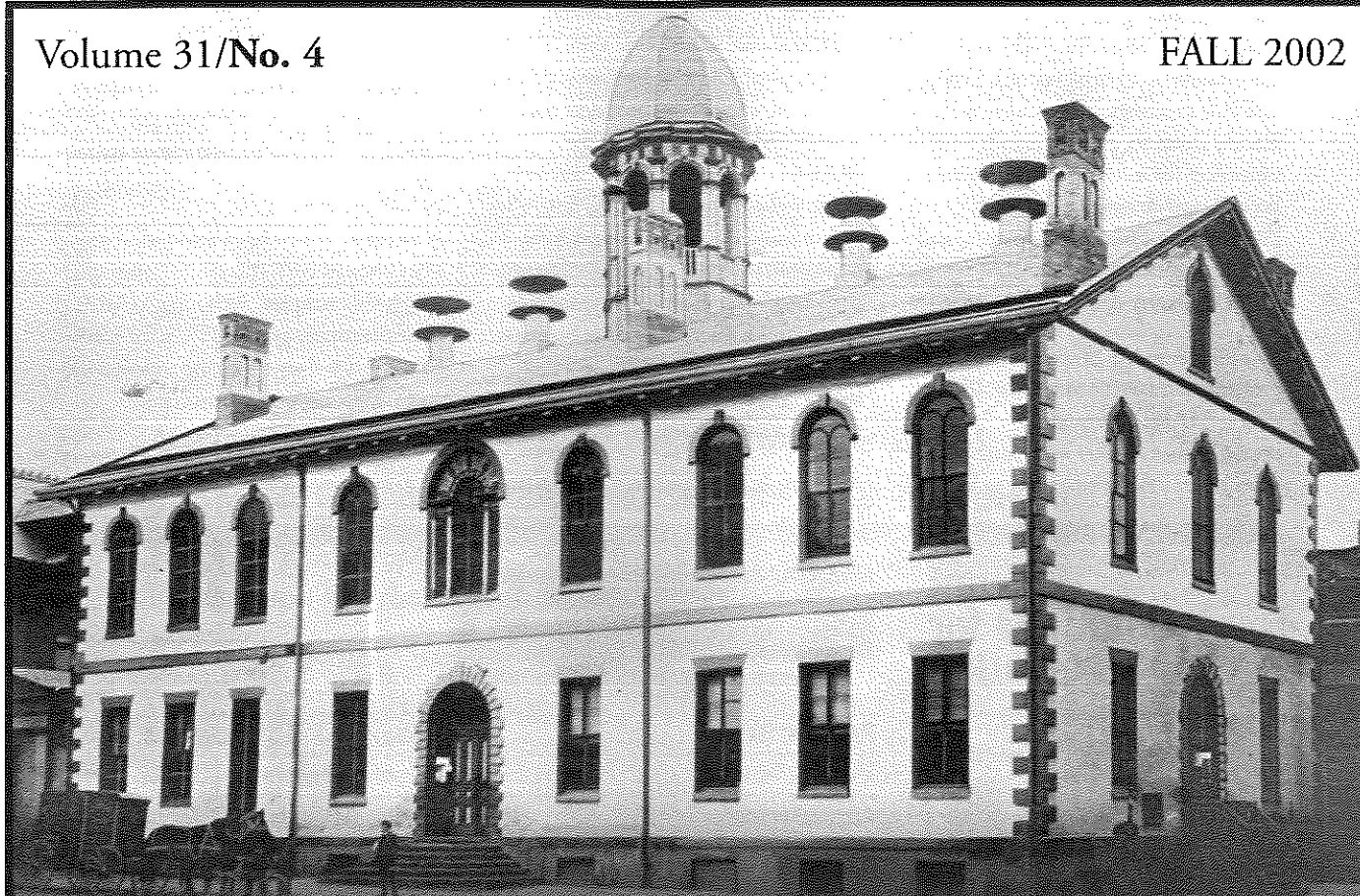


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Plan for Poughkeepsie

- ☞ *MARAC and NEA joint fall meeting*
- ☞ *Proposed change in MARAC constitution*
- ☞ *Missed Towson? Spring meeting session abstracts*
- ☞ *MAI scholarship winners report*

Book Review: *Sample Forms for Archival & Records Management Programs*

Sample Forms for Archival & Records Management Programs. Lenexa, KS: ARMA International; Chicago, IL: Society of American Archivists, 2002. ISBN 1-931786-00-3. 264p. + CD-ROM. Softcover. List \$40; SAA and ARMA members, \$28.

For all of the small, medium, and large archives, historical societies, and libraries that need to develop or redesign their forms, the Society of American Archivists (SAA) and the Association of Records Managers and Administrators (ARMA) have collaborated to produce a multimedia compilation of 186 sample forms and policies.

Forms are organized into two groups, yellow-tabbed Records Management (97), and green-tabbed Archives (89), and arranged in logical order from record creation to final disposition. Each section contains a description of the function of the process and how the forms are used. Additional forms that do not neatly fall into the life cycle of the record include those for licensing,

loans, permission to publish, and several covering oral histories, among others. In many cases, there are two or more samples from which to choose. The only topic not covered is a checklist for digital projects.

By stripping institutional identification from the forms, the compilers provide generic, standard documents that can be photocopied and used right out of the book. The pages come perforated so they can be removed for mass duplication. But the best feature is the accompanying CD-ROM which offers the forms in three formats: PDF (portable document file), RTF (rich text format), and Microsoft Word 97 (compatible with Windows 95, 97, 2000, NT, and Macintosh).

The CD-ROM includes button links to the introduction, table of contents, acknowledgments, caveats and how to use the forms, CD-ROM help topics, copyright statement, information about ARMA and SAA, and the "search this CD-ROM" feature. The

CD-ROM Help screens provide clear and concise instructions on how best to use the search function for maximum usable results.

While the CD-ROM forms are "read-only," the RTF and Word versions can be saved onto a local drive and edited for customization by unlocking to edit and relocking before entering data. The user tabs over pre-printed text to fill in the blanks online then prints the completed document or saves it to the hard drive.

ARMA and SAA have provided a useful manual that can benefit any repository faced with creating new forms. From a one-person low-tech shop that can photocopy the forms from the book to the computer-dependent archives that will save all its forms online, *Sample Forms* offers a variety of ways to access the forms. They have included just about any form you might need in a well-organized book.

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Passings

Maryland's local history community suffered a great loss on April 14, 2002 with the death of Anita L. Cushing. Anita, who died at the age of 93, was the Howard County Historical Society's first librarian. She served in that position for over 25 years, from 1963 until 1988. During that period she established many of the library's systems, handled all correspondence, and served as outreach liaison. Anita, not a trained librarian or archivist, went out of her way to research her decisions in order to adhere to professional standards as best she could. Her actions resulted in the excellent collection the Society now holds. In 1989, when the Society decided to hire a library director, Anita, who was at that time 80, declined the position. However, she stayed on as Assistant Librarian until her declining health forced her retirement at the age of 91. It was to Anita's great credit that she encouraged the hiring of professional staff and supported the new staff to the utmost, serving as both a friend

and mentor. From 1991 to 1999 she gave over 3000 hours to the HCHS Library, a part time organization. Anita was also a charter member of the Society, a dedicated board member, served as treasurer, and for many years was the guiding force behind the Society's very popular Candlelight House Tour. During the 1940s and 1950s, Anita also wrote a regular column for the *Christian Science Monitor* in which she discussed her life in Ellicott City, a very rural community, during the mid-twentieth century. Selected copies of these articles can be found in the HCHS book collection.

Charlotte Ashby, 82, passed away August 3, 2002, in Coltons Point, St. Mary's County, MD. She was a graduate of Woodrow Wilson Teachers College and served two years in the US Marine Corps. She worked as a high school teacher and as an archivist for the National Archives. When the St. Mary's Archives was founded in 1988, she was an important key advisor. (See *The Enterprise*, St. Mary's County newspaper, August 7, 2002, p. A-10).