planning strategies, and computer-assisted self study, which was supported by a grant from NHPRC, will enhance comprehensive preservation planning at all types and sizes of manuscript repositories for years to come. *Guide and Resources for Archival Strategic Planning (GRASP)* systematically addresses preservation needs for staffing, facility, and holdings, and consists of three coordinated tools:

- (1) The *GRASP Computer-Assisted Self Study* asks archivists multiple-choice questions about preservation issues that affect archival functions. Through artificial intelligence, the computer program derives and reports suggestions tailored to a repository's needs. The computer program is for an IBM-compatible personal computer (with printer) that has at least 360K memory. It is available on both 3 1/2" and 5 1/4" disks.
- (2) The *Grasp Manual* provides specific preservation planning strategies. (205 pp., paper cover, three-hole punched and shrink wrapped)
- (3) The *GRASP Resource Compendium* contains more than 600 pages of readings and citations to help develop and guide a preservation program. It is divided into six sections: resources, administration, security & disaster, physical plant & environment, record materials, and reprography. (645 pp., paper cover, three-hole punched and shrink wrapped)

GRASP is a highly recommended resource and reference tool.

Published by NAGARA (1990)
\$95 SAA members, \$120 nonmembers,
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Society of American Archivists

Obituary

John Andreassen (1910–1991)

John Andreassen, whose distinguished career as an archivist in the United States and Canada spanned more than forty years, died on July 10th, 1991 in Nova Scotia at the age of 81. A graduate of Tulane (1929), the University of Wisconsin (Ph.B 1931), and Louisiana State University (M.A. 1935), he assisted in the establishment of the Louisiana State University Archives. From 1937 to 1941 he directed the Historical Records Survey of Louisiana. After serving as a Regional Field Supervisor, Service Projects, WPA, Fort Worth, Texas, 1941–43, and as an administrative officer approving aid to war-affected communities under the Lanham Act, 1943–44, he was a displaced persons specialist for the United Nations Relief and Rehabilitation Agency in England, Sweden, and Austria, 1944–46. He directed numerous relief services in Austria, 1945–46. From 1946 to 1952 he was director of administration at the Library of Congress. At LC he was also responsible for Congressional liaison and for the Talking Book and Braille services to the blind and held the chair of aeronautics, 1952–53. He was associate director, Louisiana Archives Survey, 1955–56; and director of the Louisiana Archives and Records Commission from 1958 to 1960.

Moving to Montreal in 1962, he served as system archivist for Canadian National Railways and was active as a records management consultant. In 1968 he became McGill University Archivist and taught the course on archives in the Graduate School of Library Science.

He was a founding member and Fellow



John Andreassen

of the Society of American Archivists and an active member of various records management and historical associations in the United States and Canada. He was the author of numerous archival inventories and articles on archives and records management. In the institutions in which he worked, he was concerned with both the needs of administrators and researchers, striving to acquire as comprehensive a record of activities as feasible. In personal life, his enthusiasm for preserving the heritage of the past found expression in a historic house in Saint-Eustache near Montreal, which he and his wife Allison restored. A member of a pioneering generation of archivists, he will be missed by his friends and colleagues.

Society of American Archivists Council Meeting Minutes
Planning Day
Chicago, Illinois
13 June 1991

President Trudy Peterson called the meeting to order at 10:00A.M. Present in addition to Peterson were Vice President Frank Burke, Treasurer Linda Henry, and Council members Brenda Banks, Nick Burckel, Jim Fogerty, Linda Matthews, Jim O'Toole, Bob Sink, Anne Van Camp, and Bill Wallach. Also present were incoming Treasurer Bill Maher, incoming Council member Mary Jansen, Executive Director Anne Diffendal, and SAA Meeting Planner/Director of Membership Services Cathy Mason.

This day was devoted to discussing and adopting a Three-Year Plan for the Society. A document had been developed and presented to Council at its February meeting by the Council Committee on Goals and Priorities: Matthews (chair), Fogerty, and Van Camp. At that time, each of the seven goals were assigned to a Council member for review and suggested revisions. On this day, each goal was discussed in light of proposed changes, revised, and most were adopted. Action on some was delayed until Sunday for further revision or re-writing.

Peterson opened discussion by asking each member in turn to identify the most important accomplishments, or lack thereof, during the past year in his or her own areas of responsibility or interest. She then categorized the items mentioned under the subjects of management of SAA, Society finances, education, publications, standards, and public informa-

tion. She observed that these were all included in the seven goals and that nothing entirely new had been mentioned.

Matthews reminded the group that this Planning Day should be viewed in the context of the Society Committee on Goals and Priorities's recommendation for a strategic planning process (CGAP plus 2). Two of CGAP's recommended goals are not a part of Council's seven goals. Those two are (1) more extensive involvement in developing the profession and (2) more attention to the recommendation in the GAP report regarding the use of records.

Peterson observed that the plan to be considered today is Council's plan for Council.

The group then considered each goal.

Goal VII - Finances

Sink presented his recommendations on this goal.

Henry summarized the costs of adding staff. With information provided by Diffendal, Henry had calculated that an additional \$60,000 per year of general fund income would be necessary to add one full-time professional staff member to the SAA staff; \$40,000 per year to add a clerical staff position. These figures include salary, benefits, supplies, equipment, travel, etc.

Wallach observed that the recent report of the Development Task Force had focused on the question of unrestricted support for an endowment. We need information on the potential for securing grant funding

for program activities beyond our usual sources.

Discussion turned to the necessity for a reserve in the General Operating Fund, a figure that is identified as "Unrestricted Funds Balance" on the financial statements. Ideal for an association such as SAA is an amount representing six months of the General Fund budget for expenses. In practice, most try to maintain three months. That should be our long-range goal. SAA will plan to set aside a minimum of 3% of the General Fund budget each year until that amount is reached.

Various sections of this goal were discussed. Van Camp moved and Burckel seconded the adoption of Goal VII as revised. PASSED.

Goal I - Education

O'Toole presented his recommendations on this goal.

General discussion produced agreement that this goal should address the Society's own educational activity, not education for the profession generally.

O'Toole revised the goal and presented it on Sunday, June 16. At that time O'Toole moved and Fogerty seconded the adoption of Goal I as revised. PASSED.

Goal II - Publications

General discussion focused on the means to develop a plan for marketing non-serials publications and the need for an editor on the SAA staff.

Peterson revised the goal and presented it on Sunday, June 16. Fogerty moved and Burckel

seconded the adoption of Goal II as revised. PASSED.

Goal III - Preservation

Burckel will rewrite this goal in consideration of (1) the recent news of SAA's receipt of an NEH grant for a three-year Preservation Management Training Program to begin in January 1992 and (2) the previous discussion on Goal VII - Finances.

Burckel revised the goal and presented it on Sunday, June 16. Burckel moved and Matthews seconded the adoption of Goal III as revised. PASSED.

Goal IV - Standards

Wallach presented his recommendations for minor changes in this goal.

He revised the wording of this goal and presented it on Sunday, June 16. Wallach moved and Burckel seconded the adoption of Goal IV as revised. PASSED.

Goal V - Public Understanding

Fogerty presented his recommendations for minor changes in this goal.

Burke moved and Fogerty seconded the adoption of Goal V as amended. PASSED.

Goal VI - Effective Management

Banks presented her recommendations for this goal. She said that the major need is to

improve communication especially with new Council members. Also, that regular and periodic review of the workload distribution among Council committees needs to be held.

Sink moved and Matthews seconded the adoption of Goal VI as amended. PASSED.

As a result of Thursday's discussion of this goal, on Sunday, June 13, the workload of Council Committees was reviewed.

Matthews moved and Burckel seconded the following changes effective at the end of the 1991 Annual Meeting:

- Responsibility for the three Boards will be transferred from the Council Committee on Committees to the (newly named) Council Committee on Task Forces, Boards, and Representatives (Editorial Board, Standards Board, and Education Office Advisory Board).
- The membership of the Council Committee on Goals and Priorities will be those who also serve on the Committee on Task Forces, Boards, and Representatives.
- In addition, the Treasurer will serve as ex officio member of the Council Committee on Goals and Priorities. PASSED

The planning meeting recessed at 5:00P.M. on Thursday, June 13.

On Sunday, June 13, after all items on the agenda for the regular meeting had been taken up, the Council returned to the issues that had been deferred from Thursday. Revisions and amendments to various goals were considered and individual goals adopted as reported above.

Next followed discussion of ranking the goals in order of priority. Burckel recommended not ranking them, but moving all along as the timetables of the various objectives required. Peterson spoke to the effects of listing items in numerical order.

There was general agreement not to give priority ranking to the goals. Matthews will prepare a revised version of the document with an introduction. She will point out the two kinds of goals: program (Education, Preservation, Publications, Public Understanding, Standards) and administrative (Financial, Administrative). The preferred format for each goal will be by year with objectives listed for each year.

Burke moved and Fogerty seconded the following order for the program goals: Education, Preservation, Public Information, Publications, Standards. PASSED.

Peterson declared that a three-year plan had been achieved.

ANNE P. DIFFENDAL
Executive Director
22 August 1991

Society of American Archivists Council Meeting Minutes Chicago, Illinois 14-16 June 1991

President Trudy Peterson called the meeting to order at 9:30A.M., June 14, 1991. Present in addition to Peterson were Vice President Frank Burke, Treasurer Linda Henry, and Council members Brenda Banks, Nick Burckel, Jim Fogerty, Linda Matthews, Jim O'Toole, Bob Sink, Anne Van Camp, and Bill Wallach. Also present were Executive Director Anne Diffendal; and for parts of the day SAA staff members, Cathy Mason, Jane Kenamore, Teresa Brinati, Jim Sauder, and Ana Joyce.

Amend and Approve Agenda

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

Approve Minutes of Previous Meeting

There were a few corrections to the minutes. O'Toole moved and Wallach seconded to approve the minutes of the February 22-24, 1991, meeting as corrected. PASSED.

Report of Executive Committee

Nick Burckel reported on the following decisions or recommendations of the Executive Committee:

- Incoming Treasurer Bill Maher has agreed to investigate the possibility of investing SAA funds in higher yielding instruments.
- The trustees for the staff retirement plan, currently Linda Henry and Tim Eric-

son, will be replaced by vote at the September Council meeting by Bill Maher and Anne Diffendal.

- There was no performance review of the new Executive Director this year.

- The Executive Committee recommends the following policy for reimbursing Council members for expenses in attending council meetings:

- 1) There is no reimbursement for attending Council meetings at the SAA Annual Meeting.
- 2) Travel and lodging expenses will be paid by SAA for one of the other two Council meetings during the year. The Council member may choose which meeting for which to request reimbursement.
- 3) SAA will arrange and pay for two lunches and one dinner at the winter and spring Council meetings. These will be group meals. No reimbursement will be provided by SAA for any other meals.
- 4) All requests for reimbursement by SAA must be submitted on forms provided by the SAA office. A receipt for each expense that exceeds twenty-five dollars (\$25) must be attached to the form.

Burckel moved and Henry seconded the adoption of this policy. PASSED.

- Because of the make-up of the incoming Council and the cost of staff travel, both of the 1991 Council meetings

will be held in Chicago. SAA should continue its contact with the Archivist of the U.S., inviting him to join us.

Report of the President

Peterson reported on the following items:

- (From Page Miller) NEH budget has just been marked up in the House; no news on copyright legislation; no news on honoraria for federal employees; potential for bill on access to electronic records.

- (From Armita Jones on OAH) The Indiana State Archives reorganization is a messy political situation and not appropriate for SAA action; the OAH board has set up a board committee on Graduate Education; no Executive Director yet.

- Appointments:

Committee on Legal & Legislative Affairs: not yet.

ALA Committee on Guidelines for Microfilming Contracts: Cindy Fox and David Moltke-Hanson.

Archivum: Mike McReynolds has asked to be replaced. This is technically an appointment of the Archivist of the U.S. SAA should put forward suggestions. Peterson will seek recommendations from the SAA International Affairs Committee to send to Wilson.

Report of the Vice President

Burke reported on the following items:

- The University of Maryland intends not to close its library school but to merge several schools to eliminate some administrators. The library school will remain essentially as it is now but with a different reporting structure.
- He had almost completed his appointments and would send copies of the new lists of committee chairs and members with their terms to the SAA office. He has made the following appointments to Council committees: Waverly Lowell to the Committee on Sections and Roundtables, Mary Janzen to the Committee on Committees, and Rand Jimerson to the Committee on Task Forces, Boards, and Representatives.

Report of the Treasurer

Retirement Contribution. Henry moved and O'Toole seconded that the 1990-91 contribution to the retirement system for SAA staff be 5% of salaries as had been budgeted. **PASSED.**

Current Financial Statements. Henry, assisted by Sauder, presented the financial statements for the fiscal year 1990-91, as of April 30, 1991. She explained that this is the first year since the Society went on an accrual accounting system that the value of the inventory (to be found on the balance sheet) has increased substantially. This represents copies of the first three titles in the Archival Fundamentals Series. The inventory will continue to increase next year as the remaining titles are published. Thereafter, this figure will de-

crease as the copies are sold. In view of yesterday's discussion regarding the Financial Goal, Henry drew attention to the figure for the Unrestricted Funds Balance.

Budget Presentation. Henry, assisted by Sauder, presented the proposed budget for fiscal year 1991-92, and the budget requests from the Society's reporting groups. The proposed budget anticipates generally the same level of activity as in the past year with the following exceptions and specifics:

- A 5% cost of living increase for staff.
- Some indirect cost income from the NEH preservation grant that begins in January 1992.
- Expenses for a new Editor of the *American Archivist* whose term will overlap with the last six months of the end of the term of the current Editor.
- Expenses for an Acquisitions Editor to begin in January 1992.
- Production of new publications supported by the Publications Revolving Fund.
- A Capital Budget that proposes to upgrade the office computer system by increasing hard disk capacity, automating publications inventory control and sales, and upgrading word processing.
- The funds budgeted under Development will be used this year to contract with a membership marketing consultant for an audit and a marketing plan.

Adoption of the budget was postponed until the end of the meeting.

Report of the Executive Director

1991 and 1992 Annual Meetings. Mason reported on preparations for the 1991 An-

nual Meeting in Philadelphia and the 1992 Annual Meeting in Montreal. General discussion resulted in a recommendation that the staff conduct a straw ballot of the membership on the question of attendance at the Montreal meeting.

Membership Report. Mason distributed the latest report on membership. The number of individual members has increased slightly since the dues increase last fall. Institutional members are moving to the less costly subscriber category.

Records Schedule and Disaster Plan. Diffendal reported that in the summer a student intern will inventory the records in the SAA office and prepare a records schedule. Following that a disaster plan for the office will be developed.

Academy of Certified Archivists. Diffendal reported on discussions held and memos exchanged with Maygene Daniels, President of the Academy of Certified Archivists. As a result, there is a clearer understanding of the specific tasks and costs involved in the agreement by which the SAA staff provides secretarial services to ACA for a fee.

NHPRC Grant for CART Project. Diffendal described the request for a supplemental grant from NHPRC to complete a project of the Committee on Automated Records and Techniques for a recommended curriculum and delivery system for educating archivists to administer electronic records. The Commission will decide at the end of June. Should funds be provided, the project would be completed by February 1992.

Chinese Exchange. Diffendal reported on a preliminary inquiry from the Citizen Ambassador Program, an organization that conducts international exchanges among professional

groups, about SAA's cooperation in responding to a request from the Chinese Committee on Science and Technology regarding archival preservation technology. She has offered SAA's advice and cooperation.

NEH Grant for Preservation Training. Diffendal described preliminary plans for implementing the NEH grant for a Preservation Management Training Program. The Task Force on Preservation will assist in identifying potential candidates for the program director position. The Advisory Board named in the proposal will be convened at the Annual Meeting in Philadelphia. It will help promote the program among potential participants.

The meeting recessed for lunch from 12:40P.M. to 1:45P.M.

Report of the Executive Director (continued)

Education Program. Kenamore reported on the education program during 1990-91 and circulated copies of a work plan for the upcoming year.

Membership Directory. Brinati reported on the publications program. The membership directory will be produced in July and should be sent to members in August.

Permanent Paper for SAA Publications. In a discussion of the newsletter, Banks moved and Burckel seconded that Council endorse the use of permanent paper for SAA publications when feasible. Wallach amended by inserting that costs be a consideration. PASSED with all in favor except O'Toole.

American Archivist. Brinati reported on the schedule for the *American Archivist*. Diffendal reported on plans for advertising for a new editor and holding interviews at the Annual Meeting with the hope that a new editor can begin in January

1992. There are prospects for 2-3 special issues with guest editors that could help get the journal back on schedule.

Archival Fundamentals Series. Brinati reported on the status of various titles in the Archival Fundamentals Series. The general discussion that followed revealed great concern with the slow appearance of these volumes. Wallach moved and Burckel seconded to charge the President to contact the three authors who have not yet submitted their manuscripts telling them that if the July 1 deadline is not met, the Society will need to seek other authors. PASSED.

Acquisitions Editor. Diffendal reported on plans to seek an Acquisitions Editor to be responsible for developing non-serial publications. There was general discussion on potential subjects for publications. As they appear, the Archival Fundamentals are being sent to the Organization of American States for translation into Spanish and distribution according to our agreement with the OAS.

CART Technical Leaflet. Copies of the first technical leaflet prepared in cooperation with the Committee on Automated Records and Techniques were distributed.

Consultant Directory. Diffendal reported on plans for production of the consultant directory, which will be appear in November. Council members recommended that it include an index to listings by geographical location.

Directory of Repositories. Diffendal reported on preliminary discussions with the National Register Publishing Company (a division of Macmillan) regarding the directory of repositories.

Staffing Issues. The sub-

stance of a report on staffing issues had been given the previous day in discussions of various goals within the Council three-year plan.

Reports from Council Subcommittees

Council Committee on Committees

ALA Accreditation Guidelines. Matthews presented comments on the ALA accreditation guidelines that had been requested from the SAA Committee on Education and Professional Development. There was general discussion on what to convey to ALA, which has sought comment from SAA. Concerns were expressed about the very general, global nature of the draft guidelines. Also about whether standards should be prescriptive.

Burke explained that the national Council on Postsecondary Accreditation authorizes ALA to accredit library schools. Archival programs are not included in the general process. However, if a school asks for an evaluation of the archival component of its program, a representative of an archival association would be asked to join the accreditation team. The archival training program would not be formally accredited. The Council Committee will draft comments for Peterson to submit to ALA before June 30.

Standards Board. Matthews presented the recommendation of the Standards Board that SAA join the National Information Standards Organization (NISO). This was declared to be a budget matter, and a decision was postponed until adoption of the budget at the end of this meeting. At that time, Council adopted a budget that included funds for the annual membership fee and travel

for a representative to attend the NISO meeting.

Matthews next presented draft procedures for the Standards Board. These procedures relate to standards developed within SAA, not ones from outside. At this time, the Board does not plan to initiate standards. Wallach said that part of the Council Standards goal calls for identifying the need for new standards. There was general agreement that the Board should start slowly and pursue a broader mandate after its procedures had been tested. Peterson observed that there was no provision for appeal of rejection. Sink suggested that Council serves as an appeals board. O'Toole voiced concern about a seemingly elaborate process. Peterson wondered how long the process might take. Matthews moved and Van Camp seconded that the procedures be adopted as Interim Procedures for the Standards to be reviewed by Council in June 1993. PASSED.

Committee on Legal and Legislative Issues. Next, the charge for the Committee on Legal and Legislative Issues was considered. Peterson suggested that the duty to prepare testimony and correspondence as requested be added. Matthews moved and Sink seconded that the charge be adopted as amended. PASSED.

Principles of Institutional Evaluation. Matthews moved and Van Camp seconded that the "Principles of Institutional Evaluation" submitted for approval by the Committee on Institutional Evaluation and Development be referred to the Standards Board. PASSED.

ICA Principles for Arrangement and Description. Matthews moved and Fogerty seconded that the comments of the Committee on Archival Information Ex-

change on the ICA Principles for Archival Arrangement and Description be accepted and transmitted to the ICA by Peterson. PASSED.

The meeting recessed for the day at 5:20P.M.; it reconvened at 8:30A.M., June 15, 1991.

Council Committee on Committees (continued)

Qualifications for Fellows. Matthews presented the request from the Committee on Professional Standards for guidance in determining the meaning of the requirement that individuals considered for selection as Fellows be "members in good standing" for at least the seven previous years. O'Toole suggested that the Constitution is quite explicit about the seven years. A person who has not paid dues at some point during that time was not a member. Wallach said that he was comfortable with a lapse of only one year or less. Matthews said that the Council Committee recommends that the Committee on Professional Standards use its own best judgment on whether or not a lapse in an individual case was egregious. Burckel suggested that Council reaffirm the Committee's right to make its decision this year.

Matthews moved and Banks seconded that Council affirmed the Constitutional requirement of membership for the previous seven years as a requirement for persons being considered as Fellows, that the best judgment of the Committee on Professional Development should be used regarding cases this year, and the Committee make recommendations by December 1 on how the Constitutional definition might be applied in future years to take extenuating circumstances into account in the future. PASSED.

Research Issues in Elec-

tronic Records. Matthews presented the recommendations from the Committee on Automated Records and Techniques regarding the draft report of the NHPRC Working Meeting on Research Issues in Electronic Records. Council received the report and asked Peterson to pass it to Fleckner, SAA's representative on the NHPRC.

Committee on Sections and Roundtables

Membership in More than Two Sections. O'Toole introduced the question of membership in more than two sections. In February, Council agreed that a member can belong to any two sections. The demand for belonging to more than two is very small. Fees are not likely to cover the cost of reprogramming the membership database. O'Toole moved and Burckel seconded that Council reaffirm its February decision and that members have the choice of two Sections as part of their basic membership. PASSED.

Banks moved and Burckel seconded that a question be included in the next membership survey to discover how many members were interested in belonging to more than two sections to enable Council to make an informed decision. PASSED.

New Roundtable. O'Toole presented a petition for the creation of a new Roundtable. Because the petition is in order and signed by a sufficient number of members, O'Toole moved and Fogerty seconded the creation of the Local Government Records Roundtable. PASSED.

Subscriptions to Newsletters. The Visual Materials Section has raised the question of selling subscriptions to and advertising in section newsletter. The V-M Section has a popular newsletter which the editor sends to non-members and to members of other

sections. Wallach suggested that names of non-member subscribers could be a resource for membership development, and that this is an example of how we could increase the market for our services. Burckel moved and Sink seconded that the Council Committee on Sections and Roundtables consider procedures for the sale of Section newsletter and report to Council in September. PASSED with all approving except Henry.

Committee on Task Forces and Representatives

Task Force on Development. Discussion concerned the scope of the report from the Task Force on Development, which concluded that raising funds for an unrestricted endowment was not practical at this time for SAA. The charge to the Task Force was broader, asking it to look at private foundations, deferred giving, and other types of fundraising. Burckel moved and Wallach seconded that the report be accepted, that the chair be asked for assistance in determining how best to proceed in carrying out the remaining parts of the charge, and that a decision on a second phase for this task force be made at the September Council meeting. PASSED.

Code of Ethics. The draft Code of Ethics will be sent to the membership as an insert in the July newsletter; it will be the subject of discussion at a Council Open Forum at the Annual Meeting in Philadelphia. Wallach reported that Task Force chair Maynard Brichford will conduct a symposium on the code for archivists from Michigan and Ohio at the Bentley Library on June 25.

Council Handbook. Burckel reported the Executive Com-

mittee recommendation for adoption of sections for the Council Handbook on Officers and on Task Forces, except that the description of the Task Force on Legal and Legislative Affairs be removed. Burckel moved and Wallach seconded that the document as amended be adopted. PASSED.

Council Committee on Goals and Priorities

This discussion was postponed until Sunday morning after the adoption of the remaining goals in the Council three-year plan. The discussion is summarized in the minutes of the Planning Day.

Old Business

Process for Selecting Annual Meeting Sites. Diffendal presented a process for selecting future Annual Meeting sites that includes a list of criteria by which proposed sites will be evaluated and a schedule that anticipates a Council decision on the 1996 meeting in January 1992. Matthews moved and Van Camp seconded the adoption of the process. PASSED. Matthews moved and Burckel seconded the adoption of the schedule for deciding on the 1996 site. PASSED.

Forms for Current Activity Reports/Three-Year Plans. Diffendal presented revised forms and instructions for current activity reports/three-year plans from SAA reporting groups. There was general agreement on the need for some form of annual report, but that there should be flexibility on requirements regarding a three-year plan. The subject was deferred so that suitable language for the instructions could be drafted.

Procedures for Developing SAA Grant Proposals. Matthews presented a statement of procedures for developing and

reviewing grant proposals submitted by the Society. Wallach spoke for the need for mechanisms to continually remind SAA units of these guidelines. There were several minor changes to the document. The substantial addition provides that there will be no formal contact with granting agencies except by the executive director after Executive Committee approval of a brief written summary of the proposal. Matthews moved and Burckel seconded the adoption of the statement as amended. PASSED.

Rejected Grant Proposals. O'Toole reported no support from the Reference, Access, and Outreach Section or the Manuscript Section for revision and resubmission of the rejected reference grant proposal. He recommended no action.

Fogerty recommended accepting the advice of the Public Information Committee not to revise and resubmit the rejected grant proposal on outreach.

Format for Reports to Council. Burckel moved and Wallach seconded the adoption of a format for reports from Task Forces. PASSED.

Burckel moved and Burke seconded the adoption of a format for reports to Council by Council Committees. PASSED.

SAA Relations with NARA. Burckel introduced the topic of SAA relations with the National Archives and Records Administration by considering the report by Bruce Ambacher on a strategy for increasing SAA membership among NARA staff. Burckel moved and Matthews seconded that Council receive the report, send the document for review by the Membership Committee, and request individual Council members to send their comments to Frank Cook, Mem-

bership Committee chair. PASSED.

The issue of joint educational activities was deferred to the SAA office which should take into account other decisions made at this meeting regarding SAA's educational offerings.

Burckel moved and O'Toole seconded that Burckel write to Donn Neal by July 15 transmitting a suggested list of topics drawn up by Anne Van Camp for the U.S. Archivist's column in the SAA newsletter. PASSED.

Burke moved and Sink seconded that an SAA member on the NARA staff be asked to serve as a NARA reporter, sending news from NARA to the SAA office for its use in the newsletter. PASSED.

Burckel, Van Camp, and Wallach will propose at the September meeting a structure for continuing Council liaison with NARA.

The meeting recessed for lunch from 12:30P.M. to 1:45P.M.

Form for Current Activity Reports (continued). Matthews presented new wording to be part of the instructions Current Activity Report/Three-Year Planning form for reports from Roundtables, Representatives, and some standing Committees. Burke moved and Wallach seconded adoption of the language. PASSED.

Committee on Task Forces and Representatives (continued)

Task Force on Preservation. Burckel presented the Committee's recommendation on the requests from the Task Force on Preservation.

Burckel moved and Wallach seconded that action on endorsing "Preserving History's Future" be postponed until the September meeting and that

Council members should send Burckel their comments by August 1. PASSED.

Wallach moved and Matthews seconded that Burckel ask the Task Force for more information about its need for funds to edit, publish, and distribute "Preserving History's Future." PASSED.

Council will seek endorsement by others after it has acted on the document. The other requests are being acted upon through the Council three-year plan.

Old Business (continued)

Continuing Education. Matthews introduced discussion of the Task Force on Continuing Education. CEPD has objected to setting up such a Task Force because it sees this as its responsibility, believing that continuing education should be viewed as related to graduate education as a means of filling gaps in formal educational offerings. CGAP has recommended that someone take a broad overview of SAA's offerings and that there be better coordination between the SAA office and groups with ideas about and concern for workshops.

Peterson suggested that CEPD's role is to look at the entire question of archival education, of which SAA is only a part. She had envisioned a task force with a very narrow focus only on the financial aspects of SAA workshop offerings.

O'Toole moved and Van Camp seconded the establishment of an Education Office Advisory Board as a standing committee to consist of six members including a chair plus the chair of CEPD as ex officio; its general charge is to advise on the offerings and the administration of the Society's educational offerings. PASSED.

Matthews moved and Sink

seconded that CEPD be requested to prepare a report on issues in archival education to be submitted to Council for consideration at its June 1992 meeting. This report shall include the issues to be addressed in a review of continuing education for the profession; the role of SAA and CEPD in graduate and continuing education; the coordination of SAA education offerings; and a review of CEPD's own guidelines. PASSED.

Adoption of Budget

Council considered budget requests from individual reporting units and acted on Council Committee recommendations. Sink's recommendation to increase the amount of support given each Roundtable for mailings from \$75 to \$100 was accepted. The SAA budget that had been presented earlier in the meeting was adjusted according to these decisions. Decisions will be communicated by Council liaisons to the various groups. Henry moved and Burckel seconded the adoption of the SAA budget for Fiscal Year 1991-92 as adjusted. PASSED.

New Business

Archives Week. Van Camp moved and Fogerty seconded that Council endorse the idea of an Archives Week in the United States to draw public attention to archival issues, that the first such week be celebrated in October 1993, and that the Public Information Committee be asked to prepare a report on how this might be accomplished. PASSED.

Commendation. The Executive Director was asked to prepare a commendation for Tim Ericson in the form of a certificate to be presented at the Awards Ceremony at the Annual Meeting.

Gift. Banks and Matthews were asked to secure Council's gift to Teresa Brinati on the occasion of her marriage.

Letter on "fair use" Legislation. Burckel moved and Matthews seconded that Burke send a letter to the appropriate Congressional committees in support of Senator Paul Simon's bill on an expanded definition of "fair use." PASSED.

NARA Liaison. Burckel moved and Sink seconded that the Council representative to the Executive Committee be designated as the SAA liaison to NARA. PASSED.

Dates for Next Council Meetings

The dates for the next Council meetings were set as follows: At the Annual Meeting in Philadelphia, Monday evening, September 23; Executive Committee, 9:00A.M.-5:00P.M., Tuesday, September 24; 7:00A.M.-9:00A.M., Sunday, September 29; January 17-19 or January 24-26; and June 11-14 or June 18-21.

Three-Year Plan

Consideration of the agenda having been concluded, Coun-

cil returned to the issues concerning the Three-Year Plan that had been deferred. For details please see the minutes for the Planning Day, Thursday, June 13.

Adjournment

Upon a motion by Burke and second by Wallach, the meeting was adjourned without dissent at 10:40A.M.

ANNE P. DIFFENDAL
Executive Director
22 August 1991
Adopted as amended
24 September 1991

The American Archivist

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