

## SUBSCRIPTION INFORMATION

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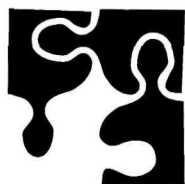
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# Society of American Archivists

## Society of American Archivists Council Meeting Minutes August 27, 1996 San Diego, California

President Brenda Banks called the meeting to order at 8:15 a.m., Tuesday, August 27, 1996. Present besides Banks were: Vice President Nicholas Burckel, Treasurer Leon Stout, and Council members Karen Benedict, Bruce Bruemmer, Susan Davis, Timothy Ericson, Lori Hefner, Steven Hensen, Thomas Hickerson, Sharon Thibodeau, and Sharron Uhler. Also present were Vice President-elect William Maher, incoming Council member Valerie Browne, and Executive Director Susan Fox.

### Motion to Adopt the Agenda

Ericson moved and Bruemmer seconded the motion to adopt the agenda. PASSED.

### Motion to Approve the Minutes

Davis moved and Ericson seconded the motion to approve the minutes as amended. PASSED.

### Report of the Executive Committee

Ericson reported on the executive committee meeting, which reviewed the agenda and discussed time management for the day's meeting.

### Report of the President

Banks reviewed the schedule of annual meeting events

which would require Council attendance.

### Report of the Vice President

Burckel distributed a list of appointments and said his September Presidential column in *Archival Outlook* would address the newly released NARA strategic plan. He solicited Council input on topics for future presidential columns.

### Report of the Treasurer

Stout reviewed the required Financial Accounting Standards Board changes to SAA which will couple income and expense to programmatic categories in SAA's budgeting procedure. He briefly reviewed the Treasurer's Report for the Business Meeting and received several suggestions for clarification.

### Report of the Executive Director

Fox distributed a memo from Education Director Joan Sander summarizing three proposals she received to conduct an SAA educational needs assessment. Fox and Sander recommended Council retain Harrison Coerver and Associates to conduct the survey. Council engaged in general discussion of the survey, sample size, and expected outcome.

Ericson moved and Davis seconded the motion to accept Sander's recommendation of retaining Harrison Coerver to conduct the survey at a projected fee of \$28,100, and to investigate the possibility of doing so within a statistical sample. PASSED.

Fox reported that Teresa Brinati was pursuing the possibility of engaging students from a local university's graduate business school in a pro bono marketing survey of the Society's publications program. Fox said that in recognition of the excellence of her work, Brinati would be promoted from Managing Editor to Director of Publications effective September 1, 1996.

Fox said as of August 17th, 973 people had registered for the annual meeting. She expected over 1,000 registrants by the meeting's conclusion. Fox further reported that Mills signed an agreement with the Adam's Mark Hotel for the 2000 annual meeting in Denver.

Fox also noted that a focus group would be convened at the annual meeting to design the salary survey instrument, which would be distributed in the fall and the results expected to be published by February 1997.

Fox reported on two meetings she planned to attend in

September. The MLA/AHA/ARL meeting on preservation of primary records would take place at the Library of Congress the second week in September. She would attend and recommend further SAA action, if necessary. The Library of Congress was also sponsoring a Publishing Archives Symposium in early October. She said she would report back on both meetings in January, if not sooner.

Fox introduced a draft policy addressing SAA support for directories created by Sections and Roundtables. After general discussion Banks delegated Hefner to redraft the policy for final consideration at the August 31 meeting.

Fox said she hoped to have voice mail fully operational in the Chicago office by mid-September.

Fox introduced an invitation from H-Net administrators to host an SAA list-serv. H-Net lists are moderated, Fox said, but are open to all who wish to subscribe. After discussing the merits of the proposal, Banks requested Bruemmer, Hensen, and Maher to report back on August 31 with implementation strategies.

Fox presented a draft digital imaging proposal on the table at the Conference on Fair Use negotiations (CONFU). She requested council review the document and return comments to her as soon as possible.

### **Council Committee on Committees**

Ericson said he expected the Committee on Goals and Priorities (CGAP) would recommend the committee be disbanded. This decision needed some further discussion within CGAP, but he saw it as a unanimous recommendation which would come to Council at the August 31 meeting.

Benedict distributed and discussed a Public Information Committee draft policy on implementing the PROFNET subscription service. Council responded favorably to the initiative and recommended that PIC also develop a tipsheet with guidelines on how best to respond to media inquiries.

Benedict then distributed draft procedures developed by the Committee on Ethics and Professional Conduct for SAA response to ethical complaints. Hickerson recommended making the Committee the investigative body and cautioned that SAA should be prepared to devote resources to support on-site inquiries into complaints.

Davis discussed the Task Force on Organizational Effectiveness (TFOE) plans for the Open Forum. Council engaged in a broad discussion of issues and the timetable for organizational changes. Hickerson expressed concern that the current TFOE profile of Sections and Roundtables did not address issues raised in the Task Force on Sections and Roundtables report. He said it was extremely important the Society move forward especially with those two entities. Banks encouraged Council to make full use of both official and unofficial leadership when instituting change.

Ericson distributed and discussed a memo he drafted to official representatives clarifying roles and responsibilities.

Bruemmer introduced a memo from the chair of the joint SAA/ARMA Committee which contained a series of recommendations for strengthening ties between the two organizations.

Bruemmer introduced and reviewed the *American Archivist* Task Force report. The report recommended SAA reduce the frequency of the journal to

two issues a year, further develop the web page, enhance *Archival Outlook*, and eventually hire an additional FTE in the publications department to assist in enhancing communications. Council expressed high admiration for the quality of the report and commended Helen Tibbo and the task force members for their work on a difficult problem.

Council engaged in discussion of the report, requesting that Fox and Brinati report back in January with a more detailed financial analysis of the long range impact of implementing the recommendations and with a specific plan for changes to *Archival Outlook*.

Burckel briefly reported on the proposal for an SAA-ALA joint lobbying alliance. With the sudden resignation of ALA's executive director, he said the alliance might better be achieved via elected leadership rather than through the executive director. He said the main goal was to have an opportunity to influence ALA legislative positions in areas of mutual concern and to provide support when appropriate. He would continue to pursue the proposal.

### **Council Reorganization Reports**

Bruemmer distributed a list of new Council member frequently asked questions (FAQs). He requested members review and provide feedback by mid-September.

Thibodeau discussed her matrix of SAA units parsed by function. Copies would be distributed for further discussion prior to the August 31 meeting.

Burckel directed discussion and feedback from Council members polling their liaisons on how Council could better serve unit needs. He urged Council not to just solicit

agenda items from liaisons two weeks prior to a meeting, but to develop a new relationship to ensure that Council is considering their ideas and distributing timely information back to the units.

Hefner expressed her strong support for the effort and emphasized her belief in the need for customer feedback. She said she would like this initiative to be an ongoing assignment.

Council strongly encouraged Fox to institutionalize posting the "What Council Did" column immediately on the web site. Fox said she would also develop a longer reporting piece on council meetings and actions for *Archival Outlook* and investigate the use of broadcast fax to send out meeting synopses.

Council also strongly recommended reinstituting the annual leadership meetings especially among Section and Roundtable chairs, but including Committee chairs as well.

These meetings should be scheduled at a convenient time, perhaps as informal luncheons in order to give leaders the opportunity to meet, give presentations, and discuss issues.

Banks reported she conducted an informal poll of allied associations to determine whether or not they had developed a board code of conduct. She was unable to locate any examples and asked for Council assistance in researching the matter.

Hefner introduced a draft resolution on SAA use of litigation as a policy tool. After general discussion, she agreed to redraft the resolution and reintroduce it at the August 31 meeting.

#### Old Business

Bruemmer distributed a draft copy of a letter from Anne Van Camp to the Moy-nihan Commission on Protecting and Reducing Government Secrecy.

Hickerson said he was working with Paul Conway and Anne Kenney on developing an SAA position statement on the Role of Digital Imaging in institutions. He said he would have a draft for Council review in September with a final version for approval at the January meeting.

Stout read the To Do list.

Burckel presented Banks with a series of humorous gifts and spoke eloquently and warmly about the quality and effectiveness of Banks' leadership. He said she set a very high standard which he would try to achieve, not without a little trepidation. Council applauded Banks.

Davis moved and Burckel seconded the motion to adjourn the meeting at 4:20 p.m. PASSED.

SUSAN E. FOX  
Executive Director  
Approved by Council  
January 27, 1997

## Society of American Archivists Council Meeting Minutes

### August 31, 1996

### San Diego, California

President Nicholas Burckel convened the meeting at 3:32 p.m. on August 31, 1996. Present besides Burckel was Vice President William Maher, Treasurer Leon Stout, Council Members Valerie Browne, Bruce Bruemmer, Susan Davis, Anne Gilliland-Swetland, Lori Hefner, Steven Hensen, Peter Hirtle, and Sharron Uhler. Also present were Executive Director Susan Fox, Helen Tibbo and Waverly Lowell. Hirtle offered regrets that he would have to depart at 4:00 p.m. due to prior commitments, and Sharon Thibodeau was absent to attend the International Congress on Archives in Beijing.

#### Adoption of the Agenda

Hensen moved and Davis seconded the motion to adopt the agenda. PASSED.

#### Council Committee on Committees

Lowell reported on the Committee on Goals and Priorities recommendation to end operations. Lowell said the committee believed that the ongoing planning function for the Society should reside with Council and that in recent years Council had begun to integrate the planning process into the Society's governance. She said that CGAP recommended that Council establish a task force on planning when the strategic plan required modification.

Bruemmer moved to accept CGAP's recommendation and communicated Council's appreciation of the work of the committee. Stout seconded the motion. PASSED.

Tibbo presented a report from the Task Force on the Future of the *American Archivist*. She relayed comments received from a survey to SAA membership, the discussion among task force members, and comments conveyed in the open forum held at the annual meeting.

Council engaged in a general discussion of the task force recommendations to reduce the frequency of publication for the *American Archivist* from four to two issues per year, to enhance the content and look of *Archival Outlook*, and to invest resources into hiring an additional individual to help substantially increase publishing activities via the Web. The sense of Council was to gather further documentation on the feasibility of hiring an additional staff member and institute the other recommended enhancements to the publications program.

Davis moved that the *American Archivist* be reduced from four to two issues per year with the understanding that issues of concern raised in the open forum and elsewhere would be fully addressed by the winter Council meeting. Browne seconded the motion. PASSED, with Maher opposed.

Tibbo will submit a final report to Burckel in the fall and Fox agreed to investigate how quickly the change in frequency could be implemented. Fox said she would give a report to Council by the winter meeting.

Burckel praised Tibbo and the task force for the quality of the work presented and for their fine efforts in helping to move the process along.

#### President's Report

Burckel noted that SAA will issue an annual giving letter in the fall. In light of recent efforts to further the work of the education office, he suggested that the focus of the letter be toward the Education Fund. There was no objection.

Burckel said he shared the draft letter to the Moynihan Commission on Protecting and Reducing Secrecy in Government with U.S. Archivist John Carlin, who had no objections. He added that William Joyce showed some concern over language referring to bulk declassification and that he would contact Anne Van Camp, after which he would redraft and send the letter.

#### Report of the Vice President

Maher reported on the status of appointments to date: Elizabeth Adkins and Rand Jimerson as co-chairs of the 1997 Program Committee; Fynette Eaton as chair of the Appointments Committee, with Michael Mooseberger, Kathleen Roe, Robert Sink, Richard Szary and Elizabeth Wittman as members.

#### Report of the Treasurer

Stout said he had no report. Burckel complimented Stout on his clear and concise presentation at the business meeting of a complicated auditing issue.

Council then elected Susan Davis to serve as its representative on the Executive Committee.

### Report of the Executive Director

Fox said she had no report.

### Report of Council Committee on Committees

Hensen presented a revised charge for the Committee on Archival Information Exchange, which Council discussed and tabled until the Task Force on Organizational Effectiveness completes its report and recommendations.

Hensen presented a proposal from the Committee on Education and Professional Development for an education summit to be held in conjunction with the 1997 annual meeting.

Hensen moved that by October 1 Fox gather more information to share with Council and give a recommendation regarding the plausibility of holding a summit. Uhler seconded the motion. PASSED.

Hensen communicated the names of new council liaisons to committees and said that the Archival Educators Roundtable changed its name to the Archival Education Roundtable.

### Council Committee on Task Forces, Boards, and Representatives

Davis reported on the Open Forum held by the Task Force on Organizational Effectiveness. She said the task force was developing further specificity in its recommendations for the final report, which would include a time line for implementation.

Council engaged in a discussion on the issue of SAA providing financial support for directories. Fox recommended that SAA not do so because of limited financial resources. She said certain groups, such as the Archivists and Archives of Color Roundtable successfully

produced directories through in-kind support provided by sympathetic institutions.

Hefner moved the following Directories Policy:

Whereas the Society of American Archivists Council wants to encourage sections' and roundtables' timely communications within their respective units,

Whereas a growing number of sections and roundtables want to survey, develop and distribute directories,

Whereas the financial consideration for section and roundtable directories is becoming sizeable,

Whereas SAA Council seeks to use SAA financial resources wisely,

Be it resolved that SAA Council requires sections and roundtables to provide in-kind support for all costs associated with directories.

Maier seconded the motion. PASSED.

Hefner moved the following resolution:

Whereas the Society of American Archivists (SAA) desires to become more proactive in the public policy arena and

Whereas SAA desires to be placed on record in certain key issues and

Whereas SAA has agreed in its *Planning for the Profession: A Report of the SAA Task Force on Goals and Priorities* that the profession should "cooperate with allied professions to share ideas and resources" and

Whereas legal action is one strategy used by our allied professions in promoting the identification, preservation, and use of records of enduring value

Therefore be it resolved that SAA will consider and employ the use of legal action as a means to advance its public policy objectives.

Maier seconded. Discussion revealed the sense of Council that the use of the word "consider" included assessing the financial and human resource impact of such a policy. PASSED.

Bruemmer reported on discussions regarding SAA establishing a list-serv at the invitation of H-NET. He said it was the sense of his subcommittee that it would be necessary to become more familiar with H-NET's operations before making a final commitment. He also said that it would be important to consider who would be monitor of the list (as opposed to the moderator). SAA would need to be clear on what the Society hoped to accomplish by establishing such a list.

Maier moved that Fox investigate a series of questions related to the establishment of an SAA list-serv via H-NET and if all questions can be resolved to the satisfaction of the Executive Committee, Council would recommend that implementation occur without further review by Council. Davis seconded. PASSED.

Bruemmer moved the following resolution:

Whereas the University of Texas at Austin Graduate School of Library and Information Science and its SAA student chapter designed and developed SAA's first World Wide Web site in 1995, and

Whereas their work has aided communication between the Society and its members through this important tool, and

Whereas their work formed the basis on which the Society's web resource will evolve

Be it resolved that SAA conveys its gratitude and appreciation to the University of Texas at Austin Graduate School of Library and Infor-

mation Science and to the students who made the first web site possible.

Stout seconded the motion.  
PASSED.

Stout reviewed the To Do list.

At 5:15 p.m. Davis moved the meeting adjourn. Browne seconded. PASSED.

SUSAN E. FOX  
*Executive Director*  
Approved by Council  
January 27, 1997

## Society of American Archivists Council Meeting Minutes

### January 24–26, 1997

### Washington, D.C.

President Nicholas Burckel called the meeting to order at 1:35 pm, Friday, January 24, 1997. Present besides Burckel were: Vice President William Maher, Treasurer Leon Stout, and Council members Valerie Browne, Bruce Bruemmer, Susan Davis, Anne Gilliland-Swetland, Lori Hefner, Steven Hensen, Peter Hirtle, Sharon Gibbs Thibodeau, Sharron Uhler, Executive Director Susan Fox and Assistant Executive Director Debra Mills. Also present at portions of the meeting as guests were Archivist of the U.S. John Carlin, NHPRC Executive Director Gerald George, and University of North Carolina Prof. Richard Kohn.

#### **Motion to Adopt the Agenda**

Browne moved and Hirtle seconded the motion to adopt the agenda as amended. PASSED.

#### **Motion to Approve the Minutes of the Previous Meeting**

Bruemmer moved and Hirtle seconded the motion to adopt the minutes of the August 27 and August 31, 1996 meetings as amended. PASSED.

#### **Report of the Executive Committee**

Davis reported that the Executive Committee devoted most of its meeting to discussion and review of the Council agenda. The Executive Committee also discussed issues to be raised with U.S. Archivist John Carlin upon his visit with Council.

#### **Report of the President**

Burckel said he had nothing of substance to report.

#### **Report of the Vice President**

Maher said he had nothing of substance to report, but encouraged Council to give the upcoming TFOE report due consideration because it would set the agenda for SAA for years to come. He asked that Council move expeditiously to set the framework for a broader discussion of TFOE issues within the Society.

#### **Report of the Treasurer**

SAA Treasurer Lee Stout reviewed the December income and expense report. He said SAA was currently in a marginally healthy fiscal situation, revenues had decreased slightly while the pressure on costs continued to rise. He presented the auditor's statement and management letter, both of which indicated good fiscal controls within the Society. A more comprehensive review of the Society's finances would occur at the June meeting when the FY98 budget will be under Council review.

Stout moved adoption of the FY96 audit, Davis seconded the motion. PASSED.

#### **Report of the Executive Director**

Fox presented a five-year fiscal projection for the Society. The projection indicated that unless significant additional revenues could be identified, SAA would not be able to hire an additional staff member to help manage electronic

communications and publications as recommended by the Task Force on the Future of the *American Archivist*. The projections also highlighted the fiscal impact of the site of annual meetings. She said this may be an item worth further consideration in June. Burckel noted that other factors would need to be considered as well, but that this report was a good early alert.

Mills presented early results from the salary survey. Burckel noted that with this information and that to be gathered from the educational needs assessment, Council would be well positioned on Planning Day to accurately assess the current state of the association and to concentrate on the specifics of what needed to be accomplished over the next few years.

Mills discussed plans for the 1997 annual meeting to be held in Chicago August 28–31. She distributed a schematic of blocked session and meeting times. Fox noted that in place of a membership forum Council would meet with Committee, Board, Section and Roundtable chairs and co-chairs. Detailed plans for the meeting were still being developed.

#### **Council Committee on Committees**

Uhler presented a report on Membership Committee activities, commending Dennis Harrison for his fine work in establishing a Key Contact Program for SAA. Harrison's report revealed 100% participation from all key contacts, and indicated he may come

back to Council in June with a request to add a Canadian to the committee.

Gilliland-Swetland reported that the Committee on Education and Professional Development (CEPD) was very active and had established a listserv discussion of the draft Professional Archivist Continuing Education (PACE) Guidelines. The final draft was due by March 1, 1997. CEPD would conduct a vote by March 15 and send the guidelines to the Standards Board for review by April 1.

### **Committee on Sections and Roundtables**

Hirtle presented the Visual Materials Section's response to the Visual Resources Professional Criteria developed by the Visual Resources Association (VRA). The VM Section did not recommend endorsement of the criteria.

Hirtle moved and Bruemmer seconded the motion that Hirtle edit and send to the VRA the letter declining endorsement. PASSED.

Hirtle said that members signing the petition to create a proposed Security Roundtable met SAA criteria and moved that SAA establish the roundtable. Hefner seconded the motion. PASSED.

### **Committee on Task Forces, Boards, and Representatives**

Browne reported that Joyce Ray would be representing both NARA and SAA to the Association for Information and Image Management (AIM) and wanted to inquire of Council whether this arrangement met approval or not. Council agreed in this particular case dual representation would not be a conflict of interest, but agreed that as a rule dual representation should not be encouraged.

Bruemmer reported that the Joint SAA-ARMA Committee sent a copy of proposed standards for Australian records management to the standards board. He said that the standards were on a short time-line, about to be presented to NISO for adoption, which presented some procedural difficulties. He said he would work with the chair of the SAA-ARMA Committee to present standards to the SAA Standards Board.

Davis presented Helen Tibbo's addendum to the final report of the Task Force on the Future of the *American Archivist*. The addendum consisted of a summary of the open forum held at the San Diego annual meeting to discuss the proposed changes to the *American Archivist* and to solicit member feedback. Davis reminded Council that it had requested further financial information from Fox regarding the feasibility of adding a staff member to attend to expanding SAA's capacity for electronic publication of a variety of materials.

Council requested that Fox develop an article for publication in *Archival Outlook* describing the mitigating circumstances of not having the *American Archivist* published on a quarterly basis, and the potential for alternative communications which would enable the Society to explore new avenues for communication and publication more quickly. The possibility of a joint publication program with *Archivaria* was raised. Fox said she would follow up with an inquiry to the *Archivaria* editor.

### **Archivist of the United States**

Burckel introduced and welcomed Archivist of the U.S. John Carlin and Gerald George, Executive Director of

NHPRC. Carlin spent an hour discussing a wide range of issues, including an update on the National Archives strategic planning process. He said the current focus at NARA was mainly on internal reorganization and its implementation. He said that NARA's emphasis would shift to increase efforts on records management. He entertained a range of questions from Council centering on issues of electronic records management, NARA strategies for the new Congress, and the potential for greater cooperation between NARA and SAA. Burckel thanked Carlin for taking the time to meet with Council.

### **Task Force on Intellectual Property Strategies**

Maher presented the Benedict report of the Task Force on Intellectual Property Strategies. He moved acceptance of the final report. Thibodeau seconded the motion. After discussion, Gilliland-Swetland and Hirtle agreed to give Fox additional editorial language for the document in substitution for the paragraph on the First Sale Doctrine and to add references to earlier, related SAA documents. PASSED.

Maher moved acceptance of the Publications Board Guidelines for SAA Publications in Electronic Format. Browne seconded the motion. After discussion and editorial revision of the document, the motion PASSED.

Thibodeau moved and Hirtle seconded the motion to accept the Publications Board Guidelines for the SAA Website. After discussion and editorial revision of the document, the motion PASSED.

At 6:35 pm Council entered executive session to discuss the Executive Director's contract renewal.

### Saturday, January 25, 1997

President Nicholas Burckel reconvened the meeting at 8:45 a.m. on Saturday, January 25, 1997 and announced that Council agreed to establish a new contract with Fox, containing a rolling two-year term.

### Appointments to Committee to Select SAA Fellows

Hensen and Browne moved that Linda Matthews, Terry Eastwood, with Chris Ward and Fran Blouin as alternates, be appointed to the Committee to Select SAA Fellows. Bruemmer seconded. PASSED.

### Report of the Task Force on Organizational Effectiveness

Davis reviewed for Council how the task force had divided its work, and she suggested that Council consideration fall into three sections: Constitution and Bylaw revisions, unit definitions, and suggestions for restructuring the Society.

Maher moved acceptance of the revised Constitution and Bylaws as proposed by the Task Force on Organizational Effectiveness. Davis seconded. Council then engaged in a detailed review of the proposed Constitution and Bylaw revisions.

Hirtle moved striking the non-North American associate membership clause from the Constitution and Bylaws. Bruemmer seconded the motion. Hirtle voted in favor, all else opposed. DECLINED.

Stout moved to substitute the word "constituent units" in line 36 of the draft constitution, Section III. Membership, 2. Individual associate membership, with "sections, roundtables, and task forces." PASSED.

Thibodeau moved to amend the motion to change line 36, after "constituent units" to insert the phrase "as specified in

the bylaws." Bruemmer seconded the motion. Thibodeau in favor, all else opposed. DECLINED.

Davis moved and Stout seconded the motion to modify Associate Membership by striking "to receive the publications of the Society" and substituting "to receive the benefits of the Society's programs and services." PASSED, with Hirtle opposed.

Davis moved and Stout seconded the motion to strike "to receive the publications of the Society" under student membership and substitute with "to receive the benefits of the Society's programs and services." PASSED.

Hirtle moved and Gilliland-Swetland seconded the motion to strike the words "full time" from the definition of student membership. PASSED, with Bruemmer, Maher, and Hefner opposed.

Bruemmer moved striking the phrase "Membership in good standing may be reinstated upon payment of back dues within 180 days." Hefner seconded. PASSED.

Gilliland-Swetland moved to strike "Duties of Officers Section 1.B." from the bylaws and place the section in the Constitution, following the words "annual meeting." Hensen seconded.

After Council discussion, Gilliland-Swetland withdrew the motion.

Maher moved amendment of the motion to leave the clause in the bylaws, but to add the words "or in case of a vacancy in the presidency" in the bylaws Duties of Officers Section 1.B., following the words "The vice president shall perform the duties of the president in case the president is absent or incapacitated, ..."

Stout moved to strike the proposed lines "When meeting

in person, a vote shall become the act of Council on approval by a majority of those present and voting, unless otherwise required by the constitution and bylaws. When meeting through telecommunications or electronic conference, a vote shall become the act of Council unless otherwise required by the constitution or bylaws." Bruemmer seconded the motion.

After Council discussion, Stout offered a secondary amendment to delete the proposed lines from the constitution and insert them in the bylaws, creating a new Section III and renumbering subsequent sections. Bruemmer seconded. PASSED.

Gilliland-Swetland moved that under proposed Constitution number "VII. Records," to strike "deposited" and substitute "placed." Davis seconded. PASSED.

Maher moved and Hirtle seconded the motion to insert "membership directory" after "newsletter" under proposed Constitution number "VIII. Publications" and to strike "and the," substituting "a" and to insert "a membership directory" following the word "newsletter." PASSED.

Browne moved to insert the word "Councilors" following "officers" in proposed Constitution number "VII. Records." Stout seconded the motion. PASSED.

Hefner moved to strike "30" and substitute "60 days in advance," under proposed Constitution number "X. Amendments." Bruemmer seconded. PASSED.

Stout moved approval of the document for presentation to members. Davis seconded. PASSED.

### Bylaws

Stout moved to strike proposed section "3. Council"

and substitute "3. Council Voting Procedures." Hensen seconded. Hirtle offered an amendment to retain the title of the new section "3. Council" and to strike "when meeting" in the first sentence to substitute "when Council meets in person." PASSED.

Stout moved inserting a sentence under Duties of the President stating that the president may vote in any meeting of the Society at which he or she presides. Uhler seconded. PASSED, with Hefner against and Hensen in abstention.

Bruemmer moved and Stout seconded the motion to insert "from among the three elected members of the committee" at the end of bylaws proposed section "4. Election of Officers and Councilors" so that the full phrase would read, "The person receiving the most votes in the election by the membership shall serve as chair. In the event of a tie vote, the chair shall be appointed by the vice-president elect from among the three elected member members of the committee." PASSED.

Davis moved that in the event of a tie in the vice presidential election both candidates would be elected, with one candidate serving one year and the other the next. The order in which they serve shall be determined by lot. Uhler seconded. PASSED, with Hefner and Stout opposed and Maher in abstention.

Hefner said she was concerned about an individual coming into office without a plurality. She said that circumstances for the Society change from year to year and while the candidate may be a viable candidate for one year, they may not be suited to the circumstances of the next year.

Hirtle moved and Bruemmer seconded the motion to insert the phrase "except as

otherwise specified in the constitution and bylaws" before the words "Standing committee," in the first sentence under the proposed section "5. Organizational Units." PASSED.

Bruemmer moved to insert a separate Section 7 entitled "Personnel Grievance Committee" and insert "in the event of grievances as specified below there shall be..." Hefner seconded. PASSED.

Gilliland-Swetland discussed inserting "Student chapters may be initiated in academic institutions and approved by Council. Each student chapter shall select its own leaders and adopt bylaws defining its own governance, provided that no student chapter bylaw may be in conflict with the constitution, bylaws, or guidelines of the Society." After Council discussion Gilliland-Swetland agreed to redraft the language for further consideration the following day.

### **Prof. Richard Kohn**

Burckel welcomed Prof. Richard Kohn, who spoke of the concerns of the historical community regarding the revised strategic plan for the National Historic Records and Publications Commission (NHPRC). The revised plan would place documentary editing projects on a lower priority level than their previously favored first priority. Kohn said the decision reversed a 60 year history of support for documentary editions. He expressed concern with the process in which the Commission arrived at the revised plan, and said that historians were eager to restore the funding of documentary editions to a level one priority. He especially did not want the controversy to divide the archival and historic professions. Kohn then entertained questions from Council.

Burckel thanked him for his time, and expressed his appreciation for Kohn coming to speak to Council on his own resources.

### **Task Force on Organizational Effectiveness**

Davis presented the Draft Definitions of SAA Organizational Units as recommended by the Task Force on Organizational Effectiveness. Bruemmer noted that he appreciated the efforts that TFOE had made on some difficult issues but also that he was disappointed that the unit definitions and the suggested organizational changes did not go far enough in reducing the number of reporting units within SAA. He noted that the unit definitions did not clearly support the kinds of decisions reflected in the organizational changes, and thus, he felt that TFOE did not provide as sufficient re-engineering of the Society as he had anticipated.

Council then engaged in a wide-ranging discussion and review of the document, paying particular attention to the proposed definitions of Sections and Roundtables. Maher moved acceptance of unit categories as amended. Thibodeau seconded. PASSED.

Maher moved to accept the report with amendments made and other editorial work to be done to the definitions of Committee, Boards, Task Forces, and Representatives. Stout seconded. PASSED.

Maher moved that the definitions of Sections, Roundtables, and Student Chapters be delegated to the appropriate Council members (Thibodeau, Hefner, and Hirtle) to recraft and bring back to Council for distribution by March 1, 1997 for final vote at the June Council meeting. Hensen seconded. PASSED.

Bruemmer, Uhler, and Stout agreed to craft a charge for a Task Force on the Dues Structure for consideration at the June meeting.

Browne, Fox, Mills and Maher agreed to craft a charge for a Task Force on the Annual Meeting for consideration at the June meeting.

### **Proposed Committee on Diversity**

Council discussed whether establishment of a Committee on Diversity, as noted in TFOE's report, was the most appropriate step at this time for the Society to address the issue of diversity. Council decided to open the issue to broader discussion within the Society. Fox said she would address the issue and ask for feedback in her *Archival Outlook* column. Uhler and Hefner said they would contact the leadership of those committees and roundtables most interested in the issue for additional input.

### **PROPOSED LITIGATION Bruce Craig v. USA**

Hefner provided a synopsis of the case. The Craig case offered an opportunity for SAA to join an amicus curiae brief in support of a petition for an order releasing historically significant grand jury records pertaining to a McCarthy era espionage investigation. After general discussion of the case Council concluded more information was needed to make an informed judgement. Hefner moved and Hensen seconded the motion that SAA contact the American Historical Association to thank them for sharing the opportunity to join the case and request that they submit a copy of the full amicus brief for the Executive Committee to consider more fully. Council indicated SAA's gen-

eral support for participation in the litigation. PASSED.

### **Tax Analysts v. IRS**

Council then considered Tax Analysts et al. v. IRS and NARA. The case would require the IRS to comply with the Federal Records Act and to direct the National Archives to enforce the Federal Records Act and its own regulations. After a discussion led by Hefner, Bruemmer moved and Uhler seconded the motion that SAA join the plaintiffs in the case. PASSED (with Thibodeau in abstention).

### **Public Citizen v. Carlin**

Hirtle and Hefner presented a synopsis of Public Citizen et al. v. John Carlin et al. The complaint challenges the Archivist's promulgation of a General Records Schedule (GRS 20) authorizing federal agencies to destroy electronic versions of records stored on agency email and word processing systems provided the agency made a hard copy of the electronic record on paper or microform. After discussion, Hefner moved and Hirtle seconded the motion that SAA decline the invitation to join the plaintiffs of Public Citizen et al. v. John Carlin et al. PASSED (with Thibodeau in abstention).

Hefner moved that the SAA President work with the plaintiffs and the defendants, to have SAA serve as a mediator in the case to reach a positive, professional conclusion. Gilliland-Swetland seconded. Hefner, Hensen, Gilliland-Swetland, and Uhler voted aye; Browne, Bruemmer, Burckel, Davis, Hirtle, and Stout nay, (with Thibodeau in abstention). DECLINED.

Hirtle moved and Maher seconded the motion that SAA file its own amicus brief as rec-

ommended by the Electronic Records Section. DECLINED, with Thibodeau in abstention.

Burckel said he would follow up with Menzi Behrmd-Klodt to obtain information regarding the range of legal options available to SAA when considering these amicus curiae cases.

### **Sunday, January 26**

Burckel called the meeting to order at 8:10 am.

### **Old Business**

Bruemmer presented information on the proposal from H-Net that SAA establish a moderated archival listserv on H-Net. He said several issues needed to be considered. They included establishing a rationale for the list, considering the amount of oversight such a list would require, both for the moderator and for the SAA Publications and/or Editorial Board, and whether SAA or H-Net would own the list. He said the options were to accept or decline the invitation, keep the invitation open as an option, or table on some critical point which Burckel would task a subcommittee to address.

Maher moved and Hensen seconded the motion that SAA pursue the establishment of an archives list on H-Net. DECLINED.

Stout moved and Davis seconded the motion that SAA keep H-Net open as an option. PASSED.

Hefner gave an update on the development of a position paper addressing declassification issues in government records. She said she would report back at the June Council meeting.

Council considered a Statement on the Digitization of Archives drafted by Paul Conway. After some suggested revisions, Burckel tasked Stout

and Hirtle to add the suggested revisions and post on the Council listserv for further consideration.

Davis presented the Interim Protocol for Conducting SAA Business Between Council Meetings. The protocol addressed issues related to decision-making via the Council listserv. After discussion on the pros and cons of electronic decision-making and how to make most effective use of the listserv, Bruemmer moved and Hirtle seconded the motion to rescind the interim protocol. DECLINED, with Bruemmer in favor.

Maher suggested that Davis, Thibodeau, Stout and Fox work on a redraft of the protocol to present to Council for discussion in June.

Council then considered

language drafted addressing proposed changes to the constitution and bylaws. Maher moved and Stout seconded the motion that in the event of a tie vote for the office of vice-president, both candidates would be deemed to have been elected and would serve successive terms. Council would determine by lot which candidate would serve as vice-president in the first and as president in the second year. The other candidate would serve as vice-president in the second year and as president in the third year. In the event of a tie vote that affects the outcome of the election for any other office, Council would determine by lot which candidate would serve. PASSED.

Gilliland-Swetland moved and Stout seconded the motion

that the following language be added to the bylaws: "Student chapters may be initiated in academic institutions and approved by Council. Each student chapter shall select its own leaders and adopt bylaws defining its own governance, provided that no student chapter bylaw may be in conflict with the constitution, bylaws, or guidelines of the Society." PASSED.

Davis moved and Browne seconded the motion to adopt the revised bylaws. PASSED.

Stout read the To Do list.

At 10:35 am Bruemmer moved and Hensen seconded the motion to adjourn. PASSED.

SUSAN E. FOX

*Executive Director*

Approved by Council

June 9, 1997

## Society of American Archivists Council Meeting Minutes

### June 8-9, 1997

### Chicago

President Nicholas Burckel called the meeting to order at 8:10 a.m., Sunday, June 8, 1997. Present besides Burckel were: Vice President William Maher, Treasurer Leon Stout, and Council members Valerie Browne, Bruce Bruemmer, Susan Davis, Anne Gilliland-Swetland, Lori Hefner, Steven Hensen, Peter Hirtle, Sharon Gibbs Thibodeau, Sharron Uhler. Also present were incoming Treasurer Robert Sink, incoming Council member Fynnette Eaton, Executive Director Susan Fox and Meetings Consultant Debra Mills. Archivist of the U.S. John Carlin and Deputy Archivist Lewis Bellardo participated via conference call on June 9.

#### **Motion to Adopt the Agenda**

Bruemmer moved and Browne seconded the motion to adopt the agenda. PASSED.

#### **Motion to Approve the Minutes of the Previous Meeting**

Stout moved and Gilliland-Swetland seconded the motion to approve the minutes of January 24-26, 1997 meeting as amended. PASSED.

#### **Report of the Executive Committee**

Davis reviewed the Council meeting agenda as discussed in the Executive Committee.

#### **Report of the President**

Burckel distributed information regarding Congressional legislation to extend the JFK Assassination Review

Board for another year. He reported on the NHPRC executive committee meeting and the Commission's strategic plan. He said the Commission will establish a blue ribbon committee to examine how to bring the Founding Father papers to closure and to obtain means for private funding. He recommended that Maher have Anne Kenney, SAA representative to the Commission, provide a written report of the NHPRC executive committee meeting in order to help SAA to continue to monitor the issue.

#### **Report of the Vice President**

Maher reported on appointments to date and noted that all of the 1998 Program and Host Committee appointments were complete.

He said Frank Cook agreed to help facilitate the process of introducing constitution and bylaws changes to the membership at the business meeting.

#### **Report of the Treasurer**

Stout presented the FY97 projected final budget results. He guided Council through a careful review of the budget and concluded by indicating the Society would likely incur a \$19,000 deficit. The deficit was due primarily to reduced revenues from workshops and publications and higher than expected expenses for the San Diego annual meeting.

#### **Report of the Executive Director**

Fox introduced Mills who gave an update on the 1997

Chicago annual meeting. She expected attendance to equal or exceed that of Washington, D.C. Because of tight space at the Fairmont Hotel and the fact that the program committee received fewer proposals, the number of sessions would decrease to 67 from a traditional high of 85-90 at most annual meetings.

Mills discussed potential meeting sites for 2001 with both Mobile and Birmingham placing strong bids. Maher said that while he did not want to preclude a meeting in either city, however, given the high revenues generated from situating the annual meeting in either Chicago, New York, or Washington, D.C., he did want to at least explore other alternatives in the Washington, D.C. area, such as Baltimore. Burckel asked Mills to discuss Council's economic concerns with Ed Bridges, who was instrumental in the Alabama bid, and to explore the option of meeting there in 2002.

Maher expressed reservations about reaching a decision against an Alabama site based on the proposed policy of rotating meetings in highly profitable cities without first having received input from SAA members on the proposed policy and without having reached closure on the policy decision.

Council discussed potential program and logistics of holding a Leadership Luncheon at the Chicago annual meeting. Burckel appointed himself, Fox, and Maher as a subcommittee to report back to Council with more detail.

## Report of Council Committees

Hensen reported that the Public Information Committee requested funding for a 1998 mid-year meeting. He said that the Committee on Archival Information Exchange (CAIE) had concerns regarding proposed organizational changes recommended by the Task Force on Organizational Effectiveness (TFOE). He said a delegation from CAIE attended the midwinter ALA meeting and discussed MARBI with an audience of receptive librarians. He said CAIE represented the profession and the Society extremely well.

Uhler introduced a request from the Membership Committee to revise their charge as follows:

"The Membership Committee shall be composed of nine to twelve appointed members and the chair. The composition of the Committee is intended to reflect as broadly as possible those constituencies well-represented in the Society's membership, as well as those that are under-represented."

"Appointments of the Committee members are for a three-year term and are made on a staggered basis with either three or four positions filled in each year. Initial appointments may be for less than a three-year term in order to assure that the terms of three to four members expire each year. The chair's appointment is for one year. The exact number of appointments in any given year, either three or four, will be the prerogative of the committee chair."

Uhler moved acceptance of the charge. Hensen seconded the motion. Burckel raised a concern regarding one year appointments for the chair, and questioned whether the ap-

pointment should be longer to ensure continuity. PASSED. Maher moved to include the phrase "in consultation with the Vice President" at the end of the final paragraph. Thibodeau seconded. PASSED.

Bruemmer introduced an SAA/ARMA Joint Committee draft concept paper authored by Mike Pemberton, Committee chair. The paper called for a North American Records Summit in order to focus on areas of greater cooperation among associations in the information disciplines. Bruemmer said that SAA's representative, Nancy Kunde, supported the idea but understood it needed more work. Fox said she planned a meeting with the ARMA executive director in the fall and would explore further means of cooperation.

Bruemmer presented a draft charge for the Joint Committee and said he would further refine the charge, then present it to the Council listserv for review and vote at the August meeting. He introduced a list of Joint Committee items submitted for Council consideration. He moved and Davis seconded the motion that the list be referred to the Council subcommittee for further deliberation. PASSED.

Bruemmer presented a report from Paul Conway, SAA representative to NISO. The Conway report described NISO's actions regarding its vote on a proposed Australian records management standard. Concurrent with SAA's concerns, the U.S. voted to disapprove: "The U.S. supports the concept of an international standard for records management. However, further review and discussion is required to develop an international standard for records management that can be successfully implemented and supported."

Gilliland-Swetland said that it would be beneficial if SAA had a liaison with the Australians in order to hear directly their reasons for creating and supporting the standard. Hefner said she would follow-up.

## Report of Council Committee on Sections and Roundtables

Thibodeau presented draft definitions of Member Interest Groups (MIGs) developed in context of TFOE discussions and those of the Task Force on Sections and Roundtables. She said the Council Committee reviewed the proposed definition with Section and Roundtable leaders to solicit their feedback, which was generally favorable. She recognized, however, that implementing the proposed definitional changes would have a fiscal impact on the Society. An analysis would be needed to determine the cost of administering the proposed changes, which proposed replacing Sections and Roundtables with Member Interest Groups (MIGs).

After Council discussion of the proposal, Stout moved that Council accept the concept of self-generating interest groups as a desirable goal and that Council recognize that administrative implementation would require additional investigation. Council would continue to pursue examination of the question along with the dues structure and annual meeting issues with the goal of making a recommendation by the 1998 annual meeting. Hensen seconded. PASSED.

Maher expressed concern regarding introducing new by-laws language on Member Interest Groups at the business meeting. He said the current bylaws language would act as a placeholder for the coming year as the Society discussed a

range of proposed organizational changes.

Hirtle recommended that SAA establish a leadership list-serve to better communicate with stakeholders. Fox said she would do so in the fall.

Hirtle presented the recommendation from the OCLC Roundtable that it disband and moved Council's acceptance of the recommendation. Hefner seconded the motion. PASSED.

Browne reported that the Network Advisory Committee disbanded and therefore SAA no longer needed a representative to the Committee. She said the Standards Board would have a preliminary report on the *Guidelines for Post-Appointment and Continuing Education and Training* (PACE) for the August Council meeting. She said Joyce Ray recommended SAA have a representative to the AIIM Standards Committee and that Ray inquired whether it would be appropriate for her to assume that role. The sense of Council was that she should represent the Society on this committee.

Davis reported that the ALA-SAA Joint Committee was soliciting member opinions regarding a revision of its statement on access to original research materials. The proposed revision would include a discussion of electronic access.

Bruemmer said the Publications Board would need a replacement for Helen Tibbo, incoming Council member. Bruemmer said he supported the recommendation from Teresa Brinati, Director of Publications, that the *American Archivist* retain four guest editors in order to accelerate production and begin 1998 fully on schedule. Fox said she would communicate this sense of Council to the Editorial Board.

Browne presented a charge to establish a Task Force on the Annual Meeting and moved its adoption. Stout seconded the motion. PASSED.

Bruemmer presented a charge to establish a Task Force on SAA Dues Structure/Member Benefits and moved its adoption. Stout seconded the motion. PASSED.

Fox inquired whether Council wanted to consider a Task Force on Diversity. Hefner said the issue needed to be clearly defined in order to be appropriately engaged. She suggested developing a think piece to frame the debate. Hefner, Gilliland-Swetland, and Uhler agreed to develop a task force charge to be introduced at the August 30 Council meeting.

Maher issued a note of caution and concern regarding how the issue would be handled and the expectations that would come of it. Because Council had not yet reached any conclusions about establishing such a task force, he said it might be premature to discuss it among members. Uhler said she would present the issue with sensitivity to Maher's concerns, focusing on the question of what issues the groups would want the Society to examine.

Davis moved that Hefner, Gilliland-Swetland, and Uhler develop a framework for a charge for a diversity task force that would be presented at the August 26 Council meeting in draft form with a revised charge to be presented for vote at the August 30 Council meeting. Uhler seconded the motion. PASSED.

#### **Task Force on Organizational Effectiveness Recommendations and Next Steps**

Davis presented the context of the discussion of TFOE is-

sues. She said there were three specific issues to be addressed: progress since January and how to move along the process to revise the Constitution and By-laws; implementation of the recommended changes, ensuring that actions taken since the last Council meeting were on schedule; and reorganizing Council as discussed on Planning Day.

Burckel added the need to explore results of discussions with units regarding recommended changes.

Davis said that the implementation part of the process presently centered on the fact that there were a few specified areas affected by the proposed changes that would be the responsibility of the Council liaison. The liaison would need to work with these particular units over a period of time to bring the changes into effect. She noted that Council would have additional information from units following annual meeting discussions which would further assist decision-making in January.

Burckel reported on plans to present the Constitution and Bylaw changes to membership at the business meeting.

Burckel suggested that since the Nominating Committee did not have to solicit candidates for Vice President, this would be a good year for them to explore the reticence of members to run for that office.

#### **SAA RELATIONSHIP WITH OTHER ORGANIZATIONS SAA-NCC**

Bruemmer and Hirtle presented a discussion of SAA's relationship with the National Coordinating Committee for the Promotion of History (NCC). They outlined concerns that NCC was not responsive enough to archival concerns

and presented options for Council to consider. Those options included: withdrawing from NCC to establish a separate SAA lobby; establish an archival lobbying consortium; using a different lobbying organization; scaling back SAA's time commitment to NCC and instead use strategic partnerships; making NCC more responsive; monitoring NCC; or maintaining the status quo.

Gilliland-Swetland said the Society needed a short, concise position statement which identified what the Society does, whom it represents.

Bruemmer and Hirtle agreed to draft a letter expressing SAA concerns to Page Putnam Miller, NCC Executive Director, and post to the Council listserv for comment.

Stout, Gilliland-Swetland, and Maher agreed to draft a vision statement as suggested by Gilliland-Swetland.

Maher thanked Bruemmer and Hirtle for putting together the presentation. He said it presented an excellent model of how Council should be dealing with difficult issues.

### **SAA-Association of Canadian Archivists**

Davis introduced the motion to establish a representative to the ACA and that those representatives would need to secure institutional or personal funding for travel to ACA annual meetings. Bruemmer seconded the motion. PASSED.

### **REVIEW OF COUNCIL LISTSERV DECISIONS SAA Position Statement on GRS 20**

Hirtle moved formal acceptance of the SAA position statement on Archival Issues Raised by Litigation Challenging General Records Schedule 20 as discussed and approved on the Council listserv. Uhler

seconded. PASSED with Thibodeau abstaining.

### **SAA Response to NHPRC Call for Comment**

Stout moved formal acceptance of SAA's response to NHPRC's Call for Comment as discussed and approved on the Council listserv. Davis seconded. PASSED.

### **Declassification Issues**

Hefner introduced a draft letter to Senator Patrick Moynihan regarding *The Report of the Commission on Protecting and Reducing Government Secrecy*. Browne moved acceptance of the letter. Maher seconded. PASSED.

### **Council Listserv Guidelines**

Davis introduced revised Guidelines for use of the Council listserv and moved their acceptance. Bruemmer seconded the motion. PASSED.

### **Monday, June 9, 1997**

Burckel called the meeting to order at 8:08 a.m.

Fox presented a letter received from Linda Henry requesting Council discussion of her concerns regarding the Society's position statement on Archival Issues Raised by Litigation Challenging General Records Schedule 20. She thought the position an inappropriate one which singled out NARA for criticism.

Burckel said he would respond to Henry's concerns and articulate that the Society was responding to litigation, not criticizing a single institution, and that Council considered the larger context an important one. Davis and Bruemmer agreed to work with Burckel in drafting a response.

### **Old Business**

Davis introduced and moved acceptance of revised guidelines for use of the Coun-

cil listserv. Stout seconded the motion. PASSED.

Gilliland-Swetland said she would develop first sale language for the statement on *Copyright, Archival Institutions, and the Digital Environment* and would post it to the Council listserv.

Fox presented revised guidelines for web pages developed by SAA units. After discussion Davis moved acceptance of the guidelines as amended. Bruemmer seconded the motion. PASSED.

Burckel introduced revised Executive Director evaluation guidelines. Davis moved the unanimous recommendation from the Executive Committee that they be adopted. Browne seconded the motion. PASSED.

Stout moved acceptance of the redrafted Statement on the Digitization of Archives as amended. Uhler seconded the motion. PASSED.

### **Adoption of FY98 Budget**

Stout moved adoption of the FY98 budget as presented, with the understanding that certain expenditures could be expensed up to but not exceeding their maximum amounts. These expenditures included \$75,000 from the Special Projects Fund to upgrade software in the Chicago office and \$15,000 from the Education Fund for an education office course catalog and instructor peer review program. Support would also be offered from the general operating budget to the publications program for a mid-year meeting of editors, and to support the work of the two newly established task forces. Davis seconded the motion. PASSED.

Hefner expressed concern over the downward fiscal trends identified during Planning Day and the need to address these trends in a bold

manner. She said she accepted the proposed budget, but cautioned Council to monitor costs and the budget closely in the coming fiscal year.

Stout articulated the need to identify new income streams to help alleviate pressures on the expenditure side.

### **New Business**

Council then elected by lot Bruemmer to serve on the Executive Committee for the 1997-1998 term. Hefner and Uhler were subsequently elected to serve on the 1997-1998 Nominating Committee.

### **Conference Call with Archivist of the U.S.**

Burckel welcomed Archivist of the U.S. John Carlin and Deputy Archivist Lewis Bellardo, who participated via con-

ference call. Carlin described progress on the National Archives strategic planning process, then responded to a range of questions on funding, litigation, standards, and presidential libraries. Burckel thanked Carlin and Bellardo for taking time from their busy schedules to speak with Council. Carlin said that he highly valued the opportunity to communicate with SAA and that he considered it extremely important that communication continue on a regular basis.

Council resumed discussion of New Business with Gilliland-Swetland introducing a request from the California Society of Archivists (CSA) that SAA issue a letter of protest to the California Secretary of State. CSA expressed concern that the Chief of the Cal-

ifornia State Archives and Museums was removed without cause and the subsequent position announcement did not contain adequate professional qualifications. Gilliland-Swetland recommended that SAA go on record recommending that no state archivist position should fall into the category of removal without cause. Hefner moved SAA issue a letter of objection to the California Attorney General. Davis seconded the motion. PASSED.

Stout reviewed the "to do" list of actions from the meeting.

Burckel adjourned the meeting at 11:53 a.m.

SUSAN E. FOX  
*Executive Director*  
Approved by Council  
August 26, 1997

# 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 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.

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

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

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

**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@fils.utoronto.ca.

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

### Manuscript Submission Requirements

Manuscripts should be typed in English on white paper 8½-by-11 inches in size. Computer-printed documents are preferred to be in near-letter-quality mode. Both text (including lengthy block quotations) and endnotes should be double-spaced following the text, not at the foot of each page. All pages should be numbered. The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript. The preferred maximum length is 8,000 words for research articles and surveys and 3,000 words for case studies and perspectives, but these length requirements can be waived for certain articles in consultation with the editor. All articles should be accompanied by a 100-word abstract and author's biographical statement.

Four copies of the manuscript should be submitted for 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.

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.

It is expected upon acceptance that authors will provide copies of their manuscript on diskette. At this time, it is preferred to receive manuscripts composed in Microsoft Word 97, but the editor can accommodate any other word processing software.

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

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

### Review and Production Procedures

Manuscripts are sent out (without the author's name) for peer review by two readers who evaluate them and recommend acceptance, rejection, or revision. Author notification of a final decision normally takes a minimum of eight to ten weeks. Acceptance for publication is usually on the condition that specified revisions be made. Authors are given the opportunity to approve editorial changes and to review page proofs for correction of printers' errors. The minimum editorial and production cycle—which includes receipt of a manuscript, review, acceptance, revision, page makeup, printing and distribution—is approximately twelve months; various factors can affect that time period.

Authors will receive two complimentary copies of the journal in which their articles appear; reviewers receive two tear-sheets. Reprints/offprints may be ordered at the time page proofs are sent to the author for review.

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**Additional Inquiries**

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**Annual Index**  
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The annual index to the *American Archivist* includes authors and titles of articles; authors, titles, and reviewers of items in the "Reviews" section; letters to the editor; editors' columns; presidential addresses and reports of the Society of American Archivists; obituaries; and recipients of awards listed in the journal. Items with multiple authors are listed fully only under the first author. Guides to collections and repositories listed in the "Reviews" section appear under the entry "Guides (individual titles)"; fully reviewed finding aids are further indexed by author(s) and title. Those listed in the "Selected Recent Publications" section appear *only* under the "Guides" entry. Other items from "Selected Recent Publications" are not included in the index.

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## Archival Resources: Bringing the world's archives to the desktop

**T**oday's methods of education, inquiry, and scholarship depend on access to all the products of human endeavor and experience. Archives and other collections of primary sources—oral histories, letters, unpublished notes and manuscripts, records of corporate and governmental operations, and much more—are vital to such work, but too often out of reach or awareness. "Books are easy! It is the scholarly resources hidden in archives that we need to make more visible" (*David Stam, Syracuse University, 1998*).

In the 1980s, the Research Libraries Group played a major role in developing the online format for cataloging archival and mixed collections, resulting in a database that today is approaching half a million *descriptive records of archival collections and items*. Now, RLG has integrated access to this resource with use of over 3,000 *online finding aids*—the detailed collection guides or inventories that reveal where a collection came from, how it is arranged, and what it contains. And both the catalog records and detailed collection guides can provide a further resource: a link to digitized archival materials themselves.

Access to RLG's new **Archival Resources service** is by annual subscription. A flat fee gives an institution or department unlimited access for its users—up to a selected ceiling on simultaneous searching. The service is Web-based and uses the newest generation of RLG's Eureka® searching interface, which supports both simple searches and sophisticated interrogation with uncluttered, understandable displays and constant, but unobtrusive contextual help.

RLG has been involved with the archival community in the evolution of the standard on which this new service is based. Encoded Archival Description is an implementation of Standard

Generalized Mark-up Language that retains the hierarchy of the often complex finding aids. This, together with RLG's centralized indexing and display features, gives the users of **Archival Resources** powerful searching across finding aids, across collections, across institutions, and across oceans. **Archival Resources'** content comes from major research, academic, and national libraries, archives, and museums in North America and the UK. More finding aids are being added by RLG's members and like-minded research institutions.

Providing one point of access to a wealth of archival collections increases the likelihood of finding the information the researcher seeks—and makes possible the discovery of other data not even considered, opening new avenues of research. It makes archival access broader, more affordable, and more precise.

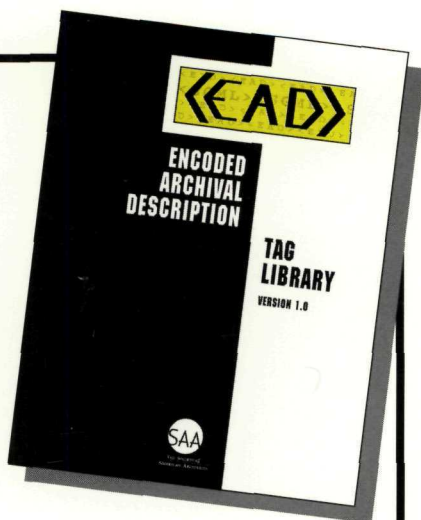
"The more research-like education gets, the better prepared students will be to deal with the information society. It is in primary materials more than any other place that barriers to access have existed" (*Peter Lyman, University of California at Berkeley, 1996*). RLG's **Archival Resources** offers faculty, students, librarians, archivists, and others centralized access to significant primary sources located in repositories throughout the world. With this new service, the barriers are coming down.

To learn more about subscribing or contributing to **Archival Resources**, visit RLG's Web site at [www.rlg.org/arrhome.html](http://www.rlg.org/arrhome.html), call 1-800-537-7546, or send e-mail to [bl.ric@rlg.org](mailto:bl.ric@rlg.org).

The Research Libraries Group is a not-for-profit corporation devoted to improving access to information that supports research and learning. RLG's international membership base includes universities, national libraries, archives, historical societies, museums, and independent research collections. Institutions and individuals around the world can take advantage of the information discovery and delivery services developed by RLG and its members.

# ENCODED ARCHIVAL DESCRIPTION TAG LIBRARY

VERSION 1.0



Essential documentation for archivists, museum curators, and librarians who are using or are thinking about using EAD. The Tag Library lists and defines all EAD Version 1.0 elements and attributes, and indicates their relationships to one another. Tagged examples illustrate the use of each element. A narrative overview explains the major components of the EAD structure. This publication was prepared by the Encoded Archival Description Working Group of Society of American Archivists and the Network Development and MARC Standards Office of the Library of Congress.

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**"The EAD Working Group has taken a leadership role in working with both the archival and library communities to develop standards that will be critical to the advancement of digital libraries. It is particularly gratifying to see this result from a broad-ranging community effort. Finally, we have some specific guidelines for including the special collections materials that reside in many different types of cultural repositories into the mainstream digital library."**

— DEANNA MARCUM

*President, Council on Library and Information Resources*



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