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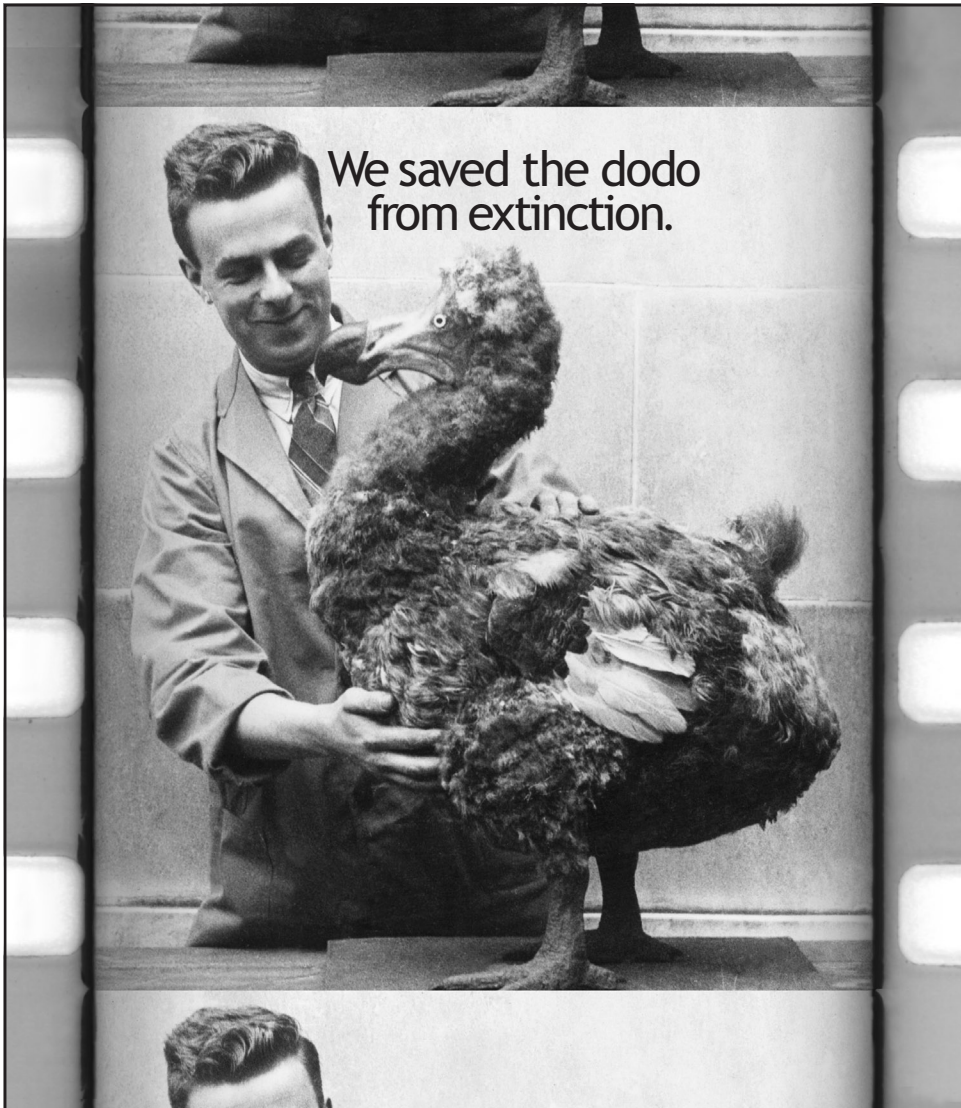
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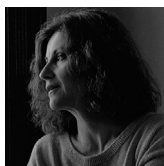
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**Ian Craig Breaden** is media assets archivist at the Richard B. Russell Library, University of Georgia. He received his MSLS in 2005 from the School of Information and Library Science at the University of North Carolina, Chapel Hill. While at UNC he authored several exhibition Web sites for the Southern Folklife Collection and Southern Historical Collection.



**Wendy M. Duff** is an associate professor at the University of Toronto, Faculty of Information Studies. She has a PhD from the University of Pittsburgh and was project director for the University of Pittsburgh's Electronic Recordkeeping Project. Her primary research interests are electronic records, user studies, and metadata. She served as chair of the Canadian Committee for Archival Description and as a member of the International Council on Archives Ad Hoc Commission on Descriptive Standards, the Encoded Archival Description Working Group, and the EU (DELOS)/NSF Workgroup on Digital Archiving and Preservation. She has published articles on various aspects of metadata, electronic records, digital preservation education, and access to archival material. Current research projects include a study of the usability of a text analysis portal, development of generic user-based evaluation tools for virtual archives, a study of archival reference service, and a long-term research project examining information studies education.



**Patricia Galloway** teaches courses on digital archives, appraisal, and museum studies at the School of Information, University of Texas at Austin. She has a BA in French from Millsaps College and a MA and PhD in comparative literature and PhD in anthropology from the University of North Carolina, Chapel Hill. In the 1970s, she supported humanities-oriented computing at the University of London. From 1979 to 2000, she worked at the Mississippi Department of Archives and History, where she was an editor, historian, and the first manager of information systems; from 1997 to 2000, she directed a National Historical Publications and Records Commission project to establish an electronic records program for the state of Mississippi.



**Margaret Hedstrom** is an associate professor at the University of Michigan, School of Information, and coordinator of its Specialization in Archives and Records Management. She was the project director and coprincipal investigator for the CAMiLEON Project. She is a Fellow of the Society of American Archivists and also served on its governing Council (1992–1995).



**Randall C. Jimerson** is professor of history and director of the graduate program in Archives and Records Management at Western Washington University in Bellingham, Washington. He is a Fellow and past president (2004–2005) of the Society of American Archivists. He is currently president of the Mount Vernon (Washington) chapter of ARMA International, and is a former president of New England Archivists, which presented him the Distinguished Service Award in 1994. In addition to numerous articles on archival issues, he is editor of *American Archival Studies: Readings in Theory and Practice* (2000), and author of *The Private Civil War: Popular Thought during the Sectional Conflict* (1988). Beginning his career at the University of Michigan's Bentley Historical Library and the Manuscripts and Archives Department at Yale University, from 1979 to 1994 he was university archivist and director of the Historical Manuscripts and Archives Department of the University of Connecticut Libraries, where he also led the graduate program in History and Archival Management.



**Clifford Lampe** is assistant professor in the Department of Telecommunications, Information Studies, and Media at Michigan State University. He received his PhD from the University of Michigan, School of Information. Lampe studies on-line conversation in large-scale Web communities, the use of recommender and reputation systems, social software systems, and on-line networking tools.



**Christopher A. (Cal) Lee** is assistant professor at the School of Information and Library Science at the University of North Carolina, Chapel Hill. His research interests include digital preservation, electronic records management, and standardization. Lee served as the electronic records project archivist at the Kansas State Historical Society and has held a variety of leadership positions for the Society of American Archivists. He has a MSI and a PhD from the School of Information at the University of Michigan.



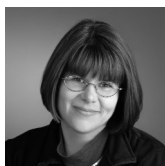
**Kyong Rae Lee** received an MLIS from the University of Texas at Austin in 2003. She has a MA in history from Chung-Ang University, Seoul, where she also completed PhD coursework in the same field. Her research areas include the political implications of archives, public access to presidential records, and the historical development of archives from an international perspective. Her current projects extend her concerns to digital archiving and the politics of technology in archives.



**Carrie Limkilde** is the project administrator for the TAPoR Research Project at the University of Toronto, Faculty of Information Studies. Before joining the TAPoR team, she was an archivist at the Ontario Jewish Archives. She holds a MIST from the University of Toronto and a MA in English literature from Queen's University in Kingston, Ontario, Canada.



**Amy Marshall** is a PhD student at the University of Toronto, Faculty of Information Studies, and is currently on education leave from her position as Rosamond Ivey Special Collections Archivist at the E.P. Taylor Research Library and Archives, Art Gallery of Ontario. She received her MIST (archival studies) from the University of Toronto in 2000, and holds degrees in art history from McMaster and Oxford universities. As part of her work on the Association of Canadian Archivists' Education Committee, on which she served from 1999 to 2005, she coordinated the 2002 ACA Institute, "Approaches to the Preservation of Electronic Records."



**Laura Millar** is a consultant and independent scholar who divides her time among three careers: an archival and information management consultant and educator; writer, editor, and instructor; and a curriculum developer, instructional designer, and course author for distance education. She received her MAS degree in archival studies from the University of British Columbia, Canada, in 1984 and her PhD in archival studies from the University of London in 1996. She is the author of a number of works on various topics in archives, publishing, and distance education. Her research interests include the concept of record-keeping and the relationship between information, knowledge, and personal and social memory. She is also involved in the study of the relationship between human rights and recordkeeping around the world.



**Reagan W. Moore** is director of Data and Knowledge Systems at the San Diego Supercomputer Center (SDSC). He coordinates research efforts in development of data grids, digital libraries, and persistent archives. Moore is the principal investigator for the development of the Storage Resource Broker data grid technology, which is used to support international shared collections. Collaborations using the technology include the National Archives and Records Administration's research prototype persistent archive, the National Historical Publications and Records Commission Persistent Archive Testbed, the National Science Foundation National Science Digital Library persistent archive, and the California Digital Library—Digital Preservation Repository. Moore has been at SDSC since its inception, initially responsible for operating system development. He has a PhD in plasma physics from the University of California, San Diego (1978) and a BS in physics from the California Institute of Technology (1967).



**Judith Olson** is the Richard W. Pew Professor of Human Computer Interaction at the University of Michigan. She is a professor in the School of Information, the Business School, and the Psychology Department. She has a PhD in psychology from the University of Michigan and was a postdoctoral fellow at Stanford University before returning to Michigan as a faculty member. Except for three years at Bell Labs and a year at Rank Xerox in Cambridge, U.K., she has been at Michigan her entire professorial career. Her research focuses on the technology and social practices necessary for successful distance work, encompassing both laboratory and field study methods. She has served on a number of editorial boards and panels for both the National Research Council and the National Science Foundation. She was one of the first seven inductees into the CHI Academy, an honorary group of individuals who have made substantial contributions to the field of human-computer interaction, and in 2006 was granted the CHI Lifetime Achievement Award.



**Marlene van Ballegooie** is the Digital Collections Librarian at the University of Toronto Library. She received her MIST degree from the University of Toronto, Faculty of Information Studies. She has written several articles and presented at conferences on the topics of metadata and digital collections. She is also co-author of *RAD Revealed: A Basic Primer to the Rules for Archival Description* (2001). Her primary research interests include: archival description, digital preservation, and user interface design.

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## FORUM

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

### Secrecy in Government

#### To the editor:

In response to Thomas Berry's letter to the editor in the Fall/Winter 2005 *American Archivist*, let me suggest that he read the article again, because he was apparently in a hurry the first time through or he is completely blinded by his own partisanship.

The point of the address and the subsequent article was that the government classifies too much information contained in public records and keeps it classified for too long. As a result, many people do not take the system seriously, and genuinely important classified information is placed at risk. There is virtually universal agreement on this point. It is not, as Mr. Berry tries to portray the situation, Democrat versus Republican or liberal versus conservative.

The article illustrates that overuse of classification is a longstanding concern that has pitted Congress against the executive branch of government. To convey the bipartisan nature of congressional concern, I used as examples quotes from such Republicans as Donald Rumsfeld and Trent Lott. Of the numerous examples cited, the 1956 Coolidge Committee was formed by Eisenhower-appointed secretary of defense Charles E. Wilson; the 1957 Wright Commission Report on Government Secrecy was a bipartisan congressional report; the Seitz Task Force was a 1970 Department of Defense initiative that took place during the Nixon Administration; the Stilwell Commission was formed at the behest of Republican secretary of defense Caspar Weinberger.

Regarding Mr. Berry's point about the atomic bomb off the coast of Savannah, Georgia, I would have preferred that the government find and remove the bomb rather than initially lying about its existence. It left in place a potentially catastrophic environmental disaster that may well occur when the bomb deteriorates and begins to leak radiation into the water off our coast. If

this is now a “war on terror” issue, it is only so because the federal government failed to deal with the situation in a timely way by cloaking itself in secrecy, thus putting its own citizens at risk.

The critical comments about the disastrous Bay of Pigs invasion cited the Moynihan Commission, which used as one of its sources an internal CIA report highly critical of its own intelligence gathering prior to the landing. I am sure there were many in the 1961 CIA who, at the time, would have agreed with Berry in doubting a “poll of citizens of a totalitarian dictatorship.” But let’s remember that the poll was accurate. There was no popular uprising against Castro in response to the invasion.

I think that after a second reading he will agree that his accusation that I condemn “sinister motives” is wrong. The sentence to which he apparently refers simply says, “As barriers are erected to the release of information in records, people ask why and it is easy to find sinister motives” (p. 47). This sentence is part of a paragraph arguing that excessive secrecy can encourage people to conjure up sinister motives on the part of the government.

And what is the point about John Kerry’s war records? The election is over. George Bush won. That John Kerry “never has released his naval war records” is not relevant to the point of the article because the records are not classified. This is a privacy issue, not an issue of classification so it was beyond the primary scope of the article. Actually, some of the records have been made public (evaluation reports, fitness reports, and other documents from the Vietnam War era). You can find them on thesmokinggun.com Web site.

Since the article was written, the Information Security Oversight Office (ISOO) has reported that classification requests have increased another 10 percent. The ISOO also states that there are now more than one billion pages of classified material that are more than twenty-five years old. Notwithstanding this overwhelming evidence that the system of classification is out of control, Mr. Berry has tried to make it a political issue. He is free to do this, I suppose, but he might do a little more homework before airing his accusations publicly.

Timothy L. Ericson  
University of Wisconsin-Milwaukee

#### **“More Product, Less Process”**

##### **To the editor:**

As a full-time processing archivist, I read with interest the article by Mark A. Greene and Dennis Meissner [“More Product, Less Process”: Revamping Traditional Archival Processing,” *American Archivist*, Fall/Winter 2005]. It

certainly makes sense to dispose of large institutional record collections with box lists and MARC records. Unless it has been the victim of a catastrophe, a collection of institutional records can be fairly easily navigated by anyone who has at least a working knowledge of the organization. One would assume that this description fits most researchers above the college undergraduate level.

Where their prescription leads to mischief is in the area of collections of personal papers. These can not be adequately dealt with by mere box lists. The reason why will be self-evident to anyone who has spent any time processing such collections. Each one is as unique as its creator. A box list that says, "Box 15—Correspondence Files" may miss a very great deal. Letters buried by that accurate but nondescript label may hold reams of useful information concerning the subject's career or personal life. They may even hold the proverbial "smoking gun" so cherished by ambitious researchers. Who's to know it?

The processing of an archival collection is not the occasion for an Edvard Munch "Scream," rather it is a rare privilege. I would presume that the archivist has some native curiosity. It's a good trait for processing archivists to possess. The desire to know what's in the next file folder, the next box, is what gets the job done.

I would like to add that there is a degree of self-preservation involved in this as well. We archivists are information brokers and the name of the game in marketing information is the phrase "value-added." For the processing archivist, your finding aid is your value-added contribution. The ability to create a finding aid that sums up a potentially unwieldy sum of knowledge making it both useful and accessible is our special skill. It's what we bring to the table and we denigrate it at our own risk. Recall that there was a time when degreed librarians never thought that library technical assistants would replace them. It's not that difficult to learn how to generate a MARC record.

Andrew Mangravite  
Philadelphia, Pennsylvania

#### **To the editor:**

Mr. Mangravite's insistence that it is all well and good to take shortcuts with institutional records, but that our recommendations lead "to mischief . . . in the area of collections of personal papers," ignores much of the research in our *American Archivist* article. We did, in fact, address directly the applicability of our larger arguments to collections of personal papers (pp. 243-44) and went to great lengths to cite several decades worth of writings by manuscripts curators and records archivists in support of the argument that too much of what we persistently do during processing is overkill. Regrettably, his viewpoint is likely shared by a significant minority of our profession.

We can dismiss his rhetorical “The reason why will be self-evident to anyone who has spent any time processing such collections” based solely on the fact that it is *not* self-evident to the two of us, with 50-plus years of experience appraising and processing personal papers as well as institutional records. Nor is it self-evident to arguably the most-cited authors on personal papers and other manuscripts collections from earlier generations—Lucile Kane, Ruth Bordin, and Bob Warner—or current manuscripts curators cited throughout our article.

Their experience, like ours, reveals that most personal and family manuscript collections share important hallmarks of institutional archives: apparent provenance, internal structure, topical focus. This makes those collections amenable to rapid processing, and it would be a mistake to see all collections of personal papers as wildly idiosyncratic and hopelessly disorganized. Thus the three iterations of SAA’s manuals on arrangement and description have not devoted separate chapters to “manuscripts” and “archives,” much less to personal papers.

Moreover, in archival materials smoking guns are everywhere, not just in collections of personal papers. Institutional records have them as well, and a group of miscellaneous school records in a government archives may hold pupil information on a child who has not yet grown up to be president, which the series’ container list will not identify. Knowing this, do we devote a heroic effort to examining all the items in such records? Of course not, because, if we do, we’ll end up in the same old boat with a small fraction of our collections obsessively processed, and the great majority unprocessed, unavailable, and unknown. And that unprocessed majority will be littered with its own smoking guns.

Ultimately, however, Mr. Mangravite’s attempt to set personal papers above and beyond what he conceives as the more pedestrian realm of archives, construed narrowly, reflects a much larger set of issues than those related to processing, and cannot be confronted in the short format of a letters column. We believe it is long past time to emphasize the differences in the various types of collections archivists work with and high time to focus on the similarities. We also believe that it is long past time to believe that “The desire to know what’s in the next file folder, the next box, is what gets the [processor’s] job done.” What should get the job done is a desire to best connect researchers to the material in our holdings, to serve our constituents, however broadly or narrowly they may be defined, as best we can with the resources we have.

Mr. Mangravite cautions that “we denigrate [finding aids] at our own risk.” We have no recollection of ever having done so. And, ironically, we agree completely with Mr. Mangravite when he concludes: “We archivists are information brokers and the name of the game in marketing information is the phrase ‘value-added.’” However, that added value can come from catalog records, from finding aids, or even from other intellectual access aids—not solely, exclusively, and forever from providing long-winded descriptions.

The letter writer seems to believe that we best add value by over-valuing personal papers as a category, by searching for smoking guns in every collection, and by asserting our “rare privilege” in processing every collection as though completely unique and with no accounting for the time or other resources we expend. But we believe that we add value most effectively and efficiently by managing our whole enterprise so that we make all of our collection materials available at some fundamental level to all researchers, and then providing additional resources to the small minority of collections whose value will be significantly enhanced by doing so.

Mark A. Greene, American Heritage Center  
Dennis Meissner, Minnesota Historical Society

SOCIETY OF AMERICAN ARCHIVISTS

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# Council Meeting Minutes

## August 16 and 20, 2005—New Orleans, Louisiana

President Rand Jimerson called to order the first Council session at 8:10 am on Tuesday, August 16, 2005. 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 Executive Committee Member Joel Wurl. Also present were Elizabeth Adkins (2005-2006 Vice President/President-Elect) and Ben Primer, Carla Summers, and Sheryl Williams (elected to Council for 2005-2007), SAA Executive Director Nancy Beaumont, Publishing Director Teresa Brinati, Education Director Solveig DeSutter, and Member and Technical Services Director Brian Doyle. Cheryl Pederson, president of ARMA International, joined the group from 3:00 to 3:30 pm. The first session was adjourned at 5:00 pm.

### I. COUNCIL BUSINESS

#### A. Adoption of the Agenda

The Executive Committee moved and seconded adoption of the agenda, as amended with addition of motions honor-

ing Journal Editor Phil Eppard (III.H.2.) and Membership Committee Chair Scott Schwartz (III.H.3.), as well as an agenda item regarding Executive Order 13233 (III.H.4.). PASSED.

#### B. Approval of the May 2005 Minutes

The Executive Committee moved and seconded approval of the May 2005 Council meeting minutes as written. Felker and Eaton corrected the minutes (line 564) to indicate that they had abstained on a vote regarding OpenTheGovernment.org. PASSED.

#### C. Review of the May 2005 Action Item List

Council members reviewed the items on the May 2005 Action Item List and provided an update on completed and incomplete items.

### II. REPORTS

#### A. Report of the Executive Committee

Wurl noted that since May 2005 the Executive Committee, as authorized by

Council, reviewed and approved three retention schedules for record series maintained by the SAA Archives (at UW-Milwaukee).

The Executive Committee met via conference call on August 8, 2005, to discuss several items. In response to a request from Trudy Huskamp Peterson that SAA participate in a grant proposal to the U.S./Japan Friendship Commission for funding of a travel exchange program on the subject of access, the Committee asked Peterson to draft an outline of a grant proposal for Council review at its January 2006 meeting. The group also discussed a suggestion that SAA issue a response to Executive Order 13233 in light of the interest in the John Roberts papers based on his nomination to serve on the U.S. Supreme Court. This item was placed on the Action agenda as item III.H.4.

In addition, the Executive Committee approved the following on behalf of the Council:

#### **Allocation of FY05 Net Gain**

**Approved motion:** *That the SAA Treasurer and staff be approved to transfer the Society's FY05 net gain of \$129,325 as follows: \$73,000 to a Technology Fund for consulting, development of a request for proposal, and initial costs of purchasing a new association management software system; \$20,000 to the Education Fund; \$20,000 for the Publications Fund, earmarked for Web publication unless otherwise released by the Executive Committee or Council; and \$16,325 to the General Reserve Fund.*

**Support Statement:** This allocation of the FY05 net gain addresses several of the Society's needs in reinvesting in its infrastructure and member services. SAA has a critical need to re-develop its membership database and related systems in order to serve members more effectively and efficiently. Allocation of \$73,000 to a Technology Fund will enable significant progress in this area, although this amount is not likely to cover all expenses associated with a new system. Both Education and Publications have proven to be excellent sources of non-dues revenue, and the allo-

cation of \$20,000 to each refreshes those programs with development capital. In the case of Publications, the targeting of funds to Web publication may also address SAA's top strategic priorities relating to "technology" and "public awareness." Finally, allocation of the remaining amount to the General Reserve Fund is consistent with SAA's goal of ensuring that the fund is adequate in case of emergency or other critical need. With this allocation, the General Reserve Fund will total \$472,485.

#### **Support of Federal Tax Legislation for the Donation of Literary Papers**

**Approved motion:** *That SAA express its support for pending federal legislation that would allow for the use of a fair market tax deduction for the donation of self-generated works of literary value to non-profit institutions such as archival repositories;*

*That the Executive Director be directed to communicate with her counterparts in the Association of Art Museum Directors, the National Coalition for History, and other organizations as appropriate to explore how best the Society can support this effort collaboratively, including but not limited to letters of support and advocacy; and*

*That the chairs of the Acquisitions and Appraisal and Manuscript Repositories sections be asked to track legislative efforts on this issue, notify the SAA Council if immediate action is needed or would be useful, and report annually to the Council on the status of the legislation.*

**Support Statement:** These recommendations were forwarded to the Executive Committee from the Intellectual Property Working Group (IPWG) and Council Liaison Mark Duffy. The IPWG requested that the SAA Council and an appropriate body of SAA become actively involved in supporting pending legislation that would increase the tax incentive for the donation of private papers as part of the charitable giving exemption. This issue relates to the donation of literary papers during the lifetime of the creator for a tax deduction at fair market value. The legislation would benefit repositories that solicit what is

typically referred to as “literary papers,” a category that would be broadly applicable to the archival acquisition of papers of political, civic, and social figures as well as donations of belles lettres. Legislation to this effect has been introduced as far back as 1999, but just recently independent bills have been merged into identical House and Senate language. The acts (H.R. 1120 and S. 372) fall under the rubric of the Artists’ Fair Market Value Deduction bills. The lead professional association on this issue has been the Association of Art Museum Directors. A full description of their efforts is found under Ongoing Issues on their website: <http://www.aamd.org/advocacy/>. As is often the case, legislation that supports the humanities will undergo a lengthy period of submission before a compromise bill can be ushered through to passage. SAA may be able to add its voice to this continuing effort provided that it can create a vehicle for sustained monitoring and advocacy.

## B. President’s Report

Jimerson’s written report covered a variety of items, including the following:

- A review of recent press coverage of SAA’s professional concerns, including articles on military service records at the St. Louis Personnel Records Center, Allen Weinstein and NARA, and the Theodore Kaczynski papers case.
- A summary of recent advocacy efforts, including those related to the National Archives and Records Administration (NARA), National Historical Publications and Records Administration (NHPRC) funding, the Kaczynski *amicus curiae* brief, copyright issues, and the Cheney *amicus* brief.
- Recent interactions with other groups, such as the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Archivists (CoSA, formerly the Council of State Historical Records Coordinators), the National Coalition for History, and the American Historical Association.

- Recent diversity-related activities, such as his attendance at the March Diversity Committee meeting and his invitation to a local tribal archivist to provide a welcome at the Opening Plenary Session of SAA’s 69th Annual Meeting in New Orleans.
- And his involvement in various policy-related issues and tasks, such as the search for a new editor of *The American Archivist*, task force discussion of Program Committee endorsement guidelines, the Task Force on Fundraising, strategic issues, and other matters.

Jimerson referred Council members to a written report prepared by Gary Peterson, who represented SAA at a U.S. Copyright Office Public Roundtable on “Orphan Works” in Washington, DC, on July 26-27, 2005.

## C. Vice President’s Report

Pearce-Moses reported on the status of two items:

**2005-2006 Appointments:** The Society of American Archivists is committed to diversity. The Society believes that its leadership should look like its membership, its membership should look like the broader populous it documents, and the records that its members collect should reflect that populous. Council has asked for reports on the diversity of key groups within the Society so that it can monitor efforts to ensure that the Society’s activities are inclusive and reflect the membership of the Society as a whole.

To help ensure that all members were aware of opportunities for service, Pearce-Moses authored an article encouraging volunteerism in *Archival Outlook* and the Society mounted an application form on its website. Those applications were the primary source of names. Pearce-Moses and the Appointments Committee (Bruce Bruemmer and Helen Tibbo) added names to the list, especially when a position had very specific requirements. More than 100 individuals submitted 186 applications (or were nominated) for 26 positions. Pearce-Moses provided a breakdown of appointees



by race/ethnicity, sex, repository type, and geographic region.

#### **"New Skills for the Digital Era"**

**Conference:** The SAA Council has identified the impact of technology on the archival profession as a strategic issue of primary importance. To help address this strategic issue, Pearce-Moses, through his affiliation with the Arizona State Library Archives and Public Records, is developing a conference to address the practical skills that archivists must have to work with electronic records and other digital materials. The conference will be open to all, although key individuals will be targeted with personal invitations. The conference will be co-hosted by the National Archives and Records Administration and the Arizona State Library, Archives and Public Records. The Council has given its support, in principle, to the development of this conference. SAA, CoSA, and NAGARA are sponsors. The conference is tentatively scheduled for spring 2006 and will be held in Washington, DC, and Phoenix.

#### **D. Treasurer's Report**

Eaton led a discussion of the year-end variances between the FY05 budget and actual income and expenses. She reported that the net gain for the fiscal year (July 1, 2004, to June 30, 2005) totaled \$129,325 due to a healthy increase in membership; successful implementation of the annual meeting, continuing education, and publications programs; and a conscious and considerable effort to contain costs. She then reiterated the rationale for Executive Committee action to allocate the net gain to reinvest in the SAA infrastructure.

#### **E. Staff Reports**

**Executive Director:** Beaumont's written report provided updates on membership development (with a new high in membership of 4,169); work in progress on the tribal archives grant from NHPRC; work in progress on the IMLS grant for the A\*CENSUS project; planning for the 2006 Joint Annual Meeting with NAGARA and CoSA; and headquarters operations.

**Education:** DeSutter's written report provided updates on activities since May 2005, including the status of existing continuing education programs, new programs under consideration for development, and a summary of marketing efforts.

**Publications:** Brinati's written report provided updates on activities since May 2005, including the status of *The American Archivist*, *Archival Outlook*, *Employment Bulletin*, and the 23 book publishing projects that are underway in some form. She noted that sales for FY05 were robust in comparison with budget due to the availability of new titles, and that FY06 would benefit from several new titles as well. She announced several conference events related to periodicals and publications, including a book signing by the authors of five recently released titles and an "Opportunities for Authors Breakfast" to stimulate participation in the journal and book publishing programs.

**Annual Meeting:** Beaumont's written report noted that all indicators were on target for the New Orleans 2005 meeting to meet or exceed income projections. She reviewed a list of assignments for Council members to visit with exhibitors and sponsors to thank them for their support at the meeting.

#### **Status of Association Management**

**Software Project:** Doyle's written report provided an update on the development of a functional requirements document that will be issued as a request for proposal in late August. Duffy asked whether staff has in place a mechanism to ensure that the list of prospective vendors includes minority-owned businesses, and that prospective vendors are asked about their diversity policies. Staff agreed that this information would be included in the RFP. Wurl noted that it would be very helpful if the functional requirements include our desire to ensure that election/nomination information is available for the Nominating Committee, and that annual meeting program content is somehow captured and shared with the Program Committee in a way that the program structure can be analyzed.

## F. Diversity Committee

Committee Liaison Joel Wurl noted that Lynda DeLoach has resigned as co-chair, effective at the end of the New Orleans meeting, but will continue as a regular member of the Committee for the duration of her appointment; that Committee members will meet in New Orleans with many sections, roundtables, and committees to discuss SAA's diversity agenda and to open dialogue on possible diversity-related activities and ideas; that Committee Chair Michael Doylen will provide a brief report on the Committee's progress at the 2005 business meeting; and that the Committee will discuss planning for a Diversity Fair (featuring information from archival repositories, projects, opportunities spotlighting diversity themes) for the 2006 Joint Annual Meeting.

## G. 2005 Program Committee Report on Diversity

The Program Committee, co-chaired by Elisabeth Kaplan and Kathy Marquis, provided a written report in which it noted that:

- Committee membership included broad-based representation of the profession.
- The proposal selection process included a visual shorthand system for tracking the balance of the program as it developed. Each proposal was identified with multiple colored Post-Its™. These indicated topics of particular interest for various constituents (e.g., business archivists, religious archivists), traditional archival functions (e.g., appraisal, electronic records), and proposals that seemed to address central diversity concerns (e.g., ethnicity, gender, GLBT issues, and newcomers to the profession). Endorsements from sections and roundtables were carefully considered at this time.
- Michael Doylen, co-chair of the Diversity Committee, compiled a list of eight sessions ultimately included in the program that were identified as directly and explicitly addressing traditional diversity issues:

- HerStory: Trends in Women's History and Archives (#108)
- The Historical Black Colleges and Universities Archives Institute: A Model for Archival Training (#205)
- Hidden Treasures: Strategies for Broadening Archival Access Via Visual Materials Depicting Women and Minorities (#307)
- Pluralizing the Archival Paradigm: How Archival Education Can Help (#405)
- A Sense of A\*CENSUS (#407)
- Managing Diversity Programs in Archives (#509)
- Making "Us vs. Them" into "We": Resolving Conflicts Between Institutions and Minority Groups (#602)
- Latinos in the Archives: Documenting a Community on the Rise (#702)
- In addition, several other sessions covered topics that have considerable diversity implications. These included sessions concerning wartime preservation of records in Iraq and the Balkans (#201), controlling human reproduction (#207), records of truth commissions (#309), archival advocacy (#506), international archival solidarity (#508), learning about Canadian archives (#601), and documenting the Middle East (#606).

## H. 2005 Host Committee Report on Diversity

The 2005 Host Committee, co-chaired by Alfred Lemmon and Leon Miller, provided a written report noting the following:

- The Host Committee membership included representatives from two African American institutions, Xavier University and Amistad Research Center. The Host Committee desk was staffed by six representatives from those two institutions. The tour volunteers included two representatives from those two institutions.
- In recommending possible tours, the Host Committee was aware of SAA's

desire to ensure that the tours reflected the diversity of and within New Orleans and environs. One tour was specifically aimed at the role of African Americans in New Orleans history. Unfortunately, the tour was cancelled because it had just three enrollees and thus could not support the costs associated with a bus for the tour. Most of the tours included some diversity-related components. On the plantations tour, for example, one plantation focused on slave life and the other focused on construction by a free person of color.

- Articles about New Orleans published in *Archival Outlook* leading up to the conference reflected diversity in both content and authorship.
- Lemmon was in contact with the SAA Diversity Committee for several months prior to the conference as he worked to locate a Native American tribal representative to provide a "welcome" at the Opening Plenary session. He ceased the search when Diversity Committee member Marnie Atkins was able to locate a tribal representative to provide a welcome.

### I. 2006 Program/Host Committees Report on Diversity

The 2006 Program and Host committees provided very preliminary written reports, acknowledging that each group is committed to ensuring that the 2006 meeting reflects SAA's commitment to diversity.

## III. ACTION ITEMS

### A. Journal Editor Selection Task Force (Executive Session)

In Executive Session, Journal Editor Selection Task Force Liaison Frank Boles reported on the work of the task force and made the following motion:

#### MOTION

**THAT** the SAA Council accept the unanimous recommendation of the *American Archivist* Editor Selection Search

**Committee that: both candidates interviewed by the Search Committee are highly qualified for the position; that the position be offered to X; that if, for whatever reason, X declines to accept the position, the position be offered to Y; and that, consistent with Council guidelines and assuming satisfactory performance, the appointment will be from January 1, 2006, through December 31, 2008.**

[Moved by Boles; seconded by Eaton]  
PASSED (unanimously).

### B. Fundraising Task Force

The Task Force on Fundraising created by the SAA Council in May 2005 met in June to address the following Council charge: "To develop for Council consideration in August 2005: 1) a compelling mission statement and/or purpose for the Special Funds and 2) a proposed infrastructure for SAA's fundraising efforts." Task Force members were the following: Jimerson, Pearce-Moses, Eaton, Trudy Huskamp Peterson, Fellows Steering Committee Chair William Joyce, Len Weitz (principal in the audit firm Mann, Weitz), and Beaumont. The Task Force put forward four recommendations, of which only the following was adopted by the Council:

#### MOTION

**THAT** the SAA Council authorize the regrouping of special funds for accounting purposes, ensuring that due diligence is exercised while maintaining the integrity of each fund based on the donors' intent. The funds should be consolidated or regrouped using one or both of the two schemes that follow, based on the purpose of the communication:

By type of award:

- *Prizes*: Coker, Hamer-Kegan, Leland, Pease, Posner (all temporarily restricted)
- *Travel Awards*: Holmes (temporarily restricted), Peterson (permanently restricted)
- *Diversity Awards*: Pinkett (temporarily restricted)
- *Scholarships*: Ham (permanently restricted)

- **General Funds: Publications, Education (possibly including Norton Fund), Brack, Assistance (a proposed new fund—not yet created—that would include individual or institutional, domestic or international) (all Council-designated and all unrestricted)**

**By accounting category:**

- **Permanently Restricted: Peterson, Ham**
- **Temporarily Restricted: Coker, Hamer-Kegan, Leland, Pease, Posner, Holmes, Pinkett**
- **Unrestricted: Publications, Education, Assistance (proposed), Brack, Norton**

**Support Statement:** In reviewing the status of each fund, including its financial health and purpose, the Task Force developed two schemes for grouping the funds in order to streamline their accounting and strengthen the overall fundraising message. Either scheme would simplify the accounting process, and both would require that due diligence be exercised in order to ensure that donors and heirs agree with “collapsing” funds into more general categories. “Unrestricted funds” are those that may be used in their entirety for the general purpose to which they are intended. “Temporarily restricted” funds are those that are restricted by the donor(s) as to time and/or purpose. “Permanently restricted” funds are those for which the principle is permanently restricted, and only the interest may be used.

[Moved by Eaton; seconded by Wurl]  
PASSED.

Council members then discussed the need to establish a Development Committee, and a subgroup of Council was asked to develop a motion for Council consideration on Saturday, August 20. (See Agenda Item I.E.2.)

### **C. Program Committee Guidelines/Endorsement Process**

Following the 2004 Annual Meeting in Boston, the SAA Council received a petition (signed by 69 SAA members) asking the Council to do the following:

- Clarify the process by which sections and roundtables endorse session proposals.

- Provide guidelines to Sections and Roundtables for endorsing sessions and inform them how their endorsements will be used.
- Establish stronger guidelines for ensuring institutional and functional diversity on the Program Committee, as reflected by the various Sections and Roundtables.
- Publish the guidelines on the SAA website as standard operating procedures to ensure that they are consistent from year to year and from committee to committee.
- Incorporate guidelines into the Program Committee by-laws as appropriate.

In response, the Council created a Council task force to review SAA’s guidelines for the Program Committee, particularly those related to the submission process and the effect of section and roundtable endorsement of session proposals.

The following motion was put forward by the task force.

#### **MOTION**

**THAT the SAA Council adopt the following procedures for section, roundtable, and committee endorsement of annual meeting program proposals, for inclusion in the Council Handbook, Section VII. Standing Committees and Boards, Program Committee, Section IV.D. The procedures will be implemented beginning with the 2007 Annual Meeting.**

1. If a session proposer wishes to seek endorsement of her/his proposal from an SAA group (section, roundtable, committee), the proposer should send a copy of the proposal to the group before the Program Committee’s proposal submission deadline, and preferably earlier to ensure that the group has adequate time to review the proposal carefully. The “official copy” of the proposal should be sent directly to the Program Committee. Endorsements should be sent to the Program Committee separately and should be received within one week of the published deadline for proposals.
2. Group leaders should send a list of endorsed programs (received from others or generated within the group) to the

Program Committee co-chairs within one week following the published proposal deadline. This communication may be as simple as a list of endorsed session proposals or may be a more detailed statement of why the group thinks that the session is of particular value to the broader Annual Meeting audience (because of the topics, the speakers, or some other factor).

3. The Program Committee will consider groups' endorsements as one factor among other criteria when selecting proposals that together support the meeting's theme or the broader goal of providing a diverse program that meets the needs of members. Endorsement(s) of a session do(es) not guarantee that a session will be accepted for presentation.

[Moved by Felker; seconded by Duffy]

Following discussion, the following amendment was proposed.

#### AMENDED MOTION

THAT the SAA Council adopt the following procedures for section, roundtable, and committee endorsement of annual meeting program proposals, for inclusion in the Council Handbook, Section IV.D. The procedures will be implemented beginning with the 2007 Annual Meeting.

1. If a session proposer wishes to seek endorsement of her/his proposal from one or more SAA groups (section, roundtable, committee), the proposer should send a copy of the proposal to the group before the Program Committee's proposal submission deadline, and preferably earlier to ensure that the group has adequate time to review the proposal carefully. The "official copy" of the proposal should be sent directly to the Program Committee.
2. Groups may not endorse more than two program proposals. Endorsements should be sent directly to the Program Committee separately and should be received within one week following the published deadline for proposals.
3. Group leaders must send their endorsements (received from others or gener-

ated within the group) to the Program Committee co-chairs within one week following the published proposal deadline. This communication may be as simple as a list of endorsed session proposals or may be a more detailed statement of why the group thinks that the session is of particular value to the broader Annual Meeting audience (because of the topics, the speakers, or some other factor).

4. The Program Committee will give appropriate weight to single and multiple groups' endorsements when selecting proposals that support the meeting's theme or the broader goal of providing a diverse program that meets the needs of members. Endorsement(s) of a session do(es) not, however, guarantee that the Committee will accept a session presentation.

**Support Statement:** The SAA Council wishes to establish a simple process to allow groups within the Society to provide the Program Committee with appropriate input on session proposals. Endorsements by groups are one factor among many that the Program Committee considers during the process of developing a balanced, diverse program. An endorsement by a group is not a guarantee that a proposal will be accepted. Because the 2006 meeting is a joint meeting with NAGARA and CoSA, it is appropriate to suspend this SAA-specific process until the 2007 Annual Meeting.

[Amendment moved by Duffy; seconded by Felker] PASSED.

#### D. Archives and Archivists Listserv

Per a Council motion approved at the May 2005 meeting, Felker, Primer, and Doyle formed an *ad hoc* task force to formulate a plan to relocate the Archives & Archivists (A&A) Listserv, as requested by current coordinator Robert Schmidt at Miami University. The task force also considered additional listserv needs of various SAA units (i.e., staff, Council, committees, sections, roundtables, etc.) that might be accommodated via a single list solution. Because of the complexity of the issues,

Council members agreed to provide general reactions to several key questions and to defer more detailed analysis of the issues to a small working group.

#### **MOTION**

THAT the working group that developed the report entitled “A&A Relocation and Other Listserv Issues” (0805-A&A List-IIID) prepare a recommendation for Council consideration based on further comparative cost-benefit assessment, with a report to Council at its January 2006 meeting.

[Moved by Wurl; seconded by Duffy]  
PASSED.

### **E. Spotlight Award**

In August 2004, Daria D’Arienzo and Diane Dimkoff, co-chairs of the Awards Committee, forwarded to Council a recommendation for a new “Unsung Hero” award. At their August 3 meeting, Council members raised some concerns about the specifics of the proposed award, particularly that the award proposal did not follow existing format for awards and that certain questions about the award therefore remained unanswered. Pearce-Moses volunteered to re-draft a motion that would change the name of the award and that would present the award details according to the standard format so that the award could be evaluated based on those details.

#### **MOTION**

THAT SAA establish the “Spotlight Award” to recognize the contributions of individuals who work for the good of the profession and of archival collections and whose work would not typically receive public recognition. The nominee(s) should have made outstanding contributions to the profession in one or more of the following ways:

- Participating in special projects;
- Exhibiting tireless committee or advocacy work;
- Responding effectively to an unforeseen or pressing need or emergency;
- Contributing innovative or creative ideas to the profession;
- Performing extraordinary volunteerism; and/or

- Quietly but effectively promoting the profession.

*Eligibility:* Individual archivists or a group of up to five archivists who have collaborated on a project. Preference is given to archivists working in smaller repositories, especially those without institutional support for professional activities.

*Sponsor and Funding:* The Society of American Archivists, by waiving Annual Meeting registration fees for up to five individuals.

*Prize:* A certificate and free registration to the Annual Meeting occurring in the year in which the award is presented.

*Selection Committee:* The Subcommittee consists of three members of the Society of American Archivists and one of the co-chairs of the Awards Committee (*ex officio*).

*Nomination Form:* Download the form here.

*Application Deadline:* All nominations shall be submitted to the Awards Committee by February 28 (or other date as announced) of each year.

*Support Statement:* The Spotlight Award would honor a group of “unsung heroes” whose work contributes significantly to the profession but who may otherwise go unrecognized by the professional society. As SAA faces critical challenges in the areas of diversity, public awareness, and advocacy, this award could provide a stimulus to archivists to “act locally” on behalf of the profession.

[Moved by Neal; seconded by Eaton.]  
PASSED.

### **F. Pinkett Award Criteria Revision**

An advisory group of the Archivists and Archives of Color (AAC) Roundtable, led by co-chairs Rose Roberto and Teresa Mora, asked that Council consider revisions to the eligibility requirements for the Harold T. Pinkett Minority Student Award, increasing the minimum grade point average for applicants and limiting the award to graduate students.

#### **MOTION**

THAT the eligibility requirements for the Harold T. Pinkett Minority Student

Award be revised as follows, effective for the 2006 competition:

**“Awarded to minority students, with preference given to full-time students possessing a minimum scholastic grade point average of 3.5 while enrolled in a graduate program focusing on archival management during the academic year preceding the date on which the award is given.”**

**Support Statement:** In the ten years that the Pinkett Award has been awarded, all but one recipient has been studying archival management at the graduate level. It is commonly perceived in academic circles that a grade point average of at least 3.0, which is one of the eligibility criteria, is far from exceptional in a graduate setting. Therefore, in order to ensure the continued prestige of the Pinkett Award, the AAC Roundtable suggested that the Council change the current minimum grade point average from 3.0 to 3.5 and limit the award to students at the graduate level. The revisions will help to ensure that the pool of applicants for the Pinkett Award remains of high quality without sacrificing the purpose of the award to recognize and acknowledge students of African, Asian, Latino, or Native American descent who demonstrate an interest in becoming professional archivists and active members of SAA.

[Moved by Neal; seconded by Paton] PASSED.

### **G. Section v. Roundtable Distinction**

In response to a February 2005 Council discussion about the proliferation of new roundtables and a concern that the distinction between sections and roundtables is not well understood, Felker prepared for Council review a brief discussion paper outlining the distinctions (or lack thereof) between sections and roundtables, including membership requirements, focus, and provision of staff support.

#### **MOTION**

**THAT a task force of five individuals (two Council members and three nonmembers of Council) be charged to examine the definitions, functions, and purposes of sec-**

**tions and roundtables and present a report to the Council at its January 2006 meeting.**

**Support Statement:** Review of the Council Handbook reveals a lack of clarity about the respective purposes and functions of, and the distinctions between, roundtables and sections. The task force should look at such questions as: What do we want the difference(s) to be? How can we make the structure more effective in the future? What support will each group receive?

[Moved by Wurl; seconded by Neal] PASSED.

### **H. Additional Action Items “Archives Week” MOTION**

**THAT a task force be formed to draft a detailed project plan describing the tasks and expenses necessary to implement an American Archives Week (or Month) program, for presentation to the SAA Council at its January 2006 meeting.**

[Moved by Pearce-Moses; seconded by Eaton] PASSED.

### **Resolution Regarding Executive Order 13233 MOTION**

**THAT the SAA Council reiterates its objections to the President’s Executive Order 13233, which violates the Presidential Records and Materials Act of 1978; and that Council authorizes the Executive Committee to explore options for making this position publicly known, including the possibility of forming or joining an alliance of organizations in bringing legal action against Executive Order 13233.**

[Moved by Executive Committee; seconded by Duffy] PASSED. [Eaton, Felker, and Pearce-Moses abstaining]

### **Resolution Honoring American Archivist Editor Philip Eppard**

Council members adopted by acclamation the following resolution honoring Philip Eppard upon his retirement from the editorship of *The American Archivist* in December

2005, and agreed that the award would be conferred upon Eppard at the Annual Business Meeting on Saturday, August 20.

#### **MOTION**

**SAA Council Resolution in Honor of Philip B. Eppard, *American Archivist* Editor 1996-2005:**

*Whereas* Philip B. Eppard has furthered professional discourse through his editorship of *The American Archivist* from 1996 to 2005; and

*Whereas* he facilitated the transition from quarterly to semi-annual publication; and

*Whereas* he re-established a timely production schedule for the journal; and

*Whereas* he balanced the content mix with theoretical and practical articles and oversaw publication of theme issues on graduate archival education, encoded archival description, and user studies; and

*Whereas* he harnessed new technologies to streamline the editorial review process; and

*Whereas* at SAA Annual Meetings he hosted new author forums and, together with editorial board members, presented sessions on how to conduct research projects and produce publishable papers from them; and

*Whereas* he brought a personal warmth to the editorship that encouraged new authors to submit manuscripts to the journal; and

*Whereas* his sharp intellect and analytic perspective enhanced the quality of the journal;

*Therefore Be It Resolved That* the Society of American Archivists owes a debt of gratitude and expresses its sincere thanks to Philip B. Eppard for advancing professional discourse through his nine-year editorship of *The American Archivist*.

[Moved by Executive Committee; seconded by Paton] PASSED.

**Resolution Honoring Retiring Membership Committee Chair Scott Schwartz**

#### **MOTION**

**SAA Council Resolution Honoring Scott Schwartz, SAA Membership Committee Chair 1996-2005:**

*Whereas* Scott Schwartz has served with distinction for ten years on the Society of American Archivists Membership Committee, nine years of which he has served as its chair; and

*Whereas* during his tenure the organization has experienced increased membership; and

*Whereas* he has enthusiastically and passionately supported the recruitment and retention of members through tracking and reporting on membership statistics and trends and through the Key Contact Program, Mentoring Program, Career Center, annual raffle and silent auction, and other development initiatives;

*Therefore Be It Resolved* that the Society of American Archivists extends its sincere gratitude to Scott Schwartz for his outstanding leadership of the Membership Committee.

[Moved by Neal; seconded by Pearce-Moses] PASSED.

## **STRATEGY SESSION**

Council members reviewed and discussed the work of the four subgroups assigned to draft one-page statements on the priority issues, as well as reactions received to date from the posting of the priority issues on the SAA Leadership List and publication in *Archival Outlook*. Few comments had been received by the time of the start of the Annual Meeting, but Council members were prepared to present and discuss the issues at the Leadership Orientation and at all committee, section, and roundtable meetings.

## **V. COUNCIL BUSINESS**

### **A. Annual Meeting Coverage by Council Members**

Jimerson and Beaumont reviewed Council members' assignments for coverage of committee, section, and roundtable meetings; encouraged attendance at the Leadership Orientation and Conversation with the President sessions on Wednesday; and discussed Council members' visits with



exhibitors and sponsors as a means of thanking these “industry” partners for their ongoing support.

## B. Council Liaison Assignments

Paton reviewed the following liaison assignments:

### Sections:

- Acquisitions and Appraisal—Duffy
- Archivists of Religious Collections—Duffy
- Business Archives—Summers
- College and University Archives—Primer
- Description—Primer
- Electronic Records—Duffy
- Government Records—Felker
- Manuscript Repositories—Williams
- Museum Archives—Summers
- Oral History—Williams
- Preservation—Paton
- RAO—Paton
- Visual Materials—Paton

### Roundtables:

- Architectural Records—Felker
- Archival Educators—Wosh
- Archival History—Gottlieb
- Archives Management—Paton
- Archives and Archivists of Color—Neal
- Congressional Papers—Summers
- EAD—Primer
- International Affairs—Duffy
- Issues and Advocacy—Gottlieb
- Labor Archives—Gottlieb
- LAGAR—Primer
- Local Government Records—Gottlieb
- Lone Arrangers—Summers
- Metadata and Digital Object—Duffy
- Performing Arts—Williams
- Privacy and Confidentiality—Felker
- Recorded Sound—Paton
- Records Management—Duffy
- RLG—Neal
- Science, Technology, and Health Care—Wosh
- Security—Williams
- Visual Materials Cataloging—Summers
- Women’s Collections—Felker
- Women Archivists—Williams

## C. Review of August 2005

### “To Do” List

Council members briefly reviewed the Action Item List from the meeting and Eaton indicated that she would send it to Council members within one week.

### Adjournment

The meeting was adjourned at 5:00 pm. [Moved by Wurl; seconded by Boles]

## Saturday, August 20, 2005

SAA President Richard Pearce-Moses called the meeting to order at 7:00 am on Saturday, August 20. Present: President Richard Pearce-Moses; Vice President/President-Elect Elizabeth Adkins; Treasurer Fynnette Eaton; Council members Mark Duffy, Aimee Felker, Peter Gottlieb, Kathryn Neal, Christopher Ann Paton (Executive Committee member), Ben Primer, Carla Summers, Sheryl Williams, and Peter Wosh; and staff members Nancy Beaumont, Solveig DeSutter, and Brian Doyle.

## I. COUNCIL BUSINESS

Pearce-Moses welcomed Adkins, Primer, Summers, and Williams as new members of Council and the group conducted a “de-briefing” of the comments and concerns that they had heard during the Annual Meeting.

Pearce-Moses briefly reviewed his ideas for how Council meetings should be conducted, and then asked all Council members to share their ideas for improving the mechanics of Council meetings.

Pearce-Moses then asked Council members to share with the group their preferences for issues that they may wish to shepherd during their tenure on the Council.

## II. ACTION ITEMS

### Committee to Comment on NARA Strategic Plan

NARA has asked SAA to provide comments on the Agency’s soon-to-be-distributed

draft strategic plan. Pearce-Moses will issue a call on the Council listserv for ideas about who might be asked to comment on the plan. Wosh asked that Council members also be notified of what information NARA has asked for and how responses might be formatted.

#### **Development Committee MOTION**

**THAT a Development Committee be appointed to draft a fundraising development plan, for presentation to the Council at its January 2006 meeting, that shall include the following:**

- Evaluation of past fundraising efforts, including the work of the 2005 Task Force on Fundraising;
- Identification of categories of potential donors;
- Inventory of needs that reflect the Society's mission;
- Recommended policies for the governance of development activities, including

**naming of funds, endowment levels, and planned giving; and**

- **Identification of a consultant to assist with the plan.**

[Moved by Summers; seconded by Eaton] PASSED.

### **III. STRATEGIC PLANNING**

Pearce-Moses announced that he has asked Immediate Past President Rand Jimerson to continue to lead Council's strategic planning efforts. Council members will discuss next steps via email during the fall.

### **IV. COUNCIL BUSINESS**

**Adjournment:** The meeting was adjourned at 8:00 am.

[Moved by Wosh; seconded by Adkins] PASSED.

NANCY P. BEAUMONT  
Executive Director

*Approved by SAA Council on January 5, 2006.*

## The American Archivist Editorial Policy

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**T**he *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 Mary Jo Pugh, Editor, *American Archivist*, 2928 Deerpark Drive, Walnut Creek, CA 94598. Telephone/Fax: (925) 938-1419. E-mail: AmericanArchivist@archivists.org.

**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 *A Glossary of Archival and Records Terminology*, by Richard Pearce-Moses (Chicago: Society of American Archivists, 2005). 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 a CD, if an electronic version has not already been submitted.

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

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

is also the author's responsibility, although the editors may occasionally confirm the accuracy of selected citations. Footnotes containing a URL should also include the accessed-on date. Authors are required to assign copyright of their work to the journal but can expect to receive permission for subsequent use of their own work without restriction.

### **Review and Production Procedures**

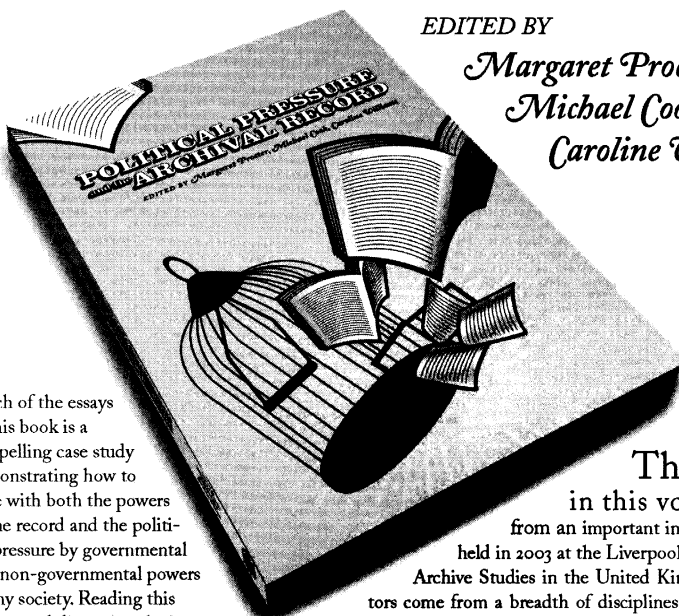
Manuscripts are sent out (without the author's name) for peer review by two readers who evaluate them and recommend acceptance, rejection, or revision. Author notification of a final decision normally takes a minimum of eight to ten weeks. Acceptance for publication is usually on the condition that specified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

Authors will receive five 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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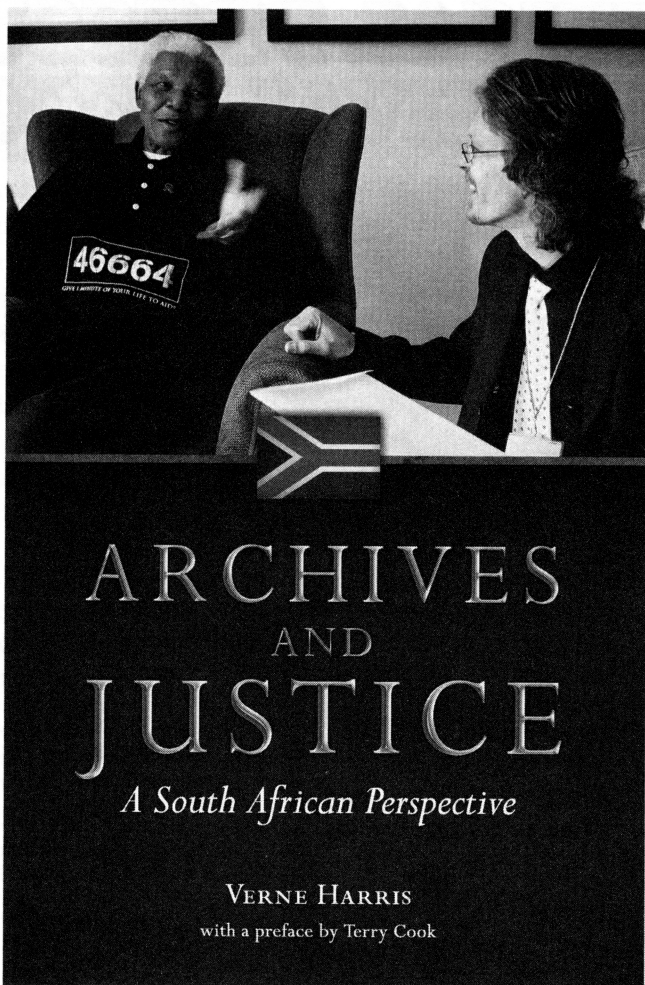
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