Archival ideas are found in many different formats. Archivists find new ideas and answers to their questions in publications, at archival meetings, in discussions with other archivists, and in a variety of publications. The Editorial Board of The Midwestern Archivist recognizes this fact and with this issue introduces two new formats to the journal: the outline and the interview.

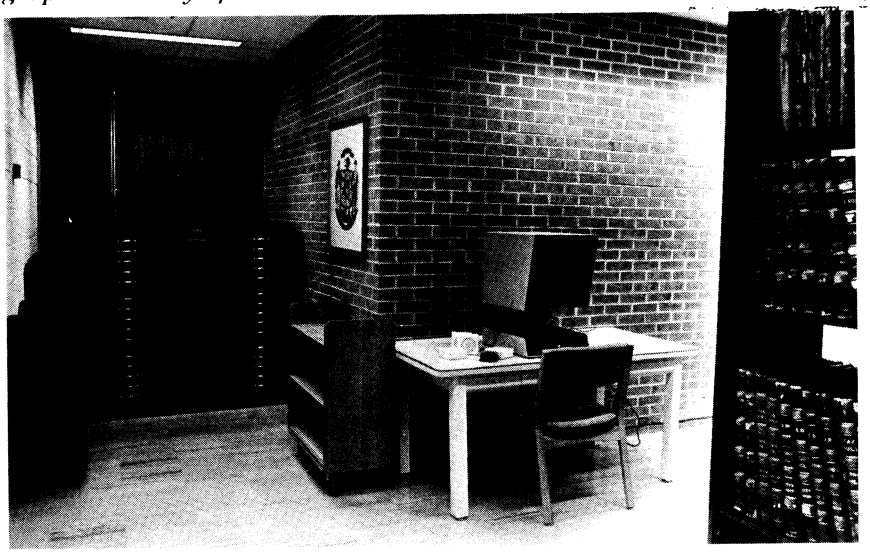
The contribution in outline form is the "Core Mission and Minimum Standards for University Archives in the University of Wisconsin System." The Editorial Board felt that this important document would stimulate MAC members to think about institutional standards for archival repositories. The Wisconsin statement has already had a national impact, serving as the model for draft standards presently being considered by The Society of American Archivists.

The contribution in interview form is "The Records Grant Program of the NHPRC: An Interview with Commission Member Richard A. Erney." Using this format interviewer John A. Fleckner was able to gain answers for some of the more complex questions about the grant process at the National Historical Publications and Records Commission. The interview removes much of the mystery about decision making at Commission meetings.

It is the sincere hope of The Editorial Board of The Midwestern Archivist that you find these innovative contributions of interest and value. Both articles reflect the hournal's editorial policy to encourage the publication of important archival ideas in a wide variety of formats. The board solicits your comments on the contents and formats of these contributions and encourages suggestions for future contributions.

THE EDITORIAL BOARD

UNIVERSITY OF WISCONSIN-PARKSIDE ARCHIVES AND AREA RESEARCH CENTER *above:* Reading Room and Director's Office *below:* Map Case and Microfilm Reader in ARC Stack *(all photographs courtesy of UW-Parkside Archives)*



CORE MISSION & MINIMUM STANDARDS FOR UNIVERSITY ARCHIVES IN THE UNIVERSITY OF WISCONSIN SYSTEM

PREFACE

In May, 1977 the University of Wisconsin System Archives Council[1] adopted its statement on CORE MISSION & MINIMUM STANDARDS. Since that time many copies of the document have been distributed to interested individuals and institutions, and the Council has received favorable comments about the document. Its publication here, which will make it more widely available, offers an opportunity to recast the original preface, reviewing the development of the statement and reflecting on its value.

The University of Wisconsin System Archives Council was informally established in 1976 to increase the status and identity of the archival programs at each participating institution, to serve as a forum for professional concerns, to consider archival policy affecting each of the institutions, and to seek cooperative solutions to mutual problems. The Council is composed of the Archivists of each University, the Archivist of the State of Wisconsin, the Director of each University's Area Research Center, and the State Historical Society's Area Research Center Coordinator.

Each University Archives in the System is autonomous, and together they represent a wide range of program development — from an unofficial program just being developed with part-time staff to a well-established program with several full-time archivists. Although university records are public records, governed by state statute which requires a Public Records Board to approve disposition, there is no System-wide archives or records management policy. Before the Council developed its statement, there was no generally applicable explication of the role of the University Archives in preserving records and in participating in the state's records program.

With its formation the Archives Council established a Committee

on Standards, which surveyed the Archives in the System, gathering information on collections, facilities, staff, budget, and policies. A summary of this information and an educational document on "Core Function and Resource Needs" were presented to the Council in September, 1976. Further discussion revealed agreement that a statement of minimum standards would be a useful tool in developing individual University Archives, and that fulfillment of these standards might be a requirement in the future for these institutions to be designated as depositories for public records.

A new committee was appointed to expand and re-work the educational document to include minimum standards. This Committee on Standards was composed of Richard Cameron, Eau Claire, chair; Nancy Kunde, Madison; Timothy Ericson, River Falls; and William Paul, Stevens Point. Drafts of the Committee's statement on CORE MISSION & MINIMUM STANDARDS were reviewed in detail by the Council's members, and at the Council's May meeting the revised document was reviewed and modified section by section before its unanimous adoption.

The purpose of the statement is two-fold: (1) to serve as a professional statement of common goals, functions, and needs of the Archives throughout the System; and (2) to provide a set of specific minimum standards (a) which the Public Records Board (*Wis. Stat.* 16.61) may use for designating University Archives as official legal depositories, and (b) which University administrators may use as guidelines for establishing and maintaining archives and records management programs and policies.

CORE MISSION AND MINIMUM STANDARDS has been valuable to the Archivists in the University of Wisconsin System in a number of ways. First, its development provided a vehicle for the Council to reach consensus on the purposes, goals, and needs of its membership. This process has created a cohesive and cooperative working group to promote the archival programs in the System. Second, in a few instances the statement has been used as a guide in the development of a University Archives or in the improvement of a particular aspect of an archival program. While the standards have not been implemented as legal requirements or as administrative policy, they are serving as reference points in drawing the line between what is acceptable and unacceptable. Third, the statement has facilitated the formal recognition of the role of the University Archives in

Wisconsin's public records program. Finally, the Archivists in the University of Wisconsin System believe that the CORE MISSION AND MINIMUM STANDARDS has contributed, and will continue to contribute, to the development of professional standards nationwide.

November 8, 1978

Richard A. Cameron, Chair.
University of Wisconsin
System Archives Council

FOOTNOTE

1. University of Wisconsin System Archives Council Membership, 1978: Richard Cameron, Eau Claire; Dorothy Heinrich, Green Bay; Edwin Hill, La Crosse; J. Frank Cook, Nancy Kunde, Donald Marks, Madison; Donald Woods, Milwaukee; Lare Mischo, Edward Noyes, Oshkosh; Nicholas C. Burckel, Parkside; Kordillia Johnson, Platteville; Timothy Ericson, James T. King, River Falls; Arthur M. Fish, William Paul, Stevens Point; Dwight Agnew, Gayle Martinson, Stout; Edward Greve, Superior; Amy K. Peterson, Whitewater; Michael Fox, John Fleckner, F. Gerald Ham, State Historical Society of Wisconsin.

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I. THE UNIVERSITY ARCHIVES IN THE UNIVERSITY OF WISCONSIN SYSTEM SHARE THE FOLLOWING CORE MISSION:

A. To appraise, collect, preserve, organize, and describe the official records of historical value of the University and to assist in the preservation of papers, records, and materials relating to the history of the University which it serves.

B. To serve as the official depository for the public records, as defined by state law, which are created by the individual institutions which the Archives serves.

C. To provide adequate facilities for the retention of such records.

D. To facilitate efficient records management.

E. To provide information services that will assist the faculty and administrative staff in the operation of the University.

F. To serve as a resource and laboratory to stimulate and nourish creative teaching and learning.

G. To serve historical research and scholarship by making available and encouraging the use of its collections by members of the University and community at large.

H. To enter into cooperative relationships with other historical and archival agencies and institutions in order to provide better services and resources for its patrons.

I. To develop additional guidelines that will reflect purposes particular to that individual institution and its mission.

II. ADMINISTRATIVE RELATIONSHIPS

In order to fulfill its mission each Archives should have a clearly defined status within the University's administrative structure. Although the precise administrative relationships may vary on individual campuses, the organizational status of the Archives should reflect the following considerations:

A. The administrative structure should provide the Archivist with authority and financial resources that will enable the Archives to fulfill its responsibilities to the University. The responsibilities of the Archivist are enumerated in Sections III, IV, and V below. The standards for personnel, facilities and equipment, and supporting services are enumerated in Sections VI, VII, and VIII, respectively.

B. The administrative status should facilitate service to the

entire University.

C. The administrative status should allow for effective coordination with other University offices that may have related functions.

D. The administrative status should permit easy access to services and equipment which support the operation of the Archives.

III. ARCHIVES AND MANUSCRIPTS ADMINISTRATION

A. Collecting

Collecting includes the procedures and activities required for acquiring records and papers for the University Archives. Acquisition of public records created by the University (as defined by *Wisconsin Statute* 16.61) should be governed by retention schedules, and Records Disposition Authorizations approved by the University Archivist and the Public Records Board. The specific procedures which should be followed are outlined in Section IV.

1. A written collection policy should be developed by the Archivist at each institution. It should include the following:
   a) An analysis of the current holdings of the Archives with identification of particular areas of weakness in the documentation of the University's history, preferably by office or by chronological period. This analysis should include the official records of the University; the records and papers of University-related organizations, groups, and individuals (e.g. the private papers of faculty members) while they are actively connected to the University; and those materials discussed in Section V below.
   b) A written plan for improving the documentation in the areas of weakness by targeting offices and groups for collection emphasis and establishing priorities in the acquisition of new holdings.
   c) A statement of the limits of the Archives' collecting responsibility.
   d) A statement defining what donor restrictions are acceptable and under what circumstances.
2. The collection policy should be updated at least once every five years.

3. A contact file should be maintained containing information on every office, organization, or individual with which the Archivist has discussed records transfer or donation. The information should include dates of contact, agreements on transfers or donations, current status of contact, and supporting correspondence or phone memoranda.
4. Transfer or donation of records and papers to the Archives should follow these procedures:
   a) For public University records as defined by Wisconsin Statute 16.61, transfer should be governed by the procedures in Section IV. Each transfer of record material should be documented by a written receipt except for publications and other materials distributed to other offices.
   b) For special collections and unofficial records or individual papers, donation or transfer should be documented by a written receipt and a donor agreement specifying the conditions of transfer with regard to legal title, restrictions on access, literary rights, and authority to weed.
   c) An accession register should be maintained, recording the date, title, office, bulk, condition of record, and any restrictions on access.
5. Before a record is placed in the holdings of an Archives it should be appraised by the Archivist to determine the administrative, legal, fiscal, historic, and long-term research value. Appraisal is the basis for selecting records and papers which are to be retained in the Archives. It depends largely on the professional skill and knowledge of the Archivist. In selecting records for an Archives of minimal scope, priority should be given to records that meet one of the following considerations:
   a) The record should reflect the development and activities of those University offices that cut across departmental and college divisions such as the Chancellor's Office.
   b) The record should reflect the development and activities of those offices and committees that formulate or approve University-wide or division-wide policy such as the Faculty Senate or various faculty and administrative

committees at the Chancellor level.

c) The record should reflect the development of a program, project, or policy that has University-wide or division-wide application or significance.

d) A publication, periodical, or newsletter issued by the University or by one of the offices or organizations indicated in (a-c) above.

6. The following is a suggested checklist of the records necessary for a University Archives of minimal scope:

a) All publications, newsletters, or booklets which are distributed on a University-wide basis including: catalogs, special bulletins, yearbooks, student newspapers, University directories and faculty/staff rosters, faculty and University newsletters, and alumni magazines.

b) Faculty governance records, including: minutes, memoranda, and reports of the entire faculty and its committees; minutes, memoranda, and reports of the Faculty Senate and its committees.

c) Minutes, memoranda, and reports of all administrative committees operating at or above the school or college level.

d) Records of the Chancellor's Office, including: correspondence, administrative subject files and reports.

e) Correspondence, subject files, and reports of the office of the chief student affairs officer.

f) Correspondence, subject files, and reports of the office of the chief academic affairs officer.

g) Accreditation reports and supporting documentation.

h) Annual budget and audit reports.

i) Faculty personnel records.

j) Alumni records, including: minutes of the alumni association and alumni office correspondence and subject files.

k) Records of the registrar, including: timetables and class schedules, noncurrent student transcripts, enrollment reports, graduation rosters and other reports issued on an annual basis.

l) Reports of the admissions office.

m) Reports of the office of institutional research and development.

B. Processing

Processing is the preservation, arrangement, and description of collections and records series to be maintained in the Archives.

1. A record should be made for each series or collection which will document the various stages of processing.
2. The following minimal procedures should be carried out during processing to preserve records. Standards for the physical environment of the records are contained in Section VII.
   a) Records should be inspected for the presence of vermin, mold, and mildew and steps taken to assure that records are free of these.
   b) Especially brittle, damaged, or torn documents should be repaired or copied.
   c) Rusty staples, rubber bands, and paper clibs should be removed and folded documents opened and flattened.
   d) Unbound papers (such as correspondence) should be placed in folders, preferably low-acid or acid-free, and then boxed in covered document cases, preferably lined or constructed with acid-free materials.
3. Arrangement
   a) Records should be organized according to the recognized archival principles of provenance and original order. Where no apparent order exists the order should be determined by the potential uses of the record.
   b) All records, papers, and materials should be clearly labeled with the series or collection number, box or folder number, record series title and the name of the University Archives. All materials not boxed or folded should likewise be labeled.
   c) Arrangement of series and collections on the shelves in the Archives may be arbitrary so long as a locator number identifying the specific location is recorded in the catalog of the collection.
4. Finding Aids

   Every University Archives should have a checklist or guide to its holdings.

a) This checklist should be updated whenever necessary, but at least once every ten years.
b) Every University Archives should prepare annually a checklist of significant additions to its holdings and should make these available to the other Archives in the UW-System.
c) Every University Archives should have a card catalog easily available to researchers, which contains entries for every office, organization, or individual for which the Archives has holdings, and title entries for every record series or collection.
d) Every University Archives should make available to researchers an organizational chart or index showing the current administrative structure of the University and preferably detailing the historic changes in that structure.
e) When necessary for complex collections or record series, a detailed finding aid should be available to researchers, which may contain a shelf list, a chronology or history of the organization or individual, and an analysis of the scope and content of the record.

C. Service, Research and Administrative

The University Archives serves both a research/educational function and an administrative support function.

1. Administrative service

A large part of the service provided to administrators by the Archives will be the result of its records management function. In addition to the inventorying, scheduling, and records analysis services provided by the Archives, the following are the minimal service functions to University administrators and to faculty and student governance bodies.

a) Providing an informational service based on the holdings of the Archives; researching and answering questions about the history of the University, the development of policies and procedures, the history of programs, organizations; and providing information on individuals connected with the University.
b) Providing reference service on all records in the Archives'

custody in the following ways:

1) Answering a request for a specific piece of information in a record.
2) Copying a specific segment of a record for administrative use.
3) Transferring to the office of origin, at the discretion of the Archivist or where duplicates are maintained, a particular segment of a records series which is desired for extended use, or which can be duplicated only at prohibitive cost.

c) Each University Archives should prepare and distribute to all University offices a reference policy specifically outlining its reference services and the procedure for for making a reference request.

d) The University Archivist shall record each reference request.

2. Educational/Research service

a) The Archives should serve as an information resource for all interested persons on the history and development of the University—its policies, programs, and organization.

b) The amount of reference service provided to researchers will vary with the type and volume of requests, but should at a minimum provide detailed guidance on the possible sources of the information sought and an explanation of how to use the records involved.

c) The Archives should serve as an educational laboratory where students may learn not only about a particular subject, but also about the resources available and the techniques for using them.

1) The Archivist should provide, where interest justifies it, informational sessions for students on researching in archives and manuscripts.
2) The Archivist may develop cooperative programs with individual departments or faculty members which will increase the use of archival resources while providing instructional guidance for the users.

3. The Archivist should encourage the use of the Archives by all interested persons. In addition to providing the

services discussed above he/she should publicize his/her services and collections by such means as the following:

a) Develop and distribute an informational handout on the Archives, its services, and collections.
b) Arrange for exhibits or displays at least once a year.
c) Publicize services and holdings by reporting any significant activity, event, or collection to the campus newsletter and news service.
d) Post attractive and clear directional signs to guide potential users to the Archives.
e) Include the Archives in all descriptions of campus resources, such as the library handbook.

4. The Archivist should provide a clear statement of the conditions of use and access for the Archives.
   a) Use should be under supervised conditions which will assure that proper care is provided for the record and its order, and should be recorded in a daily register.
   b) Access to the collections:
      1) Access should be consistent with the principles of scholarly inquiry, freedom of information and the individual's right of privacy.
      2) Restrictions on access should be for a fixed term and be determined at the time of transfer or donation. Restrictions may be imposed:
         a) by law, for certain records, or
         b) by agreement between the Archivist and the office of origin or donor.

IV. RECORDS MANAGEMENT

To fulfill adequately its mission of appraising and preserving University records, the University Archives must play a key role in the development and implementation of a campus records management policy and in the operation of a campus records management program.

A. A records management/archives policy and program should insure:
   1. Improvement in the quality of records by evaluating and controlling records creation, forms, and filing systems.
   2. Improvement of the flow of paper and records currently

in use in the organization.
3. Improvement in the control of and access to needed information.
4. Compliance with Wisconsin Statutes 16.61 and 19.21 governing the disposition of University records.
5. Elimination of noncurrent records not needed for the continuing operation of the organization.
6. Preservation of materials essential to understanding the organization's purposes and operations or having other permanent value.

B. Development, implementation and operation of the campus records management policy and program is the responsibility of:
1. The University Archivist and the designated Records Manager (where one exists), with division and coordination of responsibilities as delineated below.
2. The University Archivist shall serve as the Records Manager on campuses where no Records Manager has been designated.

C. The records management/archives policy should provide for the following procedures:
1. Forms and records creation should be evaluated and approved by a designated forms control officer.
   a) On campuses where no designated forms control officer exists, the University Archivist or Records Manager may serve as forms control officer.
   b) The Archivist should be consulted on a regular basis regarding records creation and forms control.
2. Formal advising on:
   a) The control and maintenance of University records.
   b) The designation of material as public record or non-record as defined by Wisconsin Statute 16.61.
3. Inventorying, scheduling, and orderly disposition of all University records as described in (D-F) below.

D. Inventorying includes the identification, description, and information gathering for each record series, and will serve as the basis for a records retention schedule.
1. The University Archivist or the Records Manager may inventory the records of any office or department of the

University
a) At the department's or office's request, or
b) At the initiation of the Archivist or Records Manager and in cooperation with the department or administrative office.

2. All completed inventories should be reported to the Archivist and the Records Manager, and a list of completed inventories should be maintained in both offices.
3. A list should be developed by the Archivist and Records Manager to set priorities for future inventories to equitably accommodate departments and sufficiently protect important University records.

E. Establishing records retention schedules and submitting Records Disposition Authorizations.

Records retention schedules are forms which specify for each record series the time period for which a record is to be retained, the format in which the record is to be retained, and the location in which the record is to be retained.
Records Disposition Authorizations are the forms submitted to the State Public Records Board which contain the retention and disposition procedures for each series.

1. Following the inventory of an office's or department's records, a meeting should be called to discuss the proper retention periods for the records inventoried. The meeting should include the Records Manager, the Archivist, and the office or department head or his/her representative.
2. A retention schedule should be prepared by the office performing the inventory, and copies should be sent for approval to the Archivist, the Records Manager, the office or department head, and, preferaby, legal counsel for the University. The Archivist has the responsibility and authority to designate those records which shall be retained permanently in the Archives.
   a) The Archivist or Records Manager may recommend to the campus administration the establishment of a representative body to review records retention schedules and recommend records policy and procedural statements. This body should include, but not be limited to, the legal counsel, a business office represen-

tative, the Archivist, and the Records Manager. If this body is established, approval of retention schedules would require approval by all members of this review body.

3. Copies of the approved retention schedule will be filed in the offices of the Records Manager and the Archivist and in the office of origin.
4. The Records Manager will prepare from the approved retention schedule a Records Disposition Authorization and submit it to the State Public Records Board for approval as required by state law. The Records Manager and University Archivist must review, approve, and sign Disposition Authorizations before submission.
5. Records may not be destroyed until the Public Records Board approves the corresponding Records Disposition Authorization.
6. Review or revision of existing and approved retention schedules may be initiated by the Archivist, the Records Manager, or the office of origin, or at the direction of the Public Records Board. Revision of the schedule will follow the same procedures as the initial schedule.

F. Additional responsibilities of the Records Manager.
   1. Microfilming records as required by approved retention schedules.
   2. Destroying records as required by approved retention schedules.
   3. Retaining inactive records in the Records Center as required by approved retention schedules, if such a facility for inactive records storage exists or is created.
   4. Maintaining control and providing reference service on records stored in the Records Center.
   5. Acting in an advisory capacity on records-related problems.

G. Additional responsibilities of the Archivist.
   1. Obtaining a duplicate of all microfilm or other duplication of records where the hard copy is to be destroyed and the duplicate is to be retained for a period of more than ten years.
   2. Transferring materials to the Archives according to approved retention schedules.

3. Collecting and processing University issuances.
4. Maintaining control and providing reference on materials in the Archives.
5. Collecting records and papers relating to the University that are not official public records, but do have historical and research value.
6. Acting in an advisory capacity on records-related problems.

V. SPECIAL COLLECTIONS MANAGEMENT

Consistent with the Area Research Center agreements between the State Historical Society of Wisconsin and each of the Universities in the UW-System, individual Archives may develop special collections which, while not technically University Archives, supplement and add a unique dimension to existing official records. Special collections may include artifacts, maps, photographs, oral history interviews and other materials which may add to the overall effectiveness of the archival collection.

A. In creating special collections, the Archives should utilize all applicable guidelines for collection and appraisal as outlined in Section III-A of this statement.

B. Specific guidelines for the management of special collections should be developed by individual Archives. These guidelines should reflect the size, nature, scope, and use of the respective collections and the special handling they may require. The specific guidelines developed by individual Archives should be consistent with the following standards:

1. Special collections should be developed so that they support archival collections and are consistent with the collection policy of the Archives. They should reflect the core mission of the University Archives.
2. Special collections should be indexed in a card file or in some other accessible printed finding aid. They should be identified or described in such a manner that they can be easily used by patrons.
   a) Artifacts should be identified and dated. Their significance within the University Archives collection should be clearly described in some printed form.
   b) Maps should be identified and dated.

c) Photographs should be identified and dated as closely as possible. Identification should include individuals, buildings or landmarks and events illustrated in the image.

d) Oral history tapes should indicate the date or dates of taping and the names of all individuals participating in the interview. Tapes should be accompanied by a transcript, abstract or index that will aid the researcher in using the interview.

VI. PERSONNEL

A. Staff Positions

1. Each institution must have one full-time professional Archivist to direct archival operations including the University Archives and the Area Research Center.
2. The University Archives must have sufficient staff to meet the following standards of minimally adequate performance:
   a) For at least forty hours per week, an attendant (classified staff, graduate assistant(s), or experienced student assistant(s), etc.) should be available to supervise researchers in the reading room and assist them in using finding aids.
   b) For at least twenty hours per week, an Archivist should be available to give professional assistance to researchers.
   c) Sufficient processing staff to:
      1) Process (destroy or weed) the equivalent of one year's annual accumulation of records each year.
      2) In addition, process each year at least 10% of any backlog of unprocessed records existing at the time the Archives was established on the basis of these standards.
   d) Perform other duties prescribed for an Archives in these standards.
3. It is recommended that each established Archives have access to clerical services. Personnel needs in this area will vary with the institution, and in some cases a full-time clerical position may be advisable.

B. Qualifications
   1. At a minimum, the professional position(s) must have a bachelor's degree, preferably with a major in history or the humanities area, two years archival experience or demonstrated capability in archival or records management work, and archival training. A Master's degree or equivalency in graduate course work may be substituted for experience.
   2. Part-time staff should also possess educational backgrounds in the humanities, a sensitivity toward records, and a recognition of the various functions and values they have within the institution.

C. Grounds for Staff Increases and Role of Archives Council
   1. If Archives work increases significantly in any one or more of the following areas and increases are maintained over a two-year period, staff increases are justified:
      a) Number of reference requests and/or daily registrations.
      b) Volume of accessions.
      c) Number of requests from campus departments for records management assistance (records inventory, analysis, and scheduling).
   2. Role of University Archives Council
      a) The Archives Council will appoint a committee to review the personnel needs of a University Archives and to make recommendations, if requested in writing to do so by the University Archivist and administrative officer who must approve new positions.
      b) The Archives Council will develop and recommend specific guidelines for determining the need for staff increases.

VII. FACILITIES AND EQUIPMENT

Although the space requirements and facilities will vary from campus to campus with the size of the institution and the development of the Archives program, the following facilities and equipment are minimal requirements for the proper functioning of the Archives:

A. A reading room for researchers where access and use may be supervised and restricted. It should:

1. be easily accessible to the stacks.
2. be able to accommodate at least ten users.
3. be well lighted and furnished with flat-top desks or tables.
4. It should also contain:
   a) The card catalog and guides.
   b) A desk and chair for supervisory personnel.
   c) Preferably, an area for checking book bags, briefcases, and coats.

B. A stack area where access can be limited to Archives personnel. The size of the stack area will be determined by the present size of holdings and the volume of annual accessions. However, at a minimum, it should provide for 500 linear feet of shelving.
   1. Preferably, the shelving should be metal with twelve or fifteen inch adjustable metal shelves.
   2. If fluorescent lighting is used in the stack area it should be covered with filter screens.
   3. The Archives should be equipped with a fire extinguisher and located in a fire-resistant or fire-proof building.
   4. Preferably the stack area should be equipped with a heat and smoke detector and should be protected by a security alarm system.
   5. All Archives areas should be provided with locks.
   6. Special storage equipment for oversize items such as large photographs, maps, and blueprints should be provided, along with filing cabinets both legal and letter size.
   7. Temperature and humidity conditions should be maintained as constant as possible. Since most University Archives store many different types of material together, each with different optimum storage conditions, it will be impossible to provide the optimum storage for all material. However, the following ranges are suggested:

Temperature	60°-70°F
Relative Humidity	40%-50%

C. An area physically separated from the reading room and stack area, but easily accessible to both, should be provided for the processing of unorganized collections. A regular office can serve this function. It should be provided with shelving,

a large, flat table, a chair, and enough space for storing supplies used in processing.

D. Additional Supplies and Equipment
   1. Acid-free covered document cases.
   2. File folders (both legal and letter size), preferably low-acid.
   3. Records storage or transfer cartons.
   4. Catalog cards.
   5. Two typewriters.
   6. Clerical supplies.

VIII. SUPPORTING SERVICES

The following supporting services or equipment are required for proper function of a University Archives:

A. A dry process copying machine or easy access to copying facilities.
B. Easy access to a microfilm reader.
C. Easy access to an audio-tape playback facility.
D. Access on-campus to photo and sound duplicating facilities.
E. Access to microfilming and processing facilities or services.
F. Access to preservation facilities or services, especially fumigation and document repair.

West Room Stack at the UW-Parkside Archives