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successful as
archivists, the
historical record
will speak for this
past in a full and
truthful voice.
And, as a society,
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for understanding
who and where
we have been."*

JOHN A. FLECKNER

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COPYRIGHT LAW FOR UNPUBLISHED MANUSCRIPTS AND ARCHIVAL COLLECTIONS

by Robert Cogswell

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New York: Glanville Publications, Inc., 1992
soft cover, 120-pp.

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BY JUDITH FORTSON

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PREPARED BY THOMAS J. GALVIN AND RUSSELL L. KAHN

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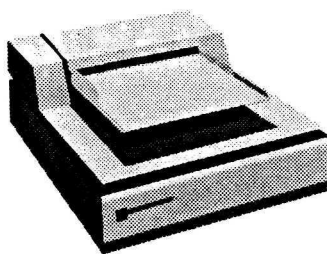
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DIGITAL IMAGING FOR LIBRARIES AND ARCHIVES



BY ANNE R. KENNEY AND STEPHEN CHAPMAN

This guide will prove useful to all staff involved in the use of digital imaging technology, but is primarily intended for librarians and archivists who are contemplating or initiating programs to respectively convert the full contents of research materials to digital form. Issues addressed range from selection (and reselection) to conversion, to creating access versions on-screen and in-print, and to ensuring long-term viability.

Published by Cornell University (1996)

207 pp., binder

List \$80 / SAA members \$75

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Society of American Archivists

Society of American Archivists Council Meeting Minutes 20-22 January 1995 Washington, D.C.

President Maygene Daniels convened the meeting at 1:36 p.m., Friday, January 20, 1995. Present besides Daniels were Vice President Brenda Banks, Treasurer Leon Stout, and Council members Karen Benedict, Susan Davis, Luciana Duranti, Timothy Ericson, Margaret Hedstrom, Steven Hensen, Thomas Hickerson, Sharon Thibodeau, and Elizabeth Yakel. Also present were Executive Director Susan Fox and Meetings/Member Services Director Debra Mills.

Amend and Approve the Agenda

Timothy Ericson moved and Leon Stout seconded approval of the agenda as amended. PASSED.

Approve Minutes of the Previous Meeting

Thomas Hickerson moved and Brenda Banks seconded approval of the minutes of the meetings of September 6 and 10, 1994. PASSED.

Report of the Executive Committee

Beth Yakel reported on Executive Committee activities during fall. She said the executive office submitted a grant application to the National Endowment for the Humanities

and to NHPRC to develop a descriptive standards curriculum. Yakel also reported on Executive Committee review of the agenda and its consideration of issues related to time and scheduling.

Report of the President

Daniels reported that she completed appointments to the Award Committee. She also appointed Robert Sink as Chair of the Ethics Committee.

Daniels reported that membership received the annual giving letter in late November and to date it brought in \$2,832 to Society funds.

Daniels briefly recounted the National Summit on Emergency Response meeting she attended in the fall. She said it was particularly noteworthy because it brought the issue of archives and humanities into the consciousness of federal officials, especially in the case of natural disaster.

Report of the Vice President

Banks reported she had no additional appointments to report. She noted that Rick Crawford, chair of the 1996 San Diego Local Arrangements Committee was selecting his committee, as were William Wallach and Hilary Kaplan,

co-chairs of the 1996 Program Committee.

Report of the Treasurer

Stout called the group's attention to the most recent monthly financial statements. He reviewed the general nature of the reporting system and features of various reports and answered general questions. He reported that the fiscal situation looked slightly better than predicted. It was possible the Society could close the fiscal year without having to draw from reserves.

Stout recommended reinstating the Dues Review Committee to analyze the current dues structure, to meet annually instead of triennially and to look at dues in a larger rather than narrower context. He said the structure and purpose of the Dues Review Committee would be reviewed at the June Council meeting. He noted that investment strategies and computer needs would also need to be evaluated then.

Stout then introduced the FY95 audit statements. He said the fundamental purpose of the audit statements was to examine the Society's systems to provide a general picture of the fiscal soundness of the organization. He said the auditors

found no problems in management or systems.

Stout moved adoption of financial and compliance audit statements. Ericson seconded. PASSED.

Report of the Executive Director

- **Staff.** Fox reported that Ron Wielage joined the staff in December as Director of Automated Operations, replacing Steve Mansee who left to pursue other career options.

- **Annual Meetings.** 1994 Indianapolis: Mills reviewed the highlights of the final report for the 1994 annual meeting. 1995 Washington, D.C.: Mills gave a general report on preparations and pointed out several special activities. The Business Archives Section planned a History Factory Tour, the Visual Materials Section planned a Digital Imaging Demonstration and Discussion, and the Electronic Records Section planned an Information Sciences Fair. There would also be tours to Archives 2, and an International Day of special sessions to draw in overseas participants. 1999 Annual Meeting Update: Mills reported that she planned a second site visit to Cleveland and an initial site visit to Pittsburgh and that she would be recommending a city to Council by June 1. 2000 Annual Meeting: SAA received an invitation from the Society of Rocky Mountain Archivists to hold the annual meeting in either Denver or Colorado Springs. 2001 Annual Meeting: The Society of Alabama Archivists invited SAA to hold the annual meeting in Birmingham that year, the 100th anniversary of archives in Alabama.

- **Membership.** Mills reported year end membership figures, showing a 3 percent increase in 1994. She discussed plans for nonmember surveys and direct mail solicitation for

1995. She said she would focus retention efforts on maintaining the 1994 rate following a dues increase. She also gave a progress report on the mentoring program, noting its remarkable success.

- **Education Office.** Fox reported that SAA submitted proposals to NHPRC and NEH to fund the development of a continuing education curriculum in descriptive standards. Initial reviewer comments to the NHPRC proposal were very positive. Fox also reported on 1994 workshops and those planned for spring 1995.

- **Publications.** Fox said she appointed David Hauray as Publications Editor to succeed Jim O'Toole. She said she was working with the Publications Board to clarify roles and relationships among key players in the publications process.

Fox reported that publication sales were lower than the previous year, but the decline was not as steep as originally projected. She noted the recent publication of Elsie Freeman Finch's *Advocating Archives*. She also gave a status report on the Archives Encyclopedia project.

She said that advertising rates would increase predominantly due to a steep rise in paper costs.

Report of the Council Committee on Committees

- **Council Committee on Sections and Roundtables.** Hickerson reported that the Manuscript Repositories Section's suggestion they merge with Acquisitions & Appraisal Section originally reported at the September Council meeting was not quite accurate. He said it was a less official action than that, but the two Sections would publicize the suggestion in their newsletters for member comment.

Thibodeau reported a name change for the Archivists and Third World Archives Roundtable to the Archivists and Archives of Color Roundtable. Daniels moved and Thibodeau seconded the change. PASSED.

Report of Page Putnam Miller

Daniels welcomed Page Putnam Miller, director of the National Coordinating Committee for the Promotion of History (NCC). She reported on NCC activities, including responses to Congressional threats to eliminate the National Endowment for the Humanities, gathering information on and responses to potential nominees for Archivist of the US, and monitoring hearings on copyright and fair use.

Daniels thanked Dr. Miller for her presentation.

Report of John Fleckner

Daniels welcomed John Fleckner, SAA representative to the National Historical Publications and Records Commission (NHPRC). He reported on changes in Congress because of recent elections. He said because of these changes it was difficult to obtain information about the future of the Commission. He said once information became available, however, SAA would need to respond quickly. He cited Goal 1 of SAA's strategic plan as also being one of NHPRC's highest priorities, which made the Commission's funding situation critical to the future of both organizations.

He said the search for a new NHPRC executive director would result in a decision made by March.

He noted that his term as SAA representative to the Commission would end in December 1995. He recommended the appointment of a new individual in time to create an overlap in

terms and to ensure a smooth transition.

He then spoke to NHPRC's long-range plan. He said impressions are it has been useful, especially because it conceptualized the work of the Commission beyond a one-grant-at-a-time basis. He thought NHPRC now needed to lure the documentary editing community into the electronic world, where distinction between documentary editors and archival work becomes more blurred.

He said it was important that SAA issue an official response to the long-range plan in a letter stating any concerns the Society might have.

Daniels thanked Fleckner for his report.

Report of Council Committee on Task Forces, Boards, & Representatives

Hedstrom said that Publications Board guidelines would be available for approval at the June Council meeting. Both the Editorial Board and Publications Board expressed concern about having participation into the search process for the next editor of *American Archivist*.

Hedstrom then gave an overview of discussion items for the following day.

Ericson reported that the Standards Board had not yet completed its guidelines. He said a leadership transition slowed progress and that he would be working with the Board to move final approval.

Hedstrom reported general issues regarding SAA representatives to standards making bodies. She said the major concern was of lack of communication, especially in responding to requests for information. She noted this as an issue that needed review in context of total SAA organization and structure.

Davis reported that Kathy Marquis as chair of the Edu-

cation Office Advisory Board (EOAB) was working on a long-range planning report with Jane Kenamore. Council expressed concern about the process and direction with particular concern centered on educational mission. The sense of Council held that it was EOAB's responsibility to define and articulate mission to the education office. Davis said she would attend the EOAB midwinter meeting, relay concerns, and report back in June. She recommended postponing the EOAB report deadline until June and that Marquis consult with the Committee on Education and Professional Development to learn what was needed from EOAB to move their work forward.

Davis expressed concern regarding lack of activity by the Task Force on Automated Techniques Activities Coordination. She recommended council request a report for the June meeting or give them a deadline. Daniels said Conway said he would have a report well before June meeting.

Report on the Academy of Certified Archivists

Benedict reported that she is heading an ACA task force exploring the feasibility of the secretariat and its placement. She expressed the need to keep communication channels open between SAA and ACA for furthering the relationship between the two organizations.

The meeting recessed at 6:05 p.m. and reconvened at 8:50 a.m. Saturday, January 21.

Report of Task Force on Sections & Roundtables

Yakel presented background on the work of the Task Force on Sections and Roundtables and described how it came to its recommendations. She solicited Council opinion regarding the

report, which application strategies to consider, and how best to pursue them.

Yakel concluded with the motion that Council accept the report. Stout seconded the motion. PASSED.

Hedstrom asked whether there would be a ripple effect across the Society and if it might be better to consider the report in the broader totality of SAA's organizational structure. She said SAA had two different governance structures, one of self-selecting democratic leadership (in sections and roundtables) and another of appointed bodies (committees, task forces, and boards) with responsibilities to address SAA goals. The two structures need to work together, she said, and if SAA were to change the roles of sections and roundtables, it should also examine the need for changes in the appointed bodies.

Hedstrom further noted that SAA should examine how sections are defined. The current definition reflected what it was like to be an archivist in the mid-70s more than current reality. She noted that it may be difficult for members to pick a functional or institutional section because many archivists do not work in traditional institutions and archival work often involves several functions. She said the largest growing membership category was students, many of whom were not yet able to identify a particular type of institution or archival function.

Banks said an examination of the leadership list would reveal that SAA did draw on Section and Roundtable leaders as a stepping stone to higher office. She said the Society needed to be aware of repeatedly selecting the same people. She also expressed concern that the report was based on infor-

mation culled from surveys, which may not be an entirely accurate reflection of issues to be addressed.

Council consensus was to form an *ad hoc* Council committee to review SAA organizational structure, building on the Report of the Task Force on Sections and Roundtables, to review other types of units within the Society, their relationship to achieving the goals of the strategic plan, and their relation to SAA finances. Hedstrom, Duranti, Yakel and Stout agreed to report to Council in June for planning day.

Yakel introduced a resolution thanking the Task Force on Sections and Roundtables for their work. Ericson seconded. PASSED.

Report of the Vice President on the SAA Appointments Process

Banks solicited advice from Council to help with the appointments process and said she spoke to several previous Vice Presidents and Presidents regarding what needed improvement. She said conversations revealed that each Vice President appeared to have individual difficulties with the process, but that it did not appear that any policy recommendations regarding the process were necessary.

Daniels said her fundamental concern centered on communication. She said important roles within the Society needed to be well explained to appointees.

Reauthorization of SAA Intern Program

Banks reported that the SAA Intern Program was originally authorized in 1991 for a three-year duration, with no evaluation taken since then. She said that while it would not be useful to conduct a formal evaluation, the Society was constantly

struggling with how to involve new members. She recommended that even if the program was a nominal success, SAA should continue with it.

Banks moved and Yakel seconded that the SAA Intern Program be authorized for an additional three years. PASSED.

Stout recommended that interns write a brief memo-report on their experience. Banks agreed and said the request could be made upon appointment.

American Archivist Editorial Appointment

Fox outlined a proposed process for appointing the next editor of the *American Archivist*, to replace Richard Cox on January 1, 1996. She proposed a selection committee to consist of the Executive Director, a representative of the Editorial Board, the Publications Board chair, and two Council representatives. Candidates would be interviewed at the annual meeting after which a recommendation would be presented to Council for a final vote in September.

Stout moved and Duranti seconded accepting the recommended procedure. PASSED.

Salary Survey

Fox presented a proposal by Scott Schwartz to conduct a salary survey of membership similar to those conducted by SAA in 1982 and 1989.

After general discussion, Council expressed appreciation for his offer and agreed that there was strong need for good salary data. Council requested Fox investigate a range of survey options for Council consideration in June.

Council Committee on Goals and Priorities

Hedstrom proposed that Council's June planning day

should focus on SAA effectiveness and communication, the role of Council in both and how to organize Council itself in the coming year. She recommended that Council consider ways to better align its structure and organization with priorities in the Strategic Plan and to support the recommendations of the Task Force on Sections and Roundtables.

SAA Committee on Goals and Priorities

Hedstrom then reviewed the agenda for the SAA Committee on Goals and Priorities. The committee would focus its activities on planning for the Leadership Forum and redesigning the Current Activity Reports to be more effective in drawing out needed information from and response to units.

Guidelines for Listservs of SAA Groups

Hickerson referred Council to the Tom Ruller report regarding procedures used by the Electronic Records Section in creating and managing a listserv.

After general discussion on the technical and legal issues involved with SAA units establishing listservs, Hickerson moved and Hensen seconded the motion that Council approve a procedure for a formal registration process for open discussion listservs established by official SAA groups, with the registration process administered by the executive office. PASSED, with Hedstrom abstaining.

Proposed Policy for Removing Inactive Members of Committees

Benedict introduced proposed guidelines to remove nonparticipating committee members from their committees. Stout

moved and Duranti seconded adoption. PASSED.

Committee on the Status of Women

Banks moved and Ericson seconded the adoption of revised guidelines for the Committee on the Status of Women as presented by Benedict. PASSED.

Women's Caucus Newsletter

Benedict reported that the Women's Caucus requested financial support for their newsletter, which had an estimated distribution of 300. Council requested that she tell the Caucus that the Council *Ad Hoc* Committee on Organizational Effectiveness would be looking at the larger issue of how the caucus fits into SAA's total structure. The sense of Council was that because the Caucus was an unofficial body, SAA could not offer financial support.

Annual Meeting Policy

Policy for Future Meeting Dates

Fox reported that since plans for the 1999 annual meeting had not been completed, it would be possible to consider alternate dates to adapt to those who found it difficult to attend annual meetings around Labor Day. Council discussed the rationale for Labor Day, centering on costs and the conflict with regional meetings that occur in October and November. Council requested Debbie Mills to report in June with a logistical and financial analysis of factors influencing a range of meeting dates.

Non-North American Registration Policy

Fox reported a new registration policy in which non-North American program speakers at the annual meeting would have

their registration fee waived. She also reported that for the 1995 meeting the one-day registration fee would be waived for non-North American Archivists who wished to attend International Day events.

Proposed Informal Seminar Sponsored by Business Archives Section

Yakel reported on the Business Archives Section plans to hold an informal seminar at the annual meeting to discuss business archives issues in more depth than can be obtained at a section meeting alone. Hickerson noted that while Council should encourage sections to develop program activities, they should be mindful of the need to create opportunities open to the membership as a whole instead of to section membership alone. He recommended Council ask for a report on the seminar after the annual meeting to assess its success and possible replication.

Proposed Open Forum Sponsored by Electronic Records Section

Hickerson reported that the Electronic Records Section planned an Open Forum at the annual meeting, featuring representatives from other information professions. The goal was to learn about activities and areas of mutual interest or collaboration, through presentations and small discussion groups.

Visual Materials Section Imaging Systems Event

Hickerson reported that the Visual Materials Section planned an open house with vendors who approach visual materials repositories seeking rights to their holdings.

Task Force on Annual Meeting

After general discussion on recurring issues regarding the structure, content, and format of the annual meeting, Davis moved and Duranti seconded the motion that Council establish a Task Force to evaluate the annual meeting. PASSED.

Proposals for New Student Chapters

Yakel moved that Council accept applications from the University of North Carolina, Chapel Hill and the University of Washington, Bellingham as SAA student chapters. Duranti seconded the motion. PASSED.

Distribution of M.A.S. Guidelines

Daniels gave background to the development of the M.A.S. guidelines and the desire that they would be widely distributed with a cover letter from the President encouraging their use. Fox identified a population for distribution. Council recommended that the distribution include MLS programs and history departments teaching archives courses.

ALA Accreditation Process

Ericson reported on his meeting with the ALA Committee on Accreditation. He said his remarks were well received and centered on the issue that accrediting archival education programs may be premature in light of the development of M.A.S. guidelines as the preferred preappointment education for archivists. He recommended Council continue to closely monitor ALA's accreditation process.

New Technology Issues and Policy Development

National Information Infrastructure

Fox reported on the fall task

force meeting of the Coalition for Networked Information that focused on issues related to the national information infrastructure (NII). Daniels said that policy development in this area was moving quickly, in a very complicated environment. She said that archivists could have an impact in many ways almost impossible to categorize but what was missing was a clear archival message.

She proposed a Blue Ribbon Panel be established for developing a brief white paper addressing key archival issues involved in NII. She said the panel would be involved not with questions of technique, but would focus on establishing an archival message to both membership and policymakers.

Thibodeau moved and Stout seconded the establishment of a Blue Ribbon Panel on NII, with a budget not to exceed \$3,000 and to issue a report by May 15, 1995. PASSED.

International Issues

International Council on Archives Section on Professional Archival Associations

Hedstrom distributed a report from Larry Hackman, SAA representative to the ICA Section on Professional Archival Associations. She said the SPA was working on three areas: an international code of ethics, a model constitution for professional associations, and an international directory of archival associations. She said the SPA was particularly concerned about the method of appointing SAA representatives to that body. The SAA policy that a sitting member of Council cannot simultaneously serve in another official SAA capacity caused difficulty in turnover for SPA.

Proposed Resolution on Russian Archives

Benedict moved that Council adopt a proposed resolution in support of efforts of the International Council on Archives, UNESCO, IREX, the Council of Europe, and the Hoover Institution at Stanford University to preserve, protect, and make accessible the archives of Russia and Central and Eastern Europe. Yakel seconded the motion. PASSED.

AAAS/AHA Joint Task Force on Archives Report

Benedict presented background to the creation of the AAAS/AHA Joint Task Force archives report and the need for an archival response to the document. She was especially concerned about the idea of advisory boards of scholars for archival repositories. She requested Council input for an SAA letter of comment to the report.

IREX Representation

Duranti reported that the International Archives Committee recommended that SAA continue an official relationship with IREX. Yakel noted that IREX needed archivists to sit on review panels. Hedstrom recommended that Fox contact IREX leadership to explore how best to continue a formal relationship between the two organizations.

Tokyo Resolution

Duranti reported that the International Affairs Committee saw no conflict with SAA signing on to the Tokyo Resolution as requested in the September Council meeting. The IAC also noted that there also was little to be gained from becoming a signatory. Council consensus was to decline participation in the resolution.

Cambodia Archives

Duranti introduced a memorandum from Jim Fogerty addressing the issue of SAA making a financial contribution to help save repositories in Cambodia. He recommended against monetary support but suggested that an article in *Archival Outlook* giving individual members the opportunity to respond would be appropriate.

The meeting recessed at 5:15 p.m. and reconvened at 8:35 a.m. Sunday, January 22. Present were all Council members plus Fox and Mills.

Council discussed a date for the June meeting, selecting June 1-4 to be held in Chicago, with June 1 designated as planning day.

Leadership and Coalition Issues

House Historical Office

Daniels updated Council on the potential elimination of the House Historical Office. Daniels said a well-placed encouragement for Congress to continue to support the existence of the House Historical Office could be most worthwhile.

Daniels moved and Stout seconded a resolution encouraging Congress to permanently reauthorize the function of the House Historical Office as performed by a professional archivist. PASSED.

Archivist of the United States

Daniels reported that a meeting with Nicholas Burckel, recently interviewed by the White House as a potential candidate for nomination as U.S. Archivist, was scheduled for the following Tuesday.

Ericson gave an oral report of a meeting of SAA representatives with Raymond Smock, another candidate for nomination as U.S. Archivist, which

occurred immediately preceding the Council meeting. After general discussion centering on the needs and requirements for the position, Council requested Fox to distribute information regarding earlier candidates and decided to wait for the Burckel report before issuing a resolution.

Rhode Island State Archives

Hensen reported that the Rhode Island Secretary of State recently disbanded the state archives. He said the state archivist approached SAA for support in reinstating the office, however he had little further information. Davis offered to look into the matter and report back to Council.

Yakel agreed to the importance of fact-finding but also noted that, as a national association, SAA had a stake in articulating the need to staff state archives with qualified individuals.

AHA vs. Peterson

Daniels reported on the status of the issues involved with the litigation of AHA vs. Peterson (commonly known as the PROFs case).

Hedstrom said some issues merited discussion regarding SAA's role in this case and with similar issues of national visibility and significance that arise with increasing regularity. She articulated three questions that she said needed attention:

1. What was the appropriate role for SAA when the two major historical associations and the ALA are plaintiffs, NARA is the defendant and SAA silent?
2. Should SAA answer questions from members regarding SAA's position and those who have to represent the Society officially? What response should they be expected to give?
3. How would decisions be made regarding when and how or if the Society should become involved in these matters?

Ericson observed parallels between the PROFs case and Archivist of the U.S. because both were national issues. In the Archivist of U.S., SAA anticipated the issue and proposed an action. The Society needed a process in place that anticipated issues and a means of response.

Daniels cautioned that it was important to keep in mind that the PROFs case involved litigation. She said she was struck by how complicated the issue was and asked for an articulation of the archival issues involved.

Hickerson said the larger issue at stake was access to federal records. He said a statement in support of access was an appropriate SAA stance.

Hedstrom said she saw two issues: the definition of a record and the fact that electronic records should not be defined differently from other formats of records. A second issue involved the authority over records and who had authority to define what was or was not a record.

She said if SAA was going to exert national leadership it would be important to lay out some very important concerns, i.e., SAA did not want to see the authority of the Archivist of the U.S. eroded in these matters.

Hickerson added that there was a third issue of preservation and access to electronic records of long-term value.

Council concluded that it was important to take a position on the issue, based on the clear archival principles involved. Hedstrom, Davis and

Thibodeau agreed to write a position paper outlining the archival perspective and issues related to the case for review and vote on the Council listserv.

Council Responsibility Regarding the Archives Listserv

Council discussed the pros and cons of using the archives list-serv for communication with SAA members and potential members. Council decided not to use the list as an official means of communication, but that individual members of Council could respond to issues, with a disclaimer that they were speaking as individuals and not for entire body. If there was need for Council to take an official position, an open discussion on the Council listserv would take place first.

National Museum of Afro-American History

Banks introduced a request from the SAA representative to the National Museum of Afro-American History seeking SAA endorsement of H.R. 5024, a bill requiring the Director of the National Park Service to construct a National Training Center at the National Afro-American Museum and Cultural Center.

While recognizing the fact that African Americans were underrepresented in the profession, Council declined endorsement, citing the fact that there were several well-established, accredited programs that could fulfill the needs of those interested in pursuing a career in archives and related fields.

Modern Language Association Draft Statement on the Significance of Original Materials

Hickerson presented background on the statement that discussed the importance of

preserving original research materials. He noted that the draft statement had received broad circulation and had also drawn many responses. He noted direct parallels between the concerns in the statement and those of archivists. He said he would draft an SAA statement for June Council review.

Old Business

**Election of Members to
serve on the Committee to
Select SAA Fellows**

Council elected by lot Larry Dowler, Linda Edgerly and Mary Jo Pugh to serve on the Committee to Select SAA Fellows.

Upon a motion by Banks and a second by Duranti, the meeting was adjourned at 12:35 p.m..

Susan E. Fox
Executive Director
Approved: June 2, 1995

Society of American Archivists Council Meeting Minutes 2-4 June 1995 Chicago, Illinois

President Maygene Daniels convened the meeting at 11:20 a.m., Friday, June 2, 1995. Present besides Daniels were: Vice President Brenda Banks, Treasurer Leon Stout, and Council members Karen Benedict, Susan Davis, Luciana Duranti, Timothy Ericson, Margaret Hedstrom, Steven Hensen, Thomas Hickerson, Sharon Thibodeau, and Elizabeth Yakel. Present as observers were incoming Vice President Nicholas Burckel and incoming Council Member Bruce Bruemmer. Also present were Executive Director Susan Fox and Meetings/Member Services Director Debra Mills.

Amend and Approve the Agenda

Lee Stout moved and Tim Ericson seconded approval of the agenda as amended. PASSED.

Approve Minutes of the Previous Meeting

Tim Ericson moved and Beth Yakel seconded approval of the January 20-22, 1995 minutes as amended. PASSED.

COUNCIL REPORTS

Report of the Executive Committee

Beth Yakel reported on Executive Committee discussions of the prior evening which focused on budget, personnel, and agenda management issues.

Report of the President

Daniels reported the new Ethics Committee was operational and expressed gratitude for

Brenda Banks' good work in helping to make it so.

Report of the Vice President

Banks reported that making appointments was an arduous process and that she would have recommendations regarding a new process for Council in September. She distributed a list of appointments made to the Ethics, Program, and Host Committees and gave an analysis of their constitution and make-up.

Report of the Treasurer

Stout reported on the FY95 budget, noting that SAA will end the year with a projected surplus of approximately \$20,000. He gave an analysis of revenue figures, noting a slight decrease in individual membership due to the October 1994 dues increase. He also noted a slight increase in institutional membership. He gave a brief overview of SAA investment funds. He recommended investing the FY95 surplus in the depreciation write off of Chicago office computer equipment.

He noted that the FY96 figures as presented resulted in a balanced budget, but cautioned the budget does not allow for any contribution to the Society's operating reserve fund. He said that Council should be concerned about the Society's inability to meet these contribution levels and be aware of the impact this could have on the Society's future.

Stout moved and Hensen seconded the motion that in the

event of a budget surplus the surplus amount be applied to depreciation of existing computer equipment for FY95. Hedstrom offered the amendment "not to exceed \$25,000." PASSED.

Report of the Executive Director

Fox gave an update on the search for a new editor for the *American Archivist*. She expressed optimism about the quality of the applicant pool.

She referred to reports from Teresa Brinati, Managing Editor, which described the *American Archivist* schedule. The schedule indicated five issues in concurrent production, up to and including the Winter 1995 issue at which point the new editor will assume responsibility for the Spring 1996 issue.

Brinati also included a report on publication sales by volume. Fox noted that publication sales continue on a downward trend.

Mills presented a brief update on a revised membership marketing plan and requested Council comment and review.

Fox referred to a copy of the interim report on the NHPRC grant for SAA Case Studies in the Archival Administration of Automated Records and Techniques. She said the Case Study Editorial Board selected ten strong topics for development. Due to the excellent response from case developers, she expected the Editorial Board to recommend that SAA request a continuation of the grant in June 1996. The contin-

uation would enable SAA to develop additional case studies in areas not initially addressed.

Fox referred Council to the Education Officer's report, which described progress on the NHPRC grant to develop an archival descriptive standards curriculum. She said Jane Kenamore was in the process of recruiting and selecting course developers and reviewers for workshops outlined in the grant.

Fox introduced a letter from William Joyce who expressed his regret that he was unable to continue work as editor of the *Archives Encyclopedia*. Council made note that the project would need to be reauthorized if it were to be reinstituted.

Fox concluded her report by referring to memos from Teresa Brinati and Debra Mills describing materials sent to the SAA student chapter at the University of Texas at Austin for inclusion in the new SAA World Wide Web Home Page.

Reports of Council Committees

• **Council Committee on Committees.** Duranti said the Council Committee on Committees had no report at that time.

• **Council Committee on Sections and Roundtables.** Hickerson discussed a proposal by the Preservation Section to hold a steering committee meeting during the Presidential Banquet. He noted that while there does not appear to be any clear policy, SAA should have "no conflict zones" in the annual meeting programs, such as the Presidential Banquet, the Business Meeting, and major receptions.

Hickerson said the Electronic Records Section held a mid-year meeting, with minimal attendance. He invited Mills to give a brief update on the Elec-

tronic Records and Visual Materials Sections' activities planned for the annual meeting, which included a Digital Vendor Special Focus Open House.

Yakel noted that the budget proposal for the Archivists and Archives of Color Roundtable included a line item to produce a directory. She recommended that Council develop a policy clarifying directories and support received to produce them. Hedstrom recommended the issue be referred to the newly formed Publications Board.

• **Council Committee on Task Forces, Boards, and Representatives.** Hedstrom reported on the SAA-ARMA Joint Committee meeting and her inability to obtain minutes or a report from the SAA representative. She said the lack of communication reflected a broader problem with representatives. She said no Council member had heard from nor could obtain information from any Society representative. While SAA allocated a considerable amount of funds for representatives, their role did not seem to be accomplishing their original intention.

REPORTS FROM OTHER ORGANIZATIONS

• **National Historical Publications and Records Commission.** Hedstrom recapped John Fleckner's report to NHPRC commenting on its long range plan.

Banks requested Council to consider extending John Fleckner's term as SAA representative to NHPRC by one year as a means of ensuring continuity in the position. Stout moved, Ericson seconded. PASSED.

Banks gave an update on the NHPRC Executive Director search, which had been reopened.

• **National Task Force on Emergency Response.** Daniels summarized activities of the

National Task Force for Emergency Response and the National Institute for the Conservation of Cultural Property Task Force, initiated in collaboration with the Getty Trust Conservation Institute. She said the task force was active with FEMA to highlight the need for attention to cultural properties in the event of disaster and were eager to work with and involve the archival community in their efforts.

SAA ORGANIZATION AND EFFECTIVENESS

• **Member Salary and Demographic Survey.** Mills gave a report on several survey research firms investigated at Council's request and presented three options. She responded to questions regarding the structure, content, and intended audience for the survey. Council then engaged in a discussion of the purpose of a survey and the possibility of conducting one in conjunction with a regional archival associations.

Daniels summarized the discussion by stating that Council would need to develop a clear statement of purpose for the survey and reach a decision about how broad it should be, with possible collaboration with the regions.

Hickerson requested that Mills explore the option of coproducing a survey with a regional and report back to Council in January.

• **Report from the Council Ad Hoc Committee on Organizational Effectiveness.** Hedstrom described a strategy for establishing a task force on organizational effectiveness, charged to revise the constitution and by-laws, define roles, responsibilities, accountability, and relationships with SAA units, taking into consideration the report of the Task Force on Sections and Roundtables, and integrating it

into the larger view of organizational structure.

- **Awards Committee.** Benedict gave an update of Awards Committee activities.

- **Public Information Committee.** Benedict reported on the midyear meeting of the Public Information Committee (PIC). Bruemmer spoke to the change in the mission of the committee as outlined in its report to Council. The major change, he said, was that the committee's "client" was now the Executive Director, Council, as well as archivists in general. He said the PIC provided the infrastructure to enable those clients to perform public relations duties for the Society. He identified prime needs as an SAA media contact list, an SAA press kit, and the formation of either a speakers' bureau or local advocacy groups.

- **Assessment of Technology Use in the SAA Office.** Fox presented a report from Ron Wielage, Director of Automated Operations, with recommendations for upgrading the Chicago office computer system.

Stout moved and Banks seconded the motion that SAA use \$10,000 from the Equipment Reserve Fund and \$15,000 from the Margaret Cross Norton Fund toward an equipment upgrade in the Chicago office. PASSED.

The sense of Council was that the equipment upgrade should receive high priority and instructed the Treasurer and Executive Director to give it such.

- **Selection of an Executive Committee Member.** Ericson presented a rationale for selecting the Council representative to the Executive Committee and the two Council representatives to the Nominating Committee in June instead of September. He suggested this would result in a smoother transition in the fall and that this would be a bet-

ter way of dividing responsibilities among the three senior members of Council.

Ericson moved and Hensen seconded the motion that Council select its representative to the Executive Committee in June instead of September. PASSED, with Thibodeau opposed and Hedstrom, Hickerson and Yakel abstaining.

- **American Archivist Editorial Board.** Hedstrom said that because Richard Cox was resigning as editor on December 31, he asked that he not be required to nominate new people to the American Archivist Editorial Board and that the board serve their terms through the selection of a new editor.

Hedstrom moved and Stout seconded the motion that Council endorse the recommendation of the current editor to extend the terms of all members of the Editorial Board for one more year. PASSED.

The meeting recessed at 5:40 p.m. and reconvened at 8:35 a.m. on Saturday, June 3.

POLICIES AFFECTING SAA UNITS

- **Definitions and Registration Process for Discussion Lists.** Hickerson presented the document accepted at the January 1995 Council meeting and described incorporated revisions.

Stout moved and Hensen seconded acceptance of the guidelines with amendments as offered. PASSED.

- **Committee on Goals and Priorities.** Ericson summarized CGAP's plans to revise SAA Unit Report Forms and CGAP's role in providing information from these reports to Council. He said CGAP discussed what kinds of reporting would be necessary, the different kinds of units in SAA, and the information needed from them. The end

result would be a simplified reporting process more clearly focussed on specific information needed from each unit.

- **Publications Board Guidelines.** Hedstrom gave background to the three-year process of rationalizing the publications process. She said the proposed guidelines unite a series of issues into one consolidated approach with clearly defined responsibilities among actors. She cautioned that SAA will need to be aggressive in communicating the guidelines to all units because many were producing publications which should be incorporated into the new process.

Ericson moved and Yakel seconded endorsement of the Publications Board guidelines incorporating editorial changes and that Council thank the Board for its good work. PASSED.

- **Standards Board Guidelines.** Ericson presented background on the Standards Board guidelines and said he was pleased to report that they were nearly finished.

Ericson moved and Duranti seconded the motion that Council approve the Standards Board guidelines subject to minor editorial amendments and thank the Board for its good work. PASSED.

ANNUAL MEETING ISSUES AND REPORTS

- **Task Force on the Annual Meeting.** Yakel questioned the timing of establishing a task force on the annual meeting, given the task force to reorganize the Constitution and By-laws may result in a different SAA structure, including the annual meeting.

After Council discussion, Daniels summarized that the Chicago office should resolve annual meeting timing and fiscal issues, and that the other

annual meeting issues were not at this time of pressing concern. She said other aspects would be better addressed in a more timely manner once Council developed a clearer picture of the larger organizational structure issues.

● **Report on Cost Comparison of Labor Day and Other Meeting Dates.** Mills summarized research indicating that if the Society met other than late August costs will run as much as 30 percent higher. The only alternative dates cost effective for SAA would fall on major holidays, such as Thanksgiving, Christmas, and New Year's.

● **Date and Location for 1999.** Mills described site visits to three cities willing to host the 1999 SAA annual meeting, Cleveland, Kansas City, and Pittsburgh. She recommended the 1999 annual meeting be held in Pittsburgh.

Davis moved and Stout seconded Council accept the recommendation that the 1999 annual meeting be held in Pittsburgh. PASSED.

Hedstrom moved and Ericson seconded that the 1999 meeting be held August 22 through August 30, 1999, provided Mills was able to negotiate a reasonable rate. PASSED.

Hickerson moved and Yakel seconded the preference that the 1997 annual meeting dates be moved to August 23 through August 31, if those dates were available for comparable or lesser cost. PASSED.

● **1995 Annual Meeting.** Hedstrom outlined plans for the Leadership Forum as developed by the Committee on Goals and Priorities.

Daniels gave an update on plans for International Day on Saturday, September 2, noting that archivists from over 20 countries will be in attendance.

Daniels reported that Yvonne Bos-Rops, Chair of the ICA

Section on Professional Associations (SPA), would give a brief report on the Section's activities at the next Council meeting on August 29.

EDUCATION ISSUES

● **Education Office Advisory Board.** Davis presented the Education Office Advisory Board (EOAB) vision statement. Council commended the document as excellent and well-conceived.

Following general discussion, Hensen inquired how EOAB fit into the broader structure of the Society, especially in relation to the Committee on Education and Professional Development. He questioned the existence of EOAB as a separate body from CEPD.

Davis said she saw EOAB as a body with limited tenure and viability and recommended EOAB be informed that, while it will retain its advisory functionality, it would eventually consolidate into CEPD. She summarized the discussion as agreement to assign EOAB exclusive focus on the milestone section of the vision statement, giving the remainder of the document to CEPD for further refinement and discussion.

Ericson noted the need to instruct CEPD to first continue focus on completing the continuing education guidelines before taking up the vision statement.

NEW TECHNOLOGY ISSUES AND POLICY DEVELOPMENT

● **Task Force on Electronic Records Strategies.** Hedstrom presented the final report of the Task Force on Electronic Records Strategies. She said the report addressed the need for SAA to become more effective, more flexible, more responsive to change, more attuned to the external environment and more

engaged in activities outside its normal purview.

She said there would be a session at the annual meeting to discuss the document. She stressed the need for SAA to maintain a focused effort on reaching out and communicating electronic record strategies to a very large audience.

Stout said the challenge to the Society over the next two years would be to develop an in-house group to provide expertise when SAA communicates with other parties concerned with archives and the new electronic environment.

Hickerson said he saw a need to incorporate the report into a new way of thinking and acting. He said the report was not a blueprint of what to do but of how to think. He said SAA needed greater flexibility, especially because sometimes the pressure to act would be critical. However SAA assigned its resources and attention, the Society had to be prepared to act and invest as expeditiously as possible.

Council directed Fox to distribute the final report to the leadership mailing and, with a cover letter from Banks, to the Program Committee, Education Office Advisory Board, the Public Information Committee, Publications Board, and others.

Banks moved and Yakel seconded acceptance of the final report from the Electronic Records Task Force. PASSED.

● **National Information Infrastructure Blue Ribbon Panel.** Hickerson presented the final report from the NII Blue Ribbon Panel. He said the document was intended not to educate archivists but to inform those outside the profession. He said the document identified the most critical issues in a way that would enable the public to best understand their importance.

After general discussion Council indicated approval of the document and asked Hickerson to incorporate revisions for vote on June 4. When taken up on June 4, Davis moved and Banks seconded the motion that the document be adopted as amended. PASSED.

● **National Institute of Standards and Technology Data Standard.** Daniels reported on the Electronic Records Section response to the NIST intent to develop a Federal Information Processing Standard (FIPS). She said the section engaged in communication with the larger electronic records community and, through that process, accomplished half of what the product itself was set to accomplish. It was an extremely effective effort.

● **Automated Techniques and Activities Coordination Task Force.** Davis reported that Paul Conway said he could not fulfill the work of the task force. Since June 1 was the deadline for a final report from the task force Davis recommended, and Council accepted, that the task force be discontinued.

INTERNATIONAL ISSUES

● **International Council on Archives.** Hedstrom relayed a report from Larry Hackman regarding the ICA Section on Professional Archival Associations, which expressed concern over communication issues with SAA. Hedstrom suggested SAA institute a forum of United States ICA representatives at annual meetings to share information on their work.

LEADERSHIP AND COALITION ISSUES

● **Task Force on Coalitions.** Ericson gave a brief report on the status of the Task Force on Coalitions, which will produce a final report for the August Council meeting.

● **Archivist of the United States.** Yakel outlined executive committee recommendations regarding steps toward communicating with Gov. John Carlin, newly confirmed Archivist of the U.S.

After discussion, Ericson moved and Stout seconded Council approval to take the following steps: (1) Fox would write Gov. Carlin with an offer to join SAA and to speak at the annual meeting; (2) Daniels would write to Gov. Carlin addressing the importance of issues such as electronic records, funding for NHPRC, ICA/international relations, the Presidential Records Act, declassification of documents, and education for the profession; (3) Daniels would write to Senators Glenn and Roth thanking them for their work on the nomination; (4) Fox would write to media thanking them for their time and attention to the nomination; (5) Fox would publish Susan Davis' Senate testimony in *Archival Outlook*. PASSED.

● **Removal of State Archivists.** Ericson distributed a draft letter to William Galvin, Massachusetts Secretary of State, regarding the removal of the Massachusetts state archivist. Since the issues and concerns in the Massachusetts case were similar to those associated with the Archivist of the United States nomination, Ericson said that the letter was based on the NAGARA/SAA Joint Statement on Selection Criteria for Archivist of the United States.

Yakel moved and Banks seconded the adoption of Ericson's letter to Galvin as a statement of policy regarding qualifications of archival leaders. PASSED.

● **Congressional Relations Task Force.** Davis conveyed the Congressional Relations

Task Force report. After discussion, Hedstrom moved and Stout seconded the motion that Council thank the task force for its work and refer the report to the Committee on Organizational Effectiveness, and that the recommendations be reviewed in conjunction with broader questions of organizational structure within the Society. PASSED.

● **ARMA-SAA Joint Committee.** Hedstrom gave an update on Committee activities.

● **AHA-OAH-SAA Joint Committee.** Hedstrom gave an update on Committee activities. Fox noted that the group had engaged in discussions about eventually restructuring the Committee to better serve the needs of the three associations. Fox said she would have more information available for Council after the fall Joint Committee meeting.

● **Coalition for Networked Information.** Fox distributed background materials on the Coalition for Networked Information (CNI) and recommended the Society join. The issue was addressed in the FY96 budget discussion, at which time Council adopted funding for CNI dues.

● **National Initiative for a Networked Cultural Heritage.** Fox distributed background materials on the National Initiative for a Cultural Heritage (NINCH) and recommended the Society join. The issue was addressed in the FY96 budget discussion, at which time Council adopted funding for NINCH dues.

COUNCIL ORGANIZATION

● **Guidelines for Conducting Council Business via Email.** Duranti presented draft Guidelines for Conducting Council Business via Email. After extended discussion, Council agreed that guidelines needed to

be adopted and to return to the issue on June 4. The meeting recessed and reconvened at 8:00 a.m.

Continuing the discussion from the previous day, Davis moved and Duranti seconded the motion to adopt an Interim Protocol for Conducting SAA Business Between Meetings and to review the protocol's efficacy in June 1996. PASSED.

● **Council Liaison to Student Chapters.** Yakel moved and Hickerson seconded the motion that Tim Ericson be appointed Council Liaison to student chapters.

● **Council Committee Assignments.** Banks reported the appointments of Bruemmer to the Council Subcommittee on Task Forces, Boards, and Rep-

resentatives; Uhler to the Council Subcommittee on Committees; and Hefner to the Council Subcommittee on Sections and Roundtables.

● **Selection of Council Representative to the Executive Committee.** Council elected Tim Ericson to serve on the Executive Committee.

● **Selection of Council Representative to the Nominating Committee.** Davis moved and Hedstrom seconded the motion that Hickerson and Benedict be appointed to the nominating committee. PASSED.

APPROVAL OF FY96 BUDGET

Stout presented the FY96 Budget. After Council discus-

sion and review Yakel moved and Ericson seconded the motion to approve the FY96 Budget as amended. PASSED.

● **Charge for the Task Force on Organizational Effectiveness.** Hensen moved and Stout seconded adopting the charge for the Task Force on Organizational Effectiveness as amended. PASSED.

ADJOURNMENT

At 11:30 a.m. Ericson moved and Stout seconded the meeting be adjourned. PASSED.

Susan E. Fox
Executive Director
Approved: February 2, 1996

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.

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The *American Archivist* features a variety of types and lengths of articles. Except for book reviews, all inquiries and submissions should be directed to Philip B. Eppard, Editor, the *American Archivist*, State University of New York at Albany, School of Information Science & Policy, 135 Western Ave./113 Draper, Albany, NY 12222. Telephone: (518) 442-5128. Fax: (518) 442-5367. E-mail: pbe40@cnsibm.albany.edu.

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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 describes particular initiatives and places them in the context of broader trends.

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Four copies of the manuscript should be submitted for research articles, and two copies for all other types of articles. Illustrations are welcome in all departments. Only photocopies of photographs need be included with the initial submission of an article. Glossy 8-by-10 inch originals will be required when and if the article is accepted for publication.

Editors of the *American Archivist* use the *Chicago Manual of Style*, 14th edition (University of Chicago, 1993), as the standard of style and endnote format, and *Webster's Third New International Dictionary of the English Language*, (Merriam-Webster Inc., 1995) 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.

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Additional Inquiries

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