The Society of American Archivists, in cooperation with the National Archives and Records Service, General Services Administration, and the University of Washington School of Librarianship, is presenting a one-day symposium on Archival Administration.

This is to be a gathering of institutional management representatives who are vitally concerned with the organization and control of small archival or manuscript collections, professional historians, librarians, and other interested professionals.

The symposium will be held at the GSA Federal Records Center, 6125 Sand Point Way, Seattle, Washington on Saturday, May 23, 1964, starting with registration at 8:30 A.M.

We would appreciate your careful review of the enclosed program. To help us plan, would you please complete the self-addressed and stamped card, also enclosed, and mail it to us without delay? The fee of $2.00, payable to the Society of American Archivists, will be collected at the registration desk before the program begins. It will be used to defray costs of the meeting.

Everett O. Alldredge
President
The Society of American Archivists

Enclosures:
Program
Self-addressed card
☐ I PLAN TO ATTEND

☐ I WILL BE UNABLE TO ATTEND

the one-day archival symposium to be held at the G. S. A.
Federal Records Center, Seattle, on May 23, 1964.

Name...........................................................................................................

Address.......................................................................................................
THE SOCIETY OF AMERICAN ARCHIVISTS

in cooperation with

GENERAL SERVICES ADMINISTRATION
The National Archives and Records Service

and the

UNIVERSITY OF WASHINGTON
School of Librarianship

PRESENTS

Symposium on
Archival Administration

ONE DAY
MAY 23, 1964

Federal Records Center
CONFEERENCE ROOM – 6125 SAND POINT WAY N.E.
SEATTLE, WASHINGTON
PROGRAM

MORNING SESSION

8:30  Registration
     Conference Room, Federal Records Center

Coffee and Donuts
     Compliments of The Society of American Archivists

9:00  Opening and Introduction
     DOROTHY BEVIS
     Acting Director, School of Librarianship, University of Washington

9:15  Welcome - Need for Archival Institutions
     ROBERT HITCHMAN of Washington State Historical Society and Northwestern Mutual Insurance Company

Introduction of Guest Speakers
     PAUL A. KOHL
     Regional Director, National Archives and Records Service, Region 10

9:30  Appraisal Standards - What To Accession and Keep
     DAVID C. DUNIWAY
     Oregon State Archivist

10:15 Uses Made of Archival Materials
     MERLE WELLS
     Historian and Archivist for the Idaho Historical Society

11:00 Coffee

11:15 Description of Private Papers and Archival Principles of Arrangement
     RICHARD C. BERNER
     Curator of Manuscripts
     University of Washington Library
     University of Washington

12:30 Lunch

AFTERNOON SESSION

1:30 How to Store Archives
     SIDNEY F. Mc ALPIN
     Washington State Archivist (Acting)

2:00 Exhibits
     HARL V. BRACKIN, JR.
     Administrator of Historical Services
     The Boeing Company

2:45 Archival Finding Aids
     ELMER W. LINDGARD
     Chief, Federal Records Center, NARS Region 10

3:15 Preserving Archives - Repair, Restoration, Cleaning, Lamination, Glues, etc.
     ROBERT E. CORNELL
     Special Projects Officer, Federal Records Center, NARS, Region 10

4:00 Announcements and Adjournment

SYMPOSIUM - $2.00 Registration Fee - Make Check Payable to THE SOCIETY OF AMERICAN ARCHIVISTS
The Archivist's Code

The archivist has a moral obligation to society to preserve evidence on how things actually happened and to take every measure for the physical preservation of valuable records. On the other hand, he has an obligation not to commit funds to the housing and care of records that have no significant or lasting value.

The archivist must realize that, in selecting records for retention, or disposal he acts as the agent of the future in determining its heritage from the past. Therefore, insofar as his intellectual attainments, experience, and judgment permit, he must be ever conscious of the future's needs, making his decisions impartially without taint of ideological, political, or personal bias.

The archivist must be watchful in protecting the integrity of records in his custody. He must guard them against defacement, alteration, or theft, he must protect them against physical damage by fire or excessive exposure to light, damp, and dryness; and he must take care to see that their evidentiary value is not impaired in the normal course of rehabilitation, arrangement, and use.

The archivist should endeavor to promote access to records to the fullest extent consistent with the public interest, but he should carefully observe any established policies restricting the use of records. Within the bounds of his budget and opportunities, he should work unceasingly for the increase and diffusion of knowledge, making his documentary holdings freely known to prospective users through published finding aids and personal consultation.

The archivist should respond courteously and with a spirit of service to all proper requests, but he should not waste time responding in detail to frivolous or unreasonable inquiries. He should not place unnecessary obstacles in the way of those who would use the records, but rather should do whatever he can to share their time and ease their work. Obviously, he should not idly discuss the work and findings of one searcher with another, but where duplication of research effort is apparent, he may properly inform one searcher of the work of another.

The archivist should not profit from any commercial exploitation of the records in his custody, nor should he withhold from others any information he has gained as a result of his archival work in order to carry out private professional research. He should, however, take every legitimate advantage of his favored situation to develop his professional interests in historical or other research.

The archivist should freely pass on to his professional colleagues the results of his own or his organizations research that add to the body of archival knowledge. Likewise, he should leave to his successors a true account of the records in his custody and of their proper organization and arrangement.

Wayne C. Jones
Archivist of the United States