Subscription Information

The *American Archivist* (ISSN 0360-9081) is published semi-annually (Spring/Summer and Fall/Winter) by the Society of American Archivists, 17 North State Street, Suite 1425, Chicago, Illinois 60602-3315. Postmaster: Send address changes to mailing office.

Subscription Rates:

Individual rate
- $120 print
- $120 online
- $145 for both print *and* online

Institutional rate
- $145 print
- $145 online
- $170 for both print *and* online

Communications should be sent to: Teresa M. Brinati, Director of Publishing, Society of American Archivists, 17 North State Street, Suite 1425, Chicago, IL 60602-3315 USA. Telephone: 1-800-722-7858. Fax: 1-312-606-0728. E-mail: tbrinati@archivists.org.

Advertising correspondence, membership and subscription correspondence, and orders for back issues should be sent to SAA at the address above, as should requests for permission to reprint an article. Claims for issues not received must be received by SAA headquarters within four months of issue publication date.

Selected volumes of the *American Archivist* are available on 16 mm microfilm, 35 mm microfilm, and 105 mm microfiche from University Microfilms International, 300 N. Zeeb Road, Ann Arbor, MI 48106-1346. Telephone: (734) 761-4700. When an issue is out of stock, article and issue photocopies may also be obtained from UMI. The *American Archivist* is indexed in *Library Literature* and is abstracted in *Historical Abstracts*; book reviews are indexed in *Book Reviews Index*.

The *American Archivist* is printed on an alkaline, acid-free printing paper manufactured with no ground-wood pulp that meets the requirements of the American National Standards Institute—Permanence of Paper, ANSI Z39.48-1992. Typesetting and printing of the *American Archivist* is done by IPC Print Services of St. Joseph, Michigan.

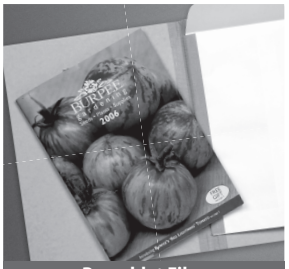
Online editions of the *American Archivist* are hosted by MetaPress (www.metapress.com).

The *American Archivist* and the Society of American Archivists assume no responsibility for statements made by contributors.

©The Society of American Archivists 2008. All rights reserved.

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

Newspaper Storage


Pamphlet Files

Solander Boxes

Media Storage

Specialty Photo Storage

Environmental Monitoring

Textile Boxes

Map & Print Folders

Artifact Storage

Organize. Preserve. Protect.

Gaylord is committed to providing archivists the tools you need to manage your valuable collections. With our wide selection of quality archival products, the *past* that you protect will be safe long into the *future*.

Visit **www.gaylord.com** to access our archival resources and to quickly find the products you need.

Gaylord
Your Trusted Source®

Call **1-800-448-6160** for a copy of our 256 page 2008 Gaylord Archival Catalog

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

Gallery of Contributors

Francis X. Blouin, Jr. has been director of the Bentley Historical Library, University of Michigan, since 1980, and is also professor of history and professor in the School of Information. He codirected with William Wallach the Research Seminar on Archives, a fifteen-year program that provided research support for archivists to explore issues in archival theory and practice; he led the Vatican Archives Project, the results of which were published by Oxford University Press in 1998; and with Prof. William Rosenberg led a Sawyer Seminar funded by the Andrew W. Mellon Foundation on archives, documentation, and institutions of social memory, of which the proceedings were published as *Archives, Documentation, and Institutions of Social Memory* by the University of Michigan Press in 2006. He is a Fellow of the Society of American Archivists.

Joan M. Cherry is professor at the Faculty of Information Studies, University of Toronto. She holds a doctorate in information science from the University of Pittsburgh. Her current teaching interests include research methods and the design of electronic text, and her research interests are in the area of human computer interaction. Her recent work includes evaluation of Web design guidelines (with Paul Muter and Steve Szigiti), usability studies of the Text Analysis Portal for Research (TAPoR) (with Wendy Duff), and the development of instruments for user evaluation of virtual archives (with Wendy Duff). Cherry is active in research ethics and has chaired the university's Social Sciences and Humanities Research Ethics Board as well as been a member of the Committee on Human Subjects in Research, which advises the vice president (research) on policy and procedures with respect to the use of human subjects in research. She is a member of the National Council on Ethics in Human Research (NCEHR).

Leonard A. Coombs is acquisitions archivist at the Bentley Historical Library, University of Michigan, where he has worked since 1981 in a variety of capacities. During the work of the Vatican Archives Project, he was associate archivist for collections at the library. Coombs is a 1978 graduate of what is now the School of Information, University of Michigan.

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

Adrian Cunningham has worked at the National Archives of Australia (NAA) since 1998, where he is currently director of strategic relations. In this capacity he oversees NAA's collaborations with government, industry, professional, and international partners—particularly on matters associated with digital recordkeeping and other modern recordkeeping initiatives. Before joining the staff of the NAA, he worked at the Office for Government Information Technology and for many years as a private records archivist/librarian at the National Library of Australia, the Pacific Manuscripts Bureau, and the State Library of New South Wales. His professional activities include serving as the president of the Australian Society of Archivists and convenor of its Descriptive Standards Committee; the secretary of the International Council on Archives (ICA) Committee on Descriptive Standards and treasurer of the ICA Pacific Regional Branch; chair of the Australian Government Locator Service Metadata Working Group; and a member of Standards Australia's Committee IT/21, Records Management.

Robert L. Dorman is monographs librarian and assistant professor at Oklahoma City University. He holds a PhD in history from Brown University and is the author of *Revolt of the Provinces: The Regionalist Movement in America, 1920–1945* and *A Word for Nature: Four Pioneering Environmental Advocates, 1845–1913*, both published by the University of North Carolina Press. He was named a 2004–2005 Association of Research Libraries Academy Fellow by the Catholic University of America, which is also where he received his MSLS degree.

Wendy M. Duff is an associate professor at the University of Toronto, Faculty of Information Studies. She received her PhD from the University of Pittsburgh, where she was project coordinator for the University of Pittsburgh Electronic Recordkeeping Project. Her primary research interests are electronic records, user studies, and metadata. She is a member of the Canadian Council of Archives Standards Committee and the Encoded Archival Context Committee. She has served as chair of the Canadian Committee for Archival Description and as a member of the International Council on Archives Adhoc Commission on Descriptive Standards, the Encoded Archival Description Working Group, and the EU(DELOS)/NSF

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

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 the development of generic, user-based evaluation tools for virtual and physical archives, a study of digital humanities scholars, and a long-term research project examining information studies education.

Jihyun Kim is a doctoral candidate in the School of Information, University of Michigan. She has been involved in research projects on access systems for archival information, particularly research funded by the National Historical Publications and Records Commission (NHPRC) on the usability of archival access tools. Currently, she is writing her dissertation, which investigates motivating and impeding factors affecting faculty self-archiving behavior. She is a research assistant on the MIRACLE (Making Institutional Repositories a Collaborative Learning Environment) Project.

Karen Markey is a professor in the School of Information, University of Michigan. Prior to joining Michigan's faculty in 1987, she was a senior research scientist at OCLC (Online Computer Library Center). Her research, which has been supported by the Council on Library Resources, Delmas Foundation, Department of Education, Institute of Museum and Library Services, National Science Foundation, and OCLC, focuses on improving online information systems so that everyday users can find the information they want.

Doris J. Malkmus began her archival career as outreach archivist for the Rural Women's Project at the Iowa Women's Archives of the University of Iowa. She received a PhD in American women's history from the University of Iowa. Before graduating with a MSI from the University of Michigan, she worked part time as archivist for the Lesbian, Gay, Bisexual and Transgender Religious Archives Network. She now works in the Special Collections Library at Pennsylvania State University as an archivist and processing coordinator.

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

Steven Ricci maintains a joint appointment as assistant professor in the Department of Film, Television, and Digital Media and the Department of Information Studies at the University of California, Los Angeles (UCLA). In 2002, he was named the founding director of UCLA's new graduate program in Moving Image Archive Studies. As head of research and study at the UCLA Film and Television Archive for fifteen years, he was responsible for developing programs to widen access to the archive's collections and oversaw its educational publications, workshops, seminars, and film retrospectives. Ricci was a member of the Executive Board of the International Federation of Film Archives for ten years and became its secretary general in 2001. As co-editor, his publications include *The Mexican Cinema Project* (University of Texas Press, 1994) and *Hollywood and Europe: Economics, Culture and National Identity* (British Film Institute, 1998). Ricci has authored numerous digital applications that make use of archival collections including *Executive Order 9066: The Incarceration of Japanese Americans During World War II* (Groliers, 1999). He is currently writing a detailed study of Italian film and national identity from 1922 to 1943.

Soo Young Rieh is an assistant professor in the School of Information, University of Michigan. Her research seeks to better understand people's interactions with information in various contexts such as the Web, libraries, and institutional repositories. She is particularly interested in credibility and cognitive authority judgments in the information-seeking process. She is the principal investigator of the MIRACLE (Making Institutional Repositories a Collaborative Learning Environment) Project funded by the Institute of Museum and Library Services. Her research goals in the MIRACLE Project are to identify success factors in institutional repositories from multiple perspectives including administration, service, and use.

Beth St. Jean is a doctoral student in the School of Information, University of Michigan, and a graduate student research assistant for the MIRACLE (Making Institutional Repositories a Collaborative Learning Environment) Project funded by the Institute of Museum and Library Services. She holds a bachelor's degree in mathematics from Smith College and a master's degree in information from the University of Michigan. Her research

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

interests include consumer health information behavior, credibility assessment, information literacy, and institutional repositories.

Robert E. Spoo holds a PhD in English from Princeton University and a JD from the Yale Law School. After a career as a tenured professor of English and editor of the *James Joyce Quarterly,* he obtained a law degree and practiced as a full-time litigator and copyright advisor in law firms in New York, San Francisco, and Oklahoma. His legal work has included serving as cocounsel, along with Lawrence Lessig and the Stanford Center for Internet and Society, for Professor Carol Loeb Shloss in her lawsuit against the Estate of James Joyce. Spoo has published widely on copyright law and modern literature. He recently joined the University of Tulsa College of Law as a tenured faculty member.

Deanna L. Burritt-Peffer

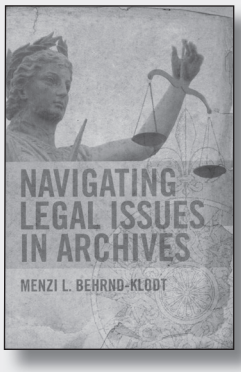
Sonia Yaco is the special collections librarian and university archivist at Old Dominion University in Norfolk, Virginia. She holds a master of arts degree from the School of Library and Information Studies, University of Wisconsin-Madison. For the last twenty years, Yaco has been the president of Anlex Computer Consulting LLC, which specializes in digital and textual information management for libraries and archives.

Elizabeth Yakel is associate professor in the School of Information, University of Michigan, where she teaches in the Archives and Records Management Specialization. Her research interests include analyzing archival user needs and improving access to primary sources, particularly in the digital realm. She has received funding from the Andrew W. Mellon Foundation, the National Historical Publications and Records Commission, and OCLC. She has published widely on many aspects of archival use and user services in such publications as *American Archivist, Archivaria,* and *Archival Science.* She is a Fellow of the Society of American Archivists.

Xiaomu Zhou is a doctoral candidate in the School of Information, University of Michigan. She received her bachelor's and master's degrees in computer science and technology in China. Her research interests lie in computer supported cooperative work, health care informatics, and archives and records management. Her doctoral thesis focuses on understanding the social-technical issues of health care information documentation from a long-term perspective.

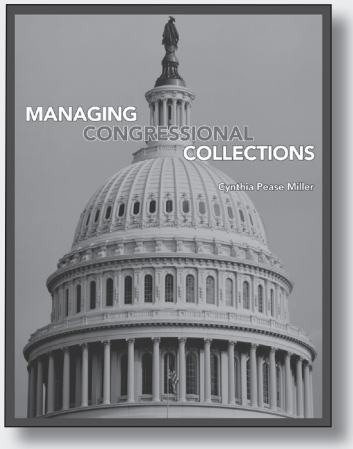
Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

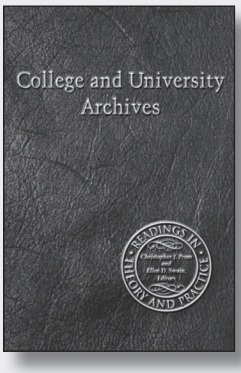
BEST PRACTICE



Navigating Legal Issues in Archives
Menzi Behrnd-Klodt
Society of American Archivists (August 2008)
340 pp., Soft cover
Product Code: BOOKSAA-0530
$69.95 (SAA member price: $49.95)

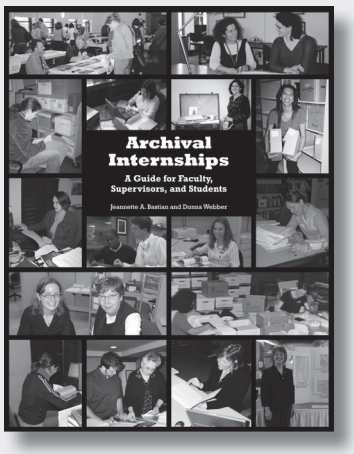
Managing Congressional Collections
Cynthia Pease Miller
Society of American Archivists (August 2008)
130 pp., Soft cover
Product Code: BOOKSAA-0535
$19.95 (SAA member price: $19.95)





College and University Archives: Readings in Theory and Practice
Edited by Christopher Prom and Ellen Swain
Society of American Archivists (June 2008)
360 pp., Soft cover
Product Code: BOOKSAA-0532
$54.95 (SAA member price: $39.95)

Archival Internships: A Guide for Faculty, Supervisors, and Students
Jeannette A. Bastian and Donna Webber
Society of American Archivists (March 2008)
126 pp., Soft cover
Product Code: BOOKSAA-0531
$29.95 (SAA member price: $24.95)



SAA
SOCIETY OF
American
Archivists

To order books or browse archives titles,
www.archivists.org/catalog

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

SOCIETY OF AMERICAN ARCHIVISTS

Council Meeting Minutes

May 29 – June 1, 2008, Chicago

President Mark Greene called the meeting to order at 6:30 pm on Thursday, May 29. In attendance were Vice President/ President-Elect Frank Boles; Treasurer Ann Russell; Executive Committee member Carla Summers; Council members Bruce Ambacher, Nancy Lenoil, Leon Miller, Ben Primer, Margery Sly, Diane Vogt-O'Connor, and Sheryl Williams; SAA Executive Director Nancy Beaumont; Publishing Director Teresa Brinati; Education Director Solveig De Sutter; Member and Technical Services Director Brian Doyle; Finance/ Administration Director Tom Jurczak; and Project Assistant René Mueller. Council member Rebecca Hankins was not present for the Council meeting. Also attending portions of the meeting were Vice President-Elect Peter Gottlieb and Tom Hyry and Rosalye Settles, who were elected to the Council for 2008–2010.

THURSDAY, MAY 29

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Greene presented proposed changes to the sequencing of the agenda. Williams moved and Boles seconded adoption of the agenda as amended. PASSED.

B. Approval of the February 2008 Minutes

Greene noted that the minutes had been adopted by the Council in February 2008 and posted to the SAA website immediately.

C. Review of the February 2008 "To-Do List"

Council members reviewed the items on the February 2008 "To Do List" and provided updates on completed and incomplete items.

II. REPORTS

A. Report of the Executive Committee

Summers reported on a number of items that the Executive Committee had addressed on behalf of the Council since the February 2008 Council meeting, including the following:

- Approved a Greene letter to Clint Williamson, U.S. Ambassador-at-Large for War Crimes, regarding the records of the International Criminal Tribunals.
- Approved a letter to the editor of *Smithsonian* magazine, drafted by SAA Past President Elizabeth Adkins, regarding the Iraq National Library and Archives. Saad Eskander of INLA and Cori Wegener of the U.S. Committee of the Blue Shield agreed to co-sign the letter, which pointed out that records (not just artifacts) were removed from Iraq and that the US had never signed the 1954 Convention on the Protection of Cultural Property in the Event of Armed Conflict. The letter has not been published. (February 2008)
- Approved a Greene letter to Senator Jeff Sessions (AL) urging him to remove his hold on the Senate version of H.R. 1255, Presidential Records Act Amendments

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

of 2007, which would overturn the 7-year-old Executive Order 13233. (March 2008)
- Declined to sign on to a letter to Archivist of the United States Allen Weinstein, issued by OpenTheGovernment.org, expressing "serious concerns about [NARA's] decision to not record a 'snapshot' of government Web pages at the end of the current Administration." The Executive Committee declined based on its belief that NARA's stated reasons for not recording a snapshot are justifiable (though not foolproof). The group agreed that this is an appraisal decision that NARA has the right to make. (April 2008)
- Agreed to sign on to an Open TheGovernment.org-drafted letter to White House Chief of Staff Joshua Bolton requesting public input before issuance of new rules on "Controlled Unclassified Information." (April 2008)
- Approved SAA's participation, with the Association of Canadian Archivists, in development of a Joint Statement on Iraqi Records. The statement (http://www.archivists.org/statements/IraqiRecords.asp) was issued via the SAA and ACA websites and lists on April 22.
- Approved a Greene letter (drafted by Boles with input from the College and University Section) to the U.S. Department of Education commenting on proposed rule changes to the Family Educational Rights and Privacy Act (FERPA). SAA raised concerns about the definition of an "Eligible Student," noting that: "Archivists who work with student records frequently are contacted by genealogists, historians, and others who have an interest in the past and who are seeking individual student records. The lack of a clear statement in the definition of 'Eligible Student' regarding the effect of death upon FERPA privacy rights often leads to confusion and inconsistent policies among institutions that hinder the public's search for historical information." (May 2008)
- Approved Greene's request, on behalf of the Intellectual Property Working Group, to share with certain Congressional staff a draft of the IPWG's work-in-progress on best practices for orphan works. The Executive Committee determined that the risk of sharing an incomplete draft was outweighed by the important opportunity to communicate with Congressional staffers at a time when rights-holder organizations were almost certainly attempting to influence draft legislation. (May 2008)
- Approved Greene's request, on behalf of the Intellectual Property Working Group, to endorse a proposal by the Association for Recorded Sound Collections (ARSC) that would amend proposed orphan works legislation (H.R. 5889) to include a study of the desirability of and means for bringing under federal jurisdiction sound recordings fixed before February 15, 1972. Rationale: A single national law on sound recordings is likely to be of benefit to archivists who have to preserve and make available sound records, especially unpublished sound recordings. There may be unintended consequences of providing sound recordings with federal protection. A study would uncover them. (May 2008)

B. President's Report

Greene reported on a variety of items not included in the Executive Committee report, such as the following:
- SAA will not send official representation to the July 2008 International Congress on Archives conference in Kuala Lumpur, Malaysia, due to the cost of such attendance. Trudy Peterson will attend and has agreed to staff a table displaying SAA books and other materials, which will then be donated to the Malaysian Archives. He also noted that ICA's previous intent to develop a set of international archival competencies has given way to a project to develop European-based competencies.

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

- The joint SAA/Association of Canadian Archivists statement on the Iraq National Library and Archives has drawn criticism from both the Iraq Memory Foundation and the Iraq Ministry of Cultural Affairs, which claim that the statement misrepresents or ignores facts. ACA President Scott Goodine is researching these comments so that ACA and SAA can respond.
- He noted that several (additional) issues relating to the National Archives and Records Administration had arisen during this period. With input from the Government Records and Electronic Records sections, SAA provided comments to NARA regarding the agency's decision to partner with The Generation Network to digitize records. In addition, in follow up to questions raised by House Oversight Committee Chair Henry Waxman, Greene sent a letter to NARA seeking clarification of its position in regard to both the destruction of CIA interrogation tapes and the whereabouts/existence of Executive Office of the President emails (those emails outside the purview of the current court case). He received no response from NARA.
- Although not all matters brought to SAA by OpenTheGovernment.org are within the Society's scope, SAA did work with the group on several that fall squarely within its areas of interest, including controlled unclassified information, funding for the new Office of Government Information Services in the Department of Justice Office of Information and Privacy, and a joint letter asking the Department of State to monitor actively the fate of records of United Nations human rights tribunals.
- In light of the pending California Replevin Act, he and Boles provided input to State Archivist Nancy Lenoil that, instead of referring to professional standards recognized by the Society of American Archivists, the bill might instead refer to professional practices recommended by the Society of American Archivists.
- SAA sent letters and joined in statements calling for passage of the Artist-Museum Partnership Act, which would permit artists and certain writers to deduct the full-market value of their creations when donated to a non-profit museum or archives.
- SAA's support of amendments to the Presidential Records Act continued, as Greene approached the Society of Alabama Archivists for assistance in urging Senator Jeff Sessions to lift his personal hold on the bill.
- Greene noted that he had sent a letter to all members of the Senate Committee on the Judiciary to support S.2533, "State Secrets Protection Act."
- In addition he had worked with the Program Committee and staff on planning for the Annual Meeting and had attended a meeting of the Intellectual Property Working Group in March and the Foundation Fundraising Committee in April.

C. Vice President's Report

Boles reported on activities in which he has been involved since the last Council Meeting:

- He has begun reviewing the recommendations of his Appointments Committee and expects to make a large number of appointments by the end of June.
- He has worked with the Task Force on *Protocols for Native American Archival Materials* to draft an implementation plan for Council review (Agenda Item III.B.).
- And, as noted above, he worked with the College and University Section to prepare comments on the Family Education Rights and Privacy Act.

D. Treasurer's Report

Russell presented a financial review of SAA's performance from July 1, 2007, to April 30, 2008, and walked Council members through year-to-date financial statements as of April 30. She also presented a brief overview of SAA's investment procedures and performance, listing several points of interest with respect to SAA's

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

relationship with its investment management firm.

E. Staff Reports

1. Executive Director: Beaumont's written report provided updates on activities associated with the strategic priorities in the areas of technology, diversity, and public awareness; advocacy efforts; and headquarters operations, noting the staff's continuing efforts to adapt to the new AMS and accounting systems, as well as the MemberMax Web modules that interact with the AMS; completion of the draft budget for FY09; staffing of the 2008 Program and Host Committees; work with the Joint Task Force on the Partnership for the American Historical Record; work on the 2008 American Archives Month Public Relations Kit and Poster; and several opportunistic advocacy efforts.

2. Membership: Doyle's written report provided an update on membership statistics, including growth rates by dues category. SAA's membership growth remains very strong, averaging more than 6% during the past 12 months.

3. Education: De Sutter's written report provided a year-to-date update on workshops (44 face-to-face programs with 1, 227 attendees), as well as 27 additional programs scheduled and 8 programs being planned for FY 2009.

4. Publications: Brinati's report reviewed discussions at the first-ever joint meeting of the *American Archivist* Editorial Board and the Publications Board in March in Chicago, at which the two groups identified opportunities for collaboration. In addition, she provided an update on new book titles and total book sales. A comprehensive year-end sales report will be available at the August Council meeting.

5. Annual Meeting: Beaumont detailed some of the anticipated benefits and challenges of ARCHIVES 2008 in San Francisco, August 24-31. The Preliminary Program went "live" on the conference website on April 7 and was sent via bulk mail on April 21; *Online News* is being used as a means of reaching members on a regular basis to remind them of critical dates; and periodic blast email messages are planned for the nonmember list. Beaumont detailed 2008 registration statistics and compared them with 2007 numbers.

6. SAA Website Development: Doyle's written report provided an update on the work of the SAA staff using the new AMS, on recommendations for use of Web 2.0 technology, and on the progress of the Website Working Group, which was charged in August 2007 "to investigate, evaluate, and recommend strategies for the effective management of online content created and/or maintained by the Society." The Working Group's final report in August 2008 will provide results of a survey to determine members' needs and recommendations for development of Web applications to support them.

F. *American Archivist* Editor

American Archivist Editor Mary Jo Pugh provided a written summary of work completed to implement *American Archivist Online*. Pugh also detailed a list of actions for 2009; contents slated for upcoming issues of *The American Archivist*; a proposed revision to the schedule for the Pease Award; and activities accomplished since January 2008.

G. Editor, Print and Electronic Publications

Peter Wosh, Editor of Print and Electronic Publications, provided a written report that summarized the positive discussions at the joint meeting with the *American Archivist* Editorial Board in early March, noting that it may be desirable to consider altering the committee structure as the roles of the two boards may begin to blur with the advent of electronic publishing. The Publications Board plans to issue requests for proposal for several new books; commission a reader about archives and Web 2.0 technologies; and explore possible RFPs for books on donor relations and issues that concern historical societies and manuscript repositories. He provided an update on the status of ongoing book

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

projects. He noted that the "Campus Case Studies" series (http://www.archivists.org/publications/epubs/CampusCaseStudies/index.asp) has considerable potential as a model for making "grey literature" and "works in progress" more available to archivists. As these types of material become increasingly available, the Publications Board recognizes the need to have a process for vetting and reviewing such e-publications. The group will develop policies and procedures for e-publications in the coming year.

H. Standards Committee

Council Liaison Margery Sly reported that the Committee's work on revisions of its mission and processes started early in the spring. The Committee sent a survey to the SAA Leader List to gather input on the current understanding of standards and views on the role of the Committee within the organization and profession. It is likely that the Council will see a progress report in August 2008 and final recommendations early in 2009. Sly outlined a general agenda for the Committee's August 2008 meeting.

I. Archival Facilities Guidelines Working Group

Sly reported that the Working Group expects to have a complete draft of the Archival Facilities Guidelines available for public comment by the beginning of June 2008. The working draft will be posted on the SAA website and notices will go out to various audiences to request comments and suggestions. The Working Group hopes to have a final draft available before the end of 2008 to be submitted to the SAA Publications Board for review and publication.

J. Task Force on Technology Best Practices

The Task Force on Technology Best Practices is charged to "work with appropriate SAA groups to identify competencies and standards and to collect, review, and clarify best practices relating to all areas of archival practice that are affected by electronic records and digital asset issues" and to "compile an annotated bibliography and/or summary report and post on the SAA website." Sly reported that the Task Force has reviewed several guidelines for identifying best practices, has better defined "best practices," and has drafted criteria for selecting practices for inclusion in the site. This work has been written as a draft statement of Scope, Methodology, and Criteria. Two subgroups have formed and begun soliciting feedback for the "best practices" identified from targeted individuals and from policy statements and guidelines already published on the Web. The next steps for the Task Force include:

- Complete and review the pilot on email (June 30).
- Present the pilot and draft scope, methodology, and criteria to the identified groups and individuals for comment and input (July 1-August 30).
- Revise the pilot and publish it on the Web (Fall 2008).
- Make a recommendation to the SAA Council on how to proceed in light of what the group has learned (Fall 2008).

K. Task Force on Minority Scholarship

The Task Force has not yet completed its proposal for structure and selection criteria for an SAA-sponsored minority scholarship program. The Task Force requested that the SAA Council consider funding at least one scholarship of $5,000 for each of the next two years as a means of launching a program.

L. Report on "Diversity Charges"

In her 2007 Presidential Address, Elizabeth Adkins called on various SAA groups to take action on diversity issues. To determine level of progress, Greene and Beaumont will issue a call for component group leaders to provide information about how their groups may have responded to Adkins's call for action.

M. Task Force on American Archives Month

Task Force Chair Peter Gottlieb distributed a copy of the *2008 American Archives*

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

Month Public Relations Kit, which was on press and to be mailed with the May/June issue of *Archival Outlook*. The 2008 kit also includes a poster that is sponsored in part by Lockheed Martin Corp. He noted that many of the ideas of the Task Force are reflected in the kit, including the contests to highlight good ideas and good work done by members to celebrate American Archives Month in their own states and repositories. The Task Force will now focus on organizing some type of large public event to draw attention to Archives Month in October 2008.

N. Joint Task Force on PAHR Advocacy

Primer, who is a member of the Joint Task Force on the Partnership for the American Historical Record, noted in his written report that H.R. 6065, "Preserving the American Historical Record," was introduced on May 14 by Representatives Maurice Hinchey (D-NY) and Chris Cannon (R-UT). There is a continuing need to gain further endorsements from a host of organizations, support from individuals with name recognition, and sponsors to introduce the bill in the Senate.

O. Task Force on Online Balloting

A written report by Williams and Primer noted that the Task Force has participated in two vendor presentations for online election software, explored online election methods used by other archives organizations, and presented a report for discussion by the SAA Council in February 2008. A thorough exploration of options has not yet been conducted. Voter participation in the SAA election has declined since candidate statements were published only online, but the actual number of ballots cast seems marginally higher since 2004. The Task Force does not know the reasons for the decline in participation and, without some sense of who votes and who does not, probably cannot determine the reasons. The report included a number of questions for Council consideration and a discussion of potential costs. The SAA staff is working with the Preservation Section to conduct the Section's 2008 election using SAA's internal "survey" software as a test of system capability. Staff members believe that, while the survey software appears to be sufficiently robust for the conduct of Section and Roundtable elections, it may not be robust enough for the SAA general election. A final report, including specific recommendations, will be made to the Council at its August 2008 meeting.

P. Other Reports from Council Members

Council members then considered a number of issues brought forward by Council liaisons to various SAA groups, including the ALA/SAA/AAM Joint Committee (which suggests that non-SAA members of the Committee be given a member registration rate, and that the other two organizations be asked to reciprocate in order to make attendance at the Committee meetings more possible); the Standards Committee (which hopes for some resolution to a timing issue at the Annual Meeting that places the Committee meeting opposite the Research Forum); the Government Records Section (which is concerned about a vagueness in the Council Handbook about whether a vice chair can be elected to succeed a chair); and the Records Management Roundtable (which intends to remind all groups during the Annual Meeting that official records should be transmitted to the SAA Archives).

Summers moved and Vogt-O'Connor seconded adjournment for the day. PASSED. The meeting was adjourned at 9:15 pm.

FRIDAY, MAY 30

III. ACTION ITEMS

A. Proposed FY09 Budget

As an introduction to discussion of the FY09 Proposed Budget, Russell noted the progression of change that SAA has experienced during the last few years, including

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

continued growth in membership, the relocation to a new office, inclusion in the proposed budget of Information Technology as a separate program rather than as part of the General and Administrative program, and a major change in how the Special Funds are presented (paving the way for the financial presentation of the SAA Foundation). The proposed budget projects a small net gain because of the following factors: 1) Anticipation of fewer attendees at the Annual Meeting; 2) higher Annual Meeting expenses due to high food and beverage and audiovisual costs in San Francisco; 3) conservative budgeting for Publications revenues; 4) rent increases due to the expiration of SAA's 10-year lease and the signing of a new one; and 5) incorporation of a full year of salary associated with SAA's newest employee (hired in February 2008).

Council members then reviewed the full proposed budget. [***Note:*** The "B List" is an administrative means to keep before the Council and staff items that may be worthy of funding but that are not included in the bottom-line totals.]

MOTION 1

THAT funding in the amount of $10,000 be placed on the "B List" of the FY09 Budget under General & Administrative (Program 100) for the purposes of hiring a fundraising consultant.

Moved by Summers; seconded by Sly. PASSED.

MOTION 2

THAT funding in the amount of $5,000 be placed on the "B List" of the FY09 Budget under Advocacy (Program 107) for the purpose of funding a second Minority Scholarship in that amount.

Moved by Boles; seconded by Summers. PASSED.

MOTION 3

THAT all items on the "B List" (AASLH Conservation Bookshelf income and expenses netting $34,000 in the Publications program, fundraising consultant expenses of $10,000 in the General and Administrative program, and Minority Scholarship expenses of $5,000 in the Advocacy program) be included in the FY09 budget; and

THAT the FY09 Proposed Budget of $2,386,226.64 in revenues, $2,366,582.93 in expenses, and a net gain of $19,643.71 be adopted.

Support Statement: The FY09 budget represents a realistic work plan for the Society that places appropriate emphasis on maintaining operations at a sustainable level while addressing SAA's strategic priorities. Although the IMLS bookshelf income is not completely certain, it is likely, and experience has shown that SAA's conservative budgeting and sound fiscal management would probably allow the Society to meet a balanced budget even if the expected income did not materialize.

Moved by Primer; seconded by Williams. PASSED (with Ambacher opposing).

B. Task Force on *Protocols for Native American Archival Materials*

Council members reviewed a report prepared by Boles [Chair], David George-Shongo, and Christine Weideman responding to the charge found in the final paragraph of the Council's resolution:

> THAT the SAA Council charges the President to select or create a body within SAA to identify desired outcomes and develop a draft plan to achieve them (including mechanism, group composition, timeline, and fiscal impact) and to report to the Council at its May 2008 meeting.

The report enumerates the components of a plan for discussion of the *Protocols for Native American Archival Materials*, listing the desired outcomes, mechanism, timeline, and coordinating body composition for the group. The report also notes that it is not intended that the coordinating body will endorse particular positions regarding

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

the *Protocols* nor make profession-wide recommendations regarding the *Protocols*. Its fundamental purpose is to facilitate discussion rather than evaluate that discussion.

Boles moved and Summers seconded a motion that the SAA Council adopt the Plan for Discussion of the *Protocols for Native American Archival Materials*, 2008-2011, as proposed by the Council-appointed task force. Following extensive discussion, the motion failed.

MOTION 4

THAT the SAA Council thanks the Task Force to Review the *Protocols for Native American Archival Materials* for its work and notes that it has advanced the conversation on cultural property in archives on behalf of SAA and the profession.

Support Statement: The SAA Council is grateful to the Task Force to Review the *Protocols for Native American Archival Materials* for its work, and recognizes the Task Force for its persistent efforts to further the professional conversation concerning proper administration of cultural property. The Council will incorporate the issues and proposals raised by the Task Force in its efforts to address the matter of cultural property more broadly – extending beyond, but not ignoring, the *Protocols*.

Fiscal Impact: None.

Moved by Boles; seconded by Summers. PASSED.

C. Bylaw Revision: Voting Privileges

Greene and Beaumont determined prior to the Council meeting that this agenda item was superfluous, and the item was deleted from the Council agenda by the Executive Committee.

D. Committee on Education

Committee on Education Liaison Nancy Lenoil briefly discussed the history of the Education Committee and its configuration, noting that a previous action of the Council created two subcommittees in order to ensure that both graduate education and continuing education were given due consideration. Based on a recommendation from the Committee itself, the Council adopted the following motion.

MOTION 5

THAT the Committee on Education be reconfigured to function as one Committee made up of a balanced mix of graduate archival educators and practicing archivists, and that the Committee membership include experienced workshop instructors.

Support Statement: Unanimous approval of this recommendation by members of the current Committee on Education indicates that the group strongly believes that it can do its work more effectively with this structure. The previous concern that some archival educators may view continuing education as "remedial" is no longer held.

Fiscal Impact: None.

Moved by Lenoil; seconded by Vogt-O'Connor. PASSED.

MOTION 6

THAT the SAA Council direct staff to include in the proposed budget each year funding for a mid-year meeting of the Committee on Education.

Support Statement: Current members of the Committee on Education think that a great deal was accomplished during the FY 2008 mid-winter meeting, and they believe that a mid-winter meeting best enables the work of the Committee on Education to move forward.

Fiscal Impact: Approximately $3,940 in FY2009. This amount was included in the staff-proposed budget for FY09.

Moved by Lenoil; seconded by Williams. PASSED.

MOTION 7

THAT the SAA Council endorse the following policy on use of specific products in SAA workshops.

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

Policy on Use of Specific Products in SAA Workshops

The SAA Education Department will include the following disclaimer statement on any workshop materials, including announcements and correspondence, that include the product name and/or logo of a product provided by any entity other than SAA: "The instructor utilizes [product] to facilitate teaching the content of this workshop. The use of [product] does not represent or imply SAA endorsement of this product."

~~SAA encourages the use of products (particularly software) that are open source (ie, meet the ten criteria of open source cited at http://opensource.org/docs/osd) and/or are developed with archival functionality in mind.~~

Support Statement: The policy will give staff the necessary guidance in scheduling workshops that may be specific to a product, and particularly to software.

Fiscal Impact: None.

Moved by Lenoil; seconded by Primer. Amendment to delete text accepted as a friendly amendment. PASSED.

MOTION 8

THAT the SAA Council adopt the following policy on sale of advertising in SAA workshop materials:

Policy on Sale of Advertising in SAA Workshop Materials

In coordination with other marketing of SAA materials, the SAA Education Department may offer advertising space for sale in bound workshop materials.

Support Statement: This offering may provide additional non-dues revenue for the organization.

Fiscal Impact: Potential revenue from advertising sales. It is unknown whether this offering would have an impact on other SAA advertising opportunities.

Moved by Lenoil; seconded by Summers. PASSED (with Ambacher opposing).

E. Issues and Advocacy Roundtable Mission/Purpose

Vogt-O'Connor spoke to a report and recommendation, prepared by Issues and Advocacy Roundtable Co-conveners Kate Theimer and Peter Gunther, reiterating the very low activity and membership numbers for this Roundtable and suggesting a change in the Roundtable's mission as described in the Council Handbook. To give the group maximum flexibility in finding a new purpose, the new description submitted for the Council's approval is intentionally broad and generic, is intended to allow the group to evolve in response to what its members (current or future) may want to pursue, but avoids infringing on the topic of any other Section or Roundtable. It remains to be seen whether this new approach will be attractive to the SAA membership at large and whether the membership of the Roundtable will be able to generate sufficient interest in any one topic. However, the leadership of the Roundtable believes this represents the group's best chance for a relevant, viable organization.

MOTION 9

THAT the SAA Council approve a revised description of the Issues and Advocacy Roundtable in Section X. of the Council Handbook to read:

"Provides a forum for discussion ~~and actions~~ on critical issues that the archival profession faces that are not the primary focus of another SAA group, ~~and promotes discourse and activity regarding issues requiring advocacy from archivists or SAA leadership~~."

Support Statement: Revising the description of the Issues and Advocacy

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

Roundtable may increase its potential value to the SAA membership and the Council.

Fiscal Impact: None.

Moved by Vogt-O'Connor; seconded by Lenoil. Amendment to delete text accepted as a friendly amendment. PASSED (with Primer abstaining).

F. SAA Archives Retention Schedule: Official SAA Lists

From a report generated by SAA Archivist Michael Doylen, Greene presented for approval a general retention schedule for official SAA e-mail lists, excluding the Archives and Archivists (A & A) List. SAA hosts and manages the A & A List, and the list archives is managed by two organizations: the University of North Carolina at Chapel Hill and SAA. Greene noted that any decision about retention and disposition of the A&A List archives should involve these parties rather than the SAA Archivist.

MOTION 10

THAT the following general schedule be adopted for all official SAA e-mail lists:

General Schedule for Official SAA E-Mail Lists

This schedule covers all e-mail discussion lists, both public and private, hosted by SAA, with the exception of the Archives and Archivists (A&A) List. SAA's Director of Member and Technical Services is able to set retention periods for each e-mail discussion list. Once the specified retention period has lapsed, list messages are automatically "purged" by the list software.

SAA members are encouraged to use e-mail discussion lists hosted by SAA to conduct SAA business.

DISCUSSIONS

Electronic threaded discussions from individual list members on various topics related to SAA business and uploaded copies of documents.

Disposition: For messages of a routine administrative nature or possessing only transitory value, there is a rolling destruction date of ~~10~~ **2** years from date of submission.

If the message possesses enduring value for administrative, legal, or fiscal purposes, or has historical value, ~~it~~ **the chair or convener** ~~should be~~ must **ensure that it is** printed out as a hard copy or saved as an electronic file in the SAA leader's own filing system. These records ~~should~~ **must** be transferred to the SAA Archives in accordance with the terms of the relevant records schedule, or as deemed appropriate by that person and the SAA Archivist.

DOCUMENTATION

Includes items such as technical manuals, directions on how to use the list (signing on, signing off, modifying user options).

Disposition: Temporary. Destroy/ delete when superseded or obsolete, or upon authorized deletion of related electronic records.

_____ _____

SAA President Date

_____ _____

SAA Executive Director Date

_____ _____

SAA Archivist Date

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

Support Statement: The proposed schedule presents a simple, direct, and logical approach to retaining official SAA e-mail discussion lists. The schedule excludes e-mail lists not hosted by SAA and appropriately encourages SAA leaders and groups to use the tools provided by SAA to conduct official business.

Fiscal Impact: None.

Moved by Vogt-O'Connor; seconded by Summers. Amendments to change language and retention time were accepted as friendly amendments. PASSED (with Boles opposing).

Meeting with National Historical Publications and Records Commission Executive Director Kathleen Williams

Kathleen Williams, newly appointed Executive Director of the National Historical Publications and Records Commission, met with the SAA Council and staff over lunch from 12:45 to 2:15 pm to provide an overview of the agency's priorities and to address questions.

G. Elect Executive Committee Member

By ballot of those Council members who do not serve as an officer, Leon Miller was elected to serve on the Executive Committee in 2008-2009. Rebecca Hankins and Nancy Lenoil will serve on the SAA Nominating Committee.

H. Additional Action Items

No additional action items were brought forward for Council consideration.

IV. COUNCIL BUSINESS

A. Executive Session: Beaumont Performance Evaluation

Council members met in executive session to discuss Beaumont's annual performance appraisal, and then met with her to share their perspectives.

V. STRATEGIC PRIORITIES

Assess Existing Strategic Priority Task Forces in Terms of Developing Outcomes

Council members reviewed SAA's 2006-2007 Strategic Priorities and the Three Highest-Ranked Proposed Activities associated with each, focusing more on Diversity and Public Awareness and Advocacy than on Technology. Members discussed the status of each set of activities and brainstormed about more concrete mechanisms for achieving each of the goals.

VI. DISCUSSION ITEMS

A. Proposed California Replevin Legislation

Nancy Lenoil, who serves as state archivist of California, brought to the Council an update on the status of replevin legislation in California, and asked for Council members' feedback on the current language in the bill.

B. Selection of Future Annual Meeting Sites

Beaumont noted that, based on previous discussions with the Executive Committee and the full Council, she had signed hotel contracts for the 2010 and 2014 annual meetings in Washington, DC. In the process of discussing these decisions with the Executive Committee, Greene suggested that the full Council should discuss the advisability of including Chicago – another very popular SAA meeting site – in a regular, four-year rotation of sites. Council members agreed that they would like to know the full range of cities that could host an SAA meeting based on current attendance trends and an assumption that SAA would prefer not to meet in a convention center. Beaumont agreed to provide at the August 2008 Council meeting a list of cities that would meet those criteria.

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

C. Leadership Event at 2008 Annual Meeting

The Council discussed ideas for enhancing interaction among SAA leaders at this annual meeting event.

D. Council Liaison Assignments

Summers, who serves as the Council members' elected representative to the Executive Committee, reminded the group that liaison assignments must be made in time for individuals to plan their schedules to attend group meetings at ARCHIVES 2008. In general, it is helpful if "retiring" Council members and their new replacements can attend group (section, roundtable, and committee) meetings together in order to introduce the new liaison.

E. Council Awards in 2008

Council members discussed possible Council Exemplary Service Award recipients, and individuals volunteered to prepare motions for Council action via the list serve prior to July 15.

The meeting was adjourned for the day at 4:00 pm. The Executive Committee met to discuss Beaumont's performance evaluation until approximately 5:00 pm.

IV. COUNCIL BUSINESS (CONTINUED)

B. Additional Business or Strategic Planning Items

None was brought forward.

C. Review of May 2008 "To Do List"

Council members reviewed the draft list of action items stemming from the meeting.

D. Conversation with Beaumont (Executive Session)

The Council met briefly with Beaumont in executive session to provide comments on the Council meeting and other matters.

E. Adjournment

Miller moved and Sly seconded adjournment of the Council meeting. The meeting was adjourned at noon on Saturday, May 31.

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

SOCIETY OF AMERICAN ARCHIVISTS

Special Funds (Foundation) Board of Directors Meeting

May 30, 2008, Chicago

A meeting of the Special Funds (SAA Foundation) Board of Directors was convened at 8:30 am on Friday, May 30, 2008. The Board meeting was convened earlier than originally planned in order that several budget-related items could be discussed in advance of discussion of the Society of American Archivists proposed FY09 budget.

Fundraising Committee

The Board reviewed a report of the Fundraising Committee, which had met in April 2008 to draft a preliminary communication plan for foundation development.

MOTION 1

THAT funding in the amount of $10,000 be included in SAA's proposed FY09 budget (Operating Fund, B List) for a consultant to review the Fundraising Committee's proposals and assist in launching a fundraising campaign by the time of the Foundation Board's August 2008 meeting.

Moved by Summers; seconded by Boles. PASSED.

MOTION 2

THAT SAA staff be charged to talk with the auditors, legal counsel, and a fundraising expert about the pros and cons associated with establishing endowments, with a report to the Foundation Board of Directors by August 2008.

Moved by Summers; seconded by Sly. PASSED.

MOTION 3

THAT Ann Russell and Diane Vogt-O'Connor, serving as advisors to the Foundation Board of Directors, provide names of foundations and agencies that may be likely to fund the Foundation Board's planning and development goals around the Society's strategic priorities, with a report to the Board by August 2008.

Moved by Summers; seconded by Boles. PASSED.

Sly moved and Vogt-O'Connor seconded adjournment of the SAA Foundation Board meeting at 9:10 am. PASSED.

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

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 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.

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

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 are preferred and 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 diskette, 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

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

is also the author's responsibility, although the editors may occasionally confirm the accuracy of selected citations. 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 three to four months. 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 complimentary copies. Reprints/offprints may be ordered at the time page proofs are sent to the author for review.

Additional Inquiries

Address additional inquiries about the *American Archivist* to Teresa Brinati, Director of Publishing, Society of American Archivists, 17 N State St., Suite 1425, Chicago, IL 60602–3315. Telephone: (312) 606–0722. Toll-free: (866) 722–7858. Fax (312) 606–0728. E-mail: tbrinati@archivists.org. Website: www.archivists.org.

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

Annual Index

Volume 71 (2008)

Janet Russell, Compiler

This annual index to Volume 71 (2008) of the *American Archivist* includes authors and subjects of articles, book reviews, and the editor's column. Minutes of the Society of American Archivists are noted but not indexed in detail. Items with multiple authors are listed fully only under the first author. Titles of articles are in quotes. Titles of books reviewed are in italics.

Spring/Summer (71:1), 1–304
Fall/Winter (71:2), 305–594

Abela, Andrew
"Digesting the Raisins of Wrath: Business, Ethics, and the Archival Profession," **71:**203–9
Adkins, Elizabeth W.
[about] Introduction by Bruce Bruemmer, **71:**18–20
"Our Journey Toward Diversity—And a Call to (More) Action" (Presidential Address), **71:**21–49
Alexander, Ben
" 'For Posterity': The Personal Audio Recordings of Louis Armstrong," **71:**50–86
American Archivist Editorial Policy, **71:**302–4, 592–94
appraisal
"Documentation Strategy: Mastodon or Retro-Success?," **71:**384–409
"Our Archives, Our Selves: Documentation Strategy and the Re-Appraisal of Professional Identity" (Pease Award), **71:**190–202
archival education
Bastian, Jeannette A., and Donna Webber. *Archival Internships: A Guide for Faculty, Supervisors, and Students* (review), **71:**556–59
"Fundamentally Speaking: The Third Version, A Review of the Archival Fundamentals Series II" (review essay), **71:**228–45
"Pluralizing the Archival Paradigm: Can Archival Education in Pacific Rim Communities Address the Challenge?," **71:**87–117, letter and response **71:**315–18
archival facilities
Kitching, Christopher. *Archive Buildings in the United Kingdom, 1993–2005* (review), **71:**246–47
Rose, William B. *Water in Buildings: An Architect's Guide to Moisture and Mold* (review), **71:**251–53
Wilsted, Thomas. *Planning New and Remodeled Archival Facilities* (review), **71:**248–51
Archival Fundamentals Series II
"Fundamentally Speaking: The Third Version, A Review of the Archival Fundamentals Series II" (review essay), **71:**228–45
archival history
"The Creation and Destruction of the 1890 Federal Census," **71:**350–83
Simmons, Deidre. *Keepers of the Record: The History of the Hudson's Bay Company Archives* (review), **71:**563–66
archival research
"Archival Orientation for Undergraduate Students: An Exploratory Study of Impact," **71:**499–529
Damrosch, David. *The Buried Book: the Loss and Recovery of the Great Epic of Gilgamesh* (review), **71:**262–64
Galloway, Patricia. *Practicing Ethnohistory: Mining Archives,*

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

Hearing Testimony, Constructing Narrative (review), **71:**253–55
"Student Archival Research Activity: An Exploratory Study," **71:**476–98
archival theory
"Concepts of Record (2): Prototypes and Boundary Objects," **71:**118–43
Harris, Verne. *Archives and Justice* (review), **71:**560–63
archivists
"Our Archives, Our Selves: Documentation Strategy and the Re-Appraisal of Professional Identity" (Pease Award), **71:**190–202
Armstrong, Louis
" 'For Posterity': The Personal Audio Recordings of Louis Armstrong," **71:**50–86
audio recordings
" 'For Posterity': The Personal Audio Recordings of Louis Armstrong," **71:**50–86
Australia
"Digital Curation/Digital Archiving: A View from the National Archives of Australia" (Perspective), **71:**530–43

Bastian, Jeannette A.(editor)
Book reviews, **71:**246–73, 552–78
Web reviews, **71:**274–77
Baudoin, Patsy (reviewer), **71:**259–62
Benjamin, Walter
Benjamin, Walter. *Walter Benjamin's Archive: Images, Signs, Texts* (review), **71:**552–56
Blouin, Francis X., Elizabeth Yakel, and Leonard A. Coombs
"*Vatican Archives: An Inventory and Guide to Historical Documents of the Holy See*—A Ten-Year Retrospective," **71:**410–32
Bogomazova, Ellie. *see* Duff, Wendy M.
book reviews. *see also* **Web reviews**
Bastian, Jeannette A., and Donna Webber. *Archival Internships: A Guide for Faculty, Supervisors, and Students,* **71:**556–59
Benjamin, Walter. *Walter Benjamin's Archive: Images, Signs, Texts,* **71:**552–56
Carmicheal, David W. *Rescuing Family Records: A Disaster Planning Guide,* **71:**567–68
Choksy, Carol E. B. *Domesticating Information: Managing Documents Inside the Organization,* **71:**259–62
Cole, Timothy W., and Muriel Foulonneau. *Using the Open Archives Initiative Protocol for Metadata Harvesting,* **71:**569–71
Damrosch, David. *The Buried Book: the Loss and Recovery of the Great Epic of Gilgamesh,* **71:**262–64
Forde, Helen. *Preserving Archives,* **71:**265–68
Galloway, Patricia. *Practicing Ethnohistory: Mining Archives, Hearing Testimony, Constructing Narrative,* **71:**253–55
Greisdorf, Howard F., and Brian C. O'Connor. *Structures of Image Collections,* **71:**571–74
Hall, Patricia, and Friedemann Sallis. *A Handbook to Twentieth-Century Musical Sketches,* **71:**268–71
Harris, Verne. *Archives and Justice,* **71:**560–63
Holland, Ailsa C., and Kate Manning *Archives and Archivists,* **71:**256–59
Kitching, Christopher. *Archive Buildings in the United Kingdom, 1993–2005,* **71:**246–47
Rose, William B. *Water in Buildings: An Architect's Guide to Moisture and Mold,* **71:**251–53
Simmons, Deidre. *Keepers of the Record: The History of the Hudson's Bay Company Archives,* **71:**563–66
Thiel, Sarah Goodwin. *Build It Once: A Basic Primer for the Creation of Online Exhibitions,* **71:**271–73
Tough, Alistair, and Michael Moss. *Record Keeping in a Hybrid Environment,* **71:**574–78
Wilsted, Thomas. *Planning New and Remodeled Archival Facilities,* **71:**248–51
Bourn, Drew (reviewer), **71:**256–59
Bruemmer, Bruce
Introduction to President Elizabeth Adkins, **71:**18–20

California
Online Archive of California (Web review), **71:**276–77
census records
"The Creation and Destruction of the 1890 Federal Census," **71:**350–83

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

Cherry, Joan. *see* Duff, Wendy M.
collection development
"Electronic Records Planning in 'Collecting' Repositories," **71:**167–89
colleges and universities
"Archival Orientation for Undergraduate Students: An Exploratory Study of Impact," **71:**499–529
"Institutional Repositories and the Institutional Repository: College and University Archives and Special Collections in an Era of Change," **71:**323–49
"Student Archival Research Activity: An Exploratory Study," **71:**476–98
Coombs, Leonard A. *see* Blouin, Francis X.
copyright. *see* **intellectual property**
corporate archives
"Digesting the Raisins of Wrath: Business, Ethics, and the Archival Profession," **71:**203–9
Simmons, Deidre. *Keepers of the Record: The History of the Hudson's Bay Company Archives* (review), **71:**563–66
Cox, Richard J. (reviewer), **71:**563–66
Cuervo, Adriana P. (reviewer), **71:**268–71
Cunningham, Adrian
"Digital Curation/Digital Archiving: A View from the National Archives of Australia" (Perspective), **71:**530–43

Davis, Susan E.
"Electronic Records Planning in 'Collecting' Repositories," **71:**167–89
Describing Archives: A Content Standard
"Applying *DACS* to Finding Aids: Case Studies from Three Diverse Repositories," **71:**210–27
description
"Applying *DACS* to Finding Aids: Case Studies from Three Diverse Repositories," **71:**210-27
"It's Complicated: Barriers to EAD Implementation," **71:**456-75
"*Vatican Archives: An Inventory and Guide to Historical Documents of the Holy See*–A Ten-Year Retrospective," **71:**410-32
digital records
Cole, Timothy W., and Muriel Foulonneau. *Using the Open Archives Initiative Protocol for Metadata Harvesting* (review), **71:**569–71
"Digital Curation/Digital Archiving: A View from the National Archives of Australia" (Perspective), **71:**530–43
"Electronic Records Planning in 'Collecting' Repositories," **71:**167–89
"Institutional Repositories and the Institutional Repository: College and University Archives and Special Collections in an Era of Change," **71:**323–49
Tough, Alistair, and Michael Moss. *Record Keeping in a Hybrid Environment* (review), **71:**574–78
disaster planning
Carmicheal, David W. *Rescuing Family Records: A Disaster Planning Guide* (review), **71:**567–68
diversity
Diversity and the *American Archivist:* A Call for Papers (From the Editor), **71:**15–17
"Our Journey Toward Diversity—And a Call to (More) Action" (Presidential Address), **71:**21–49
documentation strategy
"Documentation Strategy: Mastodon or Retro-Success?," **71:**384–409
"Our Archives, Our Selves: Documentation Strategy and the Re-Appraisal of Professional Identity" (Pease Award), **71:**190–202
Dorman, Robert L.
"The Creation and Destruction of the 1890 Federal Census," **71:**350–83
Dryden, Jean. *see* Duff, Wendy M.
Duff, Wendy M., Jean Dryden, Carrie Limkilde, Joan Cherry, and Ellie Bogomazova
"Archivists" Views of User-based Evaluation: Benefits, Barriers and Requirements," **71:**144–66
Duff, Wendy M., and Joan M. Cherry
"Archival Orientation for Undergraduate Students: An Exploratory Study of Impact," **71:**499–529

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

EAD (Encoded Archival Description)
"Applying *DACS* to Finding Aids: Case Studies from Three Diverse Repositories," **71:**210–27
"It's Complicated: Barriers to EAD Implementation," **71:**456–75
Eastwood, Terry
"Fundamentally Speaking: The Third Version, A Review of the Archival Fundamentals Series II" (review essay), **71:**228–45
ethics
"Digesting the Raisins of Wrath: Business, Ethics, and the Archival Profession," **71:**203–9
evaluation of services
"Archival Orientation for Undergraduate Students: An Exploratory Study of Impact," **71:**499-529
"Archivists' Views of User-based Evaluation: Benefits, Barriers and Requirements," **71:**144-66
"Student Archival Research Activity: An Exploratory Study," **71:**476-98
exhibits
Thiel, Sarah Goodwin. *Build It Once: A Basic Primer for the Creation of Online Exhibitions* (review), **71:**271–73

fair use. *See* **intellectual property**
finding aids
"Applying *DACS* to Finding Aids: Case Studies from Three Diverse Repositories," **71:**210–27
"It's Complicated: Barriers to EAD Implementation," **71:**456-75

Gilgamesh
Damrosch, David. *The Buried Book: the Loss and Recovery of the Great Epic of Gilgamesh* (review), **71:**262–64
Gilliland, Anne, Sue McKemmish, Kelvin White, Yang Lu, and Andrew Lau
"Pluralizing the Archival Paradigm: Can Archival Education in Pacific Rim Communities Address the Challenge?," **71:**87–117, letter and response **71:**315–18

Hudson's Bay Company
Simmons, Deidre. *Keepers of the Record: The History of the Hudson's Bay Company Archives* (review), **71:**563–66

image collections
Greisdorf, Howard F., and Brian C. O'Connor. *Structures of Image Collections* (review), **71:**571–74
institutional repositories
"Institutional Repositories and the Institutional Repository: College and University Archives and Special Collections in an Era of Change," **71:**323–49
intellectual property
"Archival Foreclosure: A Scholar's Lawsuit Against the Estate of James Joyce" (Perspective), **71:**544-51
Ireland
Holland, Ailsa C., and Kate Manning *Archives and Archivists* (review), **71:**256–59
Irwin, John (reviewer), **71:**251–53

Johnson, Elizabeth Snowden
"Our Archives, Our Selves: Documentation Strategy and the Re-Appraisal of Professional Identity" (Pease Award), **71:**190–202
Joyce, James
"Archival Foreclosure: A Scholar's Lawsuit Against the Estate of James Joyce" (Perspective), **71:**544–51

Kim, Jihyun. *see* Yakel, Elizabeth

Lau, Andrew. *see* Gilliland, Anne
Lawton, Heather Block (reviewer), **71:**265–68
Limkilde, Carrie. *see* Duff, Wendy M.
Lu, Yang. *see* Gilliland, Anne

Malkmus, Doris J.
"Documentation Strategy: Mastodon or Retro-Success?," **71:**384–409
manuscripts
Hall, Patricia, and Friedemann Sallis. *A Handbook to Twentieth-Century Musical Sketches* (review), **71:**268–71
Markey, Karen. *see* Yakel, Elizabeth
Marshall, Jennifer A. (reviewer), **71:**560–63
McKemmish, Sue. *see* Gilliland, Anne
Mifflin, Jeffrey (reviewer), **71:**552–56
Morris, Patricia (reviewer), **71:**248–51
moving images
"Saving, Rebuilding, or Making: Archival (Re)Constructions in

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

Moving Image Archives," **71:**433–58
music and musicians
" 'For Posterity': The Personal Audio Recordings of Louis Armstrong," **71:**50–86
Hall, Patricia, and Friedemann Sallis. *A Handbook to Twentieth-Century Musical Sketches* (review), **71:**268–71

New York State Archives
"Applying *DACS* to Finding Aids: Case Studies from Three Diverse Repositories," **71:**210–27
North Carolina
North Carolina Postcards (Web review), **71:**274–75
Note, Margot (reviewer), **71:**571–74
Nye, Pamela Coleman (reviewer), **71:**569–71

Olsen, Erica (reviewer), **71:**567–68
Open Archives Initiative Protocol
Cole, Timothy W., and Muriel Foulonneau. *Using the Open Archives Initiative Protocol for Metadata Harvesting* (review), **71:**569–71

Pacific rim nations
"Pluralizing the Archival Paradigm: Can Archival Education in Pacific Rim Communities Address the Challenge?," **71:**87–117, letter and response **71:**315–18
Paulus, Michael J. (reviewer), **71:**262–64
Pease (Theodore Calvin) Award
"Our Archives, Our Selves: Documentation Strategy and the Re-Appraisal of Professional Identity," **71:**190–202
Pifer, Richard L. (reviewer), **71:**556–59
preservation. *see also* **restoration**
Forde, Helen. *Preserving Archives* (review), **71:**265–68
"Saving, Rebuilding, or Making: Archival (Re)Constructions in Moving Image Archives," **71:**433-58
Presidential Address
"Our Journey Toward Diversity—And a Call to (More) Action," **71:**21–49
Princeton University
"Applying *DACS* to Finding Aids: Case Studies from Three Diverse Repositories," **71:**210–27
Pugh, Mary Jo
Diversity and the *American Archivist:* A Call for Papers (From the Editor), **71:**15–17
Perceptions and Perspectives: From the Basement to the Boardroom (From the Editor), **71:**319–22

records
"Concepts of Record (2): Prototypes and Boundary Objects," **71:**118–43
records management
Choksy, Carol E. B. *Domesticating Information: Managing Documents Inside the Organization* (review), **71:**259–62
Tough, Alistair, and Michael Moss. *Record Keeping in a Hybrid Environment* (review), **71:**574–78
restoration
"Saving, Rebuilding, or Making: Archival (Re)Constructions in Moving Image Archives," **71:**433–58
Ricci, Steven
"Saving, Rebuilding, or Making: Archival (Re)Constructions in Moving Image Archives," **71:**433–58
Rieh, Soo Young. *see* Yakel, Elizabeth
Roberto, Rose (reviewer), **71:**271–73
Rush, Michael, Lynn Holdzkom, Prudence Backman, Daniel A. Santamaria, and Andrea Leigh
"Applying *DACS* to Finding Aids: Case Studies from Three Diverse Repositories," **71:**210–27

social justice
Harris, Verne. *Archives and Justice* (review), **71:**560–63
Society of American Archivists
Board of Directors Meeting (February 9, 2008), **71:**298–301
Council Meeting Minutes (February 7–10, 2008), **71:**278–97
Council Meeting Minutes (May 29–June 1, 2008), **71:**579–90
Foundation Board of Directors (May 30, 2008), **71:**591–94
South Africa
Harris, Verne. *Archives and Justice* (review), **71:**560–63
Spoo, Robert
"Archival Foreclosure: A Scholar's Lawsuit Against the Estate of James Joyce" (Perspective), **71:**544–51

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

St. Jean, Beth. *see* Yakel, Elizabeth
Symonds, Emily (reviewer), **71:**274–77

undergraduates
"Archival Orientation for Undergraduate Students: An Exploratory Study of Impact," **71:**499–529
"Student Archival Research Activity: An Exploratory Study," **71:**476–98
United Kingdom
Kitching, Christopher. *Archive Buildings in the United Kingdom, 1993–2005* (review), **71:**246–47
University of California Los Angeles Film and Television Archive
"Applying *DACS* to Finding Aids: Case Studies from Three Diverse Repositories," **71:**210–27

Vatican archives
"*Vatican Archives: An Inventory and Guide to Historical Documents of the Holy See*—A Ten-Year Retrospective," **71:**410–32

Web reviews
North Carolina Postcards, **71:**274–75
Online Archive of California, **71:**276–77
Web sites
Thiel, Sarah Goodwin. *Build It Once: A Basic Primer for the Creation of Online Exhibitions* (review), **71:**271–73
Webber, Donna. *see* Bastian, Jeannette A.
White, Kelvin. *see* Gilliland, Anne
Wilsted, Thomas (reviewer), **71:**246–47

Yaco, Sonia
"It's Complicated: Barriers to EAD Implementation," **71:**456–75
Yakel, Elizabeth. *see also* Blouin, Francis X.
Yakel, Elizabeth, Soo-Young Rieh, Beth St. Jean, Karen Markey, and Jihyun Kim
"Institutional Repositories and the Institutional Repository: College and University Archives and Special Collections in an Era of Change," **71:**323–49
Yeo, Geoffrey
"Concepts of Record (2): Prototypes and Boundary Objects," **71:**118–43
(reviewer), **71:**574–78

Zhou, Xiaomu
"Student Archival Research Activity: An Exploratory Study," **71:**476–98

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

SAA
SOCIETY OF
American
Archivists

Your professional partner throughout your career!

Whether you are a seasoned professional or a graduate student embarking on your career, the Society of American Archivists can provide you with essential services, information, and opportunities to help you meet and exceed your professional goals.

Information

SAA keeps you abreast of the latest news and developments in the field with award-winning periodicals, the profession's leading publications clearinghouse, and continuing education programs at locations around the country.

Community

SAA connects you with colleagues who share your interests through dynamic sections, roundtables, and student chapters, the SAA Mentoring Program, and the profession's premier annual conference.

Advocacy

SAA is your national voice on current professional issues that are important to you, such as funding for archival programs, freedom of information, copyright, intellectual property, and public awareness about archives.

TO JOIN ONLINE VISIT
www.archivists.org/membership

Our members agree! SAA membership provides...

"...the chance to work on projects that are important to our profession..."
Rose Roberto

"...great educational opportunities..."
Jac Treanor

"...exceptional networking opportunities with professionals from across the country."
Wilda Logan

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

The Society of American Archivists
17 North State Street, Suite 1425
Chicago, Illinois 60602-3315 • USA
312/606-0722 • Fax 312/606-0728
www.archivists.org

PRSRT BPM
U.S. POSTAGE
PAID
ST. JOSEPH, MI
PERMIT # 115

Change Service Requested

Downloaded from https://prime-pdf-watermark.prime-prod.pubfactory.com/ at 2025-07-01 via free access

SAA
SOCIETY OF
American
Archivists