

**Next Archives Management
Roundtable Meeting**

- *Meeting Announcement*
- *New publication*
- *Goodbye to Debbie Nolan*
- *A*CENSUS*

Get ready for Beantown! The Archives Management Roundtable will meet at a location to be announced in the Boston Park Plaza Hotel on Saturday, August 7, 2004, 8-9:30 AM. Casey Edward Greene, Chair, will give a presentation during the first half entitled "Give the People What They Want! An Alternative Strategy for Handling Office Politics." We will develop session proposals to be sponsored by the Archives Management Roundtable during the second half of our meeting.

— Casey Edward Greene

**New Edition of Management Manual To
Be Published**

Later this spring, the SAA will publish a second edition of *Managing Archival and Manuscript Repositories*. The first edition was published in 1990 and co-authored by William Nolte and Thomas Wilsted. This edition was well received and extensively used but the length of time since publication and the dynamic nature of management required an update. The new edition was written by Michael J. Kurtz, Assistant Archivist for Records Services at NARA, and

former chair of the Archives Management Roundtable. The manual will be part of the SAA's revised Archival Fundamentals series.

The new edition of the manual covers all aspects of the archival manager's work life: management theory and practice; the need for leadership in management; and the basics of organizing and planning work and managing a variety of resources[i.e. people, facilities, and budgets]. Still relevant information from the first edition has been retained, and other topics such as knowledge management, organizational complexity as a management paradigm, and project management are included in the revised edition.

The manual is meant to be a practical, hands-on tool and contains numerous easy to read charts and diagrams designed to aid the busy manager. For example, a brief guide to legal interview questions is contained in the chapter on Human Resources; and an information technology product plan model is provided in the chapter on Managing Information Technology. Suggested readings are included at the end of each chapter, as well as a concluding essay on management literature, websites, and professional associations.

The exact date of publication and the cost have not yet been announced.

-- Michael J. Kurtz

Goodbye and good wishes for Debbie Nolan

The Archives Management Roundtable wishes to thank Debbie for twelve years of dedicated service to SAA and wish her luck in her new position. Debbie you will be missed.

A*CENSUS will soon be coming to your Archives

The Archival Census and Educational Needs Survey in the U.S. (A*CENSUS) is an IMLS grant funded project managed by SAA. Please take the time to fill out this survey and help SAA determine the current status and future needs of the profession.

For more information about the A*CENSUS project go to <http://www.archivists.org/a-census/>.

Professional or Institutional News Wanted

Roundtable members are encouraged to submit professional accomplishments and institutional news items for inclusion in this newsletter. Please send submissions to Kerrie A. Cross, University Archivist, Albert Emanuel Hall Room 211, University of Dayton, Dayton, OH 45469-1360, or Kerrie. Cross@udayton.edu.

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