

NEWSLETTER  
OF THE  
SOCIETY OF  
AMERICAN  
ARCHIVISTS

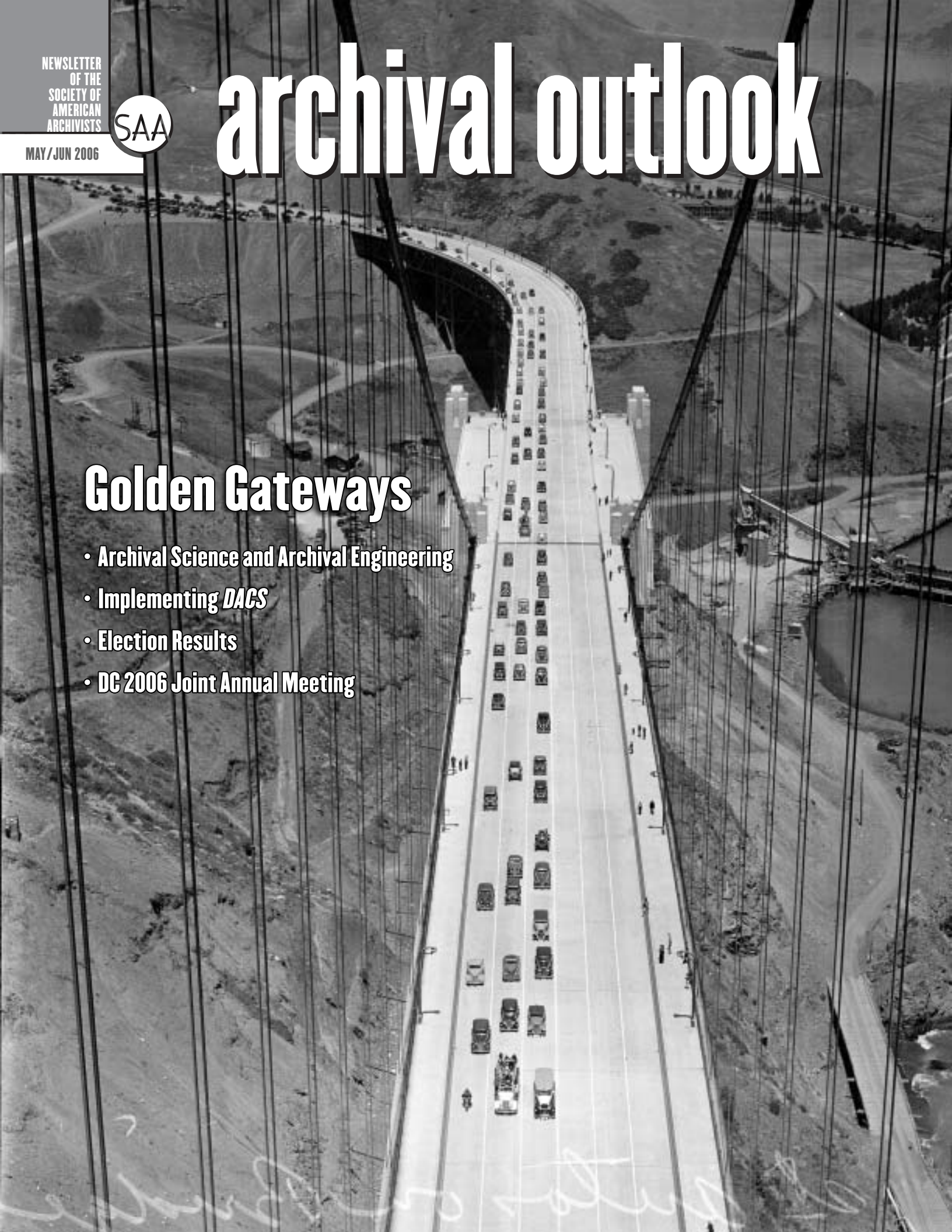


MAY/JUN 2006

# archival outlook

## Golden Gateways

- Archival Science and Archival Engineering
- Implementing *DACS*
- Election Results
- DC 2006 Joint Annual Meeting



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**Golden Gateways** *The first cars cross the Golden Gate Bridge on their way to San Francisco as the bridge opens for business in 1937. This is one of the images from the vast archives of the San Francisco Examiner, which are being donated to the Bancroft Library, University of California, Berkeley. See related story in National News Clips on page 18. Courtesy Bancroft Library's Fang Family SAN FRANCISCO EXAMINER Archive.*

# archival outlook

**the society of american archivists**  
serves the education and information needs of its  
members and provides leadership to help  
ensure the identification, preservation  
and use of the nation's historical record.

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## Becoming an Archivist in the Digital Era

Last month I offered my personal reflections on the question: "What is an archivist?" Because I wanted something that would help people unfamiliar with our profession understand what we do, my answer was necessarily simplistic.

Archivists select and keep documents, photographs, sound recordings, and other records that have enduring value as reliable memories of the past and help people find and understand the information they need in those records.

Although I defined *archivist* in terms of what we do, our profession is distinguished by core concepts that all archivists should know. A large body of theoretical and applied knowledge serves as the underpinning for all aspects of the archival enterprise. Mastering that knowledge answers another common question: "How do you become an archivist?"

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**We must recognize that the applied knowledge of how we do our jobs in a paper environment does not translate into the digital arena.**

Knowledge is a tool. The more we know, the more tools we have. The more tools we have, the better we can do our jobs. As we face the challenges of electronic records, we must also face our need for new knowledge. We need new tools for new materials. Where to begin?

The physical nature of electronic records and digital information is fundamentally different from their paper counterparts. I can't imagine an archivist who didn't grow up with paper. Paper is pervasive in our culture, and few think about it as a technology. (Once, when surveying records in a Central Texas courthouse, I found a cache of termite-infested tax forms. Even paper technology can have bugs.) Paper technology has a number of invaluable features that makes it particularly effective for recordkeeping. It's easy to annotate records by writing in the margins or marking up the text. Not only is it easy to distinguish such annotations from original text, it is often easy to see what the original text was. In general, these features must be designed into electronic records, and many electronic recordkeeping systems may not support these features. If an electronic record can be invisibly altered without evidence of the change, how can we be assured that the text we read today is the same as what was written in the past? To learn more about the nature of electronic records, I recommend you read Abigail J.

Sellen and Richard H. R. Harper's *Myth of the Paperless Office* (MIT Press, 2001).

Writing on paper is immediately fixed; it resists change. If the writing is in ink, it may be effectively immutable (although if in pencil, it may not). Most papers are relatively stable; you'll likely be able to read paper records in fifty years, and many will last much longer than that. David M. Levy's *Scrolling Forward: Making Sense of Documents in the Digital Age* (Arcade, 2001) helped me appreciate the importance of this essential characteristic of records.

Rapid changes in technology and the instability of digital media will make it difficult to read electronic records much sooner than that. How many reading this article have 5-inch floppy disks with WordStar files somewhere at work or at home? (I have about a dozen, and my summer project is to migrate them to a CD using the Open Document format.) A great introduction to the challenges of preserving electronic records is Bryan Bergeron's *Dark Ages II: When the Digital Data Die* (Pearson Education, 2001).

To counter technological change and media degradation, we must migrate electronic records from obsolete to new software and media formats. Are migrated electronic records the same as the original? The text may be the same, but the appearance may be different. The underlying encoding of the text and formatting will certainly be different. Even if we can read the records, will they be acceptable in courts as an original? If there are many copies of the record (for example, on backup tapes and redundant systems), which is the "original"? Peter Hirtle's "Archival Authenticity in a Digital Age" and David M. Levy's "Where's Waldo? Reflections on Copies and Authenticity in a Digital Environment" gave me a lot of insight into these problems. Both are reproduced in *Authenticity in a Digital Environment*<sup>1</sup> (Council on Library and Information Resources, 2000), a work worth reading in its entirety.

Digital signatures offer a robust solution to demonstrating authenticity and integrity. Using public key cryptography, a digital signature can offer nonrefutable evidence of who signed a document and that the document has not been altered. This may sound like science fiction; in fact, Neal Stephenson's novel *Cryptonomicon* (Avon, 1999) was a great tale and helped me understand how digital signatures really work.

We must protect records, and in the digital age that means we must address the problem of malicious

*continued on page 27*



## Common Threads\*

On this eve of what I calculate is my 99th association board meeting, as I review again the materials that committees and members at large and Council members and staff have prepared for the SAA Council's consideration, I'm struck by the common threads that run through the work of professional associations.

Most important is what those groups do to deal with the external issues, the common threats (call them challenges, if you prefer) that exist in the "real world" and that challenge the work or the status or the identity or the very existence of the profession and its practitioners. Common threats and common interests are what generally draw people to associate.

Like most association boards, the SAA Council "does" strategic planning. But for the past 18 months, it has operated at a higher level than do most boards by assessing the external environment to describe those threats or challenges that seem to be most important for the profession's future and that, at least in theory, SAA can do something about. You've heard the list before: The three highest-priority issues are technology, diversity, and public awareness. This weekend, Council members will review lists of activities that may address these critical issues and they will make some tough choices about what SAA can and cannot do about them.

Most association boards, sorry to say, tend to navel gaze. That is to say, for many the focus is on internal issues. Those issues *are* important, as they may make the difference between staying in or going out of business. And they *are* irresistible, as they often deal with human relations and politics and personal status. (An old friend of mine used to remind me, as I lamented about association politics, that "It is, after all, their club.")

SAA has its share of internal issues, of course. This weekend the SAA Council will review the Proposed FY07 Budget (one of those "staying in or going out of business" deals), discuss re-tooling of the SAA Special Funds into a foundation, vote on a membership development action plan, and consider recommendations on new guidelines for archival continuing education, changing the administration of the Archives and Archivists listserv, moving to online balloting, revising the governance manual to reflect current procedures. . . . You catch my drift. Importantly, they will

\* I love this phrase. My friend Vicki Walch (CoSA executive director, SAA Fellow, A\*CENSUS Principal Researcher, and possibly the nicest, most competent person I know) is a "stitcher," and she named her company "Common Threads." I use the name here without her permission.

also talk about how we might enhance our advocacy efforts and streamline our governance procedures in order to improve our ability to respond to external issues in a timely way.

\* \* \*

SAA shares "common threads" with other groups, and it is most often in our best interest to collaborate in order to strengthen the profession's voice. Collaboration has been the watchword in recent months, as SAA has, for example:

- Participated in the Council of State Archivists' "Hurricane Conference," which brought together the state archivists of the nine "hurricane" states, as well as a wonderful array of supporting organizations, to discuss lessons learned and action steps to mitigate future disasters;
- Launched "MayDay," a nationwide grassroots effort whose goal is to raise archivists' consciousness about emergency preparedness to help "save our archives"; and
- Weighed in on the Smithsonian/Showtime contractual arrangement and on NARA's reclassification of documents.

These are busy days, and they're likely to get busier as the SAA Council makes its leadership decisions and appointed groups, section and roundtable leaders, members, and staff contribute to "making it real."

It's my 99th board meeting in 28 years of association management. But who's counting? ❖

### The DC 2006 early-bird registration deadline is fast approaching!

In the interest of collaboration . . . we have adopted the NAGARA/CoSA early-bird member rate of just \$249—but this special rate applies only until June 16. Register now for your best deal on what promises to be a very dynamic joint meeting!

**Just added:** Kevin Turner, chief operating officer of Microsoft, will join SAA President Richard Pearce-Moses for the Friday, August 4, plenary session on technology.

## **NHPRC Electronic Records Research Program \$15,000 Fellowships Available!**



The NHPRC Electronic Records Research Program, funded by NHPRC and sponsored by the University of North Carolina at Chapel Hill School of Information and Library Science, Duke University Libraries, and UNC-Chapel Hill Libraries is again offering four \$15,000 fellowships to advance the state of knowledge in electronic records. Archival professionals, or teams of professionals and academics, are urged to take advantage of this opportunity to pursue their research interests in any aspect of electronic recordkeeping. At least one investigator must be a practicing archivist or records professional and all Fellows must be U.S. citizens.

Although funding is competitive, strong ideas are more important than fully-framed proposals for this program, which offers mentoring to those who wish to improve their skills in research and proposal-writing. Applicants who would like help developing their ideas should contact [paul.conway@duke.edu](mailto:paul.conway@duke.edu), [tibbo@ils.unc.edu](mailto:tibbo@ils.unc.edu), or [tim.pyatt@duke.edu](mailto:tim.pyatt@duke.edu) as soon as possible with their ideas.

The program is non-residential. Fellowship recipients will attend a symposium October 5-7, 2006 at UNC-Chapel Hill to present their ideas and receive mentoring, and again in 2007 to present the results of their research. 2005 Fellows will present their finished work at this year's symposium along with well-known researchers in the electronic records arena.

The deadline for applications for the 2006 Fellowships is June 15th, 2006. Please see the project website for more information, application forms, and instructions: <http://www.ils.unc.edu/nhprcfellows>.



# Archival Science and Archival Engineering: Building a New Future for the Past

KENNETH THIBODEAU, Director, Electronic Records Archives Program, National Archives and Records Administration

While we are still at the dawn of the digital era, before too many cultural assets are lost, and before the technology has raced utterly beyond our ability to catch up, we need to construct concepts, methods and operational systems that can preserve and provide access to digital information. In this, we need to be aware of the burden of our own past, of the possibility that the theory, methodology, and practice which the archival profession has constructed in the past may hinder progress in the digital era. Not that we should jettison our professional heritage, but we need to be judicious in carrying it forward. Without concentrated efforts to build sustainable solutions for digital preservation, the present will have no future.

## Archives of the Future

The essential goal in preserving records is to enable reconstruction of past events, activities, decisions, and states of affairs from recorded information accumulated in the course of action. The role of archives and the archival profession is not to reconstruct the past. That is the proper work of historians, auditors, analysts, genealogists, and others, who use records to extend their knowledge or to create new knowledge. The role of archivists and of archives is to deliver the building materials which others use to reconstruct the past. The systems that archivists must build for electronic records should not be mausoleums to house those records, but transport systems to deliver them, in authentic form, to the future.

The archives of the future will not be a physical building, but a virtual repository in cyberspace that will preserve and provide reliable access to all types of authentic electronic records without regard to any specific hardware or software. It will be a system to support the management and use of records, but the location of the information technology infrastructure will be, literally, immaterial to its users.

Building the archives of the future is challenging from a purely technological perspective, but the difficulty is greatly compounded by the disparity between the way archives operate and archivists think and work, and the ways that computer systems are designed and developed. System developers need requirements to be expressed in clear atomic, non-redundant

terms. Archivists have difficulty meeting this need because they deal with complex cases that have significant internal nuances, vary considerably from one case to the next, and have a lot of exceptions or special cases. Archivists often express what is required for managing records in terms that are broad, and even vague, in order to cover as much ground as possible, and ensure that important subtleties are not excluded. Requirements expressed in such terms are generally not sufficient or appropriate to allow technologists to distinguish processes that apply to individual records from ones that operate on files or series. *Atomicity*—one statement describes one and only one requirement—and *nonredundancy*—a requirement is expressed in one and only one statement—can perhaps be achieved by applying rigor, but *clarity*—stating a requirement in such a way that there can be no dispute about what is to be built—may be more elusive.

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**“The archives of the future will not be a physical building, but a virtual repository in cyberspace that will preserve and provide reliable access to all types of authentic electronic records without regard to any specific hardware or software.”**

## What System Developers Need

System developers need requirements to be expressed in terms of capabilities not solutions. That may sound simple, but in practice it can be difficult. Many people, archivists included, come to the process with preferences for specific solutions. Prejudice or preference in favor of specific solutions must be excluded from the articulation of requirements. For any complex system, it is impossible to know *a priori* if any particular solution—even if it is in fact the optimal way of satisfying some number of requirements—will be optimal given the total combination of requirements the system must satisfy.

Have archivists clearly articulated the requirements for preserving electronic records in a manner that reflects a consensus of the profession, not to mention the stakeholders? Can these requirements unambiguously and comprehensively guide the design and development of systems? What should archivists communicate to systems developers concerning requirements that relate to the preservation of archival aggregates, such as series and archival fonds? The archival literature indicates a lack of unanimity and uniformity on electronic records preservation requirements. Is a files classification system (so important for preserving records in paper form) a requirement for preserving records in electronic form? In the

digital realm, the possibilities for organizing information are myriad. Related documents do not need to be in proximity to one another. Not just documents, but specific elements of their content can be related to other documents. So the requirement is not a files classification system but a means to preserve the links implemented by the creator in the conduct of its affairs.

### “Archival Engineering”

Archivists need to construct, or to reconstruct, a dynamic intellectual edifice, one that has pathways for systematically collecting and organizing empirical information about new types of electronic records, and new ways that technology is applied in the conduct of business or could be applied in the discovery and delivery of archival records. This intellectual environment needs conceptual spaces suitable for analyzing information, for its impact within the domain of the management of records, and for what it reveals concerning changes in business processes and in the relationships between these processes and records. We need to integrate the results of such analysis into the solid foundations of archival science and the effective application of archival methods in automated systems. Such integration could be described as “archival engineering.” Theoretically, archival engineering would be a discipline combining knowledge from the domains of both archives and information technology with skill in applying such knowledge in practical applications.

The fusion of archival and engineering knowledge and skills in a single discipline may, on first impression, sound impossible or at least impracticable. But if we examine what archivists and engineers do and how they do it, we can see possibilities:

- **The engineer** creates, operates, manages, controls, or maintains devices, mechanisms, processes, structures, or complex systems. **The archivist** creates structures for organizing records, operates recordkeeping systems, manages their filing and retention, and controls against unauthorized destruction or alteration. These activities involve devices, such as filing equipment and tape recorders, mechanisms, such as micrographics printers and records management software applications, processes, such as scheduling, appraisal, and disposition within our discipline and the business processes of organizations for which we work, structures, such as repositories and conservation laboratories, and at least somewhat complex systems, such as record keeping systems and historical archives.
- **The engineer works** rationally, using science, mathematics, experience, and judgment. **The archivist works** through regular application of experience and judgment, but, outside of conservation laboratories and the provision of shelving and movement of boxes, there is little use of science or mathematics, at least in the sense of “science” as understood by engineers. Both archival knowledge and archival practice stand to be enriched by application of scientific method and quantitative measures.

While archivists may not work in the manner of engineers, they need to communicate and collaborate with engineers and other technologists in order to develop archival systems for electronic records and to ensure that business applications create and maintain records worth preserving in the archives of the future. ❖

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# Implementing DACS

## A Case Study at Oregon State University

ELIZABETH NIELSEN, Senior Staff Archivist, Oregon State University Libraries

The professional standard for the content of archival description by U.S. archivists is *Describing Archives: A Content Standard (DACS)*. Published in 2004 by the Society of American Archivists and adopted as a standard by SAA Council in March 2005, it is the first U.S. standard for the content of archival finding aids. While its predecessor—*Archives, Personal Papers, and Manuscripts (APPM)*—was intended specifically for the content of catalog records, *DACS* is the standard for any type or level of archival description, including catalog records, collection-level descriptions, or full finding aids.

How are archivists adopting this comprehensive standard? This brief case study of implementation in the Oregon State University (OSU) Archives will illustrate one approach to standardization of archival description.

### Why Bother?

Archival materials are inherently unique and collections vary widely in content, size, and forms of materials. The descriptions of archival materials have mirrored this uniqueness and variability with idiosyncratic descriptive practices and wide variation in descriptive format and content, even within one repository.

Archives users have direct access to finding aids through repository websites, union catalogs (e.g., OCLC WorldCat), and collaborative Encoded Archival Description databases (e.g., the Northwest Digital Archives); consistency in the content of archival description facilitates users' ability to understand finding aids without decoding by an archivist. Standardized description is also more readily repurposed for various uses (e.g., printed finding aid; html for website; xml in a finding aids database; and MARC for online catalog). Also, staff trained in standardized description can apply their knowledge to finding aids at any repository, with only minimal institution-specific training needed.

Furthermore, this case study demonstrates the ease of applying a well-formed and flexible standard such as *DACS*; it need not be a "bother."

### Steps toward Standardization

As the OSU Archives began preparing new finding aids and upgrading legacy finding aids using desktop word processing software in the early 1990s, some consistency in the content of finding aids (especially at the collection level) emerged, but no written standards were followed. *APPM* was applied to catalog records that were prepared after the finding aids were finalized.

Over the next decade, various aspects of the *APPM* standard were incorporated into collection-level elements of finding aids. However, differences in content between finding aids and catalog records persisted. As tools were developed by the OSU Libraries in 2004 to extract MARC records directly from EAD-encoded finding aids using MarcEdit (<http://oregonstate.edu/~reaset/marcedit/html/index.html>), the finding aids became somewhat more standardized and *APPM*-compliant, especially at the collection level.

In the fall of 2005, the Northwest Digital Archives (NWDA—<http://nwda.wsulibs.wsu.edu/index.html>) revised its Best Practice Guidelines (BPG) for EAD to be in compliance with *DACS*. All minimum-level *DACS* elements are mandatory for NWDA compliance; *DACS* rule numbers are provided for all EAD elements in the BPG document. The author (and many other representatives of NWDA institutions) attended

the SAA workshop on *DACS* presented in Seattle to receive basic training in the new descriptive standard.

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**“This case study demonstrates the ease of applying a well-formed and flexible standard such as *DACS*.”**

### Recommendations for Implementation

As a tool to share my recently acquired *DACS* knowledge with my colleagues in the OSU Archives and as a first step toward recommendations for implementation of

*DACS* for OSU Archives finding aids, I divided the *DACS* elements into three groups:

- 1) Required Minimum Elements for Finding Aids (10 elements);
- 2) Elements Likely to Be Used in Most OSU Archives Finding Aids (6 elements); and
- 3) Elements Rarely Used in OSU Archives Finding Aids (9 elements).

For the third group, I referred my colleagues to the *DACS* documentation for more detailed information and did no further analysis.

For the required and likely-to-be-used elements, I developed a table with the following components:

- *DACS* Rule Number and Element Name;
- Brief Description of the Rule and Summary of Key Points from Workshop;
- OSU Archives Current Practice; and
- Recommended Changes to Incorporate *DACS* into Descriptive Practice.

## Required Minimum Elements

Of the ten required *DACS* elements, the OSU Archives was already using nine elements in all finding aids and the tenth (4.1 Conditions Governing Access) in finding aids with restricted materials. The required minimum elements are:

- 2.1 Reference Code
- 2.2 Name and Location of Repository
- 2.3 Title
- 2.4 Date
- 2.5 Extent
- 2.6 Name of Creator(s)
- 3.1 Scope and Content
- 3.2 System of Arrangement
- 4.1 Conditions Governing Access
- 4.5 Languages and Scripts of the Material

Most of the changes needed for *DACS* compliance for required elements pertained to degree of completeness of the element or its application to all finding aids. With a few minor changes, the OSU Archives would be in compliance with the required *DACS* elements. Several examples extracted from this table illustrate the types of changes needed and document how the standard will be applied to OSU Archives finding aids.

### 2.4 Date

Description	OSU Archives Current Practice	Changes to Incorporate DACS
Record dates of creation, recordkeeping activity, publication or broadcast. Provide inclusive dates and predominant/bulk dates (specified as such). For bulk dates, specify them as such by preceding with the word "predominant" or "bulk". Recommends spelling out words to indicate estimated dates ("circa" instead of "ca."). Recommends expressing single dates as year-month-day, spelling out the month. When no date is available, use "undated".	Archives uses dates of creation (not recordkeeping activity) and is in compliance with this rule, in general. We have used "(" around bulk dates in MARC records. In EAD finding aids, we qualify both inclusive and bulk dates like this: • 1908-1970 (inclusive) • 1908-1935 (bulk) We have not been as consistent in the application of the format of dates below the collection level or in providing dates at all level of description.	Be consistent in providing date at all levels of description, when it differs from the date of the next highest-level element. If date is unknown, try to approximate or indicate "undated". "Bulk" qualifier will be applied using the attribute value for <unitdate> in EAD. EAD-to-MARC stylesheet will insert "bulk" for <unitdate> with type="bulk" before dates in display per current practice.

Only minor changes are needed to be in compliance for 2.4 Date, primarily using "undated" for materials of unknown date.

## 2.6 Name of Creator(s)

Description	OSU Archives Current Practice	Changes to Incorporate DACS
Identifies corporate bodies, persons, and families associated with the creation, assembly, accumulation, and/or maintenance and use of the materials being described.  In general, this comes from the supplied title of the collection—but there may be collections for which a creator is not included in the title.  Record only names that appear somewhere in the archival description.	In compliance with this rule.	We will use <i>DACS</i> as standard for developing names when they are not in LCNAF or already in an on-line catalog (OCLC, Summit); this includes using fullest form of name and dates.

The OSU Archives will stray from strict adherence to rule 2.6 for Name of Creator(s) in that we will only use *DACS* as the standard for developing the form of names that do not already appear in the Library of Congress Name Authority File (LCNAF) or in the online catalogs used most heavily by our patrons (OCLC and the regional Orbis Cascades Alliance Summit Catalog).

*continued on page 26*

## ORAL HISTORY TRANSCRIPTION

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# Mark Greene Elected Vice President/President-Elect

TERESA BRINATI, SAA Director of Publishing

MARK A. GREENE was elected vice president of the Society of American Archivists in April. He will begin his one-year term this August and then become SAA's 63rd president in 2007–2008. Greene is the director of the American Heritage Center at the University of Wyoming.

"This is an incomparable honor and a daunting responsibility, particularly given how high the bar has been set by recent presidents," Greene said in a recent interview. "I'm very optimistic about the future of SAA and the archival profession; this is a wonderful time to serve."

## Background

A member of SAA since 1987, Greene has served SAA in a variety of leadership capacities: on Council and the Working Group on Intellectual Property; as chair of the Program Committee, Manuscripts Repository Section, and Congressional Papers Roundtable; and as co-chair of the Committee on Education and Professional Development. Greene was named a Fellow of SAA in 2002.

Greene's other professional activities include membership and service in the Midwest Archives Conference, where he was elected president, served on its governing council, and was chair of the *Archival Issues* Editorial Board. He has written extensively on a variety of archival topics; most recently he co-authored an article with Dennis Meissner, "More Product, Less Process: Revamping Traditional Archival Processing," in the Fall/Winter 2005 issue of *American Archivist*.

Candidates for SAA vice president/president-elect were required to answer the following question posed by the Nominating Committee: *How would you describe the current state of SAA as an organization that serves as the most important voice of the archival profession, and what changes would you like to see occur?*

## Ideas for the Future

"SAA is the most important voice of the U.S. archival profession," Greene wrote in his candidate statement in response

to the committee's question. "SAA's success in advocating for the profession in national and local government arenas on issues such as copyright, raising the visibility of the profession in the mass media, and developing collaborations with allied organizations such as ALA, NAGARA, and CoSA, are significant practical illustrations of the importance of SAA's 'voice.'"

Greene noted that SAA welcomes and does have members from other nations, and that expanding interaction with international and other national archival organizations is equally important.



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**This is an incomparable honor and a daunting responsibility, particularly given how high the bar has been set by recent presidents.**

Having a "voice" does have resource implications. "Ensuring that SAA is heard when and where most important to the profession is increasingly expensive, and . . . additional support must be found in the relatively near future," Greene stated. "This may be one factor in continuing discussions about a possible dues increase." If there is such an increase, Greene favors increasing the number of dues categories at the top of the wage scale as a means of expanding revenue with the smallest possible impact on students and others earning low wages.

Another way to strengthen SAA's voice might be expanding *Archival Outlook*. Greene suggested including a regular essay feature open to diverse voices within the profession, columns that would assist a wide variety of

members in daily work, and digests of new research and publications.

## Professional Identity

The most profound obstacle faced by SAA and the U.S. archival profession, according to Greene, is the issue of identity—"what and who an archivist is."

"The president can use the bully pulpit to define and emphasize what unifies us, regardless of our titles, the institutions we work for, or the materials we work with," Greene con-

cluded. "We must wrestle honestly and openly with our professional identity if SAA has hope of speaking accurately and authoritatively for the profession." ❖

# Rebecca Hankins, Leon Miller, Nancy Zimmelman Join Council

SAA members elected Rebecca Hankins, Leon Miller, and Nancy Zimmelman to Council in April. Their three-year terms begin this August following the conclusion of the DC 2006 Joint Meeting and they will serve through the SAA conference in 2009. They will succeed outgoing Council members Kathryn Neal, Chris Paton, and Peter Wosh.

Candidates for Council were required to answer the following questions posed by the Nominating Committee: What three crucial issues should SAA address to ensure the strength of our profession? Do you have any specific suggestions on how to best address these issues? The winners' respective responses, along with brief biographical sketches, follow.



**REBECCA HANKINS** is the Assistant Professor/Curator/Librarian of African American Studies at Texas A&M University Libraries. A member of SAA since 1993, she has served on the Steering Committee of the Oral History Section and edited the section's newsletter, and is a

past chair of Archivists and Archives of Color Roundtable.

According to Hankins, SAA must continue to address increasing its outreach through a vocal civic presence, collaborating with other organizations, and promoting diversity within the organization's leadership structure.

"SAA has a rich tradition of actively participating in public and national issues that pertain to archives," Hankins wrote in her candidate statement. "In order to ensure the strength of our profession, it is essential that we maintain this strong public presence. Furthermore, we must continue our strong collaborative partnerships with organizations with similar missions."

With regard to diversity, Hankins further stated, "SAA has recognized the importance of increasing diversity within its leadership and now stands poised to find creative and effective solutions. . . . We also need to develop and sustain 'growing our own' diversity initiatives . . . which include more outreach programs to undergraduates and even high school students." In addition, "The practice of continuing Council's involvement with all SAA sections and roundtables, emphasizing diversity within their meetings, presentations, and discussions . . . [is] essential to maintaining a vibrant and dynamic organization for years to come."



**LEON MILLER** is the Manuscripts Librarian at Tulane University in New Orleans. A member of SAA since 1989, he was co-chair of the New Orleans 2005 Host Committee and chair of the Membership Committee and editor of the *RAO Section Newsletter*. He is a past president of both the Academy of

Certified Archivists and the Society of Southwest Archivists.

In his candidate statement, Miller proposed the following

watchwords for SAA: understanding, planning, building, maintaining, and responding. "All imply cooperation with related organizations because SAA's planning and development processes can only benefit from sharing resources with related groups," Miller stated.

Among the issues to be addressed, Miller cited "Stronger cooperation with regional and state archival organizations. Regionals do excellent work and are taking the lead in several areas. SAA and the regionals can benefit from supporting each other's strengths, especially outreach, mentoring, education, and membership development."

He also advocated "Greater coordinated lobbying. Information and heritage groups are too small to be individually effective in Washington. For a successful state and national voice, SAA should strengthen its current lobbying partnerships and reach out to other organizations when issues of mutual concern arise."

International outreach is also a crucial issue. "SAA has a special responsibility to promote mutual respect and cooperative endeavors across national archival lines, especially in the areas of standards, research, and education," Miller said.



**NANCY ZIMMELMAN** has worked at the California State Archives since 1988 and was appointed California State Archivist this spring. She is also a longtime administrator of the Western Archives Institute. A member of SAA since 1985, her service

within the association has included the *American Archivist* Editorial Board, A\*CENSUS Working Group, Committee on Education and Professional Development, and chair of the Nominating Committee.

"The three crucial issues are 1) recruiting the next generation of archivists and simultaneously increasing diversity in the profession, 2) increasing awareness of archives and their importance, and 3) managing and using technology," Zimmelman wrote in her candidate statement.

"To address the generational shift and need to recruit a new generation of archivists, SAA should promote careers in archives through outreach to college and university history departments and to library and information technology programs," Zimmelman stated.

Further, "SAA should continue to build relationships with allied organizations, developing a national strategy to increase the visibility and funding for archives . . . [and] develop strategies to provide informational resources to archivists and archival institutions to help bolster the case for their individual programs."

Lastly, Zimmelman noted that A\*CENSUS respondents indicated that digitization, electronic records preservation, and digital asset management are among the top priorities for continuing education. ❖

# Ann Russell to Serve as Treasurer

**A**NN RUSSELL was elected treasurer of SAA in April. Her three-year term begins this August following the conclusion of the DC 2006 Joint Annual Meeting and through the SAA conference in 2009.

Russell has been the executive director of the Northeast Document Conservation Center since 1979, and for two decades was also an adjunct professor at Simmons College Graduate School of Library and Information Science. A member of SAA since 1980, she has served on the Preservation Section. Other professional activities include chair of the Association of Regional Conservation Centers, member of the Heritage Emergency Task Force, and treasurer of the Massachusetts Advocates of the Arts, Humanities, and Sciences.

Candidates for treasurer were required to answer the following question posed by the Nominating Committee: *SAA members expect the Society to provide a broad range of educational, informational, and program services. What specific strategies would you pursue to increase SAA's revenue sources?*



"The SAA treasurer should help the Society actively pursue grant support in order to provide expanded member services," Russell wrote in her candidate statement. "The SAA officers should work with staff and Council to draw up a list of potential funding sources and match them to the education and information needs of the membership."

In addition, Russell stated that, "SAA should also be able to obtain private sector support for international exchange programs to train and to learn from archivists abroad. Raising funds to advance the entire field could provide a scenario for closer cooperation with government and state archives. . . .[and] an impetus for strengthening the advocacy efforts of the Society."

Russell will succeed outgoing treasurer Fynnette Eaton. ❖

## Su Kim Chung, Scott Schwartz, Cheryl Stadel-Bevans to Serve on 2007 Nominating Committee

**T**he SAA election in April also yielded three members to serve on the 2007 Nominating Committee: Su Kim Chung, Scott Schwartz, and Cheryl Stadel-Bevans. Schwartz will serve as chair of the committee, which is responsible for identifying and selecting next year's slate of candidates. Two members of Council also serve on the committee.

Candidates were required to respond to the following questions posed by this year's committee: *SAA faces demographic changes in the near future as a generation of professional leadership begins to retire. What strategies should the Society take in order to cultivate a new and diverse leadership?*



**SU KIM CHUNG** is the manuscripts librarian in Special Collections at the University of Nevada, Las Vegas. She is also pursuing a PhD in Information Studies at the University of California, Los Angeles.

"Both the Nominating and Appointments committees should liaison with the Diversity Committee to ensure a continued commitment to diversity in selecting potential leaders," Chung wrote in her candidate statement. "Although the practical aspects of recruiting new leadership fall to the Nominating and Appointments Committees, it should be the work of *all* SAA members to encourage beginning archivists to become more involved in SAA committees, sections, and roundtables as they are a springboard for future leadership positions."



**SCOTT SCHWARTZ** is archivist for Music and Fine Arts and director of the Sousa Archives and Center for American Music at the University of Illinois at Urbana-Champaign.

"The Nominating Committee must canvass the leadership of Roundtables and Sections for nominations, and work collaboratively with SAA's Membership Committee and Diversity Committee to identify the most capable candidates from the diverse professional disciplines, regions, and cultures that comprise SAA's membership," Schwartz said in his candidate statement. "While it is always important to seek out individuals with significant membership experience . . . it is critical that newer members with innovative ideas and energy are identified also as potential candidates."



**CHERYL STADEL-BEVANS** is a data specialist for the Congressional Research Service at the Library of Congress.

"SAA can use the data from A\*CENSUS to identify strengths among those continuing in the profession. In addition, SAA can use its network of sections, roundtables, and committees to connect with those willing to accept a greater role in SAA," Stadel-Bevans noted in her candidate statement. "These groups reflect the diverse nature of the archival enterprise. Their number and variety reflect type of institutions, . . . materials, . . . and duties . . . found within our profession. They also show a glimpse of the cultural diversity of our members." ❖

# Network It, Baby!

## Cultivating the Fine Art of Hobnobbing at DC 2006

BRIAN DOYLE, SAA Director of Member and Technical Services

I'm not an archivist—and I don't play one on TV. But one thing I do know about SAA members is that they're darn friendly and ever ready to extend a helping hand to a colleague. Archivists are passionate about their work and hold strong convictions about their responsibilities as caretakers of the national record.

As Membership Committee Chair Gerriane Schaad says, "Each member needs to be an advocate for society, for the profession, and for each other." That enthusiasm and idealism permeate many aspects of how SAA conducts itself as a professional association, including the types of programs that it has put in place to welcome new members and first-time attendees at the Annual Meeting.

### New Member and First-Timer Orientation

Each SAA Annual Meeting starts bright and early with a special continental breakfast for new members and first-time attendees (Thu., Aug. 3, 7:00–8:00 a.m.), hosted by members of the SAA Council, the Membership Committee, and staff. This is a great opportunity to strike up a conversation with your peers. In past years, chairs have been in high demand so don't hit the snooze button!

### Key Contact and Navigator Programs

Perhaps the worst experience a new member or attendee can have is to go an entire meeting or membership year and not develop a single connection with fellow professionals. A cadre of dedicated member volunteers, known as Key Contacts, works to extend the efforts of SAA staff in welcoming newcomers and bring a personal touch to SAA's programmatic activities.

Likewise, the Navigator Program, sponsored by the Women Archivists Roundtable and the Membership Committee, matches experienced members with first-time attendees. All DC 2006 attendees are invited to request a navigator or volunteer to serve in this important role. For more information, please contact Karen Walton Morse at 716/645-2916 or [kewalton@buffalo.edu](mailto:kewalton@buffalo.edu).

### Student Programs

Students represent the fastest growing segment of SAA's overall membership—up an average of 25% every year for the past four years! The number of student chapters is growing as

well. SAA is committed to addressing the particular needs of students through a number of special events at the conference:

- The Student Mixer (Wed., Aug. 2, 5:00–7:00 p.m.), hosted by the University of Maryland SAA Student Chapter;
- The Student Forum (Thu., Aug 3, 11:15 a.m.–12:45 p.m.);
- The Graduate Student Paper Session (Sat., Aug. 5, 9:30–11:00 a.m.); and
- The Student Poster Session, on display in the Exhibit Hall (Thu., Aug 3, 6:00–8:00 p.m., and Fri., Aug. 4, 9:00 a.m.–4:00 p.m.).

Of course, these special events represent just the tip of the iceberg. There are many additional opportunities to collaborate with colleagues, from section and roundtable activities to committee work to hands-on workshops.

For more information on the DC 2006 Joint Annual Meeting of NAGARA, CoSA, and SAA, or to register, please visit [www.archivists.org/conference/dc2006](http://www.archivists.org/conference/dc2006). ❖

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**“We learn in a variety of ways, but learning informally from each other has such a personal touch.”**

—Gerriane Schaad, Chair,  
SAA Membership Committee

### Career Center to Host “Meet-and-Greet” With U.S. Archivist

It's a burning issue for student members, young professionals, and established archivists seeking a career change. *Where can you find a good job?*

Throughout the year, SAA posts job vacancy announcements in its *Online Employment Bulletin* ([www.archivists.org/employment](http://www.archivists.org/employment)) and in *Archival Outlook*. But for job hunters desiring face time with recruiters, career advice, and pointers on how to brush up their resumes, the SAA Career Center is a great place to seek assistance. Taking place at the Joint Annual Meeting, this year's Career Center will kick off Thursday, August 3, 2006, at 9:00 a.m. with a special “meet-and-greet” event featuring the Archivist of the United States, Dr. Allen Weinstein. Recruiters from the National Archives will also be on hand to answer questions.

Job seekers and recruiters alike are invited to submit resumes and job vacancy announcements for the Career Center. For additional information, please contact Jeanette Spears at 312/922-0140 or [jspears@archivists.org](mailto:jspears@archivists.org).

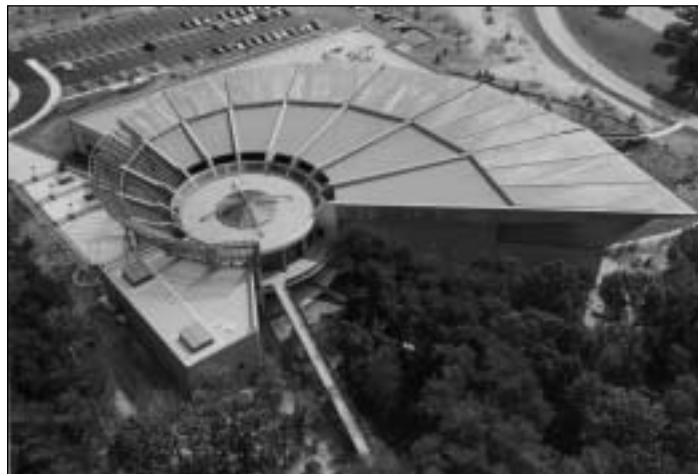
# Out and About

## DC Repository Tours and Open Houses

JANICE F. GOLDBLUM, National Academies Archivist

Washington, D.C., is a tourist's delight. It abounds with monuments and memorials, and is rich in cultural institutions, centers of science and education, and the headquarters of international and national organizations. The DC 2006 Host Committee invites you to play tourist in the nation's capital during the Joint Annual Meeting of NAGARA, CoSA, and SAA, July 30–August 5. Here's a sneak peek at the array of repositories awaiting your visit. Consider yourself cordially invited on a busman's holiday!

- Go behind the scenes at the **National Archives and Records Administration (NARA)**. See the "National Archives Experience," the Public Vaults—NARA's newest interactive permanent exhibit—and the Declaration of Independence, Constitution, and Bill of Rights in the Rotunda, followed by open houses at participating NARA centers and divisions.
- Three Smithsonian Institution museums will introduce visiting colleagues to their extensive collections: **National Museum of American History's Archive Center**, **National Air and Space Museum Archives**, and **National Museum of the American Indian (NMAI)**. NMAI's tour is at its Cultural Resources Center in Suitland, Maryland.
- The **National Gallery of Art**, located on the National Mall, invites you to visit the Gallery Archives.
- Washington has an identity beyond the Capitol and the federal presence. For a special entrée to the host city, explore the Washingtoniana Division at the **Martin Luther King Library** or the **Jewish Historical Society of Greater Washington**.
- Interested in college and university archives? Then check out **Howard University** and the **University of Maryland**. The Moorland-Spingarn Research Center at Howard University is recognized as one of the most comprehensive repositories documenting the history and culture of people of African descent. The University of Maryland has arranged a tour of three agriculture-related institutions in Greater Washington—**Riversdale** (a recently restored mansion), the **University of Maryland's Special Collections department**, and the **National Agriculture Library**.
- Both the **World Bank** and the **International Monetary Fund** are participating in the DC 2006 repository tour program. Learn about the history and work of The World Bank Group Library and Archives of Development. The International Monetary Fund is providing a briefing and tour, followed by a visit to its archives.



Aerial view of the Cultural Resources Center, National Museum of the American Indian, Smithsonian Institution, in Suitland, Maryland. For an up-close experience, take the tour on August 3 during the DC 2006 Joint Annual Meeting. *Photo by Scott Carroll (conservator).*

- The **National Library of Medicine**, on the campus of the **National Institutes of Health** in Bethesda, Maryland, is the world's largest medical library. An introduction to the library will precede a tour of the Reading Room, the History of Medicine Division and its digital manuscript section, and concludes at the library's newest exhibit: **Visible Proofs: Forensic Views of the Body**.
- The tour of the **Navy Operational Archives Branch** includes the Operation Archives, the Navy Library, and the Navy Museum, whose collections document the twentieth-century Navy, especially after 1941.
- The **National Press Club Archives** is hosting an open house celebrating its new facility in the historic National Press Building. "Experience High Adventure" at the **National Geographic Society** during a tour and behind-the-scenes look at its Archives and historic Hubbard Hall.
- Last, but not least, visit the Archives, Museum and Library of the Supreme Council of the **33rd Scottish Rite of Freemasonry**, the world's oldest and largest fraternity.

Tours and open houses take place on Wednesday, August 2 (except for the tour of the Cultural Resources Center at the National Museum of the American Indian, which is on Thursday, August 3). For planning purposes, please sign up for tours. Note that some institutions have security procedures, and registrants must allow sufficient time to go through security. For more information: [www.archivists.org/conference/dc2006/index.asp](http://www.archivists.org/conference/dc2006/index.asp). ❖

# DC 2006 JOINT ANNUAL MEETING

Join NAGARA, CoSA, and SAA  
July 30–August 5, 2006

**The Hilton Washington Hotel**  
1919 Connecticut Avenue, NW  
Washington, DC 20009

Special discounted conference room rates available  
until July 11—OR until room block is met—  
whichever comes first.  
\$149 Single / \$179 Double  
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Contact the hotel directly at 1-888-DCHILTON  
and be sure to indicate that you are with the  
"Joint Annual Meeting"

## Registration Fees

### Early-Bird

(postmarked or faxed by June 16, 2006)  
Member \$249 / Nonmember \$349

### Advance

(postmarked or faxed between June 17 and July 7, 2006)  
Member \$329 / Nonmember \$429

### On-Site

(after July 7, 2006)  
Member \$369 / Nonmember \$469

### One-Day

Member \$169 / Nonmember \$209

### Student

Member \$119 / Nonmember \$169

### Student One-Day

Member \$99 / Nonmember \$129

### Guest Registrant

Member \$99 / Nonmember \$129

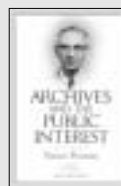
For more information:  
[www.archivists.org/conference/dc2006](http://www.archivists.org/conference/dc2006)



# Books for All SEASONS

*SAA has approximately 20 book projects in the pipeline. The following titles are projected to be available in the next 12 months.*

## SPRING



### Archives and the Public Interest: Selected Essays by Ernst Posner

ARCHIVAL CLASSICS SERIES  
edited by Ken Munden, with a new introduction by  
Angelika Menne-Haritz  
(ca. 214 pp.)

## SUMMER



### Architectural Records: Managing Design and Construction Records

Waverly Lowell and Tawny Ryan Nelb  
(ca. 250 pp.)

### Photographs: Archival Care and Management

Mary Lynn Ritzenthaler and Diane Vogt-O'Connor, with Helena Zinkham,  
Brett Carnell, and Kit Peterson  
(ca. 500 pp.)

## FALL



### Archives and Justice: A South African Perspective

Verne Harris with a preface by Terry Cook

### Understanding Archives and Manuscripts

ARCHIVAL FUNDAMENTALS SERIES II  
James O'Toole and Richard J. Cox

## WINTER

### Archival Facilities for the 21st Century: Balancing Collection and User Needs

Thomas Wilsted

### The Imperative to Preserve: Competing Definitions of Value in the World of Film Preservation

Karen F. Gracy

### Legal Issues for Archives and Manuscripts

Menzi Behrnd-Klodt

SAA—Your Partner in Publishing





## NHPRC: Small Investments Bring Big Rewards

Although the National Archives and Records Administration's mission is that of the nation's recordkeeper—the steward of the federal records created since the beginning of the republic that tell the story of our democracy—its holdings do not tell the full story of the American experience.

Records in state and local archives, colleges and universities, non-profit organizations, and private collections add, in incalculable ways, to the account told by the records in the National Archives.

NARA also offers help in preserving and making accessible these important historical documents that are not part of our holdings. This work is done through the National Historical Publications and Records Commission (NHPRC). The commission, NARA's grant-making affiliate, promotes the full preservation and use of the nation's documentary heritage and holdings whether housed at NARA or elsewhere.

Unfortunately, the FY 2007 budget sent to Congress by the White House in February proposed no funding for NHPRC grants or administration. Since it began making grants in 1964, NHPRC has awarded \$169 million to 4,200 projects involving records held by various institutions across the country. These grants are used for preserving records, publishing them, making them accessible to the public, and establishing archives.

NHPRC's reach extends into all states and the District of Columbia, into all types of records repositories, and deeply into classrooms, the media, and scholarship at all levels. For example, NHPRC grants have helped to establish or modernize public records programs throughout the country, from places like Seattle and Boston to Lauderdale County, Mississippi, and Schuylkill County, Pennsylvania.

NHPRC grants have also helped to preserve and make accessible oral history and tribal records of a number of Native American tribes. The commission has provided funding for publication of some or all of the papers of 16 U.S. Presidents, as well as those of prominent military leaders, jurists, members of Congress, inventors, innovators, and civil rights leaders.

Grants have supported 296 publishing projects involving nearly 900 individual volumes of original documents and 9,100 reels of microfilm. NHPRC-funded archival projects at the state and local levels, in colleges and universities, and with non-profit groups are of great assistance to scholars, family and local historians, journalists and authors, documentary film makers, lawyers,

and many others.

Other grants have created "cyber archives," which in turn have made available massive amounts of primary source materials on the Internet. Additional grants were made for research into ways to preserve and make accessible records created or stored in digital format.

Recently, NHPRC has played a role in the Gulf States recovery efforts. At my urging, the commission provided grants to Louisiana, Mississippi, and Texas to help assess the damage wrought by Hurricane Katrina to archives and records. Many of the records that suffered damage were those vitally needed by individuals and families to prove citizenship and eligibility for benefits.

NHPRC grants often have an impact that goes well beyond the immediate needs of the recipient organization or agency—a ripple effect that increases the impact of each grant immeasurably. For example, NHPRC grants have supported the organization and publication of papers of two Founding Fathers, John Adams and Alexander Hamilton. These papers were invaluable in the research for two award-winning books, David McCullough's *John Adams* and Ron Chernow's *Alexander Hamilton*.

Grants like these, which have underwritten the publication of papers of historical figures, have also spawned spin-offs, such as curriculum guides for teachers and documentaries for television. In short, NHPRC grants act as catalysts, providing seed money for projects that increase the number and availability of sources of American history and deepen our appreciation of the forces that have established and preserved our democracy for these 230 years.

NHPRC also helps the National Archives fulfill its larger role as civic educator. NARA has a responsibility not only to preserve and make accessible the documents that tell the nation's history, but also to promote the study of history as important to the survival of the vibrant American democracy. NARA also feels a responsibility to meet the needs of history educators at all academic levels, from kindergarten programs in our neighborhood schools to post-graduate work at our finest universities.

NHPRC's impact goes far beyond the modest investment of federal funds made for its grant program. An NHPRC grant is a perfect example of how a little spending by NARA can go a long way.

For more information about NHPRC and the grants it has made over the years, go to [www.archives.gov/nhprc](http://www.archives.gov/nhprc). ❖



## Government Reclassification Effort Exposed

For nine years the CIA, U.S. military, intelligence, and other federal agencies have secretly been withdrawing from public access and at times reclassifying thousands of pages of National Archives and Records Administration (NARA) records. Shortly after the story broke in the *New York Times* in late February, Archivist of the United States Allen Weinstein immediately placed a moratorium on the program. He also initiated an audit of federal agency actions that are documented to have resulted in some 55,000 pages of records being removed from NARA's open shelves. Congress also instituted its own investigation.

In late January, Matthew Aid, an independent historian who is currently a visiting fellow at the National Security Archive, and representatives of several member organizations of the National Coalition for History and government openness organizations met with NARA officials to discuss a reclassification program that Aid had discovered through his research in intelligence, military, and diplomatic records at NARA. He noted that the CIA and military agencies had reviewed millions of pages, at an unknown cost to taxpayers, in order to sequester documents from collections that had been open for years, but that the agency felt had been improperly released.

During the January meeting, NARA officials were given copies of many of the documents that Aid found missing from NARA's holdings, many of which were in excess of 50 years old. Some of the CIA-impounded documents already had been published in the State Department's historical series, *Foreign Relations of the United States (FRUS)*. Other documents had appeared in microfilm sets marketed by a private distributor, and still others had been declassified elsewhere and, "undoubtedly are in the research files of hundreds of historians and scholars." What should be a concern to every researcher or archives that may possess any of these 55,000 documents is that, under current law, anyone who possesses any of these documents might be in technical violation of the Espionage Act. (See related story below.)

As a result of the meeting, NARA officials agreed to look into the matter.

After the *New York Times* story appeared, NARA announced that an "official investigation into the matter was underway" and that an ISOO audit would determine the exact number of documents that have been withdrawn, whether there is authorization and justification for the withdrawal, and the appropriateness of the reclassification action. The audit is expected to be completed in May or early June.

\* \* \*

### Bush Administration Asserts Right to Prosecute Those Who Possess Secret Files

On January 30, the Bush administration stated in a court filing that journalists can be prosecuted under current espionage laws for receiving and publishing classified information. "There is plainly no exemption in the statute for the press," stated the Justice Department brief that was filed in response to a motion to dismiss charges against two former lobbyists for the American Israel Public Affairs Committee. The lobbyists reportedly received classified information during conversations they had with government officials, one of whom told the two men that they were receiving "highly classified 'Agency stuff.'" That official subsequently pleaded guilty to violating the Espionage Act.

The government asserts in the brief that lobbyists "have no First Amendment right to willfully disclose national defense

*continued on page 27*

## Safe Sound Archive

*"Preserving the Sound of History"*

[www.safesoundarchive.com/references.cfm](http://www.safesoundarchive.com/references.cfm)

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## ArchiveGrid – Gratis Through May

ArchiveGrid is an important destination for searching through historical documents, personal papers, and family histories held in archives around the world. Thousands of libraries, museums, and archives have contributed nearly a million collection descriptions to ArchiveGrid. Researchers searching ArchiveGrid can learn about the many items in each of these collections, contact archives to arrange a visit to examine materials, and order copies.

ArchiveGrid, a service of RLG, is available to both individuals and institutions *free of charge through May 31, 2006*. If additional grants funds or sponsorship are obtained, ArchiveGrid will remain free of charge; otherwise subscriptions will be available for institutions and individuals alike. Check out ArchiveGrid at <http://archivegrid.org/web/jsp/index.jsp>.

## CoSA Survey of Services/Programs for Local Government Records

The Council of State Archivists (CoSA) recently completed a report on a survey of state archives and records management agencies about their programs and services for local government records. The survey, conducted in February–March, was done in conjunction with CoSA's "Closest to Home" project, which focused on local government archives. *The report is available at [www.statearchivists.org/lga/](http://www.statearchivists.org/lga/).*

In addition to the survey report, a number of other resources on local government records and archives are also available. They include:

- An annotated bibliography on local government records compiled by Jeremy Brett, the project's Research Associate.
- "Milestone Documents," significant reports on local government records from a national perspective that date from the mid-1960s to the present.

The site also includes instructions on subscribing to the Local Government Archives listserv.

## NARA Makes State Department Records Available Online

For the first time, the National Archives and Records Administration has made available online more than 400,000 State Department telegrams and other records for 1973 and 1974. These digital records from the Department of State's Central Foreign Policy Files are publicly accessible at [www.archives.gov/aad](http://www.archives.gov/aad).

Files consist of telegrams determined to have permanent historical value, index references to paper documents created in 1974, and withdrawal notices for permanently valuable telegrams and index references which could not be released for national security or other reasons. Items include a report of a TV interview with former Israeli Defense Minister Moshe Dayan concerning the West Bank, a report of an interview with the Syrian Defense Minister discussing Israeli nuclear weapons, and a summary of possible French reactions to Indian nuclear testing.

## Bancroft Library Receives Vast Archives of *San Francisco Examiner*

The archives of the *San Francisco Examiner* were donated to the University of California, Berkeley's Bancroft Library in April—the single largest gift ever to the library. The photographic morgue of the *Examiner*, a newspaper that was at one point the flagship of the Hearst publishing empire, constitutes the bulk of the gift. The archives date from circa 1919 to the late 1990s, and are estimated to consist of more than 5 million items, including the image of the Golden Gate Bridge on the cover of this issue of *Archival Outlook*. The collection will more than double the size of the Bancroft's photographic print collection and triple the collection of negatives, to a total of over 8 million prints and negatives. The photographic archives provide an unparalleled visual record of the San Francisco Bay Area through the 20th century. In addition, the Bancroft will be given the 850 bound volumes of the newspaper's archival copy, which spans from 1888 to 1956, as well as the clipping files—more than 3,000 linear feet of materials combined. The collection will be known as the Fang Family *San Francisco Examiner* Archives.



Vice President Richard M. Nixon in San Francisco's Chinatown, 1957. *Courtesy Bancroft Library's Fang Family San Francisco Examiner Archive.*

## Oberlin History Goes Digital

The Richard McMaster and Priscilla Stevenson Hunt Endowed Fund for Preservation and Digital Access of the Oberlin College Archives was inaugurated in July 2005. The fund "will ensure the continued preservation and availability of this historical and cultural property through a variety of means, including digital," according to Oberlin archivist Roland Baumann. The archives seeks to raise \$500,000 over three years, and donors have been so enthusiastic that during the first six months of the endowment campaign, the fund attracted more than 230 gifts or pledges totaling nearly \$350,000.

This coming summer will see the mounting of 4,000 of the college's most significant photographs and the addition of interactive media (i.e., vocal tracks, etc.) to existing digital media projects. Staff members have begun migrating significant holdings that have direct application to Oberlin's curriculum. Smaller groups of materials also have made their way into the College's Virtual Collection. They include minority student records, which contain statistics regarding Oberlin students of color, including the first to receive college degrees anywhere.

"Although no way exists for us to digitize all 10 to 12 million pages of documentation," Baumann says, "the fund's



## Protocols for Native American Archival Materials

KAREN J. UNDERHILL, Head of Special Collections and Archives, Northern Arizona University

Hundreds of organizations in the United States hold archival collections, gathered with and without informed consent, which document Native American lifeways. Although well-intentioned, non-Indian archivists in traditional institutions may lack training in the many nuances of caring for such collections.

On April 5-7, 2006, a group of 19 archivists, librarians, museum curators, historians, and anthropologists gathered at the Northern Arizona University Cline Library to identify best practices for respectful care and use of American Indian archives held by non-tribal organizations. The participants represented 15 Native American, First Nation, and Aboriginal communities.

The protocols under development and discussion will build upon numerous professional ethical codes (Society of

American Archivists, American Association for State and Local History, American Anthropological Association, and the Oral History Association) as well as international declarations recognizing Indigenous rights and the "Aboriginal and Torres Strait Islander Protocols for Libraries, Archives, and Information Services." The meeting participants look forward to increased cooperation between tribal and non-tribal libraries and archives and the generation of new models for shared stewardship.

This project has received generous support from the American Library Association, the Gladys Kriebel Delmas Foundation, the National Library of Medicine, the Wenner-Gren Foundation, The Bay and Paul Foundations, and Dr. P. David and Mary Seaman. ❖

income will enable us to take appropriate steps to preserve Oberlin's rich cultural and historical assets for posterity and for students yet to come." To see the virtual collection, go to [www.oberlin.edu/archive/](http://www.oberlin.edu/archive/).

### JFK Presidential Library Opens Papers of McGeorge Bundy

A portion of the personal papers of McGeorge Bundy, former special assistant on National Security Affairs, are now open to researchers at the John F. Kennedy Presidential Library and Museum. The papers, a collection of approximately 24 cubic feet, consist of materials related to Bundy's work as professor and dean of the Faculty of Arts and Sciences at Harvard (1949-1959), special assistant to the president for National Security Affairs (1960-1965), and president of the Ford Foundation (1966-1979). Among the many items included in this newly released collection are correspondence with government officials and academics, personal research files on the Cuban Missile Crisis and the Vietnam War, incoming memos from John F. Kennedy regarding Vietnam and foreign policy and personal daily observations of White House activity. For more information on the papers of McGeorge Bundy, visit [www.jfklibrary.org](http://www.jfklibrary.org).

### "Automobile in American Life and Society" Website Launched

The University of Michigan-Dearborn's Science and Technology Studies Program, in collaboration with The Henry Ford, recently launched a new website and online archive, "The Automobile in American Life and Society," at [www.autolife.umd.umich.edu](http://www.autolife.umd.umich.edu) or [www.thehenryford.org/](http://www.thehenryford.org/) research. Funded by the National Endowment for the Humanities and the DaimlerChrysler Corporation Fund, the site contains overview essays and case studies on the automo-

bile's relationship to labor, gender, race, design, and the environment. Each essay is illustrated with archival materials and supplemented with a variety of resources for teachers and students. Also included are more than a dozen oral histories of major automobile designers taken during the 1980s.

### Disaster Recovery Resource

Now in its 15th year, *Edwards Disaster Recovery Directory* is a 400-page, business-to-business directory designed to help professionals locate recovery services throughout the United States and Canada. Available in both hard copy and on CD with hotlinks to vendor websites, the directory contains thousands of vendor listings organized into more than 400 categories such as conservation, drying and dehumidification, smoke odor counteracting services, data recovery, trauma counselors, salvage, emergency rentals, storm damage restoration, disaster planning software, and more. For more info, visit [www.EdwardsInformation.com](http://www.EdwardsInformation.com).

### New Website for RAP

The Regional Alliance for Preservation (RAP) recently launched a new website at [www.PreserveCollections.org](http://www.PreserveCollections.org). The website includes a calendar of training and educational opportunities; a list of conservation and preservation services provided by RAP members; links to related organizations; and a publications and resources section with a searchable bibliography of full-text reports and documents, and specialized bibliographies prepared to answer common collection care concerns for libraries, archives, museums, historical societies, and house museums. The RAP website is made possible through funding from the National Endowment for the Humanities. ❖



## Northwest Digital Archives: 2,400+ Archival and Manuscript Collections in Idaho, Montana, Oregon, and Washington

JODI ALLISON-BUNNELL, NWDA Consortium Administrator

The Northwest Digital Archives (NWDA), a project that provides enhanced access to archival collections and facilitates collaboration among archives, libraries, and museums in Washington, Oregon, Idaho, Montana, and Alaska, is making excellent progress on its major goals in its second grant-funded phase. The consortium is funded by the National Endowment for the Humanities and the National Historical Publications and Records Commission through June 2007.

The Best Practices Working Group has completed a major revision of the consortium's best practices for encoding EAD finding aids for inclusion in the NWDA database. Major changes driving this revision include the availability of *Describing Archives: A Content Standard (DACS)*, updates to subject access, and the need to continue to comply with international data exchange standards. The Northwest Archives Processing Initiative (NWAPI), the portion of the project funded by the NHPRC, revised their finding aid standard to comply with *DACS* and NWDA's revised Best Practices. The revised best practices and finding aid standard are available on the "Tools for Members" section of the NWDA website, <http://nwda.wsulibs.wsu.edu/tools.html>.

In February, the consortium issued an RFP for contractors to convert more than 1,200 existing paper and electronic finding aids from NWDA members to valid EAD documents. The Conversion Working Group reviewed the proposals received and chose a vendor that began work in April. Conversion work will be completed and the majority of the documents will be reviewed and submitted to the database by the end of 2006.

The search interface for the NWDA database has been updated in accordance with priorities and plans created during Phase I. A new advanced search interface, available at <http://nwda-db.wsulibs.wsu.edu/nwda-search/Advanced.aspx>, allows users to perform powerful searches by combining broad browsing terms with keywords. NWDA's Interface Design Working Group continues to work on refining the search interface, and cooperates closely with the Usability Testing Group to evaluate the effectiveness of the interface. The Usability Testing Group will conduct a series of usability studies with key user groups throughout the year.

In February and early March, 40 individuals from NWDA institutions completed two-day EAD workshops offered by the Consortium Administrator in Seattle, Portland, Boise, and Spokane. This offered new and continuing members a chance to acquire and refine their encoding skills and to create plans for implementing EAD in their own repositories through a series of hands-on exercises. The workshop also offered an overview of elements of *DACS*.

NWDA's Executive Committee has continued to work closely with the consortium's Advisory Board to create a plan for sustainability beyond the current grant funding. They have spoken with a number of potential regional partners to sustain the consortium's service to its members and their research audiences.

Participating institutions are the Eastern Washington State Historical Society, Gonzaga University, Idaho State Historical Society, City of Portland Archives, Seattle Museum of History & Industry, Whitman College, Montana Historical Society, University of Montana, Oregon Historical Society, Oregon State University, University of Oregon, the Center for Pacific Northwest Studies at Western Washington University, Pacific Lutheran University, University of Washington, Washington State Archives, Washington State University, Lane Community College, University of Alaska Fairbanks, the Alaska State State Library's Historical Collections, and Whitworth College. Lewis & Clark College, the University of Idaho, and the City of Seattle Archives are non-grant-funded participants.

Other institutions in the Northwest have expressed interest in joining the project as non-grant-funded members. Interested institutions should contact Larry Landis, Consortium Director, at 541/737-0541 or [larry.landis@oregonstate.edu](mailto:larry.landis@oregonstate.edu). ❖



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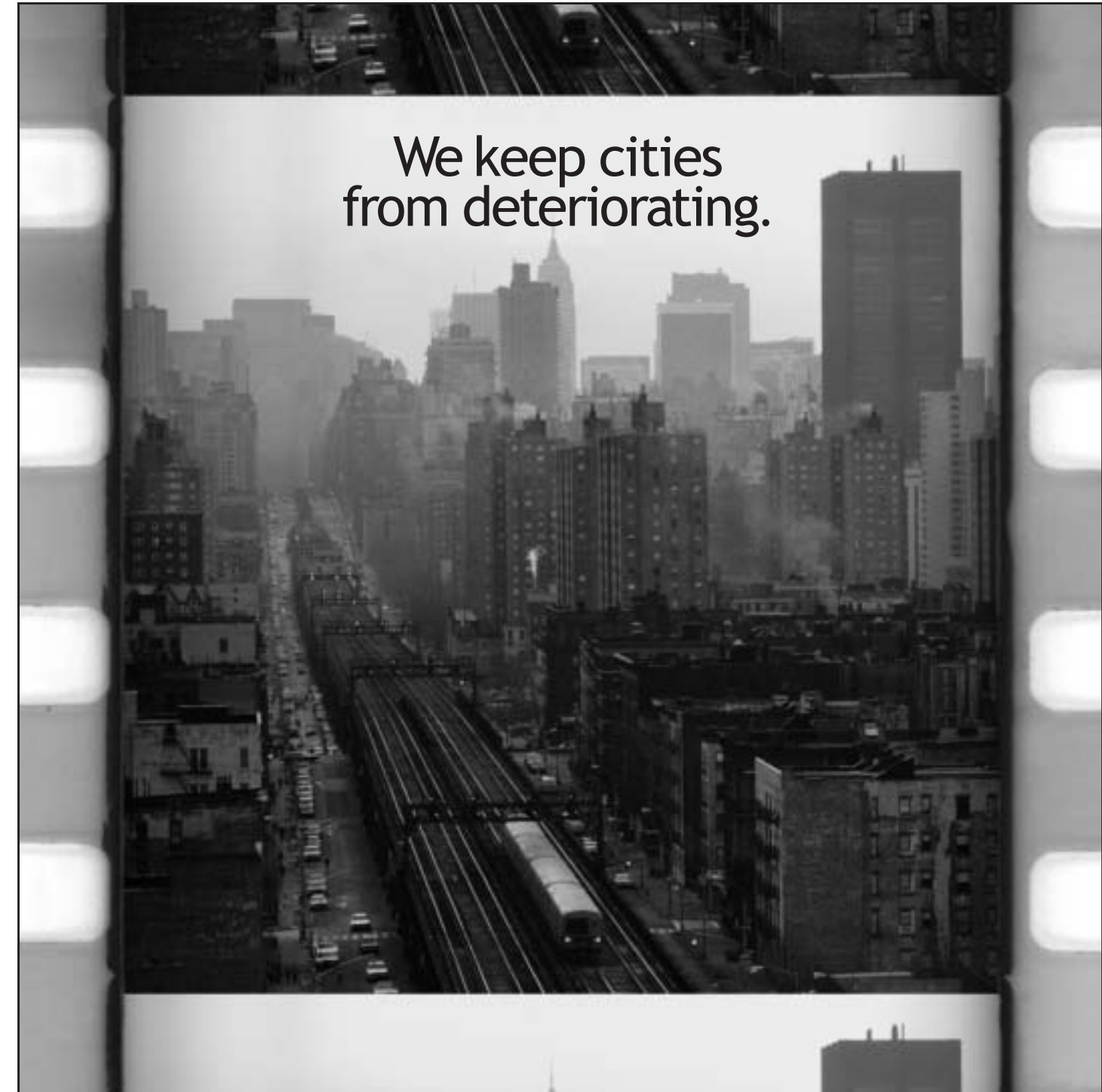
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**SCENE SAVERS**

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Making History Modern

**LUCY BARBER** has been named director for Technology Initiatives at the National Historical Publications and Records Commission. In her new post, she will oversee the grants program for electronic records, working with applicants who are seeking to build institutional capacity, enhance professional development and education, and create and support consortia and other cooperative electronic records programs. She was formerly with the California State Archives.



**LEONORA GIDLUND**, director of the Municipal Archives in New York City, received the 2006 Sloan Public Service Award from the Fund for the City of New York. The award recognizes public servants who have rendered exceptional service to the public. Gidlund was cited for turning the archives into "a well-known, accessible symbol of public service excellence." An article in the *New York Times* (March 15, 2006) stated that historians who use the archives for their research credit Gidlund with striking a balance between their scholarly demands and the needs of amateur researchers who are trying their hand at genealogy. "She is a magnet," said Richard K. Lieberman, the director of the La Guardia and Wagner Archives at La Guardia Community College. "One of the problems everybody had historically in archives is the aspect of 'Don't touch the documents, everything's very fragile.' Leonora has been able to mix the skills of preservation and access in a way that very few people have figured out." Gidlund has worked at the Municipal Archives for 21 years and was appointed its director in 2004.

**KATHERINE KRAFT**, archivist at the Arthur and Elizabeth Schlesinger Library on the History of Women in America at the Radcliffe Institute for Advanced Study, has been recently honored with a 2006 Association of College and Research Libraries (ACRL) Women's Studies Section (WSS) Award for Significant Achievement in Women's Studies Librarianship. The award, which is sponsored by Routledge and honors a significant or one-time contribution to women's studies librarianship, recognized Kraft's accomplishment as lead archivist of a 22-month National Endowment for the Humanities grant to make some of the library's most significant holdings accessible to researchers. Kraft and manuscript processors Cheryl Beredo and Johanna Carll processed 23 collections representing the post-World War II women's movement—800 linear feet of documents.

Archivist of the United States Allen Weinstein announced in April the designation of presidential historian **TIMOTHY NAFTALI** as the first director of the Richard Nixon Presidential Library and Museum in Yorba Linda, California. Naftali, who is currently associate professor and director of the Presidential Recordings Program at the University of Virginia's Miller Center of Public Affairs, will assume his duties on October 16, 2006.

**NANCY NOBLE** recently received the New England Archivists Richard W. Hale, Jr., Professional Development Award. Noble is the librarian/archivist at the Maine Historical Society in Portland. She will use the award to support her attendance this summer at the annual meeting of the Association of Canadian Archivists in Newfoundland.

**ANNE-IMELDA RADICE** has been sworn in as the new director of the Institute of Museum and Library Services after having been confirmed by the Senate in March. Radice has a strong record of public service. She was most recently Acting Assistant Chairman for Programs at the National Endowment for the Humanities. Radice succeeds **ROBERT S. MARTIN**.



**MEGAN SNIFFIN-MARINOFF** recently received the New England Archivists (NEA) Distinguished Service Award in recognition of her lifetime achievements. Sniffin-Marinoff joined NEA in 1982, and has served as the organization's president and an active member of many committees. She has demonstrated leadership in the profession as an educator, advocate, and scholar. Prior to becoming the University Archivist at Harvard University in 2004, she has held leadership positions at the Arthur and Elizabeth Schlesinger Library on the History of Women in America, the Massachusetts Institute of Technology, and the Simmons College Graduate School of Library and Information Science, where she was on the faculty for 15 years. In nominating her, Brenda Lawson, associate librarian and curator of manuscripts at the Massachusetts Historical Society, wrote "If one were to ask a room full of members of New England Archivists who they considered to be their mentor, I would venture to guess that at least half would answer 'Megan.'"



**DIANE VOGT-O'CONNOR** was recently appointed chief of the Conservation Division at the Library of Congress. The Conservation Division, which is part of the Preservation Directorate, manages two of the library's major programs: the Book and Paper Conservation Section and the Preventive Preservation Section. She was formerly the senior archivist in the Office of Regional Records Services at the National Archives and Records Administration.

## WHAT'S UP?

Share the latest developments in your career with SAA colleagues and friends.

Send news to:

Teresa Brinati, [tbrinati@archivists.org](mailto:tbrinati@archivists.org)

Simmons College

# Boston: Where Our Archives Began

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## Archives Management Program

prepares students to carry archival traditions through the Digital Age with a foundation steeped in theory and practice. An extensive structured curriculum of archives and preservation courses exposes students to all aspects of the archives discipline; a vibrant and highly visible internship program allows students to work with knowledgeable practicing archivists.

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For further information, please visit the Archives Management Program at [www.simmons.edu/gslis](http://www.simmons.edu/gslis) or contact us using the below information.



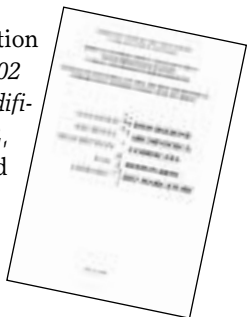
Our full-time faculty are joined by numerous adjunct faculty from the Boston and South Hadley areas.

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## EAD Italian Style

The Italian version of the SAA publication *Encoded Archival Description Tag Library 2002* is now available. *Descrizione archivistica codificata: Dizionario dei marcatori, Versione 2002*, edited by Giovanni Michetti, was published by the Università degli Studi di Urbino in Rome. The ISBN is 88-7107-115-8. The cost is 20 euros. For a copy, contact [giovanni.michetti@uniroma1.it](mailto:giovanni.michetti@uniroma1.it).



## UNESCO's Archives Portal

UNESCO's Archives Portal at [www.unesco.org/webworld/portal\\_archives](http://www.unesco.org/webworld/portal_archives) now includes access to nearly 8,000 websites of archives and archival resources all over the world. All content can be accessed by regions and countries. Visitors to the UNESCO Archives Portal can also browse through pre-established categories or search for specific words. They can add a new link or modify an already existing link. Together with the Libraries Portal, the Free Software Portal, and the Observatory of the Information Society, the UNESCO Archives Portal is one of the clearinghouse services of WebWorld, the website of UNESCO's Communication and Information Sector and part of the UNESCO Knowledge Portal. If you would like to receive on a regular basis information about UNESCO's activities in the area of communication and information, please register at [www.unesco.org/webworld/newsletter](http://www.unesco.org/webworld/newsletter).

## Report Available from Museums, Libraries and Archives Council

The "Cultural Spend and Infrastructure Report" was published in February for the Museums, Libraries and Archives Council (MLA) of the U.K. by AEA Consulting. The 163-page report presents a comparative overview of the museums, libraries, and archives sector in six countries—Australia, Canada, France, Germany, Ireland, and the United States. The purpose of the research was to provide MLA with a deeper understanding of the level and distribution of investment in museums, galleries and archives within a broader cultural context for a representative group of industrial democracies.

According to the report, "The most useful outcome of cross-border sector comparisons seems to lie in properly acknowledging difference, what drives it and how this impacts on the ability of policymakers and institutions (individually or collectively through their representative bodies) to shape cultural life. Seeing the deeper socio-cultural and historical factors shaping the world of museums, libraries, and archives at work in other national contexts has the ability to bring into sharper relief the forces at work at home. Solutions that have worked in a particular national context rarely translate into another one on anything like a one-to-one basis and yet this is what policymakers the world over have all too often attempted."

For more information or a copy of the report, contact Helen Cooper at [Helen.Cooper@mla.gov.uk](mailto:Helen.Cooper@mla.gov.uk).

## Emulation as a Digital Preservation Strategy

The Koninklijke Bibliotheek (the National Library of the Netherlands) and the Nationaal Archief of the Netherlands have contracted Tessella Support Services to design and develop an open source modular emulator for digital preservation. The project manager, Remco Verdegem of the Nationaal Archief of the Netherlands, commented that: "The key objective and opportunity of this project is to demonstrate that emulation can be a practical and cost-effective tool for long-term digital preservation and to build the core of a tool that can be used in practice. Jeff Rothenberg, one of the world's leading experts on emulation for digital preservation, will be working closely with Tessella on the development of the emulator." The work is scheduled to be completed in April 2007.

## International Council on Archives (ICA) Update

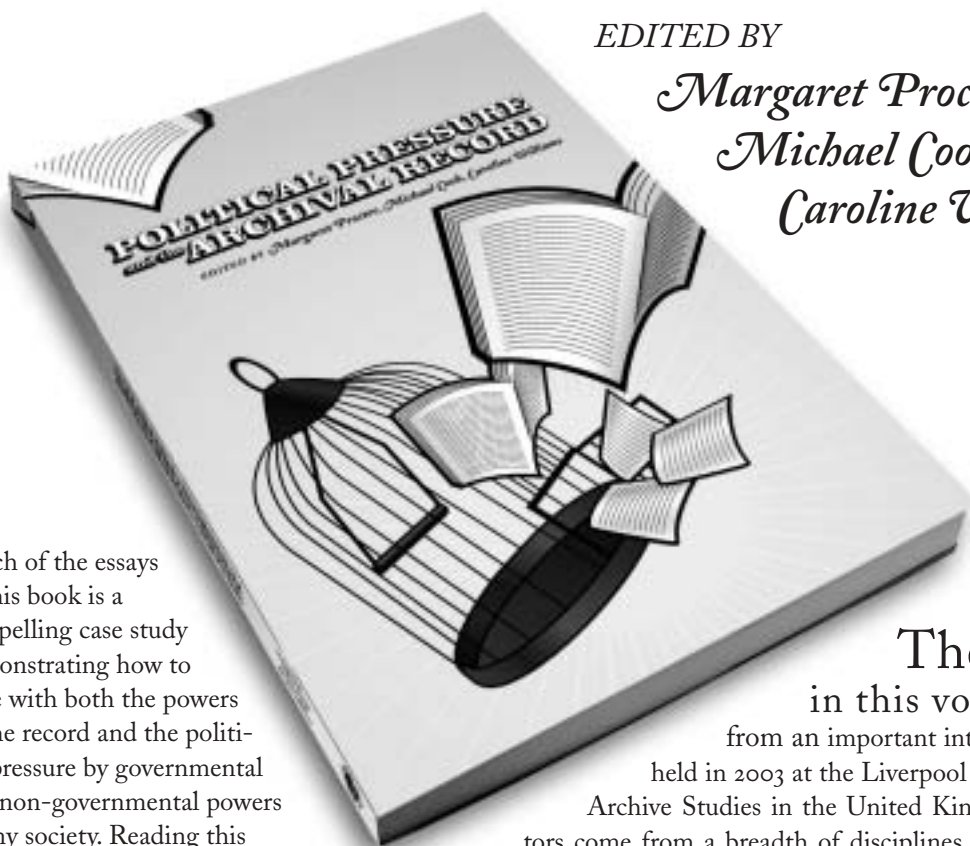
**David Leitch Joins Staff.** The U.K. National Archives at Kew has agreed to fund the temporary assignment of David Leitch to the ICA secretariat in Paris for a period of 18 months, starting in July. As senior program manager, he will assist with organizing the Kuala Lumpur Congress in July 2008 and in strengthening relations with archival organizations around the world. Leitch has been an archivist for 20 years, mainly with the U.K. National Archives, where he most recently served as head of Archive Inspection.

**Section on University and Research Institution Proceedings.** The proceedings of the September 2005 meeting of the ICA Section on University and Research Institution Archives are available at <http://archives.msu.edu/icasuv/presentations.htm>. Presentations addressed digitization projects, science and technology, acquiring and supporting private archives, recordkeeping, multicultural collections, electronic records management, processing twentieth-century manuscripts, and preservation challenges.

## Quebec Declaration on Archives

Approximately 250 people attended the launch of the Quebec Declaration on Archives in April at the Centre d'archives de Montréal of Bibliothèque et Archives nationales du Québec (Canada). The declaration is a reminder of the essential role documents play in our daily lives, and an acknowledgment of the importance of archives in remembering. More than 1,000 archivists representing 300 institutions throughout the territory, symbolically invite the population to support them. The declaration constitutes a commitment to continue to preserve and especially make documentation more accessible than ever. To sign the virtual register, visit the website of the Association of Quebec Archivists at [www.archivistes.qc.ca/](http://www.archivistes.qc.ca/). ❖

# POLITICAL PRESSURE and the ARCHIVAL RECORD



EDITED BY

*Margaret Procter*

*Michael Cook*

*Caroline Williams*

“Each of the essays in this book is a compelling case study demonstrating how to cope with both the powers of the record and the political pressure by governmental and non-governmental powers in any society. Reading this book—and discussing the issues—will strengthen the moral sensitivity and professional ethos of every archivist and recordkeeping professional.”

— *Eric Ketelaar, Professor of Archivistics, University of Amsterdam, and Honorary Professor, Monash University, Melbourne, Australia*

The 20 essays in this volume resulted from an important international conference held in 2003 at the Liverpool University Centre for Archive Studies in the United Kingdom. The contributors come from a breadth of disciplines (history, archives, the law, social and anthropological sciences) and from a wide-ranging geographical area (Australasia, Asia, Europe, Africa and North America). Topics addressed include use of records as a tool of government; destruction of records as a political act; effects of corruption or ideology on the record; secrecy and accountability; and the nature and use of records resulting from repressive policies.

Society of American Archivists (2005)

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# Implementing *DACS*

continued from page 9

## 4.1 Conditions Governing Access

Description	OSU Archives Current Practice	Changes to Incorporate DACS
Information about any restrictions on access to the unit being described as a result of the nature of the information therein or statutory/contractual requirements.	Archives only uses when there is a restriction. We have usually included at highest level of description.	<p>Include standard statement in all finding aids w/o restriction:            "Collection is open for research."</p> <p>If there are restrictions on a component of the collection:            ** include a statement at the collection level to alert reference staff – this would map to MARC record            ** add more detailed statement at component level (subgroup; series; file).</p>

Instead of stating restrictions only when they apply to a given collection, the OSU Archives will implement 4.1 Conditions Governing Access by including a statement in all finding aids as a service to our users and for consistency between finding aids.

While Access Points are not a required minimum element, DACS strongly encourages repositories to provide them in all types of descriptions; the OSU Archives was in compliance by including access points for subjects, places, names, and forms of materials.

The six likely-to-be-used elements in OSU Archives finding aids are:

- 2.7 Administrative – Biographical History
- 4.6 Finding Aids
- 5.2 Immediate Source of Acquisition
- 5.4 Accruals
- 6.3 Related Archival Materials
- 8.1 Description Control

Only one (5.4 Accruals) was not being used in current practice and another (5.2 Immediate Source of Acquisition) was used only occasionally. By adding the Accruals element and using 5.2 consistently, the OSU Archives' finding aids will incorporate additional DACS elements with little effort.

This analysis demonstrated that applying the new standard for archival description to OSU Archives finding aids would be relatively painless, requiring only minor changes to our descriptive practice and the addition of a few simple elements. Implementation of the standard impacts only one non-descriptive practice: In order to include the names of individ-

ual donors in the Immediate Source of Acquisition element, permission will be requested on the donor form to include donor name in the finding aid for the collection.

## Implementation Strategy

The OSU Archives will implement DACS by:

- Applying the standard to all finding aids currently in preparation. Existing finding aids will not be revised, except for those that will be submitted to the NWDA finding aids database. Finding aids already in the NWDA finding aids database will not be revised.
- Concentrating on application of the standard at the collection level, with implementation below the collection level focused on those elements that are most important to our users: dates of materials; restrictions; and creators when different from the creator of the collection (e.g., photographers).

## Conclusion

*DACS* is a flexible standard that allows for sound professional judgment in the context of a specific repository's collections and users. The OSU Archives has documented our decisions about how we will apply the standard and will strive to implement *DACS* in a consistent manner for all new finding aids. We also recognize that changes in our application of the standard may be made in the future as needed. ❖

# Read It!

## Describing Archives: A Content Standard (DACs)

is an output-neutral set of rules for describing archives, personal papers, and manuscript collections, and can be applied to all material types. It is the U.S. implementation of international standards—ISAD(G) and ISAAR(CPF)—for the description of archival materials and their creators. Officially approved by the Society of American Archivists as an SAA standard in 2004.

SAA (2004) / 291 pp., soft cover / Product Code: 436  
**\$49.00 (\$35 for SAA members)**

To order: [www.archivists.org/catalog](http://www.archivists.org/catalog).



# Experience It!

**DACS workshops** will be presented by SAA on June 13 (Atlanta), Oct. 15 (Haverford, PA), and Oct. 20 (Boston).

For more info: [www.archivists.org/prof-education/seasonal\\_schedule.asp](http://www.archivists.org/prof-education/seasonal_schedule.asp).



## Washington Beat

continued from page 17

information." But the government went on to say ". . . we recognize that a prosecution under the espionage laws of an actual member of the press for publishing classified information leaked to it by a government source would raise legitimate and serious issues and would not be undertaken lightly, indeed, the fact that there has never been such a prosecution speaks for itself."

### History Coalition Calls for NARA Oversight Hearing

On March 22, the National Coalition for History hand-delivered a letter to Senate Homeland Security and Governmental Affairs Committee Chair Susan M. Collins renewing the history coalition's previous requests for the Senate to conduct general oversight hearings on the management, programs, and activities of the National Archives and Records Administration (NARA).

Both before and following the confirmation of Archivist of the United States Allen Weinstein last year, the coalition advanced to Collins's committee a request that a general oversight hearing be conducted. With the exception of Weinstein's hour-long confirmation hearing, it has now been over a decade

since the Senate paid any attention to the operating programs under NARA's administration and jurisdiction. During his confirmation hearing, Weinstein welcomed the opportunity for the Senate to scrutinize NARA's program and, according to inside NARA sources, his attitude has not changed since then.

Among other things, the letter points out the need for a progress report and a discussion of the long-term needs of the Electronic Records Archives project; discussion of administrative aspects of the Presidential Library system (including the recent agreement between NARA and the Nixon Library foundation); the need for scrutiny over the implementation of the Presidential Records Act; and the need to consider a proposal for a higher authorization for the National Historical Publications and Records Commission.

### Operation Iraqi Freedom Documents Released

The Office of the Director of National Intelligence (ODNI) has processed and released the initial batch of documents and media captured in Iraq and Afghanistan during Operation Iraqi Freedom. The materials have been posted to the U.S. Army Foreign Studies Office website, where they can be viewed at: <http://fmso.leavenworth.army.mil/products-docex.htm>. Additional materials will be regularly uploaded as they are cleared for public release. ❖

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## President's Message

continued from page 3

hackers and environmental threats. Firewalls and antivirus software can do a lot to prevent attacks, but keyboard criminals often use social engineering to bypass barriers and gain unauthorized access to systems using information people give them. Steven Levy's *Crypto: How the Code Rebels Beat the Government—Saving Privacy in the Digital Age* (Viking, 2001) reads like a novel and can help archivists spot attacks.

Beyond these technical considerations, technology has changed how information and records are used. Archivists must understand the environment in which records are created to appreciate their original and potential value. Thomas H. Davenport's *Information Ecology: Mastering the Information and Knowledge Environment* (Oxford, 1997) is a good starting point, even though not specifically about electronic records. Among other things, Davenport's book exemplifies how contemporary literature avoids the use of the word record in favor of the trendier *knowledge* and *information*. For a more technical discussion of electronic recordkeeping systems, see *Creating and Maintaining Proper Systems for Electronic Record Keeping*<sup>2</sup> (National Electronic Commerce Coordinating Committee, 2002).

Electronic records have had a significant impact on litigation, and archivists and records managers should be aware of the implications. Many organizations have settled out of court rather than face the costs of discovery of electronic records. We can provide advice on effective recordkeeping that will minimize the impact of discovery and open records requests. Two excellent resources are *The Sedona Principles: Best Practices Recommendations and Principles for Addressing*

*Electronic Document Production*<sup>3</sup> (Sedona Conference, 2004) and *The Sedona Guidelines: Best Practice Guidelines and Commentary for Managing Information and Records in the Electronic Age*<sup>4</sup> (Sedona Conference, 2004).

This list of some of the works I've found particularly useful is just a start! There are many more valuable works in each area.

Professionals are expected to keep up with new knowledge in their field. Education never ends. We must recognize that the applied knowledge of how we do our jobs in a paper environment does not translate into the digital arena. The rapid and radical changes in records and recordkeeping mean that, in many ways, archivists must learn our profession anew to survive in the digital era. We must ask: What applied skills do archivists need to learn to be able work with digital materials?

Another question is more important, however. We must also ask how the world around us has changed. At an abstract level much of archival theory remains not only relevant but of critical value. We must be prepared to reconsider theory to account for the changing world. If we merely recreate traditional practices into the digital era, we will miss the opportunity to change—and grow—as a profession. Technology has changed the face of the records we work with, but only archivists can change the face of the profession to ensure that we remain relevant. ❖

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1 Online at <http://www.clir.org/pubs/reports/pub92/pub92.pdf>.

2 Online at [http://www.ec3.org/Downloads/2002/creating\\_systems.pdf](http://www.ec3.org/Downloads/2002/creating_systems.pdf).

3 Online at <http://www.thesedonaconference.com/dltForm?did=SedonaPrinciples200401.pdf>.

4 Online at <http://www.thesedonaconference.com/dltForm?did=RetGuide200409.pdf>.



## SAA EDUCATION CALENDAR

### SPRING/SUMMER/ FALL 2006

#### Basic Electronic Records Management

May 22 — Sacramento, CA  
May 25 — El Paso, TX

#### Describing Archives: A Content Standard (DACS)

June 13 — Atlanta, GA

#### MARC According to DACS: Archival Cataloging to the New Descriptive Standard

June 14-15 — Atlanta, GA

#### Grant Proposal Writing

July 21 — Columbus, MO

#### Understanding Photographs: Introduction to Archival Principles and Practices

October 5-6 — Chicago, IL

#### Understanding Archives: Introduction to Archival Principles and Practices

November 6-8 — Ferdinand, IN

For details or to register,  
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## 2006 CALENDAR

### May 31-June 2

The Arizona State Library and Archives, the National Archives and Records Administration, and the Society of American Archivists are sponsoring "New Skills for the Digital Era," a colloquium to discuss what skills librarians, archivists, and records managers need to flourish in the digital era. The colloquium will be held at the National Archives in Washington, D.C. For more information: Richard Pearce-Moses, [president@archivists.org](mailto:president@archivists.org) or 602/542-4035.

### June 18-30

The 20th annual Western Archives Institute will be held at San Diego State University in San Diego, California. This intensive, two-week program provides integrated instruction in basic archival practices to individuals with a variety of goals, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education; those who have expanding responsibility for archival materials; those who are practicing archivists but have not received formal instruction; and those who demonstrate a commitment to an archival career. Elizabeth H. Dow will be the principal faculty member for WAI 2006. Dr. Dow is currently Assistant Professor in the School of Library and Information Science at Louisiana State University, where she created the archives specialization and teaches the archives program full-time. For additional information: 916/653-7715 or [ArchivesWeb@ss.ca.gov](mailto:ArchivesWeb@ss.ca.gov).

### June 20-23

"Libraries, Archives, and Museums in the 21st Century: Intersecting Missions, Converging Futures?" conference sponsored by the Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries (ACRL), a division of the American Library Association (ALA). IMLS scholarships to the conference are available. Further information and an online application form are available at [www.hrc.utexas.edu/rbms2006](http://www.hrc.utexas.edu/rbms2006).

### June 26-27

The Association of Canadian Archivists' 2006 Institute: "Archives in the Wake of Hugh Taylor: Shaping Archival Programs For The 21st Century," which will be held immediately before the annual conference in St John's, Newfoundland (see below listing). For more info, contact Denise Jones ([dejones@gov.mb.ca](mailto:dejones@gov.mb.ca)) or visit [www.archivists.ca](http://www.archivists.ca).

### June 28-July 1

Association of Canadian Archivists conference in St. John's, Newfoundland and Labrador. Theme: "Living on the Edge"—The Place of Archives in the Heritage and Cultural

Community." For more info:  
<http://archivists.ca/conference/>.

### July 30-August 5

Joint Annual Meeting of NAGARA, CoSA, and SAA in Washington, DC, at the Washington Hilton and Towers. For more info:  
[www.archivists.org](http://www.archivists.org) or [www.nagara.org](http://www.nagara.org).

### September 5-8

U.K. Society of Archivists annual conference at the University of Lancaster. For more info, visit <http://www.archives.org.uk/>

### October 16-November 10

"Sharing Conservation Decisions" organized in collaboration with the Institut National du Patrimoine (France), the Instituto Centrale di Restauro and the Opificio delle Pietre Dure (Italy) and will take place in Rome. This four-week course will address improving complex conservation decisions by involving the various professions and stakeholders and ensuring transparency, clarity and the effectiveness of the process. For information, contact Catherine Antomarchi, [ca@iccrom.org](mailto:ca@iccrom.org).

### October 16-27

"Reducing Risks to Collections" by ICCROM and the Canadian Conservation Institute in Ottawa, Canada. This two-week course will discuss and practice the risk management approach to the management of cultural property. For information, contact Catherine Antomarchi, [ca@iccrom.org](mailto:ca@iccrom.org).

## FUNDING

### AIP Center for History of Physics

The Center for History of Physics, American Institute of Physics, is pleased to announce its 2006 Grants to Archives. The deadline for applications is August 1, 2006. The grants are intended to make accessible records, papers, and other primary sources that document the history of modern physics and allied fields (such as astronomy, geophysics, and optics). Grants may be up to \$10,000 each and can be used to cover direct expenses connected with preserving, inventorying, arranging, describing, or cataloging appropriate collections. Expenses can include staff salaries/benefits and archival storage materials but not overhead or equipment. The AIP History Center's mission is to help preserve and make known the history of modern physics, astronomy, and allied sciences, and the grant program is intended to help support significant work to make original sources in these fields accessible to researchers. Preference will accordingly be given to medium size or larger projects for which the grant will be matched by the parent organization or other funding sources. For grant guidelines, visit [www.aip.org/history/grntgde.htm](http://www.aip.org/history/grntgde.htm) or call 301/209-3165. Inquiries are welcome, and sample

proposals are available on request. A list of previous recipients is on the website. Deadline for receipt of applications is August 1, 2006.

### **Carl Albert Congressional Research and Studies Center Visiting Scholars Program**

The Carl Albert Congressional Research and Studies Center at the University of Oklahoma seeks applicants for its Visiting Scholars Program, which provides financial assistance to researchers working at the Center's archives. Awards of \$500-\$1,000 are normally granted as reimbursement for travel and lodging. The Center's holdings include the papers of many former members of Congress, such as Robert S. Kerr, Fred Harris, and Speaker Carl Albert of Oklahoma; Helen Gahagan Douglas and Jeffery Cohelan of California; Sidney Clarke of Kansas; and Neil Gallagher of New Jersey. Besides the history of Congress, congressional leadership, national and Oklahoma politics, and election campaigns, the collections also document government policy affecting agriculture, Native Americans, energy, foreign affairs, the environment, the economy, and other areas. The Center's collections are described online at [www.ou.edu/special/albertctr/archives/](http://www.ou.edu/special/albertctr/archives/). The Visiting Scholars Program is open to any applicant. Emphasis is given to those pursuing postdoctoral research in history, political science, and other fields. Graduate students involved in research for publication, thesis, or dissertation are encouraged to apply. Interested undergraduates and lay researchers are also invited to apply. The Center evaluates each research proposal based upon its merits, and funding for a variety of topics is expected. No standardized form is needed for application. Instead, a series of documents should be sent to the Center, including: (1) a description of the research proposal in fewer than 1000 words; (2) a personal vita; (3) an explanation of how the Center's resources will assist the researcher; (4) a budget proposal; and (5) a letter of reference from an established scholar in the discipline attesting to the significance of the research. **Applications are accepted at any time.** For more information, please contact: Archivist, Carl Albert Center, 630 Parrington Oval, Room 101, University of Oklahoma, Norman, OK 73019; 405/325-5401; fax 405/325-6419; [channeman@ou.edu](mailto:channeman@ou.edu).

### **Archie K. Davis Fellowships**

To encourage more extensive and intensive research in the history, literature, and culture of North Carolina, the North Caroliniana Society offers on a competitive basis Archie K. Davis Fellowships to assist scholars in gaining access to collections. Modest stipends vary in size and are intended to cover only a portion of travel and subsistence expenses while fellows conduct research in North Caroliniana. Research in pre-twentieth century documentation is particularly encouraged, but awards also have been made for studies of more recent materials. Further infor-

mation is available from [www.ncsociety.org/davis](http://www.ncsociety.org/davis) or by mail from Dr. H.G. Jones, North Caroliniana Society, Wilson Library, UNC, Campus Box 3930, Chapel Hill, NC 27514-8890.

### **California Institute of Technology**

The Victor and Joy Wouk Grant-in-Aid Program offers research assistance up to \$2000 for work in the Papers of Victor Wouk in the Caltech Archives. The Maurice A. Biot Archives Fund and other designated funds offer research assistance up to \$1500 to use the collections at the Caltech Archives. For all funds, applications will be accepted from students working towards a graduate degree or from established scholars. Graduate students must have completed one year of study prior to receiving a grant-in-aid. For the Biot award, preference will be given to those working in the history of technology, especially in the fields of aeronautics, applied mechanics and geophysics. No applicant may receive more than two awards, and awards will not be given to the same applicant in consecutive 12-month periods. Grants-in-aid may be used for travel and living expenses, for photocopy or other photo-reproduction costs related to the research project, and for miscellaneous research expenses. For further information: <http://archives.caltech.edu>. **Applications will be reviewed quarterly, on January 1, April 1, July 1 and October 1 of each year.**

### **Ian Maclean Research Grant**

The National Archives of Australia has established a new award open to archivists from all countries who are interested in conducting research that will benefit the archival profession and promote the important contribution that archives make to society. To encourage innovation in research, partnerships between archivists and allied/other professionals are eligible. Joint applications from archivists residing in different countries are also encouraged. Stipend will be to AUS\$15,000 (approximately US\$11,000) at the discretion of the judging panel. Additional funding will be available to overseas applicants for travel to Australia if necessary. Prospective applicants should contact Derina McLaughlin at (+61 2) 6212 3986 or [derina.mclaughlin@naa.gov.au](mailto:derina.mclaughlin@naa.gov.au) before applying to discuss the scope of their research project. Further information: [www.naa.gov.au](http://www.naa.gov.au).

### **The Pepper Foundation's Visiting Scholars Program**

The Claude Pepper Foundation seeks applicants for its visiting scholars program, which provides financial assistance for researchers working at the Claude Pepper Center's archives at Florida State University. The Claude Pepper Library's holdings include papers, photographs, recordings, and memorabilia of the late U.S. Senator/Congressman Claude Pepper and his wife, Mildred Webster Pepper. Pepper served in the U.S. Senate from 1936-1950 and the U.S. House of Representatives from 1962-1989. The visiting

scholar's program is open to any applicant pursuing research in any of the areas related to issues addressed by Claude Pepper. **Application deadlines are Apr. 15 and Oct. 15.** For additional information and an application form, contact: Grants Coordinator, Claude Pepper Center, 636 West Call Street, Tallahassee, FL 32306-1122; 850/644-9309; fax 850/644-9301; [mclaughli@mailers.fsu.edu](mailto:mclaughli@mailers.fsu.edu); <http://pepper.cpb.fsu.edu/library>.

### **Rockefeller Archive Center Visiting Archivist Fellowship**

The Rockefeller Archive Center has established a Visiting Archivist Fellowship geared to professional archivists from the developing world. The Visiting Archivist will be in residence at the Center for up to one month for the purpose of enhancing professional development and expanding his/her knowledge of the Center's holdings relating to the fellow's country or region. The Visiting Archivist will receive a \$5,000 stipend for a four-week period. The stipend is intended to cover the costs of housing, food and local transportation. Inquiries about the program and requests for application materials should be sent to Darwin H. Stapleton, Executive Director, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, New York 10591.

### **Morris K. Udall Archives Research Travel Grant**

The University of Arizona Library Special Collections houses the papers of Morris K. Udall, Stewart L. Udall, David K. Udall, Levi Udall and Jesse Udall. The Library's holdings also include related papers of noted politicians Dennis DeConcini, Lewis Douglas, Henry Ashurst and George Hunt. To encourage faculty, independent researchers, and students to use these materials, the Morris K. Udall Archives Research Travel Grant will award up to two \$1,000 research travel grants per year. Preference will be given to projects relating to issues addressed by Morris K. Udall and Stewart L. Udall during their long careers of public service: environment, natural resources, Native American policy, conservation, nuclear energy, public policy theory and environmental conflict resolution. **Eligibility:** The grants are open to scholars, students, and independent researchers. **Awards:** The \$1,000 research travel grants will be awarded as reimbursement for travel to and lodging expenses in Tucson, Arizona. These grants do not support travel to locations other than Tucson. **Application Procedures:** Applications will be accepted and reviewed throughout the year. Please mail a completed application form with three sets of the following materials: 1) A brief 2-4 page essay describing your research interests and specific goals of your proposed project; and 2) a 2-3 page brief vitae. To request an application, contact: Amara Edwards, University of Arizona Library Special Collections, P.O. Box 210055, Tucson, AZ 85721-0055, [edwardsamara@u.library.arizona.edu](mailto:edwardsamara@u.library.arizona.edu) ❖



**ARCHIVIST/LIBRARIAN**

*Ft. Belvoir, VA*

PTFS, a Maryland-based firm providing support services to libraries, has an immediate requirement for an Archivist/Librarian to catalog classified and unclassified documents and evaluate and archive various media. Requires minimum of two years experience in print and non-print archival services; also two years experience in evaluating, logging, and archiving various types of recorded media (videotape, film, microfiche/film, slides, photographs). Must be able to operate analog and digital audio-video equipment (VHS, Beta, U-matic, DVD, etc.) and be able to lift 20 pounds. Applicants must meet eligibility requirements for access to classified information. **To apply**, contact: PTFS, fax 301/654-5789 or jobs@ptfs.com. www.ptfs.com.

**ARCHIVIST**

*New York City Ballet  
New York, NY*

The New York City Ballet is seeking a part-time, potential full time archivist. Three years archival experience. For full job description please visit our website. **To apply**, contact: Deanna McBrearty, Manager, External Affairs New York City Ballet, Inc., New York State Theater, 20 Lincoln Center, New York, NY 10023; dmcbrearty@nycballet.com; www.nycballet.com

**ARCHIVIST/ADMINISTRATOR**

*Richard Meier & Partners Architects LLP  
New York, NY*

Richard Meier & Partners is world-renowned for creating innovative, critically acclaimed architecture. Our best-known projects include the Getty Center in California, the Museum of Contemporary Art in Barcelona, the High Museum in Atlanta and the Jubilee Church in Rome. We are seeking an experienced archivist to manage the archives of the firm along with the artwork and art collection of the Principal, Richard Meier. **Responsibilities:** The successful candidate will manage all activities related to the organization, preservation and storage of the firm's Archive. They will ensure that appropriate content, access and archiving protocol standards are employed and adhered to consistently by all firm members. The Archive includes paper files, drawings, sketches, models, presentation materials, photography, product design objects, artwork, publications and audio/video tapes. Formats include both paper and digital assets. Archival resources will be managed and updated in conjunction with the efforts of the Communications department to create bibliographies, website updates, awards submission proposals, lectures, new business presentations, exhibitions, catalogues and books. Additional

responsibilities include the organization and maintenance of the firm's Product Library and Sample Room, the coordination of all materials for exhibition loans and assisting the firm's Communications department with their publications, award submissions and new business development efforts. The position requires a flexible team player and the candidate must take on additional administrative duties as they arise. **Qualifications:** M.A., M.S., or M.L.S. Minimum of 3 years and preference for 5 years successful management of archive or special collection. Background or demonstrated interest in art and architecture. Richard Meier & Partners Architects LLP is an Equal Opportunity Employer. Please submit cover letter, resume, and salary requirements via email to mail@richardmeier.com. **To apply, contact:** Richard Meier & Partners Architects LLP, 475 Tenth Avenue, New York, NY 10018; 212/967-6060; www.richardmeier.com.

**ARCHIVIST/SPECIAL COLLECTIONS LIBRARIAN**

*A.F. Gilmore Company  
Los Angeles, CA*

The A.F. Gilmore Company invites applications for an Archivist/Special Collections Librarian. This position will manage the onsite repository of Company records and special collections including inventory, description, processing, digitization and preservation, and maintaining archival standards. Expertise in cataloguing and the creation of finding aids is essential. Master's degree from an accredited library program or Master of Archival Science. Minimum of 3 years professional experience in academic library special collections. Knowledge of current archival and digitization practices and standards. Experience with database management as well as Past Perfect software a plus. Submit cover letter, resume and salary history. **To apply, contact:** careers@afgilmore.com.

**HEAD OF REFERENCE SERVICES/NYPL ARCHIVIST**

*The New York Public Library  
Humanities and Social Sciences Library  
Manuscripts and Archives Division  
New York, NY*

The Manuscripts and Archives Division of The New York Public Library has an opportunity for a seasoned library professional to manage the Division's public service to on-site and remote researchers. To qualify, you must have a graduate degree in library studies or in liberal arts with archival training; experience providing reference and other public services; supervisory experience; and excellent communication and interpersonal skills. For a full job description, please visit [http://www.nypl.org/jobs/index.cfm?Trg=6&search\\_id=O7ITUWU3](http://www.nypl.org/jobs/index.cfm?Trg=6&search_id=O7ITUWU3). For more information on the Manuscripts and Archives Division, please visit <http://www.nypl.org/research/chss/spe/rbk/mss.ht>

ml. Only candidates selected for further consideration will be contacted. E/E/O/E. To apply, contact: HR Dept - code: LSA-HRMSS, The New York Public Library, 188 Madison Ave. 5th Floor, New York, NY 10016; fax 212-592-7327; lsresumes@nypl.org.

**HISTORICAL CURATOR**

*Lane Medical Library &  
Knowledge Management Center  
Stanford University School of Medicine  
Stanford, CA*

The Historical Curator reports directly to the Associate Director for Research & Instruction in Stanford's Lane Medical Library & Knowledge Management Center and is responsible for implementing curatorial care and collections management operations as well as preservation procedures for Lane's historical collections. Responsibilities include assisting with research and reference services, exhibits, and the development of a history portal on the Lane website. The Historical Curator consults with researchers, faculty, and students and provides subject expertise in the history of medicine and the SUMC archival collections to support education and research in the Stanford University Medical Center. This is a 50% FTE benefits-eligible, 6-month fixed term position. To assure your application information is captured in our official files and that the hiring department also has immediate access to your resume, you must apply to the website below. Stanford University is an affirmative action, equal opportunity employer. **To apply, contact:** [http://jobs.stanford.edu/openings/display.cgi??Job\\_Req=010128&JFam=NIL&JOBCODE=1592](http://jobs.stanford.edu/openings/display.cgi??Job_Req=010128&JFam=NIL&JOBCODE=1592).

**MANUSCRIPT LIBRARIAN**

*Brown University, Providence, RI*

The John Carter Brown Library, an independently funded and administered institution for advanced research in history and the humanities, located at Brown University since 1901, is seeking a Manuscript Librarian for a two-year temporary position. The Manuscript Librarian will organize, describe, preserve, and provide access to (by preparation of finding aids on paper and online) historical manuscript collections at the JCB Library, all dating from before 1846. Qualifications include graduate training in a subject field related to colonial American history or literature; an M.L.S. degree, or equivalent experience and accomplishment, with an Archives concentration; a minimum of five years professional experience working with manuscripts and historical records dating from the period before 1825; and experience with automated library and archival systems and electronic formats in an archival setting, an understanding of Encoded Archival Description (EAD), and the arrange-

ment and description of archival and manuscript collections. Salary based on qualifications and experience, plus a benefits package. For information about the John Carter Brown Library collection and programs, consult [www.JCBL.org](http://www.JCBL.org). Letters of application and resumes may be submitted in confidence at <http://careers.brown.edu>, referencing Job#H00281. Electronic submission of materials is preferred. Brown University is an affirmative action/equal employment employer. **To apply, contact:** <http://careers.brown.edu>.

**NEW YORK WORLD'S FAIR ARCHIVAL PROJECT  
(4 POSITIONS)**

*The New York Public Library  
New York, NY*

The New York Public Library's Manuscripts and Archives Division has received a grant from the National Endowment for the Humanities for a two-year project to preserve and enhance access to the records of the New York World's Fair 1939-1940. This vast collection—the official records of the Corporation that was established for the purpose of planning, realizing, and operating the Fair—measures more than 1000 linear feet and includes correspondence, interoffice memoranda, photographs, and architectural plans. The records document every phase of the Fair. While it has for many years been among the most heavily-used collections in the Manuscripts and Archives Division, intellectual access to it is limited by the cursory level of the finding aid. For more information on the Fair, its records, and the project see the excerpt from the grant proposal posted at <http://www.nypl.org/research/chss/spe/rbk/nywf/nywf39propexublic.pdf>.

The New York Public Library is searching for a Specialist III, a Specialist II and two Library Technical Assistants to work on this high-profile project. These positions are temporary through June 30, 2008.

- The SPECIALIST III will oversee the project and conduct hands-on archival processing of the New York World's Fair 1939 records.
- The SPECIALIST II will arrange and describe assigned portions of the New York World's Fair 1939 records.

- The LIBRARY TECHNICAL ASSISTANTS will process the archival materials and perform routine preservation tasks.

For full job descriptions, please visit <http://www.nypl.org/jobs/>. When applying, please refer to the appropriate job code below. Only candidates selected for further consideration will be contacted. E/E/O/E **Job codes:** Specialist III: LSA-S3NWF. Specialist II: LSA-S2NWF. Library Technical Assistant III: LSA-T3NWF. **To apply, contact:** Human Resources Dept., The New York Public Library, 188 Madison Ave 5th Floor, New York, NY 10016; fax 212-592-7327; [lsresumes@nypl.org](mailto:lsresumes@nypl.org).

**PHOTO ARCHIVIST**

*Orange County Regional History Center  
Orlando, FL*

The Orange County Regional History Center is seeking a photo archivist whose duties will include, but are not limited to, managing acquisitions and collection of photographic materials, assisting with exhibit content and development as it pertains to the photographic collection, and supervising interns and volunteers assigned to work with the photographic collection. **Qualifications:** Graduation from an accredited college or university with a Bachelor's degree in History, Anthropology, Humanities or a related field and one year of experience working in an archive, a library, a museum, or a related occupation. **To apply, contact:** Cynthia Cardona Melendez, Orange County Regional History Center, 65 East Central Blvd., Orlando, FL 32801; 407-836-8559; [cynthia.cardona@ocfl.net](mailto:cynthia.cardona@ocfl.net).

**RESEARCH ARCHIVIST**

*Culture & Heritage Museums  
Historical Center of York County  
York, SC*

The Research Archivist, under supervision of the Archivist, is responsible for the overall operation of the Public Search Room. Works with Archivist in maintaining the collections. Handles genealogical and historical research services for the general public as well as administrative requests from the Culture and Heritage Museums' staff.

This position may be full time or part time and will require Saturday hours. For a full position description, go to our website at [www.chmuseums.org](http://www.chmuseums.org). Minorities are encouraged to apply. **To apply, contact:** Julie Voges, Culture & Heritage Museums, 4621 Mt Gallant Rd., Rock Hill, SC 29732; 803/329-2121; [jvoges@chmuseums.org](mailto:jvoges@chmuseums.org); [www.chmuseums.org](http://www.chmuseums.org).

**UNIVERSITY ARCHIVIST AND RECORDS MANAGER**

*Alkek Library, Texas State University-San Marcos  
San Marcos, TX*

The Albert B. Alkek Library at Texas State University-San Marcos is seeking qualified applicants for the position of University Archivist and Records Manager. This new position is responsible for establishing and administering the University Archives and Records Program at Texas State and reports to the Assistant Vice President, University Library. **Qualifications:** Required: ALA-accredited Master's Degree. Previous experience in archival administration and/or institutional records management in a university or college environment. Demonstrated knowledge of archival principles and practices. Familiarity with archival description standards. Program development experience. Problem solving and decision-making skills. Strong interpersonal and communication skills. Ability to effectively use computer hardware and software. **Preferred:** Two or more years of professional experience in archival administration and/or institutional records management. Salary and Benefits: \$32,400-\$51,276 depending on assigned rank based on qualifications and experience. Available hiring ranks for this position include Assistant Librarian, Associate Librarian and Librarian. Advancement in rank is available through the Librarian Career Ladder. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax. **To apply, contact:** <http://www.humanresources.txstate.edu>.

**Professional Opportunities** are posted weekly on SAA's website in the *Online Employment Bulletin* ([www.archivists.org/employment](http://www.archivists.org/employment)) and remain posted for up to two months. Effective July 1, 2006, announcements may also be published for a fee in *Archival Outlook*. Rates available at [www.archivists.org/advertising/index.asp](http://www.archivists.org/advertising/index.asp).



society of american archivists

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# DC 2006

Archives ★ Records  
July 31 - August 6



## Joint Annual Meeting

For more information, please visit [www.archivists.org/conference/dc2006](http://www.archivists.org/conference/dc2006).