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GALLERY OF CONTRIBUTORS



Tamar G. Chute is the associate university archivist at the Ohio State University. She received a B.A. in history from the University of Michigan in 1996 and an M.L.S. degree from the University of Maryland in 1998. At the OSU Archives, Tamar is responsible for records management, accessioning collections, outreach activities, and on-line reference. She currently serves on the SAA College and University Archives Steering Committee.



Elena S. Danielson is director of library and archives at Hoover Institution, Stanford University. She received her Ph.D., A.M., and A.B. in German and Slavic Studies from Stanford University, and her M.L.S. from the University of California, Berkeley. She writes and speaks on international archival topics, the Hoover Institution and Hoover legacy, and ethical and legal issues for archivists.



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Sara S. Hodson is the curator of literary manuscripts at Huntington Library, where she administers all of its British and American literary manuscripts. She received a B.A. and M.A. from Whittier College and an M.L.S. from UCLA. A past chair of the Society of American Archivists' Privacy and Confidentiality Roundtable, she has written and spoken extensively on these issues, and other archival and literary topics. She has co-edited a volume of scholarly essays entitled *Jack London: One Hundred Years a Writer*. She is a Fellow of the Society of American Archivists.



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James M. O'Toole is professor of history at Boston College and a Fellow of the Society of American Archivists. He is currently preparing (with Richard J. Cox) a new edition of *Understanding Archives and Manuscripts* in SAA's Archival Fundamentals Series II.



Christopher J. Prom is assistant university archivist and assistant professor of library administration at the University of Illinois. His main research interests lie in the areas of information seeking and the usability of archival electronic resources. He is immediate past chair of SAA's Description Section, a member of the Standards Committee and the Technical Subcommittee on Descriptive Standards. He was the recipient with Ellen Swain of a 2003–04 NHPRC Archival Research Fellowship. He holds a Ph.D. in history from the University of Illinois.



Bruce P. Stark is assistant state archivist at the Connecticut State Library. He has a Ph.D. in Connecticut history from the University of Connecticut and a M.L.S. from Southern Connecticut State University. An archivist for twenty-seven years and former president of New England Archivists, he is a member of SAA's Committee on Ethics and Professional Conduct and author of *A Guide For Processing Manuscript Collections* (5th edition 2001).



Ellen D. Swain is archivist for Student life and culture at the University Archives, University of Illinois at Urbana-Champaign (UIUC) where she administers the Student life and Culture Archival Program, an endowed program dedicated to documenting student experience nationally and at UIUC. An active member of SAA, she currently serves as chair of the Reference Access, and Outreach Section and co-chair of the Women's Collections Roundtable. She was the recipient with Christopher Prom of a 2003–04 NHPRC Archival Research Fellowship

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FORUM

With the exception of editing for conformity of capitalization, punctuation, and citation style, letters to the Forum are published verbatim.

American Archivist Cover Illustration**To the editor:**

We are very disturbed by the illustration chosen for the Fall/Winter [2003] cover of the *American Archivist*. The negative depiction of a corporation on the front cover of our professional journal seems inappropriate for an association whose membership includes both archivists working in corporations or at universities and historical societies whose holdings include business records.

While we certainly understand that the cover illustration was chosen to represent a political poster collection described in the journal, the selection of that image was unfortunate and inflammatory. Any of the other posters used to illustrate the article itself would have made the same point as a graphic on the cover.

In addition, the choice of this cover represents an unnecessary legal risk for the Society. Although the cover is clearly a parody and defensible against a charge of trademark infringement, there are corporate law departments that would have no reluctance to file a charge simply to make a point. Once a nonprofit like SAA is involved in unnecessary legal action, we've already lost. If the *American Archivist* must print parodies of trademarks on its cover, the SAA would be well advised to parody only those trademarks that have been abandoned or those of inactive companies with inactive legal departments.

Most importantly, the published cover sends all of the wrong messages to managers who already view the preservation of the historical record as tangential to contemporary business practice. Though we are sure that it was unintended, this issue of the *American Archivist* communicates a strong

antibusiness message with its provocative cover and holds the potential to undermine the professional credibility of SAA members who work in business settings. This is one journal issue that we will not be sharing with our business associates.

PHIL MOONEY
The Coca-Cola Company

BECKY TOUSEY
Kraft Foods Inc.

ELIZABETH ADKINS
Ford Motor Company

JANE NOKES
Scotiabank Group

BRUCE BRUEMMER
Cargill

PAUL LASEWICZ
IBM

LESLIE SIMON
CIGNA

ED RIDER
Procter and Gamble Company

To the editor:

I write as an archivist who has never been employed by a commercial enterprise; one who in his personal life is a longstanding critic of much corporate behavior; and one who had no sympathy for corporate archival criticism of Bill Maher's presidential address some years back; but who is nonetheless disturbed by the editorial decision to run an attack ad against corporations on the cover of the fall/winter 2003 issue. SAA only damages itself by unnecessarily embarrassing and provoking a section of its membership.

Just as I believe that Maher, even as president, has a right to express his opinions without fear of being censored for representing an "official" SAA view, so the issue here is not whether SAA should censor its authors. No one is suggesting that use of the ad as an illustration for the article would be inappropriate. But the *cover* of the SAA journal does represent the entire organization, and not just to its members but to everyone who might reasonably view the image.

Some of my corporate archives colleagues have shared with me their letter to you and your response. In your response you write that "We ensure that each cover illustration is accompanied by an 'About the Cover' note on the inside front cover in order that its context is properly established." Notwithstanding the "about the cover" text (which, by virtue of not being *on* the cover does little to provide effective context to the image), I still feel that the cover was gratuitous.

The use of an offensive poster on the cover was—as you yourself imply ("I viewed using it on the cover as a good way to attract the attention of readers. . .")—primarily an attention-getting device. As such, it is doubly offensive because it places sensationalism and circulation above all other priorities.

The journal should show equal sensitivity to the reasonable feelings of its corporate members just as it should show sensitivity to other members. For example, I would hope that concern for the opinions of its women members would prevent AA from putting an uncensored still from a *Playboy* photo shoot on its cover even though it would be eye-catching and even though an article on the *Playboy* archives might be running within; similarly, I would hope that interest in its GLBT members would stop any thought of running a “Matt Shepherd is Burning in Hell” placard on the cover even though it would draw attention and was in relation to an article on collections of right-wing religious organizations.

Comparing the ad to a photo of nuns misses the point entirely, it seems to me—“Certainly there was no thought of conveying an antibusiness message (as you acknowledge), just as there is no thought of sending a pro-Catholic Church message by having a photograph of nuns on the cover of the next issue.” The useful analogy would be to running a virulently anti-Catholic cartoon on the cover. I would submit that such a decision would naturally lead priests and nuns who are members of SAA to question whether the organization was sensitive to their needs, and their resource allocators to question whether it made sense to support their archivists’ membership in the association.

In the end, I just don’t see the sense in placing sensationalism ahead of common courtesy when choosing a cover illustration.

MARK A. GREENE

*American Heritage Research Center
University of Wyoming*

The Hoover Institution and Russian Archives

To the editor:

There are several factual errors in the recent *American Archivist* article on the Russian archives [George Bolotenko, “Frost on the Walls in Winter: Russian and Ukrainian Archives since the Great Dislocation (1991–1999),” Fall/Winter 2003 issue], particularly with regard to the Hoover Institution. Please note that the correct formal name is the Hoover Institution on War, Revolution and Peace. Other points that require correction are as follows:

1. Hoover was not a part of the agreement for the Leaders of the Russian Revolution project. It was a joint pilot project launched by the Rosarkhiv and Chadwyck-Healey.
2. Comintern finding aids were not microfilmed by Hoover. Hoover microfilmed 2,190 finding aids from GARF and 331 finding aids from RGASPI, and 15 from RGANI. Total number of reels with finding aids is 455.

3. Hoover microfilmed actual documents from two RGANI fonds on 1,011 reels; from thirty-eight RGASPI fonds on 2,772 reels; and from fourteen GARF fonds on 7,823 reels. The total number of reels from all three repositories is 11,676.

We would be happy to respond to fact-checking questions any time. It is also possible to learn more about our projects by consulting our Web site at <http://www.hoover.org/hila>.

ELENA S. DANIELSON
Hoover Institution
Stanford University

SOCIETY OF AMERICAN ARCHIVISTS

Council Meeting Minutes

February 7–8, 2004—Arlington, Virginia

President Tim Ericson called the meeting to order at 8:30 AM. Present: Vice President/President-Elect Rand Jimerson, Treasurer Fynnette Eaton, and Council members Danna Bell-Russel, Frank Boles, Elaine Engst, David Haury, Kathryn Neal, Megan Sniffin-Marinoﬀ, Peter Wosh, and Joel Wurl. Council member Christopher Ann Paton did not attend. Also present was SAA executive director Nancy Beaumont.

Adoption of the Agenda

Sniffin-Marinoﬀ presented proposed changes in the agenda, as well as estimated times for completion of each agenda item, per an Executive Committee discussion on February 5. Eaton moved and Boles seconded adoption of the agenda as amended. PASSED.

Approval of the Minutes

Engst moved and Bell-Russel seconded approval of the 19 August 2003 Council meeting minutes as amended. PASSED.

Eaton moved and Bell-Russel seconded approval of the 23 August 2003 Council meeting minutes as amended. PASSED.

Report of the Executive Committee

Sniffin-Marinoﬀ reported that the Executive Committee, on the recommendation of the Working Group on Intellectual Property, had agreed to sign on to a letter expressing opposition to H.R. 3261, Database Collections of Information Misappropriation Act. The letter to F. James Sensenbrenne

(R-Wisconsin), of the Committee on the Judiciary, and W. J. “Billy” Tauzin, of the Committee on Energy and Commerce, was prepared by Markham Erickson of NetCoalition and signed by the American Library Association, the Association for Research Libraries, the American Association of Law Libraries, Yahoo!, and others. We have not received a response.

Report of the President

Ericson reported on a wide variety of items:

Committee on Ethics and Professional Development: He had approved a May 2004 meeting of the Committee on Ethics and Professional Conduct for the purpose of drafting a revised Code of Ethics. The revision will be submitted to Council at its June meeting, issued for public comment in mid-to late June, and discussed at a public forum at the Annual Meeting in August. To ensure widespread distribution and public comment, staff will include announcements about the draft document and the comment period in *Archival Outlook*, on the Web site, and in e-mail messages to members. Council will review a draft at the June meeting.

Committee Appointments. He had completed appointments to committees and task forces, and had a few more appointment letters to write. He indicated that, due to the complexity of the appointments process, he would forward to Jimerson a complete list to help him get an early start on the process.

2003 ARMA International Meeting:

He reported on his very positive experience representing SAA at the ARMA meeting in Boston in October 2003, indicating that SAA's presence generated both good visibility and goodwill and that ARMA had been gracious in its hospitality. A number of attendees had approached him for membership information because they wished to have access to SAA's mentoring program, as they may have some small responsibility for archives and want to be able to speak with someone about their questions. He expressed his hope that SAA's presence would be enhanced at future meetings by way of booth presentation and representation from SAA.

SAA/ARMA Joint Committee Meeting:

He indicated that much of the committee's discussion at its October 2003 meeting (held in conjunction with the ARMA meeting) had focused on a draft public relations plan prepared by several committee members. He had shared Council members' reservations about the plan and learned that other committee members had similar concerns. He will send a letter to the committee that distills the Council comments.

NAGARA Session: He had received an invitation from National Association of Government Archives and Records Administrators (NAGARA) president Terry Ellis to prepare an "SAA session" for the NAGARA meeting in Phoenix in July. NAGARA has offered complimentary registrations to both Ericson and Jimerson. He will solicit Council members' ideas for content of the presentation.

Midwest Archives Conference (MAC)

Plenary Session in October: He reported that his plenary session, addressing the importance of following and commenting on current issues that should be of concern to archivists, went well. Wurl indicated that the spring meeting of MAC would highlight sessions on the A*CENSUS project and on advocacy.

Clark Atlanta University Archives

Program: He reported that letters to the president and dean of Clark Atlanta University on behalf of continuing the archives program

had apparently had no impact; the program was discontinued. Program chair Karen Jefferson had sent a note indicating the faculty's gratitude for SAA's efforts on its behalf.

National Coalition for History (NCH)

Policy Board Meeting: Thomas Battle had attended the December 2003 meeting of the NCH Policy Board meeting, as SAA representative Jim O'Toole was unable to attend. The board received information about, and soon would be voting on the purchase of, a Web-based software program ("CapWiz") that aids in grassroots advocacy efforts. Ericson expressed his gratitude to Battle for representing SAA at the meeting.

Database Protection Legislation: He reported that H.R. 3261, Database Collections of Information Misappropriation Act, to which SAA had expressed opposition in an October 2003 letter, had nevertheless passed by a vote of 60–7. He suggested that SAA keep a close eye on the implications of the legislation by way of NCH.

SAA Annual Meeting: He indicated that his presidential address at the annual meeting would be a historical overview of access to public records. He had selected Nadine Strossen, president of the American Civil Liberties Union, to be the keynote speaker at the Opening Plenary session. Because the session has the potential to attract media attention, he encouraged staff to be a bit "edgy" with promotion to members and the media. Sniffin-Marinoff suggested that staff communicate with Mary Ide at WGBH in Boston about media opportunities.

Ericson then discussed a number of complaints received from sections and roundtables about the 2004 Program Committee's session selection process. Over the years, many attendees have complained that there have been too many sessions, and the program committees have consciously tried to cut back to 50 to 75 sessions. This has resulted in greater competition for session space. The "Archives Unplugged" sessions have been very successful, and seven sessions in Boston were reserved for "Unpluggeds." Ericson had reserved six "Presidential" sessions to provide forums for various groups

and sessions to be presented by the SAA/ARMA Joint Committee and by the ALA/SAA/AAM Joint Committee. This left the 2004 Program Committee with about 50 slots to fill. The committee cochairs had decided to increase section/roundtable involvement by asking not just for endorsements, but also for rankings of their recommendations. The cochairs realized after the fact that it had not been made clear that this request for rankings did not imply that sessions ranked as number 1 by a section or roundtable were not necessarily a "sure thing." The Program Committee had certainly considered those recommendations, but in the context of balancing them with other priorities.

Wurl indicated that the Visual Materials Section had suggested to him that the Program Committee have a mechanism to feed back to sections/roundtables that a proposal has not been adopted. Sniffin-Marinoff said that the problem may be a lack of standard criteria regarding how to rank sessions. Wosh (who had received negative comments on this issue from the Electronic Records Section) recommended that the Program Committee end the process of endorsements, as he thinks the procedure needlessly complicates the selection process. Council members agreed that ranking presents problems, and that the Program Committee traditionally does an excellent job of balancing sessions. Ericson indicated that he would provide feedback to the 2004 and 2005 Program Committee cochairs.

Boles expressed his concern that the practice of reserving "Presidential" sessions may send a mixed message to members regarding the "openness" of the session selection process. Haury suggested that the Program Committee might post all sessions to a restricted portion of the Leader List to allow all to comment.

Action Item List: Ericson then reviewed his assignments on the Action Item list and reported as follows:

- Appointed Peter Hirtle to the Shared Legal Capability Group.
- Appointed a Council Working Group to review criteria for appointment of a new

archivist of the United States. Jimerson will chair, with Haury, Paton, and Wurl serving on the group. He indicated that Council should also consider setting up a system for recommending a replacement for Bob Martin at IMLS.

- He will mail to Diversity Committee chair La Nina Clayton a list of 12 possible tasks for the committee that had been developed by Thomas Connors.
- He will send a follow-up letter to Health and Human Services secretary Tommy Thompson regarding SAA questions about HIPAA. Because Thompson is a former governor of Wisconsin, Ericson will write his letter on University of Wisconsin-Milwaukee letterhead.

Liaison Reports

Science, Technology, and Health Care

Roundtable: Sniffin-Marinoff reported that the Science, Technology, and Health Care Roundtable had adopted a resolution in support of the International Union of the History and Philosophy of Science for undertaking a project to create an Online Dictionary of National History and Science Bibliographies and Archival Sources to link existing on-line national sources and to help computerize nondigital national sources. The roundtable had formally requested that the SAA Council endorse the roundtable's resolution and/or support the project.

MOVED THAT The Society of American Archivists supports the efforts of the Division of History of Science of the International Union of the History and Philosophy of Science to create an Online Dictionary of National History of Science Bibliographies and Archival Sources to link existing on-line national sources and to help computerize nondigital national sources. [Moved by Wosh, seconded by Haury] **PASSED.**

Ericson will write a letter to the Secretary General of the Division of History of Science to notify him of SAA's support.

Research Libraries Group Roundtable:

Neal reported that roundtable chair Dennis

Meissner had indicated that it is likely that a request to deconstitute the roundtable will be forthcoming.

Visual Materials Section: Wurl reported that the section had had its second annual mid-winter meeting and that it encourages Council liaison attendance at its meeting. The section had expressed concern to Wurl that SAA activities (e.g., publications, workshops) related to visual materials are not passed on to the section. The section also had queried the Council about protocols related to section/roundtable fund-raising efforts. Council discussed this item at its 5 February 2004 planning session and appointed a task force to develop criteria. (See Minutes of that meeting.)

Treasurer's Report

Council members reviewed the Auditor's Report and Management Letter for fiscal year 2003–2004. Two items of interest had been brought forward in the Management Letter: 1) a suggestion that close attention be paid to the percentage of public support for the Special Projects Fund; and 2) a recommendation that the society return to its policy of accruing amounts expended for the annual meeting rather than expensing nonmaterial amounts in the previous year. The group agreed to discuss the Special Projects Fund in more detail at its June 2004 meeting and determined that the executive director would make decisions regarding the advisability of prepayments.

Eaton summarized the 1 July – 30 December 2003 Financial Review Report and led a brief discussion of variances described in the report. Council members agreed that Eaton and staff should look at the costs of servicing Sustaining Members to ensure that dues amounts are still adequate. The group also agreed that the presentation of information about the Special Projects Fund should be streamlined and that Council members and staff would benefit from a report that summarizes how each fund was developed, restrictions (if any) on each fund, accounting policies that apply to each, etc.

Haury and Wurl then raised the issue of the pros and cons of investment strategies involving independent investing versus mutual funds. Eaton and Beaumont agreed to provide a report and discussion points for the June 2004 Council meeting.

Vice President's Report

Jimerson led a Council discussion of ideas for an SAA-led session to be presented at the 2005 American Historical Association annual meeting in Seattle, the theme of which will be "Archives and Artifacts." The deadline for session proposals is February 16. Possible topics suggested by Council members: access, cultural memory/history/archives concept, and advocacy. Jimerson and Wosh agreed to contact various archivists with the goal of proposing three or four sessions.

Jimerson reported that he had met on the morning of February 7 with Washington, D.C., archivist Clarence Davis and had briefly toured the Municipal Archives and Records Center. Davis had shared with him a recent letter from a District of Columbia government official regarding plans for enhancing staffing and facilities. Davis indicated that letters written by SAA and other archival organizations, as well as a *Washington Post* article and a letter to the editor (from Ericson) describing the plight of the Municipal Archives, had made a big difference in his efforts to gain the attention of the mayor's office to the critical state of the archives. Jimerson reinforced that this is more than a local problem, as the D.C. Municipal Archives collects items that are relevant to our national heritage.

In a discussion of next steps that will ensure further action by the district government:

- Jimerson indicated that he would send a follow-up letter to the secretary of the district that includes a query regarding the timeline for action and that he hoped to return to the district in May and would attempt to meet with the secretary or district commissioner at that time.

- Ericson said that he would prepare his March/April *Archival Outlook* column on this issue and that he would send a thank you note to *Washington Post* writer Sewell Chan, copying him on the D.C. secretary's letter to Davis.
- Council discussed the possibility of placing the opening reception of SAA's 2006 annual meeting in the renovated D.C. Municipal Archives facility as a means of drawing attention to the power of advocacy and to the need for timely action on the part of the D.C. government.

Sniffin-Marinoff suggested that SAA might consider contacting archivists in the communities that host the Annual Meeting to determine what sorts of issues they are dealing with and indicating that the Annual Meeting draws a large group of archivists that may have influence in resolving some of those issues.

Executive Director's Report

Council members reviewed staff reports addressing Headquarters Operations, Education, Annual Meeting, Web Site, and Publications. They agreed that staff should provide the complete Publications Sales Report just once per year (in June) as it is a very staff-labor-intensive report that is best viewed at year-end. [Note: To meet the requirement of providing fiscal-year-end figures, this report will best be presented to the August Council meeting.]

APPOINTED GROUP REPORTS

Electronic Publishing Working Group

Working Group chair Rob Spindler had prepared a report updating Council on progress made on Task Force on Electronic Publications recommendations. Boles urged the working group to consider the appraisal aspects of preservation of section newsletters and to deal with the tough question of whether all merit permanent preservation. Wurl agreed to report back to the EPWG Council's concern about the posting of all papers nominated for the Pease Award.

Upon further reflection of this TFEP recommendation (G-1), Council recommends that this not be done.

Membership Development Task Force

Council members reviewed a Membership Development Action Plan for January to December 2004 prepared by the Membership Development Task Force and agreed that the Task Force should proceed with implementing the plan as outlined. Wurl will pass along to the task force the Council's thanks for its work.

Diversity Committee

Wurl reported that the Diversity Committee would be meeting at SAA headquarters in May to officially begin its work. Per Council charge, the first task of the newly constituted group will be to draft a functional description for the committee. Wurl will provide to committee chair La Nina Clayton a draft functional description that had been prepared by the Diversity Task Force in 2003. He will also suggest to Clayton that the committee meet again in August in conjunction with Boston 2004.

Council agreed that the Diversity Committee will be placed on its agenda for all meetings for the foreseeable future.

Committee on Education and Professional Development (CEPD)

Council members had an extensive discussion of the need for a focused plan that would help define the society's goals and objectives in relation to education, the need for development of archival continuing education guidelines, and the role of the committee in relation to the SAA Education Office. Because archival education is such a broad area, the group discussed the idea of creating two committees—one on graduate education and the other on continuing education—to make the tasks of each more focused and more manageable. Because of strong interest in the creation of new continuing education guidelines to replace the "PACE Guidelines," Council suggested that this be a top priority of a CEPD task

force. Further, Council members reflected on the need for a strategic action plan that would help focus SAA activities to meet highest-priority needs in the next 2 to 3 years. Jimerson agreed to follow up with CEPD chair Bill Landis and Task Force on Education Office chair Beth Yakel to get their thoughts on these issues and on the matter of how best to proceed with development of Archival Continuing Education (ACE) Guidelines.

OLD BUSINESS

SAA Statement on USA PATRIOT Act

Council members reviewed the draft statement provided by the Manuscript Repositories Section, the Reference, Access, and Outreach Section, and the Privacy and Confidentiality Roundtable, as well as a revised statement prepared by Immediate Past President Peter Hirtle, and discussed what issues they believe a statement should address. Boles indicated that Tim Pyatt of the Privacy and Confidentiality Roundtable, who had submitted the original draft, had expressed his support of the Hirtle revision. Ericson indicated that he would distill Hirtle's comments into a one-page position statement and reissue it to Council members for review, discussion, and approval via e-mail.

Joint Statement on eBay

Boles briefly reviewed the history of the development of the draft statement.

MOVED THAT The following joint statement by the Council of State Historical Records Coordinators, the National Association of Government Archives and Records Administrators, and SAA regarding sale of historical records on eBay be adopted:

Historical records of government agencies document actions taken by governments from the local level to the national in conducting the public's business. They represent the essential information by which all citizens may understand the consequences of decisions made by

public agencies. They allow the governed to hold those who govern accountable. To that end, these documents should remain where they are available for public inspection.

As documents of all types have become increasingly collectible, the number of official government records appearing for sale through online venues such as eBay has grown. Their disappearance into private hands deprives the public of access to important historical details concerning the development of property rights, taxation, judicial actions, and community growth, as well as the enduring impact of human beings upon their surrounding environments.

To protect the integrity of the public record and to ensure continuing public access to necessary historical documents, we respectfully request eBay's assistance in alerting its users to the ramifications of the sale of historical public records. We propose that notices be posted on its site at appropriate locations identifying the legal issues involving public records and directing potential buyers and sellers to a Web site created and maintained by the Council of State Historical Records Coordinators (COSHRC). This Web site will provide links to definitions of public records, to laws that govern their disposition, and to state and federal agencies that have responsibility for them. It will help eBay customers to distinguish the kinds of records that should not be handled by private parties and will provide them with access to expert advice to answer questions about public documents.

The ongoing loss of portions of our documentary heritage risks nothing less than erasing part of our national memory. As representatives of those professions charged with protecting that documentary heritage, we look forward to working with eBay through this or other appropriate action to help preserve and provide broad public access to America's historical public records.

[Moved by Boles, seconded by Jimerson] PASSED.

Council members also noted that:

1. The Web site should provide a series of specific definitions of official public records within the federal, state, and local contexts to fulfill its stated role of helping the buyer and seller recognize what to avoid. NARA's "Personal Papers of Executive Branch Officials" (Management Guide Series, 1992) offers the following basic statement: Federal records are "all documentary materials, regardless of physical form, that are made or received by an agency of the U.S. Government under Federal law or in connection with the transaction of public business, and preserved or appropriate for preservation as evidence of agency activities or because of the value of the information they contain." (page 4) The pamphlet then goes on to offer various qualifications. Other definitions will vary from state to state and should appear on each state's specific site.
2. The site should offer direct links not only to the relevant parts of NARA and federal legislation, but also to as many state archives/historical records commissions or related bodies as possible, especially in those states that have specific guidelines about the disposition of public records.
3. The state Web sites should also include examples of documents sold illegally to serve as illustrative case studies.

Joint Annual Meeting with NAGARA and COSHRC in 2006

NAGARA president-elect Tim Slavin joined the Council meeting to present his ideas about the benefits of a joint SAA/NAGARA annual meeting in Washington, D.C., in 2006. COSHRC would also be involved in the meeting, as a substantial supporter but with limited numbers of attendees due to small membership numbers. He indicated that the goal of the joint meeting would be to unite the archival profession for one week in a way that benefits both organizations. He noted that he had worked with Ericson and Beaumont to

develop several scenarios reflecting possible business agreements between the two organizations and that a list of 12 issues had been discussed and substantially resolved. He suggested that each organization identify one representative to negotiate the business aspects of the joint meeting agreement if Council adopted the idea on principle.

MOVED THAT SAA hold a joint annual meeting with NAGARA and COSHRC in Washington, DC, in 2006. [Moved by Jimerson, seconded by Eaton] **PASSED.**

Beaumont was authorized by Council to negotiate the business details of the joint meeting.

Nominating Committee Procedures

Nominating Committee chair La Nina Clayton and Beaumont had identified some minor issues associated with the flow of communication between the committee and candidates as well as the procedures for publication of the slate of candidates. Ericson will draft revised language for the Council Handbook to address these issues. In an attempt to institutionalize the flow of historical information, he will include in the guidelines a requirement for the Nominating Committee to provide a summary of who was asked to serve and to indicate if those individuals do not wish to be contacted again.

Privacy Statement on Web Site

MOVED THAT The word "interim" be removed from the Privacy Statement on the SAA Web site, and that no other changes be made at this time. [Moved by Engst, seconded by Bell-Russel] **PASSED.**

Statement on Survivor Privacy

The Privacy and Confidentiality Roundtable had proposed that SAA develop a policy statement on the issue of survivor privacy. Council was somewhat unclear about the scope of what such a statement might address and questioned whether there should be a legal principle that privacy should be extended after death. Boles will contact roundtable chair Tim Pyatt and ask

the roundtable to write a succinct document that specifies the issues currently being considered by the Supreme Court. Wurl recommended that a draft statement be circulated for comment to the SAA Leader List.

Student Chapters

MOVED THAT The University of South Carolina petition for a Student Chapter be approved. [Moved by Boles, seconded by Wosh] PASSED.

MOVED THAT The University of Kentucky petition for a Student Chapter be approved. [Moved by Boles, seconded by Wosh] PASSED.

Student Chapter Visits

Eaton will distribute an updated list of Student Chapters to Council members so that they may indicate which chapters they will visit in the coming months.

Student Chapter Communications

Former treasurer and student chapter liaison Elizabeth Adkins had prepared for Council review suggested changes in the Council Handbook related to communication with Student Chapters. Along with a number of small technical changes and stylistic corrections, the major changes proposed were the following:

- Enhancement of the annual reporting requirements to ensure that the SAA office receives updated contact information for each chapter every year.
- A specific deadline (either December 31 or May 31) must be met for submission of the annual report, to make it easier for staff to administer the solicitation of the annual reports and to provide a common understanding of when they are due. A choice of dates is given to provide flexibility in accommodating differences in each chapter's structure and calendar year.
- At minimum, the chief officer(s) and the faculty advisor of each chapter are required to subscribe to the SAA Student Listserv to facilitate communication among the office, the Council

liaison, and the student chapters. Any messages from the SAA office or the liaison should be forwarded to chapter members.

MOVED THAT The Council Handbook be revised to reflect the changes in procedures for Student Chapter communication proposed in the Adkins report. [Moved by Eaton, seconded by Boles] PASSED.

The meeting was adjourned for the day at 5:00 PM.

Sunday, 8 February 2004

OLD BUSINESS (CONTINUED)

Journal Editor Evaluation

Council members reviewed the journal editor performance appraisal conducted by Beaumont and journal editor Philip Eppard in December 2003 and January 2004, including the appraisal form (developed by Beaumont with input from a variety of current and past Editorial Board members and leaders), Eppard's self-appraisal form, and a shared "Goals and Measurement Standards" form. Council members agreed that the new performance appraisal tool and schedule, developed by Beaumont with the advice and assistance of a subcommittee of the *American Archivist* Editorial Board, is appropriate and helpful. They suggested a broadening of participation in the comments process.

Beaumont then discussed her view that the journal editor should report not to the executive director but directly to the SAA Council, in recognition of the critical importance of the position to the society and the profession it serves. She cited the nearly unanimous use of this model in professional associations.

MOVED THAT Effective immediately, the responsibility for selecting and overseeing the *American Archivist* editor be that of the SAA Council. [Moved by Jimerson, seconded by Engst] PASSED.

In recognition of this transition,

MOVED THAT Philip Eppard be offered a one-year extension on his current contract, to extend the contract through

31 December 2005. [Moved by Jimerson, seconded by Sniffin-Marinoff] PASSED.

Ericson appointed Boles, Neal, and Bell-Russel to serve on a group to propose revisions to the Council Handbook, outline a review process, determine the specifics of appointment of the journal editor, and develop a request for proposal to recruit a journal editor whose term would begin effective 1 January 2006.

NEW BUSINESS

Section/Roundtable Annual Reports

Council members discussed the apparent breakdown in compliance with procedures associated with preparation and dissemination of section and roundtable annual reports. Although such reports are required of sections and roundtables, few groups complied in 2003. Council members and staff agreed that this may be due in large part to the fact that no reminder was sent to section and roundtable leaders, and that this is a critical step in that volunteer leaders cannot be expected to remember the compliance date or to pass along to successors the requirements for reports. Beaumont agreed to develop a schedule for reminding component leaders of this deadline.

The Council further discussed the value of section and roundtable annual reports, and agreed that more could be done in terms of guidance to make the reports more valuable in the association's governance process. For example, many Council members appreciate the extent to which section and roundtable chairs share plans for upcoming priorities and events. Ericson asked Sniffin-Marinoff and Engst to develop a template and/or checklist that will be shared with section and roundtable leaders to aid them in preparing annual reports

North American Archival Network of the International Council on Archives (NAANICA)

Council members discussed a proposal prepared by Bryan Corbett for formation of

a North American Archival Network of the International Council on Archives (NAANICA). The Organizational Statement had resulted from a meeting of representatives of the Association of Canadian Archivists, Academy of Certified Archivists, Association of Moving Image Archivists, Genealogical Society of Utah, National Archives of Canada, and Society of American Archivists at the SAA Annual Meeting in Los Angeles on 24 August 2003. Ericson and Immediate Past President Peter Hirtle represented SAA at that meeting.

The objectives of this "virtual roundtable" will be to: 1) serve as a central clearinghouse of ICA information and issues to the North American archival and information management communities; 2) encourage the members to respond to ICA requests for input; 3) make ICA aware of North American information and issues; and 4) represent North America in the ICA governing structure. Membership will be open to all North American Category A members of ICA and to all national and international archival associations based in North America. Members will elect an individual to serve as a North American representative to the ICA executive committee. That representative will be expected to serve for a minimum of two years. There will be no annual dues to NAANICA, but funding may be sought to support the work of NAANICA. Members will meet at least once a year at the annual meeting of either the ACA or the SAA. Other meetings will be conducted "virtually." The Association of Canadian Archivists will serve as the initial secretariat for NAANICA.

MOVED THAT SAA become a member of the ICA/NAANICA. [Moved by Eaton, seconded by Engst] PASSED.

Harold T. Pinkett Scholarship Fund

Council members discussed the Harold T. Pinkett Minority Scholarship Fund and the merits of setting up the fund as an endowment. Bell-Russel described the critical need to "jump start" the scholarship fund and to publicize it far more broadly than in the past. Several Council members suggested the idea of a "quasi-endowment"

that would allow SAA to use the principal for purposes related to the fund. Ericson indicated that no general fund-raising letter had been sent to the membership in November 2003 due to other priorities, but that the next fund-raising letter would highlight the Pinkett Fund.

Committee to Select Fellows

Council is charged with selecting three fellows to serve on the Committee to Select Fellows. These fellows join the five most immediate past presidents of SAA in performing this task. Council vote resulted in the selection of Jackie Dooley, Ellen Garrison, and Waverly Lowell to serve on the committee.

Annual Meeting Resolutions Committee

Traditionally the three newest members of Council serve as the Annual Meeting Resolutions Committee. Therefore, Kathryn Neal, Christopher Ann Paton, and Peter Wosh were nominated to serve.

Moved THAT Kathryn Neal, Christopher Ann Paton, and Peter Wosh serve as the SAA Annual Meeting Resolutions Committee in 2004. [Moved by Engst, seconded by Eaton] PASSED.

Follow-Up from February 6 Joint Meeting with COSHRC and NAGARA

In follow-up to the Joint Meeting with the COSRHC and NAGARA boards on February 6, Council members had a brief discussion of the critical need to support advocacy efforts to ensure reauthorization of the National Historical Publications and Records Commission and to seek additional funding legislation for the agency, and they also discussed alternatives for creation of infrastructure within SAA to support these enhanced efforts.

The group concluded its discussion with a general agreement that, whenever possible, the SAA Council should attempt to meet with the COSHRC and NAGARA boards every year for the purpose of discussing common interests.

Brief Amicus Curiae in Support of Respondents Sierra Club and Judicial Watch, Inc., Re: National Energy Policy Development Group

SAA had been approached by the American Library Association regarding its willingness to join in a "friends of the court" (*amici curiae*) brief concerning the request by the Sierra Club and Judicial Watch for disclosure of who, outside of the government, participated in Vice President Richard Cheney's National Energy Policy Development Group. Vice President Cheney had refused to disclose any information about the group. Ericson and Beaumont indicated that the current estimate of the cost to participate in the brief would be \$2,000, although that amount could rise depending on the number of participants in the brief. Council members agreed that this issue is critically important to SAA's significant interest in open government laws, including the Federal Advisory Committee Act (FACA), and that SAA should sign on and should publicize its involvement broadly to SAA members as an example of its proactive stance on critical advocacy issues.

Moved THAT SAA join in the *amicus curiae* brief concerning the request by the Sierra Club and Judicial Watch for disclosure of who, outside of the government, participated in Vice President Richard Cheney's National Energy Policy Development Group, and provide \$2,000 to help fund the preparation and filing of the brief. [Moved by Jimerson, seconded by Bell-Russel] PASSED.

MicroMARC

Boles reported that MicroMARC chair Fred Honhart had notified him of the desire to disband the roundtable.

Moved THAT the MicroMARC Roundtable be disbanded. [Moved by Boles, seconded by Sniffin-Marionoff] PASSED.

Distribution of 2002–2003 Net Revenue

For a number of reasons related to staffing, funding of the executive director recruitment process, and good control of

expenditures, the society's operating budget for FY2002–2003 had yielded net revenue of \$39,000. Council members discussed how those funds should be allocated to the reserve and/or the operating budget. The group charged Eaton and Beaumont to do additional research on this issue, determine an appropriate split based on a review of current and proposed budgets, and report their findings to the Council at its June meeting.

Following a brief review of Council members' opinions about newly implemented processes for preparation and electronic distribution of Council materials, Ericson adjourned the meeting at 12:00 PM.

NANCY P. BEAUMONT

Executive Director

Approved by Council 5 June 2004

Council Meeting Minutes

June 5–6, 2004—Chicago

President Tim Ericson called the meeting to order at 8:30 AM on Saturday, June 5. Present: Vice President/President-Elect Rand Jimerson, Treasurer Fynnette Eaton, and Council members Danna Bell-Russel, Frank Boles, Elaine Engst, David Haury, Kathryn Neal, Megan Sniffin-Marinoﬀ, Christopher Ann Paton, Peter Wosh, and Joel Wurl. Also present were Richard Pearce-Moses (Vice President/President-Elect, 2004–2005), Aimee Felker (Council, 2004–2006), Executive Director Nancy Beaumont, Publishing Director Teresa Brinati, Education Director Solveig DeSutter, and Graphic Designer/Webmaster Brian Doyle.

Adoption of the Agenda

Sniffin-Marinoﬀ presented proposed changes in the agenda, as well as estimated times for completion of each agenda item, per an Executive Committee discussion on June 3. Jimerson moved and Engst seconded adoption of the agenda as amended. PASSED.

Approval of the Minutes

Eaton moved and Engst seconded approval of the 7–8 February 2004 Council meeting minutes as amended. PASSED.

Eaton moved and Engst seconded approval of the 6 February 2004 Planning Day Notes as amended. PASSED.

Review of the February 2004 Action Item List

Council members reviewed the items listed on the February 2004 Action Item List and provided an update on completed and incomplete items.

Report of the Executive Committee

Sniffin-Marinoﬀ reported that a question had arisen about the eligibility of the New York Archivists Round Table to qualify for the Jameson Award. The Executive Committee determined that the NYART was not, in fact, eligible for the award. The occasion of NYART's 25th anniversary should not go unrecognized, however, in light of the many accomplishments of the group. The Executive Committee agreed that Ericson would compose a Council resolution for Council action at this meeting. The draft resolution will be considered under New Business.

In February, Ericson corresponded with the director of the Southwest Museum in Los Angeles to express the society's concern about the extensive problem with insect infestation in the Southwest Museum that was described in the 25 January 2004 *Los Angeles Times* article "Working Out the Bugs." His letter said, in part, "SAA applauds your willingness to publicly acknowledge the insect problem and to treat those sacred Native American objects in a way that respects them and preserves their spirit. Both actions show that the Southwest Museum understands its special responsibility to the native people whose artifacts constitute the heart and soul of the museum." He offered the society's support as the director works to complete the preservation effort.

In March 2004, SAA received a request from a member that SAA communicate with trustees of the Phillips Library in Salem, Massachusetts, regarding significant cut-backs in hours and staffing. Ericson will send a letter to the trustees on behalf of SAA once Sniffin-Marinoﬀ can obtain updated information.

In May 2004, SAA received correspondence from Margaret Turner, president of

the International Council on Archives/Section on Professional Associations, indicating that severe budget cuts in the Italian Archival Administration are threatening the operation of archives throughout Italy and that the country faces a severe shortage of professional archivists in the state sector because there has been no recruitment since 1984. The society sent a letter to the Italian Ministry of Culture encouraging that significant efforts be made to recruit archivists.

SAA has received a number of pieces of correspondence about the state of the Iraqi Archives. Peter Hirtle, who attended a recent meeting of the North American Archival Network of the International Council on Archives, had suggested to Ericson that SAA await further information from ICA before proceeding with any actions.

Sniffin-Marionoff indicated that the Council had not officially acknowledged Debra Nolan's departure from SAA employment, and she suggested that the Council develop and pass a resolution in her honor, as well as collect donations for a gift and sign a card to her. Beaumont was asked to purchase a suitable gift after receiving the donations.

Council Special Resolution Honoring Debra Mills Nolan, CAE

The SAA Council adopted the following special resolution:

Whereas Debra Mills Nolan, CAE, served the Society of American Archivists with distinction for more than 11 years as director of meetings, associate executive director, interim co-executive director, and independent contractor; and

Whereas Debra Mills Nolan, CAE, dedicated herself to meeting the needs and interests of SAA members and leaders throughout her tenure; and

Whereas Debra Mills Nolan, CAE, introduced many creative approaches to program management that led to innovations of great benefit to SAA; and

Whereas Debbie's consistently positive attitude, generosity of spirit, and good humor generated great enthusiasm

among members, leaders, staff, and vendor colleagues;

Therefore Be It Resolved THAT the Council of the Society of American Archivists thanks Debbie for her outstanding contributions and wishes her well in all future endeavors.

[Moved by Jimerson; seconded by Sniffin-Marionoff] PASSED.

Report of the President

Ericson reported on a wide variety of items:

Archivist of the United States: Ericson reminded the group that, immediately following notification on April 8 of the nomination of Allen Weinstein to be archivist of the United States, SAA contacted the Council of State Historical Records Coordinators (COSHRC) and the National Association of Government Archives and Records Administrators (NAGARA) to develop a joint statement on the nomination that focused on the need for Senate Governmental Affairs Committee open hearings on the nomination to explore more fully 1) the reasons why the current archivist is being replaced and 2) the nominee's qualifications to become archivist of the United States. The joint statement was posted on the SAA Web site on April 14. To date, 26 organizations have signed on to "Statement on the Nomination of Allen Weinstein to Become Archivist of the United States." On April 26, SAA posted "Joint Statement on Selection Criteria for the Archivist of the United States" and "Joint Statement on Questions to Ask the Nominee for Archivist of the United States," both issued with COSHRC and NAGARA. In addition, in April and May, Ericson participated in several interviews with national media on the subject of SAA's opinion on the nomination; in May, he met with the 12 members of the Senate Governmental Affairs Committee staff, along with National Coalition for History staff Bruce Craig, to discuss the need for open hearings and professional input; and in early June he wrote a letter to the editor of the *Los Angeles Times* in response to an article that mischaracterized SAA's position on the nomination.

Heritage Emergency National Task Force: In April, Ericson appointed Thomas Connors of the University of Maryland/National Public Broadcasting Archives to serve as SAA's representative on the Heritage Emergency National Task Force, a group that was formed in 1995 to help archives, libraries, museums, historical societies, and historic sites to better protect their collections from natural disasters and other emergencies. Council members reviewed Connors's report on an April 28 meeting of the task force.

ARMA/SAA Joint Committee Meeting: Committee chair Aimee Felker reported on several items discussed at the May 22 committee meeting, including 1) the status of the draft communications/public relations plan following input from Council members and others; 2) the Committee's interest in developing a Web site on which standards that apply to records managers and archivists might reside for easy access, beginning with development of an annotated bibliography representing existing standards; and 3) a recommendation from the committee that SAA (through its representative) apply for membership on the National Fire Protection Association's NFPA 232—Standard for the Protection of Records Committee.

National Fire Protection Association: Although Council members had completed an on-line vote in late May supporting an ARMA/SAA Joint Committee recommendation that SAA apply for NFPA membership, Beaumont noted that NFPA membership requirements are more complicated than she or the committee had anticipated. To obtain representation on the NFPA 232—Standard for the Protection of Records Committee, an individual and an alternate will have to apply and be accepted on their own merits (i.e., NFPA does not permit either institutional membership or institutional representation on its committees). Ericson agreed to contact Standards Committee chair Diane Vogt-O'Connor to obtain committee recommendations regarding who from the Washington, D.C., area might apply for membership and, *de facto*, represent SAA on the NFPA committee. Beaumont agreed to search the SAA

database to determine whether there is anyone in the St. Louis area who might join NFPA to attend the August 3 meeting of the NFPA committee.

Harold T. Pinkett Award Changes: Ericson reported that he had approved a recent request from Archives and Archivists of Color Roundtable cochairs Rebecca Hankins and Rose Roberto that SAA fund two recipients of the Harold T. Pinkett Award; that the two recipients receive complimentary one-year memberships in SAA (in addition to free travel to and registration for the Annual Meeting); and that in those years in which a second-place award winner might be named, that the runner-up also receive a free one-year membership.

Timing of Annual Business Meeting at Boston 2004: Ericson asked Council members to remind their liaison assignments (i.e., section and roundtable leaders) that, due to logistical constraints in the hotel, the Annual Business Meeting will occur earlier than usual at the 2004 Annual Meeting, and that, if they intend to submit materials, they should be prepared to do so earlier than in the past. Beaumont agreed to announce this schedule in the July/August issue of *Archival Outlook*.

Faulkner v. National Geographic Society: Ericson noted that the Intellectual Property Working Group had recommended to him that SAA join in an *amicus curiae* brief led by JSTOR in the *Faulkner v. National Geographic Society* case, which concerns whether digitizing a published work that contains contributions from freelancers is a violation of copyright (and is not protected by 201c). He indicated that there would be no cost to join in the brief.

MOVED THAT SAA join in the *Faulkner v. National Geographic Society amicus curiae* brief being led by JSTOR provided that there will be no expense to SAA. [Moved by Eaton, seconded by Jimerson] PASSED.

North American Archival Network of the International Council on Archives (NAANICA): Ericson reported that Past President Peter Hirtle represented SAA at the most recent NAANICA meeting in Montreal in May. SAA will continue its

involvement with the group and will have one representative to it.

Statement on USA PATRIOT Act: Ericson reported that he had decided not to continue work on the original draft "Statement on the USA PATRIOT Act" because he believed that SAA had nothing new to add to statements issued by others. Instead, he thought it important to issue a statement upon the renewal of the act, when it is more likely to gain press coverage. He has begun work on a "Statement on the Renewal of the USA PATRIOT Act" that he will field with Council members immediately following the Council meeting, and he will then forward the Council-adopted draft to the NAGARA and COSHRC president(s) for possible cosigning prior to July 15.

SAA Mentoring Program: Ericson noted that the SAA Mentoring Program is not working as well as we would like it to work. One reason for this is that there are not enough mentors. He encourages each Council member to become a mentor, as this action would send an important and positive message to all members.

Action Item List: Ericson then reviewed and updated the status of his assignments on the February 2004 Action Item list.

Conversation with Archivist of the United States John Carlin

Council members met briefly with Archivist of the United States John Carlin via telephone. When asked whether he was surprised by the announcement of a nominee for his position, Carlin indicated that he was "surprised on that particular day, but not surprised in general." Ericson asked whether Carlin will be attending the SAA Annual Meeting in Boston, as the society would like to acknowledge him for his years of service to the profession. Carlin indicated that he does plan to attend and that he also has an interest in sharing his thinking about the future at some point.

Carlin then provided an update on the Electronic Records Archive project, indicating that NARA had received a number of excellent design bids. He believes that they will select one or two vendors during the

summer of 2004. One result of the process of development has been "an incredible expansion of technology." He said that it is exciting and satisfying for him to look back over his nine years as archivist of the United States to "see the change in opinion of those agencies with whom [we] work—we're no longer viewed as the records police."

Vice President's Reports

AHA Session Proposals: Two of four programs that SAA endorsed for the AHA meeting in Seattle in January 2005 were approved. Jimerson thanked Wosh and Wurl for their assistance in formulating ideas for the conference, whose theme is "Archives and Artifacts." Accepted sessions are one on advocacy for public history and archives (with panelists Lee Formwalt, Terry Davis, Charlene Bickford, and Jimerson) and one on the "Heritage and Politics of Archives" (with Francis Blouin, David Lowenthal, Bruce Craig, and Katherine Sibley).

In April, Jimerson and Beaumont attended an American Society of Association Executives symposium for chief elected officers and chief staff officers in Chicago. Jimerson was particularly interested in the emphasis on the importance of boards focusing on policy and strategy issues, rather than on the minutiae of reporting and process. He would like to look at focusing future Council discussion on policy alternatives.

On May 7, Jimerson presented the keynote address, "Historians and Archivists: A Common Past, A Common Future," at the Pacific Northwest History Conference, held jointly with Northwest Archivists, Inc., and the Northwest Oral History Association. His talk featured information about the nomination of Allen Weinstein as the archivist of the United States and the coalition working to ensure that proper procedures are followed in that appointment process. Several people at the conference expressed a willingness to assist in archival advocacy issues.

Liaison Reports

Membership Committee: Wurl reported that membership numbers are

looking very good and that the committee/staff action plan appears to be having some positive effects. Committee chair Scott Schwartz has indicated his intent to step down as chair in September.

Electronic Publishing Working Group:

Wurl reviewed the written report of the EPWG and highlighted the concerns expressed by Chair Rob Spindler. In a wide-ranging discussion of the very content-rich and detailed report, Council members touched on a variety of issues of concern, including:

- Broader issues of SAA's technology infrastructure.
- Spindler's recommendation that the working group be disbanded and its work dispersed to other groups. There is great concern that the many issues identified by the working group will be lost if they do not have a champion and a dedicated group (or groups) to carry out the tasks. Council generally agreed that it is not time to disband the group, but it may be time to reconsider its purpose.
- Concern that the mandate for on-line-only distribution of section and roundtable newsletters has not yet been fulfilled and that many sections and roundtables do not seem to be moving in this direction.
- In response to a Council discussion in February 2004 regarding posting of Pease Award applicant articles, to what extent does the Council agree or disagree with the publication of "gray literature"?
- What are the overall financial implications of the Council-adopted EPWG 2002 Final Report?

Ericson asked Paton, Wurl, Brinati, and Doyle to review the EPWG Report to determine the status of each item (e.g., which are policy issues and which are staff functions, which have been completed, and what remains to be done on those that have not been completed). Further, Ericson asked Wurl to invite Spindler to attend the Council meeting in August 2004 for a more detailed discussion of his ideas and concerns.

American Archivist Cover Controversy:

Boles reported that several members of the Business Archives Section had expressed their dismay with the selection of cover art

on the Spring 2004 issue of *American Archivist*. They explained that the cover image, of a 1982 political poster that was critical of Sun Maid's treatment of farm workers, was portrayed in a way that could be inflammatory and embarrassing to those archivists who work in corporate environments. Boles indicated that journal editor Phil Eppard had responded to the members' complaints.

Privacy and Confidentiality Roundtable:

Boles reported that the issue of release of autopsy photos in two celebrity cases has not received the concern and press that had been anticipated, and thus the Privacy and Confidentiality Roundtable recommends no action at this time.

Unsung Hero Award: Neal reported on a recent communication with Awards Committee cochairs Daria D'Arienzo and Diane Dimkoff that would establish a new award for "lost contributors to the profession—those who work alone or who are from smaller places that don't have the infrastructure to support extensive, visible professional activities." Council asked that the cochairs provide more information about the potential new award.

Treasurer's Report

Council members reviewed the FY04 YTD Financial Statements (as of 31 May 2004) as well as the variances between budgeted and actual figures.

Review and discussion of the proposed FY05 budget was moved to the last item of New Business to ensure capture of all discussion items with financial implications.

Executive Director's Report

Council members reviewed staff reports addressing Headquarters Operations, Education, Publications, and the Annual Meeting.

APPOINTED GROUP REPORTS

Committee on Ethics and Professional Conduct

Council members reviewed the draft revision of the Code of Ethics as prepared

by the committee and made several recommendations for minor revisions that Sniffin-Marionoff will report back to the committee. The revised draft will be fielded to the Leadership Listserv and to the general membership via the Web, *Archival Outlook*, and the Annual Meeting registration packets, and all members will be invited to provide feedback at an open Ethics Forum on Wednesday, August 4, from 4:00 to 5:30 PM at the Boston Park Plaza Hotel.

The committee report also recommended that the Council consider charging the committee to develop a separate but similar Code of Professional Conduct. Council members suggested that, after the code is completed, the committee draft a two-paragraph example to clarify what the Code of Professional Conduct might look like. Council will then decide whether this effort should be pursued.

The committee also recommended that the Council consider development of a third "aspirational" document that indicates the types of policies and procedures that are fundamental for good administration of the records and manuscripts in custody of archival institutions. Council members discussed the fact that the Publications Board currently is working on an update of a book on institutional best practice and that this task is appropriately placed with the Publications Board and falls outside the scope of the Committee on Ethics and Professional Development's charge.

Committee on Education and Professional Development

Council members engaged in an extensive discussion of the Committee on Education and Professional Development report, in which committee chair Bill Landis asked for specific feedback on various items so that the committee might move forward with priority setting and development of a revision of the PACE Guidelines. Council members reviewed the specific questions and provided feedback to Council liaison Chris Paton for transmission to the committee. In addition, the Council:

- Voted to disband the SAA Continuing Education Task Force, with thanks:

MOVED THAT the Continuing Education Task Force be disbanded with thanks. [Moved by Jimerson, seconded by Bell-Russel] PASSED.

- Asked staff to present a proposal to Council at the August 2004 meeting regarding creation of a "semiformal" advisory group to assist staff in developing ideas for new education programs. The group would be "out in the field," would bring forward ideas for new programs, ensure that there are no gaps in current offerings, and assist in creating curricula in appropriate areas. The group would not be a part of or responsible to the CEPD.

Diversity Committee

The Diversity Committee had its inaugural meeting 14–16 May 2004. In a dynamic and wide-ranging discussion of SAA policies, communication, products, services, and activities, the Diversity Committee affirmed the content of the 1999 Task Force on Diversity Final Report as a foundation for the future work of the committee. The committee will return to the document continually to develop action plans to address the items outlined in the report. Committee members agreed to put forward a series of recommendations for Council consideration.

The Council adopted the Diversity Committee's Recommendation 1.

MOVED THAT an update on diversity initiatives be included in the reporting requirements for Council, the SAA office, and all SAA units. [Moved by Jimerson, seconded by Boles] PASSED.

Support Statement: The SAA Council has attached high priority to the ongoing goal of increasing the diversity of SAA's membership and the enrichment of diversity-related services. This goal will be realized only when it becomes fully integrated into the fabric of the entire organization. All groups should be strongly urged to develop new initiatives and to amplify existing activities to address this priority, and all should report annually to Council on their diversity-related efforts and their impact. To assist in this effort, the Diversity Committee will develop a set of suggestions to help instruct

sections, roundtables, staff, and others in how to go about promoting diversity within their groups and core activities.

The Council adopted the Diversity Committee's Recommendation 2.

MOVED THAT the President-Elect and the Appointments Committee report to the Council on the demographics of committees and indicate what was attempted to seek diversity among committee members. [Moved by Boles, seconded by Eaton] PASSED.

Support Statement: Per the 1999 Task Force Report, every effort should be made to "include at least one new or lesser-known member on each committee and task force as an intern to increase participation by newcomers." Further, SAA should support broad representation on all appointed groups. The requested report would institutionalize accountability, help SAA understand "how we're doing," and establish a baseline for future efforts. The President-Elect will define and establish standards for "demographics."

The Diversity Committee's Recommendation 3—that SAA provide for an orientation for SAA leaders (e.g., committee and task force chairs, section and roundtable chairs), with inclusion of requirements for diversity reporting and importance of diversity initiatives as a priority—was discussed extensively. Council members decided that they needed more information about orientation options, timelines, and costs before they could make a decision. Beaumont was charged with preparing a report on this topic for the January 2005 Council meeting.

The Council adopted the Diversity Committee's Recommendation 4.

MOVED THAT the 2005 Annual Meeting Program and host committees address diversity issues by incorporating appropriate programming (e.g., sensitivity to cultural differences, ownership, access, and use of archival materials) and local arrangements activities (e.g., tours, diversity fair) into the meeting experience, and further

THAT the 2004 Annual Meeting Program Committee report on the extent to which that program addresses diversity

issues. [Moved by Jimerson, seconded by Eaton] PASSED.

Support Statement: The Council and committee note that the 2004 Annual Meeting program reflects significant attention to diversity issues and praise the efforts of the SAA president and the Program Committee in this regard. To ensure that progress in this area continues, the 2005 committees are asked explicitly to address diversity issues. The 2004 report is envisioned as a tool that will help inform the efforts of the committees in 2005 and beyond.

Council members supported in principle the Diversity Committee's Recommendation 5—that SAA develop an award to acknowledge contributions to or achievements in diversity. The Diversity Committee is encouraged to work with the Awards Committee to develop proposed language for the award that will then be voted on by Council.

The Committee also recommended that Ericson consider inviting a Native American to provide a welcome at the 2004 Annual Meeting in Boston. Ericson indicated that he would pursue this idea.

OLD BUSINESS

Journal Editor Recruitment / Selection

Boles reviewed and Council members discussed a variety of proposed revisions to the Council Handbook, Section 7., *American Archivist* Editorial Board that would reflect appropriate changes in the journal editor's reporting mechanism, performance review, and recruitment/selection. Following substantial discussion, Boles agreed to make additional changes and corrections and forward a second revision for Council members to review on-line. Language regarding diversity will be added in the Qualifications section.

District of Columbia Municipal Archives

Bell-Russel updated Council members on the status of the District of Columbia

Municipal Archives, which had been revealed via a *Washington Post* article to be in grave need of renovation and significant support by the District of Columbia government. Despite other budget cuts by the D.C. government, Bell-Russel indicated that the city council had approved \$500,000 to relocate the municipal archives to other quarters while preparations were undertaken to relocate it to a new building that would combine the archives with records management. She suggested that SAA should continue to monitor the situation and should plan regular communication to ensure that the archives remains a high priority for the municipal government.

AASLH Joint Meeting in March 2004

Bell-Russel reported on a March 19 meeting convened by the American Association for State and Local History and attended by 23 other organizations for the purpose of discussing means to increase funding for NHPRC. Various components of the larger group have met via conference call to develop work products, and the archivist representatives have been working on a parallel track. Council members reaffirmed the importance of SAA remaining involved in this group and this effort.

Pinkett Scholarship Fund

Bell-Russel reported on recent conversations regarding the advisability of establishing an endowment for the Pinkett fund and on the willingness of key representatives to put aside this idea in favor of stimulating growth of the fund in other ways. Beaumont indicated that she will convene a meeting of interested parties (Bell-Russel, Neal, Jimerson, Wurl, representatives of the Archives and Archivists of Color Roundtable and of the SAA Diversity Committee) to discuss developing coordinated action plans that would have a positive impact on fund-raising for the Pinkett Scholarship Fund.

Sections/Roundtables Reporting Form

Engst presented and discussed a draft reporting form for sections and roundtables that should ease their work and also help to

standardize the type of information that is reported. The form will be changed further to incorporate the new Council requirement for diversity reporting. The form will be made available on the SAA Web site when it is complete. Reports are due on December 31, and Council liaisons are encouraged to contact their groups in June to remind them of the deadline in advance of their August meetings.

Section/Roundtable Fund-raising Policy

Council members discussed a report prepared by Eaton, Bell-Russel, and Sniffin-Marionoff that recommended changes in the Council Handbook regarding section/roundtable fund-raising. During the course of the discussion, Council members realized that the language would require further revision to bring it into compliance with the current policy that SAA does not fund print newsletters, effective after publication of the summer 2004 newsletters. The group will prepare additional revisions for the August 2004 Council meeting.

NEW BUSINESS

Fund-raising Workshop: Next Steps

Council members discussed what action steps may be necessary to stimulate SAA's fund-raising activities based on what was learned during a full-day fund-raising workshop on June 4.

MOVED THAT an ad hoc committee consisting of the treasurer, the executive director, and others, with assistance from counsel and auditors, be formed to

- Explore the best means to ensure the proper and separate accounting of SAA's 501(c)3 and 501(c)6 funds;
- Explore appropriate structures to manage the 501(C)3 funds, such as a Council development committee or a separate foundation board;
- Make a preliminary report to Council by mid-summer and use the Council list to get a general sense of Council's preference for a development committee or a separate foundation board; and

- Based on Council's preference, present at the August meeting draft documents to establish the preferred administrative structure.

At the August meeting, Council may direct the committee to finalize the appropriate documents to establish the preferred structure in hopes that the structure can be in place in time to be announced as part of the fall fund-raising campaign.

[Moved by Eaton, seconded by Bell-Russel] PASSED.

Council Resolution Honoring New York Archivists Round Table (NYART)

The SAA Council adopted the following resolution:

The Council of the Society of American Archivists hereby extends its congratulations and best wishes to the New York Archivists Round Table (NYART) on the occasion of its 25th Anniversary.

Founded in 1979 with only ten initial members, NYART grew to 180 members within two years and has now increased in size to more than 330 archivists from 160 different institutions. Such growth illustrates vividly that the round table has been successful in meeting the needs of area archivists and has become an important resource for New York's archival community.

Notable among the NYART's accomplishments are

- Its role during 1979 in initiating New York Archives Week as a means to celebrate metropolitan New York's diverse history, raise public awareness of the area's archives, and recognize individual and institutional use and promotion of archives. The Archives Week program was a notable success and has continued since 1979. It is now held annually in October and includes such activities as the Family History Fair, lectures, exhibits, and an awards ceremony.
- Working with a group of concerned historians and other professionals during the early 1990s to bring both the city and state governments to the aid of the New-York Historical Society, which had planned to

close its library, a nationally significant cultural resource.

- Initiating a major campaign to advocate for the return of former New York City mayor Giuliani's records to the New York Municipal Archives. Partially through the round table's advocacy effort, city laws were revised to ensure public control over the records of city government.

But perhaps most important, throughout its 25 years NYART has provided a forum in which members of the metropolitan New York archival community can come together to discuss issues of professional concern. Among its many activities are the following:

- Monthly meetings held at repositories around the city between September and June focus on practical and professional issues, or on the relation of the archival profession to topics of current public interest.
- Since 1999, the NYART Web site (www.nycarchivists.org) has provided members and friends with information on relevant events, professional development, and job opportunities.
- NYART publishes *Metropolitan Archivist*, a semi-annual newsletter with articles on substantive archival issues, book reviews, and ART news. The round table prints and distributes its annual Membership Directory and maintains an on-line Repository Directory of member institutions. It promotes professional development through continuing education workshops and professional education opportunities, which attract an audience from the New York metro area and beyond. The round table prints and distributes its annual Membership Directory and maintains an on-line Repository Directory of member institutions.

The SAA Council commends the NYART's ambitious program that is in the best tradition of a regional archival association's unique ability to provide professional support and educational opportunities to those who comprise its geographical constituency. The Society of American Archivists is proud to be associated with an organization of NYART's quality, and we look

forward to working with the round table and its members during the coming years.

[Moved by Engst, seconded by Wosh]
PASSED.

Student Chapter Application

MOVED THAT the Wright State University petition for a Student Chapter be approved. [Moved by Eaton, seconded by Boles] PASSED.

Adoption of FY05 Budget

Council members reviewed the budget summary sheets and program planners developed to present the proposed FY05 budget. Among the detailed items discussed was the value of ongoing institutional membership in the Coalition for Networked Information, for an annual fee of \$5,600, as well as the Council-adopted policy that discontinues financial support for print section newsletters.

MOVED THAT the proposed FY05 budget of \$1,510,710 in income, \$1,494,835 in expenses, and \$15,785 in net revenue be adopted.

[Moved by Boles, seconded by Wurl]
PASSED.

Election of Executive Committee Member

Wurl was elected to serve on the 2004–2005 Executive Committee. Engst and Boles will serve on the 2004–2005 Nominating Committee.

Adjournment

Following a review and update of the Action Item List, the meeting was adjourned at 12:00 noon on Sunday, 6 June 2004.

NANCY P. BEAUMONT
Executive Director

Approved by Council 5 June 2004

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) 442-5119. Fax: (518) 442-5367. E-mail: pbe40@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 or 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 developments (as opposed to the literature) in specified areas in a way that describes particular initiatives and places them in the context of broader trends.

The **Reviews** department evaluates books and other archival literature as well as the tools and products of archival activity such as finding aids, microfilm editions, audiovisual materials, exhibits, and computer software. On occasion it includes review essays to permit comparative analysis of related publications. Reviewers are selected by the Reviews editor. Direct inquiries to Jeannette A.

Bastian, Simmons College, GSLIS-Archives Program, 300, The Fenway, Boston, MA 02115 USA. Telephone: (617) 521-2808. E-mail: bastian@simmons.edu.

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Editors of the *American Archivist* use the *Chicago Manual of Style*, 15th edition (University of Chicago Press, 2003), as the standard of style and footnote format and *Webster's Third New International Dictionary of the English Language* (Merriam-Webster Inc., 1995) for spelling. Terms having special meanings for members of the profession should conform to the definitions in Lewis J. and Lynn Lady Bellardo, comps., *A Glossary for Archivists, Manuscript Curators, and Records Managers* (Chicago: Society of American Archivists, 1992). Authors' variations from these standards should be minimal and purposeful. It is expected upon acceptance that authors will provide an electronic version of their manuscript either as an e-mail attachment or on diskette, if an electronic version has not already been submitted.

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Additional Inquiries

Address additional inquiries about the *American Archivist* to Teresa Brinati, Director of Publishing, Society of American Archivists, 527 S. Wells St., 5th Floor, Chicago, IL 60607-3922. Telephone: (312) 922-0140. Fax (312) 347-1452. E-mail: tbrinati@archivists.org. Web site: www.archivists.org.

Annual Index

Volume 67 (2004)

Katherine E. Caiazza, Compiler

The annual index to *American Archivist* includes authors and titles of articles; authors, titles, and reviewers of items in the Reviews section; letters to the editor; editor's column; presidential address; and reports to the Society of American Archivists. Items with multiple authors are listed fully only under the first author.

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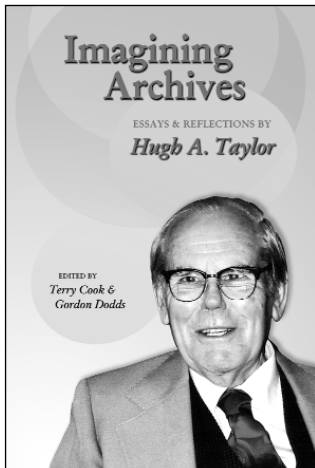
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Imagining Archives: Essays and Reflections by Hugh A. Taylor

edited by Terry Cook & Gordon Dodds

Hugh A. Taylor is one of the most important thinkers in the world of archives. He was an archivist in England for nearly 15 years before moving to Canada and continuing his career there in 1965. He has been named to the prestigious Order of Canada. The fifteen fascinating essays in this volume, published between 1969 and 1997, are presented in chronological order so that readers may appreciate the broadening evolution and rich interconnections in Taylor's thought, and each concludes with an additional reflection written in 2000. Also included are two original essays by the editors, Terry Cook and Gordon Dodds.

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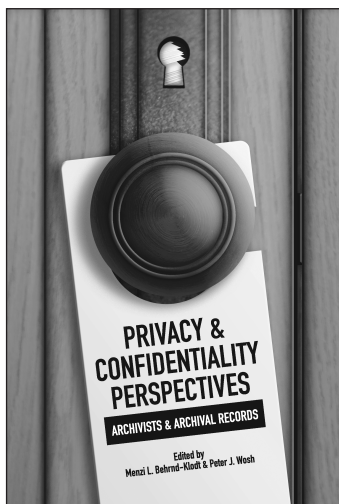
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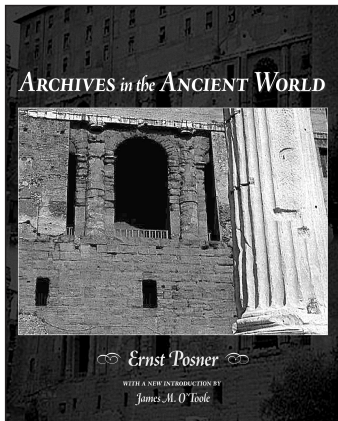
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Archives in the Ancient World

Ernst Posner

with a new introduction

by James M. O'Toole

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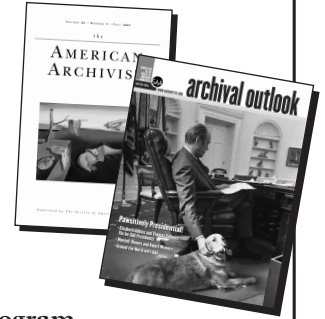
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