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Published by Society of American Archivists (1989), 196 pp., soft cover
\$19 SAA members, \$26 nonmembers,
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GRASP

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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:

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GRASP is a highly recommended resource and reference tool.

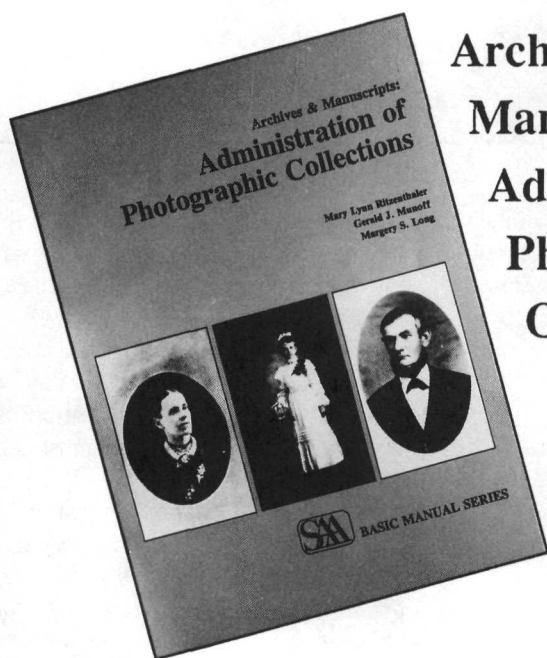
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Archives & Manuscripts: Administration of Photographic Collections

*Mary Lynn Ritzenhaler,
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
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Society of American Archivists

1991 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 1991 SAA annual meeting in Philadelphia on 27 September.

SAA Fellows

Fellows are selected by the SAA Professional Standards Committee (the five most recent presidents of SAA and two members elected annually by SAA Officers and Council), based on overall contribution to the archival profession, writings of superior quality, and active participation in SAA. The Society's bylaws limit the number of Fellows to five percent of the total membership. These four new Fellows join 102 so honored.

Timothy L. Ericson is director of the Milwaukee Urban Archives at the University of Wisconsin-Milwaukee. Ericson began his career in 1974 as university archivist and director of the Area Research Center at the University of Wisconsin-River Falls. He initiated a number of successful outreach and user programs and was a leader in promoting archival cooperation at the state and regional levels. In 1984 he joined the staff of the Wisconsin State Historical Society and was involved in a cooperative collection development program.

Ericson served as education officer for the Society of American Archivists where he revitalized and significantly expanded

the Society's continuing education program. Ericson has authored a dozen publications, dealing chiefly with archival outreach and education and is active in a score of national, regional, state, and local archival associations.

Steven L. Hensen is assistant director of Duke University's Special Collections Department. Hensen is best known for compiling the first and second editions of *Archives, Personal Papers, and Manuscripts* (SAA 1989), the profession-wide standard manual for archival description and cataloging. His contributions in writing and teaching archival descriptive techniques have done much to bridge the gap between public archives and manuscripts and traditional library practice. Hensen has been particularly effective in teaching these techniques at the international, national, regional, and local levels, as well as promoting archival interests within the broader information community.

Charles G. Palm is deputy director of the Hoover Institution at Stanford University. In addition to developing a strong archival program in his own institution, Palm has served the Society of American Archivists and the profession in a variety of capacities for the past two decades. This includes his work with the Task Force on National Information Systems and as a member and then chair of the Committee on Goals and Priorities. He has been active in California state and regional archival associations, and currently serves as a Presidential appointee on the National Historical Publications and Records Commission.

Mary Lynn Ritzenthaler is a supervisory conservator for the National Archives and

Records Administration. She served for five years as director of the Basic Archival Conservation Program for the Society of American Archivists. As director, she developed, promoted, taught, and coordinated workshops throughout the country that were instrumental in upgrading and advancing conservation standards and training.

Ritzenthaler's publications—*Archives and Manuscripts: Conservation* (SAA 1983) and *Archives and Manuscripts: Administration of Photographic Collections* (SAA 1985), coauthored with Gerald J. Munoff and Margery S. Long—have become standard reference works in the profession. She has continued her studies of new and advanced preservation techniques, is a frequent speaker at conservation meetings, and is active in a number of preservation organizations.

Distinguished Service Award

The Billy Graham Center Archives at Wheaton College received the Society's highest honor, the Distinguished Service Award, which recognizes an archival institution for outstanding public service and an exemplary contribution to the archival profession. The Archives, founded in 1975, is an evangelical repository located in Wheaton, Illinois, a western suburb of Chicago. This smaller repository has demonstrated an entrepreneurial, patron-oriented approach in publicizing the richness and variety of its holdings and a professionalism that is witnessed by a published annual report, an attractive, useful guide to its holdings, and an uncommonly broad array of materials—including videotapes. In addition, the repository organized a significant national conference in order to draw attention to the needs of evangelical religious archives.

J. Franklin Jameson Award

The Andrew W. Mellon Foundation and New York Assemblyman William B.

Hoyt (D-Buffalo) shared the J. Franklin Jameson Award, which recognizes an organization or an individual that promotes greater public awareness of archival activities and programs.

During its twenty-two-year history, the Mellon Foundation has made a remarkable contribution to the archival profession. At least twenty-one different programs related to archives are listed as funding recipients in a recent annual report of the Foundation. Among the most important is the creation of a research fellowship program at the Bentley Historical Library of the University of Michigan. In the field of preservation, the Mellon Foundation has funded a galaxy of important projects at the New England Document Conservation Center, and has provided major support for the acclaimed Conservation Education Programs at Columbia University. In addition to these specific grants, Mellon has made others that have promoted education and training activities for archivists, supported the preservation of archival material, promoted access to and use of archival collections, and helped to transform the management of archival collections through automation.

Hoyt, an Assemblyman since 1974 for New York's 144th District, has been the key figure in the development of legislative support for archival initiatives in New York State. He has been the major sponsor for the Documentary Heritage Law of 1988, the Comprehensive Local Government Records Law of 1989, and the Local Records Improvement Fund Law of 1989. Assemblyman Hoyt has also been an advocate for state funding for other inventorying projects and a sponsor of the bill to create an "Archives Week" in New York State.

C.F.W. Coker Prize

The Historical Documents Inventory (HDI) of the New York Historical Resources Center at Cornell University and now part of the New York State Archives

has received the C.F.W. Coker Prize for its outstanding finding aids and innovative development in archival descriptive tools. Begun in 1978, the HDI had as its objective to provide access to holdings of New York repositories. Provided with funding from the National Historical Publications and Records Commission, the National Endowment for the Humanities, New York State, private foundations, and Cornell University, it has surveyed all of the counties in the state.

HDI created a model for the description of a variety of materials in a diverse group of repositories at a time when there were no standards or commonly agreed-upon approaches to archival description. By 1990, under the direction of its two main editors, David Brumberg, history bibliographer, and Elaine Engst, archivist, of Cornell University, HDI had completed its survey of 1,100 New York State repositories, and had added more than 27,000 records to the RLIN database, and published 75 guides for New York's 62 counties.

Hamer-Kegan Award

James D. Folts, Larry Hackman, and Judy Hohmann of the New York State Archives and Records Administration were the recipients of the Philip M. Hamer-Elizabeth Hamer Kegan Award for the program of activities they initiated to increase public awareness of the records of the New York Supreme Court. The centerpiece of their work is the impressive history and finding aid, *Duely and Constantly Kept: A History of the New York Supreme Court, 1691-1847, and An Inventory of its Records*, written by Folts and jointly published by the New York State Archives and the New York State Court of Appeals. *Duely and Constantly Kept* also became the focus of a year-long celebration of the 300th anniversary of the New York Supreme Court, the state's major trial and appeals court.

Sister M. Claude Lane Award

Elizabeth Yakel, director of the Maryknoll Mission Archives, is the recipient of the Sister M. Claude Lane Award for her significant contribution to the field of religious archives, and sponsored in conjunction with and funded by the Society of Southwest Archivists. Yakel has been a leader in religious archives since beginning her career at the Archdiocese of Detroit nine years ago. She has worked for two years as a project archivist with the NHPRC-funded Religious Archives Technical Assistance Project, developing detailed consulting reports and directing an integrated archival educational program for approximately forty nonprofit archives in the New York City area. She also has spent a year in Rome introducing machine-readable cataloging to the Vatican archives. Currently she directs the Maryknoll Mission Archives, an innovative cooperative project to consolidate the archival programs of two Roman Catholic religious orders. Yakel also organized and coordinated a series of religious archives workshops between 1986 and 1989, and has edited the *Catholic Archives Newsletter* since 1986, which serves as a widely-read informational resource for Catholic archivists.

Waldo Gifford Leland Prize

American Archival Analysis: The Recent Development of the Archival Profession in the United States, by **Richard J. Cox**, and *The Intergovernmental Records Project Phase 1 Report*, by **Marie B. Allen and Michael Miller**, shared the Waldo Gifford Leland Prize for writing of superior excellence and usefulness in the field of archival history, theory, or practice.

In *American Archival Analysis*, Cox has assembled ten of his previously-published articles, and added four new thought-provoking chapters on the changing world of

archives in the 1990s. Through writings of excellent style and persuasive force, Cox has contributed significantly to the widening vision and expanding scope and breadth of the American archival profession and has enriched the dialog and discussion of a maturing second generation of archivists. *American Archival Analysis* is published by Scarecrow Press, Inc. (1990) and distributed by the Society of American Archivists.

If the future for archives is in cooperative ventures, then *The Intergovernmental Records Project Phase 1 Report*, by Allen and Miller, is an outstanding example of the benefits of archival teamwork. The *Report* describes the findings and recommendations of a study undertaken by the National Archives and Records Administration with the cooperation of the state archives of Virginia and Wisconsin "to facilitate the exchange of information about federal records that have been divided or duplicated through historical accident, or that document administratively divided or parallel functions in our federal system of government."

Through substantial case studies, the *Report* breaks new ground in identifying the critical needs to be addressed so that information exchange through automated databases—such as RLIN, which was used for this project—can be fully exploited for cooperative appraisal, user access to records cutting across jurisdictional lines, and development of inter-institutional strategies for information exchange.

Fellows' Posner Prize

James O'Toole, assistant professor of history at the University of Massachusetts at Boston, was awarded the Fellows' Posner Prize for the most outstanding essay published in 1990 in the *American Archivist*. In "Curriculum Development in Archival Education: A Proposal" (*American Archivist* 53:3, pp. 460–66), O'Toole offers a thoughtful proposal for graduate archival education based on an intelligent analysis of past efforts and calls for an educational curriculum that might well provide a blueprint for the professional archivist of the future.

Oliver Wendell Holmes Award

Julie Stacker of the Records Management Services of the Australian Archives received the Oliver Wendell Holmes Award, which allows overseas archivists, already in the United States or Canada, to attend the SAA annual meeting. Stacker personifies the spirit of archival internationalism. Her inquisitive drive has led her to explore historical repositories in Asia, Europe, and North and South America. With the support of her colleagues at the Australian Archives, Stacker has spent last year in Toronto as a consultant at the archives of the Law Society of Upper Canada. There she shared her Australian experience in collections management, conservation, and preparation for exhibitions. Stacker will return shortly to the Australian Archives.

Society of American Archivists Council Meeting Minutes

24-26 January 1992

Chicago, Illinois

President Frank Burke called the meeting to order at 10:00 a.m., Friday, January 24, 1992. Present in addition to Burke were Vice President Anne Kenney, Treasurer William Maher, and Council members James Fogerty, Mary Janzen, Randall Jimerson, Waverly Lowell, James O'Toole, Robert Sink, Anne Van Camp, and William Wallach. Absent was Brenda Banks. Also present were Executive Director Anne Diffendal and staff members James Sauder and Debbie Mills.

Amend and Approve Agenda

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

Approve Minutes of Previous Meeting

Fogerty moved and Kenney seconded to approve the minutes of the meetings of September 24 and September 29, 1991. PASSED.

Report of Executive Committee

Banks, who is in Australia, had requested that she be able to participate by FAX or by telephone in the decision regarding the site of the 1996 Annual Meeting. Fogerty reported that the Executive Committee determined that her participation would not be practical both because of the time difference and because the decision would be based upon discussion in which she would not be able to participate fully.

Report of the President

- **Appointments.** Burke reported that Karma Beal had been appointed to fill the final vacancy on the ALA/SAA Joint Committee.

- **Colorado State Archives.** Burke has received a letter from the Governor of Colorado reporting that the State Archives has not been closed. Its budget has been cut, and it is raising additional revenue from fees for services. At the request of the State Archivist, Jeffrey Johnson and Robert Sevenigson, representing SAA and NAGARA, will visit the Colorado State Archives in February to assess the situation.

- **United Technologies Archives.** Burke has sent a letter regarding the closing of this business archives.

- **ALA Standards for Accreditation.** Burke sent the final draft of the standards for comment to CEPD on December 30. The draft will go to the ALA Committee on Accreditation and then to the ALA Council for approval.

Report of the Vice President

- **Appointments.** Kenney distributed lists of members of the 1993 Program and Host Committees. She has named Christine Ward as SAA representative and Vicki Walch as alternate to the National Information Standards Organization. Mary Elizabeth Ruwell will replace Ward as representative to the Association for Information and Image Management.

- **Membership Initiatives.** Kenney will present a proposal to Council in June to add new

members and student interns to committees and task forces. She suggested seeking an NHPRC Fellow for the SAA office. She intends to explore providing mentoring, possibly by the Membership Committee, for new SAA members.

Report of the Treasurer

- **Audit for FY90-91.** Maher moved and Jimerson seconded approval of the audit of the Society's funds for FY90-91. PASSED

- **Current Financial Statements.** Maher reviewed the statement for the first half of FY91-92. Revenue from dues is as anticipated. Net revenue from the 1991 Annual Meeting was greater than anticipated because of an extremely favorable contract with the hotel and careful control of costs by the staff. The Society's current financial condition is good due to the dues increase of last year, revenues from the Annual Meeting, and an increase in the publications inventory because of the Archival Fundamentals Series.

- **Computer Upgrade.** Maher presented a recommendation from the Executive Committee that the FY91-92 budget be revised to support a more extensive upgrade to the office computer system than was budgeted for last spring. Sink recommended that Council put a priority on a reserve fund to purchase new equipment. Maher moved and Sink seconded that the proposed upgrade and the revised budget be approved. PASSED.

Maher moved and Jimerson seconded that within three years

Council should authorize and oversee a reassessment of the complete system to ensure that periodic upgrades/additions are made in a timely manner. PASSED.

• **Investments.** Maher moved and Jimerson seconded that Maher and Diffendal investigate hiring a professional money manager to handle SAA's investments, and to report at the June Council meeting with a short list and interview schedule for managers. PASSED.

Sink recommended that at the June Planning Day Council adopt investment goals that might include: (1) protect the principal; (2) cover the national inflation rate; (3) cover the anticipated inflation rate of SAA's expenses; and (4) provide for a modest growth of capital.

The group recessed for lunch at 11:50 a.m.; it reconvened at 12:55 p.m., joined by SAA staff members Jane Kenamore and Teresa Brinati.

Report of the Executive Director

• **Introduction of New Staff.** Diffendal introduced Debra Mills, Meeting Planner and Membership Services Director, who joined the staff in November. Evelyn Frangakis, director of the NEH-funded Preservation Management Training Program, joined the staff at the beginning of January and was at the ALA meeting.

• **Analysis of Staff Workload.** Diffendal called Council's attention to a brief written comparison of the increase in expectations of products from the SAA staff in the last five years. Staffing has remained the same while the number of workshops given in a year, the number of publications produced, and the number of standing committees, boards and representatives have all increased substantially. In addition, a number of new products

or activities such as the *Consultant Directory*, the Annual Giving Campaign, and the ACA secretariat have been added; and printed materials previously sent out are now produced in-house by staff, for example, the annual *Publications Catalog*, the Annual Meeting program and pocket guide, and all brochures and forms.

• **Annual Meeting.** Mills presented the final financial report of the 1991 Annual Meeting in Philadelphia. She and Kenamore provided reports on the progress of preparations for the 1992 meeting in Montreal.

Diffendal presented a policy for assessing the costs of providing child care services at the 1992 Annual Meeting that was based on the resolution of the 1984 Business Meeting and affirmed by a resolution of Council in January 1985. She then presented a budget for child-care services in Montreal following this policy. A committee of Kenney, Maher, and Wallach was appointed to evaluate the proposed policy and the Montreal budget.

O'Toole moved and Van Camp seconded the adoption of a policy describing the support offered by the Society to its own constituent bodies and other groups that meet at the SAA Annual Meeting. PASSED.

Consideration of special requests regarding the Montreal meeting from several of SAA's constituent bodies were deferred to consideration as Council Committee items.

• **Membership.** Mills reviewed the membership renewal report to date for FY91-92.

Council endorsed the marketing audit prepared by consultant Al Rosenblum and the proposal presented by Mills that she develop a membership marketing plan for presentation at the June Council meeting.

• **Education Office.** Kenamore reviewed plans for workshops upcoming in 1992 and reported on the CART Curriculum Project, funded by NHPRC, that is nearing completion.

• **Publications.** Brinati reported on recent publications including the business archives brochure, the business archives bibliography, the preservation-related papers presented at the 1990 Annual Meeting, and the 1992 publications catalog.

Brinati reported that the *Glossary* had recently been received from the printer; the reference manual is in page proofs; and the appraisal manual is awaiting the final illustrations before the text is marked-up. Diffendal reported that editor Lydia Lucas will complete the text of the revisions of the preservation manual and that she will see to the illustrations.

New *American Archivist* editor Richard Cox has begun work. One issue of David Klaassen's is in the page-proof stage. Klaassen has two remaining issues to fulfill his contract. There are several special issues in process.

The *Consultant Directory* has been mailed to the members. Revenue from display ad and listings covered the direct costs of production but not the staff time.

The National Register Publishing Company has not yet made a decision on producing the directory of archival institutions.

New Acquisitions Editor James O'Toole reported on titles in process. He noted that the three available volumes of the *Archival Fundamentals Series* had accounted for 70% of the volumes sold through November of the current fiscal year.

• **Preservation Program.** Diffendal reported that the pro-

gram director, Evelyn Frangakis, had represented the Society at a meeting in December and was then at the ALA meeting. Frangakis arrived in Chicago in early January and has been setting up the schedule for the training workshops, identifying the locations, and seeking co-instructors. She will hire the program assistant next month.

- **Annual Giving Campaign.** Diffendal reviewed a comparative analysis of the three Annual Giving Campaigns. The most recent one brought in more net income than the second, but less than the first. The number of donors is about the same as last year, but the average gift is higher. The percentage of Fellows among the donors doubled this year, following a personalized letter to each Fellow.

- **Council Handbook.** Diffendal announced plans to revise the Council Handbook, which was distributed to each Council member, after each Council meeting.

The meeting recessed at 5:00 p.m. and reconvened Saturday, January 25, at 8:00 a.m.

Reports from Council Subcommittees

Council Committee on Committees

- **Awards.** Fogerty moved and Wallach seconded changes in guidelines requested by the co-chairs of the Awards Committee:

- the committee be headed by co-chairs with staggered two-year terms;
- the chair of the Public Information Committee be added to the Jameson Award subcommittee as its chair;
- for the Jameson and the Holmes Award subcommittees each have two appointed members with two-year terms. PASSED.

- **Public Information Committee.** Fogerty reported that

there will be no public relations firm hired for the Montreal meeting. The committee will work with the hotel, the Host Committee, the office staff, and the Association of Canadian Archivists in its publicity efforts.

- **Nominating Committee.** Fogerty reported on the slate of candidates for 1992.

- **Committee on Archival Information Exchange.** Van Camp moved and Wallach seconded to approve the committee's request to prepare two grant proposals. PASSED. Maher and Wallach were appointed to be the Council members to review the proposal to the Council on Library Resources regarding archival indexing/subject access; Van Camp and Wallach the members to review the proposal to the Getty Foundation regarding archival authority format.

- **Committee on Goals and Priorities.** Van Camp reported on the progress of the committee's strategic planning process to which she and Sink represent Council. There will be a draft document to be considered at a leadership forum in Montreal.

- **International Archival Affairs Committee.** Several requests from the committee regarding the Montreal meeting were considered:

- A request for a reception for foreign guests at the committee's meeting was declined with the suggestion to encourage participation in the other receptions that are scheduled.
- Fogerty and Van Camp were appointed to determine the scope of the request for complimentary registration for foreign program participants and to make a recommendation to the Executive Committee.
- A request for ribbons or other special designations for

the badges of foreign guests was declined.

- Fogerty and Van Camp will work with the committee chair to find a suitable means to recognize foreign attendees at general events of the meeting.

- **Committee on Professional Standards.** Several requests from the committee were considered:

- Kenney moved and Fogerty seconded an amendment to Bylaw 6 to change the number of elected Fellows on the committee from two to three. PASSED with Kenney, Fogerty, Janzen, Jimerson, Lowell, O'Toole, Sink, Van Camp, and Wallach in favor; Maher opposed.

- Maher moved and Fogerty seconded that Council authorize the committee, in considering eligibility of potential Fellows, to take into consideration "extraordinary circumstances" which result in lapses in payment of membership dues. DEFEATED with Kenney in favor; Maher, Fogerty, Janzen, Jimerson, Lowell, O'Toole, Sink, Van Camp, and Wallach opposed.

- Wallach moved and Kenney seconded that the Society establish procedures for revoking "good standing" (required for Fellows to retain that designation) for reasons of professional misconduct. Discussion centered on the liability to the Society as well as the difficulty and cost of maintaining a mechanism to enforce a definition of good behavior. In the SAA, as in many other associations, "good standing" means paying dues. DEFEATED.

- Jimerson moved and Maher seconded that the published list of Fellows

include two categories: (1) currently active to include all Fellows currently paying their dues and (2) currently inactive to include those who have been selected as Fellows but have dropped their SAA membership. PASSED.

— In considering new language proposed by the Committee for Article V of the Constitution regarding criteria for election as a Fellow, O'Toole moved and Maher seconded that the first of the current criteria regarding education be retained. PASSED. O'Toole moved and Lowell seconded that the remaining current criteria be replaced by the language proposed by the committee. PASSED.

— The committee's request for a special reception for Fellows at the Montreal meeting was denied.

• **Committee on Legal and Legislative Issues.** Council accepted the recommendation of the committee that no action be taken at this time on the Government Printing Office Wide Information Network Data Online Act, or GPO WINDO (HR 2772). The Executive Director will inform Paige Miller and work with NCC and the SAA committee to monitor changes in the bill that might define some currently sketchy areas of significance to archivists.

• **Child Care Services at the Annual Meeting.** On behalf of the subcommittee, Wallach moved and Maher seconded the following resolution: (1) Childcare at the 1992 Annual Meeting will be available Saturday evening, September 12, through Thursday afternoon, September 17 for a total of 52 hours. SAA will retain the services of Les Congres Animes, a professional childcare company. Charges for childcare will be

shared by those SAA member parents requesting childcare, by the SAA, and by meeting registrants. The assessment to participating parents will be \$130 per child for up to 52 hours of childcare. This amount will be supplemented by a \$2 assessment to all meeting registrants (per the resolution of the 1984 business meeting and affirmed by Council at its January 1985 meeting). SAA will also assume the total cost of the suite designated for childcare, such suite to be used for SAA employee accommodations at night. In the next newsletter, SAA should inform prospective users of the \$130 per child charge for childcare services. (2) Prior to the 1993 Annual Meeting in New Orleans, SAA Council with assistance from the office will explore alternative fee structures whose purpose will be two-fold: to alleviate the SAA of childcare expenses at Annual Meetings and to move in the direction of a childcare program whose cost will be fully supported by participating parent members in conjunction with the childcare supplement assessed each meeting registrant. In its exploration of a new fee structure for childcare and in the interest of assessing parent members a realistic yet fair price for childcare services at SAA annual meetings, Council should examine both increases for member parents using the service as well as increases in the supplement provided by meeting registrants. (3) Prior to announcing the new fee structure for 1992 in the next newsletter, SAA staff should explore further the actual costs of childcare services provided by Les Congres Animes, in particular they should determine the additional cost per child beyond the projected six children as presented in the childcare budget sheet. If the costs are substantially more than those provided

to Council at its January 1992 meeting, the Executive Committee shall seek an equitable solution through any combination of increases in parental assessment, registrant supplement, and SAA subsidy. PASSED.

Council Committee on Sections and Roundtables

• **Request for New Roundtable.** Sink moved and O'Toole seconded a request to establish a new Roundtable on Electronic Records. PASSED.

• **Request from Description Section.** Sink moved and Wallach seconded to approve a request from the Description Section to use computers at the Finding Aids Fair at the Annual Meeting in Montreal provided that there is no cost to SAA for the computers and that the cost for electrical hookups does not exceed \$100. Further, that such demonstrations do not compete with vendors who are actual or potential exhibitors at the Annual Meeting. PASSED.

• **Request for International Business Archives Forum.** Sink moved and Wallach seconded that the request from the Business Archives Section to sponsor an International Business Archives Forum prior to the SAA Annual Meeting in Montreal, as outlined in a letter of January 22, be denied because of the lateness of the request. FAILED. Sink and Kenney in favor; Maher, Fogerty, Janzen, Jimerson, Lowell, O'Toole, Van Camp, and Wallach opposed.

Van Camp moved and Fogerty seconded that the request be approved as proposed in the letter of January 22 except that the forum be held on Friday, September 11. Further that the budget for the forum include funds for clerical support of the SAA office in arranging the event and that all fund-raising efforts follow the guidelines for

seeking outside funding by SAA groups. PASSED. Fogerty, Jirmerson, Lowell, O'Toole, Van Camp, and Wallach in favor; Kenney, Maher, Janzen, and Sink opposed.

Council Committee on Task Forces, Boards, and Representatives

• **Task Force on Development.** In consideration of the Task Force report in June regarding the unlikely prospect of establishing an unrestricted Endowment Fund and the current report from Frank Mackaman about the requirements of fund raising in general, Wallach moved and Maher seconded that, despite the appeal of such an idea, the Society is in no position to pursue it. PASSED.

• **Preservation Task Force.** Council received its final report and thanked the Task Force for its work.

• **SAA Representative to ICA Section of Professional Archival Associations.** The Committee recommended that the President reappoint Frank Evans to another term as the SAA representative. Further that, although Evans will be able to support his own travel, it is important to support this position in the future. O'Toole moved and Sink seconded that, for the Planning Day in June, the Committee look at SAA support for representatives in general. PASSED.

The meeting was recessed for lunch at noon and reconvened at 1:00 p.m.

Old Business

• **1996 Annual Meeting Site Selection.** By prior agreement, this topic was considered after the lunch recess. The three cities from which invitations had been received, Denver, Salt Lake City and San Diego, were evaluated according to the criteria that had been adopted at the June 1991 Council meeting:

— availability and cost of meeting and sleeping accommodations suitable to an SAA Annual Meeting

— cost and availability of transportation to, from, and within the city

— potential level and nature of support from the local archival community

— availability and cost of cultural, educational, and recreational opportunities in the area that could appropriately enhance the meeting for participants

— any other factors specific to the proposed site(s) or region, or to the year of the meeting.

In considering the materials presented by the groups of archivists issuing the invitations as well as information on costs and accommodations, Council found that all sites offered professional and recreational opportunities and comparable transportation costs.

Respondents to a 1991 survey conducted at the Annual Meeting preferred Denver over the other two cities as a future meeting site. They also stated an overwhelming preference (60.5%) to meeting at a more expensive convention hotel located downtown than at a less expensive hotel outside a city (27.6%). The only hotel available in Denver was located well outside the downtown area. Council members also expressed serious reservations about holding a meeting in Denver given the recent cutbacks in state support for the Colorado State Archives.

Salt Lake City offered a number of important advantages, most significantly strong and enthusiastic archival support. Holding the meeting there, however, would have required splitting arrangements between several sites (in one case two hotels and the convention cen-

ter). The lack of a single site facility would have limited the Society's ability to negotiate conference accommodations, thus increasing both cost and inconvenience to SAA members and placing additional strain on SAA staff. Salt Lake City also ranked lowest of the three cities in respondents' preference in the 1991 survey.

While the Society has previously met in both Denver and Salt Lake City, San Diego represented the first opportunity for SAA to come to the southern California region, a choice strongly supported by respondents to the 1991 survey. San Diego offered good archival support, an attractive location, and perhaps, most significantly, flexibility in the number of options for hotel and meeting arrangements. SAA staff will be negotiating with three hotels in the downtown area that can each accommodate all meeting attendants and conference activities. The costs of hotel rooms will be higher than in Denver and Salt Lake City, but this cost will be partially offset by favorable conference arrangements (e.g., cost of meeting rooms) and a high anticipated attendance, which should translate into lower registration fees.

In reaching this decision, Council acknowledged that some members of the Society had raised issues of social concern as a factor in site selection. Council recognized the difficulty of addressing social issues, particularly several years in advance of a meeting, and discussed the relative weight that they should play in the process. While there was no clear agreement on this point, it was not a decisive factor in the decision to go to San Diego. Council did, however, confirm that issues concerning archival interests, such as the proposed closing of

the Colorado State Archives, should have direct bearing on where to meet.

In the course of this discussion the following resolutions were made:

Van Camp moved and Wallach seconded that the Society hold its 1996 Annual Meeting in Salt Lake City. **FAILED** with O'Toole, Van Camp, and Wallach in favor; Kenney, Maher, Fogerty, Janzen, Jimerson, Lowell, and Sink opposed. Janzen moved and Jimerson seconded that the Society hold its 1996 Annual Meeting in San Diego. **PASSED** with Kenney, Maher, Fogerty, Janzen, Jimerson, Lowell, and Sink in favor; O'Toole, Van Camp, and Wallach opposed. Kenney moved and Maher seconded a reconsideration of the previous motion. **FAILED** with Kenney and Van Camp in favor; Maher, Fogerty, Janzen, Jimerson, Lowell, O'Toole, and Sink opposed; Wallach abstained.

In response to questions, Mills and Diffendal discussed negotiating with hotels, emphasizing that, unless it is fairly certain that a meeting will be held in a particular city, hotels will not offer firm rates or agree to other items in a potential contract. Because the current site selection process does not allow the opportunity to determine the true costs of a contract for meeting facilities and accommodations in a particular city, Wallach moved and Sink seconded that Diffendal develop a proposal for a new process to be considered at the June Council meeting. **PASSED**.

President Burke thanked the members for the thoughtful and rational way in which this issue had been considered.

The group returned to the normal order of the agenda.

Council Committee on Task Forces, Boards, and Representatives (cont.)

• **National Historical Publications and Records Commission.** O'Toole moved and Jimerson seconded the acceptance of the Committee's draft with some modifications of the Society's response to the NHPRC's long-range plan. **PASSED**.

Council next considered a response to questions raised in a report from John Fleckner, SAA's representative to NHPRC. Many of them have been addressed in the Society's response to the long-range plan. O'Toole moved and Wallach seconded that SAA endorse continuing of the Archival Fellowship Program and also suggest seeking the removal of restrictions against Commission funding of grants concerning federal records in non-federal custody. **PASSED**.

• **Standards Board.** Wallach moved and Lowell seconded that the Standards Board recommendation for initiating a new standards development project by the Committee on Education and Professional Development be denied. **PASSED**. Council affirmed that the process that has been followed by the Standards Board is appropriate. However, the project to develop "Guidelines for the Development of a Master's Degree in Archival Studies" proposed by CEPD is premature. At the June 1991 Council meeting, CEPD was asked to prepare a position paper for Council on the issues in continuing and graduate archival education. While the proposed guidelines may be a project that follows from an analysis of the issues, the position paper needs to be presented first. Anne Van Camp will communicate Council's discussion to CEPD; Mary Jan-

zen will attend the CEPD meeting scheduled for March 28 in Chicago.

• **National Coordinating Committee.** Council endorsed NCC Executive Director Page Miller's pursuing the issue of access to Department of Energy records. Council liaisons will consult with the Roundtable on Science, Technology and Health Care and the Reference, Access and Outreach Section regarding the names of SAA members to consult on this issue.

• **Joint AHA/OAH/SAA Committee.** Council discussed the draft Statement on History in Archival Education that was sent by the Joint Committee. O'Toole moved and Jimerson seconded that (1) individual Council members send their comments to Jimerson by May 1, (2) the document be sent to CEPD and to the Archival Educators Roundtable for comment by May 1, and (3) Council make its response at the June meeting.

• **Task Force on Ethics.** Council received a report from Maynard Brichford that a final draft of the Code of Ethics is being prepared for the June Council meeting.

Council Committee on Goals and Priorities

O'Toole moved and Van Camp seconded that Council hold a Planning Day immediately prior to the June Council meeting. **PASSED**. In the course of discussion it was decided that (1) the Committee will prepare an agenda for the day, (2) individual members will review and redraft sections of the plan adopted last year and send the drafts to O'Toole by May 1, and (3) there would be no outside facilitator used. Assignments made in September for review of the various goals were reaffirmed:

- I. Education - Van Camp
- II. Preservation - Banks
- III. Public Understanding - Fogerty
- IV. Publications - Lowell and Jimerson
- V. Standards - Wallach
- VI. Effectiveness of Council - Janzen
- VII. Finances - Sink

In addition, Kenney was assigned to prepare a list of additional considerations.

Old Business

• **Resolution on Ribbons at Annual Meetings.** In view of the proliferation of ribbons attached to badges at Annual Meetings, Wallach moved and O'Toole seconded that at future Annual Meetings, distribution of ribbons be limited to the following categories: SAA staff, SAA officers and Council, SAA Fellows, new SAA members, members of SAA Program and Host Committees, Exhibitors, and SAA sponsors. PASSED.

New Business

• **Election of Fellows to Professional Standards Committee.** The following Fellows were chosen to serve a one-year term on the Professional Standards Committee: Edwin Bridges, Nicholas Burckel, Linda Henry.

• **Equal Opportunity Statement.** Kenney moved and Maher seconded the adoption of the following Equal Opportunity/Non-Discrimination Statement: The Society of American Archivists is a professional organization established to serve the educational and informational needs

of its members. SAA promotes cooperation, research, standards, public awareness, and relations with allied professions and thereby advances the identification, preservation, and use of records of enduring value. Because discrimination and unequal treatment are inimical to the Society's goals, SAA hereby declares that discrimination on the grounds of race, color, creed, gender, national origin, political or religious affiliation, sexual orientation, age, marital status, family relationship, individual life style, and disability is prohibited within the organization. SAA will pursue vigorously a policy of non-discrimination and equal opportunity through its programs, activities, services, operations, employment, and business contracts. PASSED.

• **Bylaw on Sending Dues Notices.** Because it sets a schedule that is best left to administrative decision, O'Toole moved and Wallach seconded the rescension of a bylaw adopted at the June 1990 Council meeting regarding notice of dues payment. PASSED.

• **Minorities and the Profession.** Wallach moved and Janzen seconded that Council endorse a proposed survey of minority enrollment in graduate-level archival programs nationwide and employment of minority archivists in repositories in the Midwest and co-sponsor the survey with the Midwest Archives Conference. PASSED.

The meeting was recessed at 5:00 p.m. It reconvened at 8:00 a.m., January 26.

• **Schedule for Selecting 1997**

Annual Meeting Site. Council asked the Executive Director to bring to Council a suggestion for the city for 1997 when appropriate.

• **Announcement of Decision on the 1996 Annual Meeting Site.** Burke will send letters to the Conference of Inter-Mountain Archivists and to the Denver archival community. Kenney will prepare an article for the SAA newsletter. Sink will send letters to the Afro-American and Third World Archivists Roundtable and to the Gay and Lesbian Archives Roundtable. Janzen will send a letter to the Committee on the Status of Women.

• **Membership Committee.** Frank Cook will be asked to remain as committee chair until the fall. Burke and Kenney will confer about appointing co-chairs to begin work before the Annual Meeting.

Next Council Meeting

The next Council Meeting, including a Planning Day, will be held 11-14 June 1992, in Chicago.

Announcements

Jimerson announced the recent death of architect William Newhall, co-author with his wife Ann, an SAA member, of a proposed Society publication on archival buildings.

Adjournment

Upon a motion by Janzen and second by Jimerson, the meeting was adjourned at 10:35 a.m.

ANNE P. DIFFENDAL
Executive Director
Approved 12 June 1992

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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