

## BUSINESS ARCHIVES NEWSLETTER

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Number 2

### From the Chair:

It is truly my pleasure and my privilege to serve as the Chair of the Business Archives Section for 1985-86. It is an additional pleasure to know that I will be so ably succeeded by Phil Mooney of the Coca Cola Company.

The time is short between our annual meetings in 1985 and 1986. We have only nine months until we convene again in Chicago for our celebration of the 50th anniversary of the Society of American Archivists.

I am proud that we have always been an active section working together on projects for our mutual benefit and the benefit of the entire profession. As is usual for our group, we have a number of projects underway. These include an update of our membership directory; the dissemination of the results of the business archives questionnaire and survey; the creation of a glossy publication for distribution to businesses interested in establishing their own archives; our ongoing bibliographic updates; the creation of a guide or manual for business archivists; and our Newsletter--for which we owe a great debt of gratitude to Anne Millbrooke and to United Technologies. I will use the Newsletter to communicate with all of you throughout the year.

I have included my business address and telephone number at the foot of this message because my home address is listed in the SAA Membership Directory. Please call or write to me with any questions or requests that you may have.

I would like to have someone from the membership agree to head an informal committee to coordinate program suggestions for the 1987 meeting in New York City. The 1987 meeting will coincide with the beginning of the celebration of the bicentennial of the Constitution. By our late August meeting in Chicago we should have a number of program proposals to discuss at our business meeting for presentation to the program committee. Please contact me if you are interested in either chairing or serving on this committee. If I get no volunteers, I will have to recruit people.

We will have the minutes of the Austin meeting and the 1984-1985 update to the bibliography sent out to you as soon as possible.

Please remember to send any information of interest to our group to Anne. We are fortunate to have this Newsletter as a means to share resources and keep in contact.

Karen Benedict, Chair of the Business Archives Section  
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One Nationwide Plaza  
Columbus, Ohio 43216  
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## International Council on Archives

The International Council on Archives (ICA) was provisionally established at an archival meeting convened by the United Nations Educational, Scientific and Cultural Organization (UNESCO) in 1948. It was formally established at the First International Congress on Archives, held in Paris in August 1950. The ICA publishes a journal, the Archivum, which deals with all aspects of the professional management of archives, including (every four years) the proceedings of the International Congresses on Archives. The next International Congress--the XIth-- will be held in Paris in 1988. Regarding subscriptions to Archivum, write K. G. Saur Verlag KG, Postfach 71 10 09, D 8000 Munich 71, Federal Republic of Germany.

## ICA Business Archives Committee

Anne Van Camp, of Chase Manhattan Bank, is the current representative to the ICA Business Archives Committee. She attended the ICA Business Archives Committee meeting in Florence, Italy, September 30 - October 5, 1985, and she reports:

The purpose of the Committee is to stimulate interest in business archives on an international scale, to develop criteria and guidelines for the preservation of business archives and to spread information through meetings and publication.

The theme of the 1985 meeting in Italy was "The Appraisal of Business Records and Scientific Research." The theme for the 1986 meeting in Stockholm, Sweden, is "Business Archives and Social Research"; and for the 1987 meeting in Madrid, Spain, "Preservation of Business Archives."

Proceedings of these meetings and papers are published in the Bulletin of the Committee on Business Archives. The cost is \$5.00 for each annual issue of the Bulletin, (nos. 1-8, 1978-1985). The Bulletin is available from:

Ottfried Dascher  
Westfälisches Wirtschaftsarchiv  
Markische Strasse 120  
D-4600 Dortmund 1  
Federal Republic of Germany

The Business Archives Committee is undertaking various projects: (1) guidelines for business archives and (2) manual on business archives--both being presented for publication by UNESCO RAMP Studies (Records and Archives Management Programme); (3) brochure on why to preserve company records, and (4) a directory of business archives.

## AT&T Fellowship

In 1986 the AT&T Company will again award a fellowship in support of doctoral research into the history of the AT&T Company, its predecessor and associated enterprises. Contact Robert W. Garnet, Historical Archive & Publications Group, AT&T Company, 195 Broadway, Room 1508, New York, NY 10007.

## Program Notes

Burroughs Corporation established an archives in 1984 in anticipation of its centennial celebration this year. The archives has provided support to several historical print and video projects and has received favorable feedback, as well as a high degree of visibility. Currently, a major project is the organization of photographs and the establishment of a photo library. The archivists at Burroughs are interested in exchanging information with other business archivists in the information processing industry. Please contact Mark Coir or Anne Frantilla on 313/972-7350, or write Burroughs Corporation, Corporate Information Research, Burroughs Place 4C51, Detroit, MI 48232.

The Imperial Oil Limited Archives was established as a formal component of the company's Records Management Program in 1980. The Archives stretches from coast to coast, and the newly implemented automated system (ELMS) will identify all archival records held in all company offices. Approximately, 3,000 cubic feet of records have been identified as archival. This figure does not include the audio-visual material, approximately 100,000 photographs and slides, 1,500 reels of film, and 1,000 audio tapes. The collections are expected to increase as an integrated (basic retention, vital records, archival records) records program is re-introduced company-wide. Appraisal of machine readable records and paper-to-EDP transition are scheduled for completion in mid-1986. For further information, contact Bob Taylor-Vaisey, Imperial Oil Ltd., Room 1828, 111 St. Clair Avenue West, Toronto, Ontario, M5W 1K3, Canada.

As a result of a major restructuring of the company, Atlantic Richfield moved its archival collection to the company's records center, where the material is available for use by company employees only. For information, write Meryl H. Swanigan, Manager, Information Research Center, Atlantic Richfield Company, 515 South Flower Street, Box 2679-T.A., Los Angeles, CA 90051.

CIGNA Corporation hired Bruce S. Cheeseman as Associate Archivist for its new repository in Bloomfield, Connecticut. Cheeseman previously worked as an archivist with the Division of Archives and History, North Carolina Department of Cultural Resources. For more information about the CIGNA archives, write Claudette John, CIGNA Corporation Archives, 1600 Arch Street, GAH, Philadelphia, PA 19103.

The Archives of the Equitable Life Assurance Society of the United States loaned a statue of Henry B. Hyde, company founder, to the Metropolitan Museum of Art for use in an exhibition of works by sculptor John Quincy Adams Ward. The Archives also provided data and pictures for the exhibit catalog prepared by Lewis I. Sharp, curator at the Metropolitan Museum. For information, contact Arline Schneider, The Equitable, Archives, 40 Rector Street, New York, NY 10006.

## Program Notes (cont.)

The archives of the New York Architectural Terra Cotta Company have been cleaned, catalogued, archivally stored, and opened for public use. The New York Architectural Terra Cotta Company supplied architectural terra cotta for buildings throughout the United States and Canada, and its archival collection contains nearly 6,000 files covering the period from 1911 to 1920. The collection contains architectural bid documents, sketches, correspondence, trade catalogs, and photographs. The processing of this collection was funded by a grant from the National Endowment for the Arts to the Center for Building Conservation, which donated the collection to the Avery Architecture and Fine Arts Library. For information contact Janet Parks, Curator of Drawings and Archives, Avery Library, Columbia University, New York, NY 10027.

The American Physical Therapy Association is selling its 1986 calendar, which is a full-color calendar promoting the Association's Archives and publicizing events. Calendars are \$5.00 each, \$4.50 for orders of ten or more. Further information may be obtained from Phyllis Quinn, Coordinator, Information Central and Archives, American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314.

## SAA Meeting

Many business archivists were on the program for the annual meeting of the Society of American Archivists in Austin, Texas. The published Abstracts of Papers (SAA, 1985) includes: Anne Van Camp, Chase Manhattan Bank, on "Moving New York toward a Usable Past"; Karen Benedict, Nationwide Insurance Company, on "An Insider's View of Corporate Oral History"; Preston W. Shimer, Rockwell International, on "Policy for Managing Machine-Readable Record Media"; Bara Levin, Chemical Bank, "Reaching the Corporate Community"; Claudette John, CIGNA Corporation, "Anatomy of a Merger"; and Cynthia Swank, J. Walter Thompson Co., "Public Access to Business Archives." (In Austin business archivists also enjoyed the Halloween festivities on Sixth Avenue; one was seen walking her rat!)

## NHPRC Grant

The Northeast Document Conservation Center (NEDCC) has received a grant from the National Historical Publications and Records Commission to produce an administrative manual for preservation microfilming in libraries and archives. The manual will interpret existing technical standards, describe recommended procedures, and provide advice on both the administration and production as aspects of preservation microfilming. For further information write Ann Russell, Director, Northeast Document Conservation Center, Abbot Hall, School Street, Andover, MA 01810.

## Publications

"Selecting an Archivist" is the title of a new brochure prepared by the Archivists Round Table of Metropolitan New York and the Mid-Atlantic Regional Archives Conference. The brochure briefly states what is an archivist and what to look for and where to look for an archivist. Copies are available from either organization. Write Archivists Round Table of Metropolitan New York, c/o Pace University Archives, Pace Plaza, Room T1519, New York, NY 10038, or Mid-Atlantic Regional Archives Conference, c/o Friars of the Atonement Archives, Graymoor, Garrison, NY 10524.

The Center for History of Chemistry published a resource guide on Corporate History and the Chemical Industries (1985), edited by Jeffrey L. Sturchio. The guide contains essays and annotated bibliographies on corporate history, archives and records management, and oral history. Single copies are available for \$3.00; orders of 10 or more are \$2.00 per copy. Write CHOC Publications, Center for History of Chemistry, 215 South 34th Street, D6, Philadelphia, PA 19104.

Ethics is the subject of several recent publications. The National Council on Public History printed "Ethical Guidelines for the Historian" in its Newsletter, Vol. V, No. 1 (Winter 1984-1985); write NCPH Newsletter, 3914 Harrison Street, NW, Washington, DC 20015. "A Code of Ethics for Registrars" appeared in Museum News, Vol. 63, No. 3 (February 1985); write American Association of Museums, Suite 428, 1055 Thomas Jefferson St., NW, Washington, DC 20007. And the Museum Store Association has issued a "code of ethics," "ethics policies for archaeological and ethnographic resources," and "ethics policies for endangered natural heritage"; write Museum Store Association, 61 South Pine Street, Doylestown, PA 18901.

The American Institute of Physics conducted a study of records keeping and records appraisal at the U.S. Department of Energy National Laboratories. Three booklets resulted from that study: Guidelines for Records Appraisal at Major Research Facilities, A Study of Preservation of Documents at Department of Energy Laboratories, and A Handbook for Secretaries at Department of Energy Contract Laboratories. For information, write Center for History of Physics, American Institute of Physics, 335 East 45 Street, New York, NY 10017.

Documenting America: Assessing the Condition of Historical Records in the States (1984), edited by Lisa B. Weber, summarizes the results and reports of the state historical records assessment projects undertaken in 1982-1983 with funding from the National Historical Publications and Records Commission. Business archives and records received some, generally little, attention in the state reports. For information about Documenting America, write Bruce W. Dearstyne, Executive Director of the National Association of State Archives and Records Administrators, at New York State Archives, Room 10A75, Cultural Education Center, Albany, NY 12230.

## Publications (cont.)

The National Archives has published a bibliography on archival literature: Writings on Archives, Historic Manuscripts, and Current Records: 1979-1982, compiled by Patricia A. Andrews and Bettye J. Grier. It is a continuation of the annual compilation that appeared in the American Archivist through 1980. It has the same organization as that used by the American Archivist, it is not annotated, and does contain foreign language publications. Single copies are available free of charge to individuals and institutions by writing Patricia A. Adams, Director, Central Information Division, National Archives and Records Administration, Washington, DC 20408.

The Government Service Administration recently issued a 36-page booklet on Copy Management (1985), which discusses policies and procedures for copy management within the Federal Government. The price is \$1.75; the stock number is 022-002-00107-1, and the ordering address is Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

Preservation News is the monthly publication of the National Trust for Historic Preservation. Receipt of the newspaper is a benefit of membership in the Trust, a national, private organization chartered by Congress. Restoration of business buildings is a frequent topic in the newspaper. For information, contact the National Trust for Historic Preservation, 1600 H Street, NW, Washington, DC 20006.

In the November 1985 News Report of the National Research Council (Vol. 35, No. 10), a section on "What's New in Chemistry" includes this note: "Preserving documents. Book pages turn yellow and crumble with age because papermaking processes in use for many years left a chemical residue that combined with moisture to form sulfuric acid. Chemists found that diethyl zinc will permeate the pages of a closed book and protect the paper, but the volatile gas bursts into flame in air and explodes when it touches water. The solution is to treat stacks of books together in a chamber that simulates the vacuum in space."

Tools & Technology is the quarterly newsletter of the American Precision Museum in Windsor, Vermont. It publishes articles about the history and impact of tools and machine tools. For information contact Edwin A. Battison, Director, American Precision Museum Association, Inc., P.O. Box 679, Windsor, VT 05089.

Some graduate programs publish newsletters of possible interest to business archivists. The Graduate Program in Public Historical Studies, University of California, Santa Barbara, issued the tenth number of its PHS Newsletter during the spring of 1985. The Archival Management and Historical Editing Program, New York University, publishes The Archivist Historian. For information about these newsletters, write the respective schools.

## The Amoskeag Manufacturing Company Records Project

by Alan M. Schwartz, Project Archivist

In 1936 the Amoskeag Manufacturing Company, one of the world's largest textile mills, filed for bankruptcy. The company for nearly a century dominated the economic, cultural, and social life of Manchester, New Hampshire. Its nearly 40 mills employed 15,000 workers producing 470 miles of cotton and worsted cloth a day (City of Manchester, N.H. and the Amoskeag Manufacturing Company, Manchester: Chamber of Commerce, 1912, 94-95).

Immediately after the company's demise, its physical assets, including many records, were purchased by Amoskeag Industries which in turn liquidated them. The Amoskeag Company, a holding company, grew out of the financial assets.

Efforts made by the Manchester Historic Association saved many of the Amoskeag records. Right after the company's bankruptcy some items were placed at the Association, which had received some older Amoskeag material in 1933. The bulk of the holdings did not arrive until 1967 when records held by Amoskeag Industries and the Amoskeag Company were transferred.

The Association until recently lacked the finances or staff to completely process the extensive Amoskeag collection. Some cataloging did however take place. The agency, sensing an urgent need to arrange and describe the materials, applied for and received a grant from the National Historical Publications and Records Commission in 1984.

A newly hired project archivist and archival technician began to identify and arrange various record series. One third of the collection turned out to have originated with companies purchased by the Amoskeag in its bid to gain water rights and domination of textile production in Manchester. All materials were listed in an extensive inventory showing the holdings to be comprised of 780 bound volumes, 172 cubic feet of loose documents, and 1,200 maps, drawings, and blueprints dating from between 1772 and 1936.

Some surface cleaning and mending took place. Items were placed in acid-free folders and containers. A large number of bound cloth sample books dating from 1853 presented a major conservation problem as the volumes contained swatches glued to deteriorating paper. After consulting with conservators from the Northeast Document Conservation Center and the Museum of American Textile History, it was decided to clean the surface of each page and to place volumes in acid-free containers. Because of their large size, boxes were custom built to contain them.

Another conservation problem concerned several hundred drawings, blueprints, and maps on deteriorating backings. To preserve the images, some dating from the 1830's, black and white slides were prepared.

The last task was the writing of a finding aid, including illustrations of different business records and a pictorial essay on cloth production.

For further information, contact the Manchester Historic Association, 129 Amherst Street, Manchester, New Hampshire 03104.



## Hagley Museum and Library

Approximately 200 people--historians, archivists, and business executives--attended "The R&D Pioneers: A Critical Look at General Electric, Du Pont, AT&T Bell Laboratories, and Eastman Kodak, 1900-1985," a conference sponsored by the Hagley Museum and Library, October 7, 1985.

The Hagley Museum and Library is offering research fellowships for 1986-1987. The fellowship program is designed to promote research into the social context and consequences of industrialization of the United States in the century following 1850. The fellowships are funded by the National Endowment for the Humanities and the Andrew W. Mellon Foundation.

For more information about the Hagley and its programs, write Glenn Porter, Hagley Museum and Library, P.O. Box 3630, Wilmington, DE 19807.

## Society for Commercial Archeology

The Society for Commercial Archeology (SCA) is a national organization concerned with understanding, documenting, and preserving roadside and other commercial architecture (gas stations, diners, movie theaters, etc.) of the recent past. For information about SCA write Robert G. Healy, 4215 West Thornapple Street, Chevy Chase, MD 20815.

## Business Archives Section

The Business Archives Section of the Society of American Archivists will meet next at the annual SAA meeting in Chicago, Illinois, August 26-30, 1986. The Section is concerned with the preservation and use of business records in both profit-making and non-profit organizations in the United States and Canada. Any member of SAA may elect to join the Section. Any one wishing to join should contact the Society of American Archivists, 600 South Federal, Suite 504, Chicago, IL 60605, phone 312/922-0140.

## Business Archives Newsletter

Published twice a year, the Section's Newsletter is sent to each member of the section. The preparation and distribution of the Newsletter is courtesy of United Technologies Corporation. Business archivists are invited to send or phone news items, one-page articles, personnel announcements, exhibit notices, inquiries, and suggestions to the editor:

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