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AMERICAN ARCHIVISTS

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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,
we will be wiser
for understanding
who and where
we have been."*

JOHN A. FLECKNER

Presidential Address
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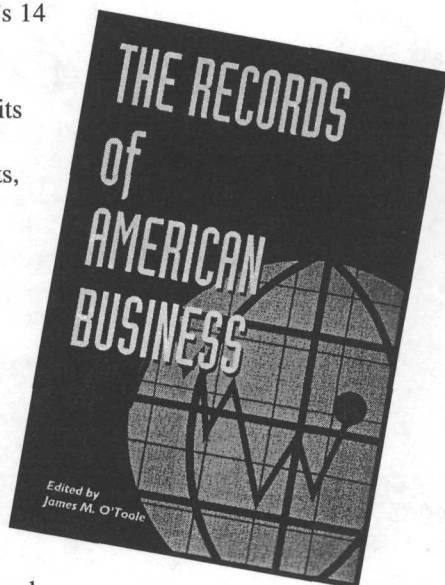
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Edited by James M. O'Toole

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by Robert Cogswell

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

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Electronic Records Management as Strategic Opportunity: A Case Study of the State University of New York Office of Archives and Records Management

PREPARED BY THOMAS J. GALVIN AND RUSSELL L. KAHN

This case study addresses the question of how to jump-start an archives and records management program by first addressing electronic records issues. Although the subject is a massive state university system, the question is also applicable to smaller institutional archives. (Society of American Archivists, 1996)

CASE STUDY (22 pp.)
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Using Information Technologies to Build Strategic Collaborations: The State of Alabama as a Test Case A Case Study in Archives Management

PREPARED BY CHARLES M. DOLLAR AND DEBORAH S. SKAGGS

This case study provides both a realistic and practical context in which to explore various facets of how archives and records management programs can ensure that new and emerging technologies support public recordkeeping requirements for long-term preservation and access. (Society of American Archivists, 1996)

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PREPARED BY ANNE GILLILAND-SWETLAND

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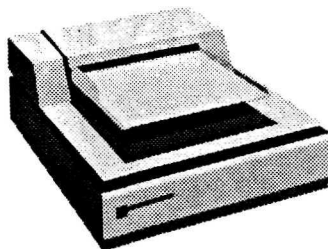
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DIGITAL IMAGING FOR LIBRARIES AND ARCHIVES



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

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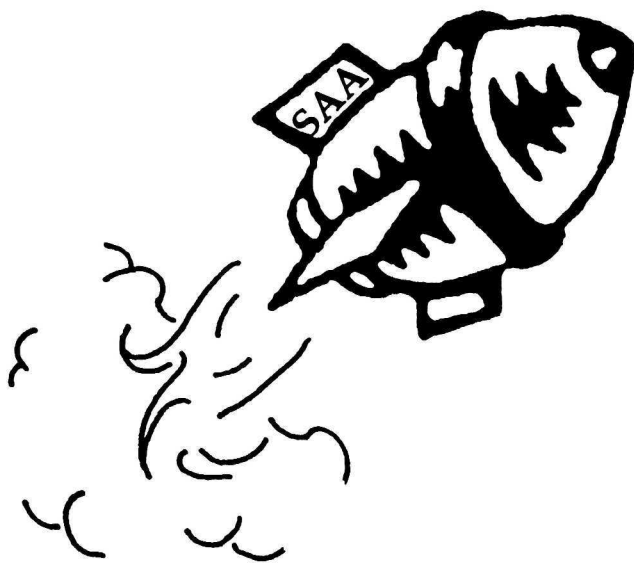
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Society of American Archivists

Society of American Archivists Council Meeting Minutes 29 August 1995 Washington, D.C.

President Maygene Daniels convened the meeting at 8:10 a.m., Tuesday, August 29, 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 Vice President-elect Nicholas Burckel, and incoming Council members Bruce Bruemmer, Lori Hefner, and Sharron Uhler. Also present was Executive Director Susan Fox and Meeting and Member Services Director Debra Mills, who introduced Roy Benear, Hilton Convention Services Manager and annual meeting assistants Pam Witte-Mandevil and Sherri Christi.

Motion to Adopt the Agenda

Tim Ericson moved and Susan Davis seconded the motion to adopt the agenda. PASSED.

Approve Minutes of the Previous Meeting

Tim Ericson moved and Thomas Hickerson seconded approval of the June 1995 minutes as amended. PASSED.

COUNCIL REPORTS

Report of the Executive Committee

Beth Yakel reported on Executive Committee discussions which focused on the pending Council discussion with Archivist of the U.S. John Carlin and Yvonne Bos-Rops, chair of the International Council on Archives Section on Professional Archival Associations. Yakel reported that Carlin would give a brief prepared statement, followed by a question and answer period with Council. She also reported on leadership activities planned within the annual meeting and that international guests from over 21 countries would be in attendance at the annual meeting.

Daniels presented an issues paper to help guide the discussion with Carlin. The paper focused on his vision for NHPRC, his view of NARA funding issues, and a discussion of his Vision Statement. Following general discussion, Council agreed to emphasize areas of commonality.

Report of the President

Daniels complimented Chicago office staff for their work in producing the annual meeting. She then reviewed Council obligations for the week.

Report of the Vice President

Banks reported she was ahead of schedule in the SAA appointments process. She said she most enjoyed appointing interns and said that in each case the intern expressed specific interest in the assignment. She noted that SAA had not yet fully institutionalized the intern system and, in order to help with this process at the 1996 annual meeting she would hold a high tea with outgoing interns. She would additionally request that each intern submit a written report of their experience.

Banks reported that Carlin requested a breakfast meeting with her later in the week and that she invited Burckel and Fox to attend as well. She noted this would be a good opportunity to discuss specific issues of concern to SAA.

Report of the Treasurer

Stout referred Council to several distributed financial reports, especially the end of year report which would be distributed at the Business Meeting. He said that while there would be no contribution to the reserve fund this year, the good news was that neither would there be a deficit. While SAA currently maintained three

months' operating reserves, the goal was to bring that reserve up to six months. He also reviewed end of year income and expense statements.

Report of the Executive Director

Fox gave an update on the search for a new editor for the *American Archivist*. She said the search committee would interview two finalists at the annual meeting and give a recommendation for Council approval at the September 1 meeting. She said both finalists presented strong candidacies and that SAA would benefit from either choice.

She then outlined plans to begin a search for a new Education Director. She said she would engage a Chicago area search committee and would meet with the Education Office Advisory Board and CEPD to discuss the position and the recruitment process. In addition, she planned to distribute a position announcement at the annual meeting.

She gave an update on the status of two NHPRC grants, one to develop case studies on electronic records and the other to develop a descriptive standards curriculum and Institute. She said both grants benefitted from strong committee leadership. She said she would pay particular attention to the descriptive standards grant to ensure its smooth continuation in the absence of an Education Director.

She reported that the SAA Web Page maintained by the student chapter at University of Texas/Austin was becoming a known presence on the Internet, and encouraged Council members to visit the site and respond to her with comments and suggestions.

She said that plans were well underway to purchase

upgraded computer hardware for the Chicago office. She received preliminary bids from vendors and expected to complete the purchase and transition by the end of October.

She concluded with a report that the Academy of Certified Archivists planned to hire an association management firm to assume the duties of secretariat. Therefore, within the next few months SAA would no longer serve that function. She said relations between SAA and ACA remained very cordial and she did not expect this transition to affect the strength of that relationship in any way.

REPORT OF COUNCIL COMMITTEES

Duranti said she had no report from the Council Committee on Committees.

Hensen noted as point of information that CAIE intended to reorganize itself in order to become a more responsive and effective committee. He said he would encourage their efforts and ask that they also coordinate with the work of the Task Force on Organizational Effectiveness so that communication lines remain open. He said one key question CAIE needed to address was its relationship with the Standards Board. He said they also expressed interest in working with SAA's representative to the Coalition for Networked Information.

Hickerson complimented Duranti for her work in bringing about the transition of the Committee on Automated Records Techniques into the Electronic Records Section. He noted this as one of Duranti's accomplishments during her tenure on Council.

Benedict also offered compliments to Sharron Uhler for

her work with the Awards Committee, especially her efforts in developing an Awards Committee manual.

Thibodeau said she had no report for the Committee on Sections and Roundtables.

Hickerson said he expected questions from section and roundtable members about the final report of the Task Force on Sections and Roundtables and about what had occurred following its issuance. He said the report contained many good ideas and initiatives and he expected the recommendations would ultimately be applied broadly within the work of the association.

Committee on Task Forces, Boards and Representatives

Ericson said the Standards Board was working quite well, the guidelines proceeding smoothly. He would discuss with the Standards Board at its next meeting the need to open communication channels with CAIE and NISO.

Davis said EOAB would be discussing issues related to the departure of SAA's Education Officer. She said Kathy Marquis, EOAB chair, deserved special commendation for her work with the Board over the past year.

Hedstrom reported on the issue of SAA representatives. She said the Council committee examined the quality and role of representatives. In other areas the committee observed that Council representatives might not be necessary because the Executive Director served as representative and having a Council liaison in those cases would only cause confusion. She said she had no specific recommendations regarding the role of representatives at that point. She said Ericson, as incoming chair of the Council Committee would develop ini-

tial proposals for the TFOE on the purpose, role, and structure of representatives in SAA.

REPORTS FROM OTHER ORGANIZATIONS

Yvonne Bos-Rops

Daniels then welcomed Yvonne Bos-Rops and thanked her for coming.

Bos-Rops said she was State Archivist in the Netherlands and prior to that had worked in state and municipal archives. She had been involved in international work for the past 10 to 15 years and is now President of the ICA Section of Professional Archival Associations. She said that SPAA had 57 members from 33 countries and that SPAA helped facilitate contacts among member associations.

Current SPAA projects included work on developing an international code of ethics and guidelines. She said this was particularly important because of privacy issues gaining importance in archival work, and of maintaining the integrity of documents. Text for the code and potential guidelines were currently under discussion.

She said SPAA was also developing a model constitution to be of assistance to archival associations in countries which have no tradition of voluntary associations, such as the former eastern bloc. This work would promote the growth of archival associations and offer a framework for organization. She said the draft text was complete and final text would be distributed at the Beijing Congress in 1997.

Other projects included an annotated bibliography, a directory of archival associations, planning events during large archival conferences, a mentoring program, and plans to develop an international archives Internet capability to facilitate global communication.

NINCH

Fox gave a brief update on activities in the National Initiative for a Networked Cultural Heritage (NINCH). NINCH was in the process of hiring an executive director and expected to become operational in late fall. She said SAA's presence in NINCH and the Coalition for Networked Information had raised SAA's profile and was subject of much positive feedback from both coalition members and many SAA members as well.

SAA Organization and Effectiveness

Fox deferred the SAA salary survey report until the winter Council meeting.

Hedstrom gave an update on plans for the Leadership Forum and recommended that Council evaluate its effectiveness at the winter Council meeting.

U.S. Archivist John Carlin

Daniels welcomed U.S. Archivist John Carlin to the meeting. After Council introductions, Carlin opened with remarks on his goals for NARA, emphasizing that he would focus attention first on the necessity for team building, taking risks, and instituting cultural change within the agency.

Daniels inquired how best SAA and NARA could join forces. Carlin said at the very least SAA should send NARA comments on initiatives. He said that in establishing a new culture at the agency he wanted to open up communication between the two organizations. He also gave thought to some kind of advisory group but at that point was unable to establish specifics. He said NARA needed to coalesce internally before it could engage in effective outreach with

external constituencies such as SAA. However, his main goal was to create informal, easy communication unhindered by process constraints. He stressed his desire to share ideas, and his intent to treat them with respect.

A general discussion with Council followed. Daniels then thanked Carlin for taking the time from his schedule to attend the meeting and encouraged him to attend as much of the annual meeting as possible.

POLICIES AFFECTING SAA UNITS

Budget Allocation Plan for SAA Representatives

Ericson said he would wait until the appointment process was complete before writing to representatives to inform them of limited funds and that they would have to contact SAA prior to attending meetings if they needed financial assistance. He said reimbursement would be given in receipt of an expense report and a written report of the meeting.

Hedstrom noted that new reporting forms, including those for representatives, were to be distributed and discussed at the upcoming CGAP meeting.

ALA Accreditation

Ericson reported on the ALA Committee on Accreditation meeting he attended. He said the meeting generated strong sentiment for a federated accreditation system not wholly owned by ALA. He said ALA was amenable to the idea and was in fact quite supportive. As the committee discussion proceeded, he said, they formed a subgroup to write a proposal to form an Alliance for Education and Training and Knowledge Work. The proposal would be reviewed at

the ALA mid-winter meeting in San Antonio.

Ericson further noted that he attended this meeting in place of the CEPD liaison, who was unable to attend. He said SAA needed to at some point come to terms with what the Society's position is on the issue of accreditation, especially if it was SAA's desire to continue to cooperate with ALA. If so, Council would need to turn the issue over to CEPD as a topic they should begin to address. He recommended CEPD examine the draft ALA document which described the areas in which associations could cooperate. CEPD should then begin to prioritize the issues.

Approval of University of Maryland/College Park Student Chapter

Yakel moved approval of the University of Maryland/College Park as the newest SAA student chapter. Hickerson seconded. PASSED.

New Technology

Thibodeau reported on an SGML standard meeting at the Bentley Library. She said there were aspects for SAA attention and that in the near future an SGML standard may come through the process for Council endorsement. She said the SGML standard would require a certain degree of maintenance and would involve USMARC and others that affect our work. She said a proposal had been suggested to house maintenance of the standard in the Library of Congress with full

participation from the archival community, a greater degree of participation than is now the case with the MARC format.

Hensen said he was keen to go in this direction because if nothing else happened with this they would likely develop their own standard, however they do understand the collaborative aspect.

Daniels clarified that there was no SAA action required at this point, but that CAIE was involved in discussions.

Hedstrom said that the archival community had a large if not larger interest in SGML. When responsibility for the MARC AMC format maintenance went to the Library of Congress rather than NARA there was in some degree diminishing of the archival role and responsibility. Given the change in the climate in the national profession and perhaps at NARA, this was an opportunity to take a larger leadership role. This was also the kind of role archivists would want NARA to take.

Hensen noted that while this is the desire neither SAA nor NARA were currently set up to maintain the standard.

Leadership and Coalition Issues

Hedstrom said she received the minutes to the ARMA-SAA Joint Committee meeting. She said there was an effort to build more collaboration and joint activities between ARMA and SAA, but what was lacking was the concept of how to engage the right levels of leader-

ship in carrying the initiatives forward. She said she would communicate to them the importance of communicating with officers, council, and the Chicago office when developing new initiatives.

Task Force on Coalitions

Ericson referred Council to the final report of the Task Force on Coalitions. He moved that Council thank the task force for its work and refer the report to the Task Force on Organizational Effectiveness. Davis seconded. PASSED.

Representative to the Academy of Certified Archivists

Yakel said SAA needed to establish a procedure for appointing an official representative to the Academy of Certified Archivists.

Banks said that Ericson would serve as Council representative and that there was a need to develop at least a temporary understanding among Ericson, Fox, and the leadership to define the role of the representative.

ADJOURNMENT

Daniels thanked Council for a very productive day and a happy year. She gave special thanks to outgoing Council members Duranti, Hedstrom, and Yakel.

At 4:45 p.m. Ericson moved and Hickerson seconded adjournment. PASSED.

SUSAN E. FOX

Executive Director

Approved: February 2, 1996

Society of American Archivists Council Meeting Minutes

1 September 1995

Washington, D.C.

President Brenda Banks convened the meeting at 7:00 p.m., Friday, September 1, 1995. Present besides Banks were: Vice President Nicholas Burckel, Treasurer Leon Stout, and Council Members Karen Benedict, Bruce Bruemmer, Susan Davis, Timothy Ericson, Lori Hefner, Steve Hensen, Thomas Hickerson, Sharon Thibodeau, and Sharron Uhler. Also present was SAA Executive Director Susan Fox.

Report on Breakfast Meeting with John Carlin

Banks reported on a breakfast meeting with John Carlin. She said the discussion centered on how SAA and NARA could best work together. Carlin said that he would identify key NARA staff to facilitate cooperation and that he envisioned a NARA-sponsored electronic records summit in which SAA could play a prominent role. Banks said she also extended an invitation for him to attend the winter Council meeting.

Staffing Report

Fox reported that following the annual meeting she would promote Debra Mills from Meetings/Member Services Director to Assistant Executive Director. She said that this new position recognized Mills' strong contributions and that it would augment Mills' current responsibilities with special projects as assigned by the Executive Director. She also reported her intention to also promote Bernice Brack from

Receptionist to Meetings/Member Services Coordinator.

Next Meeting Date

Banks established the winter Council meeting would take place on a weekend between January 26 and February 14. She requested Council members to inform Fox of dates in which they would be unavailable to meet.

Recommendation for Editor of *American Archivist*

Fox reported on interviews with the candidates for editor of the *American Archivist*. While both individuals presented strong credentials, the selection committee recommended Council appoint Philip Eppard as editor. The appointment would begin January 1, 1996 through December 31, 1998. Hensen moved the appointment, Stout seconded. PASSED.

Petition for a Records Management Roundtable

Bruemmer reported that the Joint SAA-ARMA Committee submitted a petition signed by 98 people to establish a Records Management Roundtable. He noted that the new roundtable was not intended as a substitute for the Joint SAA-ARMA Committee, which would continue operations. Bruemmer moved and Benedict seconded the motion that Council create a Records Management Roundtable. PASSED.

Appointments Committee

Burckel moved that Council establish an Ad Hoc Appointments Committee to assist the

Vice President with the appointments process, Ericson seconded. PASSED.

SGML Update

Hensen reported on a meeting with Deanna Marcum, president of the Council of Library Resources (CLR) on the establishment of an encoding standard of archival description and finding aids in Standard Generalized Markup Language (SGML).

He said the initiative had the potential as an excellent collaborative project among SAA, CLR, and NARA, not just for developing application guidelines but, equally important, to administer the standard. He envisioned SAA working closely with the Library of Congress to implement the guideline. He also said that CAIE would set up an Encoded Archival Description Working Group to help further the process.

He said he would draft a proposal to Marcum in which SAA would create and test an Encoded Archival Description (EAD) Document Type Definition (DTD, an SGML structural requirement) of finding aids. He said he would submit a draft proposal and budget to Fox for Executive Committee review soon after the annual meeting.

Other Business

Hickerson reported that the NOTIS Users Roundtable voted to disband. Ericson reported that CEPD had no objection to him continuing to serve as representative to the

ALA Committee on Accreditation.

At 8:00 pm Davis moved and Ericson seconded the motion to adjourn. 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.

Journal Format

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

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

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

The **Reviews** department evaluates books and other archival literature as well as the tools and products of archival activity such as finding aids, microfilm editions, audio-visual materials, exhibits, and computer software. On occasion it includes review essays to permit comparative analysis of related publications. Reviewers are selected by the Reviews editor. Direct inquiries to Barbara Craig, Faculty of Library and Information Science, University of Toronto, 140 St. George Street, Toronto, Ontario, M5S 3G6 Canada. Telephone: (416) 978-7093. Fax: (416) 971-1399. E-mail: craig@flis.utoronto.ca.

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Four copies of the manuscript should be submitted for all 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.

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Scholarly Articles - The semi-annual journal *American Archivist* offers in-depth articles on archival theory and practice, reviews of pertinent literature, and reports on international archival activities.

Resources - The *SAA Publications Catalog* features more than 120 titles vital to archivists and allied professionals. All titles are available to members at a special discounted rate.

Professional News - The bimonthly newsletter *Archival Outlook* highlights up-to-the-minute news and information essential to the archival community, reports on SAA activities, details upcoming events, awards, educational offerings, and lists position announcements.

Continuing Education - SAA-sponsored workshops provide an unmatched opportunity to investigate new archival practices and developing technologies which will strengthen your present knowledge and skills and prepare you for the new millennium.

Career Opportunities - The *SAA Employment Bulletin* is a bimonthly listing of professional opportunities.

Professional Development - The SAA annual meeting, held in late summer in different cities throughout the country, includes a wide array of informative program sessions, preconference workshops, tours of local repositories, and special events.

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meet your professional needs!*

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