

Archival Issues
An Index to Volumes 22–26
1997–2001

Compiled by
Katharine A. Salzmann And Katia Roberto

ABOUT THE EDITORS:

Katharine Salzmann is Archivist and Curator of Manuscripts at the Special Collections Research Center, Morris Library, Southern Illinois University Carbondale. She also serves as on-site supervisor for the SIUC office of the Illinois Regional Archives Depository administered by the Illinois State Archives. She previously worked as Manuscript Librarian at Howard University's Moorland-Spingarn Research Center, and she received her M.L.I.S. from the University of Texas at Austin.

Katia Roberto is Head of Monographs Original Cataloging at the University of Georgia Libraries. She previously worked as Special Collections Cataloger at Morris Library, Southern Illinois University Carbondale, and as Monographic Cataloger at the University of Albany. She received her M.L.I.S. from the University of Illinois at Urbana-Champaign. She is coeditor of *Revolting Librarians Redux: Radical Librarians Speak Out*.

PREFACE

This index to *Archival Issues* begins where the previous index to volumes 9–21 (1984–1996), compiled by Monica Manny Ralston, ends. The format for this index is identical to the one established by Ms. Ralston. Coverage includes volumes 22–26 (1997–2001) of the journal. Because this index replicates the organization and methodology that Ralston developed for the previous index, most of the explanatory comments that follow are drawn from her “Preface” to the 1997 index.

The index provides title, author, and subject access to each of the article abstracts and book reviews appearing within the journal. It is arranged in four sections: Abstracts, Review Index, Author Index, and Subject Index.

ABSTRACTS

The index lists the titles of the 44 articles published in volumes 22–26 in alphabetical order. Each entry is numbered sequentially and includes the full title of the article, author, volume, page citation, and reprint of the published abstract. In the few cases that abstracts were not published in the journal, excerpts from the article or summaries are presented. An abstract number preceding each entry corresponds to locators given in the author and subject indexes. Because the pages within each volume are numbered sequentially, citations are given as volume and page number with no identification of issue, e.g., 9:5.

REVIEW INDEX

The second section of the index lists the titles of the 33 articles, books, collection guides, software packages, on-line documents, and other works reviewed in volumes 22–26 in alphabetical order. The reviews are numbered sequentially with locators that correspond to those that appear in italics in the author and subject indexes. Each entry consists of the title of the reviewed work, the author, the publication imprint, and date, followed by the name of the review author and the journal citation.

AUTHOR INDEX

The third section provides an alphabetical listing of the authors of journal articles, works reviewed by the journal, and reviews. One entry is given for each author or coauthor's name, followed by locators corresponding to the abstract and review sections of the index. Locators referring to reviews are printed in italics. Entries for some authors may include references to journal articles, to published works that were reviewed in the journal, and to journal reviews of another author's work. For authors whose listings include references to both sections, abstract locators are given first,

followed by locators referring to reviewed works, followed by locators referring to reviews. Locators corresponding to reviews are preceded by the cue word "review(s)."

SUBJECT INDEX

The last portion of the index provides access to the subjects covered by the articles and reviewed works. Subject terms used within the index include topics, geographic places, personal names, legislative works, institutional programs and projects, research methodologies, and specific genres such as bibliographies, manuals, and research guides. Wherever possible, subject terminology employed in the previous index to *Archival Issues* was used in this index. Additional terminology was drawn from the 1992 SAA *Archival Fundamental Series* publication, *A Glossary for Archivists, Manuscript Curators, and Records Managers*. Subheadings for geographic places, research methodologies, and genres were rotated so that entries may be found under topical headings as well as under place names, methodologies, and genres. "See" references are included to direct users from terms that are not used in the index to preferred headings under which entries may be found. Entry subheadings are listed in alphabetical order, followed by locators listed sequentially, corresponding to the abstract and review sections. Review locators are printed in italics following the abstract locators.

ABSTRACTS

1**THE 80/20 ARCHIVES: A STUDY OF USE AND ITS IMPLICATIONS,**

William J. Jackson, 22:133.

A library science graduate school course challenged the author to use an established bibliometric analysis technique to study the use of an information service setting. The author used the technique resulting in Richard Trueswell's "80/20 Rule" to see if 80 percent of the use involves only 20 percent of the collection at the UW-Milwaukee Archives. The author discovered that, indeed, the relevant findings at the repository were almost a perfect 80/20, just as Trueswell had found in library collections. The findings at the UW-Milwaukee Archives hold implications for other institutions about appraisal, reappraisal, deaccessioning, and other areas of archival practice. The author concludes by challenging archivists to define the use of their institution's holdings and to consider adjusting their approach to the collection accordingly.

2**AFRICAN-AMERICAN DOCUMENTARY RESOURCES ON THE WORLD WIDE WEB: A SURVEY AND ANALYSIS,** Elaine L. Westbrooks, 24:145.

Numerous institutions have launched historical digital collections on the World Wide Web (WWW). This article describes, analyzes, and critiques 20 historical African-American digital collections created by archival institutions, academic institutions, public libraries, and U.S. government agencies. In addition, it explores issues

that are an important part of historical digital collections, such as preservation, integrity, and selection criteria, as well as trends in collection content, institutional policy, technology, Website organization, and remote reference. Finally, this article assesses the value of individual digital collections as well as the overall value of digitization.

3**APPRAISAL OF SOUND RECORDINGS FOR TEXTUAL ARCHIVISTS,** Christopher Ann Paton, 22:117.

As the twentieth century draws to a close, archivists are finding that audio recordings constitute a greater percentage of potential collections than ever before. Although audio materials do present a number of special concerns that require careful evaluation, archivists who are familiar with traditional, manuscript, and text-oriented appraisal methodologies will find that the most fundamental elements apply to audio recordings as well.

4**THE ARCHIVAL CURRICULUM: WHERE ARE WE NOW?** James M. O'Toole, 22:103.

This essay describes the current state of archival education in university-based graduate programs. It concludes that archival education, properly so-called, is still underdeveloped and that coursework devoted to related but non-archival subjects remains a disproportionately large part of these programs. Through an examination of syllabi and other course materials, the essay also

examines how some introductory archives courses are taught.

5

ARCHIVES VOLUNTEERS: WORTH THE EFFORT? Rhonda Huber Frevert, 22:147.

Archivists can benefit from increased and improved use of volunteers to increase work output, provide fresh insight, and act as public relations advocates, but they must also be aware of the potential drawbacks associated with volunteers. Every archival repository has unique considerations and should evaluate whether the possible benefits of using volunteers as a resource will outweigh the drawbacks for that repository. To make effective use of this resource, staff must be willing to treat volunteer use as an integral, worthwhile part of the archival program and invest adequate, ongoing time to planning and managing a volunteer program.

6

ARCHIVES WEEK AND THE POWER OF INTERSECTING RIPPLES, George W. Bain, 23:5.

Like ripples on a pond, Archives Week offers archivists a genuinely broadscale public program for connecting with society at large. The article looks at the development of the Archives Week idea to date; focuses in more detail on the program in Ohio; explores a series of questions about the idea's potential expansion as well as structural challenges to it; and makes a general argument for more metropolitan, state, and multistate regional groups beginning their own programs.

7

ARCHIVISTS, MEDIATION, AND CONSTRUCTS OF SOCIAL MEMORY, Francis X. Blouin, 24:101.

What is our past and how do we know it? The authority of archival documentation as the foundation for our knowledge of the past has come under question. Increased interest in cultural studies and in new concepts of heritage has made archives not only a place of study but also the object of study. Some scholars are arguing that archives are not neutral parties in the process of exploration of the past. They may, in fact, be complicit in fostering certain perceptions based on institutional definitions and particular concepts of the state. Questions are also raised about the role of the archivist as mediator between what has survived and what we know. How are archivists to respond to these new questions?

8

AUTOMATED ACCESS PRACTICES AT ARCHIVAL REPOSITORIES OF ASSOCIATION OF RESEARCH LIBRARIES INSTITUTIONS, Tyler O. Walters, 23:171.

This article reports and interprets the data collected from the author's 1995 survey of 142 archives and manuscripts repositories at Association of Research Libraries institutions and their automated access practices. The goals of the study are, first, analyzing the data gathered to understand the development of archives' automated access programs and, second, understanding the extent to which libraries' cataloging and automated systems units interact with their institutions' archival repositories in their common mission of creating and maintaining intellectual access to

research materials. These interactions are analyzed in areas such as automated applications development and maintenance, use of specific automated access tools, overall responsibility for program planning, and the provision of training.

9
**BACK TO THE STRATEGIC ROOTS:
 APPRAISAL REFORM AT THE
 NATIONAL ARCHIVES OF
 CANADA, Richard Brown, 24:113.**

Towards the end of the 1980s, the National Archives of Canada recognized that the methods it employed and the criteria it used to pass judgment upon the archival value of government records lacked strategic focus and intellectual consensus. In essence, the NA was largely stockpiling government records in ad hoc anticipation of their potential for historical research or other secondary uses, and deferring real decision making about their value and benefit for future generations of Canadians. This essay describes some of the thinking, processes, and elements behind an ongoing corporate appraisal renewal that has changed—in the most fundamental and profound manner—the way the NA assesses the archival value and, coincidentally, the operational-business disposition of government records as a public information resource. Having originally introduced an archival strategy of macro-appraisal, the NA has subsequently been obliged to rethink and recalibrate some of its first assumptions towards the taking of more refined and difficult records preservation decisions.

10
**BETWEEN AUTHORS AND USERS:
 ARCHIVISTS IN THE COPYRIGHT
 VISE, William J. Maher, 26:63.**

The historical, social, economic, and political context of American copyright law is considered as a backdrop for archivists' role as both mediators and advocates on copyright. Effective administration of archives and service to donors and users require an understanding of the basics, including scope of copyright coverage, nature of exclusive rights, fair use, library and archival provisions, transfers of ownership, and expiration of term copyright, with especial attention to the distinction between published and unpublished material.

11
**BUYING QUARTER INCH HOLES:
 PUBLIC SUPPORT THROUGH
 RESULTS, Elsie T. Freeman, 25:91.**

Archivists must learn, specifically and accurately, who uses their holdings; a few individuals and institutions are now examining this question. Archivists must also learn what users produce with their research and how these products affect our personal and public lives. Four methods for ascertaining this information are suggested. Finally, armed with information about clients and results, archivists can reach new user constituencies, affect the general public's perception of the archives, and influence those who underwrite and support archival activity. The writer provides suggestions for undertaking this outreach. [Republished in the special anniversary issue, *Four of the Best from Our First 25 Years*. Originally published in *Midwestern Archivist* 10:2 (1985): 89-97.]

12

BY FAIR MEANS IF YOU CAN: A CASE STUDY OF RAISING PRIVATE MONIES TO SUPPORT ARCHIVAL PROGRAMS, Herbert J. Hartsook, 25:49.

More and more archival administrators are turning to the private sector, seeking funds to supplement their budgets. This article analyzes a program that has been successful in raising a significant endowment over a relatively short period. It builds on that analysis to describe fundamental development practices as they apply in an archival setting. If you believe in the importance and value of what you do, and can verbalize those feelings and your excitement about your work and repository, you can be a successful fund-raiser.

13

CLASHING DISCIPLINES: ORAL HISTORY AND THE INSTITUTIONAL REVIEW BOARD, Rachel Vagts, 26:145.

Archivists are finding that, often for the first time, our institutions are taking a closer look at the way we conduct research and questioning the very methods that we have used for many years. The primary body that does that inquiry is often the institutional review board (IRB). A review concept originally designed by and for the sciences, the IRB and the archivist often find themselves at odds when they first meet. This paper offers an example of how you can work with your IRB to come to an acceptable solution, satisfying the theory and practices of archival administration while remaining within the confines of the review board regulations.

14

COMIC RELIEF: THE PROCESSING, PRESERVATION, AND CATALOGING OF EDITORIAL CARTOONS, Pam Hackbart-Dean, 22:163.

The editorial cartoons of the Clifford "Baldy" Baldowski Collection consist of over 2,500 individual drawings spanning four decades. Because of the need to manage this special medium, the staff at the Richard B. Russell Library for Political Research and Studies initiated the Editorial Cartoon Description Project (ECDP) for the Baldy cartoons. The plan was to identify, preserve, and catalog at the item level. Fields in the Minaret database that provide access for item-level records are detailed. Also discussed are the background, the planning and implementation, and future developments for this project.

15

CULTIVATING OUR GARDEN: ARCHIVES, COMMUNITY, AND DOCUMENTATION, Robert Horton, 26:27.

Archivists have long shown an interest in documenting communities and in working with underdocumented communities. Planning such efforts should call into play a wide variety of intellectual and philosophical issues: identity, memory, epistemology, and even truth. A recent collaboration of state historic records advisory boards (SHRABs) in North Dakota and Minnesota examined these issues in a study of agriculture and rural life in the Red River Valley. After working with a wide variety of constituencies, the SHRABs began to analyze how to translate what they learned into the everyday routine of archival practices, with particular

reference to communities, cost, and benefits.

16

DOCUMENTATION STRATEGIES IN THE TWENTY-FIRST CENTURY? RETHINKING INSTITUTIONAL PRIORITIES AND PROFESSIONAL LIMITATIONS, Jennifer A. Marshall, 23:59.

Since its introduction into archival theory nearly 15 years ago, the documentation strategy approach has generated considerable debate within the archival community, garnering both advocates and critics. This discussion has been so widespread that Terry Cook has called documentation strategy "the single most important North American contribution to a growing debate on appraisal theory, strategy, and methodology." This article will utilize a review of the professional literature to trace the evolution of the documentation strategy, consider the arguments that have been raised for and against it, and analyze several experiments with the concept to date. In addition, this overview will argue for the importance of documentation strategy as an appraisal tool, and will examine its relationship with functional analysis and macroappraisal. Finally, the paper will include the results of interviews conducted by the author to assess the impact that these three techniques, particularly documentation strategy, are having on North American archival practice.

17

EAD: OBSTACLES TO IMPLEMENTATION, OPPORTUNITIES FOR UNDERSTANDING, Jill Tatem, 23:155.

Innovation diffusion theory explains different rates of adoption of new technologies as a consequence of potential adopters' perceptions of the innovation's advantages compared to alternatives, complexity, compatibility with accepted practices and values, trialability, and observability. Applying this analysis to Encoded Archival Description (EAD) suggests that its widespread adoption by archivists will depend on changing current negative perceptions of EAD's complexity and usefulness. Improving EAD's ease of use depends largely, though not exclusively, on advances in authoring and browsing software. User-centered research focusing on evaluation of the effectiveness of EAD finding aids offers the best chance of demonstrating EAD's advantages over other technologies for creating and delivering digital finding aids.

18

THE FBI RECORDS APPRAISAL, James Gregory Bradsher, 25:101.

The appraisal of the headquarters and field office records of the Federal Bureau of Investigation by the National Archives in 1981 was perhaps the most important and certainly the most extensive and expensive appraisal carried out by federal archivists. In this article the author discusses the FBI records appraised; the appraisal methodology, including sampling case files for appraisal; the decision-making process for retaining records; and the records to be retained. The author also provides

the background to the appraisal, including the 1979 lawsuit that led to the appraisal, and the judicial process that took place during and subsequent to the appraisal. [Republished in the special anniversary issue, *Four of the Best from Our First 25 Years*. Originally published in *Midwestern Archivist* 13:2 (1988): 51–66.]

19

THE FIRST NIXON PAPERS
CONTROVERSY: RICHARD
NIXON'S 1969 PREPRESIDENTIAL
PAPERS TAX DEDUCTION,
Matthew G. Brown, 26:9.

This article examines President Richard Nixon's gift of a portion of his prepresidential papers to the United States, his attempt to take an illegal tax deduction for this gift, and the role of archivists in bringing the matter to public attention. The chronology of the gift draws on interviews with participants in the affair, and on records held by National Archives' Nixon Presidential Materials staff. The article explores causes and implications of the affair and concludes that the scandal resulted in part from the acts of certain Nixon administration officials and from the National Archives' placement under the General Services Administration (GSA). The article also examines the negation of the Presidential Records Act by several recent executive orders and the likelihood of future scandals involving presidential records at the National Archives.

20

FROM VILLAGE SMITHY TO
SUPERIOR VACUUM
TECHNOLOGY: MODERN SMALL-
BUSINESS RECORDS AND THE
COLLECTING REPOSITORY, Mark A.
Greene, 23:41.

Documenting modern business in the United States is a complicated matter for archivists, and has been the subject of much recent attention in the professional literature. The Minnesota Historical Society (MHS) has undertaken a major initiative to redefine its collecting approach to modern business records, based both on new conceptual approaches such as macroappraisal and on studies of actual records usage. Documenting modern *small* business adds to these complications three problems: 1) there is no agreed-upon definition of what a small business is; 2) small business has become invested, like "the family farm," with as much myth as reality; 3) small businesses do not operate like large business and, therefore, do not generate the same archival records. In this essay, an appraisal archivist uses the experience of MHS to argue for a nontraditional approach to documenting modern small business.

21

THE GIVENNESS OF KIN: LEGAL
AND ETHICAL ISSUES IN
ACCESSING ADOPTION RECORDS,
R. Jackson Armstrong-Ingram, 22:21.

In the United States, legal adoption was originally a means of establishing heirship and thus required an open record. Later, it became primarily a matter of establishing fictive parenthood, and records become closed to foster that illusion. As a result of this change, cur-

rent practice in relation to records associated with adoption is often in conflict with general archival principles. The three central issues that have developed regarding adoption (the "sealed record," "as if," and "in the best interests of the child") have been applied beyond their original intent. More recent concepts such as "wrongful adoption" and the implementation of registries raise further access issues. Archivists need to have an understanding of the contexts of the creation and use of records associated with adoption in order to administer access to them in a legal and ethical way, and to enable them to contribute to the public debate on access to adoption records.

22

GRADUATE ARCHIVAL EDUCATION AND THE PROFESSIONAL MARKET: PERSPECTIVES ON DATA AND DATA GATHERING, Anne J. Gilliland-Swetland, 23:91.

In recent years, the United States archival community has been striving to build a rigorous and recognized interdisciplinary foundation for graduate archival programs that is also responsive to emerging aspects of archival theory and practice. Such efforts have failed to achieve optimal results, however, because they have lacked the knowledge that can be constructed by employing a systems perspective and strategically gathered data. This article examines data published over the past decade relating to the state of archival placement and the educational base of members of the archival profession, together with previously unpublished data gathered from a survey of archival educators and recent graduates of

archival education programs. The author finds that these data, while suggestive, are able to provide little more than static, decontextualized snapshots. She suggests how a systems approach might be applied to identify and understand the complexity of the systems of which archival education is a part, thus yielding knowledge that could be used in the strategic development of archival education.

23

HOW AND WHEN WE MAKE THE NEWS: LOCAL NEWSPAPER COVERAGE OF ARCHIVES IN TWO WISCONSIN CITIES, Sally J. Jacobs, 22:45.

What do local newspaper editors consider newsworthy about archives? Utilizing the powerful searching capabilities of electronic databases, the author retrieved full-text articles that included any of the following terms: archive, archives, archivist, archivists, and archival. Articles were then analyzed by topic, size, placement, and date of publication. The single largest reason archives received coverage was that they housed materials used to create a cultural product that was currently offered for public consumption.

24

HOW RESEARCHERS LEARN OF MANUSCRIPT RESOURCES AT THE WESTERN HISTORY COLLECTIONS, Kristina L. Southwell, 26:91.

Researchers discover manuscript resources in many different ways. Traditional methods of locating manuscripts, such as using printed guides and conducting citation studies, are today often supplemented by the use of elec-

tronic bibliographic databases and Internet search engines. Although archivists absorb through the reference process a fair amount of anecdotal information about how manuscript users find their collections, gathering statistical data on which access points are most commonly used can be beneficial for repositories and users alike. The information can be used to evaluate the effectiveness of a collection's access points and outreach programs and lead to improved services for researchers. During the calendar year 2000, the Western History Collections at the University of Oklahoma conducted such a survey of its manuscript users. The results hold significance not only for the Western History Collections, but also for other manuscript repositories that plan to conduct studies on the information-seeking behavior of their users.

25

LISTENING TO USERS, Elizabeth Yakel, 26:111.

This article explores the concept of common ground as it applies to researchers using primary sources. It examines common ground through two activities central to making sense of archives and locating sources: defining what an archives is and identifying and using access tools, and through one type of venue for explicitly establishing common ground: user education. Overall findings indicate that common reference points are often lacking between researchers and archivists. Archivists may also be assuming that users understand more about archival operations and access tools than is warranted. As a result, archivists may be overestimating the expertise of

users and their ability to transfer knowledge from one repository to another. Finally, the author urges archivists to enter into a dialog on the purpose, scope, and content of archival user education offerings and work toward the development of a more fully delineated educational curriculum for users of primary sources.

26

MARGARET C. NORTON
RECONSIDERED, Randall C.
Jimerson, 26:41.

Margaret C. Norton (1891–1984) served as the first state archivist of Illinois (1922–1957). As founding member of the Society of American Archivists (SAA), she served as its first vice president, as council member, as president, and as editor of *American Archivist*. The common perception has been that Norton aligned her views with Hilary Jenkinson and European theorists in opposing the American historical manuscripts tradition and the dominant role of historians. A closer examination of her career and her unpublished writings, however, challenges this interpretation. An appreciation for Margaret Norton as a pragmatic archivist dedicated to the needs of public officials enables us to see her as a bold and consistent advocate for the significance of records in administration of state government. Norton adopted European archival principles such as provenance and moral defense of archives, but she adapted them to the requirements of modern American records. She pleaded for recognition of archives as legal records, but she also recognized their secondary importance for historical research. Rather than pulling the profession apart into sepa-

rate camps of historian-archivists and archivist-administrators or of practitioners and theorists, Norton's legacy should remind archivists of their twin responsibilities for archives: to maintain both their legal and administrative integrity and their usefulness for historical research.

27

THE PERSONALITY OF
ELECTRONIC RECORDS: THE
IMPACT OF NEW INFORMATION
TECHNOLOGY ON PERSONAL
PAPERS, Tom Hyry and Rachel Onuf,
22:37.

This essay considers the changing nature of personal materials in the digital age by examining changes in "personal" means of expression and "paper" formats. Much recent research in the profession has focused on electronic records, but the vast majority of it has dealt only with organizational records. The authors argue that new communication media offer increased opportunities to document the lives of individuals as we exist outside of organizational functions, but that archivists will need to consider broader societal implications of these innovations before collecting these materials. They analyze some possible strategies for archival retention of personal electronic records, and urge archivists to engage in further thought and discussion about how best to identify and preserve these materials.

28

REAPPRAISAL OF
CONGRESSIONAL RECORDS AT
THE MINNESOTA HISTORICAL
SOCIETY: A CASE STUDY, Todd
Daniels-Howell, 23:35.

In 1994, the Minnesota Historical Society developed a Congressional Papers Appraisal Policy in order to improve the content and reduce the size of the extremely large and complex collections of papers of U.S. senators and representatives. A 1994 *Archival Issues* article by Mark Greene detailed the development of that policy and its uses by the Historical Society with incoming collections of papers. But the Appraisal Policy was meant to serve as a reappraisal tool as well, and this article serves as a follow-up case study of the Historical Society's successful reappraisal efforts over the past few years.

29

REMEMBERING ALMA MATER:
ORAL HISTORY AND THE
DOCUMENTATION OF STUDENT
CULTURE, Ellen D. Swain, 26:129.

For over a half century, archivists have debated the role of oral history in archives and libraries. While most agree that oral history is a valuable resource, many see its practice as an "extra" activity involving extensive funding, training, and time. When undertaken with careful planning and research, however, oral history offers endless possibilities for the academic archives. Through discussion of an alumni oral history project at the University of Illinois' Student Life and Culture Archival Program, this article illustrates how oral history not only strengthens the research potential of existing collec-

tions, but also enhances traditional archival activities such as collection development and user service. In turn, oral history presents new avenues for outreach programming on the campus, in the community, and beyond.

30

RE-MEMBERING THE FUTURE:
ORGANIZATIONAL CHANGE,
TECHNOLOGY, AND THE ROLE OF
THE ARCHIVIST, Chauncey Bell,
25:11.

A nonarchivist, one with background as a computer systems designer and business management consultant, views the choices facing the archival profession in the computer age. Archivists are challenged to embrace change but to avoid the trap of believing that embracing technology per se is the correct transformation. Rather, it is archivists' skills as interpreters and communicators that are the foundation of our work. Our work is not, the article argues, founded in the ability to classify records or to design systems that store, locate, retrieve, and deliver records. Our critical skills lie, rather, in our ability to listen to the needs of our clients, to mediate between their needs and the resources available to us, and to help our clients navigate in the world they are making by categorizing and guiding them to records and distinctions that will make them better leaders.

31

RIDING OUT THE APOCALYPSE:
THE OBSOLESCENCE OF
TRADITIONAL ARCHIVY IN THE
FACE OF MODERN CORPORATE
DYNAMICS, Paul C. Lasewicz, 22:61.

In the past decade, corporations have undergone change at a very rapid rate,

but corporate archives and archivists have not. Historic models of assessing archives' effectiveness do not mesh well with current corporate culture, which is heavily reliant upon decreasing staff and increasing emphasis on new technology. Past practices depended on increasing numbers of users, leading to a demonstrated need; this is no longer relevant in an environment of downsizing and outsourcing. With less in-person contact and more on-line research, archivists have to find new ways to evaluate their services. The author recommends that corporate archivists rethink their conventional roles by being more flexible and becoming involved in new areas, such as knowledge management.

32

A ROOM OF ONE'S OWN:
WOMEN'S ARCHIVES IN THE YEAR
2000, Kären M. Mason and Tanya
Zanish-Belcher, 24:37.

The number of repositories dedicated to collecting women's papers has grown substantially in the past quarter century, with no fewer than 15 established after 1990. This article analyzes that trend, arguing that activists—as well as scholars and archivists—have been at the forefront in establishing these new archives. As the fields of women's history, women's studies, and gender studies have matured, and as women's historians have broadened their vision to include diverse groups, geographic regions, and topics, significant gaps in the documentary record have become evident. Scholars, archivists, and activists have responded to that need with new collecting initiatives and new archives. The authors contend that women-centered reposi-

tories will continue to play an important role in the archival landscape in the coming decades.

33

SAINT PATRONS: THE ROLE OF ARCHIVES IN THE ROMAN CATHOLIC PROCESS OF CANONIZATION, Anna Stadick, 24:123.

The newest legislation on the process of canonization in the Roman Catholic Church has combined with the desire on the part of the Church to highlight the sanctity of laypersons to encourage an increase in the number of persons beatified and canonized. This article examines the role of archives in the canonization process as sources of documents about candidates for sanctity, information about their historical milieu, and expertise in judging the authenticity of documents. Using the cause of the Dominican Samuel Mazzuchelli and surveys of both archives and postulants for canonization causes, the article details the use of archives in specific canonization processes, as well as problems and advantages for both researchers and archivists. It argues that the focus on diverse candidates for sanctity will increase the use of many types of repositories, especially nonchurch archives, in the future.

34

SELLING THE COLLEGE AND UNIVERSITY ARCHIVES: CURRENT OUTREACH PERSPECTIVES, Tamar G. Chute, 25:33.

In order to remain a viable part of their institutions, college and university archivists must promote their collections and services to their constituencies on

and off campus. How should this be done? How do archivists reach faculty, students, administrators, and staff? This article focuses on eight college and university archivists and describes the outreach programs they have used, what successes and failures they have experienced, and why they believe outreach is essential. The author concludes that outreach must be central to what all archivists do, even at the expense of other archival functions, because it can solidify the archives' position within the college and university community.

35

THE SHAME OF THE CITIES: PUBLIC RECORDS OF THE METROPOLIS, Sam Bass Warner, Jr., 25:71.

Urban archives in the United States are in need of a great deal of improvement. All of the fundamental concepts need to be reexamined. This article offers several suggestions: that urban archives strive to provide residents with enough historical information to contextualize their experiences; that archivists and historians work together to evaluate collections and choose specialized areas of concentration; and that materials be collected from groups that are often ignored, especially activists and people of color. The author recommends placing more emphasis on systematic sampling and collecting images. Originally presented at the 1971 Annual Meeting of the Society of American Archivists in San Francisco. [Republished in the special anniversary issue, *Four of the Best from Our First 25 Years*. Originally published in *Midwestern Archivist* 2:2 (1977): 27-34.]

36

SPOILS OF WAR: THE FATE OF EUROPEAN RECORDS DURING WORLD WAR II, Linda Barnickel, 24:7.

During wartime, ammunition plants, key river crossings, and even entire cities are military objectives. Seldom does one think of archives as such an objective. However, the possession and exploitation of records and archives during wartime is an important means of military power and control. This article will introduce the concept of "intelligence value" as it applies to records, followed by an examination of military forces in Europe during World War II and their behavior towards archives and records, particularly those of civil and political origin.

37

STRATEGIES FOR MANAGING ELECTRONIC RECORDS: A NEW ARCHIVAL PARADIGM? AN AFFIRMATION OF OUR ARCHIVAL TRADITIONS? Philip C. Bantin, 23:17.

The emergence of electronic records has initiated a spirited debate on archival methodology and practice. In this article, the author summarizes the concepts and strategies proposed by archivists, on the one hand, who advocate employing traditional archival methodologies to manage electronic records, and those, on the other hand, who recommend reengineering the management process and implementing new techniques and strategies. These concepts and strategies are reviewed in the context of three archival functions: custody, appraisal, and description. In the conclusion, the author offers some suggestions on how one might begin the quest to become an

informed player in electronic records management.

38

SWITCHING THE VACUUM INTO REVERSE: A CASE STUDY OF RETROSPECTIVE CONVERSION AS COLLECTION MANAGEMENT, Mark L. Shelstad, 23:135.

This article explores how a retrospective conversion project at the University of Wyoming's American Heritage Center became a vehicle not simply for improved access (a traditional objective of on-line cataloging), but also for reappraisal and a variety of other collections management initiatives. The article also examines in depth a collection management option—deaccessioning—that became available following the completion of the project.

39

"TO APPROXIMATE JUNE PASTURE": THE DOCUMENTATION STRATEGY IN THE REAL WORLD, Timothy L. Ericson, 22:5.

An NHPRC-funded grant allowed archival repositories in the Milwaukee, Wisconsin, metropolitan area to undertake a test of the documentation strategy framework. The two-year project attempted to better define the universe of documentation, analyze existing holdings, and outline specific areas of interest by participating institutions. Archivists, records managers, museum curators, and librarians participated along with records creators and record users. The article argues that the documentation strategy project did not fulfill any of its original goals due to both a lack of incentives for cooperation and an infrastructure that was too weak to support the work of the project. Even

so, a number of positive outcomes reinforce the value of cooperation in achieving common goals. [Indexer note: There is a letter to the editor in response to this article from Judith Campbell Turner published in 22:2.]

40

TOWARDS A FRAMEWORK FOR MANAGING ELECTRONIC RECORDS IN SCIENTIFIC RESEARCH, Kalpana Shankar, 24:21.

This paper discusses scientific record keeping in the context of current theories of electronic records management. It describes the role of the laboratory notebook and the advent of electronic record keeping in documenting research. This paper also describes weaknesses of existing models of electronic records management with respect to scientific research. Gaps in the understanding of scientific records, organizational culture, and the warrant for scientific record keeping point to a need for developing a framework for evaluating electronic scientific records. The paper concludes with a proposal for further research into developing a framework that would take into account problems described in the first part of the paper.

41

UNDERSTANDING AND USING EARLY NINETEENTH CENTURY ACCOUNT BOOKS, Christopher Densmore, 25:77.

Because of the renewed interest in local and community studies, archivists and manuscript curators are reassessing the informational value of business and institutional records. Account books and other business records, originally preserved because of their asso-

ciation with an individual or the early years of a community, or as documentation of economic history, are often the most significant surviving records of the early years of a community. Frequently, they constitute the only non-governmental record of the lives of many ordinary people. While not as readily intelligible as diaries, letters, newspapers, and other forms of prose documentation, account books kept by individuals and small businesses may be easily interpreted once their basic format is understood. [Republished in the special anniversary issue, *Four of the Best from Our First 25 Years*. Originally published in *Midwestern Archivist* 5:1 (1980): 5–19].

42

THE VOLUNTEER PROJECT CHALLENGE: A MUSEUM ELDERHOSTEL™ SERVICE PROGRAM CASE STUDY, Laura Graedel, 23:117.

In March 1996, the Museum of Science and Industry (MSI) in Chicago hosted the first Museum Elderhostel™ Service Program in the United States. Elderhostel is an independent, non-profit organization that offers adults aged 55 and over the opportunity to attend lecture series and to participate in service projects throughout the world. For one week, 50 Elderhostel volunteers researched, cataloged, cleaned, and rehoused three-dimensional and archival artifacts in MSI's collections. Since March 1996, MSI has hosted six additional Elderhostel service projects, the most recent of which occurred in September 1999. This article describes and evaluates the Elderhostel Service Program at MSI, using the February 1997 project as its

example. The archival component of the project is the focus of the case study and practical tips are included for those planning a similar project. The study provides perspective on how archival volunteer programs in general can be managed effectively.

43

WAITING FOR THE GHOST TRAIN: STRATEGIES FOR MANAGING ELECTRONIC PERSONAL RECORDS BEFORE IT IS TOO LATE, Adrian Cunningham, 24:55.

Over the past decade there has been a considerable quantity of research and published literature that has tackled the issue of electronic records. Almost all of this work, however, has had a governmental or large organizational focus. In the field of personal records, the challenges posed by electronic records have been largely ignored. This paper considers why so little attention has been paid to the management of personal records in electronic form. It revisits suggestions made by the author in 1994 and considers whether or not those suggestions are still viable in the light of the intervening years of research and implementation experience. The paper argues that the strategies suggested in 1994 are still worth pursuing, but that other strategies can also be explored. The paper concludes by calling upon personal records creators to help ensure that we can preserve a durable and reliable body of electronic evidence of human endeavor for the benefit of future generations.

44

WORDS AND MUSIC: UNDERSTANDING THE VALUE OF TEXTUAL CONTENT ON COMMERCIAL SOUND RECORDING LABELS, Robert Pruter, 25:57.

Textual content on the labels of commercial phonograph records is an important document for music research, serving as a basis for building discographies and writing music histories. Yet the research value afforded by disc textual content has not been understood or appreciated by sound archivists. This article explains the kind of textual information that researchers use with the aim of helping sound archivists fully appreciate how their collections can be used. A full understanding of the value of this textual content can help sound archivists make appraisal, preservation, and cataloging decisions.

REVIEWS

45

American Archival Studies: Readings in Theory and Practice. Ed. Randall C. Jimerson. Chicago: Society of American Archivists, 2000.
Reviewed by Brian A. Williams, 25:123.

46

AMIA Compendium of Moving Image Cataloging Practice. Ed. Abigail Leab Martin, et al. Beverly Hills: Association of Moving Image Archivists; Chicago: SAA, 2001.
Reviewed by Beth M. Russell, 26:79.

47

The APB Bank: Managing Electronic Records as an Authoritative Resource. Barbara Reed and Frank Upward. Chicago: Society of American Archivists, 1997.
Reviewed by Nancy M. Deromedi, 23:77.

48

Architectural Photoreproductions: A Manual for Identification and Care. Eleanore Kissel and Erin Vigneau. New Castle, DE: Oak Knoll Press, 1999. Reviewed by Kathy L. Steiner, 24:65.

49

Archival Theory, Records, and the Public. Trevor Livelton. Lanham, MD and London: The Society of American Archivists and Scarecrow Press, Inc., 1996. Reviewed by Marian J. Matyn, 22:86.

50

Archive Fever: A Freudian Impression. Jacques Derrida. Translated by Eric Prenowitz. Chicago: University of Chicago Press, 1996. Reviewed by James M. O'Toole, 22:87.

51

Basic Book Repair Methods. Abraham A. Schechter. Englewood, CO: Libraries Unlimited, 1999.
Reviewed by Wesley W. Wilson, 24:185.

52

The Cigarette Papers. Stanton A. Glantz, et al. Berkeley: University of California Press, 1996. Reviewed by Christine Weideman, 22:93.

53

Closing an Era: Historical Perspectives on Modern Archives and Records Management. Richard J. Cox. Westport, CT: Greenwood Press, 2000. Reviewed by Stephen G. McShane, 25:119.

54

Creating a Collection Development Policy for Historical Records (on-line document). Wisconsin Historical Records Advisory Board and Wisconsin Council for Local History, September 1998. Reviewed by Jennifer A. Marshall, 24:71.

55

Creating a Collection Development Policy for Local Historical Records in Public Libraries (on-line document). Wisconsin Historical

Records Advisory Board and Wisconsin Association of Public Librarians, April 1998. Reviewed by Jennifer A. Marshall, 24:71.

56

Creating and Documenting Electronic Texts. Alan Morrison, et al. Oxford: Oxbow Books, 2000. Reviewed by Laurie Gemmill, 26:153.

57

A Culture of Secrecy: The Government Versus the People's Right to Know. Ed. Athan G. Theoharis. Lawrence, KS: University Press of Kansas, 1998. Reviewed by Anne P. Diffendal, 23:80.

58

Developing and Maintaining Practical Archives: A How-To-Do-It Manual. Gregory S. Hunter. New York: Neal Schuman Publishers, Inc., 1997. Reviewed by Mark L. Shelstad, 22:90.

59

Developing Collaborative Structures for Expanding the Use of University Collections in Teaching and Research. Elaine D. Angst and H. Thomas Hickerson. Chicago: Society of American Archivists, 1997. Reviewed by Nancy M. Deromedi, 23:77.

60

Development of an Expert Assistant for Archival Appraisal of Electronic Communications: An Exploratory Study. Anne Gilliland-Swetland. University of Michigan Ph.D. dissertation, 1995. Reviewed by Peter Horsman, 22:78.

61

Digital Image Access & Retrieval: Papers Presented at the 1996 Clinic on Library Applications of Data Processing. Ed. P. Bryan Heidorn and Beth Sandore. Urbana, IL: University of Illinois at Urbana-Champaign, 1997. Reviewed by Paul Conway, 23:75.

62

Diplomatics: New Uses for an Old Science. Luciana Duranti. Lanham, MD and London: Scarecrow Press, 1998. Reviewed by Alexandra S. Gressitt, 23:196.

63

Documenting Society. CD-ROM. Version 1.1. Ann Pederson, Mark Brogan, and Alin Huma. Perth, Western Australia: School of Computing, Information and Mathematical Sciences, Edith Cowan University, 2000. Reviewed by Anna K. Truman, 26:77.

64

Human Response to Library Technology. Ed. Janice J. Kirkland and Michael Gorman. *Library Trends* 47:4. Champaign, IL, 1999. Reviewed by Tom Hyry, 24:182.

65

Introduction to Archival Organization and Description: Access to Cultural Heritage (Web site). Michael J. Fox and Peter L. Wilkerson. South Carolina Historical Society, 1998. Reviewed by Sally Childs-Helton, 24:175.

66

John Ford: A Bio-Bibliography. Bill Levy. Westport, CT and London: Greenwood Press, 1998. Reviewed by Rebecca Cape, 23:194.

67

Manual for South Carolina Religious Archives and Recordkeeping. Jeanette Bergeron. Columbia, SC: South Carolina State Historical Records Advisory Board, July 1999. Reviewed by Elizabeth Yakel, 24:68.

68

MARC Manual; Understanding and Using MARC Records. Deborah J. Byrne. Englewood, CO: Libraries Unlimited, Inc., 1998. Reviewed by Denise Anthony, 23:191.

69

The Memory of the Modern. Matt Matsuda. New York: Oxford University Press, 1997. Reviewed by Terry Cook, 22:177.

70

The New-York Historical Society: Lessons from One Nonprofit's Long Struggle for Survival. Kevin M. Guthrie. San Francisco: Jossey-Bass, 1996. Reviewed by Francis X. Blouin, Jr., 22:77.

71

Preservation of Library & Archival Materials: A Manual. 3rd Edition. Ed. Sherelyn Ogden. Andover, MA: Northeast Document Conservation Center (NEDCC), 1999. Reviewed by J. Gordon Daines III, 24:179.

72

The Records of American Business. Ed. James M. O'Toole. Chicago: Society of American Archivists, 1997. Reviewed by Paul Lasewicz, 22:82.

73

Research and the Manuscript Tradition. Frank G. Burke. Lanham, MD: Scarecrow Press, 1997. Reviewed by Mary Jo Pugh, 22:183.

74

Society of American Archivists Case Study Series. Barbara Reed and Frank Upward. Chicago: Society of American Archivists, 1997. Reviewed by Nancy M. Deromedi, 23:77.

75

Sorting Out the Web: Approaches to Subject Access. Candy Schwartz. Westport, CT and London: Ablex Publishing, 2001. Reviewed by Lydia Lucas, 26:155.

76

Starting from Scratch: Creating a Synagogue Archives. Kevin Proffitt. Cincinnati: American Jewish Archives, 1994. Reviewed by Elizabeth Yakel, 24:68.

77

Visualizing Subject Access for 21st Century Information Resources. Ed. Pauline Atherton Cochrane and Eric H. Johnson. Urbana, IL: University of Illinois at Urbana-Champaign, 1998. Reviewed by Melinda McMartin, 26:158.

AUTHOR INDEX

A

- Angst, Elaine D., 59
 Anthony, Denise, *review* 68
 Armstrong-Ingram, R. Jackson, 21

B

- Bain, George W., 6
 Bantin, Philip C., 37
 Barnickel, Linda, 36
 Bell, Chauncey, 30
 Bergeron, Jeanette, 67
 Blouin, Francis X., Jr., 7, *review* 70
 Bradsher, James Gregory, 18
 Brogan, Mark, 63
 Brown, Matthew G., 19
 Brown, Richard, 9
 Burke, Frank G., 73
 Byrne, Deborah J., 68

C

- Cape, Rebecca, *review* 66
 Childs-Helton, Sally, *review* 65
 Chute, Tamar G., 34
 Cochrane, Pauline Atherton, 77
 Conway, Paul, *review* 61
 Cook, Terry, *review* 69
 Cox, Richard J., 53
 Cunningham, Adrian, 43

D

- Daines, J. Gordon, III, *review* 71
 Daniels-Howell, Todd, 28

- Densmore, Christopher, 41
 Deromedi, Nancy M., *reviews* 47, 59, 74
 Derrida, Jacques, 49
 Diffendal, Anne P., *review* 57
 Duranti, Luciana, 62

E

- Ericson, Timothy L., 39

F

- Fox, Michael J., 65
 Freeman, Elsie T., 11
 Frevert, Rhonda Huber, 5

G

- Gemmill, Laurie, *review* 56
 Gilliland-Swetland, Anne J., 22, 60
 Glantz, Stanton A., 52
 Gorman, Michael, 64
 Graedel, Laura, 42
 Greene, Mark A., 20
 Gressitt, Alexandra S., *review* 62
 Guthrie, Kevin M., 70

H

- Hackbart-Dean, Pam, 14
 Hartsook, Herbert J., 12
 Heidorn, P. Bryan, 61
 Hickerson, H. Thomas, 59
 Horsman, Peter, *review* 60
 Horton, Robert, 15
 Huma, Alin, 63
 Hunter, Gregory S., 59

Hyry, Tom, 27, *review* 64

J

Jackson, William J., 1

Jacobs, Sally J., 23

Jimerson, Randall C., 26, 45

Johnson, Eric H., 77

K

Kirkland, Janice J., 64

Kissel, Eleanore, 48

L

Lasewicz, Paul C., 31, *review* 72

Levy, Bill, 66

Liverton, Trevor, 50

Lucas, Lydia, *review* 75

M

Maher, William J., 10

Marshall, Jennifer A., 16,
reviews 54, 55

Martin, Abigail Leab, 46

Mason, Kären M., 32

Matsuda, Matt, 69

Matyn, Marian T., *review* 50

McMartin, Melinda, *review* 77

McShane, Stephen G., *review* 53

Morrison, Alan, 56

O

O'Toole, James M., 4, 72, *review* 49

Ogden, Sherelyn, 71

Onuf, Rachel, 27

P

Paton, Christopher Ann, 3

Pederson, Ann, 63

Prenowitz, Eric, 50

Profitt, Kevin, 76

Pruter, Robert, 44

Pugh, Mary Jo, *review* 73

R

Reed, Barbara, 47, 74

Russell, Beth M., *review* 46

S

Sandore, Beth, 61

Schechter, Abraham A., 51

Schwartz, Candy, 75

Shankar, Kalpana, 40

Shelstad, Mark L., 38, *review* 59

Southwell, Kristina L., 24

Stadick, Anna, 33

Steiner, Kathy, *review* 48

Swain, Ellen D., 29

T

Tatem, Jill, 17

Theoharis, Athan G., 57

Truman, Anna K., *review* 63

U

Upward, Frank, 47, 74

V

Vagts, Rachel, 13

Vigneau, Erin, 48

W

- Walters, Tyler O., 8
- Warner, Sam Bass, Jr., 35
- Weideman, Christine, *review* 52
- Westbrooks, Elaine L., 2
- Wilkerson, Peter L., 65
- Williams, Brian A., *review* 45
- Wilson, Wesley W., *review* 51
- Wisconsin Association of Public Librarians, 55
- Wisconsin Council for Local History, 54
- Wisconsin Historical Records Advisory Board, 54, 55

Y

- Yakel, Elizabeth, 25, *reviews* 67, 76

Z

- Zanish-Belcher, Tanya, 32

SUBJECT INDEX

A

Academic archives

See College and university records
and archives

Access, 10, 17, 25, 30, 38, 58, 61, 65,
75, 77

Case studies, 24, 14

Restrictions, 21, 57

Adoption records, 21

Advocacy, 11, 12, 25, 29, 31, 34

African-American history, 2

Agricultural history, 15

American Heritage Center, University of
Wyoming, 38

American Institute of Physics (AIP), 16

Appraisal, 3, 16, 31, 38

Case studies, 1, 9, 14, 18, 20, 28

Electronic records and archives, 27,
37, 60

Sound records and archives, 44

Architectural records and archives, 48

Archival administration, 3, 5, 7, 11, 27,
28, 37, 40, 53, 63, 70

Bibliographies, 66

Case studies, 1, 9, 12, 14, 15, 18, 19,
20, 24, 28, 29, 33, 34, 38, 39, 43,
47, 74

Legal aspects, 10, 13, 18, 19, 21, 26,
52

Manuals, 46, 48, 51, 55, 59, 65, 67,
68

Surveys, 2, 8, 22, 24, 32, 34, 39, 46

Archival associations, 4, 6, 26

Archival education

See Education and training

Archival literature, 4, 16, 22

*Archival Moving Image Materials: A
Cataloging Manual*, 46

Archival principles and practice, 3, 10,
12, 16, 17, 21, 25, 30, 31, 35, 37, 44,
45, 49, 50, 53, 61, 69, 72

Case studies, 1, 9, 12, 14, 15, 18, 19,
20, 24, 28, 29, 33, 34, 38, 39, 43,
47, 74

Surveys, 2, 8, 22, 24, 32, 34, 39, 46

Archival profession, 22, 23, 30, 34

History, 26, 53, 73

Archival research

See terms describing specific types of
research: Case studies; Citation
analysis; Surveys; Theses and
dissertations; User studies

Archival theory

See Archival principles and practice

Archives

See terms describing specific types of
records and archives: Adoption
records; Architectural records and
archives; Business records and
archives; Church records and
archives; College and university
records and archives;
Congressional records and
archives; Electronic record and
archives; Federal records and
archives; Institutional records and
archives; Manuscripts; Public
records and archives; Scientific
records and archives; Sound
records and archives; Visual
records and archives

Archives Week, 6

Archivists, 7, 10, 13, 19, 22, 23, 25, 26,
30, 34, 37, 44

Arrangement and description, 17, 24,
37, 44

Case studies, 14

Manuals, 65

Arts and Humanities Data Service
(AHDS), 56

Artwork, 14

Association of Research Libraries
(ARL), 8

Audio recordings

See Sound records and archives

Authentication, 33

Automation, 38

Surveys, 8

B

Baldowski, Clifford, 14

Bibliometrics, 1

Black history

See African-American history

Budget issues

See Funding

Bush, George W., 19

Business records and archives, 31, 52,
72

Case studies, 20

C

Canada

Archival principles and practice, 9

Case studies, 74

Access, 24

Advocacy, 34

Appraisal, 1, 9, 14, 20, 28

Arrangement and description, 14

Automation, 38

Cataloging, 38, 42

Church records and archives, 33

College and university records and
archives, 29

Congressional records and archives,
28

Development, 12

Documentary strategies, 15, 20, 39

Electronic records and archives, 18,
19, 47

Oral history, 29

Public relations, 34

Research, 33

Retrospective conversion, 38

User education, 34

Volunteer programs, 42

Cataloging, 44

Case studies, 14, 38, 42

Manuals, 46, 68

Surveys, 8

Catalogs, On-line, 8, 38

Central Intelligence Agency (CIA), 57

Church records and archives, 33

Manuals, 67, 76

Citation analysis, 4, 16, 22, 23

Clinic on Library Applications of Data

Processing, University of Illinois

Conference papers, 61, 77

Collecting repositories

Church records and archives, 76

Women, 32

Collection development, 15, 16, 27, 35,
38

Case studies, 29, 54

Manuals, 55

Oral history, 29

Women's history, 32

Collection guides, 24

Bibliographies, 66

Digital collections, 2

College and university records and
archives, 29, 34

College and university students, 29

Computer software, 17

Conference Papers

Clinic on Library Applications of
Data Processing, University of
Illinois, 61, 77

Congressional records and archives, 12,
28

Conservation

See Preservation

Copyright Act (1976), 10

Copyright and intellectual property, 2,
10

Corporate records and archives

See Business records and archives

D

Deaccessioning, 1, 38

Deposit agreements, 29

Description

See Arrangement and description

Development

Case studies, 12, 70

Digital imaging, 56, 58, 61, 75, 77

Collections, 2

Surveys, 2

Diplomatics, 62

Disaster planning, 71

Dissertations

See Theses and dissertations

Documentation strategy, 16, 32

Case studies, 15, 20, 39

Surveys, 39

E

Editorial cartoons, 14

Education and training, 4, 5, 8, 22, 42,
63, 74

Educational programs, 4, 34

Elderhostel™, 42

Electronic mail, 27

Electronic records and archives, 27, 40,
43, 56

Appraisal, 27, 37, 60

Arrangement and description, 37

Personal papers, 43

Case studies, 47

Emergency planning

See Disaster planning

Employment, 22

Encoded Archival Description (EAD),
17

Ethics, 13, 21

Ethnic history, 2

Europe, 36

Evidence, 43, 69

F

Fair use

See Copyright and intellectual
property

Family history

See Genealogy

Federal Bureau of Investigations (FBI),
18, 57

Federal records and archives, 18, 19

Federal tax law, 19

Film

See Visual records and archives

Finding aids, 17, 24, 25

Ford, John, 66

Freedom of Information Act (1966;
1974), 19, 57

Freud, Sigmund, 50

Functional analysis, 16

Funding, 12, 70

G

Gender, 32

Genealogy, 21

General Services Administration (GSA),
19

Government records and archives

See Public records and archives; and
terms describing specific types of
public records and archives:
Congressional records and
archives; Federal records and
archives; Local government
records and archives; State records
and archives

H

History, 2, 7, 26, 44

See also terms describing specific
types of history: African-
American history; Agricultural
history; Ethnic history;
Genealogy; Local history; Military
history; Music history; Oral
history; Western history; Women's
history

I

Illinois, 26, 29

Illinois State Archives, 26

Indexing, 61

Information retrieval, 11, 24, 30, 61

Information technology, 27, 30, 60

Innovative diffusion theory, 17

Institutional records and archives, 27

Institutional Review Board (IRB), 13,
29

Intelligence value, 36

Internal Revenue Service (IRS), 19

J

Jenkinson, Hilary, 26

K

Keeping Archives, 4

Knowledge technology

See Information technology

L

Legal issues

See Archival administration, Legal
aspects

Libraries, 1, 2, 8, 19, 29, 64

Library and Center for Knowledge
Management, University of Califor-
nia San Francisco, 52

Library Trends, 64

Local government records and archives,
35

Local history, 15, 35, 39, 54, 55

M

Machine-readable records and archives

See Electronic records and archives

Macroappraisal

See Appraisal

Madison, Wisconsin, 23

Management, 5, 12, 42, 64

Manuals, 59

Architectural records and archives,
48

Arrangement and description, 65

Cataloging, 46, 68

Church records and archives, 67

Collection development, 55
 Preservation, 51, 71
 Manuscripts, 24, 27, 43, 73
 MARC AMC, 68
 Mazzuchelli, Samuel, 33
 Media, 23
 Mediation, 7, 10, 30
 Memory, 7, 15, 29, 69
 Metadata, 2, 8, 14, 17, 56, 68, 75
 Michigan State University (East Lansing), 60
 Military history, 36
 Milwaukee, Wisconsin, 16, 23
 Documentation strategy, 39
 Minnesota, 15, 20, 28
 Minnesota Historical Society (St. Paul), 20, 28
 Minnesota State Historic Records
 Advisory Board, 15
Modern Archives Reader, 4
 Modern Political Papers Collections
 Division, University of South Carolina, 12
 Museum of Science and Industry, 42
 Museums, 39, 42
 Music history, 44

N

National Archives of Canada, 9
 National Archives and Records Administration (NARA), 19
National Archives and Records Service
 See National Archives and Records Administration (NARA)
 National Historical Publications and Records Commission (NHPRC), 39
 Newspapers, 23

New-York Historical Society, 70
 Nixon, Richard M., 19
 North Dakota, 15
 North Dakota State Historic Records
 Advisory Board, 15
 Norton, Margaret Cross, 26

O

Ohio, 6
On-line catalogs
 See Catalogs, On-line
 Oral history, 12, 13, 29
Organizational records and archives
 See Institutional records and archives
Outreach
 See Advocacy; Public relations

P

Personal papers
 See Manuscripts
Photographs
 See Visual records and archives
 Preservation, 2, 9, 14, 27, 44
 Manuals, 48, 71
 Presidential libraries, 19
 Presidential Records Act, 19
 Privacy, 21
Professional education
 See Education and training
Processing
 See Arrangement and description
 Psychology, 50
 Public records and archives, 9, 18, 19, 21, 26, 28, 35, 36, 49, 57
 Public relations, 29, 34, 42

R*Reappraisal**See* Appraisal*Records and archives*

See terms describing specific types of records and archives: Adoption records; Architectural records and archives; Business records and archives; Church records and archives; College and university records and archives; Congressional records and archives; Electronic records and archives; Federal records and archives; Institutional records and archives; Manuscripts; Public records and archives; Scientific records and archives; Sound records and archives; Visual records and archives

Records management, 18, 37, 40, 43, 53

Case studies, 18

Guidelines, 63

Manuals, 67

Records surveys, 15, 39

Reference services, 1, 2, 10, 24, 25, 29, 30, 31, 58

Reformatting, 71

*Religious records and archives**See* Church records and archives

Reprography, 48

Research, 11, 13, 25, 29, 30, 33, 40, 44, 58, 73

Research, Archival

See terms describing specific types of research: Case studies; Citation analysis; Surveys; Theses and dissertations; User studies

*Restricted access**See* Access, Restrictions

Retrospective conversion, 38

Richard B. Russell Library for Political Research and Studies, University of Georgia, 14

Roman Catholic Church, 33

S

Scientific records and archives, 40

Senatorial papers, 28

Social memory, 7

Society of American Archivists, 4, 26

Society of Ohio Archivists, 6

Sound records and archives, 3

South Carolina, 12, 67

South Caroliniana Library, University of South Carolina, 12

Staff resources, 5

State Historic(al) Records Advisory Boards

See: individual state SHRABs
Minnesota, North Dakota,
Wisconsin

State records and archives

Illinois, 26

Minnesota, 15

North Dakota, 15

Wisconsin, 54

Student Life and Culture Archival Program, University of Illinois, 29

Surveys

Access, 8, 24

Advocacy, 34

African American resources, 2

Digital collections, 2

Documentary strategies, 39

Education and training, 22

Manuscripts, 24

Public relations, 34

User education, 34

Visual records and archives, 46
 Women's history resources, 32

T

Text-encoding, 56, 75

Theory

See: Archival principles and practice

Theses and dissertations, 49, 60

Tobacco industry, 52

Training

See Education and training

Trueswell, Richard, 1

U

University archives

See College and university records
 and archives

University of California San Francisco
 Library and Center for Knowledge
 Management, 52

University of Georgia (Athens), 14

University of Illinois (Urbana-
 Champaign)
 Conference proceedings, 61, 77
 Graduate School of Library and
 Information Science, 61, 77
 Student Life and Culture Archival
 Program, 29

University of Michigan (Ann Arbor), 25

University of Oklahoma (Norman), 24

University of South Carolina (Colum-
 bia), 12

University of Wisconsin-Milwaukee, 1

University of Wyoming, 38

User education, 11, 25, 30, 34

User services

See Reference services

User studies, 17, 20
 Access, 11, 24, 25
 Manuscripts, 24
 Research, 11, 25

USMARC AMC

See MARC AMC

V

Visual records and archives, 46, 48, 61
 Bibliography, 66

Volunteer programs, 5
 Case study, 42

W

Watergate, 19

Western history, 24

Western History Collections, University
 of Oklahoma, 24

Wisconsin, 1, 16, 23, 39, 54

Wisconsin Association of Public
 Librarians, 55

Wisconsin Historical Records Advisory
 Board, 54

Women's history, 32

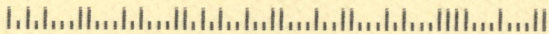
World War II, 36

World Wide Web, 2, 24, 27, 75, 77

Wyoming, 38

MIDWEST ARCHIVES CONFERENCE
C/O MENZI BEHRND-KLODT
KLODT AND ASSOCIATES
7422 LONGMEADOW ROAD
MADISON, WI 53717

NONPROFIT ORGANIZATION
AUTO CR
U.S. POSTAGE PAID
PEORIA, IL
PERMIT NO. 969



4*2*****3-DIGIT 532
MICHAEL DOYLEN
3210 S 10TH ST
MILWAUKEE WI 53215-4732