

GALLERY OF CONTRIBUTORS



Philip C. Bantin is university archivist at Indiana University, where he has been actively involved in the management of IU's electronic resources as a member and co-chair of the university's Data Stewards Committee. Before working at IU, Bantin was an assistant archivist at Marquette University, university archivist at UCLA, and head of the Archives and Manuscripts Department at Boston College.



Rita L. H. Czeck is assistant professor and monographic cataloger at the University of Colorado at Boulder Libraries. She earned her master of science in library science degree at the University of North Carolina at Chapel Hill.



Jane Greenberg is a graduate student researcher overseeing the metadata aspect of the Pennsylvania Educational Network Digital Object Repository (PEN-DOR) project—a digital library of educational resources for teachers throughout the state of Pennsylvania. In January 1999, after completion of her Ph.D. at the School of Information Sciences, University of Pittsburgh, Greenberg will join the faculty at the University of North Carolina, Chapel Hill, School of Information and Library Science. Prior to her work at Pittsburgh, Greenberg was the coordinator of Special Collections Cataloging at the Schomburg Center for Research in Black Culture, a research division of the New York Public Library.



Jennifer Davis Heaps received an M.A. in history from the University of Cincinnati and is an archivist on the staff of the Special Media Archives Services Division, National Archives and Records Administration. She first undertook research on the history and administration of the OSS records described in her article in a previous position at NARA where she worked with modern military records.



Linda J. Henry has worked with manuscripts, organizational, and public records in several institutions. Since 1991 she has been an archivist with the Center for Electronic Records of the National Archives and Records Administration. She is an SAA Fellow and has served as SAA Treasurer and as a member of the SAA Council.



Olga Leontieva has been working since 1987 for the Archival Department of the Tver' Region Administration, Russia. She studied history and archival administration at Tver' State University and Russian State University for the Humanities.



W. Bernard (Bill) Lukenbill is a professor of library and information science at the Graduate School of Library and Information Science, at the University of Texas at Austin. He holds an M.L.S. from the University of Oklahoma, and a Ph.D. from Indiana University. He has lectured and published widely in several areas of information organization and use, including youth literature and HIV-AIDS information delivery within library environments.



Natasha Lyandres is currently employed as a reference librarian at East Carolina University. Prior to taking this position in August 1997, she worked since 1990 in various capacities at the Hoover Institution Library and Archives. She studied history at Moscow State University and received an M.L.I.S. from San Jose State University in 1993.



William J. Maher is university archivist and holds the title of professor of library administration at the University of Illinois at Urbana-Champaign, where he has worked at the university archives since 1977. He received a masters in early modern European history from Washington University in 1975 and a masters in library science from the University of Illinois in 1991. He served as President of the Society of American Archivists from 1997–1998, and has served both SAA and the Midwest Archives Conference in various officer and committee capacities over the years.



Jeffrey Mifflin holds an A.B. from Harvard University, an M.A. in history and archival methods from the University of Massachusetts at Boston, and an M.S. in Library and Information Science from Simmons College Graduate School of Library and Information Science. He has worked as an archivist at McLean Hospital, Harvard Business School, the Massachusetts Institute of Technology, and Pioneer Group, Inc. He is currently the archivist of the Massachusetts General Hospital in Boston.



James M. O'Toole is visiting associate professor of history at Boston College. For fifteen years, he directed the M.A. program in history and archival methods at the University of Massachusetts—Boston.



Susan E. Storch received her bachelor of arts degree at McGill University in Montreal in 1990 and her master of arts in history and archival methods at the University of Massachusetts at Boston in 1994. Her article in this issue is based on her master's thesis. She has worked on the Human Radiation Experiments Project at Lawrence Berkeley Laboratory, and was the project archivist for Tobacco Control at the University of California, San Francisco from 1995 to 1996. Since June 1996 she has been the archivist at the University of Oregon.

SOCIETY OF AMERICAN ARCHIVISTS

Council Meeting Minutes

August 26, 1997—Chicago

President Nicholas Burckel called the meeting to order at 8:03 a.m., Tuesday, August 26, 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, and Sharon Gibbs Thibodeau. Sharron Uhler was unable to attend due to a death in the family. Also present was incoming Vice President Luciana Duranti, Treasurer Bob Sink and incoming Council members Fynnette Eaton, Karen Jefferson and Helen Tibbo. Deputy Archivist Lewis Bellardo participated via conference call and Debra Mills, Meetings Consultant, appeared briefly to discuss future meeting sites.

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 Davis seconded the motion to approve the minutes of the June 8-9, 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 said he had little to report and that most of his prior items were discussed via the Council listserv.

Report of the Vice President

Maher distributed the draft vision statement. After Council discussion and revision, Maher said he hoped the document could be available for distribution by the end of the day or by the end of the Saturday Council meeting.

Maher then distributed a list of completed committee appointments. He thanked Eaton and Fox for their help in identifying appointees. He said it was a very time consuming process but despite having invested much time it was an appropriate activity for an incoming president. He said it put him in touch with members and subsequently gave him a good sense of issues of concern among the various constituencies. He described his appointment process in light of pending recommendations for unit dissolution resulting from the Task Force on Organizational Effectiveness (TFOE) report. He said he extended appointments for one year for those on bodies which would likely disband by year's end. He gave the mandate for affected groups to devise new guidelines for council to adopt in order to implement TFOE recommendations.

Maher said he appointed a task group to work on a statement to augment SAA's

support of the National Humanities Alliance Statement of the Principles on Fair Use. He said Peter Hirtle, Tim Ericson and Wanda Finney comprised the group, which would give an archival gloss on the NHA principles. The group was charged to develop a draft document for Council discussion by mid to late September. Such policy statements are one of the key areas in which SAA was moving.

Report of the Treasurer

Stout reviewed the FY97 final figures. Due to a surplus realized from economical production of the *American Archivist* and due to personnel changes, the Society would realize a small gain. He reviewed changes incurred from new Financial Accounting Standards Board (FASB) regulations which mandated program based personnel accounting. He also reviewed the treasurer's report he would deliver at the business meeting.

Report of the Executive Director

Fox gave a brief report on 1997 registration figures, with pre-registration at approximately 1,000. She said she hoped to match or exceed record figures attained at the Washington, D.C. meeting, which had a high attendance of 1,300.

Mills then discussed 2001 meetings dates, presenting information on Birmingham and Mobile, Alabama as possible sites. Council then engaged in a discussion examining the possibility of holding annual meetings on a regular basis in target cities guaranteed to deliver high attendance (Chicago, Washington/Baltimore, New York).

Hefner said that she supported the idea of every third or fourth year holding the annual meeting in Western states. She supported the idea of holding the meeting in the Baltimore area in 2001 in order to mitigate the low attendance anticipated for meetings held prior to that time.

Maher expressed his concern about meeting during Labor Day weekend. He said years ago the Society adopted a rotation schedule outside of the Labor Day schedule. By meeting outside of major

market cities it may enable SAA to meet at alternative times thereby potentially boosting attendance figures. He requested this option be explored if the Society chose either Birmingham or Baltimore as sites.

Davis moved and Bruemmer seconded the motion that if SAA chose a site in Alabama it would be Birmingham. PASSED.

Stout proposed a joint SAA-NAGARA meeting for 2001 in Alabama in order to celebrate the archives centennial in that state.

Maher identified two issues to be resolved: one, the need to confer with Ed Bridges and the Alabama archivists to determine how strong an interest they had in having SAA meet in Birmingham and two, someone needed to speak to NAGARA to see if they had an interest in a joint meeting in Birmingham. It would be important to determine the strength of the support that could be brought to a meeting in Alabama.

Hensen said he would like to see some projection of the attendance numbers for a Birmingham meeting and the impact on the SAA budget of having a series of meetings in areas which generate lesser revenues.

Gilliland-Swetland said Fox should also look at the timing of the meeting. Birmingham was a college town and it would be putting a great deal of strain on them for SAA to be there around Labor Day.

Browne moved that SAA hold the 2001 meeting in the Baltimore/Washington area with the idea that SAA would seriously consider Birmingham in 2002. Stout seconded the motion. PASSED, with Maher and Hirtle against.

Hensen moved that SAA hold the 2002 meeting in Birmingham. Stout seconded the motion. PASSED.

Fox concluded her report with a brief update on personnel transitions and a potential office move in March 1998.

Report of Council Committee on Committees

Hensen said he had nothing current to report. He said his committees would be

meeting and discussing the TFOE recommendations. Davis inquired about the Standards Board, which TFOE recommended incorporate the Committee on Archival Information Exchange (CAIE) as a subcommittee. Hensen said that Linda Evans, Standards Board Chair, disagreed with the recommendation, but that CAIE did agree. The Standards Board and CAIE would come back to Council in January with a charge for the recommended incorporation.

Bruemmer moved adoption of revised guidelines for the SAA/ARMA Joint Committee. Hefner seconded the motion. PASSED.

Report of Council Committee on Sections and Roundtables

Thibodeau said she had communicated with her assigned units and no major issues had surfaced. She said there was a great deal of support for the planned Leadership Luncheon and some lingering response to the TFOE recommendations. She said a group of perennial concerns needed to be addressed: infrastructure issues, lapses in memory on the part of group leaders regarding whether or not they can receive fiscal support for their work, how to proceed to bring about a name change for their group, disconnects in expectations on the part of the units and the SAA office, especially regarding publishing newsletters and directories. Thibodeau volunteered to develop a list of frequently asked questions (FAQs) for future distribution.

Bruemmer said Council had a crucial role in connecting units with the Chicago office. He said he heard many amorphous complaints about the office which were never specific enough to address adequately.

Hefner said that she appreciated the "heads-up" provided by Fox when units expressed dissatisfaction over policies, which enabled her to better prepare for discussions.

Committee on Task Forces, Boards, and Representatives

Davis said she had nothing to report. Browne said the Standards Board had no

recommendations regarding the PACE Guidelines but that they would have one for the August 30 Council meeting.

Hefner presented a draft charge for establishing a task force on diversity. Gilliland-Swetland said there were several diversity aspects involved in several different discussions currently underway in the Society, including salary, recruitment, meeting rotation, etc. Hefner said she, Gilliland-Swetland and Jefferson pared an initially too broad charge into essential questions for the Society to consider.

Maher expressed basic concerns. He said that while the areas for the task force to examine had been narrowed, which helped reduce the lack of focus of the original proposal, he saw a pragmatic problem in trying to explain to the task force what it is that Council meant by diversity. He did not believe the charge identified or clarified diversity and that the very definition of the word was a political issue. He also identified concern regarding the manageability of a task force of eight members and a concern that the Society might be taking on too much activity to add a third task force to the two already established for the year.

Jefferson said that while it is not an easy answer to try to define diversity; it could not be accomplished around the Council table and therefore it was important to have a task force address the issue. She said diversity is an issue the Society should be interested in, how the issue is approached is the reason to have a task force recommend approaches. She said she personally would wonder why SAA would be reluctant to address the issue and bring it into discussion.

Davis expressed difficulty with the timing of the task force and the level of risk incurred with all the other initiatives engaging the Society's effort and attention. The task force introduced the possibility SAA would not be able to act on its recommendations. She suggested this may not be the year to establish the task force and that it might be better to wait until the TFOE changes are established and the other two task forces conclude their work.

At that time it might be possible to come up with specific recommendations which could be implemented.

Bruemmer said he saw it as a Gordian knot, which is true of all committees — Council sets people on tasks, deliberates on their recommendations, then ignores their advice, which engenders hard feelings. One way around that, he suggested, is to be very specific. Diversity, however, was not an issue which could be easily specified.

Jefferson said the issue was already in discussion among members of the Society. She said the task force report may not necessarily recommend implementable items, but describe what issues exist.

Hefner said that addressing diversity would never be a smooth matter and it was one SAA would need to face. She noted the perception that SAA was dominated by a straight, white, middle class and the fact that the Society will always face a very full agenda.

Fox inquired whether or not the subcommittee would request funds for a meeting of the task force. Hefner said no funds were expected, that all work of the task force would be accomplished without a midyear meeting.

Duranti suggested an alternative, to direct each SAA unit to issue a short report on how they address or whether they consider the issue of diversity at all in the course of their business. Council could then receive the reports and decide what steps to take.

Hensen saw this as an unwieldy approach. He said it would be natural for a task force to address the issue rather than funneling through Council. He said he was comfortable with the charge as it was phrased.

Gilliland-Swetland noted that diversity issues were highly relevant to the Task Force on the Annual Meeting and the Task Force on Dues and Member Benefits.

Sink said he saw the charge as very narrow. Define what diversity is to SAA. Eight people could do that, then leave it open where to proceed from there.

Hefner moved adoption of the charge establishing a Task Force on Diversity. Gil-

liland-Swetland seconded the motion. PASSED.

Hirtle agreed with Sink. He offered an amendment to the charge to change the wording of the background statement to investigate how and to what extent issues of diversity are being addressed by the Society. Then it would be up to Council to decide next steps.

Hirtle moved to amend the charge. Browne seconded the motion. PASSED.

Burckel asked if the understanding was that as part of the information gathering portion of the work the task force would go out to groups and ask them what they had done to incorporate issues of diversity and to be sensitive to these issues? He said he wanted some mechanism in place which would place the burden on all SAA members to think about and address the issue, not just on a task force.

Hefner moved adoption of the charge as amended. Gilliland-Swetland seconded. PASSED.

Conference Call with Lewis Bellardo, Deputy Archivist of the United States

Burckel reviewed with Council the suggested agenda for the conference call with Lewis Bellardo, Deputy Archivist of the United States. The ensuing discussion with Bellardo included receiving current information regarding litigation against the National Archives (GRS 20, IRS); status of FY99 appropriation for NARA and NHPRC; status of the NARA strategic planning process; and methods of strengthening the relationship between NARA and SAA. Burckel thanked Bellardo for taking time from his busy schedule to speak with Council.

NHPRC Blue Ribbon Committee

Burckel gave background of the proposed issue to establish a Blue Ribbon Committee for NHPRC to address how to increase funding for the Founding Fathers documentary editions and how to expedite their publication schedule. He said SAA's representative to NHPRC, Anne Kenney, had suggested the Association of Documentary Editors (ADE) take on the project, as its goals relate directly to their

work. The sense of Council was that there was no need for a commission at this point in time and therefore it was appropriate that it be managed outside NHPRC by ADE as recommended by Kenney.

NCC

Burckel said both the outgoing and incoming executive committees would be meeting with Page Putnam Miller, Executive Director of the National Coordinating Coalition for the Promotion of History (NCC) later in the week. He said the purpose of the meeting was to clarify expectations SAA had in participating in the NCC coalition and to request that Miller keep the Society informed of archival issues raised by historians early on in order to open up the dialogue between the two professions.

Burckel said Miller had presented a list of recommended actions for Council to consider:

Letter to the House and Senate Judiciary Committees re Proposed World Intellectual Property Organization (WIPO) Treaty

Hirtle said it was important for SAA to be cognizant of issues involving encryption systems which would have distinctly archival concerns. He recommended that the executive committee communicate to Miller that SAA opposes the proposed WIPO treaty.

Fox said she would construct a first draft of the letter to the House and Senate Judiciary Committees expressing SAA's opposition.

Letter to Senate Treasury Appropriation Subcommittee re NHPRC Funding

Hefner moved and Browne seconded the motion that SAA send a letter in support of the House version of the appropriation. PASSED.

The sense of Council was that a letter to the House and Senate Oversight Committees regarding recommendations from the Advisory Committee on Historical Diplomatic Documentation to the United States Department of State was not needed at that time because the issues were well stated by the Advisory Committee itself.

Statement on the Use of Electronic Mailing Lists by SAA

Bruemmer introduced the following statement:

"In January 1997, Council decided against the implementation of an SAA electronic mailing list, preferring to use the SAA Web site and *Archival Outlook* as the primary channels of communication between the Society and its members. Historically, SAA has severely limited its participation in other electronic mailing lists because of the danger in appearing to adopt them as another formal channel of communication, a channel in which SAA could not assure any level of quality. Yet SAA's silence on existing mailing lists is not in the interests of its strategic plan or its members. The use of electronic mailing lists relating to archives, preservation, and records management is an inexpensive and effective means of communication to members, potential members, and others who look to SAA for leadership in the profession.

"In the future, SAA will use relevant electronic mailing lists in conjunction with postal mailings, fax, and other mechanisms used to disseminate information to both members and non-members of SAA. Such information should include announcements of public policy issues formally adopted by SAA. The intent is not to use electronic mailing lists to engage the Society in a dialogue, which would be fraught with impracticalities. Rather, SAA recognizes the need to disseminate information to all individuals who participate in the profession or who are allied with it."

Bruemmer then moved adoption of the statement for insertion in the Council Handbook. Stout seconded the motion. PASSED.

Maher noted that when posting to listservs the Chicago office will need to develop a paragraph that communicates SAA does not engage in debate of policy statements.

Hefner concurred, saying that the intent is to receive feedback, but to keep the discussion at a higher level.

Maher said that as a practical matter he preferred the statements be posted only

by the Chicago office, the President or Council, however his distinct preference was for the postings to come only from the Chicago office. Council expressed strong agreement.

Inquiry Re SAA Assuming Ownership of Archives Listserv

Fox relayed an inquiry from John Harlan regarding whether or not SAA would want to take over management of the Archives and Archivists listserv. Maher said he received a very similar inquiry from H-Net asking whether or not SAA wished to establish a listserv there as well. Therefore, he said, the question of SAA's involvement in an archives listserv would need to be taken in context. The Society had an opportunity to consider whether or not to engage in a moderated or unmoderated listserv or not to engage in one at all. Burckel raised a third option of establishing a members-only list.

Hirtle said he did not see H-Net as really being an option because of the mechanics involved in administering the list. He considered the Harlan inquiry more feasible but that assuming ownership would depend on whether or not the list could still be maintained out of the Miami U. system.

Maher said Council needed more information on what would be involved in owning the list, time and maintenance requirements.

Bruemmer said he would call Harlan and explore the range of options.

Hefner said she wanted to assess the financial implications as well. Hirtle said he would like to see the listserv farmed out to members who have institutional support and not have it operating out of the Chicago office with staff responsibility.

Bruemmer said Council needed a business plan in order to respond to the inquiries. He said he would develop a plan for the winter Council meeting. Fox agreed to work with him.

Leadership Luncheon

Burckel led a discussion about logistics of the Leadership Luncheon scheduled for later in the week. He said the

main purpose of the luncheon was to listen and to bring feedback obtained from SAA leadership to the Council list-serv for further discussion.

Involving Past Presidents/Leaders

Burckel relayed a conversation held with Linda Edgerly regarding the fact that the Society may be losing talented people due to a lack of engagement. He solicited Council opinion.

Maher said that in the case of past officers and unsuccessful candidates, SAA may well be losing their attention, interest and contributions. He suggested developing a list of past presidents and publishing it in a basic membership publication such as the directory as a means of creating ready access to leadership from the past 25 years.

Hensen said he was not sure he shared the overall perception, although the case was certainly true of unsuccessful presidential candidates. At the same time, he said, there was a need to balance engaging past leaders with the need to engage newer members and those who hadn't been actively involved. He said the perception was in fact that leadership revolved around a very few people.

Burckel noted that SAA membership size had declined and now there was a different population from which to draw. He said there was a need to tap into existing resources and the issue was more relevant now than ten years ago because the SAA population was stabilizing.

Eaton said there needed to be a balance to consider the expertise from ex-presidents and to involve those who have been inactive for a while.

Jefferson suggested this would be an item for the appointments committee to consider.

Burckel said the fellows might also be an appropriate forum to engage the discussion.

TFOE Implementation

Burckel said that assuming the Business Meeting passed the revised Constitution and Bylaws, Council needed to

consider the next steps in implementing TFOE's recommendations.

Maier said that a number of items in the TFOE report recommended change. Unless Council systematically worked with the report and made a conscientious effort to implement them it would be likely the recommendations would never be realized.

He said he would place the recommendations in matrix form and suggest a product needed in order to bring the recommendation before Council as a January discussion item.

Hirtle said it would also be necessary to give serious examination of the Membership Interest Group (MIG) proposal and to decide how that would be constituted as a new set of guidelines. He noted a strong connection between the proposal and the Task Force on Dues and Membership Benefits charge to examine a proposed cafeteria plan dues structure.

Maier said that he saw the next steps then being for Council to develop motions on TFOE recommendations for the Winter council meeting. He said a business and organization plan for the MIG proposal would need to be developed for consideration by the Task Force on Dues and Member Benefits.

Bruemmer recommended that on the Saturday meeting Council should formally endorse all TFOE recommendations except those concerning Sections and Roundtables. Hefner and others opposed the recommendation, saying that leadership had committed to thoroughly discussing the TFOE report with membership.

Resolutions Committee

Eaton and Thibodeau agreed to serve on the Council Resolutions Committee to receive items for consideration at the Business Meeting.

Vision Statement

Maier introduced a position statement on Archival Roles for the New Millennium and moved its adoption. After Council discussion and revision, Hirtle seconded the motion. **PASSED.**

Lindeberg Declaration

Davis presented a request received from an Australian archivist requesting SAA to take a position condemning actions on the part of a provincial justice commission in an issue concerning records destruction. She described the context of the request.

Stout said that the Australian Society of Archivists (ASA) had already spoken to the issue and he saw no need for U.S. involvement.

Maier agreed, saying it was not an American issue and that it had already been addressed by the professional society in the country of its jurisdiction. He noted that Council did not have enough information to come to a coherent decision on it.

The sense of Council was not to become involved in the controversy.

Burckel expressed his pleasure at working with Council during the year. He said it was a good group, very cordial, and although they had had their share of animated discussions throughout the year, they were also able to reach consensus and disclosure with relative ease. He said Maier would continue to benefit from the group's good work.

Stout read the To Do list.

The meeting adjourned at 5:35 p.m.

SUSAN E. FOX

Executive Director

Approved by Council January 23, 1998

SOCIETY OF AMERICAN ARCHIVISTS

Council Meeting Minutes

August 30, 1997—Chicago

President William Maher called the meeting to order at 3:31 p.m. Saturday, August 30, 1997. Present were Vice President Luciana Duranti, Treasurer Robert Sink, and Council members Valerie Browne, Bruce Bruemmer, Fynnette Eaton, Anne Gilliland-Swetland, Lori Hefner, Peter Hirtle, Karen Jefferson, and Helen Tibbo. Sharron Uhler was absent due to a death in the family. Also present was Executive Director Susan Fox.

President's Remarks

Maher said he was looking forward to working with Council during his presidential year. He said his experience with Council during his Vice Presidency proved the group to be businesslike, amiable and fun.

Task Force on Organizational Effectiveness Process

Maher requested that Council members write up their notes from the Leadership Luncheon held earlier that day and post them to the Council listserv. He said Council should identify from the comments received those items which would need further Council discussion and/or implementation. He distributed a TFOE Next Steps matrix which took the TFOE recommendations and parsed out a process of what needed to be done to address

specific recommendations. He stressed the intent was not to necessarily enact what was recommended, but to flesh out the recommendations to enable Council to act upon them. Duranti agreed to coordinate the TFOE follow up items.

In reviewing the matrix, the question of the intent and purpose of the Membership Interest Groups (MIG) arose. Maher suggested that Fox work with Hirtle and Hefner to clarify the process on the Leadership listserv, once it was established, in order to describe both the TFOE and MIG proposals regarding Sections and Roundtables.

Council Operating Agreement

Fox introduced a draft Council Operating Agreement authored by Brenda Banks and gave context to its development. After discussion and revision, Hirtle moved adoption of the Agreement. Eaton seconded. PASSED.

Business Meeting Resolutions

Browne moved and Hefner seconded the motion to accept the Business Meeting resolution adopted in honor of Ruth Helmut. PASSED:

The Society of American Archivists wishes to express its profound regret at the death on July 15, 1997, of Ruth Walter Helmut, first archivist of Case Western Re-

serve University, and past President of the Society of American Archivists.

When she founded the Western Reserve University Archives in 1964, opportunities for formal archival education were very limited, and standards for such training were nonexistent. Helmuth developed the program at CWRU that became a model for similar efforts nationwide. That program, the nation's first double-degree archival program, combined archival course work with offerings from the School of Library Science and the Department of History. In addition, from 1970 to 1980, Helmuth developed and directed a Workshop on College and University Archives. This workshop, a forerunner of offerings now available through SAA or regional archival organizations, offered post-graduate instruction to professionals in the field.

Ruth Helmuth worked assiduously to advance the profession. An active participant in the Society of American Archivists since 1965, Helmuth served as President of the Society in 1980–1981. She was a member of Council when the Society established a headquarters office in 1974, and helped select the Society's first paid Executive Director. Helmuth served on the Editorial Board, and a number of SAA committees, chairing the College and University Archives, Education, and Professional Standards Committees. She helped prepare and secure acceptance of the Society's first guidelines for archival training programs. In recognition of her contributions to the profession, Ruth Helmuth was named a fellow of the Society in 1974.

During the effort to achieve independent status for NARA, Helmuth served on the panel which reviewed qualifications for the U.S. Archivist. She also served on a similar group reviewing qualifications of candidates for the directorship of the Gerald R. Ford Presidential Library.

A founding member of the Society of Ohio Archivists, Helmuth served for three years as its first secretary-treasurer. SOA awarded her a special citation for meritorious service in 1974. She also was a member of the Ohio Historical Records Advisory Board.

In her SAA Presidential Address in 1981 Ruth Helmuth focused on the education of archivists. "People who come to us for instruction need archivists as role models, as competent, interesting, involved professionals...They learn more than theory; they acquire attitudes of dedication, concern, and obligation, if they are taught by professional archivists who work with dedication, concern, and obligation." For her colleagues and for those of us who were privileged to be her students, she exemplified those qualities. But most of all we remember Ruth's kindness and concern for us as individuals.

Born in Cleveland, Ohio, Helmuth received degrees from Radcliff and Smith Colleges. She was University Archivist for Case Western Reserve University until her retirement in 1985. Case Western Reserve University's archives endowment fund was named in Helmuth's honor in 1986. In retirement Helmuth served as an archival volunteer at the Archives of the Cleveland Museum of Art.

Surviving are her daughter, Ann Al-lard of Cleveland, and her brother, Armin Walter, of Columbus, Ohio.

Browne moved and Hefner seconded the motion to accept the Business Meeting resolution adopted on the Committee on the Status of Women. **PASSED:**

"Resolved: That the abolition of the SAA Committee on the Status of Women be postponed until the SAA Council, in consultation with the committee, shall have formulated and enacted an appropriate mechanism to ensure continuing SAA attention to and engagement with the issues embedded in the resolution presented to the 1997 Business Meeting concerning the continuation of the committee."

Hefner moved and Bruemmer seconded the motion to accept the Business Meeting resolution adopted on access to annual meeting facilities. **PASSED:**

"Whereas SAA annual meetings shall be accessible to all attendees,

Be it therefore resolved:

- that SAA shall make every effort to meet in hotels whose facilities are

American Disability Act (ADA) compliant

- that SAA staff and host committee will acquire and use a standard checklist for meeting accessibility such as that used by the American Association for the Advancement of Science
- that the SAA host committee shall include persons with disabilities whenever possible
- that SAA staff and host committees shall use suasion with any site that is discovered to have shortcomings according to the checklist.

Post-Appointment and Continuing Education and Training (PACE) Guidelines

Browne moved and Bruemmer seconded the motion that Council accept the Standards Board recommendation that SAA adopt the PACE guidelines. PASSED.

Committee on International Archival Affairs

Bruemmer presented a memo from Tom Connors, chair of the Committee on

International Archival Affairs, regarding TFOE's recommendation that the Committee become a Roundtable. Connors reported that while no consensus was reached, the overall sense of the Committee was that the openness and relative informality of a roundtable would be desirable to promote interest in international matters among SAA members. The Committee expressed concern about certain tasks the Committee undertook that were more appropriate to a committee rather than a roundtable. Bruemmer said that the Committee will consider the matter and will report back to Council with a recommendation.

Maher reported on meetings with Page Putnam Miller, Executive Director of the National Coordinating Committee for the Promotion of History (NCC) and with Lewis Bellardo, Deputy Archivist of the United States.

Sink read the To Do list.

The meeting adjourned at 5:10 p.m.

SUSAN E. FOX

Executive Director

Approved by Council January 23, 1998

SOCIETY OF AMERICAN ARCHIVISTS

Council Meeting Minutes

January 23-25, 1998—Washington, D.C.

JANUARY 23, 1998

President William Maher called the meeting to order at 8:06 a.m. Friday, January 23, 1998. Present were Vice President Luciana Duranti, Treasurer Robert Sink, and Council members Valerie Browne, Bruce Bruemmer, Fynnette Eaton, Anne Gilliland-Swetland, Lori Hefner, Peter Hirtle, Karen Jefferson, Helen Tibbo, and Sharron Uhler. Also present were Executive Director Susan Fox, meetings consultant Debra Mills, and for part of the meeting, invited guests Archivist of the U.S. John Carlin, Deputy Archivist Lewis Bellardo, Page Putnam Miller, Executive Director of NCC, and Peter Jaszi, intellectual property law professor and founding father of the Digital Future Coalition.

Adoption of the Agenda

Bruemmer moved and Gilliland-Swetland seconded the motion to adopt the agenda as amended. **PASSED.**

Approval of Minutes

Browne moved and Hefner seconded the motion to approve the minutes of the August 26, 1997 and August 30, 1997 meetings as amended. **PASSED.**

Report of the President

Maher thanked Council and the Executive Committee for their active participation in matters relating to the Task

Force on Organizational Effectiveness (TFOE) report via the Council listserv. He found the listserv to be a very effective communication and administrative tool.

Report of the Vice President

Duranti reported on appointments to the 1999 Program Committee. Her initial chair had to resign due to the fact she resided outside the U.S. and would not be returning as expected. Duranti said Tim Ericson would serve as chair. She appointed three co-chairs to the 1999 Host Committee: Edward Galloway, Miriam Meislik, and Stephen Hussman. She said that although Michael Miller had initially agreed to chair the Appointments Committee he found that professional burdens were such that continuing in that role was impossible. Because of the pressing need to make appointments on a timely basis, Duranti asked for Council's guidance on how best to proceed. Hefner suggested Duranti contact some recent past Presidents to enlist their assistance in the process. (Duranti subsequently reported that Sharon Thibodeau agreed to chair the Appointments Committee).

Report of the Executive Committee

Bruemmer reported that the Executive Committee explored how best to structure Council's discussion of issues related to the

Task Force on Organizational Effectiveness' recommendations. The Executive Committee also discussed the Executive Director review process. Sink read into the minutes a list of executive committee actions taken over the list-serv between September and January. They were: approval to send a letter to the American Institute of Architects on the future of their archives; endorsement of H.R. 3048, the Boucher-Campbell copyright bill; endorsement of S. 1146, the Ashcroft copyright bill; Opposition of copyright extension bills S. 505 and H.R. 2589; endorsement of the Digital Future Coalition's testimony before Congress on copyright and the World Intellectual Property Organization's (WIPO) proposed copyright treaty; opposition to Coble bill H.R. 2652 on database intellectual property; approval for SAA commentary on the National Humanities Alliance *Basic Principles for Managing Intellectual Property In the Digital Environment*. Sink recommended Council revisit the listserv guidelines often in order to continually refine the process.

Report of the Treasurer

Sink reported that December 31 marked the end of the second SAA quarter, and while the Society was hewing to budget, two program areas bore attention: workshop income and annual meeting income, both of which failed to meet projections. While other revenues remained strong, overall the fiscal condition of the society was neither great nor dire. Sink then presented the auditor's report and moved its adoption. Hefner seconded. Hefner expressed concern regarding the audit point that SAA did not have clear documentation of the Society's special project funds. Maher appointed a council subcommittee of Hefner and Browne to investigate. Council then voted unanimous acceptance of the report.

Sink presented the auditor's management letter. A discussion ensued of the points contained therein. Hirtle moved and Eaton seconded the motion that the treasurer and executive director jointly designate authorized check signers. PASSED.

Report of the Executive Director

Mills reported on her site visits to Baltimore and Washington, D.C., as potential sites for the 2001 annual meeting. Mills said she did not receive any information from Baltimore in spite of repeated requests to the Baltimore convention bureau and to a number of the city's hotels. She said this was unprecedented in her career as a meeting planner and because of the lack of responsiveness, she had no choice but to recommend Washington, D.C. She said she would investigate the situation in Baltimore further, but only to communicate to city officials her displeasure at their unwillingness to provide information in a timely manner. Hefner moved and Tibbo seconded the motion to select Washington, D.C., as the site for the August 26 - September 3, 2001 annual meeting. PASSED.

Hirtle said his strong sense from the last Council meeting was that the Labor Day time frame for annual meetings was to be discontinued. He said he would argue strongly that the Society choose a time other than Labor Day and then select a hotel with the lowest rates during that time period. A general discussion ensued regarding the pros and cons of meeting over Labor Day. Some cited the negative message sent to those who work in educational institutions, students, and parents. Others cited the need to be equally sensitive to costs and low archival salaries and the fact that the lowest rates can only be obtained over Labor Day, Thanksgiving, Christmas, or New Year's.

Maher requested that Mills investigate Council concerns with the proposed hotels, report electronically to Fox and Council on whether or not to proceed with the decision on the dates and the hotel for 2001. Maher noted that the office would have to make this decision based on a number of factors and further noted that this is an issue in which Council would never reach consensus or agreement.

Fox concluded her report by noting that the terms for both the editor of *The American Archivist* and the Publications Editor will conclude on December 31, 1998.

She would be determining whether or not to continue their tenure. Following Council discussion, Maher said he assumed that if both individuals did wish to continue that Fox would convene a working group to review their performance rather than conducting a full search for new editors.

Eaton moved and Bruemmer seconded the motion that Fox should determine whether or not the editors have an interest in continuing in their positions and if so convene a working group including Tibbo to evaluate options on how best to continue. Fox will report back to the June council meeting with a recommended action. PASSED

Page Putnam Miller

Maher then welcomed Page Putnam Miller to the meeting and thanked her for taking the time to meet with Council. Miller described her work with the National Coordinating Committee for the Promotion of History (NCC) and the issues on which she was currently focused.

Archivist of the U.S. John Carlin

Maher welcomed Archivist of the U.S. John Carlin and Deputy Archivist Lewis Bellardo to the meeting and thanked them for taking the time to meet with Council. Carlin described current NARA activities and initiatives and engaged in a question and answer session with Council.

Report of Council Committees

Gilliland-Swetland presented revised guidelines for the Committee on Education and Professional Development which would implement TFOE recommendations and incorporate the Education Office Advisory Board into its charge. She moved and Eaton seconded the motion to adopt the revised charge. After a few editorial revisions the motion PASSED.

Bruemmer moved and Duranti seconded the motion to disband the Education Office Advisory Board. PASSED.

Gilliland-Swetland presented a request from the Public Information Committee to engage in a campaign to identify the ten most important documents from

the past century and to engage in a public awareness campaign. After discussion, Hefner moved and Bruemmer seconded the motion that Council thank the committee for placing the idea before Council. However, the proposal brought out the larger issue of the core mission of the committee and how SAA could be most effective in public affairs. Council charged that Bruemmer and Gilliland-Swetland work with the committee co-chairs to refine its mission and discuss the future of the committee. PASSED.

Peter Jaszi

Maher welcomed Peter Jaszi, of the Digital Future Coalition, to the meeting. Council received a report and engaged in discussion of DFC activities, especially relating to copyright legislation.

At the conclusion of Jaszi's presentation, Council returned to the Report of the Council Committee on Sections and Roundtables.

Uhler reported a communique from Dennis Harrison, Membership Committee chair. Harrison said a recent poll revealed that student chapters had little meaningful contact with SAA. Harrison said the Society's control over entry to the profession had been weakened by list-servs as a new communications medium, younger archivists were aware of this and he wanted to bring the issue to Council attention. His sense was that SAA did not appeal strongly to younger archivists because they could meet their needs electronically and in local fora.

Uhler moved and Eaton seconded the motion that Harrison compile this information on student chapters to share with the Task Force on Dues and Member Benefits. PASSED.

Committee on Task Forces, Boards, and Representatives

Bruemmer presented a report from the *American Archivist* Editorial Board responding to a proposal from Kluwer International to take over the production and distribution of the journal. After Council discussion of the possible pros and cons of

the proposal Duranti moved and Hefner seconded the motion that Bruemmer communicate to the Editorial Board working group that they should explore the concept of producing an RFP to commercialize the publishing of the *American Archivist*. Then, if it seems to be a sound proposition to produce an RFP, they develop one for jobbing out services in support of enhancing the journal along the lines of, but not exclusively, what was incorporated in the Kluwer proposal. PASSED.

Council entered into executive session to discuss the schedule for the Executive Director's evaluation and contract. Maher reported the consensus of this discussion was to conclude the annual evaluation process before late March and use its results to inform Executive Committee deliberations on the extension of Fox's contract a further year. The Executive Committee will report back to Council on this matter at the June meeting.

JANUARY 24, 1998

Task Force on Organizational Effectiveness

Council addressed each of the TFOE recommendations in depth.

Fox agreed to revise the Council Handbook to reflect the change of committee term of membership to three years. The chairs will be appointed for one year terms but may not be appointed for more than three terms.

Fox agreed to revise the Council Handbook to reflect the requirement that all committees prepare minutes, submit them to the SAA office, and prepare an annual report for Council.

Eaton agreed to draft language formally establishing an Appointments Committee and to submit the draft to council at the summer meeting.

Eaton submitted a revised charge for a Standards Committee. Hirtle commended the efforts of the Standards Board in working with Council to develop a new charge. He moved and Sink seconded the motion to accept the Standards Board proposal for reorganization and directed the affected units to continue to develop the

proposal through the creation of committee charges and guidelines. PASSED.

Fox agreed to remove reference to the Committee on Goals and Priorities from the Council Handbook, reflecting Council's August 31, 1996, decision to disband the Committee.

Sink moved and Duranti seconded the motion to disband the Committee on International Archival Affairs (CIAA). Aye: Sink. Nay: Browne, Bruemmer, Eaton, Gilliland-Swetland, Hefner, Hirtle, Jefferson, Tibbo, Uhler. Abstain: Duranti. DECLINED.

Duranti moved and Uhler seconded the motion that the president establish a task force to identify the type of international involvement SAA should have, its purposes, and the means of achieving such involvement. The task force would present recommendations by May 15. PASSED, with Hefner opposed.

Bruemmer moved and Duranti seconded the motion that Council freeze membership in CIAA until Council has had the opportunity to assess the results of the task force. PASSED.

Fox agreed to draft guidelines for SAA representation to the International Council on Archives (ICA). Bruemmer agreed to prepare draft revised language for the introductory pages on representatives in the Council Handbook.

Bruemmer moved and Duranti seconded the motion that Council freeze membership in the Legal and Legislative Affairs Committee and that Council Liaison Eaton should receive a report from the Committee to evaluate the nature of legal and legislative advice the Committee could provide to Council, especially in light of Council's own increased work in this area. PASSED, with Hefner opposed.

Council began its discussion of the Committee on the Status of Women (COSW) by reviewing the December 1, 1997 communique from Maher to Laurie Baty and Baty's January 5, 1998 response. Hefner moved and Browne seconded the motion that Council retain the Committee on the Status of Women. Aye: Browne, Hefner, Uhler. Nay: Bruemmer, Eaton,

Jefferson, Sink, Tibbo. Abstain: Duranti, Hirtle, Gilliland-Swetland. DECLINED.

Sink moved and Duranti seconded the motion that in view of the communications between Maher to Baty on December 1, 1997 and Baty to Maher on January 5, 1998 the Committee on the Status of Women be encouraged to create a petition to establish a Roundtable on Women's Professional Archival Issues consistent with the concerns expressed in the closing portions of Baty's letter. Aye: Bruemmer, Duranti, Eaton, Sink. Nay: Browne, Hefner, Tibbo, Uhler. Abstain: Hirtle, Gilliland-Swetland, Jefferson. The vote being tied, Maher cast a vote of aye and the motion PASSED.

Bruemmer agreed to work with Browne to reassess the role of representatives in the Society and to present a proposal addressing the issue at the June Council meeting.

Following Council consultation with the chair of the committee, Gilliland-Swetland moved and Duranti seconded the motion that Council disband the Committee on Institutional Evaluation and Development. PASSED.

Hefner reported on her communications with the Archivists of Religious Collections Section and their displeasure at the TFOE recommendation they change their name. Council agreed the Section should retain its name as Section leadership requested.

Duranti said she saw a need to establish a Planning Task Force to consider revisions to the SAA strategic plan. She and Sink agreed to work with Fox to develop a charge for the proposed task force. Hirtle suggested that the proposed task force also consider addressing how Council itself works within SAA.

January 25, 1998

Old Business

Archives and Archivists Listserv

Bruemmer reported on discussions with John Harlan regarding Harlan's request that SAA assume management of the Archives and Archivists listserv. He then

moved and Browne seconded the motion that SAA pursue guardianship of the list through a third party volunteer. PASSED.

Maher appointed a working group consisting of Bruemmer, Fox, Hirtle and Tibbo to investigate the fiscal implications of SAA assuming management of the list. He charged the working group to report its findings to Council for discussion at the June Council meeting.

Australian Society of Archivists Request

Maher presented a letter from the Australian Society of Archivists requesting that SAA endorse ASA's position on a political controversy in that country regarding management of public archives. The sense of Council was that the decision made at the August Council meeting not to become involved still stood. Council agreed to write a letter to the ASA commenting on the relevant archival principles relating to the case.

Nominating Committee Report

Uhler presented a report from the 1997 Nominating Committee addressing recruitment of candidates for elected positions. Uhler moved and Eaton seconded the motion that Council thank the Nominating Committee for their hard work in researching and presenting the report. She further moved that Council ask the nominating committee to create position descriptions to be given to prospective nominees. PASSED.

New Business

Planning Day

Duranti and Sink agreed to develop a structure for Council's traditional Planning Day prior to the June meeting. They proposed Council focus on strategic planning, the next phase of revising the strategic plan with a specific focus on membership issues.

Election of Three Fellows to Committee to Select SAA Fellows

Hefner moved and Bruemmer seconded the appointment of David Gracy,

Bruce Dearstyne, and Lisa Weber to the Committee to Select SAA Fellows. PASSED, with Sink abstaining. Council elected Jefferson by acclamation to serve as Council's representative on the committee.

Pending Uhler Resignation

Uhler announced that if accepted as a novitiate as expected, as of May 1 she would be unable to serve the remainder of her term on Council due to Canonical law prohibiting travel for one year. Maher thanked Uhler for her service on Council and said he especially valued her contributions to discussions. Maher said he would need a formal letter of resignation. Uhler thanked Council and expressed her appreciation of the work of her colleagues.

Council Exemplary Service Award

Fox introduced nominees for the Council Exemplary Service Award, including two from Bill Wallach. Bruemmer recommended the Hamer and Coker Awards as appropriate for the Wallach nominees. Hirtle said he would revise the terms of the Council Exemplary Service Citation to clarify that the award is for those whose contributions fall outside the awards structure and involves direct service to Council.

ICA Representative to EAD Working Group

Eaton addressed the issue of establishing an International Council on Archives representative to the EAD working group. Hirtle moved and Eaton seconded the motion that the liaison to CAIE convey the sense of Council that the liaison from the ICA Descriptive Standards group should be welcome in discussions and, further to

TFOE discussions, that CAIE establish guidelines describing the parameters of the EAD Working Group, to include an ICA representative in those guidelines, and that the Chair of CAIE should convey these developments to the ICA. PASSED.

ICA Code of Ethics

Council remanded the ICA Code of Ethics to the SAA Committee on Ethics and Professional Conduct for review toward possible SAA endorsement.

Oral History Association

Bruemmer presented an Oral History Association statement on proposed revisions to the Public Health Service Act regarding the Department of Health and Human Services Protection of Human Subjects regulations. The sense of Council was to solicit broader feedback on the issue from the Oral History Section and other members of the Society on whether or not to endorse the OHA position. Once vetted, Council would vote whether or not to endorse the OHA position statement.

Fox introduced a letter from Hillary Kaplan objecting to revisions to the Associate Membership category as voted upon at the prior business meeting. Maher instructed Fox to draft a letter to Associate Members instructing them of the change.

Fox presented a letter from Greg Bradsher requesting that SAA recognize Christopher Meili. Browne suggested this would be an appropriate nomination for the Jameson Award.

Sink read the to-do list.

The meeting adjourned at 10:40 a.m.

SUSAN E. FOX

Executive Director

Approved by Council June 6, 1998

SOCIETY OF AMERICAN ARCHIVISTS

Council Meeting Minutes

June 6-7, 1998—Chicago

JUNE 6, 1998

President William Maher called the meeting to order at 8:30 a.m. Saturday June 6, 1998. Present were Vice President Luciana Duranti, Treasurer Robert Sink, and Council members Valerie Browne, Bruce Bruemmer, Fynnette Eaton, Anne Gilliland-Swetland, Lori Hefner, Peter Hirtle, Karen Jefferson, and Helen Tibbo. Also present were incoming Council member Jane Kenamore, Executive Director Susan Fox, and meetings consultant Debra Mills. Absent: Sharron Uhler.

Adoption of the Agenda

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

Approval of the Minutes

Bruemmer moved and Tibbo seconded the motion to approve the amended minutes of the January 23-25, 1998, Council meeting. PASSED. Over the objections of the Executive Director who expressed deep concern about legal liability, Hefner noted that the research she conducted on the Special Projects Funds could not have been undertaken with the minutes as they are currently being prepared. Fox said the purpose and intent of producing minutes is to establish a record of actions taken by the corporate body. Le-

gal counsel advised her that a more fulsome record places the Society at risk.

Report of the Executive Committee

Bruemmer reported on five electronic mail votes taken by the Executive Committee. 1) On February 25, 1998, the Executive Committee approved a letter by the SAA President to members of the House Oversight Committee protesting the termination of the position of Archivist for the House of Representatives. 2) On February 25, the Executive Committee also referred to the Ethics Committee for examination and recommendation a letter calling into question pending actions relating to a descendent of an individual whose papers were already in an archives. 3) On March 4, the Executive Committee approved a letter from Maher to express SAA's concern on the matter of pending National Institutes of Health regulations on the use of human subjects and their effect on oral history projects. 4) On March 23, the Executive Committee approved a draft EAD grant proposal to the Institute of Museum and Library Services. 5) On May 15, the Executive Committee approved Treasurer Sink's request to release \$38,000 in funds to commission a professional survey firm to conduct a membership survey. The Task Force on Dues and Member Benefits recommended this action and the SAA office later solicited re-

quests for proposals. Hefner expressed interest in reviewing the survey before distribution. Maher and Sink clarified that the survey was the product and responsibility of the task force and that a very tight deadline precluded full Council review. Fox agreed to send Hefner a draft for review with the understanding that it would need a 24-hour turnaround.

Bruemmer also reported that the Executive Committee accepted the FY99 SAA salary budget as recommended by Fox and the FY99 budget to be presented at this meeting for Council adoption.

Report of the President

Maher reported on intellectual property and copyright legislation in Congress. He recommended that SAA continue to provide specific legislative language when commenting on bills as a particularly effective means of promoting and clarifying our position on issues. He also recommended that SAA work with the U.S. Copyright Office on these issues.

Maher then reported on the spring NCC meeting. He recommended that whenever possible the SAA should send either a member of Council or an officer to attend the NCC Board Meetings if the Executive Director is unable to make the commitment.

Council entered into executive session to discuss the Executive Director's contract renewal. Maher described the 1997-1998 Executive Director evaluation process. The Executive Committee recommended that the contract be extended to a term of April 1, 1999—March 31, 2000. PASSED.

Report of the Vice President

Duranti reported progress on appointments and said she would have formal letters out to appointees by the end of June.

Report of the Treasurer

Sink presented the April 30, 1998 income and expense statement and presented the proposed FY99 budget. Maher said that the annual target contribution to the reserve fund should be 3% (\$33,000)

of the operating budget, which SAA would not be able to meet in the current fiscal year nor in the next. He noted that the society had not yet met its target of a six month reserve.

Hefner said that she did not agree with the concept of a six month reserve. She said it was a matter of risk analysis and as such she could not foresee an event that would incur the need for a six month reserve. She recommended only three months, which is the current reserve.

Duranti expressed her concern that the proposed FY99 budget reflected status quo for the publications program and that she saw no progress in this area, especially in producing translations. She said the Society needed other robust publications than merely the Archival Fundamental Series, and translations represented an untapped market.

Sink also reported that he was drafting an investment policy to be presented to Council at the September 1 meeting.

Report of the Executive Director

Fox presented Education Director Joan Sander's proposal to develop an Internet-based distance education course. Sander requested \$10,000 from the Education Endowment to subsidize startup costs in developing the course. Council expressed support in moving in the direction of distance learning but requested that Sander amplify the proposal with a business plan. Fox agreed to address this issue with Sander and to present a more extensive proposal at the September 1 Council meeting.

Fox introduced a memo from Steve Hensen requesting permission to pursue an SAA application to NEH to provide for ongoing support and maintenance of EAD and the revision of APPM over the next three years. A significant portion of the funding would go toward hiring a Descriptive Standards Officer for SAA.

Hirtle moved and Browne seconded the motion accepting Hensen developing a proposal to the NEH. Gilliland-Swetland commented that the Society needed more

workshops on description in general and encouraged Hensen to build in workshops on description issues such as authority control. Maher expressed fiduciary concern whether SAA would be required to maintain the position beyond the three years funded by NEH. Fox said that would not be the case. PASSED.

Fox reported on an ARMA sponsored "Records and Information Management" meeting of 18 allied associations. The purpose of the meeting was to explore potential areas of collaboration among the associations and to leverage influence and resources in areas of common concern. The associations agreed to move toward creating an Information Management Collaborative. Fox presented an enabling resolution from the meeting for Council approval.

Hirtle moved approval of the following resolution: "In the spirit of promoting the common interests of information management, the Society of American Archivists hereby adopts this resolution of cooperative effort with related organizations. The Information Management Collaborative (IMC) includes: 1) adoption of a mission/vision statement; 2) identification and communication of areas of commonality, and 3) identification of collaborative efforts." PASSED.

The sense of Council was not to formally commit to the proposed collaborative until it had the opportunity to review the mission/vision statement, but to allow the Executive Director to participate in the process of developing one.

Council Committee on Committees

Eaton moved and Duranti seconded the motion to accept a petition from the Committee on the Status of Women to be transformed into Women's Professional Archival Issues Roundtable. PASSED, with Browne and Hefner voting nay. Hefner said, and Browne agreed, that it was a mistake for this group to become a roundtable because of the programmatic issues involved which needed continued Council support at the Committee level.

Maher expressed his appreciation for Eaton's work with Laurie Baty, Committee chair, on this issue.

Council received a report from the Public Information Committee discussing its purpose and functioning. After discussion, Bruemmer moved and Hefner seconded the motion to accept the recommendations of the co-chairs of the Public Information Committee that Council dissolve the committee. PASSED.

Bruemmer recommended Maher thank the co-chairs and the committee members for their good work. Bruemmer noted that Council would need to follow up on the Jameson award and reassign its stewardship to the Reference, Access and Outreach Section. Browne said she would be the liaison with the Awards Committee to identify an appropriate successor to the Public Information Committee representation on the Jameson Award.

Eaton reported she had contacted the Legal and Legislative Affairs committee to receive feedback regarding possible future directions for the committee. One member responded, saying that legal and legislative issues were better addressed within Council rather than within a committee structure. She noted that Maher received a letter from the chair of the committee expressing dissatisfaction with the TFOE recommendation and the process, but other than these two individuals no other member of the committee responded. Hirtle noted that there are more legal and legislative issues on the horizon than Council may be able to address directly. He suggested that Council should start thinking about alternative mechanisms and structures for addressing these issues.

Eaton moved and Duranti seconded that Council dissolve the Legal and Legislative Affairs Committee. PASSED.

Eaton then introduced guidelines for a proposed Appointments Committee which up until that time had been acting on an ad hoc basis. Following Council discussion, Eaton moved and Duranti seconded adoption of the guidelines. Duranti offered a friendly amendment to the mo-

tion to set the size of the committee to "three to six" members. Hefner seconded. PASSED.

Council Committee on Sections and Roundtables

Hefner introduced a list of Frequently Asked Questions to help members of Sections and Roundtables better understand Society procedures. She stressed that these are units of member interest of the Society and that it is important that Council strive to overcome the perception on the part of sections and roundtables that leadership considers them a problem. Hefner recommended that the FAQs be made widely available.

After Council discussion of the status and efficacy of the three-year plan reporting procedure formerly required of SAA units, including Committees, Sections, and Roundtables, as a service to CGAP but unused since CGAP's demise, Eaton moved and Browne seconded the motion to bring the Council Handbook into conformance with current practice by deleting references to three-year plans from the Council Handbook and changing "current activity reports" to "annual report" on the previous year's activities and anticipated/projected activities for the coming year. PASSED.

Jefferson informed Council that the Archivists and Archives of Color Roundtable are considering making a request to rename the Minority Student Award in honor of Dr. Harold Pinkett. Council expressed its willingness to accept a request for such a change. Jefferson is to advise the AACRT to make the request to the Awards Committee. She will advise the Awards Committee Chair that a request may be coming.

Council Committee on Boards, Representatives and Task Forces

Eaton introduced the interim report of the Task Force on the Annual Meeting. Maher noted the Task Force request for an extension to its original timetable which had specified a final report be submitted to Council at the 1998 annual meeting. Instead, the Task Force requested submitting

its final report for the winter meeting in order to gather further information from attendees at the 1998 meeting. Maher said he agreed to the extension.

Sink introduced the interim report from the Task Force on Dues and Member Benefits. Jefferson noted that although Council assumed that supporting 81 units was too expensive she would prefer to see more data to clarify that assumption. Council agreed that the task force should identify such costs and to also include an assessment of the potential benefits of a multi-unit organizational structure.

Jefferson introduced the interim report from the Task Force on Diversity. Bruemmer responded favorably to the report but cautioned against the inclusion of "social responsibility" in report language because it could open up a host of unrelated issues. Maher stated his concern about how the recommendations of the task force would be communicated to membership. He said the suggested activities could be interpreted as mandates for Council to enact immediately when in fact they would need years to develop and implement. He also expressed concern about the task force proposing a new committee. He said he would like to see more work on the details of establishing a rationale for the committee.

Duranti introduced the final report from the Task Force on International Involvement. After Council discussion, Hefner moved and Eaton seconded the motion that Council express its appreciation to the Task Force on International Involvement for its work to date and to let the task force members know that their concerns will be folded into the strategic planning process and further actions will be based on the outcome of the strategic plan. PASSED.

Hefner moved and Sink seconded the motion that Council disband the Committee on International Archival Affairs as proposed by TFOE and the Task Force for International Involvement and encourage former members of the Committee to now become a roundtable. PASSED, with Hirtle and Eaton abstaining.

Duranti raised the issue of SAA funding for international representation, especially for the representative to the ICA Section on Professional Associations (SPA). After discussion, Maher articulated the apparent Council consensus that the Society needed to survey which international groups are advantageous for SAA representation as well as options available to SAA for funding such positions and from those establish a priority order. He noted further consensus that Council was not in a position to make a funding recommendation regarding the SPA representative in the FY99 budget and for the time being would maintain the status quo.

Maher said he would write a letter thanking Karen Benedict and all the members of the Task Force on International Involvement commending their good work.

Bruemmer reported on plans for the *American Archivist* Editorial Board to develop an RFP for potential outsourcing of the journal's operations. He said he was late in contacting the editor of the journal, Philip Eppard. Eppard reported that the Editorial Board would be forming a working group by the Orlando annual meeting and begin work there. Maher expressed impatience on the issue. He said he was troubled that the Editorial Board would not have the RFP completed by the end of the meeting.

Duranti moved and Eaton seconded the motion that Council order the Editorial Board to complete the RFP by the conclusion of the Orlando meeting. PASSED with Bruemmer abstaining.

Browne introduced revised guidelines for a Standards Committee to replace the Standards Board.

Browne moved and Eaton seconded the motion that the Council Handbook be revised to amend appointment terms for all committees to read "Unless otherwise stated, the normal term of appointment is three years which begins at the end of the SAA annual meeting. Reappointments for one term may be made for extraordinary circumstances." PASSED.

Hefner moved and Tibbo seconded the motion that Council adopt the Standards Committee guidelines as amended;

that the Standards Committee's attention be called to the revisions and further informed that Council's objective was to move on the guidelines. If that is problematic the Committee should communicate such to Council. PASSED.

Hirtle moved and Eaton seconded dissolution of the Standards Board and the Committee on Archival Information Exchange. PASSED.

JUNE 7, 1998

Maher convened the meeting at 8:30 a.m.

Proposed Revised Charge for Representatives

Bruemmer introduced a proposed revised charge for SAA representatives. After Council discussion, Maher asked Bruemmer to devise a matrix of representatives, the costs needed to support them (both to SAA and the representative body), their purpose and the benefits they have brought or are bringing to the Society. He said the sense of Council was that Bruemmer and Browne should revise the Council Handbook guidelines for representatives, review them with their Council subcommittee and present the revised guidelines to Council for vote.

Proposal for the Archives Listserv

Bruemmer reported that he received four responses to the advertisement for a listserv manager, three of which were SAA members. He selected Weston Thompson from Kentucky, with Bill Landis as a co-manager.

Bruemmer said the only problem was that Thompson's listserv software was an earlier version than the one currently used by John Harlan, and therefore the list would lose some of its functionality. However, Harlan said he would be willing to maintain that functionality separately.

Maher asked that Hirtle, Tibbo and Bruemmer develop a Memo of Understanding between SAA and Thompson.

Special Projects Fund Research

Browne presented results of her and Hefner's research into the minutes and ar-

chives of the Society's special projects funds. She commended Frank Cook for his helpfulness in providing documentation. She noted that SAA will need to clarify in its investment policy the differences between endowments and special projects funds.

Student Chapters

Tibbo reported she was in the process of setting up a student chapter listserv, which will include faculty advisors and, if possible, a standing email address for each chapter. Maher inquired about plans for a student chapter meeting at the annual meeting. Tibbo said she regularly attends those meetings and in Orlando will discuss the student listserv among other communication issues. She encouraged Council and staff to also attend these meetings. Gilliland-Swetland said it's important to get to the student chapters as much as possible throughout the year.

Council Exemplary Service Award

Hirtle moved and Browne seconded revising the purpose and criteria for selection of the Council Exemplary Service Award to the following: "Created by Council in 1980, at the request of the Committee on the Selection of SAA Fellows, this citation recognizes a special contribution to the archival profession, and especially to the SAA, that is not eligible for one of the other awards given by the Society. It is given on occasional basis at the discretion of Council or upon recommendation to Council by the Awards Committee." PASSED

Hefner moved and Eaton seconded the motion to present the Council Exemplary Service Award to Dennis Harrison. PASSED.

Hirtle moved and Eaton seconded the motion to present the Council Exemplary Service Award to Kris Kiesling. PASSED.

Position Descriptions for Council and Officers

Fox noted that due to Uhler's vacancy, the position descriptions for Council and Officers had not been developed. She said

she would present draft descriptions at the next Council meeting.

Maher reassigned liaison duties originally held by Uhler. He said he had not received an official letter of resignation, but given the closeness of the end of her term, it did not seem necessary to appoint a replacement.

Petition to Form an EAD Roundtable

Hirtle moved and Hefner seconded the motion to accept the petition to form an EAD Roundtable. PASSED.

Draft Definitions of SAA Organizational Units

Maher and Fox agreed to review the Council Handbook to ensure that the definitions of SAA committees, boards and task forces conform to the definitions initially developed by the Task Force on Organizational Effectiveness and amended and approved by the Council in January 1997.

Selection of Council Members to the Executive and Nominating Committees

Council elected Hirtle to the 1998-1999 Executive Committee. Council selected Browne and Gilliland-Swetland to serve on the Nominating Committee.

Alger Hiss Grand Jury Records

Hefner moved that Council join as co-plaintiff with the OHA and the AHA, along with distinguished individuals, historians and archivists in a lawsuit to unseal the historical records of the grand jury that indicted Alger Hiss. Browne seconded. PASSED.

Hefner said the case spoke to the archival issues of balanced access. Eaton said she would like to see archivists speak to the historical aspects as well. Hefner said it would be good to locate five distinguished archivists to join with the distinguished historians in submitting affidavits.

Maher thanked Hefer for her work on this issue.

SAA Strategic Planning

Maher said Council needed to develop a framework to begin constructing a

new strategic plan in order to begin the process at the Orlando meeting and have a plan in place by the 1999 Pittsburgh meeting. Gilliland-Swetland offered to author a framework for Council review.

Maher said Council also needed to analyze what the Society had and had not accomplished against the existing plan, incorporating a description of the process to follow to move the Society toward having a revised plan in place by 1999. Gilliland-Swetland, Tibbo, Jefferson, Maher and Fox agreed to work together on the analysis.

Ethics Committee

Council discussed proposed guidelines developed by the Ethics Committee to respond to ethics complaints. Gilliland-

Swetland said she would discuss Council concerns with the guidelines with the committee and report back to Council at the next meeting.

Council Reorganization

Bruemmer said he would write up a proposal for reorganization and present at the next Council meeting.

Adoption of the FY99 Budget

Sink moved and Hefner seconded adoption of the FY99 budget. PASSED.

Sink read the to-do list.

Council adjourned at 1:30 p.m.

SUSAN E. FOX

Executive Director

Approved by Council August 31, 1998

THE AMERICAN ARCHIVIST EDITORIAL POLICY

The *American Archivist* is the semi-annual 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.

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Volume 61 (1998)

ELIZABETH A. MARZUOLI, CYNTHIA K. SAUER, Compilers

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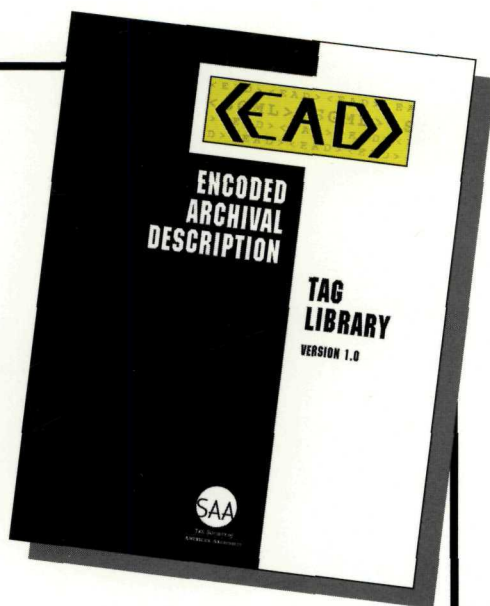
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ENCODED ARCHIVAL DESCRIPTION TAG LIBRARY

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.

The Society of American Archivists (1998), 262 pp., soft cover
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