

The Society of American Archivists

THE AMERICAN ARCHIVIST PUBLISHED QUARTERLY

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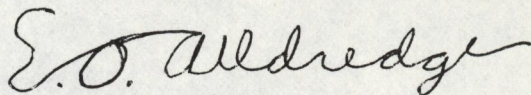
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The Society of American Archivists, in cooperation with the National Archives and Records Service, General Services Administration, and the University of Washington School of Librarianship, is presenting a one-day symposium on Archival Administration.

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.....

.....



TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES & RECORDS SERVICE
Federal Records Center
6125 Sand Point Way N.E.
Seattle, Washington 98115

[Enclosure, 1964 May]

[Enclosure. 1964 May]



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

CONFERENCE 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 unremittently 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 spare 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 organization's 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. Frowl

Archivist of the United States