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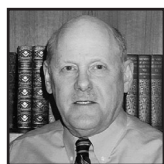


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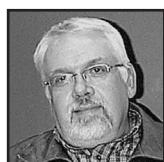
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Making History Modern

GALLERY OF CONTRIBUTORS



John A. Church is a research chemist with a PhD from the Institute of Paper Chemistry in Appleton, Wisconsin. For nearly forty years he worked in research and development, first for the American Can Company and then for the Colgate-Palmolive Company. He is now a private consultant. He is the author or coauthor of fourteen papers in scientific and technical journals



Richard J. Cox is professor of archival studies in the School of Information Sciences at the University of Pittsburgh. He is the author of numerous books and articles in archival science. A Fellow of the Society of American Archivists, he serves as SAA's publications editor. He is editor of *Records and Information Management Report*.



Wendy M. Duff is an associate professor in the Faculty of Information Studies at the University of Toronto, where she has taught since 1997. She teaches classes in records management, electronic records management, and archival description. She earned her PhD at the University of Pittsburgh and was project coordinator for the University of Pittsburgh's Electronic Recordkeeping Project.



Timothy L. Ericson is archives program director at the University of Wisconsin-Milwaukee School of Information Studies. He was previously assistant library director for archives and special collections at the Golda Meir Library at the University of Wisconsin-Milwaukee. A Fellow of the Society of American Archivists, he was SAA's fifty-ninth president in 2003–2004.



Catherine A. Johnson is an assistant professor in the School of Information Studies at the University of Wisconsin-Milwaukee. She has a PhD and an MLS from the Faculty of Information Studies at the University of Toronto and a MA in history from Dalhousie University.



Catherine O'Sullivan is the assistant archivist of the American Civil Liberties Union. Prior to her appointment at the ACLU, she worked as a reference archivist for the National Archives and Records Administration's northeast regional facility in New York City. She holds an MPhil and an MLitt degree in medieval history from Trinity College Dublin and a certificate in Archival Management and Historical Editing from New York University.



Joseph M. Turrini is an assistant professor of history at Auburn University. Before joining Auburn, he worked at the American Catholic History Research Center and University Archives at The Catholic University of America, the United Federation of Teachers Archives and Records Center, the Detroit Historical Museum, and the Walter P. Reuther Labor Archives. He has published articles in *Labor History*, the *Journal of Sport History*, *Sport History Review*, and *Michigan History*. He received a PhD and an MA in history from Wayne State University and a BA in history from San Francisco State University.

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FORUM

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

American Archivist Cover Controversy

To the editor:

I am sure others were as surprised as I was to find in the Fall/Winter 2004 issue of the *American Archivist* that a controversy had erupted over the use of a political poster on the cover of the Fall/Winter 2003 issue of the journal. I loved the cover. Not only was it a *great* political poster—controversial and visually arresting—but it drew you into the innards of the journal. When I first saw the cover, I turned to the inside description of the cover illustration and read about the poster being a “striking example of the powerful messages that can be conveyed by political posters” and that it related to Susan Tschabrun’s essay considering “many of the issues archivists face in developing and administering poster collections.” Of course, I then read the essay, and, once inside it, I perused the remainder of the issue. I remember thinking that this was a noteworthy cover, because it did what journal covers should do—got people to read the journal’s contents.

At the time, I certainly did not realize just how noteworthy the *American Archivist* cover was, but I recently found myself reading letters from a group of business archivists and another prominent archivist about how the cover “disturbed” them, how it “seems inappropriate for an association whose membership includes both archivists working in corporations or at universities and historical societies whose holdings include business records,” that it “represents an unnecessary legal risk for the Society” and “sends all of the wrong messages to managers who already view the preservation of the historical record as tangential to contemporary business practice,” how that cover “holds the potential to undermine the professional credibility of SAA members who work in business settings,” that the journal was now an “attack ad against corporations,” and that the poster’s use “places sensationalism and circulation above all other

priorities.” Whoa, I thought, never have so many been offended since I last opened my mouth at a session at a professional conference!

Of course, I then read Phil Eppard’s reasoned response about the criticisms of the use of the cover. He describes how he had the Society’s legal counsel review the use of the poster and rightly points out that the *American Archivist* serves the “whole archival profession,” suggesting as a result that disagreement about the journal’s content and covers will always be present. Most astounding, in my estimation, was Eppard’s revelation that the letters he received on the “Sun Mad” poster were the first such letters that he had received in more than five years! If I were Phil Eppard, I would have this issue’s cover framed and hung in my office. If anything should upset people about this controversy, it ought to be the lack of professional discourse about the Society’s journal, one of the leading forces in supporting the development of and commentary on the knowledge of our field.

Obviously, I support Phil Eppard’s use of the poster and his explanation about it, but I also wanted, as both a former *American Archivist* editor and current SAA publications editor, to make some additional observations about the cover controversy. My first reaction in reading the letters and editor’s response, other than the surprise mentioned earlier, was to feel a chill run down my spine. Will we have to achieve the complete happiness of every group in the profession when we select a cover illustration, a task sure to lead one to abandon anything other than putting plain covers on every Society publication? Is the apparent offense limited only to covers, or would it extend to the content of the journal, and other publications, as well? Publication in the journal, as well as other publications issued by the Society, supports the ongoing development of professional knowledge, and, as part of this professional knowledge there must be room for a diversity of opinions, including even controversial ideas and opinions.

The cover controversy also made me wonder about the mission of corporate archives. After all, the illustration on the ill-fated *American Archivist* cover was part of an archival collection. Is the mission of a corporate archives only to make the organization look good or to serve a public relations purpose? What about the values of records and their management for purposes such as legal compliance, evidence of activities, and accountability? If a company found such negative documents and artifacts in their possession as the political poster used on the journal cover, would it destroy or bury the objects? These questions are not meant to malign the character of the letter writers, all of whom are fine people and archivists, but their concern over the use of the poster in defense of corporate values troubles me. At the least, it would be useful to have some scholarly and professional writing exploring the purpose of corporate archives and the activities of other institutions collecting the records of corporations, adding to a topic in the literature that is a bit threadbare. Of course, such writing would

in itself be controversial, I surmise, apart from whether a cover was used to supplement an essay or two on such a subject.

Let's be honest, however, in acknowledging that the corporate role in society has always been controversial, and never so much as today. The recent corporate scandals, leading to new efforts to regulate corporate accounting practices as witnessed in the Sarbanes-Oxley Act, very much concerned with how corporations administer their records, are but an example of their place in our culture. Moreover, books are pouring out addressing matters ranging from the corporation's not always positive role in a democratic society to their efforts in controlling intellectual property and information to their ethical practices or lack thereof. One cannot read a newspaper on any given day without reading about some corporate scandal, so the idea that the *American Archivist's* cover may possibly have offended a corporate leader or two seems a bit misplaced; I suspect CEOs have a lot more on their mind these days than an *American Archivist* cover. Indeed, within academe the primary debate now seems to be over the "corporate" model of the university, where revenue drives everything, students are customers, faculty members are labor, and selling credentials seems more important than education. What might be more controversial than the "Sun Mad" cover would be a cover running any one of the thousands of advertisements touting the positive attributes of corporate influence on our culture.

What intrigues me is how the individual functioning as an archivist or records manager can work in the corporate environment in any realistic way, adhering to any sense of professional ethics or mission. Again, this is not addressed at the specific letter writers in this controversy, but the comment is aimed more broadly at a professional matter. For example, where were the records managers in the tobacco companies all those years that these corporations' placed their records programs under the administration of legal departments so that a client-lawyer confidentiality could be claimed and records documenting the unhealthy results of smoking buried? What is the archivist to do when asked to destroy certain records or to keep them under wraps, or when he or she discovers illegal or questionable activity on the part of their employers? These are not easy questions and there are not pat answers, but suggesting that the Society should be overly concerned about the use of a particular political poster is, in my opinion, way off base from the kinds of concerns we, as a profession, ought to be addressing.

Most disturbing to me was the implied threat of litigation due to the use of the illustration. No one will deny such a possibility, but given that any individual or organization might sue the Society over any issue, can such a concern be the primary factor determining how a professional association acts? Worrying about this would preclude the Society from taking any professional stance, issuing any public pronouncement, and, yes, the Society ought to stop publishing

its newsletter and the *American Archivist* as well. It ought to get out of the publishing business altogether and close down its operations. At the least, the Society ought to cease the expansion of its publications catalog, out of fear that it will pick some publication that might express an opinion about records management or archives that a few members of the Society might not like. And what a loss this would be.

And what a contradiction this would be as well. Records can be, by their very nature, inherently controversial. They document good and bad actions, the activities of evil and exemplary people and organizations, the decisions by corrupt and stellar government officials and corporate leaders, and the activities of strong and weak university administrators and faculty members. Records show us the best and worst in people, institutions, societies, and humanity. And records inspire debate about the nature of whether we can ascertain the truth of the past, and the debate certainly continues within the archival community and the disciplines using archival records. And, it might be added, records, due to their power as memory and cultural symbols, inspire strong feelings, just as the “Sun Mad” poster does. Does this mean that we cannot preserve or use the poster because it elicits emotions or potentially offends someone or some organization? Hopefully, we will affirm that this is not the case, as well as the impossibility of administering any document in a way that will not generate responses.

I am not advocating that any editor or author should go out of his or her way to offend deliberately a colleague. What I am fretting about is the sheer impossibility of avoiding hurting someone’s feelings, slighting someone, or angering some individual or organization. It is embedded in the business of preserving our documentary heritage. And, in this present controversy, there is a silver lining. I received my copy of the *American Archivist* with the letters and editor’s reply just as I was beginning to teach my course, Archival Access and Advocacy, a course constructed around controversies in the archival and records management community, and while in the midst of writing a book on ethical and accountability issues involving the administering of records in our digital era. What a great case study to mull over. What a good set of complex and troubling issues for my students to think about, and for this I can thank equally the epistle writers and the editor. And, yes, I look forward to the next *American Archivist* cover and the tempest that it might stimulate as well. This is a fun job (until I have to pick a cover design for one of my own books or, shudder, suggest a cover for an SAA publication).

Richard J. Cox
 Professor, Archival Studies
 Publications Editor, Society of American Archivists
 Editor, *Records & Information Management Report*

To the editor:

I am not sure which was more surprising to me: the Fall/Winter 2003 cover art featuring Ester Hernandez's Sun Mad Raisins poster, or the subsequent Fall/Winter 2004 issue's phalanx of corporate spokespeople writing against it. The latter is, to me, more disturbing than the former. The inclusion of a letter from a prominent archivist gives this writer further pause.

As a new member of the Society of American Archivists, I take issue with Mark A. Greene's comments with some anxiety. His contributions to the profession are extensive. However, I am not convinced that his advice in this context is productive.

Greene asks for "equal sensitivity" in choosing art for the cover of the *American Archivist*, an approach which, I assume, means offending no one. Can this realistically be done? The images that are the cover art are precisely archival images, material drawn from the contested field of human activity. For example, I am a secular humanist; I could object to seeing an image of a group of nuns on the cover of a secular professional association's journal. If I am to receive equal sensitivity, then that image would have to be scrapped. And on it goes.

Secondly, Greene suggests the appropriate analogy is that of running a "virulently" (mildly, is ok?) anti-Catholic piece of art on the cover of our journal. Catholicism is a religion; it involves sacred texts and articles of faith. Business is not a religion. Buying and selling goods and services on an allegedly open and free market hardly constitutes sacred activity. Moreover, the history of business involves conflict, in the United States as much as in Argentina, South Africa, or anywhere else in the industrial world.

Business advocates have had their opposition to the cover art duly recorded on the pages of the *American Archivist*, complete with reminders of the litigious nature of civil society in America today. I hope the editors of the *American Archivist* will continue to choose controversial art for the cover, publish complex articles of professional and general interest, and retain a commitment to the preserving and accessing the breadth and depth of the historical record, in spite of opposition from interested parties. If so, I know I will not have made a mistake in choosing the archival profession as a practice committed to the impartial preservation of our documentary heritage.

Philip J. Ashdown
London, Ontario

Third-Party Privacy in Collections

To the editor:

Sue Hodson has done and continues to do as much as anyone to bring the issue of third-party privacy in manuscripts collections into the light of day, and to represent it as the complex and important topic it surely is. Her most recent contribution to the area is her article in the Fall/Winter 2004 *American Archivist*, on the privacy of third parties in collections of celebrities' papers, an update and expansion of her groundbreaking work for *RBML* in 1991.

Sue is one of the most thoughtful and nuanced thinkers on this subject. However, I believe she minimizes the ethical, legal, and practical arguments for more consistent and less subjective approaches to the privacy issue. The article also inaccurately conflates privacy concerns with celebrity, implying archivists can afford to focus immense attention on making fine distinctions and decisions for small numbers of VIP collections.

There are strong alternative views to her argument that archivists should and can make the necessary decisions to protect privacy of third parties in collections of private papers. One alternative argues that archivists should not and cannot make the decisions about what does or does not constitute an invasion of privacy in personal papers—that it is not our responsibility, that we cannot do it objectively or consistently, and that as a practical matter we cannot do it without either item-level processing or gaping holes in the “protection” we seek to provide.

I favor this approach of archivists not imposing restrictions with some clear exceptions, such as medical and legal records (“Moderation in Everything, Access in Nothing?: Opinions About Access Restrictions on Private Papers,” *Archival Issues* 18, no. 1 [1993]: 31–41), but it is not the only view opposed to Sue's on dealing with third-party privacy. Another alternative, explored in Marybeth Gaudette, “Playing Fair With the Right to Privacy,” *Archival Issues*, 28, no. 1 (2003–2004): 21–34, argues that Sue's approach is too weak in its protection of third-party privacy rights, as well as being too subjective. Marybeth argues that the ethical high ground is for archivists as a profession to refuse to permit access to any third-party material of any living persons to insure that no one's privacy is violated.

Marybeth and I agree on only two points—for archivists to make case-by-case decisions to restrict based on their own analysis of a collection is impractical and unsatisfactory, and that the issue of third-party privacy rights is not unique in any important way when the material in question relates to celebrities. Based on my own work of about a dozen years with personal manuscript collections, I strongly disagree with Sue's assertion that “this concentration on the personal” in celebrity papers “is in marked contrast to historical collections that often comprise the papers of unknown or ordinary people. . .” (206). It is,

indeed, partly because the issues of privacy are so widespread that it is impractical to have archivists respond with the intensive analysis and deliberation that Sue advocates in her article.

Nonetheless, I hope that the publication of Sue's article will finally ignite a sustained and broad discussion within our profession about privacy in personal papers. (There are hopeful signs. In addition to Marybeth's article, another important recent contribution is Heather Briston, "The Right of Privacy and the Right of Publicity: It's not Just about Tabloids and Fame," *Choices and Challenges: Hot Topics Facing Curators and Archivists*, 9 October 2004, revised 1 November 2004, The Henry Ford, Dearborn, Michigan; on the Web at www.hfmgv.org/research/publications/symposium2004/papers/briston.pdf). It seems undeniable that in the U.S. public conceptions and concerns about privacy are undergoing a shift, at least in regard to the way government and business gather and use information about us, and we should be spiritedly exploring the implications of this shift for the way we administer all of our collections.

Mark A. Greene, Director
American Heritage Center
University of Wyoming

SOCIETY OF AMERICAN ARCHIVISTS

Council Meeting Minutes

August 3–7, 2004—Boston

President Tim Ericson called the meeting to order at 9:00 a.m. on Tuesday, August 3. 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 incoming Council members Richard Pearce-Moses (Vice President/President-Elect, 2004–2005), Mark Duffy, Aimee Felker, and Peter Gottlieb, SAA Executive Director Nancy Beaumont, Publishing Director Teresa Brinati, and Education Director Solveig DeSutter.

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 August 2. Jimerson moved and Bell-Russel seconded adoption of the agenda as amended. PASSED.

Approval of the Minutes

Engst moved and Sniffin-Marinoﬀ seconded approval of the June 4–6, 2004, Council meeting minutes as amended. PASSED.

Review of the June 2004 Action Item List

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

Conversation with Bruce Craig of the National Coalition for History

Bruce Craig, executive director of the National Coalition for History, provided Council with a brief update via telephone on various advocacy efforts. He reviewed the status of the nomination of Allen Weinstein to become Archivist of the United States, noting that no action would be taken during the Senate recess. Craig had met recently with Senate staff to discuss funding for the National Historical Publications and Records Commission (NHPRC) and had learned that maintenance of existing funding levels would be a “hard sell” on the Senate side. He urged that SAA inform its members of the situation and suggest that they contact Senate Committee members in favor of funding at not less than \$8 million (which is less than full funding at \$10 million, but more likely to occur).

Report of the Executive Committee

Sniffin-Marino reported that Ericson had sent a letter to the *Washington Post* regarding the matter of former National Security Advisor Sandy Berger allegedly removing items from the National Archives and the fact that the Weinstein hearing had not been covered in the *Post*. Ericson suggested that SAA post on its Web site letters to the editor—whether or not they are eventually published—so that Web site visitors know that SAA has engaged the media on an issue.

Wurl noted that he had distributed via email his list of Council liaison appointments to committees, task forces, sections, and roundtables. (As the elected member of the Executive Committee, Wurl was responsible for naming liaisons to various groups.) In addition, he had circulated a document developed by Pearce-Moses on the responsibility of liaisons. Council members then addressed the difficulty of serving as liaison to more than one roundtable when so many of the roundtable meetings conflict during the Annual Meeting. Beaumont explained that there are limited time slots during the Annual Meeting and that she had queried roundtable leaders regarding their preferences within the available slots. She agreed to work with leaders and staff to identify possible solutions to this problem.

Following a brief discussion of the status of sections' and roundtables' transition to electronic-only newsletters, Council members agreed to "take the pulse" of section and roundtable leaders at the Annual Meeting to determine their reactions to the newly implemented policy.

President's Report

Ericson reported on a wide variety of items:

Archivist of the United States: Ericson reported on a conversation and several e-mail exchanges that he had had with Archivist of the United States nominee Allen Weinstein. He noted that Weinstein had expressed his intent to join SAA.

USA PATRIOT Act Statement: He reported that SAA's "Statement on the USA PATRIOT Act" had been updated and posted on the SAA Web site.

Fund-raising Letter: Ericson reported that \$2,940 had been received to date in response to his fund-raising letter on behalf of the Pinkett Minority Scholarship Award. Beaumont noted that the figure had increased to \$3,270 with checks received in the office since her departure for Boston.

Diversity Appointments: Ericson indicated that, in response to Council adoption in June 2004 of a recommendation by the Diversity Committee calling for reporting on the diversity of presidential appointments, he had reviewed his own appointments and determined that 74% of his appointees are women and 39% are members of ethnic or racial minority groups. Bell-Russel noted that it would be important to consider the race and ethnicity of the individuals who declined appointment or were not SAA members and therefore did not qualify for appointment. She pointed out that some members of the Archivists and Archives of Color Roundtable are not SAA members.

Ethics Forum: Ericson reminded Council members that an open forum on the revised Code of Ethics would be held from 4:00 to 5:30 p.m. on Wednesday, August 4, and he encouraged all to attend.

Mentoring Program: Ericson reflected briefly on his involvement with students and young professionals as a mentor, and he encouraged all Council members to consider participating in SAA's Mentoring Program.

Vice President's Report

Council Focus on Policy and Strategy:

Jimerson indicated that, based on his own experiences as well as the important points that he and Beaumont had learned while attending the American Society of Association Executives Symposium for Chief Elected Officers and Chief Staff Executives, he would like to focus Council discussions and efforts on policy and strategy development during his presidential term. He

stressed that he would like to address how to be more productive as a group and how to streamline and clarify the procedures for reporting groups to make recommendations or provide information to Council. He will continue to consider implementation strategies and will provide more specific information to Council at its winter 2005 meeting.

Appointments: Jimerson noted that the appointments process is very complex because of the desire to reflect diversity and coverage of constituent groups. Waverly Lowell and Alden Monroe had agreed to chair his Appointments Committee, with Tom Frusciano serving as the third member. He had begun on July 30 to contact individuals regarding their willingness to serve.

Liaison Reports

Diversity Committee: Wurl reported on the brief meeting held by the Committee on Wednesday, August 4, from 10:00 to 11:30 a.m., the focus of which was to update members on actions taken since the Committee's April 2004 meeting.

Ethics Committee: Sniffin-Marinoff again encouraged Council members to attend the Ethics Forum on the revised Code of Ethics, in light of the fact that the Council had asked the Committee on Ethics and Professional Conduct to conduct an open forum.

- **Science, Technology, and Health Care (STHC) Roundtable Issue Regarding Annual Meeting Program Proposals:** Sniffin-Marinoff reported that the Roundtable had expressed concern that the procedures associated with the 2004 Program Committee review of section and roundtable rankings of session proposals were unclear, particularly when endorsed sessions were not accepted. Extensive discussion ensued. Wurl said that the Council should decide whether endorsements matter or don't matter and give direction to the Program Committee. Further, Council should ask sections and roundtables how they feel about endorsements and how they think the system should work.

Jimerson pointed out that if too much weight is given to section and roundtable endorsements, SAA runs the risk of focusing on narrower interests, whereas the point of the program should be to cross the lines that separate us and help to broaden people's perspectives. With 13 sections and 24 roundtables and just 60-65 sessions, how many sessions does each unit want? Engst noted that the units have the opportunity to do very specific presentations during their individual meetings. Jimerson then reported that he had heard complaints from one or more roundtables that they are given 1.5 hours for their annual meetings, while sections are given 2 hours. Council members agreed to have a broader discussion on these and other issues associated with the Annual Meeting at their winter 2005 meeting.

Treasurer's Report

FY04 Audit: Eaton reported that she had spoken with the auditors, who had indicated that SAA's FY2004 audit was considered to be "very clean." She congratulated staff for their efforts.

Year-End Financials: Eaton noted that she would be giving a brief overview of FY2004 financial data at the upcoming Annual Business Meeting, and asked if Council members had any concerns about the financials that had been presented. No concerns were raised.

Financial Review for July 1, 2003 – June 30, 2004: Eaton asked for any questions or concerns about the written explanations of variances between budgeted and actual amounts reflected in the FY2004 financials. No questions or concerns were raised.

FY05 Budget: Eaton noted that while the financial reports for FY2004 look very positive, the Society must consider options for increasing dues in the coming year or two. She asked Council members to provide her with their ideas for strategies and tactics for taking a reasoned approach to this issue, and asked that discussion of this issue be placed on the winter 2005 meeting agenda.

Staff Reports

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

Boles expressed concern that postponement of staff performance appraisals, as noted in Beaumont's Executive Director's report, had not been vetted through the Executive Committee.

Beaumont thanked Council members in advance for their willingness to visit with a predetermined list of exhibitors to thank them for participating in Boston '04 and determine their reaction to a new exhibit hall schedule.

Continuing Education Content Advisory Group

Council members discussed a report prepared by DeSutter in which she proposed the creation of an "advisory group" to assist the director of education with continuing education program development. She noted that while the Committee on Education and Professional Development (CEPD) is well suited to provide strategic guidance, its members are not always available to provide content expertise in areas in which SAA may wish to expand its offerings.

MOVED THAT the SAA Education Office work with an ad hoc advisory group, approached in consultation with the Executive Committee, to assist the Office in developing SAA's seminar and workshop offerings. The group will exist on a one-year trial basis, at which time the process will be reviewed and modified as necessary. [Moved by Bell-Russel, seconded by Boles.] PASSED.

Support Statement: The Continuing Education Content Advisory Group will assist staff in developing ideas for new education programs; creating curricula in appropriate areas; monitoring the effectiveness of offerings in light of professional needs and developments; reviewing education programs to ensure high quality (joint responsibility with the CEPD); and compiling a set of educational opportunities that

rounds out gaps in the existing curriculum. Creation of a short-term solution will provide flexibility, enable staff and Council to evaluate the effectiveness of the group, and determine whether a board modeled on the idea of the Editorial Board might be appropriate in the long term.

SAA's Information Technology Infrastructure

Council members discussed a report prepared by Brian Doyle in which he provided a broad overview of recent information technology enhancements made at SAA Headquarters, particularly in relation to recently proposed and/or implemented electronic publishing and communications projects. As the discussion progressed, staff emphasized critical technical limitations in the association management software system that drives SAA's "master" database, and the impact of these limitations on the interface between the database and the Web site and on staff productivity.

MOVED THAT staff develop a draft request for proposal outlining considerations for replacing the existing association management software system with another database system or with an outsourced service, with a report to Council at its winter 2005 meeting. Staff should consult with the Electronic Publishing Working Group in developing the RFP. [Moved by Engst, seconded by Bell-Russel.] PASSED.

Support Statement: SAA's current association management software (AMS) system, now 6 years old, lacks the flexibility and power needed to take the Society to the next step in its growth. With increasing reliance on communication with members and nonmembers via the Internet and a growing need to segment audiences, it is critical that the membership database provide a more "nimble" environment in which to conduct the Society's business. With a draft RFP in hand, Council and staff will be able to determine the next steps in updating or replacing the existing system.

Appointed Group Reports

Electronic Publishing Working Group.

Rob Spindler, chair of the Task Force on Electronic Publishing (2001–2002) and the Electronic Publishing Working Group that stemmed from the Task Force, asked Council for time to discuss a series of questions and recommendations from the Working Group. Spindler participated in the discussion via speaker phone. Following the discussion, Council members voted on several of the recommendations put forward by the Working Group.

Recommendation 1: That Council support the open access model for the *American Archivist* back-file, specifically a moving wall model similar to JSTOR in which the current year's AA issues are restricted to members only and past issues are made available to the public at no charge.

MOVED THAT SAA support the "open access" model for the *American Archivist* back-file, restricting the most recent two years of issues to members and paid subscribers and making past issues available to the public at no charge. [Moved by Wurl, seconded by Eaton.] PASSED.

Support Statement: The Working Group had queried Council regarding its support for the open access model for the journal back-file, specifically a moving wall similar to JSTOR in which the current year's journal issues are restricted to members only and past issues are made available to the public at no charge. Council determined that it would prefer to restrict access to members and paid subscribers for two years.

Recommendation 2: That SAA focus on a longer-term, standards-based solution to the issue of *American Archivist* retro-conversion of the existing electronic back-file (i.e., 1999–2003) and seek external (gifted, granted, or appropriated) funding.

In its discussion of journal retro-conversion, and whether SAA should look at a lower-cost interim solution (e.g., PDF or HTML, which would cost approximately \$3,000 for all content from 2000 to 2004) or a higher-cost, longer-term solution utilizing available standards such as TEI Lite/XML, Council determined that the issue should

be tabled until such time as contact was made with JSTOR to determine whether that entity might propose some innovative solutions. Boles agreed to approach some colleagues regarding how *American Archivist* might be retro-converted by JSTOR.

Recommendation 3: That the Electronic Publishing Working Group continue to work with SAA staff on infrastructure issues and attempt to secure sufficient facilities to enable SAA to host its own content.

MOVED THAT the Electronic Publishing Working Group continue to work with and advise the SAA staff on infrastructure issues. [Moved by Wurl, seconded by Eaton.] PASSED.

Support Statement: Council wishes to retain the expertise of the Working Group members in providing advice and counsel. On the matter of securing sufficient facilities to enable SAA to host its own content, however, Council asked Wurl to seek more information at the upcoming Working Group meeting and report back on his findings. [ACTION]

Recommendation 4: That Pease Award nominees' submissions be considered for Web publication by the Pease Award Subcommittee of the Awards Committee.

Based on significant discussion regarding issues associated with this recommendation, Council members did not put this recommendation forward for a vote.

Recommendation 5: That Council review the report of the Task Force on Electronic Publishing and identify for the Electronic Publishing Working Group those items that should not be pursued and the priority level of remaining items.

Wurl, who is Council liaison to the Working Group, agreed to discuss with the group how its members might participate in the ongoing process of establishing priorities.

Recommendation 6: That Council consider whether Council liaisons might assist the Electronic Publishing Working Group in monitoring and facilitating progress by various SAA groups toward the goals outlined in the Task Force on Electronic Publishing report, or whether the Working Group should be disbanded and hand off

initiatives regarding current content to existing SAA groups.

Recommendation 7: That Spindler step down as chair of the Electronic Publishing Working Group in January 2005 but remain as a member of the group.

Spindler indicated that he wishes to be relieved of the chairmanship and to open up participation on the Working Group to new “faces.” In particular, he believes that while he has focused on the technical aspects of the work, a new chair who is better acquainted with how to get things done within SAA would be a great champion for the work.

Council accepted Spindler’s resignation with regret, asked him to remain on the Working Group, and thanked him for his remarkable efforts in moving forward the various items in the Task Force on Electronic Publishing report.

Membership Committee. Council reviewed the “Key Contact Summary Report and Annual Membership Trends (2nd Quarter 2004)” prepared by Membership Committee Chair Scott Schwartz, noting that membership figures continue to improve.

Awards Committee. The Awards Committee had proposed creation of a new award, tentatively titled the “Unsung Archivist Award,” to honor the contributions of individuals or groups of individuals who have displayed outstanding service to the profession at the local, regional, or national level. Council members were sufficiently unclear about the proposed selection criteria and administrative procedures that they agreed to return the proposal to the Awards Committee for additional development. Committee Liaison Kathryn Neal will discuss Council’s comments with the Committee; Pearce-Moses agreed to assist in crafting language for the award.

OLD BUSINESS

“Gray Literature”

Due to time constraints, Council members agreed to postpone a discussion of “gray literature” to the winter 2005 meeting. The issue had been raised in the context of a question posed by the Electronic

Publishing Working Group regarding whether SAA should publish “gray literature” on its Web site. Chief among the items for discussion will be: What is the scope of “gray literature”? (That is, does it include book reviews, research in progress, and working papers?) What will it take to maintain “gray literature” on SAA’s Web site? Whose input (e.g., student, new member) should be sought in making a decision about the value of “gray literature”?

Section/Roundtable Fund-raising Policy

MOVED THAT the Council Handbook, Section X. Money for Section Activities, and Section VIII. Money for Roundtable Activities, be revised to reflect the following changes (in italics): 1) annual reports must include not just budget requests, but also *a list of expenditures for the previous year*; 2) sections/roundtables must receive authorization from Council to spend any monies or commit any monies to be spent over \$100; 3) if a section/roundtable wishes to seek resources *over \$100* (in cash or in kind) from any source outside of SAA, Executive Committee approval must be obtained before approaching the source. *Any request to obtain grant funding, obtain a sponsor for an event, or start extensive fund-raising must be approved by the Executive Committee.* [Moved by Eaton, seconded by Bell-Russel.] PASSED. [ACTION: Revise Council Handbook; liaisons to share information.]

MOVED THAT the changes adopted in Council Handbook, Section X. Money for Section Activities, and Section VIII. Money for Roundtable Activities be effective in the next budget cycle (i.e., FY 2006). [Moved by Sniffin-Marino, seconded by Boles.] PASSED.

NEW BUSINESS

Creation of Continuing Education and Graduate Education Committees

Stemming from previous discussions in February 2004 and June 2004 about the

roles of various appointed groups, Council discussed the merits of changing the focus of the current Committee on Education and Professional Development to that of continuing education and creating a new committee to focus on graduate education. Current members of CEPD have indicated that continuing education should be their focus given the constraints of time and a full list of activities. Jimerson noted that a graduate education committee would likely be less active except when reviewing graduate education guidelines. Wosh cited the benefit of having a more focused committee to deal more directly with graduate education. Jimerson suggested that the idea be discussed with CEPD and the Archival Educators Roundtable to solicit feedback.

Effort to Change Government's Document Classification System

MOVED THAT SAA support efforts by the American Library Association, the Federation of American Scientists, the National Security Archive, and OMB Watch to convince Congress to establish 1) a classification review board with the statutory power to declassify documents, and 2) a national classification center located at the National Archives and Records Administration to monitor agency classification policy and practices. [Moved by Wosh, seconded by Sniffin-Marinoff.] **PASSED.**

Support Statement: In a letter to Senators Roberts and Rockefeller on the Senate Intelligence Committee, the aforementioned groups wrote the following: "We strongly encourage you to help implement long-overdue reforms that were identified years ago by the congressionally mandated Commission on Protecting and Reducing Government Secrecy that was chaired by Senator Patrick Moynihan, with the participation of Senator Jesse Helms and a bipartisan panel. The Commission's unanimous 1997 report comprehensively evaluated the classification system. In particular, we recommend that you push to adopt two of the critical and necessary reforms the Commission identified: 1) Establish a bipar-

tisan national declassification review board with statutory authority to overrule federal agency classification decisions. This model was used to declassify millions of documents related to the assassination of President John F. Kennedy and significantly improved public understanding of that fateful event. In cases in which an agency's classification decision is in dispute, the board would hear appeals of classification decisions by federal agencies and render decisions *available to the public.* 2) Establish a national classification center located at the National Archives and Records Administration to coordinate, implement, and oversee the declassification policies and practices of the federal government. The center should report to Congress and the president on its activities and on the status of federal agencies' declassification practices. By instituting these reforms Congress will be building on the recommendations of the 9/11 Congressional Joint Inquiry by promoting an informed public armed with information to protect our families and communities from terrorist and other threats to public health and safety."

Council Exemplary Service Award

MOVED THAT Archivist of the United States John W. Carlin be awarded the Council Exemplary Service Award at the Closing Plenary Session of the 2004 Annual Meeting:

Whereas John Carlin has served with distinction as Archivist of the United States since 1995; and

Whereas he has enhanced communication with the Society of American Archivists, including preparing a regular column for *Archival Outlook*; and

Whereas he has fostered a new mission/vision statement that defines the National Archives and Records Administration as an agency that is essential in our democracy for protecting citizens' rights, holding government officials accountable, and documenting the national experience; and

Whereas he has set priorities and new directions for NARA by developing and institutionalizing a ten-year strategic plan; and

Whereas he has secured record agency budget increases that have protected ongoing operations and funded new strategic initiatives, and has championed increased funding for the National Historical Publications and Records Commission; and

Whereas he has promoted access to records by reducing the agency's processing backlogs; has raised the public profile of the National Archives; and has dramatically increased NARA's online services via a robust Web site that includes a catalog of NARA's nationwide holdings and online access to electronic records; and

Whereas in partnership with other government entities and the private sector he is developing solutions for long-term preservation of and access to electronic records through the Electronic Records Archives program;

Therefore Be It Resolved That the Council of the Society of American Archivists recognizes John Carlin for his exemplary contributions to the archival profession.

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

Adjournment

The meeting was adjourned at 5:00 p.m.

AUGUST 7, 2004

As is customary, Council members reconvened for a brief meeting on

Saturday, August 7, 2004. President Rand Jimerson called the meeting to order at 7:00 a.m. Present: Vice President/President-Elect Richard Pearce-Moses, Treasurer Fynnette Eaton, and Council members Frank Boles, Mark Duffy, Elaine Engst, Aimee Felker, Peter Gottlieb, Kathryn Neal, Christopher Ann Paton, Peter Wosh, and Joel Wurl. Also present were Archivist of the United States John Carlin and Executive Director Nancy Beaumont.

Carlin thanked Council members for the opportunity to address the group and briefly shared his perspective on the transitions that will be occurring in the Archivist of the U.S. position.

Council members reported on the meetings of the groups for which they serve as liaisons. In response to a special request to "take the pulse" of section and roundtable leaders to determine their reactions to the newly implemented policy on electronic-only newsletters, Council members indicated no discomfort with the policy.

Following a review and update of the Action Item List, the meeting was adjourned at 8:00 a.m.

NANCY P. BEAUMONT

Executive Director

Approved by Council, 5 February 2005

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.

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

Manuscript Submission Requirements

Manuscripts may be submitted either electronically as e-mail attachments or in hard copy. Electronic submissions should be in Microsoft Word or in Rich Text Format. For hard-copy submissions, please send four copies of the manuscript for all types of articles. Both text (including lengthy block quotations) and notes should be double-spaced. Footnotes are preferred over endnotes. 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.

Illustrations are welcome for all types of articles. Please do not embed images in text. Only photocopies of photographs need be included with the initial submission of an article, with markers in the text for placement. Photo captioning should be on a separate list at the end of the article. Digital images (300 dpi tif or jpg) will be required when and if the article is accepted for publication.

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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The author is responsible for understanding and following the principles that govern the "fair use" of quotations and illustrations and for obtaining written permission to publish, where necessary. Accuracy in footnote citations

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

Additional Inquiries

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