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will speak for this
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truthful voice.
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JOHN A. FLECKNER

Presidential Address
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1997

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1998

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by Robert Cogswell

Copyright law has become harder to enforce and interpret. The line should be drawn by the law, but many decisions are judgement calls, and the judgement required will often be that of an archivist. This publication addresses a broad range of issues relating to copyright, as well as cites leading cases and includes a variety of exemplary forms and policies.

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From the Reviews Editor

What's Ahead in Reviews

BARBARA L. CRAIG

AS THE NEW EDITOR OF REVIEWS for the *American Archivist*, I want to let you know what's ahead in the reviews section. Readers of this journal have always been provided with timely reviews of major publications in the archives field. This practice will continue. However, it is becoming increasingly difficult to cover the large field of information relevant to archival work in the format of one book, one review. The number of pertinent publications is growing and, at the same time, developments in related fields need to be covered and commented upon by archivists. In order to meet this need, I will be making several changes in the composition of the reviews section.

All titles received will continue to be listed in this section. But over the next several issues you will see variety in the format of the reviews. I plan to encourage review essays of two or more works to provide both wide and deep coverage of publications that are relevant to archivists. The first of these extended reviews constitutes the review section of this issue. The nature of the essay and focus of the review will vary. It could be an extended exploration of a current topic, a type of publication, or a controversy or debate that has implications for archival work. Already planned

are reviews of finding aids and reviews of recent publications in the field of conservation and preservation management. I hope to be able to develop others as well. By extending the scope of the review and developing a thematic focus, my aim is to cover a larger number of publications from a variety of perspectives.

Book reviews are important contributions to archival literature. The exercise of reviewing stimulates the writer, and the product contributes not only to the continuing education of the archivist, but also to the development of the field as a whole. These reports provide an opportunity to reflect on archives theory and methods, and they can enhance our knowledge of the vast potential uses for archives information. Reviews are a method and a vehicle for exploring the literature of related fields. And reviews are also a good way to encourage reticent colleagues to contribute to the literature and to share their knowledge and perspectives on professional topics. I will be actively seeking the input of the many able archivists who have not published in the past but whose knowledge and ideas should be known to their peers. In these tasks I will be looking for the advice of archival colleagues.

A tall order for a small section of a journal! Nevertheless, I hope each of these objectives will be met in the coming issues. I can be contacted at the addresses below. And I look forward to working with you on reviews.

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Society of American Archivists

Society of American Archivists Council Meeting Minutes 3-5 June 1994 Chicago, Illinois

Meeting Schedule:

3 June 8:12 A.M.–5:06 P.M.

4 June 10:00 A.M.–5:14 P.M.

5 June 8:10 A.M.–11:25 P.M.

The Council meeting was called to order by President Edie Hedlin at 8:12 A.M., Friday, 3 June. Present for the entire meeting were Hedlin and Vice President Maygene Daniels, Treasurer William Maher, and Council Members Luciana Duranti, Tim Ericson, Margaret Hedstrom, Tom Hickerson, and Randall Jimerson. Council members Mary Janzen and Beth Yakel were out of the country and therefore unable to attend. Council member Waverly Lowell was absent due to illness for most of 4 June and Karen Benedict departed at 11 A.M. on 5 June to meet her plane. Also present throughout the meeting were Executive Director Susan Fox and SAA staff member Carolyn Aeby. SAA staff members Teresa Brinati, Bernice Brack, Jane Kenamore, and Debra Mills were present on the afternoon of 3 June.

Amend and Approve Agenda

There were a few additions and amendments to the agenda. Ericson moved and Jimerson seconded to approve the agenda as amended. PASSED

Approve Minutes of Previous Meetings

Corrections to the draft of the meeting minutes were offered at this time. Jimerson moved and Hickerson seconded to approve the amended minutes of 5–9 January 1994 meetings.

PASSED.

Report of the Executive Committee

Jimerson reported that at its meeting the previous evening, the Executive Committee discussed a number of items on the agenda for this meeting, with the FY95 budget prime among them. Jimerson also noted the ongoing issue of the nomination for Archivist of the United States and the perception that SAA has received a high payoff for its actions to this point, but overall the issue has taken up a great deal of Society time. Jimerson will summarize discussions and any Executive Committee recommendations as Council considers these items later in the agenda.

REPORT OF THE PRESIDENT

• **Appointments.** Hedlin reported on the difficulty of finding people to chair task forces

and remarked on the scarcity of individuals willing and available to serve in such positions.

• **Task Force on SAA Coalitions.** The task force accepted the charge as drafted in the Council Handbook, but requested a change in the time-frame to reflect a delay of the preliminary report to 31 December 1994 with a final report due by April 1995. Hedlin reported appointing Karen Garlick, Anne Gilliland-Swetland, Kris Haglund, Greg Lukow, and David Olson to the task force.

• **Task Force on Automated Techniques and Activities Coordination.** Council recommended the charge for the task force include the words "*inventory and examination of the current activities of the Society that support member needs in this area.*" Hedlin said the 1 May 1995 report deadline would also need to be extended.

• **Task Force on Electronic Records Strategies.** The majority of the task force members expressed disagreement with the charge for the committee to *monitor* the Society's electronic record strategies. Instead, the members requested that the task force take responsibility for the implementation of electronic record strategies as defined in

Goal 3 of the Strategic Plan and then cease to function. Therefore, Hedlin recommended the charge be revised to eliminate any reference to monitoring. Hickerson moved and Jimerson seconded. PASSED

• **Congressional Liaison Working Group.** Hedlin reported that she will be able to reactivate this group now that the Task Force on SAA Coalitions is operational.

• **Berlin Document Center.** In response to a *New Yorker* article regarding privacy vs. access issues in the transfer of custody to the German government of the Berlin Document Center, Hedlin reported that the International Archival Affairs Committee Chair Anne Van Camp stated that the Committee had found no apparent problem with the transfer, that as far as she understood access will be essentially what it has been and that the quality of microfilming will most likely make the documents more readable. IAAC therefore recommended that SAA take no action.

• **NARA E-Mail Guidelines.** Hedlin noted that the deadline for comments to NARA regarding e-mail guidelines is 22 June. She encouraged all Council members to send her suggestions, concerns and issues and appointed Durance, Hedstrom, and Hickerson as a subcommittee to review the draft before it is sent to NARA.

• **International Activities.** Hedlin spoke on behalf of SAA at a meeting of British archivists. She noted that the differences between the U.S. and British associations are far more than simply scale, with SAA being much more active. She also met with Charles Keskemeti, Secretary General of

ICA, to discuss areas of mutual interest between SAA and ICA. He will be attending the annual meeting at Indianapolis and will say a few words at the Presidential Banquet.

In concluding her report, Hedlin said that she drafted a letter to NAGARA in support of an NTIA planning grant to provide enhanced electronic access to state holdings and would provide a copy to Council in the next mailing.

REPORT OF THE VICE PRESIDENT

Daniels reported that the 1995 annual meeting Program and Local Arrangements Committees are fully staffed and operational. The Local Arrangements Committee is looking into events "off the mall" in order to involve SAA attendees in a full range of Washington, D.C. activities.

Daniels also gave a brief report on the dedication of Archives II.

REPORT OF THE TREASURER

• **Current Financial Statements.** Maher reviewed SAA financial information and reporting practices as reflected in the April 1994 statements, and he noted that for fiscal year 1993-1994 expense and revenue projections were on track.

• **Presentation of the 1994-1995 Budget.** Maher reported that based on the office's projections, SAA faces a significant drop in revenue for FY95, most notably in indirect cost recovery and publications sales, which predicts a significant dropoff from what had been an exceptional sales year. Because of this revenue shortfall, Council, in considering the FY95 budget, faced an unusual set of both policy and process challenges. On the policy level, it was difficult to synchronize the budget

decisions needed to address the shortfall with the strategic planning process, because the process was not yet fully developed and because there were large areas of expenditure over which the Society did not have great discretion in the short-term. On the process level, he noted that very tight time constraints before July 1 necessitated interim measures.

Maher then gave an overview of the budget development process in a typical year. He followed with an overview of the budget development process in the current year, which included an unusually detailed examination of line-items and numerous consultations with the Executive Director and Executive Committee. Throughout this process all involved worked to trim costs and solidify projections as much as possible. In normal circumstances, this would have, by the Council meeting, produced a very usable budget. However, with such a large drop in revenue it became clear that Council needed to respond with broad policy decisions rather than technical fine-tuning.

Maher outlined seven principles which provided guidance in his role as Treasurer and in facing these budget issues: 1) SAA is a membership organization in which the authority for budget policy and finances is vested in its officers and council; 2) SAA is also an organization with a resident executive office that carries responsibility for the detailed allocation of the budget; 3) the continued financial health of SAA is fundamental to its survival, and survival should be the number one priority; 4) adopting a budget that is in deficit should be avoided whenever possible; 5) if a deficit is unavoidable, it should be one that is only so large as to fit

within the confines of established reserves and the deficit; 6) the deficit should be no larger than one which SAA has a reasonable prospect of emerging from within the next 12-16 months; and 7) the most productive and appropriate role of officers and Council is primarily one of stating policies and principles, not in deliberating over all the details.

He said the Executive Committee spent considerable time considering how the committee and Council could work through the budget issue. The committee concluded that in these circumstances their appropriate role was to devote primary attention to policy and principles and to leave the lines and their supporting details to the executive office.

Therefore, the Executive Committee recommended that Council adopt an FY95 budget with a deficit no greater than an amount SAA can expect to recover with a realistic dues increase and meeting registration fee increase plus funds for some membership development and publications marketing activities. To arrive at this point, identified as \$75,000, an additional \$24,500 would need to be cut from the 1 June draft budget that had been distributed to Council. Because of the unusual conditions and timing it would not be possible for the central office to rework the draft budget to judiciously and deliberately locate additional cuts to reach the \$75,000 level. Thus, the Executive Committee recommended that Council adopt the income portion of the 1 June budget as well as a bottom line for the expense budget and then charge the office with presenting to the Executive Committee for its review within ten days a revised budget for its approval.

Maier concluded by reviewing the proposed FY95 budget with commentary on areas of income and expenditure.

● **FY95 Budget.** Maier moved and Ericson seconded the following resolution:

Whereas the SAA Council at its 3-5 June meeting has deliberated at great length over issues involved in projections for 1994-1995 revenue and expenditures, and

Whereas the Council recognizes that time constraints have prevented the development of all expenditure lines in a budget that meets its goals for a limited deficit for 1994-1995, now therefore

Be it resolved that Council approve budgeting of the 1994-1995 General Fund Expenses at a level not to exceed \$1,084,700; and be it further resolved that

The Executive Director prepare a revised 1994-1995 Budget incorporating the revenues listed on the June 1 draft Budget statement and listing expenditures no greater than would result in a Net Loss from Operations for 1994-1995 of \$75,000 for submission to the Executive Committee by 17 June for its review and approval by 24 June. PASSED.

● **Report of the Dues Review Committee.** Maier reported on the Dues Review Committee's (DRC) analysis of trends in SAA income and expenses. The DRC has concluded that, even with the most optimistic budget scenarios for 1994-1995, a dues increase should be placed before the members at the Indianapolis meeting. Taking this action in 1994 is essential since the underlying causes for the projected 1994-1995 deficit will remain with SAA for at least the next three or four years.

Council then engaged in an analysis and discussion of the

membership categories. Maier agreed to confer with the DRC and return to Council on 5 June with a sense of the committee on a set of recommendations for a dues increase.

When Council returned to this issue, discussion reflected concerns about the large percentage of members in the lowest dues categories. Opinions were divided on whether the current progressive dues structure should be maintained. Although it was recognized that there was insufficient time to reconsider the dues structure before the Indianapolis meeting, it was agreed that this issue should be called to the members' attention for comment at the Annual Business meeting.

● **Dues Structure.** Maier moved and Jimerson seconded that a revised dues structure incorporating a \$5 increase for students and retirees, a \$15 increase for the two highest income categories, and a \$10 increase for all other categories be proposed to membership at the annual Business Meeting on 9 September 1994. PASSED, with Duranti abstaining.

● **Staff Retirement Contribution.** Maier moved and Ericson seconded that Council allocate funds included in the FY94 budget to staff retirement. PASSED. Following a question from Daniels about why Council handled the approval of the staff retirement contribution as a separate action at the end of a budget cycle rather than as part of the adoption of the budget, Ericson explained the background to the initiation of the retirement contribution at a time when Council had been unsure as to whether such revenues would actually be available. Maier and Daniels agreed, however, that now that the retirement

contribution had been well established, Council might consider approving the contribution as part of the budget for future years. Maher requested Fox to investigate whether there were retirement program, audit, or other policy considerations that would preclude such a change and to report her findings at the Indianapolis Council meeting.

● **Status Report on Revised Handbook Procedures Regarding Executive Director Recruitment.** Maher reported that William Wallach will present a draft handbook procedure reflecting the most recent executive director recruitment process at the Annual Meeting in Indianapolis.

REPORT OF THE EXECUTIVE DIRECTOR

● **Annual Meetings.** Debra Mills reported a strong exhibitor response for the 1994 Annual Meeting in Indianapolis. Mills also reported that Cleveland is being considered as a site for the 1999 Annual Meeting.

● **Membership.** Mills reported that more than 300 individuals have joined SAA since the membership campaign began in January and engaged Council in a drawing to award incentive prizes. Overall, there is a 7 percent increase in membership over that of May 1993.

She also reported initial response to the mentor program as enthusiastic, with 124 individuals applying to become mentees and 63 individuals as mentors. As of 31 May 62 mentoring pairs had been matched.

● **Preservation Management Training Program.** Fox presented a report on the current program, in the absence of Evelyn Frangakis who was conducting one of the workshops in the program. Fox also

reported that in anticipation of the conclusion of the grant in December, a follow-up proposal has been developed by the Campbell Center for Historic Preservation Studies and submitted to NEH on 1 June. The proposal recommends continuing the training program by offering an additional series of workshops for which SAA would be responsible for program content, faculty, and the selection of participants; the Campbell Center would administer the program and provide the site and facilities.

● **Education Office.** Jane Kenamore gave a summary of Education Office activities over the past year. She noted the Education Office Advisory Board's first mid-year meeting, that SAA workshops reached 20 percent of membership in 1993-1994, that CEPD will complete the first draft of Continuing Education Guidelines by the end of June. Kenamore indicated that EOAB would like to seek outside funding for curriculum development. She concluded that the student chapter movement is gaining strength and that the education office received applications from four new proposed chapters.

● **Publications.** Teresa Brinati presented three reports detailing different aspects of the publications program. She reported on forthcoming titles, including two SAA publications and four via Scarecrow Press. Talks are ongoing with the Organization of American States regarding translation of the *Archival Fundamentals Series* into Spanish. SAA will also acquire two titles from other publishing houses, both concerned with electronic archives and information issues.

Brinati also reported that the *American Archivist* was making progress toward getting back on schedule.

● **Annual Giving Campaign.** Fox reported the results of the Annual Giving Campaign, noting enthusiastic response for the Minority Student Award which was the focus of the 1993-1994 campaign. Jimerson moved and Hickerson seconded the motion to continue the Annual Giving Campaign for 1994-1995 and to continue the Minority Student Award for a second year with the proviso that SAA change its campaign focus over time to accommodate other worthy projects as well. PASSED, with Lowell absent.

Revised Guidelines for Fundraising

Fox presented revised Guidelines for Fundraising. The guidelines retained prior procedure for SAA units in developing proposals, but modified the language to communicate a collaborative process among leadership, the central office, and units. Maher moved to adopt the revised guidelines with amendments, seconded by Ericson. PASSED, with Lowell absent.

● **Resolution Commending Bernice Brack for 15 Years' Service with SAA.** Fox presented Council with a resolution authored by Frank Cook commending Bernice Brack on her 15th anniversary with SAA. Ericson moved and Jimerson seconded the resolution. PASSED, with Lowell absent.

REPORT OF COUNCIL COMMITTEES

● **Student Chapter Applications.** Lowell moved and Jimerson seconded the acceptance of four new student chapters: University of Wisconsin/Milwaukee; University of Wisconsin/Madison; North Carolina State University/Ra-

leigh; and Simmons College/Boston. PASSED.

● **Committee on Education and Professional Development.** Duranti reported on concerns expressed by CEPD regarding the ALA cooperative accreditation proposal. After discussion reviewing the process to date, Duranti moved and Ericson seconded the motion to attach conditions to guide SAA's participation in the ALA accreditation program as reflected in Tyler Walter's letter to Council and to clarify that SAA is participating in ALA accreditation of library science programs and not archival education programs. PASSED.

● **Committee on Professional Standards.** Benedict reported on the disinclination of the Committee on Professional Standards to include ethics in their charge, and recommended that, based on the Council subcommittee report submitted to Edie Hedlin, SAA establish a Committee on Ethics and Professional Conduct. Benedict moved and Lowell seconded the resolution to establish a new committee charged with the responsibility for ethical issues and standards of conduct. The committee would be called the Committee on Ethics and Professional Conduct. It would be comprised of six members, including a chair, serving for staggered three-year terms. Publications and participation in programs and seminars on ethics and long standing interest in ethical issues would be considered in selecting the members of the committee. PASSED.

Lowell moved and Duranti seconded the resolution to propose to membership that the constitution and by-laws be revised to rename the Committee on Professional Standards to the Committee on the Selection of SAA Fellows. PASSED.

● **Archives Management Roundtable.** Hickerson reported that the Archives Management Roundtable wanted to administer the Meyers Briggs test to members willing to pay a fee to have it interpreted. The Roundtable inquired whether it would be acceptable to collect the fee. The sense of Council was that it would be acceptable to collect the fee but only if the checks were made out to the company administering the test and not directly to SAA or an individual member.

● **Electronic Records Roundtable.** Jimerson moved and Lowell seconded the motion that the Electronic Records Roundtable be reconstituted as an Electronic Records Section. PASSED.

● **Publications Board.** Hedstrom moved and Jimerson seconded the motion that six people be appointed to service on the Editorial Board (to be renamed the Publications Board): Jackie Dooley, Suzanne Flandreau, Linda Henry, Robert Sherer, Helen Tibbo, and Peter Wosh. Terms were drawn by lot with four to serve for a three-year term and two for a one-year term. PASSED, with Daniels abstaining.

Editorial Board

Hedstrom moved and Ericson seconded the motion to amend the by-laws to remove any reference to the Editor and Editorial Board from the by-laws. PASSED, with Hickerson abstaining and Daniels absent.

Hedstrom moved and Jimerson seconded the motion to approve revised guidelines for the *American Archivist* Editorial Board. PASSED, with Maher opposed, Hickerson abstaining, Daniels absent.

Hedstrom moved and Ericson seconded the motion to appoint a slate of eight Editorial Board members for staggered

terms. PASSED, with Daniels, Maher, and Hickerson abstaining.

Council then discussed the proposed evaluation procedures for the *American Archivist* editor. Hickerson expressed concern about the journal becoming too removed from oversight by the Society. Daniels expressed similar concerns that the role of the Editorial Board in the evaluation process was only an advisory one.

Jimerson moved and Ericson seconded the motion to adopt the Performance Evaluation process as developed by the Executive Committee and amended by Council discussion. PASSED.

● **Standards Board**

-- M.A.S. Guidelines

Ericson reported on how the Standards Board sees its role within SAA. The key aspect of which is to oversee the process which supports proposed standards and to validate an open review. Therefore, the Standards Board affirms that the proposed M.A.S. guidelines have been vetted through a complete, open, and fair review. The sense of Council affirmed that a deliberative process had been used in the Board's consideration of the development of the Guidelines.

Ericson moved and Duranti seconded the motion to adopt the M.A.S. guidelines as proposed. PASSED, with Benedict absent.

-- Revision of the ALA-SAA Joint Committee Statement on Access to Original Research Materials

Ericson moved and Hickerson seconded the motion to endorse the revised standard on access to original research materials. PASSED.

● **Task Force on Sections and Roundtables.** Lowell reported that the Task Force on Sections and Roundtables held a mid-winter meeting, will meet again during the Annual Meeting, and is making good progress toward a report to be presented to Council in January.

● **Committee on Goals and Priorities.** Jimerson shared CGAP's summary of unit activities with Council and reported that CGAP is revisiting the three-year Report forms to fine-tune the process. He presented revised guidelines for the committee. Hedstrom expressed concern about the report forms and the associated process, especially since only 30 percent of the units responded. Lowell recommended an entirely new form to clarify the purpose of reporting activities and the office need for better budgetary planning information, as well as linkage to the strategic plan. Jimerson said he would communicate Council concerns to Paul Conway. The sense of Council was that the guidelines, as amended by Conway, Fox, and Jimerson would be acceptable.

—Leadership Forum

Jimerson recapped planning to date for the Leadership Forum to be held at the Annual Meeting. The goal was to use the five priorities developed by Council during Planning Day and translate them into action items via leader input and brainstorming. The emphasis would be on the plan as a living document, to keep momentum going, and to open up a dialogue with and among leaders as the most important outcome of the Forum's activities.

OLD BUSINESS

● **Archivist of the United States.** Hedlin reviewed SAA actions since January regarding

the White House search for Archivist of the U.S., including SAA interviews with the three proposed candidates. Duranti moved and Ericson seconded the motion that the reports and draft submissions to Council regarding the meetings with candidates for Archivist of the United States remain confidential within Council and within the interviewing committees. PASSED, with Lowell abstaining.

Jimerson moved and Duranti seconded the following resolution:

Resolved that the Council of the Society of American Archivists:

- reaffirms its support for the SAA/NAGARA Joint Statement on criteria for appointment of the Archivist of the United States.

- has received draft submissions from SAA delegates who have met with three candidates—John Milton Cooper, William Josephson, and Richard Kohn.

- has received additional information and comments from archivists, archival organizations, and other sources concerning each of these three candidates.

- and concludes that, based on information currently available and in consideration of the SAA/NAGARA criteria, the position of the Society of American Archivists in respect to the candidacies of these individuals should be as follows.

— John Milton Cooper would not be acceptable as a candidate for Archivist of the United States.

— William Josephson would be acceptable as a candidate for Archivist of the United States.

— Richard Kohn would be acceptable as a candidate

for Archivist of the United States.

Based on these determinations, Council authorizes the President of the Society to convey these evaluations of the candidates to appropriate individuals or groups, and authorizes the President to indicate the Society's support of or opposition to any of the candidates who may be considered for nomination to the position of Archivist of the United States.

In the event that a formal nomination is made by the White House, the Society's Executive Committee is authorized to prepare for possible testimony by gathering additional information regarding the nominee's experience, background, and qualifications, and to prepare a list of questions and/or concerns that should be addressed. Every effort should be made, within existing time constraints, to convey such information to council members prior to public testimony. PASSED, with Lowell abstaining.

Council discussed potential alternative recruitment processes, either through establishing a "blue ribbon" panel to assist the President or through an internal SAA committee to put forth candidates for White House consideration. The sense of Council was not to pursue either proposal at this time.

● **Selection of Council Members to Serve on the 1994-1995 Nominating Committee.** Council selected by lot Luciana Duranti and Margaret Hedstrom to serve on the 1994-1995 Nominating Committee.

NEW BUSINESS

● **New York City Archives.** Hickerson reported that the New York City government is being reorganized with the Mayor and City Council proposing to elimi-

nate the Department of Records and Information Services (DORIS) as a separate agency and to transfer the Municipal Archives, Library, and Records Management programs into the Department of General Services (DGS), Division of Municipal Supplies. DGS administrative personnel (not archivists, librarians or records managers) would have authority over records access and disposition policies, as well as funding priorities.

Hickerson recommended that SAA take a position that recognizes the necessity of DORIS' independence and autonomy to provide services to the City of New York and issue a statement of support on behalf of DORIS.

Ericson moved and Jimerson seconded the motion that SAA prepare a statement expressing concern about the current efforts to reduce the autonomy of the New York City Municipal Archives and the Department of Records and Information Services. PASSED.

● **Recordkeeping in the SAA Office.** Benedict and Duranti expressed concern regarding the e-mail recordkeeping system in the SAA office. They recommended applying for an NHPRC grant in order to help develop a model system before difficulties occur.

Hedstrom noted that the next NHPRC deadline for electronic records grants will not occur before June 1995 so timing will be difficult for the immediate grant cycle. She suggested the Electronic Records Section put together a team of people to look into the issue.

Hickerson recommended the Executive Director report back to Council in September with suggestions on how best to proceed. Maher recommended presenting the issue to Steve Mansee, SAA Director of Automated Operations and to Frank Cook, SAA Archivist.

● **Pacific Region Request.** Hedlin said she received a fax from John Wright, retired from the Bishop Museum in Hawaii, who is actively working to con-

vene a meeting of the Pacific Regional Branch of ICA (PARBICA) but it was difficult for them to obtain a quorum. Therefore, he requested that he pay SAA's dues to PARBICA so that he could represent SAA at the meeting. The sense of Council was that since SAA would not normally join PARBICA, Wright paying the Society's dues was not advisable, and referred the issue to the Committee on International Archival Affairs.

Lowell said she would investigate PARBICA to learn more about the organization and report back to Council in September.

Upon a motion by Ericson and seconded by Maher, the meeting was adjourned at 11:25 P.M., Sunday 5 June.

SUSAN E. FOX
Executive Director
Approved 6 September 1994

Society of American Archivists Council Meeting Minutes 6 September 1994 Indianapolis, Indiana

The Council meeting was called to order by President Edie Hedlin at 8:05 a.m., Tuesday, 6 September. Present for the entire meeting were: Hedlin and Vice President Maygene Daniels, Treasurer William Maher; and Council Members Karen Benedict, Luciana Duranti, Margaret Hedstrom, Tom Hickerson, Mary Janzen, Randall Jimerson, Waverly Lowell, and Beth Yakel. Tim Ericson arrived at 11:32 A.M. due to travel delays. Also present throughout the meeting was Executive Director Susan Fox.

Amend and Approve the Agenda

There were a few additions and amendments to the agenda. Lowell moved and Jimerson seconded to approve the agenda as amended. PASSED

Amend and Approve the Minutes

Corrections to the draft of the June meeting minutes were offered at this time. Duranti moved and Hedstrom seconded to approve the amended minutes of 3-5 June 1994 meetings. PASSED

Report of the Executive Committee

Jimerson reported that at its meeting the previous evening, the Executive Committee reviewed the agenda for the Business Meeting, with primary focus on the Treasurer's and Dues Review Committee recommendation for a dues increase. The committee also reviewed and approved Ex-

ecutive Director Evaluation Guidelines and the agenda for the Council meeting.

REPORT OF THE PRESIDENT

● **Archivist of the U.S. Status Report.** Hedlin reported that no action on an appointment of an Archivist of the U.S. was predicted until late winter or spring 1995.

● **OAH Access to Lawyer's Files.** Hedlin reported on her contact with the Organization of American Historians to gain a better understanding of the OAH *Ad Hoc* Committee on Access to Lawyers' Files recommendation that a working group, proposed to include SAA, develop a model code of access. She said she referred the issue to the Committee on Legal and Legislative Affairs for consideration. Yakel noted that the Privacy and Confidentiality Roundtable was also involved with the issue. Hedlin said she would instruct the Chair of Legal and Legislative Affairs to consult with both the Roundtable and the Section on Reference, Access & Outreach.

● **Cambodian National Archives.** Hedlin reported on a letter received in July from the Australian Society of Archivists asking SAA's help in providing assistance to the Cambodian National Archives, which they said suffered significant damage in recent years. She said she wrote to the Australians and requested they draft a short article to be included in *Archival Outlook* and referred the issue to the Com-

mittee on International Archival Affairs. Hickerson noted that Cornell had for years been active in the issue of the Cambodian National Archives. He suggested the Committee on International Archival Affairs contact the Cornell conservation director for a fuller explanation and appraisal of the issue. Duranti said she would talk with CIAA about the issue in her role as Council liaison to the committee.

● **Tokyo Resolution on Strategic Alliance of International NGOs.** Hedlin reported on a request that SAA become a signatory to a *Tokyo Resolution on Strategic Alliance of International Non-Governmental Organizations in Information to Serve Better the World Community*. Because precisely who was making the request and to what end was unclear, she recommended no action be taken until more information was forthcoming and referred the resolution to the Committee on International Archival Affairs.

● **Resolution on Annual Meetings.** Maher moved and Janzen seconded the following resolution on Annual Meetings:

Resolved, that the Council of the Society of American Archivists expresses regret that the Society's 1994 Annual Meeting coincided with Rosh Hashanah, and further the Council reaffirms the commitment of the Society in the future to avoid, if at all possible, the scheduling of Annual Meeting dates that conflict with the major religious holidays of its members. PASSED.

REPORT OF THE VICE PRESIDENT

Daniels reviewed appointments to date. She said she placed emphasis on enabling chairs to find their own committee members and expressed a need to develop strategies to generally improve the process to make it less cumbersome.

REPORT OF THE TREASURER

Maher reviewed the final financial statements for FY94. Council expressed concern regarding the reduction in indirect cost recovery income budgeted for FY95 due to the conclusion of the NEH Preservation Management Training Program grant and its impact on fiscal planning. Council also discussed the office staffing levels because of its concerns about the long-range fiscal impact of the May 1993 addition of a new position.

Maher said the auditors had submitted positive reports for FY94, especially due to financial reporting system improvements made over recent years. He noted the audit reports will be distributed for Council action in January.

Maher then reviewed actions taken to implement June Council's approval that a dues increase be proposed to SAA membership. He said the Dues Review Committee, in collaboration with the President and SAA staff, issued a four-page 20 July letter to all individual SAA members explaining the financial indicators pointing to the need for an increase, including the projected FY95 deficit. The July issue of *Archival Outlook* also featured articles from the President, Executive Director, and Treasurer. The DRC encouraged and solicited comments from membership. In addition, the DRC planned to hold office hours during the

annual meeting to solicit further comment and feedback. Maher then summarized member response to date, compared alternative proposals suggested for the dues structure, and concluded that in the final analysis the current proposed schedule is the best recommendation at this time.

Maher concluded his remarks by recommending that SAA revise its periodic salary survey of members. He noted it had been several years since the last one was conducted and said that it is an important set of data for a professional association to maintain and that the absence of salary information hampered deliberation and discussion of dues schedules and options.

REPORT OF THE EXECUTIVE DIRECTOR

Fox reported on receiving several comments from members regarding the timing of the annual meeting to occur on Labor Day. She said that several members expressed frustration with the necessity of giving up a holiday to most notably the start of the academic year, the necessity to give up a holiday to attend the annual meeting, and with the fact that other commitments coincide with that date, especially for those with children.

Nonetheless, she reported registrations were strong for Indianapolis, that the pre-conference workshops received the second highest registrations in SAA history, and that exhibitor response was equally robust. She expected therefore, that annual meeting income will be slightly higher than projected.

Fox reported that the venue for the 1995 annual meeting in Washington, D.C., would need to be changed due to the fact that the Mayflower hotel did not have the capacity to sup-

port a meeting the size of SAA. Debra Mills planned a site visit to Washington immediately following the Indianapolis meeting to secure a new hotel as quickly as possible.

Fox reported on Kenamore's preparation of a grant proposal for the development of a curriculum in descriptive standards proposed by the Committee on Archival Information Exchange. The proposal will be submitted to the National Historical Publications and Records Commission on 1 October and to the National Endowment for the Humanities on 1 November.

Fox distributed the Acquisitions Editor final report from Jim O'Toole, whose term ends 31 December 1994. O'Toole reported on the conclusion of the Archival Fundamentals Series and the subsequent publication of complementary volumes, such as Yakel's *Starting an Archives*. He reported strong sales for the Fundamentals series, and noted the upcoming publication of a new manual on archival security, as well as two additional books, one on archival theory, and another archival public relations. In addition, a Spanish translation of *Arranging and Describing Archives* prepared under agreement with the Organization of American States would soon be published.

Fox reported on Preservation Management Training Program activities during the Annual Meeting and outlined the concluding workshop to be conducted in October in Athens, Georgia. She also gave an update on the NHPRC Case Study Project, noting that four case studies with six authors had been accepted and that more were expected to apply by the 1 January 1995 deadline.

Reporting on an item from the June Council meeting, Fox

said that she referred the issue of arranging for archival preservation of electronic records in the Chicago office to the newly formed Electronic Records Section for advice.

In response to a June Council meeting question about how SAA budgeted for its contribution to staff retirement fund, Maher moved and Jimerson seconded the following resolution:

Whereas the establishment and progressive development of a program for SAA funded contributions to a staff retirement plan since the mid-1980s has been an important benefit provided to SAA staff; and

Whereas the practice of budgeting for the contribution at the beginning of the fiscal year but not authorizing the expenditure of retirement funds until the end of the budget year has enabled SAA to phase in the retirement plan without undue effect on the budget; and

Whereas the retirement contribution has now become sufficiently regularized to be an expected part of each year's budget;

Now therefore be it resolved that: beginning with the adoption of the 1995-1996 budget, and continuing thereafter, authorization of the funds for contribution to the staff retirement plan shall be incorporated into the annual adoption of the next year's budget." PASSED.

Report from Council Committees

• **Professional Standards Committee.** Duranti reported on Jim O'Toole's request that Council reconsider the composition, charge, standards and timetable of the Professional Standards Committee in the selection of SAA Fellows. O'Toole cited the difficulty in reaching collective decisions because the committee con-

ducted its work entirely by mail, without meeting as a body. Council engaged in a discussion of the issues and concluded with Duranti moving and Maher seconding the motion that, if needed, SAA plan to allocate \$500 from the FY96 budget for a conference call in order for the Professional Standards Committee to conduct its business. The motion failed with Duranti, Ericson, Jimerson, and Hickerson in favor, Janzen, Daniels Hedstrom, Yakel, Benedict, Lowell and Maher opposed.

After continued discussion, Hedstrom moved and Benedict seconded the motion that in recognition of the ongoing responsibilities of the Professional Standards Committee, Council encourage the chair to submit a budget request to Council for needed expenses to conduct the work of the committee. The motion failed with Janzen, Ericson, Hedstrom, Daniels, and Jimerson in favor, Hickerson opposed, and Duranti, Yakel, Benedict, Lowell, and Maher abstaining.

Maher moved and Benedict seconded the motion that in recognition of the ongoing responsibilities of the committee, Council encourages the current chair to submit a budget request each spring to Council to conduct the work of the committee." Passed, with Ericson, Hedstrom, Daniels, Jimerson, Janzen, Yakel, Benedict and Lowell in favor, Hickerson opposed, Duranti abstained.

• **Committee on Archival Information Exchange.** Benedict reported a CAIE request that Council eliminate the chair of the Committee on Automated Records and Techniques (CART) as an ex officio member of CAIE and therefore amend the Council Handbook to eliminate all references to CART.

She reported the committee also requested an increase in the number of members from six to nine.

Hedstrom recommended the issue be referred to the Task Force on Automated Techniques Activities Coordination (ATAC). Daniels supported an increase to nine members because it is a standard number of members across committees. She encouraged cross-communication between the Committee on Archival Information Exchange and ATAC.

Council adjourned for lunch at 12:05 P.M. and reconvened at 1:15 P.M.

• **Committee on Public Information.** Benedict summarized concern on the part of the Committee on Public Information (CPI) regarding its budget allocation for FY95 and presented their request that the allocation be reconsidered. The committee said the present allocation would not enable them to hold a mid-winter meeting and presented a case for the importance of such a meeting to the work of the group.

Maher said that as a matter of policy and administration, it was very problematic to make a mid-year reconsideration of annual budget decisions for one group without being ready to do so for all groups. Furthermore, he said it was unclear what was to be accomplished at a mid-winter meeting, even if the goals may well be laudatory.

Benedict said the committee wanted to put together a proposal for an SAA workshop on Advocacy/Public Relations. She said the group also had for many years traditionally received support for a mid-winter meeting.

Hickerson said that at the June meeting Council worked from the model of distributing a certain number of dollars,

which is not an effective way of supporting committee work. In the future Council should either support committee work at a figure where the committee can actually accomplish its goals or not support it at all.

The sense of Council was not to increase the committee's funding at this time and that it remained unclear about the nature of the committee's mission and activities. Benedict said that the committee saw its mission as a means for the profession to advocate the value of archives to resource providers.

Council then reviewed and compared the committee's proposed mission statement with the original mission statement contained in the Handbook. The sense of Council was that the committee was correct in reconceiving its mission, but that committee members should work with their Council liaison and with the goals and objectives articulated in the strategic plan.

Ericson encouraged the committee to modify its activities within the general mandate of the previous mission without making major changes at this time. He said the committee should serve as an advisory board to the Executive Director and Chicago office.

Hedstrom encouraged the committee to identify strategies for building effective public constituencies for the strategic plan, perhaps develop a National Archives Week, or focus on one specific issue. She suggested the committee's focus may at this point be too broad to be entirely effective.

Maher further suggested the committee focus on external, rather than internal issues.

Benedict and Lowell said they would meet with the committee co-chairs, thank them for their work to date, convey to them that Council was una-

ble to accommodate an additional budget allocation, and encourage linkage with the strategic plan in order to bring an external focus to their activities and further to encourage the committee to work closely with the Executive Director and Chicago office.

• Committee on Ethics and Professional Conduct. Council engaged in a discussion regarding the best procedure to follow regarding the establishment of the committee and its charge. Council requested that the present draft guidelines be expanded and presented for discussion at the 10 September meeting.

• Committee on Regional Archival Activity. Janzen moved and Ericson seconded approval of a proposal presented in a memo from Aimee Felker, Co-Chair of the Committee on Regional Archival Activity (CRAA), recommending that the Committee be disbanded. PASSED.

Maher said that Fox should send a letter to regional archival associations communicating SAA's decision on disbanding the committee and noting that the recommendation came from the committee itself.

• Committee on the Status of Women. Janzen said she will work with the Committee on the Status of Women to revise their guidelines in order to clarify the committee's relationship to the Women's Caucus.

• Awards Committee. Janzen presented a request from the Distinguished Service Award (DSA) Subcommittee of the Awards Committee that its selection criteria be clarified. The sense of Council was to not become involved in selection criteria because it was specifically in the committee's charge to clarify procedures

and criteria for selecting recipients.

• Committee on Institutional Evaluation and Development. Janzen presented a memo from Susan Davis to the Committee on Institutional Evaluation and Development (CIED) outlining potential committee projects. One project involved conducting a census describing repositories or holdings and another involved a suggested collaborative effort with the Council of State Historical Records Coordinators and NAGARA to work with them on a survey.

• Council Committee on Sections and Roundtables. Lowell reported that the Science, Technology and Health Care Round Table wanted to establish a listserv. She recommended that they first report to Council and said the Society needs to ultimately be prepared for many other groups also expressing a desire to establish a listserv. She also reported that the Electronic Records listserv is proceeding well and she will, if necessary, report back to Council in January regarding progress or issues with the listserv.

• Council Committee on Task Forces, Boards, and Representatives. Hedstrom presented Paul McCarthy's recommendation that SAA's representation to the International Research Exchange (IREX) be discontinued. He said that IREX went through a major reorganization, and subsequently disbanded the committee. Hedstrom recommended that the issue be referred to the Committee on International Archival Affairs for recommendation because IREX is one of only a few organizations dealing with archives in the former Soviet Union. Hedstrom expressed reluctance to sever ties without first looking at other options.

Janzen moved and Ericson seconded that McCarthy's recommendation be referred to the IAAC. PASSED.

● **Publications Board Procedures.** Hedstrom reviewed Publications Board procedures to date. She said that the process involved a relationship among the chairs of the Publications Board, the Editorial Board, the Acquisitions Editor and the Executive Director. Until there is an Acquisitions Editor in place the Publications Board will not be able to fully move forward. Hedstrom also recommended reducing the number of members on the Board from 12 to 6, with three additional ex officio members: the editor of the *American Archivist*, the SAA Managing Editor, and the Acquisitions Editor.

She said she had three fundamental concerns:

One, that the authority of the Acquisitions Editor to select and recommend publications may incur some overlap of responsibilities with the Publications Board;

Two, the need to clarify roles and responsibilities among all the actors; and

Three, the current Publications Board charge to monitor non-serial publications.

Hickerson suggested that the Publications Board play a broader role in the process, especially with strategic monitoring, i.e. that the publications

are meeting Society needs, and maintain overall authority but with less involvement with individual titles and authors.

Council expressed great interest in the work of the Board, and requested assistance in better defining the roles and responsibilities of all involved in the process. Hedstrom said she would talk with each and construct a procedural first draft for the January meeting and bring the sense of Council to the Publications Board meeting.

● **Archives Encyclopedia.** Hedstrom reported on renewed interest and efforts in compiling an Archives Encyclopedia, which had received Council approval for the concept in 1991 and which would, according to the 1991 resolution, need reauthorization at the end of 1995. Maher expressed reservations about the budgetary impact of the project. He said Council needed to respect earlier Council decisions but the scope of the project may be beyond current budgetary capacity.

Hedlin suggested that Hedstrom convey to members involved with the project that none of the current members of Council were involved in the original decision and therefore needed more information in order to fully assess the project.

● **Electronic Records Strategies Task Force.** Hedstrom reported that the task force was now organized and

would meet twice at the annual meeting. The task force established a listserv and its work was now well underway.

● **Council Committee on Goals and Priorities.** Council reviewed the agenda and expected outcomes for the Leadership Forum. The Forum was intended to encourage cross-communication among SAA units and elicit creative ideas for achieving goals within the plan.

Old Business

Maher moved that Council accept the revised Handbook guidelines for Executive Director duties. Jimerson seconded the motion. PASSED.

Hickerson recommended that Council allow a petition from the New York City Department of Records and Information Services (DORIS) to be circulated at the Business Meeting. Council agreed to have Hickerson make an announcement that the petitions were available to be signed as a point of information but not as an official endorsement.

After reviewing functions Council members would need to attend during the annual meeting and receiving last minute announcements, Lowell moved and Jimerson seconded the motion that Council be adjourned at 5:03 P.M. PASSED.

SUSAN E. FOX

Executive Director

Approved 20 January 1995

Society of American Archivists Council Meeting Minutes

10 September 1994

Indianapolis, Indiana

The Council meeting was called to order by President Maygene Daniels at 3:35 P.M. Present for the entire meeting were: Daniels and Vice President Brenda Banks, Treasurer Lee Stout, and Council members Karen Benedict, Susan Davis, Luciana Duranti, Tim Ericson, Margaret Hedstrom, Steve Hensen, Tom Hickerson, and Sharon Thibodeau. Also present throughout the meeting was Executive Director, Susan Fox.

Amend and Approve the Agenda

There were a few additions and amendments to the agenda. Ericson moved and Stout seconded to approve the agenda as amended. PASSED

Report of the President

Daniels welcomed new members Davis, Hensen, and Thibodeau to Council and Stout as new Treasurer. She expressed developing good communication channels with and among Council as one of her first concerns. Stout said he would investigate setting up a Council listserve from his institution in order to help facilitate discussions between Council meetings.

Election of Council Representative to Executive Committee

After reviewing the agenda and initial plans for holding the January Council meeting in Washington, D.C., Council cast ballots to elect Beth Yakel as representative to the Executive Committee.

Report of Page Putnam Miller

Page Putnam Miller, Executive Director of the National Coordinating Committee for the Promotion of History (NCC), addressed Council with a report of NCC activities during the prior year and its agenda for the future. She also described the joint AHA-OAH-SAA committee mission as one to facilitate communication among historians and archivists. She said the committee serves as a sounding board for strategies and issues from which she then takes action. SAA, she said, has had a crucial and active role in establishing agendas for the meetings and at NCC policy board meetings.

She concluded her remarks with a discussion of the stalled process to select and nominate an Archivist of the U.S. She gave general background to the process, starting with the Clinton inauguration and continuing to the present day. She said she was not optimistic that a U.S. Archivist would be named soon and she expected that no further developments or nominations would occur until spring at the earliest.

Report of the Vice President

Brenda Banks said she made appointments to the 1996 Program Committee, which will be co-chaired by Bill Wallach and Hillary Kaplan. The San Diego Local Arrangements Committee will be co-chaired by Rick Crawford and one other individual yet to be named.

REPORT FROM COUNCIL COMMITTEES

● **Committee on Ethics and Professional Conduct.** Hedstrom moved and Duranti seconded the adoption of guidelines for the Committee on Ethics and Professional Conduct as amended. PASSED

● **Committee on the Status of Women.** Benedict reported that the committee is working on revising its charge, which will be submitted for Council approval at its January meeting. She also reported the Committee's request for a procedure whereby it could remove inactive members via petition. She said that she would refer this issue to Council's Committee on Committees and would submit a preliminary recommendation at the January Council meeting.

● **Committee on Goals & Priorities.** Duranti reported that CGAP will produce a report for the January Council meeting summarizing the ideas which emerged as part of the small group discussions during the Leadership Forum. The Committee will also be looking for ideas and suggestions for next year's Leadership Forum and for June Council Planning Day.

Hedstrom noted that the Council Subcommittee on Goals and Priorities should also look at the results from the June 1994 Planning Day activities and develop suggestions on how to advance those priorities.

● **Committee on Sections and Roundtables.** Hickerson reported that the Preservation

Section expressed a desire to submit a proposal to NEH in order to develop a workshop. He said that he would ask them to postpone the initiative for the near-term and would refer them to the procedures contained in the Guidelines and Procedures for SAA Fundraising and Grant Proposals.

Thibodeau reported that the Art & Architecture Thesaurus Roundtable passed a resolution to make a statement of concern to the Belgium government about the status of their national archives.

She also reported that the Acquisitions & Appraisal Roundtable requested permission to publish one issue of its newsletter in *Archival Outlook*. She said she would refer the request to the Task Force on Sections and Roundtables.

Yakel raised the issue of

proliferating electronic list serves within the Society. She said that Council needs to develop policies and procedures guiding the establishment of such list serves and that she would propose a set of guidelines at the January Council meeting.

• **Committee on Task Forces, Boards, and Representatives.** Davis reported on a meeting with David DeLorenzo in his dual role as Chair of the Legal and Legislative Affairs Committee and as Chair of the Congressional Liaison Working Group. She said he will develop a charge for the Working Group and requested a change in the group's timetable to submit an interim report to the January Council Meeting, with a final report to be issued May 1 and a conclusion of the Working Group by the end of

June 1995.

Banks moved and Yakel seconded that the timetable be changed according to DeLorenzo's request and to change the name of the group to become the Congressional Liaison Task Force. PASSED

Since the position of SAA Representative to the Archives II Users' Planning Committee originally served in an advisory capacity to the creation and building of Archives II which is now built, Davis moved and Yakel seconded the recommendation to now eliminate the position. PASSED

At 5:10 P.M. Yakel moved and Benedict seconded the motion to adjourn. PASSED

SUSAN E. FOX
Executive Director
Approved 20 January 1995

The American Archivist

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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.

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