

American Archivists

"If we are 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 1990

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Introduction—State Archival Programs: Issues, Strategies, Prospects

RICHARD CAMERON OF THE National Historical Publications and Records Commission recently referred to the fifty state archives as "the nation's 'other' national archives." His comment points up the central importance of the state archives and records programs in terms of the records they hold, the research they support, and the approaches they are taking in dealing with issues that affect practically all archival programs, whatever their setting. In many ways, state archival programs exemplify and reflect the archival enterprise in general.

There has been no publication devoted exclusively to state archival programs since Ernst Posner's American State Archives (Chicago: University of Chicago Press, 1964). This special issue of the American Archivist, however, is not a survey of programs. It is, instead, a series of insightful articles by some of the most experienced and successful leaders in the field. They write from firsthand experience, but also put their work into context and interpret it. Vicki Walch provides an overview and profile of programs based on surveys and publications she completed for the Council of State Historical Records Coordinators. Howard Lowell and Roy Tryon discuss the dynamics of growth in two notably successful and outstanding programs. Roy Turnbaugh examines how state archives are approaching electronic records—perhaps the most serious challenge we face today. David Olson discusses the influence of the NAGARA/University of Pittsburgh Institute on state archival programs and practices. Marie Allen adds another dimension in an article that explores intergovernmental initiatives. Finally, Kathryn Hammond Baker concludes the special issue with a very interesting essay on what the future holds for these programs.

Each article presents one particular author's viewpoint. It is impossible to summarize their ideas in a few sentences, but I believe the articles reveal some patterns and themes:

- There is an underlying theme of coping and reacting to great changes that surround and have an impact on the programs—technology, societal change, and transformation of government—which is virtually certain to continue in the future.
- There is an emphasis on change, growth, transformation, and the dynamic aspects of these programs as they evolve and meet their challenges and responsibilities.
- Electronic records and information technology are having a great and, in many ways, unsettling impact on programs, while serving as a catalyst and an impetus for change.
- Planning is a central component of dynamic, successful programs.
- Programs are reaching out for partnerships within state governments and their state's archival community as well as with each other.
- Leadership is an essential ingredient for program development and success.
- State programs have benefited from professional associations and from the annual leadership institutes sponsored by NAGARA and the University of Pittsburgh.

• The National Archives and Records Administration is playing an important role, particularly through intergovernmental records initiatives and through the provision of critical funding for key initiatives via the National Historical Publications and Records Commission

It has been a genuine pleasure to work with the seven authors who contributed to this special issue and I want to thank them all for their time, insights, and eloquence (and patience with their editor) as they worked through outlines and drafts. I also want to thank Philip Eppard, editor of the *American Archivist*, for his support and guidance as this issue came together, and the SAA Editorial Board for providing suggestions which improved our original proposal. Tamar Galed, Graduate Assistant at the College of Library and Information Services at the University of Maryland, provided invaluable assistance in the final stages of the process. Thanks to you all!

BRUCE W. DEARSTYNE

Issue Editor

March 1998

Bruce W. Dearstyne is Associate Professor, College of Library and Information Services, University of Maryland. Prior to assuming that position in September 1997, he was a program director at the New York State Archives and Records Administration. He also serves as Executive Director of the National Association of Government Archives and Records Administrators (NAGARA).

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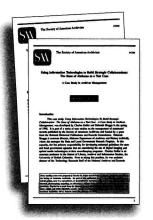
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Case Studies on Administration of Electronic Records



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prepared by Charles M. Dollar and Deborah S. Skaggs

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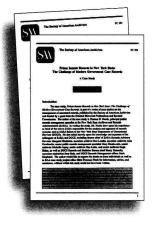
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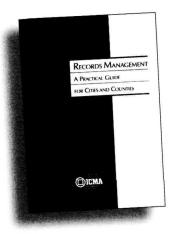
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RECORDS MANAGEMENT: A Practical Guide for Cities and Counties

Julian L. Mims

This comprehensive guide is for anyone who manages paper or electronic records. *Records Management: A Practical Guide for Cities and Countries* covers every aspect of records management, from setting up a records management program and protecting against physical loss and legal liability, to making the transition to new imaging technologies.

As local governments move toward online service and imaging technologies, the need to understand and manage the processes of everyday business transactions is becoming critical. This publication starts with the basics and guides the reader, by suggestion and example, to a thorough understanding of good office procedures. Sample memos, forms and checklists complement the text. Problem-solving clinics at the end of each chapter highlight real life examples. An extensive bibliography provides information on organizations and publications helpful to records managers.

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Reviews

BARBARA L. CRAIG, editor

Selected Recent Publications

Preservation Microfilming: A Guide for Librarians and Archivists. 2nd ed. By Lisa L. Fox. Chicago and London: American Library Association, 1996. xxx, 394 pp. Index. Ill. ISBN: 0-8389-0653-2. ⊚

The Internet Initiative: Libraries Providing Internet Services and How They Plan, Pay, and Manage. Edited by Edward J. Valauskas and Nancy R. John. Chicago and London: American Library Association, 1995. xiv, 220 pp. Index. Ill. ISBN: 0-8389-0668-0.

Library Buildings, Equipment, and the ADA: Compliance Issues and Solutions: Proceedings of the LAMA Buildings and Equipment Section Preconference, June 24-25, 1993, New Orleans, Louisiana. By Susan E. Cirillo and Robert E. Danford. Chicago and London: American Library Association, 1996. vii, 96 pp. Index. Ill. ISBN: 0-8389-0673-7.

The Papers of Andrew Johnson: Volume 12, February - August 1867. Edited by Paul H. Bergeron. Knoxville: University of Tennessee Press, 1995. xxviii, 558 pp. Index. Ill. ISBN: 0-87049-896-7 (v. 12). ⊗

Michigan on the March: The University of Michigan in World War II. By Brian A. Williams. Ann Arbor, Mich.: Bentley Historical Library, University of Michigan, 1995. 43 pp. Ill.

The Internet and Library and Information Services: A Review, Analysis, and Annotated Bibliography. By Lewis-Guodo Liu. Occasional papers no. 202. Champaign, Ill.: Graduate School of Library and Information Science, University of Illinois at Urbana-Champaign, 1995. 90 pp. Index. ISSN: 02761769. ⊚

Two Centuries of U.S. Foreign Policy: The Documentary Record. Edited by Stephen J. Valone. Westport, Conn.: Praeger Publishers, 1995. xii, 188 pp. Index. ISBN: 0-275-95325-4 (pbk). ⊚

Les archives nationales ou federales systèmes, problèmes et perspectives: actes de la vingt-sixième conférence internationale de la table ronde des archives/The National or Federal Archives: Systems, Problems and Perspectives: Proceedings of the Twenty-Sixth International Conference of the Round Table on Archives; Madrid 1989. Rome: Conseil International des Archives/ International Council on Archives, 1991. 354 pp. ISBN: 928910015x.

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Les archives et les archivistes au service de la protection du patrimoine culturel et naturel: actes de la vingt-septième conférence internationale de la table ronde des archives/Archives and Archivists Serving the Protection of the Cultural and Natural Heritages: Proceedings of the Twenty-Seventh International Conference of the Round Table on Archives; Dresden 1990. Rome: Conseil International des Archives/International Council on Archives, 1993. 186 pp.

Founding the Republic: A Documentary History. Edited by John J. Patrick. Westport, Conn. and London: Greenwood Press, 1995. xxiii, 272 pp. Index. ISBN: 0-313-29226-4. ISSN: 10695605. ⊚

A Bibliographic Guide to the History of Computer Applications, 1950-1990. Compiled by James W. Cordata. Bibliographies and Indexes in Science and Technology, number 10. Westport, Conn. and London: Greenwood Press, 1996. xviii, 278 pp. Indexes. ISBN: 0-313-29226-4. ⊗

Law and the Great Plains: Essays on the Legal History of the Heartland. Edited by John R. Wunder. Contributions in Legal Studies # 82. Westport, Conn. and London: Greenwood Press, 1996. x, 194 pp. Index. ISBN: 0-313-29680-4. ISSN: 01471074. ⊗

James Glen: From Scottish Provost to Royal Governor of South Carolina. By W. Stitt Robinson. Contributions in American History # 165. Westport, Conn. and London: Greenwood Press, 1996. xi, 176 pp. Index. ISBN: 0-313-29760-6. ISSN: 00849219. ⊚

Guide to Civil War Books: An Annotated Selection of Modern Works on the War Between the States. By Domenica M. Barbuto and Martha Kreisel. Chicago and London: American Library Association, 1996. viii, 223 pp. Ill. Indexes. ISBN: 0-8389-0672-9.

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Benson J. Lossing and Historical Writing in the United States 1830-1890. By Harold E. Mahan. Studies in Historiography # 4. Westport, Conn. and London: Greenwood Press, 1996. 143 pp. Index. ISBN: 0-313-28806-2. ISSN: 1046526X. ⊚

Genealogical and Local History Books in Print. Compiled and edited by Marian Hoffman. 5th ed. Baltimore, Md.: Genealogical Publishing Co., 1996. xxxvi, 449 pp. Index. ISBN: 0-8063-1513-X.

Civil War Sites in Georgia. By Jim Miles. Nashville, Tenn.: Rutledge Hill Press, 1996. 224 pp. Map. Indexes. ISBN: 1-55853-405-9.

Accessing U.S. Government Information, Revised and Expanded Edition: Subject Guide to Jurisdiction of the Executive and Legislative Branches. Compiled by Jerrold Zwirn. Bibliographies and indexes in law and political science # 24. Westport, Conn. and London: Greenwood Press, 1996. xvii, 179 pp. Index. ISBN: 0-313-29765-7. ISSN: 07426909. ⊗

Encyclopedia of the Reagan-Bush Years. By Peter B. Levy. Westport, Conn. and London: Greenwood Press, 1996. ix, 443 pp. Index. Ill. ISBN: 0-313-29018-0. ⊚

Media at War: Radio's Challenge to the Newspapers, 1924-1939. By Gwenyth L. Jackaway. Westport, Conn. and London: Praeger Publishers, 1995. xi, 169 pp. Index. ISBN: 0-275-95257-6. ⊗

The Korean War: An Encyclopedia. Edited by Stanley Sandler. New York and London: Garland Publishing, 1995. xviii, 416 pp. Index. Ill. Maps. ISBN: 0-8240-4445-2. ⊚

The World's Columbian Exposition: A Centennial Bibliographic Guide. Compiled by David J. Bertuca with Donald K. Hartman and Susan Neumeister. Bibliographies and Indexes in American History # 26. Westport, Conn. and London: Greenwood Press, 1996. xxix, 443 pp. Index. ISBN: 0-313-26644-1. ISSN: 07426828. ⊚

World Military Leaders: A Collective and Comparative Analysis. By Mostafa Rejai and Kay Phillips. Westport, Conn. and London: Praeger Publishers, 1996. xxi, 165 pp. Index. ISBN: 0-275-95386-6. ⊚

Revolutionary War Bounty Land Grants Awarded by State Governments. By Lloyd DeWitt Bockstruck. Baltimore, Md.: Genealogical Publishing Co., 1996. xxvi, 608 pp. Index. ISBN: 0-8063-1511-3.

Preservation Management: Policies and Practices in British Libraries. By John Feather, Graham Matthews and Paul Eden. Hampshire, England and Vermont, U.S.A.: Gower, 1996. xii, 174 pp. Index. ISBN: 0-566-07622-5.

Albert Gallatin's Vision of Democratic Stability: An Interpretive Profile. By L. B. Kuppenheimer. Westport, Conn. and London: Praeger Publishers, 1996. xii, 153 pp. Index. ISBN: 0-275-95388-2. ⊚

Benjamin Franklin and his Enemies. By Robert Middlekauff. Berkeley: University of California Press, 1996. xix, 256 pp. Index. ISBN: 0-520-20268-6. ⊚

FDR and Harry: Unparalled Lives. By Robert Underhill. Westport, Conn. and London: Praeger Publishers, 1996. xvi, 233 pp. Index. ISBN: 0-275-95420-X. ⊚

The Unpublished Roll of Honor. Compiled by Mark Hughes. Baltimore, Md.: Genealogical Publishing Co., 1996. xiv, 327 pp. Index. ISBN: 0-806-31487-7.

The Tell It! Manual: The Complete Program for Evaluating Library Performance. By Douglas Zweizig et al. Chicago and London: American Library Association, 1996. vii, 270 pp. Index. ISBN: 0-8389-0679-6. ⊗

The New Mexico State Constitution: A Reference Guide. By Chuck Smith. Reference Guides to the State Constitutions of the United States, #23. Westport, Conn.: Greenwood Press, 1996. xvi, 220 pp. Index. ISBN: 0-313-29548-4. ⊗

The Day the Presses Stopped: A History of the Pentagon Papers Case. By David Denstine. Berkeley: University of California Press, 1996. 416 pp. Index. ISBN: 0-520-08672-4. ⊚

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Droit des Archives. By Herve Bastien. Paris: Directions des Archives de France, 1996. 192 pp. Index. ISBN: 291160105-X.

The Emerging Nation: A Documentary History of the Foreign Relations of the United States under the Articles of Confederation, 1780-1789. Vol. 1-3. Vol. 1: Recognition of Independence. 1044 pp., Vol. 2: Trials and Tribulations, 1780-1785. 1057 pp., Vol. 3: Toward Federal Diplomacy, 1780-1789. 1001 pp. Edited by Mary A. Giunta et al. Washington: National Historical Publications and Records Commission, 1996. ISBN: 0-16-048498-7. ⊗

The Painted Photograph, 1839-1914: Origins, Techniques, Aspirations. By Heinz K. Henish and Bridget A. Henish. University Park: The Pennsylvania State University Press, 1996. 242 pp. Index. ISBN: 0-271-01507-1. ⊚

The Michigan State Constitution: A Reference Guide. By Susan P. Fina. Reference Guides to the State Constitutions of the United States, #24. Westport, Conn.: Greenwood Press, 1996. 279 pp. Index. ISBN: 0-313-26575-5. ⊗

Naval Documents of the American Revolution. Vol. 10. American Theater: October 1, 1777-December 31, 1777. European Theater: October 1, 1777-December 31, 1777. Edited by Michael J. Crawford. Washington: Naval Historical Center Department of the Navy, 1996. 1350 pp. Index. ISBN: 0-16-045286-4.

The Papers of George Catlett Marshall. Vol. 4: "Aggressive and Determined Leadership," June 1, 1943-December 31, 1944. Edited by Larry I. Bland. Baltimore, Md.: The Johns Hopkins University Press, 1996. xxx, 773 pp. Indexes. ISBN: 0-8018-5368-0.

The Papers of Dwight David Eisenhower. The Presidency: The Middle Way. Vol. XIV-XVII. Vol. XIV: xxvii, 701 p. Index. Vol. XV, 1478 pp. Index. Vol. XVI, 2145 pp. Index. Vol. XVII, 2945 pp. Index. Edited by Louis Galambos and Daun Van Ee. Baltimore, Md.: The Johns Hopkins University Press, 1996. ISBN: 0-8018-4752-4. ⊚

Pioneers, Passionate Ladies and Private Eyes. Dime Novels, Series Books and Paperbacks. Edited by Larry E. Sullivan and Lynda Cushman Schurman. New York, London: Howarth Press. 306 pp. Index. ISBN: 0-7890-0016-4. ⊚

International Biographical Dictionary of National Archivists, Documentalists, and Librarians. Compiled by Susan Houck, edited by Frances Laverne Carroll. Lanham, Md.: Scarecrow Press. 1997. 225 pp. Index. ISBN: 0-8108-3223-2.

The National Electronic Library. A Guide to the Future for Library Management. By Gary M. Pitkin. Westport, Conn.: Greenwood Press. 1996. 192 pp. Index. ISBN: 0-313-29613-8.

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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 Contents

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) 442-5115. Fax: (518) 442-5367. E-mail: p.eppard@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, audiovisual materials, exhibits, and computer software. On occasion it includes review essays to permit comparative analysis of related publications. Reviewers are selected by the Reviews editor. Direct inquiries to 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@fis.utoronto.ca.

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