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Society of American Archivists

Society of American Archivists Council Meeting Minutes 12-14 June 1992 Chicago

President Frank Burke called the meeting to order at 1:00 p.m., Friday, June 12, 1992. Present in addition to Burke were Vice President Anne Kenney, Treasurer William Maher, and Council members Brenda Banks, James Fogerty, Mary Janzen, Randall Jimerson, Waverly Lowell, James O'Toole, Robert Sink, Anne Van Camp, and William Wallach. Also present were Executive Director Anne Diffendal and staff members James Sauder, Jane Kenamore, Teresa Brinati, and Evelyn Frangakis.

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

There were several additions and corrections to the minutes. Fogerty moved and Kenney seconded to approve the minutes of the meeting of January

24-26, 1992, as amended. PASSED.

Report of the Executive Committee

Fogerty reported that Executive Committee recommendations will be made during the course of the meeting as particular agenda items are considered.

Report of the President

• **Meeting with U.S. Archivist.** Burke reported for the record on the meeting of Council with Don W. Wilson, Archivist of the United States, on June 12 from 8:00 a.m. to 10:00 a.m. Wilson reported on recent events and activities related to the National Archives and Records Administration. Also present was Donn C. Neal, Wilson's assistant for external affairs.

• **Appointments.** Burke reported that Sr. Rosalie McQuaide has been appointed to the Sr. M. Claude Lane Award Subcommittee.

Because Frank Evans has served the maximum time allowed by ICA as the SAA rep-

resentative to the Section on Professional Archival Associations of the International Council on Archives, there was general discussion about a replacement.

• **NHPRC Funding.** Burke reported that he had sent letters to the members of the appropriate subcommittees of the U.S. House and Senate in support of adequate levels of support for the National Historical Publications and Records Commission.

• **ALA Standards for Accreditation.** Standards for accrediting graduate programs in library and information science have been adopted by the Council of the American Library Association to go into effect next year.

Report of the Vice President

• **Appointments.** Kenney distributed a list of appointments of some chairs and representatives for 1992-93. Other appointments are in place. She is awaiting the results of her request for volunteers to serve.

• **Intern Proposal.** Kenney presented a proposal to encour-

age participation by students and new members of the profession. Persons who have been members of SAA for less than five years may serve as interns to Standing Committees and Boards. Interns, who are appointed by the Vice President in consultation with the chair, serve as non-voting members for a term of one year and are expected to attend the SAA Annual Meeting and assist the work of the group throughout the year. Kenney moved and Maher seconded the adoption of the proposal. Jimerson moved and Maher seconded that the intern program be conducted as a trial for three years. This amendment was accepted by Kenney. PASSED with Kenney, Maher, Banks, Fogerty, Janzen, Jimerson, Lowell, Sink, Van Camp, and Wallach in favor; O'Toole opposed.

Report of the Treasurer

• **Current Financial Statements.** Maher reviewed the statements for the period ending April 30, 1992. Revenues from dues, workshops, and publications sales are generally as anticipated. Overall expenses are somewhat lower than budgeted. The Society's current financial condition is good due to revenues from the Annual Meeting, the recent dues increase, and an increase in the publications inventory because of the Archival Fundamentals Series.

• **Retirement Contribution.** Maher moved and O'Toole seconded that the 1991-92 contribution to the retirement system for SAA staff be 6 percent of salaries as had been budgeted. PASSED.

• **Money Manager.** Maher summarized the written report that he had submitted to the Executive Committee. Maher and Diffendal completed questionnaires regarding investment goals, preferred styles, risk-tol-

erance, etc., for two brokerage houses. Each has subsequently recommended several prospective money management firms. The Executive Committee has authorized Maher and Diffendal to proceed with identifying one firm for the Society to engage. They hope to have completed this process before the meeting in Montreal.

• **Budget Presentation.** Maher, assisted by Sauder, presented the proposed budget for fiscal year 1992-93, 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 4 percent cost of living increase for the staff; a small merit raise for four individuals.

—Approximately \$63,000 of indirect cost income from the NEH preservation grant.

—A net income from the Annual Meeting of approximately 18 percent less than last year due to anticipated lower attendance and considerably higher expenses.

—An increase in revenues from publications sales because of additional titles in the AFS series available.

—Additional funds for printing and postage to support some membership initiatives.

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

Report of the Executive Director

• **Publications.** Brinati presented the publications sales reports for the fiscal year-to-date, a comparative analysis of publications sales, expenses and income for the previous three years. She also reported on current titles in production including those in the Archival Fundamentals Series as well as

those being co-published with Scarecrow Press.

Brinati reported on the production schedule for the *American Archivist*, including the final issues of editor David Klaassen, the first issues of editor Richard Cox, and some special issues in process.

A second *Directory of Consultants* will be issued early in 1993. Advertisements and solicitations for listings will begin to appear in July.

O'Toole reported on his activities in identifying items from other publishers to offer for sale to SAA members. The Editorial Board will discuss marketing at its meeting in Montreal. Titles that he will be seeking to develop include an archival forms manual and repository-specific manuals that will address concerns of interest to different types of repositories but will not reproduce the information that is available in the Archival Fundamentals Series.

• **Education.** Kenamore reported on the work of the Education Office Advisory Board in its first year, much of which has been devoted to getting organized. The Board will be reviewing proposals for new workshops to be developed for presentation at the 1993 Annual Meeting.

She also reported on the workshops scheduled for the 1992 Annual Meeting in Montreal and for the fall of 1992.

NHPRC has extended the deadline for completion of the CART Curriculum Project until December 31, 1992. Other duties have required project staffer Vicki Walch to postpone her work on the final report and curriculum guidelines. One of the recommendations will be for a summer institute to train archival educators and to assist them in integrating materials about electronic records into their courses. In July, Wallach,

Diffendal, and Margaret Hedstrom will meet with officials of the School of Information and Library Science at the University of Michigan to discuss such an institute.

Kenamore and Wallach reported on the recent meeting of the Committee on Education and Professional Development that is preparing a position paper for Council outlining the background and rationale for the Committee's current work and considering new guidelines for graduate archival education.

- **Office Calendar.** Diffendal distributed a calendar which constitutes a work plan for the office for the period July 1992-June 1993.

- **Workload Analysis.** Diffendal distributed an analysis of the work of the office compared with five years ago which shows that the staffing has remained constant but the measurable volume of work as well as the number of products has increased. She also presented some staff recommendations regarding cutting the workload. Council asked that this topic be considered at its January 1993 meeting.

The meeting was recessed at 5:07p.m. It reconvened at 8:00a.m. on June 13.

Joining Council and the Executive Director were staff members Debbie Mills and Evelyn Frangakis.

- **Preservation.** Frangakis summarized her work in initiating the Preservation Management Training Program since that NEH funded project began in January 1992. She distributed copies of a new brochure that describes the program and serves as the application cover-sheet.

- **Annual Meetings.** Mills distributed copies of the printed program for the 1992 meeting in Montreal and summarized the

progress to date in preparing for that meeting.

Mills reported on her site visit to San Diego and the initial stages of negotiating with hotels for that meeting in 1996.

Mills presented information regarding the size, number, and location of hotels in three mid-western cities from which invitations had been received for holding the 1997 Annual Meeting: Kansas City, Cleveland, and Chicago. Kenney moved and Fogerty seconded that the 1997 SAA Annual Meeting be held in Chicago. PASSED with Kenney, Banks, Fogerty, Jimerson, Lowell, O'Toole, Sink, Van Camp, and Wallach in favor; Janzen and Maher opposed.

Mills presented her Membership Marketing Plan that had been distributed earlier. In the general discussion that followed, Council members suggested that membership applications be included in the newsletter and the publications catalog; that Mills identify parts of the plan that Council liaisons can recommend to their groups heads; and that the Membership Committee should consider the plan.

- **Annual Giving.** The general consensus was to conduct the 1992 Annual Giving campaign in similar fashion to the previous one with one exception. Sink moved and Jimerson seconded that officers and Council members pledge their 100 percent participation and that this fact be included in the announcements of the campaign and the solicitation letters. Any level of giving by an officer or Council member will qualify as participation. PASSED with Kenney, Banks, Fogerty, Janzen, Jimerson, Lowell, O'Toole, Sink, Van Camp, and Wallach in favor; Maher opposed.

- **Computer Upgrade.** Dif-

fendal reported on the status of the office computer upgrade. Full implementation will await the conclusion of the Annual Meeting. She distributed a financial report on the upgrade.

- **ALA/ARL/SAA Technical Institute on Preservation of Magnetic Media.** Diffendal reported that SAA will be a co-sponsor of this program that is scheduled for May 21-22, 1993, at Georgia State University in Atlanta. In return for publicizing the conference, SAA can offer reduced registration fees to its members.

Reports from Council Subcommittees

Council Committee on Committees

- **Committee on Education and Professional Development.** Van Camp led the discussion on the Committee's position paper on archival education. Council was generally pleased with the paper and agreed that the standards review process regarding the guidelines for graduate archival education should go forward. Council agreed that the Committee's recommendation that the Education Office Advisory Board be made a part of CEPD had merit, but that it is premature. CEPD should continue its work on the graduate education guidelines while the EOAB provides guidance to the Education Office. The chairs of the two groups should discuss how this integration might happen and report to Council in June 1993.

Wallach moved and O'Toole seconded that, in its consideration of the knowledge-based portion of the graduate education guidelines, CEPD should consider the usefulness of the "Role Delineation Statement" that was one of the products in the development of the test for certified archivist. Diffendal will

transmit this statement to the chair of CEPD. PASSED.

● **Awards Committee—Pease Award Subcommittee.** After discussion, there was general agreement that there was no necessary conflict in having an archival educator as editor of the *American Archivist*, where he serves as chair of the Pease Award Subcommittee. If any conflict should arise, the editor can excuse himself from participation in the decision on that particular award.

● **Public Information Committee.** Council received the report of the Committee. At the request of the Committee, a revision to its guidelines was considered. Jimerson moved and Wallach seconded that an additional member be added to this committee to bring the total number to nine; further that the three-year terms of members be staggered so that one-third of the terms expire each year. PASSED.

● **Committee on Institutional Evaluation and Development.** Lacking a commercial publisher for a directory of archival institutions that would support the collection and analysis of data in an ongoing census of such institutions, CIED requested permission to apply to NHPRC for a grant to undertake the census. Council declined to support this request, noting a letter from the Executive Director of NHPRC that discouraged such a request at this time. In the general discussion, Wallach expressed the need for a better articulated case for such a survey. Maher found it a fundamental responsibility of the Society to collect such data and wanted the Committee to draft a Request for Proposal that could be sent to commercial survey research firms to determine the cost of such a project.

● **Membership Committee.** Fogerty moved and Banks seconded the adoption of revised guidelines for this committee. PASSED.

● **Host Committee.** Fogerty moved and Jimerson seconded the adoption of revised guidelines for this committee. PASSED.

The meeting recessed for lunch at noon and reconvened at 1:30p.m.

● **Committee on Goals and Priorities.** Kenney moved and Lowell seconded that Sink transmit to the Committee Council's commendation for the Committee's work on the strategic plan, approval of the process proposed for review and adoption of the plan, and comments on the plan and the leadership forum from the discussion on Thursday. PASSED.

There was general discussion about how to merge Council planning and the strategic planning process. This topic will be discussed at the January 1993 Council meeting when details of the June 1993 Planning Day will be agreed upon. O'Toole requested that the Council Committees submit ideas regarding both structure and substance to him by 15 July.

● **Committee on the Status of Women.** Janzen moved and Banks seconded approval for the Committee's request to hold a reception at the Annual Meeting in New Orleans, consisting of a cash bar with a cover charge of \$10.00 per person. PASSED with Kenney, Maher, Banks, Fogerty, Janzen, Jimerson, Lowell, Sink, and Wallach in favor; O'Toole and Van Camp abstaining.

Committee on Sections and Roundtables

● **Job Advertisements in Newsletters.** Janzen moved and Jimerson seconded the follow-

ing resolution: As a service to members, SAA publishes announcements about professional opportunities for archivists. Announcements shall appear only in the *SAA Newsletter* and in the *Employment Bulletin*. In this way the Society is able to fulfill its legal and fiscal responsibilities (1) to review and, if necessary, edit or refuse announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments; and (2) to provide the services contracted for by the institutions and organizations which place such announcements in Society publications. PASSED.

● **Task Force on Sections and Roundtables.** Sections and Roundtables were initially developed to provide a forum and support network for the myriad functions related to archival operations. Banks moved and Sink seconded the following resolution: A task force shall be appointed to review and evaluate the role and effectiveness of Sections and Roundtables as well as SAA's ability to support the activities of these groups. Recommendations for the specific charge and composition of this task force shall be developed by the Council Committee on Sections and Roundtables and submitted to Council for review and approval at the first of the September meetings in Montreal. PASSED.

● **Museum of the City of New York.** Van Camp moved and O'Toole seconded that Burke be charged with sending a letter expressing Council's concern about reported poor conditions of the collections at this underfunded repository. PASSED.

● **Task Force on Library**

Archives. Jimerson reported that this group is completing the draft of a brochure to be presented to Council in Montreal.

● **Task Force on Ethics.** Council considered a draft of the Code of Ethics and Commentary needing a few minor revisions. Wallach moved and Kenney seconded that Council provisionally approve the code with final approval to be given at its first meeting in Montreal. Meanwhile, the chair of the Task Force will make the minor revisions necessary so that the code can be printed and available at the Montreal meeting. PASSED.

● **Council on National Library and Information Associations.** Kenney moved and Janzen seconded that the Society withdraw from this association and expend its resources upon other organizations, which at this time offer more opportunities to build strategic coalitions to further SAA's priorities. PASSED.

● **Archives and Records Information Coalition.** Burke reported that at its meeting in the spring, the members present voted to dissolve this organization. Some of the members have discussed reconstituting the body, but there is no formal proposal to consider at this time.

● **American Council of Learned Societies.** After general discussion of a new category of affiliate membership in ACLS for which SAA would probably be eligible, Council agreed that memberships in other associations would offer more immediate benefits to SAA.

● **AHA/OAH/SAA Joint Committee.** Jimerson presented comments received on the draft document "History in Archival Education." Diffen-

dal was asked to transmit them to the Committee.

● **Academy of Certified Archivists.** Diffendal reported on her attendance at the ACA Board meeting in the spring. The Board was agreeable to Council's sending the Role Delineation Statement for consideration by CEPD. The Board is pleased with the secretarial services that it receives from SAA.

● **National Coordinating Committee for the Promotion of History.** At the request of Page Miller, Executive Director of NCC, Council considered endorsing the concept, not the specific wording of the bill, regarding GPO Windo. O'Toole moved and Jimerson seconded the adoption of the following resolution recommended by the SAA Committee on Legal and Legislative Issues: "The Society of American Archivists supports the *concept* of single point online public access to public electronic information at reasonable cost, but at this time declines to support HR2772 as written. The broad scope of HR2772 does not address SAA's concerns about how such online access will be implemented, funded, and maintained." PASSED.

● **Education Office Advisory Board.** Jimerson moved and O'Toole seconded the adoption of revised guidelines for this Board. PASSED.

● **Standards Board.** Wallach moved and Kenney seconded delaying the sunset review of this group for one year until June 1995. PASSED.

Wallach called Council's attention to the considerable amount of volunteer time devoted to reviewing technical standards.

Council Committee on Goals and Priorities

● **Planning Day.** Council decided to hold another Plan-

ning Day at the June 1993 Council meeting.

Adoption of the Budget

Having reviewed the budget requests from reporting groups and decided upon them according to the attached document, Maher moved and Sink seconded that the SAA General Fund budget that was presented at the beginning of the meeting be adopted. PASSED.

Old Business

● **Policy on Annual Meeting Site Selection.** Jimerson moved and O'Toole seconded the adoption of the policy regarding the selection of annual meeting sites in the attached document. This statement delineates the Society's traditional process of site selection in practice before this past year. PASSED.

● **Childcare for Non-members at the Annual Meeting.** Maher moved and Janzen seconded revisions to the childcare policy adopted at the January meeting that would substitute the words "SAA meeting registrants" for the words "member parents," thus clarifying Council's intent that childcare be available to all meeting registrants. PASSED.

New Business

● **Council Members on the Nominating Committee.** Van Camp and Wallach were selected as the Council members to serve on the 1992-93 Nominating Committee.

● **Memorial to Harold Naugler.** Wallach moved and Jimerson seconded that the upcoming special issue of the *American Archivist*, devoted to the automation education program, be dedicated to the memory of Harold Naugler, who recently passed away. PASSED.

● **Resolution of Thanks.**

Wallach moved and Lowell seconded the following resolution: On behalf of SAA Council, the President of the SAA will write to Nancy Bartlett and Marjorie Barritt to express our thanks for their six years (1986-1992) of volunteer work as co-editors of the "International Scene" section of the *American Archivist*. PASSED.

The meeting was recessed at 4:55p.m. and reconvened at 9:00a.m. on 14 June.

• **Editorial Board Members.** Council considered several names and selected the following individuals to fill upcoming vacancies on the Editorial Board: Robert Shuster and Sheryl Vogt; Paul Chestnut and Leon Stout, alternates.

• **Future Council Meetings.** Council chose the following dates for its 1993 meetings, both to be held in Chicago: 29-31 January (to include a breakfast meeting with SAA staff) and 10-13 June (to begin with a Planning Day).

• **Council Members' Serving on Other SAA Groups.** Wallach moved and Jimerson seconded the following resolution: Under a resolution adopted at the 30 January-1 February 1987, meeting of Council; reaffirmed at the 2-4 June 1989 meeting; and amended at the 11-14 June 1992 meeting, elected officers and Council members shall *not* serve on other SAA bodies as an officer, chair, or member of steering committees, standing committees, boards, task forces, or as editor of SAA publications, or as official representatives to external bodies, except where this

service is specifically mandated by the SAA constitution and bylaws or where the SAA Council specifically delegates such service by an officer or Council member of the Society.

The rationale for this resolution is three-fold: (1) because Council members have substantial demands upon their time, service on other SAA bodies would divert them from their principal responsibility to the Society; (2) when Council members occupy additional positions within the Society, other members have fewer opportunities to serve; and (3) the potential for conflict of interest, or at the very least the *appearance* of conflict of interest, exists when Council members also serve on other SAA bodies.

Fogerty moved and O'Toole seconded the following amendment to the resolution: Incoming Council members may petition Council to continue such service. Council will consider each petition and decide upon it. The amendment FAILED with Fogerty, O'Toole, and Wallach in favor; Kenney, Maher, Banks, Janzen, Jimerson, Lowell, Sink, and Van Camp opposed.

The main resolution PASSED with Kenney, Maher, Banks, Janzen, Jimerson, Lowell, O'Toole, Sink, and Wallach in favor; Fogerty and Van Camp opposed.

Kenney moved and Fogerty seconded that the resolution not be binding upon the current or currently incoming officers and members of Council. PASSED with Kenney, Banks, Fogerty, Lowell, O'Toole, Sink, and

Wallach in favor; Maher, Janzen, and Jimerson opposed; and Van Camp abstaining.

• **Association Management Firm.** Council next considered the question of engaging an association management firm that had been discussed during Planning Day. Fogerty moved and O'Toole seconded the following resolution: Demands on SAA resources require funding in excess of what is available. In addition, the Executive Director has a three-year contract and has stated her intention not to renew; the Society thus faces a second expensive search in four years. In an effort to provide enhanced services to the SAA membership, Council will develop a Request for Proposal and send it to several association management firms. The proposals will be evaluated along with other options as part of Council's planning process. Proposals will be submitted no later than 5 January 1993 for consideration at the January 1993 Council meeting. PASSED.

Announcements and Other Business

Burke reminded members to send comments to NHPRC representative John Fleckner regarding the report of the Documentary Heritage study.

Adjournment

Upon a motion by O'Toole and second by Jimerson, the meeting was adjourned at 11:25a.m.

ANNE P. DIFFENDAL
Executive Director

Adopted, 12 September 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.

The American Archivist is a refereed journal. Each submission will be reviewed by experts in the subject matter of the submission and a final decision for publication will be based on this review.

Journal Format

The American Archivist has several departments to accommodate a variety of types and lengths of articles. Authors can submit manuscripts for particular departments, or the editor will assign the submission to an appropriate section. Except for book reviews, all inquiries and submissions should be directed to Richard J. Cox, Editor, the *American Archivist*, School of Library and Information Science, University of Pittsburgh, Pittsburgh, Pennsylvania 15260. Telephone: (412) 624-3245. Fax: (412) 624-5231. E-mail: rjc@icarus.lis.pitt.edu.

Research Articles are analytical and critical expositions based on original investigation or on systematic review of literature. A wide variety of subjects are encouraged for this department.

Case Studies are analytical reports of projects or activities that take place in a specific setting and offer the basis for emulation or comparison in other settings.

Perspectives are commentaries, reflective or opinion pieces, addressing issues or practices that concern archivists and their constituents.

The **International Scene** may include elements of any of the above formats in covering archival developments outside the United States.

Professional Resources can be annotated bibliographies, other items designed for practical use within the profession, or essays that review the developments (as opposed to the literature) in specified areas in a way that described particular initiatives and places them in the context of broader trends.

Project Reports are summaries of recently completed projects, highlighting project conclusions, findings, and implications.

The **Reviews** department evaluates books and other archival literature as well as the tools and products of archival activity such as finding aids, microfilm editions, audiovisual materials, exhibits, and computer software. On occasion it includes review essays to permit comparative analysis of related publications. Reviewers are selected by the Reviews editor. Direct inquiries to Peter J. Wosh at (212) 408-1495. Mailing address: American Bible Society, 1865 Broadway, New York, New York 10023-9980. Fax: (212) 408-1512.

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

Manuscript Submission Requirements

Manuscripts should be typed in English on white paper 8½-by-11 inches in size. Computer-printed documents are preferred to be in near-letter-quality mode. Both text (including lengthy block quotations) and footnotes should be double-spaced with the notes following the text, not at the foot of each page. All pages should be numbered. The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript. The preferred maximum length is 6,000 words for research articles and surveys and 3,000 words for case studies and perspectives, but these length requirements can be waived for certain articles in consultation with the editor. All articles should be accompanied by a 100-word abstract and author's biographical statement.

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 required when and if the article is accepted for publication. Similarly, figures and charts can be submitted initially in rough form, but authors must be prepared to provide camera-ready artwork or illustrations if their articles are accepted.

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 Lewis J. and Lynn Lady Bellardo, comps., *A Glossary for Archivists, Manuscript Curators, and Records Managers* (Chicago: Society of American Archivists, 1992). 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. At this time, it is preferred to receive manuscripts composed in WordPerfect 5.0 or 5.1, but the editor can accommodate any other word processing software.

The *American Archivist* will not consider a manuscript that is being reviewed by another journal at the same time, nor will it normally consider an article that has been published previously in a similar form. A separate reprinting policy has been prepared, but normally reprinting will be initiated by the editor.

The author is responsible for understanding and following the principles that govern the "fair use" of quotations and illustrations and for obtaining written permission to publish, where necessary. Accuracy in footnote citations is also the author's responsibility, although the editors may occasionally confirm the accuracy of selected citations. Authors are required to assign copyright of their work to the journal but can expect to receive permission for subsequent use of their own work without restriction.

Authors wanting to submit manuscripts or to obtain more detailed guidelines should contact Teresa Brinati, Managing Editor, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605. Telephone: (312) 922-0140.

Review and Production Procedures

Research article manuscripts are submitted (without the author's name) to qualified readers to evaluate them and recommend acceptance, rejection, or revision. Submissions

to the Case Studies, Perspectives, and International Scene departments are also sent out for peer review. Author notification of a final decision normally takes a minimum of eight to ten weeks. Acceptance for publication is usually on the condition that specified revisions be made. If an article is accepted, the author will be requested to prepare a brief biographical sketch to accompany the published article. Authors are given the opportunity to approve all editorial changes and to review galley or page proofs for correction of printers' errors. The minimum editorial and production cycle—which includes receipt of a manuscript, review, acceptance, revision, page makeup, printing and distribution—is between six and nine months; various factors can extend that time period.

Authors will receive three complimentary copies of the journal in which their articles appear; reviewers receive two tear-sheets. Additional reprints may be ordered with a form enclosed at the time galley proofs are sent to the author for review.



PUBLICATIONS

The Management of College and University Archives

William J. Maher

The basic elements required for an archival program to meet the documentary needs of a college or university are introduced in this publication. Recommended for academic archivists and related professionals.

(1992), 430 pp., hard cover

\$45 SAA members, \$49.50 nonmembers, plus \$5.50 shipping/handling

Without Consent: The Ethics of Disclosing Personal Information in Public Archives

Heather MacNeil

Theoretical and practical issues associated with the administration of access to government-held personal information are explored in this publication.

(1992), 200 pp., hard cover

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Helen W. Samuels

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