

Managing Historical Records Programs: A Guide for Historical Agencies, by Bruce W. Dearstyne. Walnut Creek, CA: AltaMira Press for the American Association for State and Local History, 2000. xvi, 270 pp. Tables, notes, appendixes, index. \$62.00 cloth, \$24.95 paper.

Reviewer Gordon O. Hendrickson has served as Iowa's State Archivist and coordinator for the Iowa Historical Records Advisory Board since 1987.

Leaders of Iowa's historical and genealogical societies have been searching for a solid introduction to the management and administration of historical documentary collections. To help address that need, the Iowa Historical Records Advisory Board (IHRAB) recently created a series of brochures to assist local organizations in managing their documentary collections. Now Bruce Dearstyne has provided a book-length overview of historical records repository management and administration.

The ten chapters of Dearstyne's book cover the basics of documentary collections administration—collection development, arrangement and description; public service; and preservation—all presented within the context of the broader concerns of local historical agencies. This volume also provides an introduction to issues of electronic records and discusses the future of historical repositories. The discussions are straightforward, clear statements of the issues, and the volume includes a review checklist for evaluating local programs. In addition, twelve appendixes provide specific tools for repository managers. Examples of program plans, collection descriptions, deeds of gifts, self-studies, and similar administrative tools will be of considerable help to any organization as it develops and improves its documentary collections program.

This small volume is a welcome addition to the literature available to managers of historical repositories in Iowa and elsewhere. It summarizes the basic concepts of archival care for those who implement records programs in small, often volunteer local repositories. This book will be useful for staff in those repositories.

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