

Subscription Information

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GALLERY OF CONTRIBUTORS



Richard J. Cox is professor at the University of Pittsburgh School of Information Sciences. He holds a Ph.D. in library science and an M.A. in history. Dr. Cox has written extensively in the area of archives. His most recent books are *Closing an Era: Historical Perspectives on Modern Archives and Records Management* (2000), and *Managing Records as Evidence and Information* (2001). He is a Fellow of the Society of American Archivists.



Elizabeth Dow is a member of the faculty at the School of Library and Information Science at Louisiana State University. She previously served on the faculty of the University of Vermont and as project director of the "George Perkins Marsh Online Research Center" project.



Michael Doylen is an academic archivist at the Golda Meir Library, University of Wisconsin-Milwaukee. He holds an M.L.I.S. with an archival concentration from the University of Wisconsin-Milwaukee and a Ph.D. in literature from the University of California-Santa Cruz.



Maria Guercio has been a professor in archival science at the University of Urbino since 1998. She entered the national Archives of Italy in 1978 and worked in the area of business archives, municipal archives and recordkeeping systems. Since 1996 she has been part of the commission working on the new Italian legislation for the electronic records management.



James M. O'Toole is 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. He is a Fellow of the Society of American Archivists.



Eun G. Park is a doctoral student at the Department of Information Studies, University of California, Los Angeles. She received her M.L.I.S. from the University of Illinois at Urbana-Champaign and M.B.A. from the University of Pittsburgh. She has been working for the InterPARES project as a research assistant on the U.S.-InterPARES research team. She received the Society of American Archivists' 2001 Oliver Wendell Holmes Award, which assists international archivists already in the United States or Canada for training, to travel to and attend SAA's annual conference.



Marcus C. Robyns is the archivist at the Central Upper Peninsula and Northern Michigan University Archives. He has worked as the municipal archivist for the city of Portland, Oregon, and as an adjunct professor at Portland State University. He is a member of the Academy of Certified Archivists and serves on the board of directors of the Michigan Archival Association.



James M. Roth was awarded the Society of American Archivists' 2001 Theodore Calvin Pease Award, which recognizes superior writing achievement by a student enrolled in archival administration classes. He received the award while earning a master's degree from the School of Information and Library Science at the University of North Carolina at Chapel Hill. He is now an archivist at the John F. Kennedy Presidential Library in Boston.



Cynthia K. Sauer recently joined the IBM Archives Project of History Associates Incorporated. She worked briefly as an assistant editor for *The Encyclopedia of New York State*, and from 1998-2001 was archivist and records manager for United University Professions. She received an M.A. in history and an M.L.S. from the University at Albany, State University of New York, in December 2000.

SOCIETY OF AMERICAN ARCHIVISTS

Council Meeting Minutes

May 5–6, 2001—Chicago

President Lee Stout called the meeting to order at 2:05 p.m. Present: Vice President Steve Hensen, Treasurer Elizabeth Adkins, and Council members Thomas Battle, Tom Connors, Jackie Dooley, Mark Greene, Becky Haglund-Tousey, Dennis Harrison, Jane Kenamore, Richard Pearce-Moses, Wilda Logan Willis, Executive Director Susan Fox, and Meetings Director Debra Nolan.

Adoption of the Agenda

Kenamore moved and Greene seconded adoption of the agenda as amended. PASSED.

Adoption of the Minutes

Pearce-Moses moved and Dooley seconded approval of the January 2001 Council meeting. PASSED.

Report of the Executive Committee

Kenamore reported on the Council listserv votes taken since the January meeting. These included:

Endorsing agreements from the December 12 meeting of archival organizations as follow-up to the National Forum on Archival Continuing Education, endorsing co-sponsorship with the Coalition of Net-

worked Information on an Archiving Web Pages Workshop, and agreement to participate in a proposal from the ALA Ad Hoc Task Force on External Accreditation to investigate establishing an independent organization for the accreditation of educational programs in library and related information sciences.

Harrison moved and Battle seconded the motion to approve. PASSED.

Report of the President

Stout reported on a meeting at the World Bank with representatives from ICA and ARMA discussing how the three organizations could partner with the World Bank to advance the state of records management and archives in developing countries. He also attended the SAA-ARMA Joint Committee meeting.

Stout said that the SAA Archives had now officially moved to the care of Tim Ericson at the University of Wisconsin/Milwaukee.

He further reported that he sent a letter on behalf of SAA to the House and Senate Appropriations Committees requesting additional funding for NHPRC.

Report of the Vice President

Hensen said that Kathleen Roe was serving as Appointments Committee chair. She

recently received a major promotion that included a significant increase in workload, but she promised she would have recommended appointments to him by June 15. She had posted requests for volunteers on the listservs, was in the process of contacting current board and committee chairs, and was working with Ellen Swain, an intern recommended by Bill Maher. Kris Kiesling and Bill Landis would co-chair the 2002 Program Committee, and they had already selected their members and were working on ideas for a Birmingham theme. Alden Monroe agreed to serve as chair of the Host Committee and had already begun communicating ideas. Hensen said he had met with John Hope Franklin who tentatively agreed to serve as plenary keynote speaker. Hensen said he would also work with the Chicago office to develop publicity for the meeting and to promote Birmingham as a destination.

Report of the Treasurer

Adkins reported on fiscal year 2001 and said that instead of the \$35,000 deficit originally projected, SAA should realize at least a \$1,500 net gain. The biggest positive factor that worked in SAA's favor was the annual meeting, which did much better than expected. Publications also brought in more income than expected, and were well positioned for the future. She reviewed each section of the budget then moved on to a review of the fiscal year 2002 proposed budget, which projected an estimated net gain of \$11,000. She then reviewed each section of the FY2002 proposed budget.

Report of the Executive Director

Fox deferred reports of the Education and Publications Offices for the following day, when Solveig DeSutter, Patti O'Hara, and Teresa Brinati would be in attendance. Fox invited Debra Nolan to speak regarding site selection for the 2005 annual meeting. Nolan said she investigated New Orleans, San Antonio, Toronto, Minneapolis, Austin, Puerto Rico, and Hawaii. Austin did not have enough hotel space to accommodate an SAA meeting. Hawaii and Puerto Rico were too expensive. Minneapolis had a hotel that was

large enough, but was not suitable in other ways. Toronto looked reasonable, but she recommended either New Orleans or San Antonio, since both cities had the best available room rates and high member interest. Nolan said that she would investigate both in more detail and come back with a final recommendation at the August meeting.

Fox reported that the National Endowment for the Humanities awarded SAA a \$191,000 grant in support of the project to reconcile the US and Canadian standards of description for archival material. Fox thanked Hensen, Dooley and Kris Kiesling, chair of the Standards Committee, for their work in conceptualizing and writing the proposal.

NEW BUSINESS

Closing of The Smithsonian Center for Materials Research & Education

Fox presented communiqués from Sarah Talley and Diane Vogt-O'Connor, Preservation Section Chair and Co-Chair. Both requested that SAA write a letter to Lawrence Small, Secretary of the Smithsonian, objecting to the closing of the Smithsonian Center for Materials Research and Education.

Connors advocated sending a letter of concern. He said MARAC would be doing so. Stout expressed a broader concern about Small's cutbacks and their impact on the archival function within the Smithsonian. Battle said he was concerned that SAA not overreact to an internal reorganization, but agreed with Stout's view that SAA should focus on the larger issue of Smithsonian leadership's attitude toward archives writ large. Stout said he would write a letter.

Working Group on Intellectual Property

Fox proposed the formation of an SAA Working Group on Intellectual Property, composed of Mark Greene, Peter Hirtle, and Bill Maher. She said she made the recommendation because intellectual property issues were complex and required a special

expertise. A working group could make recommendations to Council and draft, for Council approval, responses or position papers as needed. Council agreed to the working group and recommended that an intern also serve so that the Society could encourage new leaders in the field. Stout said he would put a call out on the Archival Educators listserv to see if any students would be interested in participating.

Greene said he would be willing to participate, but would no longer be able to also serve on the Council Archives List Advisory Committee. Stout said he would ask incoming Council member Danna Bell-Russel if she would be interested in serving in Greene's place.

Nicholson Baker Response

Greene said SAA needed to have an official response to the publication of Nicholson Baker's *DoubleFold*. He suggested that SAA endorse Richard Cox's response as written for *Archival Outlook* that he thought was well reasoned and articulated.

Greene moved that SAA adopt the Cox article as published in the May/June 2001 issue of *Archival Outlook* as the official SAA position in response to Nicholson Baker's *DoubleFold*. Dooley seconded.

After discussion on the pros and cons of adopting the article wholesale, Adkins offered to distill Cox's main points for Council endorsement. Harrison moved to table the motion. Pearce-Moses seconded. PASSED.

Open Archives Initiative

Connors presented a communiqué from Peter Carini requesting that SAA take a leadership position in the Open Archives Initiative (OAI) protocol. The protocol allows for searching and retrieving of e-print articles from disparate repositories.

Hensen said it was unclear that the development of the OAI was one that required SAA participation. If SAA had a standards officer on staff then that individual would monitor this standard and others. But as a voluntary association, how could and should SAA be involved?

Stout suggested that Council refer the OAI to the Standards Committee and ask for their assessment. Dooley said she would contact the Standards Committee Chair, Kris Kiesling.

NCC Strategic Planning Meeting

Fox said that Bruce Craig, Executive Director of NCC, had proposed that NCC hold a strategic planning meeting of its board during the SAA annual meeting. Fox asked when would be best to hold such a meeting. Council agreed that Wednesday, August 29, would be best since most committee and board meetings would conclude by 3:00 pm that day, allowing archival leaders the opportunity to participate in NCC deliberations.

Congressional Papers Roundtable

Greene reported that the Congressional Papers Roundtable would hold a half-day forum on Wednesday, August 29 at the Center for Legislative Archives. The forum would address the Third Report of the Advisory Committee of the Records of Congress.

OLD BUSINESS

SAA Trademark Renewal

Tousey reported that the SAA trademark renewal was in the mail. Stout expressed gratitude toward the Kraft lawyers who helped facilitate the process and said he would write a letter on behalf of SAA thanking them for their work.

SAA Student Scholarship

Harrison presented a revised proposal for an SAA student scholarship providing funds for a student to attend SAA annual meetings. He proposed the scholarship be named after Scott Schwartz's uncle, Donald Peterson, in recognition of the work and contributions Schwartz made as chair of the Membership Committee. He said that no funds would be disbursed until the principal reached a \$20,000 endowment.

Harrison moved and Greene seconded approval of the Donald Peterson Student Scholarship as amended. PASSED.

MONDAY, MAY 5

Education Office Update

Patti O'Hara and Solveig DeSutter reported on the spring schedule of 10 workshops and on the eight pre-conference workshops to be offered in Washington, D.C. They established the following goals:

1. Identify 2–3 new, exclusive SAA workshops by August 2001
2. Develop those workshops for scheduling in 2002
3. Identify different delivery mechanisms for existing workshops and implement at least one by 2002.
4. Explore and develop procedure for education sponsorship
5. Develop student outreach including identifying objectives, developing presentation and schedule site visits to 50% of student chapters
6. Promote and disseminate student chapter activities via *Archival Outlook*, listserv, etc.
7. Create new links in existing database to allow marketing to additional constituencies.

Conference Call with Lewis Bellardo, Deputy Archivist of the U.S., and Lori Lisowski, Director Policy & Communications Staff

Stout thanked Bellardo and Lisowski for taking the time from their schedule to speak to Council. He always found the conversation interesting and useful.

Pearce-Moses said that Council had just participated in Planning Day and emerged with an enhanced appreciation for the need for input into SAA policy and activities from other people and other perspectives. Part of the Planning Day discussion centered on how many NARA archivists did not see membership in SAA as having benefit. Did Bellardo have any thoughts regard-

ing encouraging more NARA staff participation in SAA, and what SAA could do to offer more encouragement to NARA staff to join?

Bellardo said that while NARA had a large staff, only a small percentage of the staff consisted of professional archivists. He said he did not have the sense that SAA did not meet the needs of professional archivists at NARA and that the agency supported SAA and its activities. He said he would need to think more about how SAA could encourage more NARA archivists to join the Society.

Stout inquired about the status of the NARA budget and future appropriations.

Bellardo said that they were, for the most part, pleased with the budget recommended by the executive branch. There was a great deal of constituent concern for the NHPRC budget, but they thought it would likely increase in the congressional budget. They also emerged from meetings with Congressional staff encouraged by support for electronic records. The letters sent to Congress by supporters in the field encouraged them. There appeared to be congressional support for the President's budget. If so, NARA would have the resources it needed to move forward as an organization, particularly in light of electronic record challenges. However, one could never be certain until the process actually concluded.

Hensen said he would like to follow up on the NHPRC budget. Who cut the budget and why? It looked like the Office of Management and Budget (OMB) made some miscalculations.

Bellardo said he didn't know whether that happened or not. If the executive budget had included as much as \$10 million for NHPRC NARA would have been pleased. He heard that there had been some numerical errors but he did not have firm evidence to corroborate the charge. He did know that the dollar amounts of proposals submitted to NHPRC vastly exceeded the proposed \$4 million budget.

Connors inquired about the Federal Information Records Managers council meeting regarding Department of Defense standard 5015. He did not see a great deal of progress, was NARA involved with discussions on the standard?

Bellardo said yes. NARA told DOD that they wanted to work with them on the standard and that they would be willing to offer some financial support in that direction. The area they wanted to focus on had to do with metadata requirements. The area of greatest value for NARA was in terms of records management applications as well as electronic records archives. He hoped they would be able to have more to communicate on that in the coming weeks, in terms of how the support would play out.

Stout asked for an update on legislation to create a federal Chief Information Officer position.

Bellardo said there was a new draft of the bill coming out. Sen. Lieberman had also sponsored a bill, S.803. The official position of the executive branch had been not to support a new position outside of the OMB policy structure. The current bill, as NARA saw it, raised some concern regarding the authorities of NARA and the Federal Records Act. NARA's legislative affairs staff was communicating with Lieberman's staff, who were flexible and open to receiving NARA's input. They were also open to learning more about NARA and the agency's concerns. Greater visibility for information rather than just for records or technology was a good thing. The general agreement was that, given all the requirements of the government Paperwork Reduction Act, a records management layer within the federal information management infrastructure was a good thing. OMB said the FY03 budget call for information would include phraseology addressing electronic records within the Paperwork Reduction Act and agencies would need to plan for those requirements. NARA's relationship with OMB was very good; there was a growing appreciation on the part of OMB for electronic records issues.

Stout said that there was increasing interest on the part of SAA in global archival affairs. Where did NARA see the International Council on Archives headed?

Bellardo said that Carlin would be better able to answer that particular question. NARA had early concerns that ICA was focusing on organizational structure without focusing on updating its strategic plan. Meanwhile, ICA had moved forward with its

organizational changes. Much of NARA's focus was country-to-country, or other national archives. Nonetheless, ICA remained an important professional organization and they would wait to see how ICA's planning activities unfolded.

Lisowski said that with Ian Wilson as head of the International Conference of the Round Table on Archives (CITRA), they expected that organization to flower and become more integral. There were meetings coming up in the fall that the Archivist would be attending, along with other NARA staff; there would be more involvement on that level.

Stout said that Hensen would be attending the CITRA meeting. Bellardo said he would arrange for Hensen and Carlin to speak before the meeting.

Stout asked if Bellardo had any questions for Council. Bellardo inquired about SAA's educational initiatives and the status of the M.A.S. Guideline revisions. Fox summarized educational programming. Greene said that CEPD would be giving a formal report to Council in August. The main changes foreseen were elimination in emphasis on a separate M.A.S. degree and a re-emphasis on defining the content of archival coursework to educate archivists in any degree program. The new guidelines would clarify the importance of technology issues to archival education. Council was also working with the American Library Association to create a new accrediting organization for library and information science schools.

Bellardo said he hoped this information would be conveyed on the SAA website and in the newsletter. He said that he saw a need for the development of expertise in risk management methodology, especially in conceptualizing records issues within the context of the management of information B rather than approaching records issues as an addition to all other tasks, it was important to view them as integral to the entire enterprise. NARA would be interested in seeing the guidelines as they developed.

Bellardo asked if Council had received any feedback relating to statutory issues or organizational matters such as NHPRC.

Stout said that Council would be developing position statements on current

issues prominent in copyright and intellectual property. The statements would develop not so much in reaction to any specific piece of legislation, but to restate SAA's position on intellectual property issues and on some of related issues coming to fore.

Bellardo said he and Carlin had attended a good meeting of the Library of Congress National Digital Infrastructure Board. Many of the concerns of that board involved intellectual property issues. One effort on the part of that group would be to develop an organization and a plan relating to technology and research focusing on the area of nongovernmental information. NARA asked to take a lead with federal government information; the Board would take a lead with other forms of digital information from which there would be concerns of preservation and access. Carlin served on the Executive Committee of the Board.

Stout again thanked Bellardo and Lisowski for taking time to participate in the conference call and said he was looking forward to seeing them at the annual meeting in Washington, D.C.

SAA Response to Nicholson Baker's *Double Fold*

Adkins introduced a document she prepared which summarized the main points from Cox's article in response to Nicholson Baker's *Double Fold*.

Greene moved and Dooley seconded adoption of ASAA Council's Response to Nicholson Baker's *Double Fold*. PASSED as amended.

SAA Council's Response to Nicholson Baker's *Double Fold*

In the May/June 2001 issue of *Archival Outlook*, Richard Cox has provided an excellent overview of Nicholson Baker's book, *Double Fold*. Council agrees with the overall tone of Richard Cox's overview and response, and especially endorses the following major points:

- Baker's conclusions are based on a flawed analysis. The fundamental weakness of Baker's argument is his belief, more implicit than

explicit, that *everything* can and must be saved in its *original* state. Archivists know that our responsibility to society and our employing institutions is to be selective about what is saved.

- To keep both the originals and copies, as Baker suggests, is not possible due to the competing priorities and limited resources facing every library and archives.
- Baker's conspiratorial view of the library community's campaign to convey the urgency of preservation needs to the public, along with the implication that the campaign contained lies and concealed evidenced of misdeeds, is entirely unfounded.
- Baker appears to be an individual who loves libraries but does not understand them. He also does not seem to understand the difference between libraries and archives.
- Although Baker's analysis is flawed, he does raise a number of points which deserve debate and a response from the archives and library communities, in particular the need to:
 - re-evaluate the original analyses of the condition of paper;
 - factor in the needs of users and the preservation of our documentary heritage;
 - redefine the education of librarians, archivists and preservation administrators;
 - explain that we are in the selecting, not warehousing, business; and
 - re-evaluate the costs associated with preservation and reformatting.

Fox then continued with her Executive Director's report.

Publications

Fox said she would present the publications report on behalf of Teresa Brinati, Director of Publishing, who was unable to attend.

The Publications Board requested Council guidance on whether or not SAA should establish a task force to develop a new glossary, replacing that published in 1992.

Hensen suggested placing the glossary online. Fox said that it was one of the Society's best sellers, in the top 10%. Greene said that there were some excellent glossaries already online, although he would like to see one available on the SAA web site. Pearce-Moses requested that the Publications Board submit a process of how it would propose to re-issue the glossary. He suggested the Publications Board consider how new terms would be selected for addition and how they would be defined so that the glossary accurately reflected how terms were actually used rather than how one person understood the term; the proposal should ensure any personal bias towards terminology was minimized.

Task Force on Electronic Publishing

Fox proposed that Council establish a task force on electronic publishing to help the Publications Board think through the many issues involved with publishing some of the SAA catalog electronically. Stout supported the idea. He said that he had been saying for many years the Publications Board needed a marketing study and strategy. The issue had been latent for some time and a task force such as this was long overdue. The questions of how organizations and publications manage print vs. electronic distribution were becoming more complex and interesting all the time. In addition, there existed more knowledge on which to base business models, the options were widening.

Council agreed that the task force should be established. Fox said she would develop a charge and suggested members for consideration at the August meeting.

Membership Directory

Fox said that Brinati had suggested that it was time to migrate the membership directory out of its paper format into an

online membership service. Given the dynamic nature of the membership database, placing it online would allow for delivery of more accurate information and would allow members to update their information at will. For those who needed a paper edition, the office would produce one on-demand.

The sense of Council was to communicate to membership that the office was going to change over to electronic publishing, specifically in the last paper edition of the directory. There was strong concern that a print out of the directory be made available to those who did not have access to the Internet.

Fox agreed to investigate the options and to present them at the August meeting.

CEPD Subcommittee Meeting to Revise MAS Guidelines

Greene reported on the outcome of the CEPD subcommittee meeting to revise the MAS Guidelines. The meeting was a successful one. The subcommittee agreed on a detailed outline of a revised draft and the general substance of the text. The subcommittee was continuing to work on the language and would submit a final recommendation to Council for its August meeting.

Rand Jimerson, chair of the subcommittee, reported in a memo to Council that there would be three recommended key changes:

1. The guidelines would address graduate archival education programs, not a specific MAS degree; the goal would be to identify what constituted a strong academic program regardless of the name of the formal degree offered.
2. The three broad knowledge areas, contextual, archival, and complementary, would be restructured into two broad areas (with several subheadings)—core knowledge and complementary knowledge. This would not eliminate contextual knowledge, but rather incorporate its components into the other sections.

3. The curriculum requirements would stipulate a minimum number of credits that a graduate archival education program should include in areas of core knowledge, including practical experience. In the opinion of the subcommittee, this would represent an improvement over the MAS guidelines, which state that the archival coursework should be a certain percentage of coursework required for a degree. The number of credits required for a master's degree varies so much from one university to another that stating a minimum number of credits seemed more likely to produce a solid curriculum in archival education.

Greene said that the subcommittee also decided to clarify and reduce the number of sections in the guidelines and that they would address technology issues writ large without attempting to dictate specific courses. He thought the process was moving along well and that the range of viewpoints at the table helped to strengthen the guidelines.

Election of a Council Member to the Executive Committee

Council elected, by ballot and later by electronic vote, Mark Greene to serve as Council representative to the Executive Committee. The electronic vote took place because it was later determined that only Council members, not officers, were allowed to vote in the election. The electronic vote verified Greene's election.

SAA Education Fund

After recommendation from the auditors to do so, Adkins moved and Tousey seconded that Council remove the phrase "the principal and earnings of which shall remain unexpended until together they total \$75,000 and thereafter only the earn-

ings may be expended" from the SAA Education Fund. PASSED.

Proposal to Create Technology Fund

Adkins presented a proposal to establish a technology fund to support new technology initiatives including major system upgrades, development of e-commerce and on-line registration, and major web site redesigns. The fund would be established at \$50,000 with \$30,000 allocated from the Norton Fund and \$20,000 from the Education Fund.

Any project paid for from the fund would need to meet the requirement of being a start-up project, major upgrade, or major redesign. Fund would be periodically transferred from the Fellows' Fund, once that fund reached a minimum of \$15,000, with the balance of the Fellows' Fund not decreasing below \$10,000. Once the Technology Fund reached a balance of \$5,000 or less, Council should consider transferring monies from other funds, depending on the expected beneficiaries of the technology initiatives. Any Chicago office expenditure of more than \$10,000 or more would require the approval of Council.

By creating the Technology Fund, Adkins said, SAA staff would be empowered to develop more technology initiatives without seeking Council approval for every project. Council would also be able to track technology expenses and more easily spot trends and areas of possible concern.

Adkins moved and Greene seconded establishing a technology fund. PASSED.

Adoption of the FY02 Budget

Adkins moved and Kenamore seconded adoption of the FY02 budget. PASSED.

The meeting adjourned at 12:10 p.m.

SUSAN FOX
Executive Director

Approved by Council August 23, 2001

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.

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*, University at Albany, State University of New York, School of Information Science & Policy, 135 Western Ave./113 Draper, Albany, NY 12222. Telephone: (518) 442-5115. Fax: (518) 442-5367. E-mail: pbe40@csc.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 Elisabeth

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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 8 1/2-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.

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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; editor's columns; presidential addresses; and reports to the Society of American Archivists. Items with multiple authors are listed fully only under the first author.

A

Access:

- increasing online access to collections, 125–27, 129

Altman, Burt and John R. Nemmers, "The Usability of On-Line Archival Resources: The POLARIS Project Finding Aid," 121–31

All the Names, Jose Saramago, review, 407–408

American Scripture: Making the Declaration of Independence, Pauline Maier, review, 164–68

"Analysis of Remote reference Correspondence at a Large Academic Manuscripts Collection," Kristin E. Martin, 17–42

Appraisal, 394–96

Archival profession:

- ethics, 94–5
- function 391–92
- history 397–400

Archives:

- politics and, 78–95
- use in education, 371–73,
- reference Services, 11–12, 17–60
- research on, 13–14

"Archivist as Educator, The: Integrating Critical Thinking Skills into Historical Research methods Instruction," Marcus C. Robyns, 363–84

Architectural Records, 409–13

Arrangement:

- active records, 257–60

Authenticity:

- understandings of, 276–89

B

Baker, Nicholson, *Double Fold*, review, 385–93

Bastian, Jeannette Allis, "A Question of Custody: The Colonial Archives of the United States Virgin Islands," 96–115

Battin, Patricia, *See* Hawkins, Brian L.

Beghtol, Clare, "In Interesting Times: From the Twentieth Century to the Twenty-First," 143–58

Bickford, Charlene N., *See* Dow, Elizabeth H.

Biographers Tale, The, A.S. Byatt, review, 405–406

Blueprints to Bytes: Architectural Records in the Electronic Age, Massachusetts Committee for the Preservation of Architectural Records, review 409–13

Bowker, Geoffrey C. and Susan Leigh Star, *How Classifications Work: Problems and Challenges in an Electronic Age*, review, 143–158

— *Sorting Things Out: Classification and Its Consequences*, 143–58

Brothman, Brien, "Some Themes in American Historical Writing during the 1990s," 159–88

Byatt, A.S. *The Biographers Tale*, review, 405–407

C

Cardinal, Louis, *See* Daniels, Maygene

Chestnutt, David R., *See* Dow, Elizabeth H.

Cochrane, Pauline Atherton, and Eric H. Johnson, *Visualizing Subject Access for 21st Century Information resources: Papers Presented at the 1997 Clinic on Library Applications of Data Processing*, review, 143–58

Collection Development:

- cooperative collecting activities 312–14, 325–30
- development priorities, 12–13
- development projects, 117–20
- policies, 309–12
- publicity, 117–18
- uses of, 320–25
- written Policies, 316–20

Cox, Richard J., "Making the Records Speak: Archival Appraisal, Memory, Preservation, and Collecting," 394–404

Crane, Susan A., *Collecting and Historical Consciousness in Early Nineteenth-Century Germany*, review, 394–400

—, ed., *Museums and Memory*, review, 400–402

D

"Daddy's Gone to War": *The Second World War in the Lives of America's Children*, William M. Tuttle Jr., review, 183–88

Daniels, Maygene, Louis Cardinal, Robert Desaulniers, Robert Peyceré, Cécil Souchon and Andrée Van Nieuwenhuysen, *A Guide to the Archival Care of Architectural Records, 19th-20th Centuries*, review, 409–411

Danish National Archives, 102, 109

Deaccessioning, 350–355

—ethics and, 353

—legal aspects, 353

—on-line auctions and, 356–62

Derrida, Jacques, 91

Desaulniers, Robert, *See* Daniels, Maygene

Description, new methods of, 9–10

“Do Not Fold Spindle or Mutilate: *Double Fold* and the Assault on Libraries,” James M. O’Toole, 385–93

“Doing the Best We Can?: The Use of Collection Development Policies and Cooperative Collecting Activities at Manuscript Repositories,” Cynthia K. Sauer, 308–49

Double Fold, Nicholson Baker, review, 385–93

Doylen, Michael, “Experiments in Deaccessioning: Archives and Online Auctions,” 350–62

Dow, Elizabeth H., with David R. Chestnutt, William E. Underwood, Helen R. Tibbo, Mary-Jo Kline, and Charlene N. Bickford, “The Burlington Agenda: Research Issues in Intellectual Access to Electronically Published Historical Documents,” 292–308

Duff, Wendy M. and Catherine A. Johnson, “A Virtual Expression of Need: An Analysis of E-mail Reference Questions,” 43–60

E

Ebay, 356, 359–60, 361

Electrifying America: Social Meanings of a New Technology 1880–1940, David E. Nye, review, 176–83

Electronic Mail:

—use in reference services, 24–26, 38–42, 44

Electronic Records:

—authenticity, 251, 272–75

—classification, 265–66

—management, 7,

—preservation, 245–47, 272–75

Electronic Publishing, 296–97

—access, 301, 303–4

—user studies, 301, 302

—publication management, 301, 305

Encoded Archival Description (EAD), 62

—deployment, 219–21, 224–29

—development, 217–18

—evaluation, 221–22

—implementation, 218–19

utilization, 229–33

“Experiments in Deaccessioning: Archives and On-line Auctions,” Michael Doylen, 350–62

F

Finding Aids:

—indexing proper names, 133–34

—on-line, 124–28

—usability of online, 128–9

“Finding Finding Aids on the World Wide Web,” Helen R. Tibbo and Lokman I. Meho, 61–77

Florida State University, Claude Pepper Library, 121–22

G

Guercio, Maria, “Principles, Methods, and Instruments for the Creation, Preservation and Use of Archival Records in the Digital Environment,” 238–69

Guide to the Archival Care of Architectural Records, 19th-20th Centuries, Daniels, Cardinal, Desaulniers, Peyceré, Souchon, and Van Nieuwenhuysen, review, 409–13

H

Hawkins, Brian L., and Patricia Battin, eds., *The Mirage of Continuity: Reconfiguring Academic Information Resources for the 21st Century*, review, 143–58

Hickerman, H. Thomas, “Ten Challenges for the Archival Profession,” 6–16

Historical research methods, 368–71

How Classifications Work: Problems and Challenges in an Electronic Age, review, 143–58

Hudson, Larry Jr., *To Have and To Hold: Slave Work and Family Life*, review, 169–76

I

Indexing slaves names, 132–42

Information retrieval, 299–300, 304

In Interesting Times: From the Twentieth Century to the Twenty-First,” Clare Beghtol, 143–58

Introduction to Vocabularies: Enhancing Access to Cultural Heritage Information, review, 143–58

J

Johnson, Catherine A., *See* Duff, Wendy M.

Johnson, Eric H., *See* Cochrane, Pauline Atherton

K

Kline, Mary-Jo, *See* Dow, Elizabeth H.

L

Lanzi, Eliza, *Introduction to Vocabularies: Enhancing Access to Cultural heritage Information*, review, 143–58

Lathrop, Alan K., reviewer, 409–13

M

Maier, Pauline *American Scripture: Making the Declaration of Independence*, review, 164–69

“Making the Records Speak: Archival Appraisal, Memory, Preservation, and Collecting,” Richard J. Cox, 394–404

- Mansfield, Howard, *The Same Ax, Twice*, review, 402–404
- Marshall, Jennifer, reviewer, 405–06
- Martin, Kristin E., “Analysis of Remote Reference Correspondence at a Large Academic Manuscripts Collection,” 17–42
- Massachusetts Committee for the Preservation of Architectural Records, *Blueprints to Bytes: Architectural Records in the Electronic Age*, review, 411–413
- Meho, Lokman I., *See* Tibbo, Helen R.
- Metadata, 297–99
- Micrographics, 386, 387–89
- Mirage of Continuity, The: Reconfiguring Academic Information Resources for the 21st Century*, review, 143–58
- Moscow State Historical Archival Institute (MGIAI), 79–81

N

- National Archives and Records Administration, 105, 107–109
- Nemmers, John R., *See* Altman, Burt
- Nye, David E., *Electrifying America: Social Meanings of a New Technology 1880–1940*, review, 176–83

O

- Objectivity in historical writing, 89–94
- Organization of Information, The*, review, 143–58
- O’Toole, James M., “Do Not Fold Spindle or Mutilate: *Double Fold* and the Assault on Libraries,” 385–93

P

- Park, Eun G., “Understanding ‘Authenticity’ in Records and Information Management: Analyzing Practitioner Constructs,” 270–91
- Paterson, David E., “A Perspective on Indexing Slaves’ Names” 132–42
- Pepper OnLine Archival Retrieval and Information System (POLARIS), 121–31
- igitization, 128–29
- on-line finding aid design, 124–28
- usage, 127–28
- “Perspective on Indexing Slaves’ Names, A” David E. Paterson, 132–42
- Peyceré, David *See* Daniels, Maygene
- “Politics in the (Russian) Archives: The ‘Objectivity Question,’ Trust and the Limitations of Law,” William G. Rosenberg, 78–95
- Preservation, 387–91
- “Principles, Methods and Instruments for the Creation, Preservation and Use of Archival records in the Digital Environment,” Maria Guercio, 238–69
- Provenance, 111–13

Q

- “Question of Custody, A: The Colonial Archives of the United States Virgin Islands,” Jeanette Allis Bastian, 96–115

R

- Recordkeeping systems, 251–53
- Records:
- authenticity, 271–274
- classification, of 262–67
- classified, 87–89
- concept of, 241–44
- constitutive elements, 244–48
- custody of, 97, 103–113
- declassification of in Russian archives, 83–85
- intrinsic value of, 392
- non-textual, 8–9
- registration of, 260–62
- relationships between, 248–51
- slaves and slavery, 132–34
- Reference Services:
- correspondence, 17–42
- e-mail questions, 47–60
- Records Management, 238–41, 251–53
- Italian model, 254–55
- techniques, 255–57
- Robyns, Marcus C., “The Archivist as Educator: Integrating Critical Thinking Skills into Historical Research Methods Instruction,” 363–84
- Rosenberg, William G., “Politics in the (Russian) Archives: The ‘Objectivity Question,’ Trust and the Limitations of Law,” 78–95
- Roth, James M., “Serving Up EAD: An Exploratory Study on the Deployment and Utilization of Encoded Archival Description (EAD) Finding Aids,” 214–37
- Russian Archives Law of 1993, 82, 84, 94

S

- Saramago, José, *All the Names*, review, 407–409
- Sauer, Cynthia K., “Doing the Best We Can?: The Use of Collection Development Policies and Cooperative Collecting Activities at Manuscript Repositories,” 308–49
- “Serving Up EAD: An Exploratory Study on the Deployment and Utilization of Encoded Archival Description (EAD) Finding Aids,” James M. Roth 214–37
- “Some Themes In American Historical Writing during the 1990s” Brien Brothman, 159–88
- Souchon, Cécile, *See* Daniels, Maygene
- State Historical Society of Wisconsin, 115–116
- Sorting Things Out: Classification and Its Consequences*, review, 143–58
- Stevens, Michael E., “Voices from Vietnam: Building a Collection from a Controversial War,” 115–21
- Star, Susan Leigh, *See* Bowker Geoffrey C.

T

- Taylor, Arlene G., *The Organization of Information*, review, 143–58
- “Ten Challenges for the Archival Profession,” H. Thomas Hickerman, 6–16

- Tibbo, Helen R. and Lokman I. Meho, "Finding Finding Aida on the World Wide Web," 61–77
- To Have and To Hold: Slave Work and Family Life*, Larry Hudson Jr., review 169–76
- Tuttle, William M. Jr., "Daddy's Gone to War": *The Second World War in the Lives of America's Children*, review, 183–88

U

- "Understanding 'Authenticity' in Records and Information Management: Analyzing Practitioner Constructs," Eun G. Park, 270–91
- Underwood, William E., *See* Dow, Elizabeth H.
- United States Virgin Islands
—history, 98–100
—records, 100–107
- University of Wisconsin, Milwaukee Golda Meir Library, 356–62
- Usability of On-Line Archival Resources: The POLARIS Project Finding Aid, The" Burt Altman and John R. Nemmers, 121–31

V

- Van Nieuwenhuysen, Andrée, *See* Daniels, Maygene
- Vietnam War Collections, 115–21
- "Virtual Expression of Need, A: An Analysis of E-mail Reference Questions," Wendy M. Duff and Catherine Johnson, 43–60
- Visualizing Subject Access for 21st Century Information Resources: Papers Presented at the 1997 Clinic on Library Applications of Data Processing*, review 143–58
- "Voices from Vietnam: Building a Collection from a Controversial War," Michael E. Stevens 115–121

W

- World Wide Web, 62
—finding aids on, 69–70
—historical documents on, 293–96
—search-engines, 63–4,

Y

- Yakel, Elizabeth, reviewer, 407–08



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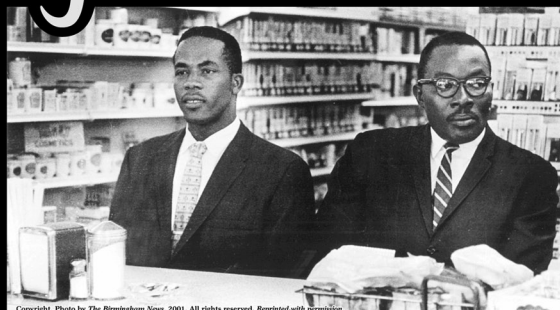
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