THE SOCIETY *of*

AMERICAN ARCHIVISTS

FROM THE CHAIR:

I have been looking forward to the SAA meeting in Denver for as long as I have known it was to be there. Now, I am so sorry that the Adams Mark controversy has come up and I for one am hoping there will be a list of alternative hotels at which to stay. I only regret that SAA can not afford to change the location of the annual meeting. But, the controversy aside, the meeting in Denver should be an exciting one and I hope that many of our members will attend.

I can not comment about the Pittsburgh meeting as I was not able to attend. Hurricane Bret hit my community on the day I was to leave for the conference. I missed the plane. I do want to publicly thank my vice-chair Nanci Young, of Smith College for taking my place. Just before the hurricane hit, and we fled to what we thought would be a drier resting place, I faxed her all the information I had gathered for the meeting. I have since heard that she did a wonderful job conducting the meeting and doing what needed to be done. Thanks.

I would also like to thank Margaret Merrick, of the University of Louisville. For the last several years she has chaired our program committee. She has done a wonderful job each year. Thank you, and please do not quit the job. You are needed. Anyone with program ideas, to be endorsed by the C&U Section, should contact Margaret.

Jackie Esposito, of Penn State, organized the Discussion Groups for us in Pittsburgh. I have also only heard good things about them and want to thank Jackie for the great job. She is again seeking Discussion Group topics and leaders. If anyone has suggestions for either, please contact Jackie at <jre@psulias.psu.edu>, or me.

This year we have three people rotating off the Steering Committee so that if there are members who would like to serve on that committee I do hope that you will send me a message. We always need good volunteers. My e-mail address is <kacah00@tamuk.edu>.

Daria D'Arienzo, of Amherst College, has agreed to serve as chair of the Nomination Committee. We are seeking a new chair. If anyone has any nominations, please contact Daria. Plans are moving along for our next meeting. I look forward to seeing you all there.

--- Cecilia Hunter, Texas A&M University—Kingsville

Minutes of the College & University Archives Section Business Meeting
26 August 1999
Reported by Nanci Young

The meeting was called to order at 8:05am by Vice-Chair Nanci Young (Smith College). At this time she announced that Chairperson, Cecilia Hunter (Texas A&M--Kingville) was unable to attend the meeting due to the recent hurricane in Texas and her evacuation from the area.

Nanci welcomed those new members of the section and encouraged them to become involved early in their association with the section.

The minutes of the 1998 business meeting held in Orlando, Florida as published in the section newsletter, the *Academic Archivist* (Spring/Summer 1999) were read and approved.

Reports of various committees were made at this time.

Steering Committee Report:

Nanci Young reported that at the previous day's Steering Committee meeting the Committee discussed a request brought forth by a member of the section, as well as reports by subcommittees of on-going projects. Discussion concerned Thomas Frusciano's (Rutgers University) request to look into changing the section by-laws concerning the election of officers. At last year's meeting in Orlando, Tom suggested that a change should be made in the length of service of the officers, in order to provide more continuity which he believed would lead to a smoother running of the section business. Tom presented his request in writing to the Steering Committee and his request was published in the Summer/Spring 1999 issue of the section newsletter. Nanci reported that the Steering Committee discussed three possible scenarios:

a)   lengthening the term of office to 3-4 years for the Chair and Vice-Chair positions;
b)   changing the Vice-Chair position into a Chair-Elect position; or
c)   allowing for officers to serve 2 consecutive terms in the same office (if so elected).

After some debate and concern over how to implement the first two scenarios, the attending members of the Steering Committee recommended that option C be presented to the membership for debate. The intent being that this would be voted on and implemented at the Denver 2000 conference.

Nanci opened the floor to discussion, asking for comments and suggestions. At this time Roland Baumann (Oberlin College) spoke against the lengthening of terms. He advocated keeping the term limits on the two positions, saying that the original intent was to make certain that there would always be a turnover of members serving as officers; that it was a way to have 'fresh blood' (so to speak) serving on committees and as officers. As a former Chair of the section he felt strongly that serving 2 years actively as an officer, and then another year on the Steering Committee was longevity enough. Jill Tatem (Case Western Reserve University), another former Chair of the Section seconded Roland's thoughts. She also felt that this was enough time served as an officer and encouraged the Steering Committee to look into ways of better recruiting of nominees. Another member questioned whether or not longevity would be served

if the Vice-Chair became the Chair-Elect. What would the length of terms be if this option were recommended? Another member asked if it was possible to recruit more individuals if we lengthened the terms. If it was hard now to get people to run for a 2 year position, wouldn't it be more difficult to find nominees for a 3-4 year commitment?

These questions will be discussed by the Steering Committee throughout the year, and a revised recommendation will be presented through the *Academic Archivist* and at the Annual Meeting in Denver in 2000.

Another discussion concerned the Section's website. The Steering Committee recommends that future issues of the *Academic Archivist* appear on-line, and that we look into discontinuing printing the newsletter in hardcopy.

The membership agreed that the newsletter should be placed on the website, but balked at the idea that it should be discontinued in hardcopy.

Guidelines Committee:

Robert Sherer (Tulane University) reported that the *Guidelines* were approved by SAA Council and were available in their final format on the C&U section website. He is working with the SAA Publications Office to design a special section to be printed in a future issue of the *Archival Outlook*. He publicly thanked all members of the committee present and not. Robert recommended that a new committee be formed soon to grapple with the revisions for 2005.

Programs for 2000 Meeting Committee:

Rob Spindler, (Arizona State University) encouraged members of the section to submit proposals for the Denver 2000 meeting soon. The upcoming meeting has no special theme, but it definitely "future oriented." Sessions will be 90 minutes long; the standard being 3 presenters and 1 chairperson. The programs should reflect the diversity of our profession. He cited the excellent track record of the Program Proposal Committee of the C&U section in presenting good, solid, well-developed proposals. On behalf of the Denver 2000 Committee he hoped to see more coming from the section.

Program Proposal Committee:

Margaret Merrick (University of Louisville) reported that several proposals sponsored by the C&U section made the program this year. These included (but are not limited to) *Developing Strategies for Managing Electronic Records within Academic Institutions; Websites,*

Electronic Finding Aids and Archival Researchers; Documenting the Duderstadt Presidency at the University of Michigan, and *Getting the Job Done: Project Management for Archivists*. There was a high representation of C&U members on many of the programs this year. Margaret will help shepherd proposals for the Denver 2000 meeting. The deadline proposal is October 8, 1999.

SAA Council Liaison:

Dennis Harrison spoke to the membership about being the C&U Section liaison for the next year. He hopes to work with the officers and Steering Committee members to appropriate represent the Section's needs to the SAA Council. He announced that if any standards were being revised or created that it was important to respond to the Standards Committee requests/comments in a prompt manner. He also announced that the SAA website was being revamped and a better FAQ section on the website was being designed.

Nominating Committee:

Carole Prietto (Washington University at St. Louis) reported for William Massa (Yale University) who was unable to attend the meeting. This year the Nominating Committee composed of Bill Massa, Carole Prietto and Nanci Young had a difficult time interesting members to run for office. This has been a common theme throughout several of the last elections and is cause for great concerning among the Steering Committee members. A call for nominations was published in the *Academic Archivist* and potential nominees were solicited from the membership-at-large. Seven individuals were approached and two consented to run: Robert Matuozzi (Washington State University Library) and Claude Zachary (USouthernCalifornia) who are presented on the ballot before the membership today. Carole stressed the need for more of the membership to be involved as members of subcommittees, members of the Steering Committee, and to consider running for office. It is vital for section life that everyone be concerned and involved.

The election of the Vice-Chair took place next. Tellers Larry Landis (Oregon State University) and Margaret Merrick ran the election. Larry Landis announced that Claude Zachary of USC would assume the role of Vice-Chair at the end of the business meeting. Two **new members of the Steering Committee**, Daria D'Arienzo (Amherst College) and Carol Mathias (Nichols College) were welcomed to the Steering Committee.

The section then broke into study/discussion groups. Lee Stout (Penn State University) presented the topics on behalf of Jackie Esposito (Penn State University), who was unable to attend the meeting. The following were topics for the study/discussion sessions:

a) "Promises You Can't Keep? Dealing with the Development/Fundraising Office" facilitated by Steven Fisher, University of Denver.
b) "Archiving the Campus: Aiding in the University Architectural Planning Activities" facilitated by Lee Stout, Penn State University.
c) "Where are we going? Electronic Archiving of Theses and Dissertations" facilitated by Carole Prietto, Washington University at St. Louis.
d) "Supervising Study: Managing Internships and Graduate Assistantships" facilitated by Diane Windham Shaw, Lafayette College.

After 45 minutes of discussion, each study/discussion group reported back the highlights and major points of discussion. See further details below.

Announcements from the floor were taken.

Volunteering and being active in the section is vital to the life of the organization. Opportunities abound for your action. Be involved in the Steering Committee, the Website Committee, the 2005 Guidelines Revisions Committee. Propose new programs for upcoming meetings, be a group discussion leader. Consider running for office. The section is only as good as you make it by being actively involved with it.

There was no **new/old business**. The meeting adjourned at 10:25 a.m. See you in Denver next year!!

Discussion Break-out Groups

The following sessions have been reported by your colleague scribes for your edification:

"Supervising Study: Internships and Graduate Assistantships"

Since most of the participants in this study group were experienced users of interns and graduate assistants, we had a good discussion about the profits and pitfalls of supervising these students, with particular emphasis on

achieving mutual benefit for both the student and the repository. (And we should make clear that by interns and graduate assistants, we mean those students who undertake substantive work for the repository either for pay or for academic credit. We were not including regular undergraduate student assistants in the discussion.)

We looked first at recruitment issues--how to attract interns generally and how to ensure that we get the calibre of student that we want. Most of us found that word of mouth worked well, although some of us used more formal channels such as contacting academic departments or distributing flyers that describe our programs. One issue of concern was being able to match appropriate students to the projects available. Training of interns was our next topic and we found that most of us used some combination of readings and exercises. Several of us had found David W. Carmichael's ORGANIZING ARCHIVAL RECORDS: A PRACTICAL METHOD OF ARRANGEMENT AND DESCRIPTION FOR SMALL ARCHIVES (Pennsylvania Historical and Museum Commission, 1993) to be a very good tool because of the series of exercises it includes. One participant was in the process of developing a training packet. We all agreed that a short bibliography of readings and training materials for interns would make a useful addition to a future issue of the *ACADEMIC ARCHIVIST.* As we discussed the structure of the internship, there were a couple of issues of concern. One was how much could we expect to be accomplished in a 100- to 150-hour internship. We agreed that "unfinished projects" were to be avoided if at all possible. The other issue was that of balancing the intern's special project work with a broader exposure to the overall work of the repository. We felt that while we did want to present the profession of archivist as a vibrant and varied one, we also wanted to make sure that the necessary work got done. And finally, we talked about evaluating the success of these programs. The exit interview seemed to be the most common method used. We also considered the relationship between the supervising archivist and the academic department or faculty advisor. Most of us felt there was a strong need for better communication, particularly when it involved students in graduate archival programs, between faculty advisors and archivists about these internships and field experiences.
---Diane Windham Shaw, Lafayette College

"Archiving the Campus: Aiding in University Architectural Planning Activities"

Lee Stout initiated the discussion by describing how a slide show on the history of the campus he created for alumni outreach events led to his involvement in working on the University's campus master plan. As his interest in the history of campus architecture and planning became known, he was asked to speak to architecture and landscape architecture classes, and to give the kick-off presentation for the initial Master Planning Conference. Subsequently, he became involved in planning ADA accommodations for handicapped access to historic buildings on campus, preserving two historic residences on campus by moving them out of a future construction zone, and writing the historical introduction for the campus master plan. From there the discussion ranged over the problems of preserving and servicing architectural drawings, and the opportunity to demonstrate expertise in advising facilities departments on archival considerations for CAD and scanning plans into digital files. Other archivists reported they are being consulted by campus architects and planners for both photographic and cartographic evidence to help preserve and restore historic buildings on campus. It was mentioned that historic land documents and insurance inventory records are also of use to preservationists. Class use of these kinds of materials can be of high interest. Most repositories had vertical files on individual buildings with ephemera and collected information of various types for students to start on. Other archivists reported that the history of the campus was a great opportunity for outreach in the form of leading campus walking tours and similar special events. Lee summarized the session by noting that the increased credibility for the archivist gained in this role often led to more important records being transferred from facilities departments and also more respect for the archives as a valuable resource on this most tangible facet of institutional history.
---Lee Stout, Penn State University

"Where Are We Going?: Electronic Archiving of Theses and Dissertations"

Fifteen archivists gathered for a discussion of electronic archiving of graduate theses and dissertations. Of the institutions represented within the group, three were already accepting electronic theses - Vanderbilt, the University of Manitoba, and UCLA. The group knew of a fourth institution, the University of Texas at Austin. All agreed that the leader in this area was Virginia Polytechnic Institute and State University, aka Virginia Tech. Virginia Tech has required all students to submit electronic theses and dissertations (ETDs) since January 1997. Virginia Tech's guidelines for submission of ETDs can be found on the Web at

<http://etd.vt.edu/submit/index.htm.>
Virginia Tech is also one of a group of universities involved in a project known as the Networked Digital Library of Theses and Dissertations <http://www.theses.org/>.
There is, as one of the participants put it, a lot of anarchy out there". Discussions of standards, where they exist at all, are in their infancy, and there are many competing interests. Some disciplines, particularly in the sciences are pushing for acceptance of ETDs so that information can be published as soon as possible - patents may be riding on it. On the other hand, there are issues of confidentiality (especially in regard to patents) and plagiarism which are of concern to campus attorneys. In addition, some fields already have standards in place for electronic data, particularly for Social Science data (IASSIST).

Other questions: What forms do ETD's take? Web sites? PDF? CD-ROM? Can CD-ROM be considered a preservation medium? Few if any institutions have dedicated preservation servers. When do you take the snapshot - at the time the student turns the ETD in or at the time the student defends the dissertation? How is backup and data migration handled and who assumes that responsibility - the library? the systems people?. What role does Bell and Howell (formerly UMI) have in this new digital universe? Two institutions represented in the group, UCLA and Johns Hopkins, are discussion these issues with Bell and Howell.

All agreed that ETDs were, in the end, another aspect of the larger electronic records issue and that archivists need to be thinking proactively about these problems because ETDs represented the future of theses and dissertations.
---Carole Prietto, Washington University

Steering Committee Members

Cecilia Hunter, Chair (1998-2001)
Texas A&M University—Kingsville
<kacah00@tamuk.edu>

Claude Zachary, Vice-Chair (1999-2001)
University of Southern California
<czachary@usc.edu>

Larry Landis, Oregon State University (1997-2000)
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Robert Sherer, Tulane University (1997-2000)
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Mark Vargas, University of Science and Arts of Oklahoma (1997-2000)

Carole Prietto, Washington University of St.Louis (1998-2001) <prietto@library.wustl.edu>
Daria D'Arienzo, Amherst College (1999-2002) <ddarienzo@amherst.edu>

Jackie Esposito, Penn State University (1999-2002) <jre@psulias.psu.edu>

Carol Mathias, Nicholls State University (1999-2002) <el-cam@mail.nich.edu>

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Preservation and Access for Electronic College and University Records Conference

On October 7, 1999 one hundred professionals with responsibility for creating or maintaining digital products convened the first Preservation and Access for Electronic College and University Records (ECURE) Conference sponsored by Arizona State University. Experts from ten universities including MIT, Ohio State, UCLA, Virginia Tech, and Arizona State presented a range of technical, educational, and information policy issues.

Presentations on electronic theses and dissertations, email, and privacy protection emphasized relationships between technical solutions, policy development, and continuing education of students, faculty, and staff. Other speakers expressed concern for issues that impact the efficiency of university operations including the costs of data migration, repair, or replacement, and authentication of digital signatures.

Arizona State has posted many of the speakers presentations on the conference website < http://www.asu.edu/it/events/ecure/ecure1999.html > and is planning for an invitational program for university leadership in the spring. ECURE 2000 is scheduled for October 12–13, 2000 in Tempe, AZ .

Note to Contributors

Please send news items, articles, sightings in the Archives reports, and any relevant or amusing submissions to the Editor of *The Academic Archivist,* Claude Zachary, c/o USC University Archives, Los Angeles, CA 90089-0182 or <czachary@usc.edu>. Thanks!

BE A GURU!

By Lee Stout, Penn State University Archivist

Whiling away the hours on flight some time ago, I read an interesting article in the U.S. Airways magazine. It was called "The Guru Game" and it was about management consultant Tom Peters.

Peters is the author of *In Search of Excellence*, *Thriving on Chaos*, and *The Pursuit of WOW* among other books. He also earns amazingly high fees for presenting his predictions and insights to corporate audiences around the world.

Peters seems to be the guru par excellence. *The Economist* called him the "über guru." Beginning as a specialist for one America's larger business consulting firms, he's seen more than two decades of declining certainty in the corporate world.

All this nervousness has been "good news for gurus." In fact, Peters calls successful workers in organizations today "lower case 'g' gurus – the indispensable specialists in a company who draw others to their expertise."

Might there just be a lesson here for C&U Archivists? Peters is saying you can't squirrel yourself away in the stacks. "You've got to have a personality, you've got to have a specialty, you've got to be a brand." In other words, a "lower case 'g' guru." To Peters, this simply means "an established expert with good PR."

In the article Peters offers eight tips, so let me be presumptuous enough to cast them in our terms:

1. *Specialize*: focus on your strength – whether its institutional history, records management, or institution-wide record-keeping policies. "Dig deep, not wide" and make the archivist a go-to person if anyone wants to know anything about your topic.

2. *Advertise*: uh-oh. This could get ugly. You don't want to be a braggart or a brown-noser, but you've got to get known. "You have to create an aura around your browser," as Peters says. To do that:

3. *Network*: do lunch, talk to people across the institution about what they do and how you relate to it.

4. *Get mentors*: find higher-level, more senior people interested in what you do who can give you honest feedback about your efforts.

5. *Score the points*: good timing can be more valuable than a ton of good ideas. You need success stories that people can associate with you *and* they have to occur on a somewhat regular basis. A match gives a bright spark to light the campfire, but you have to stoke that fire and add wood periodically to keep up the light level.

6. *Shake 'em up*: you need credibility, but you also need to make people see things in a new light. You have to be memorable as well as right.

7. *Love all, serve all*: you're the expert, but you become treasured by your organization for sharing your wealth. Teach and serve, don't be a prima donna that hogs the spotlight.

8. *Achieve brand-dom*: a brand-name product is a "trust marker" says Peters. "Being a guru is really nothing more than being your own brand name," the brand called ARCHIVIST. Eventually as you increase your expertise, develop your credibility, and "advertise" your results, "the archivist" – becomes shorthand for your expertise.

Of course to become the guru may end up meaning "if you want to know something about Penn State history, call Lee Stout." Nice, but no cigar. If I get run over by a bus tomorrow, we don't want to start from square one again. The archives is still there and that is the font of my wisdom. So grasshopper, this guru will approach oneness with his institutional universe when people smack their foreheads and say, "of course, we can just go to the archives for that."

Based on Diane Cyr's "Genius at Work: The Guru Game," *U.S. Airways Attaché*, September, 1998, pp. 34-37.

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Ohio University Libraries Publishes Two Books

The Ohio University Libraries is releasing two books related to its archival and special collections materials.

The first, *Vernon R. Alden: An Oral History* (2000), edited by Doug McCabe, our Curator of Manuscripts, recounts

the university's activity during Dr. Alden's term as president, 1962-1969. Alden was the institution's fifteenth president. The book follows an earlier publication, *John C. Baker: An Oral History*, issued in 1995.

The second book, by Distinguished Prof. of English Robert DeMott, is due out in early spring. The book, *Dave Smith: A Literary Archive*, includes an essay on DeMott's lengthy literary friendship with the poet and a checklist of autographed publications by Smith which DeMott has donated to the Archives & Special Collections department in the Libraries. Smith received his Ph.D. from Ohio in 1976. The department also serves as the repository for the Dave Smith Papers manuscript collection.

The oral history is for sale; contact Karen Jones at 740-593-2710. The Smith book, funded in part through a grant from the Ohio Arts Council, will be distributed to regional and major academic libraries, with a small number available by request.

Drexel University Archives re-opens

Carol Montgomery, Ph.D., the Dean of Libraries at Drexel University (Philadelphia, PA), is pleased to announce the re-establishment of the Drexel University Archives.

Archival records and historical material were moved to the library from several locations around campus. Archives Technician Stephen Janick currently manages the Archives which occupies a portion of the newly renovated lower level at Hagerty Library and includes a reference room complete with network access as well as ample study space. Dr. Charles Morscheck, professor of Art History at Drexel, has been retained as a consultant to the Archives.

The Drexel Archives contains more than 350 cubic feet of university records and over 9,000 rare books. It includes: The Drexel Collection of some two thousand items that have been written by Drexel faculty or published by the University;
copies of yearbooks, guides to the curriculum, and copies of the Drexel Triangle dating back to 1926 when the publication began; thousands of photographs; and a substantial amount of material related to the Drexel family. The Drexel family is a prominent family in the history of America and includes a painter (Francis Martin Drexel), many investment bankers (including

the University's founder, A.J. Drexel), and even a future saint (Mother Katharine Drexel).

Among the records concerning the founding of the school, the Archives contains many documents that date back to opening day including original invitations to the dedication ceremonies, copies of speeches given, and photographs of the Main Building from the day of its completion.

The Archives also contains substantial documentation related to the Library School, which is one of the oldest in the country. For more information, contact Stephen Janick at 215-895-1757 or janick@drexel.edu.

University at Albany Archives Move

The M.E. Grenander Department of Special Collections and Archives, University at Albany, State University of New York, has moved into its new quarters on the third floor of The New Library Building on the University's Uptown Campus. We share this building with the Preservation and Digital Imaging Laboratory, the Science Library and the Center for Excellence in Teaching and Learning. The move has satisfied the Department's need for a larger and climate controlled storage area, a state-of-art the research room, and new digital scanning technology. The collections, previously stored in five separate rooms, are now located in the new storage area's compact shelving.

Coupled with the move into the new building was the entrance of the Department of Special Collections and Archives on the Internet. The web page at <http://www.albany.edu/library/divs/speccoll/> provides an abstract and holdings statement to our manuscript collections and, if available, a link to the collection's finding aid. Approximately 60% of our finding aids are available in HTML and we are adding new finding aids and scanning collection inventories not available in digital form.

There is a wealth of material available in our Department's manuscript/ archival collections, which directly supports the research and study done in a number of University at Albany schools and departments. Our main collecting areas are: the Archive of Public Affairs and Policy which documents public policy groups in the Capital District and throughout New York State with particular strengths in history of African Americans and Women, and material in criminal justice, education, political parties, and labor; the German Intellectual Émigrés Collection consisting of research materials documenting the German intellectual

exodus of the 1930s and 1940s; University Archives which contain materials relating top the history of the University back to its founding in 1844. With the addition of a new faculty member, the Department has increased research service hours as well as expanded efforts to collect material from regional and statewide organizations to further develop our Archives of Public Affairs & Policy. For more information about all of our collections consult our web site.

---- Brian Keough, Curator of Manuscripts

Archives as Tools for Teaching
by Karen Jean Hunt
Director, Archives & Special Collections,
California State University, Dominguez Hills

The Historic Rancho San Pedro Collection in the Department of Archives and Special Collections at California State University, Dominguez Hills documents the history of the Rancho San Pedro and the Dominguez Family. This collection was used by Robert Gillingham to write the definitive history of the Rancho, *The Rancho San Pedro: the Story of a Famous Rancho in Los Angeles County and of Its Owners the Dominguez Family* (Los Angeles: Cole-Holmquist Press, 1961). The collection includes a bound register of the historical documents, compiled by Gillingham, containing a numerical list of 3179 folders, an alphabetical index to the content of the folders, along with an index of individual members of the Carson, Del Amo, Dominguez and Watson families.

Many students attending California State University, Dominguez Hills are unaware of the Rancho - Dominguez Hills connection. The California State University, Dominguez Hills campus is located in Carson, about 16 miles south of downtown Los Angeles. When the first European explorers set foot on Southern California soil, Juan Jose Dominguez was part of that expedition. A few years later, Dominguez returned, accompanying Father Junipero Serra. When Dominguez retired in 1782, after serving for more than thirty years, he was received a gift from the Spanish Governor of California. The gift, the Rancho San Pedro, included over 75,000 acres of land, stretching from the Los Angeles river to the Pacific Ocean. It was the first land grant in California history.

Forty-three years later, in 1827, Juan Jose's nephew, Manuel Dominguez, built an adobe home for his new bride on land near the present day university. Don Manuel was one of the very few citizens to hold public office under both the Mexican and U.S. governments in

California. Dominguez was chosen as a delegate to the convention in Monterey which drew up the first State Constitution. Few people are aware that the Rancho was the backdrop for a skirmish known as the "Battle of Rancho Dominguez," during the U.S.-Mexican War and the site of the first International Air Meet in the United States, in 1910.

Manuel and his wife, Engracia, raised six daughters, who are remembered throughout the South Bay area by the many streets and businesses named after their families. For example, CSU Dominguez Hills is located at 1000 East Victoria Street in Carson, California. Maria Victoria was the name of one of the Dominguez daughters. George Carson was her husband. The city of Carson is named after their son, John Manuel Carson, a key figure in the development of the South Bay in the 20th Century. Susana Dominguez married a man named Del Amo. The Del Amo Fashion Center mall in Torrance is named after her side of the family. Dolores Dominguez Watson and family are known for the Watson Land Company and Industrial Centers in the South Bay.

The Department of Archives and Special Collections uses historic materials to introduce primary research materials into the curriculum and to help students better understand the historical importance of both their campus and community. A web page devoted to the 1910 International Air Meet at Dominguez Hills is at <http://archives.csudh.edu>. For more information on our holdings, contact me at <kjhunt@csudh.edu>.

Record keeping and the Web: Challenges for University Archivists and Records Managers
By Johanne Pelletier <jpelletier@archive.lan.mcgill.ca>
Director/University Archivist, McGill University Archives

How do university archivists and records managers view the increasing use of the web by their institutions? Does your organization use the web primarily as an alternate means of disseminating information (such as program descriptions and annual reports) or for a wider range of web- based applications such as email, commercial functions (e- commerce), and on-line client services (student registration)? Do your organization's web sites mirror existing paper and/or electronic based information or do they serve as the backbone for information creation, use and distribution? Finally, what implications do these issues have for the preservation of university records?

These are questions emerging for many of our colleagues as organizational use of the web is formalized and diversified on university campuses across North America.

Universities were among the first organizations to use the web as a means of disseminating organizational information previously only widely available in a paper form. University annual reports, admission information, program descriptions, calendar/course offerings, student information and faculty profiles are among the types of general information available on web sites in addition to their availability in paper form. In this use of the web the focus was on making existing records more available but the paper format was still considered the original. Archives could feel relatively confident that, while the structure of the text might be different in a web version, the content of a text document would not change simply by virtue of its availability on a web site. In this context archivists could conceivably recommend relying on the paper version for long-term preservation.

Use of the web is however no longer limited to only extending the distribution networks for textual information. Web sites reflect the use of diverse software applications and types of electronic records. Once simple word- processed records have evolved into complex compound documents incorporating text, visual images and other media, all defying the print and file solutions used to manage simple text records. For remarkably few university archives attempts at developing electronic records programming might help guide how much of a university's web presence is preserved - this is of course assuming your university archives or records management unit has begun to look at electronic records.

A related challenge is the increasing use of the web as a platform for other internal applications such as financial, human resource, and student record systems, all potentially integrated as a form of university wide intranet. This broader information base vision of the web also includes interactive on-line functions such as educational "town-hall" style meetings, distance education programs, life-time email for students (akin to "hotmail" and other free email systems), and e-commerce applications (example: bookstore, co-op sales, fee payment). In these applications the records generated are not simply created and posted to the web but created in the process of using the web. While paper output might be generated for parts of the systems available on the web not all of the above systems can be reproduced in paper form. It is clear that our approaches to preserving a university's web presence are connected to our knowledge and participation in electronic records development on campus.

So where do university archivists and records managers begin? Two projects underway in Canadian university archives have come together to begin the process of answering some of these questions. The University of Toronto Archives is examining strategies to continue access to web records created for administrative and academic purposes considered of permanent value through the establishment of co-operative arrangements with web site creators, information technology specialists and senior administrators. The McGill University Archives (Montreal, Canada) is working with a group of IT/IS sectors on campus to integrate existing electronic records systems into the University's records retention schedule and developing guidelines relating to the preservation of University's web sites. My colleague Garron Wells (University of Toronto Archives) and I are presenting the details of our projects at sessions at the Association of Canadian Archivists annual conference (Edmonton Alberta June 2000 - see http://www.archives.ca/aca/ for more information about the program) and ARMA International (Las Vegas October 2000). While we will unfortunately not be attending SAA's meeting in Denver this year, we will be communicating with the section about our results through the newsletter. The focus of our conference sessions is on how university archives are approaching web site development initiatives within their organizations and how these relate to strategies for managing and preserving electronic records.

Objectives for the conference session and our ongoing research is as follows:

- Provide practical examples of institutional uses of the web as both a publishing medium and a formal electronic gateway to University web based records applications.

- Identify and discuss strategies for using the web for controlling and consolidating electronic records keeping functions.

- Discuss strategies for preserving web-based records of permanent value for administrative, educational and research use.

In conjunction with these presentations we have developed a survey looking at how North American university archivists and records are involved in the issue of web management and preservation. Our purpose in this survey is to get a snapshot of how other university archives and records management operations are managing these issues - even if you have not yet formally made approaches in these areas. We encourage your

participation by completing this brief survey (available at http://www.archives.mcgill.ca) While deadline for responses will have passed by this time this newsletter reaches you, we would welcome your responses anytime before May 15 2000 (details on submitting responses are available with the survey). Note that the survey results will be summarized, along with links to resources on this topic and updates on our projects at our website. While it is early in planning for SAA 2001, I would welcome hearing from any section colleagues interested in proposing comparable sessions focusing on university archives electronic records issues for SAA 2001.

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