



**SOCIETY OF  
American  
Archivists**

# Fiscal Year 2008 ANNUAL REPORT

July 1, 2007 – June 30, 2008



“Strength in Numbers”

R. Levy Photography

With a focus on meeting members’ increasing needs for information, education, and representation, SAA continued to grow in numbers and influence in Fiscal Year 2008. From supporting the interests of those advocating for access to government records to providing online access to the award-winning *American Archivist* . . . From 56 workshops on hot topics held around the country to the second-largest Annual Meeting in SAA’s history . . . From leading-edge books to practical public relations tools . . . SAA was there to meet your needs, represent your interests both nationally and internationally, and express the collective voice of the American archives profession.

## MEMBERSHIP

SAA membership grew for the fifth consecutive year, ending FY 2008 with 4,621 individual and 593 institutional members, for a grand total of 5,214. Sixty-three members transferred to the newly created ID 7 category (representing income of more than \$75,000). Student membership totaled 993, making it the single largest category at 21.5% of total individual membership.

### **Membership**

SAA’s membership has grown every year since FY 2004, reflecting the hard work of the Membership Committee and Key Contacts.

	July... 2004	2005	2006	2007	2008
<b>Individual</b>	3,359	3,650	4,062	4,295	4,621
<b>Institutional</b>	494	516	551	564	593
<b>TOTAL</b>	<b>3,853</b>	<b>4,166</b>	<b>4,613</b>	<b>4,859</b>	<b>5,214</b>

# EDUCATION

FY 2008 was another outstanding year for member access to professional development opportunities, as SAA offered 56 workshops on a wide variety of topics and in many locations, serving the needs of more than 1,400 attendees. Locations included Loma Linda, California; Denver and Fort Collins, Colorado; Provo, Utah; Tucson;



**SHARING KNOWLEDGE** Daniel Santamaria (assistant university archivist for technical services, Princeton University), Jason Varghese (programmer/analyst, New York University), and Arwen Hutt (metadata specialist, University of California, San Diego) discuss the Archivists' Toolkit at the EAD Roundtable during SAA's Annual Meeting in Chicago in August 2007. (R. Levy Photography)

Columbia, Missouri; Minneapolis; New Orleans; Hattiesburg, Mississippi; Atlanta; Baltimore; Haverford, Pennsylvania; and New Haven, Connecticut.

Two live web seminars — “A Beginner’s Guide to Metadata” and “A Guide to Privacy and Health Information” — delivered important information to more than 395 participants at 68 sites nationwide, and archivists took advantage of two online, on-demand seminars on “Preservation Options of PDF” and “Thinking Digital: A Practical Session to Get You Started.”

SAA prepared two more offerings of the very popular “Electronic Records Summer Camp,” held in conjunction with the San Diego Supercomputer Center, the National Archives and Records Administration, and the University of Maryland. And development of new offerings continued, as SAA secured 20 new program co-sponsors and offered 10 new program topics.

# ANNUAL MEETING

**Borrowing from Chicago architect Daniel Burnham’s admonition to “Make No Little Plans — Think Big!”**

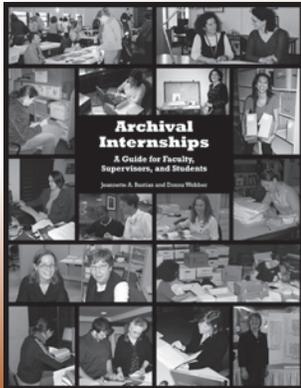
ARCHIVES/CHICAGO 2007 was the second-largest SAA Annual Meeting, with more than 1,900 archivists in attendance.

Annual Meeting Attendees	
<i>Chicago – 2007</i>	<b>1,931</b>
<i>Washington, D.C. – 2006</i>	<b>2,100</b>
<i>New Orleans – 2005</i>	<b>1,420</b>
<i>Boston – 2004</i>	<b>1,456</b>
<i>Los Angeles – 2003</i>	<b>1,211</b>
<i>Birmingham – 2002</i>	<b>1,071</b>
<i>Washington, D.C. – 2001</i>	<b>1,471</b>

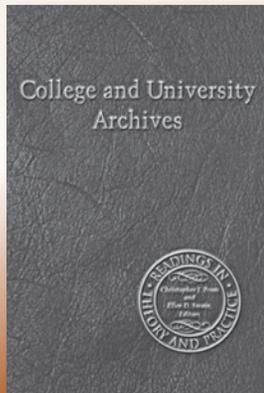
# PUBLISHING

*American Archivist Online* was launched in March and 16 of the most recent issues are now available online at <http://archivists.metapress.com/home/main.mpx>. Digitizing of all back issues is ongoing as SAA works to make this body of scholarship more broadly available.

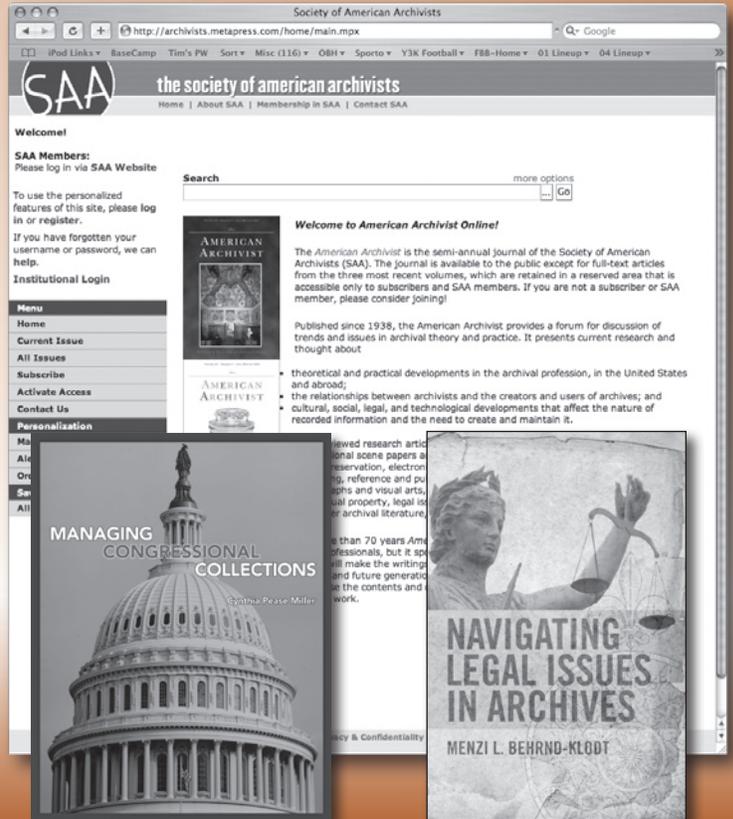
**Book publishing** remained a robust enterprise with the debut of several new titles:



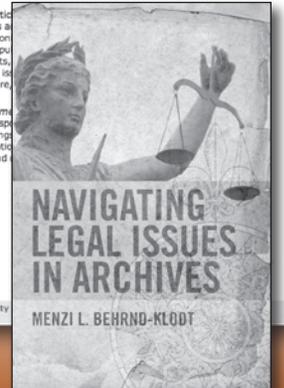
**Archival Internships:  
A Guide for Faculty,  
Supervisors, and Students**  
by Jeannette Bastian and  
Donna Webber



**College and University  
Archives: Readings  
in Theory and Practice**  
edited by Chris Prom and  
Ellen Swain



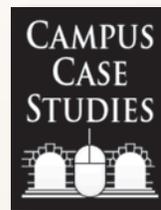
**Managing Congressional  
Collections**  
by Cynthia Pease Miller



**Navigating Legal Issues  
in Archives**  
by Menzi Behrnd-Klodt

SAA's bestselling *Photographs: Archival Care and Management* (by Mary Lynn Ritzenthaler and Diane Vogt-O'Connor with Helena Zinkham, Brett Carnell, and Kit Peterson) was selected to be part of the IMLS Conservation Bookshelf project under a grant awarded to the American Association for State and Local History, resulting in distribution of more than 1,800 copies of the book to qualifying repositories throughout the country.

The book publishing program also entered the electronic age in FY 2008, as SAA posted new content to the website that included monographs, case studies, and formal papers that have been peer reviewed.



**Campus Case Studies** are reports by university archivists on working solutions for born-digital records. Co-developed with the Bentley Historical Library, nine case studies currently are available.

The archival classic *A Manual of Archive Administration, Including the Problems of War Archives and Archive Making* by Sir Hilary Jenkinson was made available in a digital version via the SAA website, thanks to the University of North Carolina at Chapel Hill.

SAA worked to enhance the timeliness of member communication by creating *Online News* — a brief, bulleted, bi-weekly online publication highlighting SAA issues, deadlines, news, and concerns.

# ADVOCACY

When the Bush Administration once again zeroed out the **National Historical Publications and Records Commission** in its draft budget, SAA — together with a broad coalition of archives and history groups — went to work to influence Congress's deliberations. As of press time, both the House and the Senate Appropriations Committees had come forward with funding at the agency's fully authorized level of \$10 million.

SAA continued to work with the Council of State Archivists and the National Association of Government Archives and Records Administrators to build and implement an advocacy plan for the **Preserving the American Historical Record Act**, a state-based formula grant program that would devote \$50 million to the preservation of state and local government records. PAHR was introduced in the House on May 14, 2008, and had 25 co-sponsors by the end of the fiscal year.

Former Maine State Archivist Jim Henderson provided testimony on SAA's behalf at a May 2008 oversight hearing for NARA and the NHPRC.

The Society continued to weigh in on **Executive Order 13233**, which gives former presidents and their heirs the right to keep White House papers secret in perpetuity. HR 1255, which would rescind the EO, passed in the House on March 14 on a vote of 333 in favor and 93 opposed. Unfortunately, similar legislation in the Senate is on personal hold by Senator Jeff Sessions of Alabama.

SAA President Mark Greene (2007/2008) rallied member support for the **National Endowment for the Humanities** as that agency faced a 45% reduction in funding for its Division of Preservation and Access, the division from which all archival grants derive.

Throughout the year, SAA was involved in communication about the state of the **Iraq National Library** and its holdings, and in June, working with the Association of Canadian Archivists, SAA issued a joint statement expressing concern about the whereabouts, current custody, and ultimate fate of records captured or otherwise obtained by the United States, and those removed by private parties, during the first and second Gulf Wars ([www.archivists.org/statements/IraqiRecords.asp](http://www.archivists.org/statements/IraqiRecords.asp)).



## 2007/2008 SAA COUNCIL

*From left, seated:* Rebecca Hankins, Texas A&M University; Ben Primer, Princeton University; President Mark Greene of the University of Wyoming's American Heritage Center; Vice President Frank Boles, Central Michigan University; and Diane Vogt-O'Connor, Library of Congress. *From left, standing:* Margery Sly, Presbyterian Church USA; Leon Miller, Tulane University; Nancy Zimmelman Lenoil, California State Archives; Bruce Ambacher, University of Maryland; Sheryl K. Williams, University of Kansas; and Executive Committee member Carla M. Summers, consultant. *Not pictured:* Treasurer Ann Russell, Northeast Document Conservation Center. (R. Levy Photography)

The third year of SAA's **MayDay Initiative** drew increased attention, having been adopted by the Heritage Emergency National Task Force and its member organizations. A significantly enhanced annotated bibliography on the SAA website now points readers to a wide variety of resources to assist in development and implementation of disaster plans. The MayDay initiative 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 something simple — to help ensure their preparation to respond to a disaster.

**FY 2008 saw publication of two American Archives Month Public Relations Kits** — one in late August 2007 that highlighted spreading the archives message to young people and the second, in May 2008, highlighting the care and management of photographs (<http://www.archivists.org/archivesmonth/index.asp>). Members may access all public relations ideas and tips via the SAA website.

## AND IN OTHER ACTIVITIES . . .

- The **Archival Facilities Guidelines Group** produced a draft of *Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*, and made it available on the SAA website for public comment.
- **When SAA's 10-year office lease expired in January**, we relocated to the historic Charles A. Stevens Department Store building in Chicago's Loop.
- **SAA focused on improving customer service** by reorganizing staff to create a centralized member service center, made possible by implementation of the real-time-processing e-commerce capabilities of a new association management software system.
- **And a new software application, Lyris ListManager**, was launched to connect committees, sections, and roundtables via email lists that are generated dynamically by SAA's year-old association management software system.

**Questions or comments about SAA?** Please contact us at 866-722-7858 or [servicecenter@archivists.org](mailto:servicecenter@archivists.org) for information and assistance.

## “Our Journey Toward Diversity — and a Call to (More) Action”



2006/2007 President Elizabeth W. Adkins, CA  
(Ford Motor Company Archives)

SAA has worked to address diversity concerns for more than 35 years. But has it been successful? In her Presidential Address, “Our Journey Toward Diversity — and a Call to (More) Action,” at SAA’s 71st Annual Meeting in Chicago in August 2007, outgoing President Elizabeth Adkins shared her perspectives on SAA and diversity: How SAA has defined diversity, where SAA and the archives profession stand on diversity, how the profession compares to related fields, and what SAA has done to address diversity concerns. She provided an action plan — including a new Society-sponsored scholarship for minority students enrolled in graduate archival education programs — and invited SAA members to demonstrate the organization’s and profession’s commitment to diversity by modeling inclusiveness in all that they do. To read the address, visit <http://www.archivists.org/governance/presidential/index.asp>.



# FY 2008 FINANCIAL SUMMARY

## General Fund Balance Sheet

Society of American Archivists • June 30

ASSETS	Fiscal Year ending...	2007	2008
Cash & Investments		\$1,550,610	\$1,411,120
Accounts Receivable		38,199	26,929
Property, Plant & Equipment		126,316	143,600
Cash Advances & Deposits		1,256	8,929
Inventory		161,780	121,459
Prepaid Expenses		111,089	207,552
Due from Special Funds		-	31,356
<b>Total Assets</b>		<b>\$1,989,250</b>	<b>\$1,950,945</b>
<b>LIABILITIES &amp; NET ASSETS</b>			
		<b>2007</b>	<b>2008</b>
Accounts Payable		\$28,955	\$6,436
Salaries and Wages Payable		39,125	31,976
Deferred Revenues		854,270	779,851
Deferred Rent		-	30,930
Due to Special Funds		393,964	514,904
<b>Total Liabilities</b>		<b>1,316,314</b>	<b>1,364,097</b>
<b>Total Fund Balance</b>		<b>672,936</b>	<b>586,848</b>
<b>Total Liabilities &amp; Fund Balance</b>		<b>\$1,989,250</b>	<b>\$1,950,945</b>

## General Fund Income and Expense Statement

Society of American Archivists • June 30

INCOME	Fiscal Year ending...	2006	2007	2008
Dues		\$538,820	\$571,634	\$619,887
Subscriptions & Advertising		129,101	129,645	104,433
Education		285,391	391,340	318,755
Annual Meeting		428,380	612,414	586,744
Publications		452,038	440,211	482,032
Online Job Advertising		-	1,614	50,583
Contributions		83	81	760
Investments		27,220	58,876	(22,038)
Other		7,025	73,603	89,184
<b>Total Income</b>		<b>\$1,868,058</b>	<b>\$2,279,418</b>	<b>\$2,230,340</b>
<b>EXPENSES</b>				
		<b>2006</b>	<b>2007</b>	<b>2008</b>
Personnel		\$617,341	\$655,519	\$793,944
Office Occupancy & Utilities		72,891	79,097	79,344
Services		580,661	819,982	1,051,876
Supplies		22,785	36,631	47,169
Travel		96,102	129,161	171,424
Leases, Rentals & Licenses		113,492	251,504	42,639
Taxes, Dues & Subscriptions		10,441	12,194	22,817
Depreciation, Cost of Goods Sold & Other		196,820	244,532	36,833
<b>Total Expenses</b>		<b>\$1,710,533</b>	<b>\$2,228,620</b>	<b>\$2,246,046</b>
<b>Net Gain / (Loss)</b>		<b>\$157,525</b>	<b>\$50,798</b>	<b>(15,706)</b>

## FY 2008 Schedule of Program Income and Expenditures

