



**SOCIETY OF  
American  
Archivists**

# Fiscal Year 2007 Annual Report

July 1, 2006 – June 30, 2007

## Technology . . . Diversity . . . Public Awareness and Advocacy . . .

. . . These “critical issues” were SAA’s highest strategic priorities in Fiscal Year 2007 based on Council deliberations with member input. Your professional association addressed these priorities through a variety of engaging programs and activities. In addition, SAA was there to meet your needs with seven new books, outstanding educational offerings, lively networking opportunities, and a continued commitment to represent the interests of archives and archivists at the national level.

## Technology

“Rapidly changing information technologies challenge archival principles and practices, and demand increasingly effective leadership from the archival community to prevent loss of records and improve preservation of and access to modern archival records in all formats.”

- SAA worked with appropriate groups to identify competencies and standards and collect, review, and clarify best practices relating to all areas of archival practice that are affected by electronic records and digital asset issues.
- Preparations were made for SAA’s first-ever “Electronic Records Summer Camp,” held in August 2007 in conjunction with the San Diego Supercomputer Center, the National Archives and Records Administration, and the University of Maryland. The limited enrollment, five-day, hands-on, intensive program was a huge success, and discussions are underway about two offerings in the summer of 2008.
- SAA’s web seminar on “Electronic Records: Preservation Options of PDF,” presented by Geof Huth, attracted 181 sites and more than 1,000 people across the U.S. and internationally.
- “Thinking Digital: A Practical Session to Help You Get Started,” a web seminar presented by Jessica and Greg Colati, drew 120 virtual attendees at 40 sites.

### On the internal “technology” front:

- Peter Wosh of New York University was appointed in March to serve a three-year term as Editor of Print and Electronic Publications. The “electronic” piece, new to the position, is a nod to keeping technology issues on the forefront of SAA’s publishing efforts. Among nearly 20 publishing projects in the pipeline are a basic manual on managing electronic records and a more theoretical book on *Archives in the Digital Age*.
- To improve access to an important body of scholarship, SAA signed a contract with MetaPress to publish *American Archivist Online*. The first priority is to provide online access to all 2000–2007 issues by the end of 2007 and then work back until all 71 volumes are available online.
- SAA implemented a new membership database system *and* a new accounting general ledger system that will streamline the headquarters infrastructure and provide enhanced service to members.

2006 – 2007 SAA Council



(Seated from left): Peter Gottlieb, State Historical Society of Wisconsin; Ann Russell, Treasurer, Northeast Documentation Conservation Center; Elizabeth W. Adkins, President, Ford Motor Company Archives; and Mark A. Greene, Vice President/President-Elect, American Heritage Center, University of Wyoming.

(Standing from left): Ben Primer, Princeton University; Sheryl K. Williams, University of Kansas; Carla M. Summers, Consultant; Leon Miller, Tulane University; Mark J. Duffy, Archives of the Episcopal Church USA; Aimee M. Felker, City of Sacramento; Rebecca Hankins, Texas A&M University; and Nancy Zimmelman Lenoil, California State Archives. Photo by Teresa Brinati.

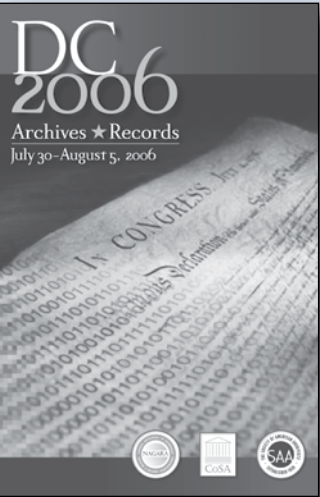
# Professional Development



The St. Meinrad Archabbey in Indiana hosted the SAA workshop, "Understanding Photographs: Introduction to Principles and Practices" in April 2007. Br. Maurus Zoeller, OSB, conducted a tour of the facility for the 20 workshop participants. Photo courtesy of Jeff Garner, Southern Illinois University.

FY2007 was another outstanding year for member access to professional development opportunities, as more than 1,400 attendees participated in 55 SAA workshops on a wide variety of topics and in many locations. Development of new offerings continued, as SAA secured 20 new program co-sponsors and offered 10 new program topics. *Guidelines for Archival Continuing Education*, developed by the Committee on Education and vetted via broad public comment, were adopted by the Council in November 2006.

DC 2006, SAA's first-ever joint meeting with the Council of State Archivists and the National Association of Government Archives and Records Administrators, was also our largest ever, with more than 2,100 attendees and 75 exhibitors.



### Annual Meeting Attendees

- Washington, D.C. – 2006.....2,100
- New Orleans – 2005.....1,420
- Boston – 2004.....1,456
- Los Angeles – 2003.....1,211
- Birmingham – 2002.....1,071
- Washington, D.C. – 2001.....1,471

# Diversity

"The relevance of archives to society and the completeness of the documentary record hinge in part on the profession's success in ensuring that its members and the holdings that they manage reflect the diversity of society as a whole."

- "*The Lessons of Pilgrim Baptist Church: Preventing the Loss of Your Heritage*" featured speakers Meredith Evans, Thomas Battle, Margery Sly, and Jac Treanor, who met with attendees at Chicago's DuSable Museum of African American History to assist them in identifying, documenting, and maintaining church records. We hope that this first workshop may lead to additional offerings in other cities around the country.
- SAA translated into Spanish two popular brochures for donors — "**Guía para donar sus documentos personales o familiares a un depósito**" ("A Guide to Donating Your Personal or Family Papers to a Repository") and "**Guía para donar los registros de su organización a un depósito**" ("A Guide to Donating Your Organizational Records to a Repository") — that will soon be available in print and online.

### In addition, SAA:

- Administered a small **grant from the Japan-U.S. Friendship Commission** that sent SAA representatives to Tokyo for a conference that shared Japanese and American experiences on access to archives.
- Closed out an **NHPRC grant** that had brought tribal archivists to SAA's 2005 and 2006 annual meetings. Plans are underway to update the 1984 SAA publication *Native American Archives: An Introduction*.



Melissa Adams and Igaguq "Diane" Schaeffer (Kawerak, Inc.) participated in the Native American Archives Roundtable during the DC 2006 Meeting. Photo by Nancy Ostertag.

## Membership

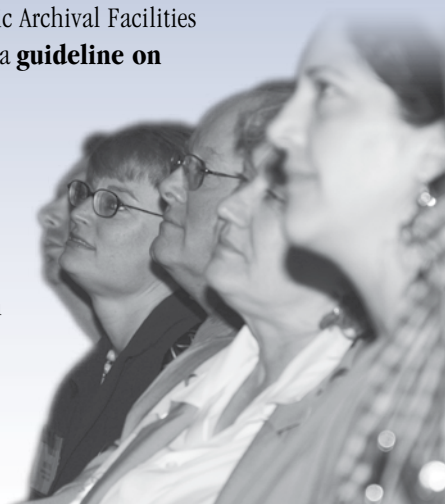
SAA's membership grew every month in FY 2007, reflecting the hard work of the Membership Committee and Key Contacts.

	July... 2003	2004	2005	2006	2007
Individual	3,152	3,359	3,650	4,062	4,295
Institutional	487	494	516	551	564
<b>TOTAL</b>	<b>3,639</b>	<b>3,853</b>	<b>4,166</b>	<b>4,613</b>	<b>4,859</b>

SAA headquarters worked with the Congressional Papers Roundtable to submit a successful proposal to NHPRC for development and production of *Guidelines for Managing Congressional Papers*, a 60-page publication that will bridge the gap between records management initiatives within the U.S. Congress and the readiness of repositories to accept congressional collections.

And SAA worked with the very dynamic Archival Facilities Guidelines Group to begin developing a **guideline on building archival facilities**.

The results of the IMLS-funded **A\*CENSUS** survey were published in the Fall/Winter 2006 issue of the *American Archivist*. An even more complete report is slated for publication on the SAA website in the Fall of 2007.



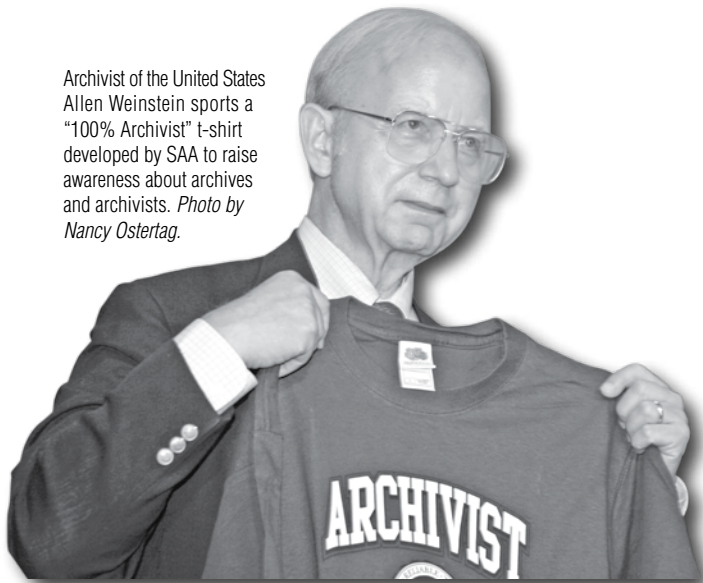


# Public Awareness and Advocacy

“Archivists face a daunting and too often unsuccessful challenge in competing for decision makers’ limited funds and support, which endangers the goals of ensuring citizens’ rights, enabling organizational accountability, and making history accessible through archival programs.”

- SAA — together with a broad coalition of archives and history groups — went to work to influence Congress’s deliberations in response to the Bush Administration’s now-annual zeroing out of funding for the National Historical Publications and Records Commission. Both the House and the Senate Appropriations Committees came forward with funding at \$10 million for NHPRC.
- SAA worked with its DC 2006 partners, CoSA and NAGARA, to build an advocacy plan for the **Partnership for the American Historical Record**, a new initiative that will launch in the Fall of 2007.

Archivist of the United States Allen Weinstein sports a “100% Archivist” t-shirt developed by SAA to raise awareness about archives and archivists. Photo by Nancy Ostertag.



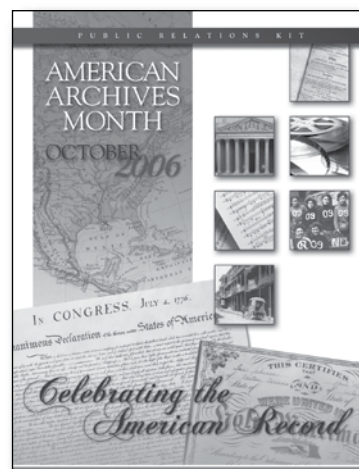
- SAA weighed in on **Executive Order 13233**, which gives former presidents and their heirs the right to keep White House papers secret in perpetuity. Vice President Mark Greene was interviewed by the *Dallas Morning News* when it appeared that Southern Methodist University would house the Bush Library. Past President Steve Hensen testified before a House subcommittee on the **Presidential Records Act** and the problems associated with the Executive Order. H.R. 1255, which would rescind the EO, passed in the House on March 14, 2007, on a vote of 333 in favor and 93 opposed. Should similar legislation be passed in the Senate, the White House has threatened to veto.
- President Elizabeth Adkins sent a letter to Congress about the deal between the **Smithsonian Institution and Showtime/CBS**, with particular concern about limiting access to public archives and distribution of researchers’ final results. The same letter stated strong opposition to efforts by members of the House to slash the Smithsonian’s budget.

- SAA wrote in support of the International Committee of the Blue Shield’s statement deploring the **destruction of Palestinian cultural property in Nablus**, and sent letters to the same effect to the Israeli and Lebanese ambassadors and the Palestinian Authority’s representative to the United Nations.
- SAA requested clarification of a U.S. District Court for the District of Columbia protective order that raises concerns about permanent retention of **Guantanamo detainee court case files**, and joined with the National Coalition for History to sign on to a letter on this critical issue.
- And SAA watched and offered support as the **Iraq National Library and Archives** coped with many challenges.

## • Year 2 of SAA’s MayDay Initiative

drew increased attention, as the Heritage Emergency National Task Force asked SAA to revise the MayDay logo for use by libraries, museums, and other cultural heritage institutions, and Heritage Preservation posted a link on its website to SAA’s MayDay information.

The concept spread to the other side of the globe as Australian archivists adopted the logo and materials for use in their own efforts to do *something* on May 1 — even if it’s something *simple* — to help ensure their preparation to respond to a disaster.



- SAA’s first-ever **American Archives Month Public Relations Kit** was mailed to all members in September 2006 and posted on the website for additional access, along with information from members about the sorts of activities they conducted during October 2006.

# FY 2007 Financial Summary

## Balance Sheet

Society of American Archivists • June 30, 2007

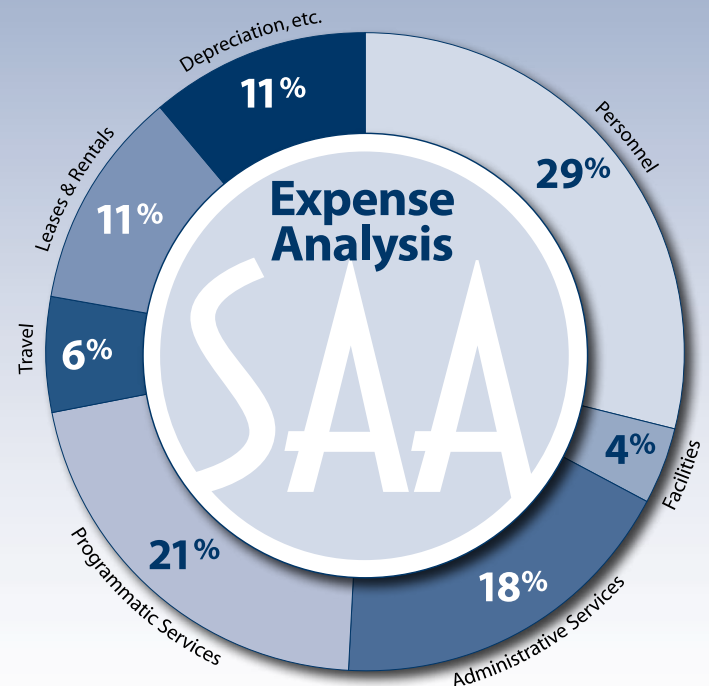
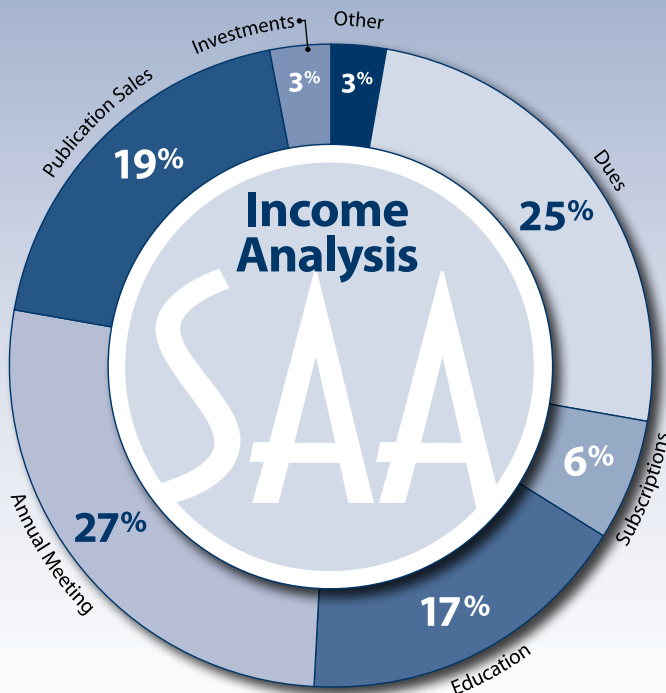
Assets	June 30, 2007	June 30, 2006
Cash & Investments	\$1,550,509	\$1,138,228
Accounts Receivable	45,176	1,583
Property Plant & Equipment	126,316	25,207
Inventory	161,780	119,357
Prepaid Expenses	111,090	161,568
Other	1,256	0
<b>Total Assets</b>	<b>\$1,996,127</b>	<b>\$1,625,943</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	\$15,393	\$81,925
Salaries and Wages Payable	34,959	47,017
Deferred Revenues	880,985	871,670
Due to Special Funds	530,222	0
<b>Total Liabilities</b>	<b>\$1,461,559</b>	<b>\$1,000,612</b>
<b>Fund Balance</b>		
Fund Balance	\$483,770	\$625,331
Net Gain or Loss	50,798	0
<b>Total Fund Balance</b>	<b>\$534,568</b>	<b>\$625,331</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$1,996,127</b>	<b>\$1,625,943</b>

## General Fund Income and Expense Statement

Society of American Archivists • June 30, 2007

Income	Fiscal Year ending...	2005	2006	2007
Dues		\$505,307	\$538,820	\$571,634
Subscriptions		124,285	129,101	129,645
Education		252,377	285,391	391,340
Annual Meeting		477,076	428,380	612,414
Publication Sales		306,886	452,038	440,211
Employment Bulletin		0	0	1,614
Contributions		164	83	81
Investments		20,998	27,220	58,876
Other		8,577	7,025	73,603
<b>Total Income</b>		<b>\$1,695,670</b>	<b>\$1,868,058</b>	<b>\$2,279,418</b>
<b>Expenses</b>				
Personnel		\$565,866	\$617,341	\$655,519
Office Occupancy & Utilities		64,593	72,891	79,097
Administrative Services		163,686	204,558	344,841
Programmatic Services		323,795	376,103	475,141
Supplies		13,815	22,785	36,631
Travel		116,859	96,102	129,161
Programmatic Leases & Rentals		134,541	113,492	251,504
Taxes, Dues & Subscriptions		9,703	10,441	12,194
Depreciation, Cost of Goods Sold & Other		173,490	196,820	244,532
<b>Total Expenses</b>		<b>\$1,566,348</b>	<b>\$1,710,533</b>	<b>\$2,228,620</b>
<b>Net Gain or (Loss)</b>		<b>\$129,322</b>	<b>\$157,525</b>	<b>\$50,798</b>

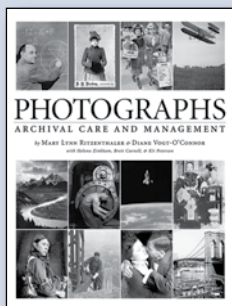
## FY 2007 Schedule of Program Income and Expenditures



# SAA issued seven new books in FY07:

- *Photographs: Archival Care and Management*

by Mary Lynn Ritzenthaler and Diane Vogt-O'Connor with Helena Zinkham, Brett Carnell, and Kit Peterson



- *Architectural Records*

by Tawny Ryan Nelb and Waverly Lowell

- *Archives and the Public*

*Interest: The Collected Essays of Ernst Posner*

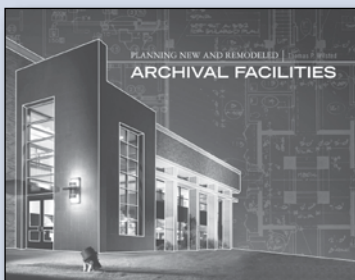
edited by Ken Munden with a new introduction by Angelika Menne-Haritz

- *Understanding Archives and Manuscripts*

by James M. O'Toole and Richard J. Cox

- *Planning New and Remodeled Archival Facilities*

by Thomas P. Wilsted



- *Archives and Justice: A South African Perspective*

by Verne Harris

- *Film Preservation: Competing Definitions of Value, Use, and Practice*

by Karen F. Gracy



*The overall goal of the SAA publishing program is to produce a balanced publications portfolio that meets the needs of a variety of professional levels and interests. There are nearly 20 publishing projects in the pipeline.*