

# The Greater New Orleans Archivists

## *Newsletter*

Autumn

1995

Next Meeting  
Wednesday, 13 September  
Time: 6:00 PM  
Broad Branch  
New Orleans Public Library  
4300 S. Broad

### **Autumn Meeting**

The New Orleans Public Library will host the next meeting of the Greater New Orleans Archivists on Wednesday September 13th at six o'clock in the evening at the Broad Branch of the library. Wayne Everard will give an internet demonstration and report on the name authority project. Dr. Charles Nolan will talk about the May 1995 flood rescue of the Sisters of Mount Carmel's records. Also on the agenda is a report on the Society of American Archivists meeting by Bill Meneray; Sally Reeves will report for the committee on Architectural Records Repository Study; Lee Miller will report on our brochure efforts and Cathy Cahn will speak on a Touro manuscript treasure.

### **Southern Archives Conference**

The Southern Archives Conference is a regional archival organization of southeastern states, including Louisiana, Mississippi,

Alabama, Tennessee and Florida. The organization meets biennially in alternating states. Louisiana is the host state for the 1996 meeting, which will be held April 10-12 in New Orleans. As host state, Louisiana, through Louisiana Archives and Manuscripts Association is in charge of local arrangements.

There is a proposed pre-conference workshop on cyberspace or the world-wide web planned for April tenth. Registrants will be treated to an interesting program and a variety of complimentary receptions and tours. Programs will range from navigating the Internet to the colonial records of southern states. A complimentary reception is planned as well as repository tours, courtesy admittance to over six Vieux Carré museums, and an insiders' early morning walking tour. The conference is a chance to build friendships and exchange information with peers from neighboring states. So mark your calendars and plan to attend.

## **Southeastern Museums Conference**

New Orleans is the site for the 1995 Southeastern Museums Conference which will be held October 4-7. **Gambling on the Future: Creating Museums for the '90's When the Deck is Stacked Against You** is the theme of the annual meeting which will meet at the Fairmont Hotel. The New Orleans museum community is proud to be the host for this conference of museum professionals from the southeastern United States.

## **Southern Jewish Historical Society**

The Southern Jewish Historical Society is holding its annual meeting in New Orleans October 27-29 at the Monteleone Hotel. A display of pictures similar to one that was put together for the Society of American Archivists Meeting in 1993 will be on view at the Hotel.

## **Archival Issues Raised by Information Stored in Electronic Form**

Increasingly individuals and organizations use computers and telecommunications technologies to communicate and conduct business. The rapid change in recordkeeping technologies and practices raises concerns about the retention, access, and preservation of information stored in electronic form.

The most widely published legal case that addressed these issues, known as the PROFS litigation, was initiated by a Freedom of Information Act request for access to electronic documents maintained by the White

house.(1) The PROFS litigation has caused judicial review of questions surrounding the legal status of information stored in electronic mail systems and authority over the disposition of federal records, presidential records, and personal materials of federal officials.

The PROFS litigation raises many specific legal issues concerning the Freedom of Information Act, the Federal Records Act, the Presidential Records Act, and the Administrative Procedures Act, as well as specific technical concerns regarding the design and configuration of information systems.

The litigation also raises fundamental questions about the nature of information generated, transmitted, and stored in electronic form and the independence and authority of archivists in carrying out their responsibility to identify records, to determine their value for administrative, legal, fiscal, and research purposes, and to recommend the most appropriate methods to ensure continuing access to electronic records. The implications of the legal cases reach beyond the particular records, individuals, and institutions involved in the legal actions. Their resolution will have a lasting impact on the nature of the historical record in the information age and on the ability of present and future researchers to use electronic records as reliable and authentic evidence of past events, facts, and actions.

Therefore, The Society of American Archivists, the largest and oldest association of archivists in the United States, representing more than 3,000 individuals and 500 institutions, has proclaimed its position. Enclosed in this issue is a copy of the SSA's Position Statement on Archival Issues Raised by Information Stored in Electronic Form.

## 1995 Spring Meeting

Our Spring Meeting was hosted by the University of New Orleans Archives on 22 March 1995 at 5:30 in the evening. After a welcoming address by President Beatrice Owsley, Wayne Everard and Bill Meneray were thanked for their work in putting together the GNOA's Authority Records Workshop which was held in February.

Everard then reported for the Name Authority Committee. The remaining question being, "Do we want to pursue having this as a project?" It was decided by those in attendance that the name authority file is worth doing. The Name Authority Committee decided to meet to determine how this project should proceed.

Sally Reeves spoke for the Architectural Records Repository Study Committee. The committee came up with a definition, scope, and methodology for doing the study. The next step is to design a questionnaire.

Lee Miller distributed sample brochures he created for our New Orleans repositories list and handed out forms for the various institutions to fill out and return for inclusion in the brochure. A copy of the form is included in this Newsletter.

Dr. Frederick Stielow spoke on the upcoming 100th anniversary of Plessy vs. Ferguson. The Amistad Research Center will hold a conference in 1996 based on this landmark case. Stielow encouraged other institutions around town to mark the anniversary of this case.

Nancy Gray, Nunez Community College Archives, gave a presentation on the holdings of the college's archives. The archives hopes to become a one-stop shopping place for St. Bernard historical data besides serving as the

archives for the college. Sr. Frances Therese Meyers spoke on the holdings of the Sisters of Mount Carmel Archives located in Lacombe. The records which are not open to the general public go as far back as 1824 and include membership records of the sisters, records of four foundations established by the Sisters and records of the school and orphanage founded after the Civil War.

The treasurer's report was given by Robert Sherer. Dr. Bill Meneray reported on the Louisiana Historical Association Meeting. Sister Dawes spoke on the Irish Exhibition being held in the Presbytere and brought with her an item she was loaning the State for the exhibition. Sally Reeves mentioned that Louisiana State University has now made Benjamin Franklin French's *Historical Collections of Louisiana* available on CD-ROM.

## News From The Archives

### *Archives of the Dominican Sisters*

A photocopy of the *Salve Regina*, a literary magazine published by St. Mary's Dominican Academy, with ten issues per year is now available to researchers by appointment only with the archives at 580 Broadway. The photocopy is of issues dating from November 1888 through May 1900.

### *Center For African and African American Studies Southern University New Orleans*

The Reverend Dwight Webster has been named director of SUNO's Center for African and African American Studies. A graduate of Howard University, Webster holds a Master of Divinity from Colgate Rochester Divinity School and is a Ph.D. candidate at the

Graduate Theological Union with the University of California and the Pacific School of Religion at Berkeley. In addition to numerous administrative positions and his current position of senior pastor at Christian Unity Baptist Church, he has served as interim coordinator, African American History and Culture Department of the New Orleans Public Schools and as a member of the adjunct faculty at several New Orleans institutions, including Delgado, Loyola, SUNO, and Xavier.

Recent acquisitions include the Mona Lisa Saloy Papers which consist of a monograph from Black Bayou Press, *The "N" Word* and a broadside about the poet and assistant professor at Dillard University. Additions were made to the Aline St. Julien Collection.

Among the additions to the St. Julien collection are typescripts of three poems by Aaron Neville, a poem by Mtumishi St. Julien and a 1994 Kwanzaa calendar and description of the celebration. Papers of Beatrice Perry Stanley, a winner of the Literary Arts Award given by Delta Sigma Theta Sorority, were also recently acquired by the center.

### ***The Historic New Orleans Collection***

Civil War scholars will be interested in two recent Manuscript Division acquisitions the Frank Wells Correspondence and the Albert D. Carmichael diary. A native of Vermont, Wells spent much of the war in Louisiana stationed with the 13th Connecticut Volunteers. His observations in correspondence with his brother, sisters, and father bring humanity into what is historical fact. Albert D. Carmichael, an enlisted man from Iowa kept a diary from 4 January to 3 March 1864 which includes detailed descriptions and personal reflections on the destruction at Vicksburg and his travels from St. Louis to New Orleans to rejoin his battalion.

Those interested in Colonial Louisiana will be happy to know the Collection now has available on microfilm the *Fondo Floridas* from the National Archives of Cuba. Also recently acquired by the Collection is the Laughlin Commercial File, 1870-1920, which includes trade cards, letterheads, checks, and other commercial items.

*Raising Cane: Two Hundred Years of Louisiana Sugar Production* an exhibition at the Historic New Orleans Collection from 29 September 1995 to 30 March 1996, will focus on contemporary and historical aspects of the sugar industry. The exhibition contains sixty photographs of sugar farms, field workers, and mills by five contemporary photographers who bring to life the sugar industry in South Louisiana. Prints, drawings, maps, old photographs, letters, and three dimensional objects round out the historical dimensions of the exhibition. Public seminars are planned for mid-October and early January.

### ***New Orleans Public Library, Louisiana Division***

NUTRIAS (New Orleans Public Library's User-friendly Technologically-correct Research and Information Access System) went online in April through NOPL's World-Wide Webb server The Greater New Orleans Free-Net (which itself opened for public registration on August 1). Since its initiation, NUTRIAS (a south Louisiana version of "gopher") has continued to evolve and expand, under the direction of Wayne Everard, assisted by Irene Wainwright. Among the City Archives' resources now available online are finding aids and inventories of all pre-1862 city records, inventories or records of New Orleans mayors and of many city agencies, a searchable index

of the record of the Superior Court of the Territory of Orleans, 1804-1809, and the Guide to Building Plans in the City Archives, an index of the more than 2500 building plans transferred from the Department of Safety & Permits. Everard and Wainwright invite you to visit and welcome any and all comments at 596-2610 or [nopl@www.gnofn.org](mailto:nopl@www.gnofn.org).

"The Evil Wind: Hurricanes in South Louisiana," will be on view in the Louisiana Division, third floor of the Main Library, through September 1995. Drawing upon material in the City Archives Collection, the Louisiana Division book and newspaper collections, and the Louisiana Photograph Collection this exhibit illustrates the effect that hurricanes have had on the City of New Orleans and the surrounding region throughout history. Looking first at several 17th and 18th century storms the exhibition focuses closely on storms of the current century especially on the two terrible storms that mark special anniversaries in 1995: the great unnamed storm of 1915 and Hurricane Betsy of 1965. An online version of the exhibit (text only) is available in NUTRIAS, New Orleans Public Library's home page on the World-Wide Web at

[www.gnofn.org/~nopl/exhibits/hurricane1.htm](http://www.gnofn.org/~nopl/exhibits/hurricane1.htm)

A new exhibit "Rosa Freeman Keller: A Legacy of Southern Activism" will open in the Louisiana Division on October 2 and continue on view through January 1996. This exhibition will honor the extraordinary career of Civil Rights activist and long time NOPL Board member Rosa Keller.

The City Archives received several significant additions to its collections during the Spring and Summer. Records from New Orleans Civil Service, an addition of 3 cubic feet to the records of the late NOPD Chief Henry Morris, and an addition of 28 cubic feet

(1975-1992) to the records of the Clerk of Council were accessioned. Retiring Health Department head, Dr. Brobson Lutz oversaw the transfer of 45 cubic feet of records from his office (mid-1960s-1992). The Division also received thirty boxes of records from the Department of Safety and Permits' Plan Processing Section, including the massive card index to building records ca. 1900-1989; these cards were generously filmed on six rolls of 16mm. microfilm by The Historic New Orleans Collection, which retained a copy. Amistad Research Center transferred 37 cubic feet of the records of former Mayor Sidney J. Barthelemy which had originally been deposited in error at the Center.

### *Newcomb College Center For Research On Women*

The center is pleased to announce the following upcoming events: on Monday the 16th of October Paula Giddings, a Fellow of the National Humanities Center, will speak on the social and political history of African American women; on Tuesday the 17th Alejandro Portes, Professor of Sociology and International Relations at Johns Hopkins University, will present *Caribbean Diasporas: Migration and Ethnic Communities* and on Wednesday the 18th Dr. Maria Patricia Fernandez-Kelly, a Research Scientist at the Johns Hopkins University Institute for Policy Studies, will present *Recasting Women in the Global Economy: Internationalization and Changing Definitions of Gender*. All three talks will be held in the Myra Clare Rogers Chapel at 7:30 p.m. The center is also pleased to announce that Wendy Bowersock is now Archivist.

This summer three Newcomb students completed phase four of a documentation

strategy concerned with Newcomb alumnae. Working on a grant funded by the Newcomb Foundation, Carolyn Delizia, Danielle Bias, and Martha Rodriguez worked with Newcomb records, located manuscripts in other area repositories and in private collections, and conducted oral history interviews to trace the work of Newcomb educated teachers from 1887 to the present. In previous years, sources on Newcomb educated authors, artists, and politicians have been studied.

### ***Touro Infirmary Archives***

Touro Infirmary Archives has a "new" acquisition which is really its oldest record. The original minutes from the first meeting after Judah Touro's death in 1854 in which his executors become directors and receive the hospital, according to his will. The archives possessed all the minutes beginning in 1869 but was missing this first book. Found in the Fiscal Affairs Office, this first minute book contains accounts of conflict between the doctor and the administration, complaints about the food, and other problems which confirm that the more things change the more they stay the same. Tipped into the book is the original Constitution and By-laws with signatures.

### ***University of New Orleans Archives & Manuscripts/Special Collections, Earl K. Long Library***

Two new acquisitions are the Josie Arlington Collection, which contains thirteen photographic prints of the famous New Orleans madam, her family and her Esplanade residence and some posed erotica and Associate Louisiana Supreme Court Justice James L. Dennis Collection which consists of his papers relating to the transfer of criminal

jurisdiction from the Supreme Court to the Courts of Appeal. Additions to the Beatrice Rodriguez Owsley Collection of audiocassette interviews with members of the New Orleans Hispanic community; University of New Orleans Collection, and Orleans Parish School Board Collection were also recently acquired by the department.

The department produced a pamphlet on primary holdings concerning the various ethnic groups that make up the population of New Orleans. This pamphlet was made possible by a grant from the University's Diversity Advisory Committee. Marie Windell is microfilming the maps and other oversize items in the Supreme Court Collection to preserve the antebellum records, 1846-1861. One set of the series will be available for interlibrary loan.

### **Association of Catholic Diocesan Archivists, New Officer**

Dr. Charles Nolan, Archives of the Archdiocese of New Orleans, was recently elected Vice-President/President-Elect 1995-1997 of the Association of Catholic Diocesan Archivists. This association represents more than 125 Catholic Dioceses in the United States and Canada.

### **Louisiana Advisory Council for the State Documents Depository Program**

Collin B. Hamer, Jr., New Orleans Public Library, Louisiana Division Head, has been reappointed for a fourth year to the Louisiana Advisory Council for the State Documents Depository Program.

## **GNOA-ARMA Meetings**

Our record management friends of the local Association of Records Managers and Administrators would like to make us aware of two upcoming presentations they are having. On 15 November at the Quality Hotel and Conference Center "Rescue on the Bayou: the May, 1995 Flood" will be presented by three Sisters of Mt. Carmel. The Sisters had more than six feet of water in their administration building and archives. GNOA members are invited to hear how they managed to handle this disaster. January 17th the group is offering a presentation by Dr. Alfred Lemmon entitled, "The Cuban National Archives: The Louisiana Connection." Please remember that it is not necessary to purchase a dinner to attend a GNOA-ARMA meeting, one can attend just the presentation.

## **Oral History Association Annual Meeting To Be Held In Milwaukee**

The Oral History Association (OHA) will hold its 1995 annual meeting at the historic Pfister Hotel in Milwaukee, Wisconsin, on October 19-22. The theme for the 1995 meeting is **Reflections on Relationships in Oral History Research**. Over forty sessions will focus on the meeting's theme of relationships, such as those between interviewers and interviewees, between and among interviewees, between the theory of oral history and actual practice, and between individual and collective memory. Among the featured events is a tribute to Pulitzer and Peabody award winner Studs Terkel, who is scheduled to speak at the Friday, October 20, luncheon. This luncheon will be followed by a round-table discussion of Terkel's contributions to the field of oral history. For more information contact Tim Ericson, Chair, local arrangements,

Milwaukee Urban Archives, Golda Meir Library, University of Wisconsin-Milwaukee, Milwaukee, WI 53201-0604; phone 414-229-6980; fax 414-229-6766; Email: tle@gml.lib.uwm.edu.

## **Midwest Archives Conference Announces 1995 President's Award Recipients**

This year there are two recipients, of the Midwest Archives Conference (MAC) President's award, the Abraham Lincoln Association and Brooks McCormick CEO of the Navistar International Transportation Corporation.

The Abraham Lincoln Association (ALA) is a volunteer membership organization established in 1909. Since its inception it has steadfastly pursued its mission "to actively promote and aid the collection and dissemination of authentic information regarding all phases of Lincoln's life and career." Among its many efforts is *The Lincoln Legal Papers*, a project that ALA has led as a project cosponsor, advocate, and financial underwriter, has been one of the organization's greatest achievements.

The Association takes a leading role in the collection of materials and study of Abraham Lincoln. *The Lincoln Legal Papers* is a massive documentation effort that has required systematic searches for court records in 88 Illinois counties and over three dozen manuscript libraries throughout the United States. Over 96,000 legal records have been assembled and the editors are preparing two companion publications: a complete facsimile edition on CD-ROM, and selective five-volume book edition. This includes nearly 4,500 pages of newly discovered documents, with 157 of these in Lincoln's own handwriting.

These products will be published between 1997 and 2002.

Bruce McCormick also received the MAC President's Award. McCormick is Chairman and Chief Executive Officer of the Navistar International Transportation Corporation. His long-term financial support of archival work in the State Historical Society of Wisconsin has resulted in the completion of numerous projects in the archival field.

Projects that McCormick has supported include efforts to select, arrange, microfilm, print and index over 12,500 large format negatives created by the International Harvester Company; the donation of the remaining archival collections of the International Harvester Company to the State Historical Society of Wisconsin, and providing an endowment for the ongoing preservation and management of the collection. The International Harvester collection includes nearly four thousand cubic feet of family papers and corporate records spanning 160 years.

In 1993 McCormick provided additional funding to the State Historical Society of Wisconsin to ensure funding for a full-time professional archivist. Although it is not unusual for a private individual or corporation to donate historically significant records to an archival repository, it is rare for the donor to provide permanent funding for care and management of those records.

Both the Abraham Lincoln Association and Bruce McCormick have played important roles in the preservation and advancement of our documentary history which is essential to understanding the past. The Midwest Archives Conference is proud to have the opportunity to recognize these outstanding recipients.

## Oral History Association

The Oral History Association (OHA) invites proposals for papers and presentations for its 1996 annual meeting, to be held October 10-13 in Philadelphia. The theme of the meeting is "Oral History, Memory, and the Sense of Place." Proposals that relate oral history to popular and professional notions of history; the construction of local memories; the relationship between vernacular, covert, or suppressed histories and official history; the importance of locale in shaping community identity; the nature and role of nostalgia in local memories; the uses of memory in heritage based tourism; and related topics are especially encouraged. Proposals for entire sessions should include a title and one-page description of the issues and questions the session will address; the title, name of presenter, and one-page abstract of each presentation in the session; the name of the conveyer; a suggested commentator; and short vitae, including affiliation, mailing address, and phone numbers for each presenter. The program committee encourages sessions in which participants represent the full diversity of oral history practitioners. Individual paper or other proposals should include a title and one-page abstract of the presentation and a short vitae of the presenter. The deadline is 15 December 1995. For further information or to submit proposals, contact: Howard L. Green, New Jersey Historical Commission, CN 305, Trenton, NJ 08625; phone: 609-984-3460; fax: 609-633-8168.

The OHA also invites applications for three awards to be presented in 1996 that will recognize outstanding work in the field. Awards will be given for a **published article or essay** that uses oral history to advance an

important historical interpretation or addresses significant theoretical or methodological issues; for a **completed oral history project** that addresses a significant historical subject or theme and exemplifies excellence in oral history methodology; and to a **postsecondary educator** involved in undergraduate, graduate, continuing, or professional education who has made outstanding use of oral history in the classroom. In all cases, awards will be given for work published or completed between 1 January 1995 and 30 March 1996.

Awards are honorific and will be announced at the Association's annual meeting, to be held in Philadelphia. The Association welcomes entries and nominations from all who practice oral history, including academic scholars and educators, public history institutions and practitioners, independent professionals, libraries and archives, community-based groups and individuals, and others.

For guidelines and submission information, write Rebecca Sharpless, Executive Secretary, Oral History Association, Baylor University, P.O. Box 97234, Waco, Texas 76798-7234; OHA-Support@Baylor.edu. Deadline for receipt of all nomination materials is 1 April 1996.

## **The Greater New Orleans Archivists Newsletter**

Please send submissions to Carol Bartels, care of The Historic New Orleans Collection, 533 Royal Street, New Orleans, Louisiana 70130-3179; Fax (504) 522-5108.

## **The Greater New Orleans Archivists Officers**

Beatrice Rodriguez Owsley, President  
Carol O. Bartels, Secretary  
Robert Sherer, Treasurer

**GNOA Meeting  
Wednesday, 13 September  
Broad Branch  
New Orleans Public Library  
4300 S. Broad**

# Lee

Manuscripts Department  
Howard-Tilton Memorial Library  
Tulane University  
New Orleans LA 70118-5682

# gnoa repository brochure form

● **Repository name** (note that your archives will be alphabetized by the first word you choose for the name)

● **Repository address:**

<b>Contact person:</b>		<b>Contact person's title:</b>
------------------------	--	--------------------------------

<b>Telephone:</b>		<b>Fax:</b>
-------------------	--	-------------

<b>E-mail:</b>	<b>World-Wide Web:</b>
----------------	------------------------

<p style="text-align: center;"><b>DESCRIPTION</b> Please, no more than forty words, and even fewer would be really swell <i>(not including the above contact information)</i></p>

## The Society of American Archivists Position Statement on Archival Issues Raised by Information Stored in Electronic Form

1. *Electronic communications that are created, stored, or transmitted through electronic mail systems in the normal course of activities are records.*

Organizations — large and small, public and private — and individuals create records for a wide variety of purposes. Records document transactions and decisions, provide evidence of past actions, and keep track of rights and obligations. Organizations and individuals rely increasingly on electronic systems to communicate, transact business, formulate and develop policies, and disseminate regulations, policies, and directives. The records created, transmitted, and stored as a result of the use of these systems must be subject to the same statutes, regulations, standards, policies, and professional practices that pertain to records in all other formats. Organizations should review policies governing access, privacy, security, and retention of records to ensure that consistent standards are in place for all records regardless of format. The use of electronic systems to create and store records should not diminish organizational control over records, adequacy of documentation, processes for establishing accountability, individual rights to access records, or protection against the inappropriate or unauthorized use of records.

2. *Professional archivists should have exclusive authority to determine the long-term value of records and the most appropriate methods for ensuring preservation and continuing access to records. In determining the long-term value of records, archivists should be shielded from undue political or personal pressures.*

Archivists must have sufficient authority and independence to determine the adequacy of documentation, the effectiveness of recordkeeping systems, and the continuing value of records. Archivists should not be pressured into approving the destruction of records because they may implicate, embarrass, or expose the originators or subjects of the records to unfavorable publicity.

These decisions must be based exclusively on professional judgment, guided by a professional code of ethics which forbids professional archivists from revealing or profiting from information they encounter in the course of their work.(2)

Professional judgments regarding the long-term value of records should not be influenced by the presence of access restrictions. The Society of American Archivists recognizes that access must be restricted to some records with archival value to protect personal privacy, national security, identities of informants, trade secrets, and information obtained in confidence. The presence of private, confidential, or restricted information is not a reason to destroy records. Archivists are professionally competent to meet the challenges presented by the existence of private, confidential, or sensitive information in the archival materials they administer, and accept the responsibility to administer access restrictions as an integral part of professional work. Professional archivists also accept the responsibility to consult widely with the research community when determining the long-term value of records.

3. *Preserving electronic records and providing continuing access to them will require significant changes in recordkeeping policies and practices and an enhanced role for archivists in designing recordkeeping systems, appraising records, and setting standards for retention and preservation of records.*

Electronic records pose significant challenges to the archival profession. The PROFS litigation is only one of many examples that illustrate the need for new methods and approaches to the long-term preservation of electronic records. The effective management of electronic records requires a clear definition of what is a record and what is not, a mechanism to segregate records from other types of information, and administrative procedures and technical means to manage records over time. Recordkeeping systems must be designed to make appropriate distinctions between records and non-record material so that such distinctions are made systematically, consistently, and as automatically as possible. Defendants in the PROFS litigation are now attempting to segregate records from other types of information after the fact from materials stored indiscriminately on back-up tapes and hard drives. This process is time consuming, labor intensive, and very costly.

To reduce the risk of legal actions, loss of valuable records, and expensive recovery procedures, recordkeeping requirements must be identified so that systems can segregate records from non-record material automatically. Organizations must then take appropriate measures to ensure that records with continuing value are not corrupted inadvertently, or intentionally deleted, lost through system failure, or rendered inaccessible from hardware or software obsolescence. Professional archivists can provide advice that would allow for the creation of systems able to:

- 1) segregate automatically records from other forms of information,
- 2) maintain the integrity and authenticity of records,
- 3) ensure the accessibility of records over time,
- 4) protect their confidentiality,
- 5) ensure appropriate flow of records in relation to administrative processes,
- 6) maintain proper documentation of systems, records, and transactions, and
- 7) administer the regular and orderly disposition of records with no continuing value.

Archivists can provide advice on storage media for short-term and long-term preservation, on retrieval systems, and on proper procedures of control, audit, and review of recordkeeping practices.

Archives must expand their capabilities to advise others in the maintenance and preservation of electronic records, and archival institutions must make an active effort to acquire, preserve, and provide access to electronic records when the originating organization or individual is unable or unwilling to preserve records with long-term value.

**The Society of American Archivists Position Statement  
on Archival Issues Raised by Information Stored in Electronic Form**

---

The Society of American Archivists believes that meeting the challenges presented by the widespread use of electronic records systems will require significant changes in archival practices and in the relationship between archivists, their parent institutions, and allied professions.

In the Society of American Archivist's Strategic Plan, Goal Three states that the SAA will position itself to lead the archival profession and represent the interests of the profession in shaping policies and accepted practices for identifying, preserving, and using electronic records." To achieve that goal, Society of American Archivists is developing guidelines and services aimed at preparing archivists to meet this challenge.

In 1993, Society of American Archivists Council endorsed curriculum guidelines for automated records and techniques which recommend that all professional archivists are exposed to the basic concepts of electronic recordkeeping and automation in archives by the year 2000. In 1994, Society of American Archivists established an Electronic Records Strategies Task Force to provide further guidance to the profession on electronic records issues.

Notwithstanding the many initiatives that the Society has taken, is taking, and will continue to take, the challenges presented by the ever increasing use of new information technologies and by the rapidity with which they change are too formidable to be dealt with in isolation. A larger collective effort is needed to ensure that individuals and organizations acting on behalf of society remain accountable for their actions and that future generations will be able to look to the records of the past for inspiration, warning, guidance, or simply to reflect on the past.

The Society of American Archivists reaffirms the ultimate importance of creating and maintaining reliable and authentic records for administrative and historical accountability. The Society of American Archivists seeks support, cooperation, assistance, and advice in this endeavor from allied professions and everyone who are concerned about preservation of the historical record in information age.

**ENDNOTES**

(1) (Scott Armstrong, et al, plaintiffs v. Executive Office of the President, et al, defendants; Scott Armstrong, et al, appellees v. George Bush, et al, appellants; and American Historical Association, et al, plaintiffs v. Truly Peterson, Acting Archivist of the United States, defendant. All three cases refer to information in the PROFS electronic mail system in use in the White House.)

(2) SAA Code of Ethics