

Archival Issues



Journal of the

Midwest Archives Conference

Volume 25, Numbers 1 and 2, 2000

CONTENTS

*Re-membering the Future: Organizational Change,
Technology, and the Role of the Archivist*

Chauncey Bell

*Selling the College and University Archives:
Current Outreach Perspectives*

Tamar G. Chute

*By Fair Means If You Can: A Case Study of Raising
Private Monies to Support Archival Programs*

Herbert J. Hartsook

*Words and Music: Understanding the Value of Textual
Content on Commercial Sound Recording Labels*

Robert Pruter

**** INCLUDING ****

*Four of the best articles from our first 25 years
and, of course, current Publication Reviews*



Archival Issues

Journal of the Midwest Archives Conference

Volume 25, Numbers 1 and 2, 2000

CONTENTS

Re-membering the Future: Organizational Change, Technology, and the Role of the Archivist

Chauncey Bell 11

Selling the College and University Archives: Current Outreach Perspectives

Tamar G. Chute 33

By Fair Means If You Can: A Case Study of Raising Private Monies to Support Archival Programs

Herbert J. Hartsook 49

Words and Music: Understanding the Value of Textual Content on Commercial Sound Recording Labels

Robert Pruter 57

FOUR OF THE BEST FROM OUR FIRST 25 YEARS

The Shame of the Cities: Public Records of the Metropolis

Sam Bass Warner, Jr. 71

Understanding and Using Early Nineteenth Century Account Books

Christopher Densmore 77

Buying Quarter Inch Holes: Public Support Through Results

Elsie T. Freeman 91

The FBI Records Appraisal

James Gregory Bradsher 101

PUBLICATION REVIEWS

Closing an Era: Historical Perspectives on Modern Archives and Records Management
reviewed by Stephen G. McShane 119

American Archival Studies: Readings in Theory and Practice
reviewed by Brian A. Williams 123

EDITORIAL POLICY

Archival Issues, a semiannual journal published by the Midwest Archives Conference since 1975, is concerned with the issues and problems confronting the contemporary archivist. The Editorial Board welcomes submissions relating to current archival practice and theory, to archival history, and to aspects of related professions of interest to archivists (such as records management and conservation management). We encourage diversity among topics and points of view. We will consider for publication submissions of a wide range of materials, including research articles, case studies, review essays, proceedings of seminars, and opinion pieces.

Manuscripts are blind reviewed by the Editorial Board; its decisions concerning submissions are final. Decisions on manuscripts will generally be made within 10 weeks of submission, and will include a summary of reviewers' comments. The Editorial Board uses the current edition of *The Chicago Manual of Style* as the standard for style, including endnote format.

Please send manuscripts (and inquiries) to Board Chair Mark Greene. Submissions are accepted as hard copy (double spaced, including endnotes; 1-inch margins; 10-point or larger type), or electronically (Microsoft Word, WordPerfect, or .rtf files) via 3 ½" diskette or as an E-mail attachment.

Publication Reviews

Archival Issues reviews books, proceedings, Web publications, and other materials of direct relevance or interest to archival practitioners. Publishers should send review copies to Publication Reviews Editor Kevin Proffitt. Please direct suggestions for books, proceedings, Web publications, and other materials for review, and offers to review publications, to the Publication Reviews Editor.

Subscriptions

Subscriptions to *Archival Issues* are a part of membership in the Midwest Archives Conference; there is no separate subscription-only rate. Membership, which also includes four issues of *MAC Newsletter* and reduced registration fees for MAC's two yearly meetings, are \$30 per year for individuals and \$60 per year for institutions. Members outside of North America may elect to have the journal and newsletter mailed first class rather than bulk mail, at additional cost.

Single issues of the journal are available at \$15, plus \$1 shipping and handling.

Please direct inquiries regarding membership and purchase of journal copies to MAC Secretary Menzi Behrnd-Klodt, Klodt and Associates, 7422 Longmeadow Road, Madison, WI 53717. Phone: 608-827-5727; E-mail: menzi.behrnd-klodt@pleasantco.com.

Advertising

Display advertisements in black ink are accepted at the following rates: full page, \$250; ½ page, \$150; ¼ page, \$75; 1/8 page, \$50. These rates are discounted 20 percent for a one-volume (two-issue) commitment. Ads supplied as E-mail or on disk are preferred; camera-ready black and white acceptable. No bleed pages.

Archival Issues is pleased to consider exchange ads with other archival publications and with publications of other organizations that may be of interest to our readers.

Awards

Margaret Cross Norton Award

A panel of three archivists independent of the journal's Editorial Board presents the Margaret Cross Norton Award in odd-numbered years (alternating with the New Author Award). The Norton Award recognizes the author of what is judged to be the best article in the previous two years of *Archival Issues*. The award was established in 1985 to honor Margaret Cross Norton, a legendary pioneer in the American archival profession and the first state archivist of Illinois. The award consists of a certificate and \$250.

Cowinners were selected for volumes 23 and 24. Francis Blouin was recognized for his article "Archivists, Mediation, and Constructs of Social Memory," 24:2, 101–112. Blouin's thoughtful and intellectually engaging article states that the role of archives in the formation of social memory is an area of study with wider practical reaches than that of a purely academic exercise. Blouin's article suggests that the study of archives and the representations of history within them bring the question of the integrity of archives to the forefront. The idea that archivists may play more than a completely objective role in the formation of the historical record strikes directly at the core of our theories and practices of archival appraisal and accountability. By opening this discussion, Blouin opens the possibility for archivists in collections of every size and specialization to carefully consider the larger issues implicit in each collection-related decision that we make.

The other winner of the Margaret Cross Norton Award is Philip C. Bantin for his article "Strategies for Managing Electronic Records: A New Archival Paradigm? An Affirmation of Our Archival Traditions?" 23:1, 17–34. Our colleagues who develop theoretical solutions for profound problems that face us in fulfilling our professional mandates often challenge us to rethink previously held convictions or develop practical solutions. In recent years, nowhere has this been more apparent than the complex issues facing electronic records. For many in our profession, the very subject "electronic records" seems to be a Promethean task introduced by cruel gods to haunt our dreams and impede our progress. Rarely are archivists presented with such a clear synopsis of the theoretical framework, an analysis of the crucial issues, and a series of practical suggestions as in Phil Bantin's article.

New Author Award

A panel of three archivists independent of the journal's Editorial Board presents the New Author award in even-numbered years (alternating with the Margaret Cross Norton Award) for articles appearing in a two-year (four-issue) cycle of the journal. The award was instituted in 1993 to recognize superior writing by previously unpublished archivists, and may be awarded to practicing archivists who have not had article-length writings published in professional journals or to students in an archival education program. Up to two awards may be presented in a single cycle. The award consists of a certificate and \$250.

For volumes 23 and 24, the New Author Award winner was Mark Shelstad for his article, "Switching the Vacuum into Reverse: A Case Study of Retrospective Conversion As Collection Management," 23:2, 135-153. The article discusses in detail the situation at the American Heritage Center at the University of Wyoming as it undertook the retrospective conversion of the collections finding aids to electronic format. The project, as is typical of such endeavors, became more than retrospective conversion: it became a massive reappraisal, documentation, and deaccessioning project. The article includes extensive tables on the time required to revise a collection as well as a detailed discussion of the methodology used. It is a well-written and well-documented article on potential problems almost any repository might face when doing retrospective conversion and how one institution responded to these challenges.

THE EDITORIAL BOARD

Mark Greene (2000–2002)

Chair

Henry Ford Museum & Greenfield Village

P.O. Box 1970

Dearborn, MI 48121-1970

Phone: 313-982-6075

Fax: 313-982-6244

E-mail: MarkGr@hfmgv.org

Steve Gietschier (1999–2002)

The Sporting News

10176 Corporate Square Drive, Suite 200

St. Louis, MO 63132

Phone: 314-993-7787

Fax: 314-997-0765

E-mail: sgietsch@sportingnews.com

Alexandra Gressitt (1999–2002)

The Library of Virginia

800 East Broad Street

Richmond, VA 23219-8000

Phone: 804-692-3635

Fax: 804-692-3556

E-mail: AGressitt@lva.lib.va.us

Todd J. Daniels-Howell (2001–2003)

University Library

Indiana University Purdue

University–Indianapolis

755 W. Michigan Street

Indianapolis, IN 46202-5195

Phone: 317-274-0466

Fax: 317-278-2331

E-mail: tjdaniel@iupui.edu

Randall C. Jimerson (1999–2002)

Western Washington University

Bellingham, WA 98225-9056

Phone: 360-650-3139

Fax: 360-650-7789

E-mail: Rand.Jimerson@wwu.edu

Kevin Proffitt (1998–2001)

Jacob Rader Marcus Center of the

American Jewish Archives

3101 Clifton Avenue

Cincinnati, OH 45220

Phone: 513-221-7444, ext. 304

Fax: 513-221-7812

E-mail: kproffitt@cn.huc.edu

Margery N. Sly (2001–2003)

Department of History

Presbyterian Church USA

425 Lombard Street

Philadelphia, PA 19147-1516

Phone: 215-928-3896

Fax: 215-627-0509

E-mail: mslyare@hslc.org



A Few Words from the Editorial Board on This Special Issue

Welcome to the Special 25th Anniversary Double Issue of *Archival Issues*, which began life in 1976 as *Midwestern Archivist*. On behalf of the Editorial Board, I am pleased to present in this volume a mix of old and new, a celebration of our past and present.

Because our journal has never devoted space to editorial musings, I will give little space here to ruminations about the evolution of our publication. Besides, I could not hope to do better than then Editorial Board Chair Joel Wurl, in “*Archival Issues*: past, present and future,” *American Archivist* 57 (spring 1994): 304–308. In that article, Joel summarizes the history and character of *Archival Issues*. The only significant change since that piece has been a conscious effort to broaden the geographic representation of the Editorial Board to more accurately reflect that, while the journal is published by the Midwest Archives Conference, it represents the research, practice, and opinions of archivists across the nation (and, yes, Canada, too—even Australia).

The first four articles in this volume were not specially selected to represent our twenty-fifth year; as is true for all of our numbers in recent memory, we publish articles in the order in which they complete the editorial process. And I hope we can be excused for believing that our “regular” articles are good enough for a special issue. (In any event, as a Midwestern-born journal, “good enough” is about as much as we are allowed to brag about anything.) These articles represent a traditional *Archival Issues* mix of the theoretical and practical, from archivists across the country and—not a tradition, exactly, but not too unusual, either, for us—from someone looking at our profession from the outside.

The final four articles in the volume were selected specifically to represent some of the best of the journal’s first 25 years. The Editorial Board looked for articles that stood up well over time—that, indeed, were as much worth reading now as they were when they were first published—and that also represented our tradition of diversity of topics and styles. The one other criterion was that the articles have not been reprinted previously. So, if your favorites aren’t here, they may already be in *A Modern Archives Reader: Basic Readings on Archival Theory and Practice* or in *American Archival Studies: Readings in Theory and Practice*. Of course, your favorites may also have been among the other articles we considered and/or among the dozen or more articles from the journal currently found on the reading lists of graduate archival education courses.

In the event, the four articles reprinted here were not revised, though clear typographical errors were corrected (we did not always have the services of a professional proofreader as we do now) and a very few explanatory comments have been inserted in brackets. We even included the original "About the Author" so that you can see who they were then and we added updates describing who they are now. We invited the authors to contribute new forewords to their articles, and three did so. We are particularly pleased to be able to bring these articles back for a curtain call, and proud that the journal has sustained such a high level of quality over its entire 25 years.

Finally, I hope you noticed that our cover has been revamped in recognition of MAC's new logo and the journal's anniversary. For that we thank Aleda Downs, our incomparable production editor, who has also helped us make the journal look as good as its content. And we also thank Darlene Brill, our tenacious proofreader, for ensuring that current issues have fewer errors and more stylistic consistency than our earlier ones. I would like to thank the current and all past Editorial Boards for being so willing and able to assist authors in polishing their drafts for publication (listed roughly in the order each first joined the board):

J. Frank Cook	Gordon Hendrickson
Nicholas Burckel	Linda Evans
Kenneth Duckett	David Haury
John Fleckner	Nancy Bartlett
Holly Hall	Peter Gottlieb
Timothy Walch	Paul Eisloeffel
Charles Elston	Saundra Taylor
Toby Fishbein Kemp	Sheryl Williams
Warner Pflug	Kevin Proffitt
Patrick Quinn	Steve Gietschier
Frank Mackaman	Alexandra Gressitt
Karen Benedict	Rand Jimerson
Timothy Ericson	Todd Daniels-Howell
Mary Janzen	Margery Sly
Marion Matters	

And I hope I will be permitted to single out the past Editorial Board Chairs for recognition:

Mary Lynn Ritzenthaler, volumes 1–3

Lydia Lucas, volumes 4–5

Anne Diffendal, volumes 6–7

Dave Klaassen, volumes 8–10

Anne Kenne, volumes 11–12:1

Nancy Lankford, volumes 12:2–14:1

Frank Boles, volumes 14:2–16

Joel Wurl, volumes 17–18:1

Ann Bowers, volumes 18:2–19:1

Dennis Meissner, volumes 19:2–23

But most importantly, we all—current and past Editorial Boards alike—owe our deepest debt to the archivists and nonarchivists who were willing to take a chance and submit papers for publication, willing to put in that extra bit of work to revise articles to meet the Boards' standards. Without the authors there is no journal. And, of course, without readers there is no reason for a journal. It is to everyone and anyone who reads *Archival Issues* that we would like to dedicate this anniversary issue.

Mark A. Greene
Editorial Board Chair

