

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO

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SANTA BARBARA • SANTA CRUZ

The Library
257 Medical Sciences Bldg.

SAN FRANCISCO, CALIFORNIA 94143

November 20, 1987

TO: Participants and interested parties--S.F. AIDS Archives
planning seminar of 11/18/87

FROM: David Bishop, University Librarian, UCSF

Re: Follow-up meetings.

The planning seminar concluded on Nov. 18 with an "action group" made up of participants who remained after lunch (and who are noted on the enclosed lists). This memorandum is a brief account of that group's decisions, and a call for further meetings. (A synopsis of the findings of the four study groups from the morning sessions will be mailed later.)

The afternoon group felt a sense of urgency in putting the day's ideas into action. They therefore constituted themselves as an informal AIDS HISTORY PROJECT. Among the urgent priorities noted were the need to institute an oral history program to record the beginnings and development of the community responses to the AIDS epidemic, and to start an awareness campaign for target groups/individuals to retain archival records. To this end, it was felt that an organizational meeting was needed in the near future, as well as one to clarify the issues involved in the archives awareness campaign.

This is an AIDS HISTORY PROJECT meeting call, therefore, for:

- 1) Organizational meeting
Wed., Jan. 13, 1988. 6 PM
S.F. Aids Foundation, 3rd Floor, 25 Van Ness Ave., S.F.
- 2) Archives awareness meeting
Sat., Feb. 6th, 1988 1 PM
3823 17th St., S.F. (Bill Walker's residence).

All interested persons are welcome.

DB:va
encl: distribution list

AIDS HISTORY PROJECT

Preliminary mailing list 11/20/87

Participants in Nov. 18, 1987 Archives Planning Seminar at UCSF Laurel Heights

AIDS Emergency Fund 1550 California St. S.F., 94109 (Adolfo Mata)	San Francisco Dept. of Public Health The AIDS Office 1111 Market St., 3rd & 4th flrs. S.F., 94103 (George Rutherford, MD, Med. Dir. of AIDS)
BALIF AIDS Legal Referral Panel 1663 Mission St., #400 S.F., 94103 (Clint Hackenberry)	San Francisco State University 1600 Holloway Ave. S.F., 94132 * (Helene Whitson, Spec. Col., Library) * (Lynn Bonfield, Labor Archives, Sutro Library) * (Karen Lewis)
Bay Area Physicians for Human Rights P. O. Box 14546 S.F., 94114 * (Pierre Ludington, MD)	Shanti Project 525 Howard Street S.F., 94105 (Brian Smith)
Black Coalition on AIDS c/o Amanda Houston-Hamilton, DMH, Chair 1988 Bush St. S.F., 94115 (Amanda Houston-Hamilton, DMH)	Stop AIDS Project 4111 18th St., Suite #3 S.F., 94114 (Steve Abbott)
Documentation of AIDS Issues & Research (DAIR) 2336 Market St., #33 S.F. 94114 * (Michael Flanagan, President) * (Donald Gorman, Past-President)	UCSF AIDS Clinical Research Center VAMC 141 (John Ziegler, MD, Director)
Hospice Programs, Visiting Nurses & Hospice of San Francisco 225 30th St. S.F., 94131 (Norma Satten, Dir. Fund Dev.)	UCSF AIDS Professional Education Project LPPI 1115 (annex) Box 34B (Harvey Bartnof, MD, Dir, APEP & Chief, AVERI) * (Heike Herrmann)
Project Inform 25 Taylor St., #618 S.F., 94102 (Bill Woods, Director)	UCSF Institute for Health Policy Studies-AIDS Resource Program Box 0936, UCSF (Pat Franks)
San Francisco AIDS Foundation P. O. Box 6182 S.F., 94101 * (Chuck Frutchey) [Unable to attend: Mitch Bart]	UCSF Library Box 0840, UCSF * (David Bishop, Univ. Librarian) * (Nancy Zinn, Univ. Archivist)
San Francisco Bay Area Gay & Lesbian Historical Society 3823 17th St. S.F., 94114 * (Bill Walker) * (Susan Goldstein)	UCSF Oral AIDS Center Box 0512, UCSF (Georgette Overby)

AIDS HISTORY PROJECT
Participants... (cont'd)

-2-

UCSF School of Medicine,
Dept. of History of the
Health Sciences
Box 0726, UCSF
* (Guenter Risse, MD, Chair)

UCSF School of Nursing
Box 0610
(Marylin Dodd, Ph.D-Curriculum)
(C. Angie Lewis, MSN-LPPI & FHCN
LPPI Box 12D)

University of San Francisco
650 Parker St.
S.F., 94118
(Father Kotlanger)

*participants in afternoon "action" session, 11/18/87.

Other interested parties

Bay View Hunters Point Multicultural
Alliance for the Prevention of
AIDS (MAPA)
6025 3rd St.
S.F., 94124
(Henri Norris, Project Director)

San Francisco General Hospital
Ward 5A
1001 Potrero Ave., SF 94110
(Alison Moed, RN)

Television Station KPIX, Channel 5
855 Battery St.
S.F., 94111
(Candy Myers)

UCSF AIDS Center
Box 0324, UCSF
(Harry Hollander, MD, Director)

UCSF AIDS Health Project
Box 0884, UCSF
(J. W. Dilly, MD, Director)
(Michael Helquist, Editor)

UCSF Library
Box 0840, UCSF
(Fran Kipnis, Cataloging Div.)

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SAN FRANCISCO, CALIFORNIA 94143

SAN FRANCISCO AIDS ARCHIVES - PLANNING SEMINAR

Chancellor's Room, UCSF Laurel Heights Campus
3333 California St., San Francisco
10 AM - 3 PM, Wed., Nov. 18, 1987

AGENDA

- 9:45 - 10:00 Coffee served
- 10:00 - 10:30 Welcome & introductions-- David Bishop, UCSF University Librarian
The significance of archives--Guenter B. Risse, MD, PhD,
Prof. & Chmn., History & Philosophy of Health Sciences, UCSF
What archives are, what archives do--Nancy W. Zinn,
Head, Special Collections, and University Archivist, UCSF
- 10:30 - 11:30 Working Groups:
- (A) How do we identify target groups? What categories of groups exist with probable documents for the AIDS Archives? What priorities should be assigned to which categories?
 - (B) How do we identify the types of records that need to be saved? What categories of records exist? What priorities shall be assigned to what categories?
 - (C) How do we identify what archival collections of AIDS-related records now exist? What should be the geographic limits of this project for both groups and collections? What other cooperative projects exist, and how should we interact with them?
 - (D) How should we go about setting up the San Francisco AIDS Archives program? What should be the program definition? What mechanisms can we use to get the program up and running? What sources of funding should we pursue, both for start-up and for continuing operation?
- 11:30 - 12:30 Reports of Working Groups with general discussion and augmentation of recommendations.
- 12:30 - 1:30 Lunch
- 1:30 - 3:00 Putting it all together--general session to arrive at a plan of action.

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SAN FRANCISCO, CALIFORNIA 94143

OCT 5 1987

October 2, 1987

You are invited to a

Planning Seminar

for

SAN FRANCISCO AIDS ARCHIVES

Where? Chancellor's Room
UCSF Laurel Heights Campus
333 California St., San Francisco

When? 10 AM - 3 PM, Wed., Nov. 18, 1987 (Lunch included)

Why? (Comments on the need for San Francisco AIDS Archives,
and some planning considerations, are enclosed.)

Who? (A preliminary list of those invited is enclosed.)

Sponsors? The UCSF Library and the Dept. of the History of the
Health Sciences, UCSF School of Medicine

Please let us know whether or not you can attend (or would like to
send a representative) by Oct. 26, 1987.

Call: (415) 476-8293 (UCSF Library office).

An agenda, transportation information, etc. will be mailed at the end
of October.

SAN FRANCISCO AIDS ARCHIVES--Rationale and planning considerations

San Francisco is a national leader in combatting the AIDS epidemic. Social scientists and future historians have much to learn from the ways in which our community has responded to the challenge. To do so, they must have the records of our response. The collection of these records has yet to be planned; hence this initiative to plan collectively for the retention of records relating to the AIDS epidemic in San Francisco.

Some planning questions

1. What records are being created, and by whom? How do we find out? And how do we decide what types of records need to be retained? There are many types: scientific publications, media reports, governmental reports, voluntary agency records, information leaflets, medical records, etc. Some of these records are being kept; others may already have been disposed of. Which ones should we concentrate on preserving?
2. Who should act as the archives? A number of archive repositories and manuscript library collections already exist in institutions, and there are at least three voluntary archiving groups. The probable volume of records calls for a cooperative archive project, with different entities being responsible for subsets of the records. How would the subsets be defined? The archive locations chosen?
3. What about confidentiality of records? Archivists are used to dealing with records "séaled" until a specified future date. But the conflicting needs of access to information and the right to privacy need resolution. How do we go about drawing up legally acceptable guidelines?
4. How should we set up the AIDS Archives? With a project team to define a program and get start-up funding? Is grant funding possible (e.g., from the National Library of Medicine or the National Historic Publications & Records Commission--not from sources supporting AIDS research or health care)? Who should take the lead?

SAN FRANCISCO AIDS ARCHIVES PLANNING SEMINAR--UCSF Laurel Heights Campus
Nov. 18, 1987

List of Participants

AIDS Emergency Fund 1550 California St. S.F., 94109	San Francisco Dept. of Public Health The AIDS Office 1111 Market St., 3rd & 4th flrs. S.F., 94103
A - (Unnamed representative)	A - (George Rutherford, M.D., Med. Dir. of AIDS)
BALIF AIDS Legal Referral Panel 1663 Mission St., #400 S.F., 94103	B - (Robert Chen, M.D., Dir. of H, R & S)
B - (Clint Hackenberry or representative)	San Francisco State University 1600 Holloway Ave. S.F., 94132
Bay Area Physicians for Human Rights P. O. Box 14546 S.F., 94114	A - (Helene Whitson, Spec. Col., Library)
C - (Pierre Ludington, MD or representative)	B - (Lynn Bonfield, Labor Archives, Sutro Library)
	C - (Karen Lewis)
Bay View Hunters Point Multicultural Alliance for the Prevention of AIDS (MAPA) 6025 3rd St. S.F., 94124	Stop AIDS Project 4111 18th St., Suite #3 S.F. 94114
A - (Henri Norris, Project Director)	D - (Steve Abbott)
Documentation of AIDS Issues & Research (DAIR) 2336 Market St., #33 S.F., 94114	Television Station KPIX, Channel 5 855 Battery St. S.F. 94111
C - (Michael Flanagan, President)	B - (Candy Myers)
D - (Donald Gorman, Past-President)	UCSF AIDS Center Box 0324, UCSF
	B - (Harry Hollander, M.D., Director)
Hospice Programs, Visiting Nurses & Hospice of San Francisco 225 30th St. S.F., 94131	UCSF AIDS Clinical Research Center VAMC 141
B - (Norma Satten, Dir. Fund Dev.)	B - (John Ziegler, M.D., Director)
Project Inform 25 Taylor St., #618 S.F., 94102	UCSF AIDS Health Project Box 0884, UCSF
C - (Bill Woods, Director)	D - (J. W. Dilly, M.D., Director)
	C - (Michael Helquist, Editor)
San Francisco AIDS Foundation P. O. Box 6182 S.F., 94101	UCSF AIDS Professional Education Project LPPI 1115 (annex) Box 34B
D - (Mitch Bart)	A - (Harvey Bartnof, M.D., Dir. APEP & Chief, AVERI)
	B - (Heicke Hermann)
San Francisco Bay Area Gay & Lesbian Historical Society 3823 17th St. S.F., 94114	UCSF Institute for Health Policy Studies- AIDS Resource Program Box 0936, UCSF
C - (Bill Walker)	C - (Pat Franks)
D - (Susan Goldstein)	

UCSF Library
Box 0840, UCSF
(David Bishop, University Librarian)

D - (Nancy Zinn, University Archivist)

UCSF Oral AIDS Center
Box 0512, UCSF

A - (Georgette Overby)

UCSF School of Medicine,
Dept. of History of the Health
Sciences

Box 0726, UCSF
(Guenter Risse, M.D., Chair)

UCSF School of Nursing
Box 0610

B - (Marylin Dodd, Ph.D. - Curriculum)

A - (C. Angie Lewis, MSN - LPPI & FHCN
LPPI Box 12D)

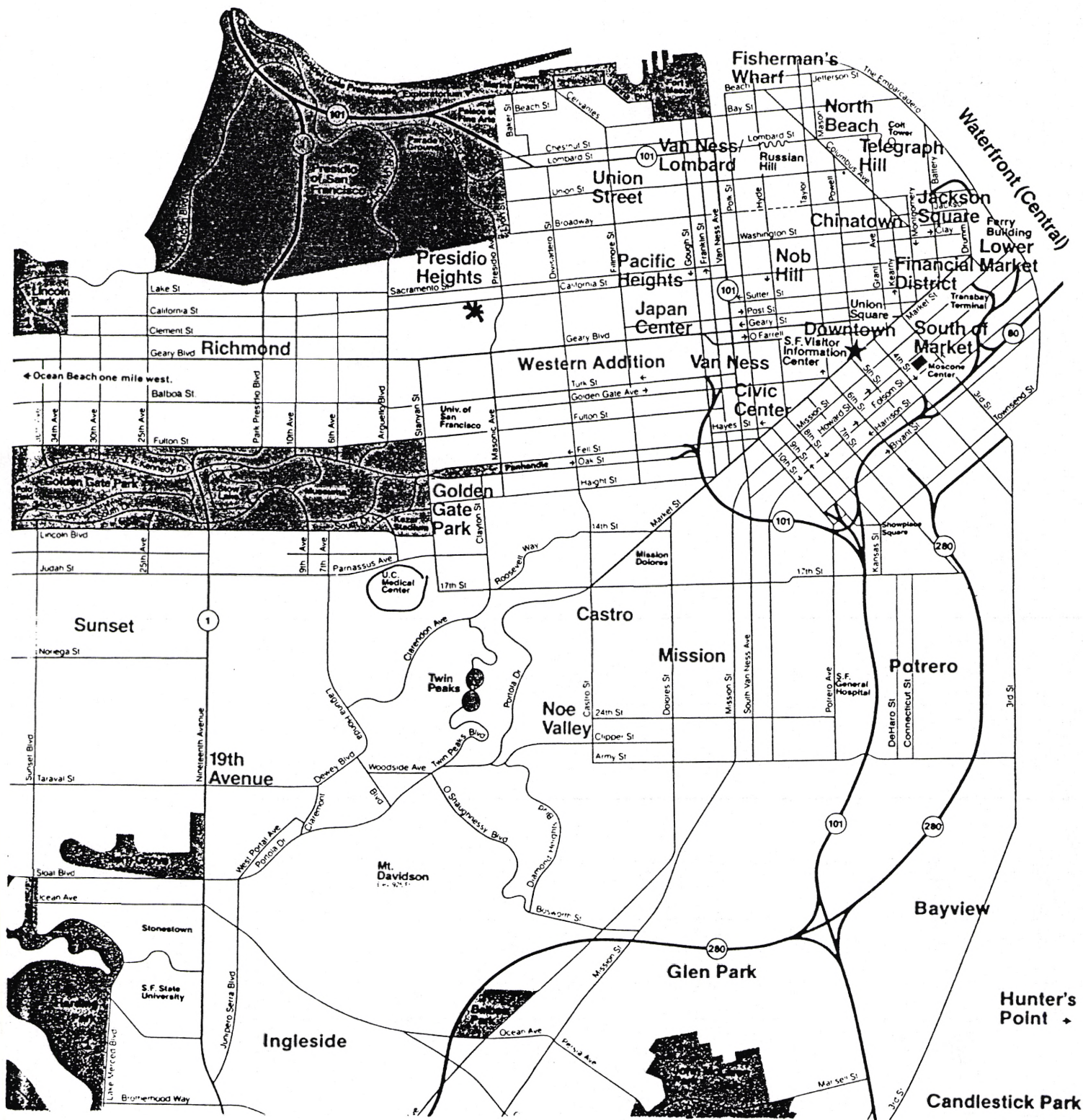
University of San Francisco
650 Parker St.
S.F., 94118

D - (Father Kotlanger)

Black Coalition on AIDS
c/o Amanda Houston-Hamilton, DMH, Chair
1988 Bush St.
S.F., 94115

A - (Amanda Houston-Hamilton, DMH, Chair)

C - (Joanne Edwards, Executive Director)

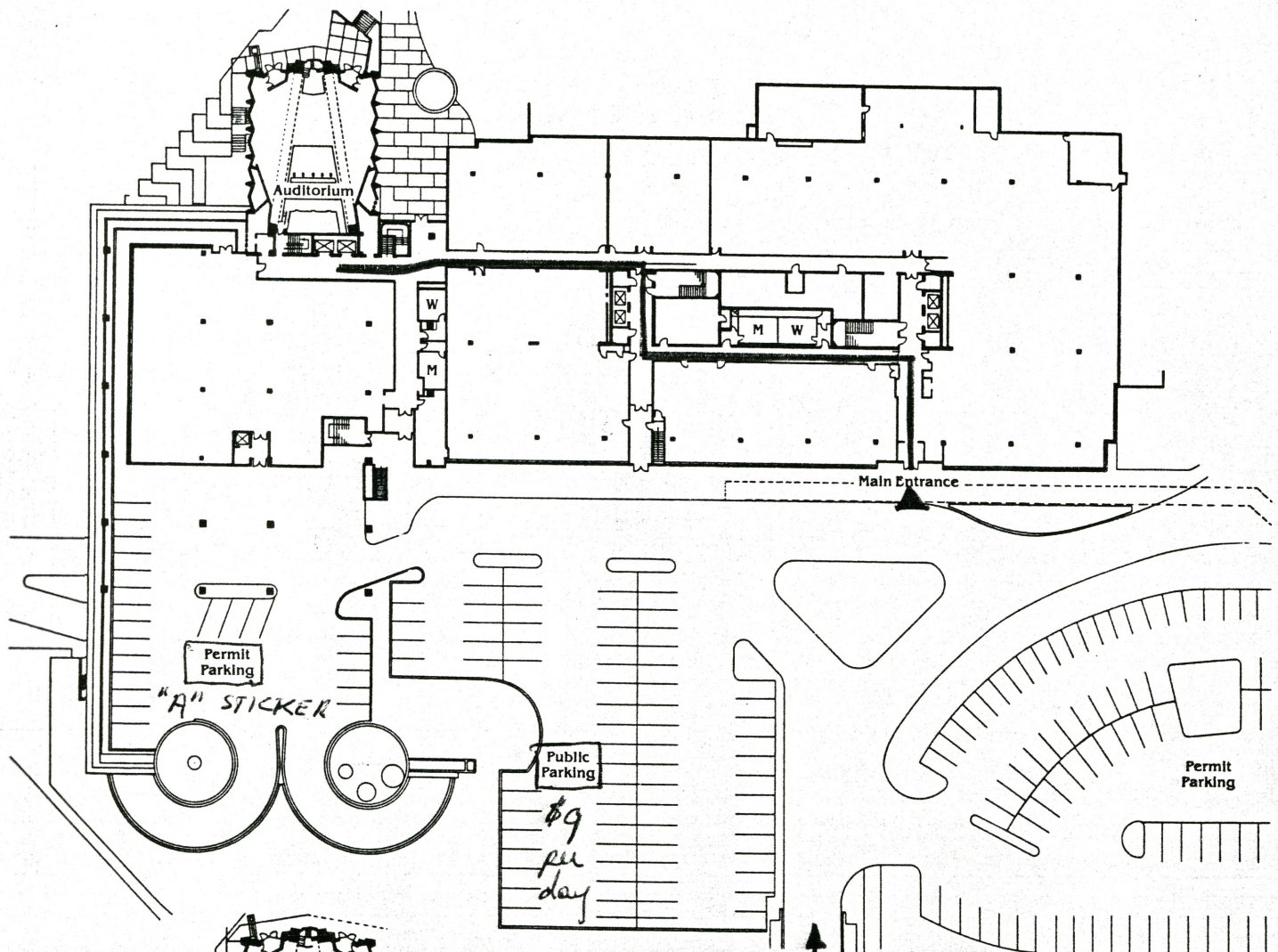


MAP OF SAN FRANCISCO

* PUBLIC TRANSPORTATION TO UCSF/LAUREL HEIGHTS

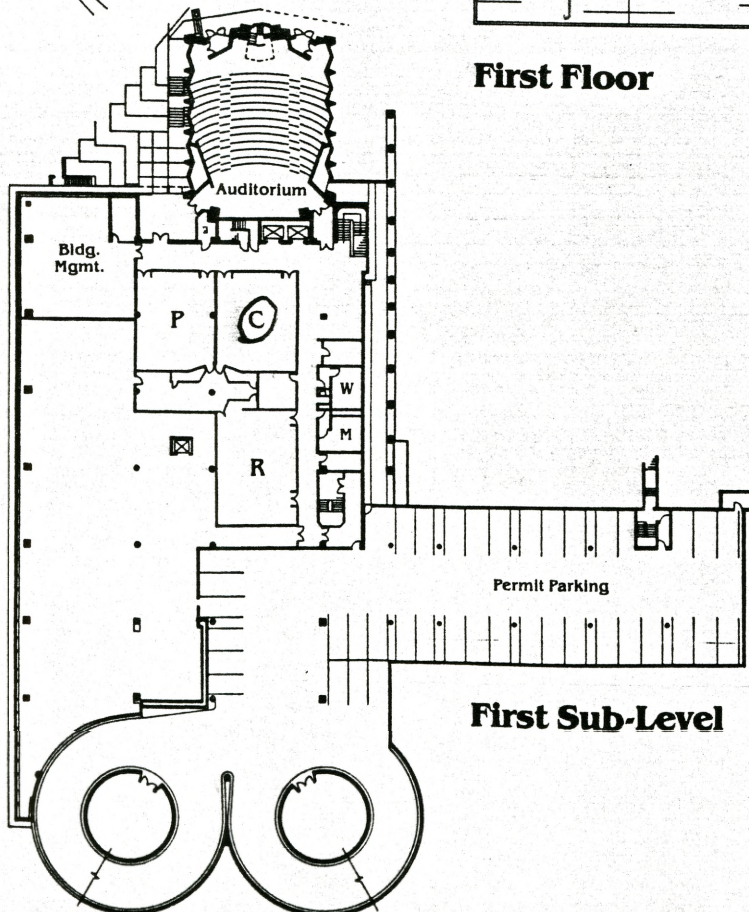
- 43 Masonic
- 1 California
- 4 Sutter
- 3 Jackson

UCSF — LAUREL HEIGHTS



First Floor

3333 California Street
San Francisco



First Sub-Level

Conference Center

- P = President's Room
- C = Chancellor's Room
- R = Regents Room

UCSF · LAUREL HEIGHTS

SHUTTLE -- TIMETABLE EFFECTIVE: SEPTEMBER 21, 1987

VIA: TURK STREET STUDENT RESIDENCE
(TSR) 3145 TURK ST./ARGUELLO

SHUTTLE	DEPART UCSF	ARRIVE TSR 10 LMTS (*)	DEPART LMTS	DEPART TSR (#)	SHUTTLE
B	---	---	---	7:40	B
A	7:40	(*)	8:00	8:03	A
B	8:00	(*)	8:20	8:23	B
A	8:20	(*)	8:40	8:43	A
B	8:40	(*)	9:00	9:03	B
A	9:00	(*)	9:20	9:23	A
B	9:20	(*)	9:40	9:43	B
A	10:00	(*)	10:20	10:23	A
B	10:20	(*)	10:40	10:43	B
A	10:40	(*)	11:00	11:03	A
B	11:00	(*)	11:20	11:23	B
A	11:20	(*)	11:40	11:43	A
B	11:40	(*)	12:00	12:03	B
A	12:00	(*)	12:20	12:23	A
B	12:20	(*)	12:40	12:43	B
A	12:40	(*)	1:00	1:03	A
B	1:00	(*)	1:20	1:23	B
A	1:20	(*)	1:40	1:43	A
B	1:40	(*)	2:00	2:03	B
A	2:00	(*)	2:20	2:23	A
B	2:20	(*)	2:40	2:43	B
A	2:40	(*)	3:00	3:03	A
B	3:20	(*)	3:40	3:43	B
A	3:40	(*)	4:00	4:03	A
B	4:00	(*)	4:20	4:23	B
A	4:20	(*)	4:40	4:43	A
B	4:40	(*)	5:00	5:03	B
A	5:00	(*)	5:20	5:23	A
B	5:20	(*)	5:40	5:43	B
A	5:40	(*)	6:00	6:03	A
B	6:00	(*)	6:20	6:23	B
A	6:20	(*)	6:40	6:43	A
B	6:40	(*)	7:00	7:03	B

At UCSF, the shuttle will depart from the UCSF shuttle stop at the corner of Third & Parnassus Ave. (in front of the motorcycle pkg. lot)

At TURK ST. RESIDENCE, the shuttle will drop off and pick up at the MUNI stop adjacent to the building. (*) Service from UCSF is by request only. (#) Printed departure times from Turk St. are approximate and dependent on travel time from Laurel Heights. IN ALL CASES--THIS SERVICE IS FOR STUDENT RESIDENTS ONLY--ALL PASSENGERS TO/FROM TURK STREET MUST PRESENT STUDENT/RESIDENT IDENTIFICATION.

At LAUREL HEIGHTS, the shuttle will drop off and pick up in front of the main entrance of the building.

There is limited seating available. The shuttles are 15-passenger vans with "UCSF-LAUREL HEIGHTS" lettering on the sides.

VEHICLES REFUELED AFTER LAST SHIFT

UCSF TRANSPORTATION SERVICES M.U. "B" LEVEL #18 (415) 476-1511

DIRECTIONS TO UCSF LAUREL HEIGHTS
3333 California Street
San Francisco, California

NORTHERN APPROACH

Drive south on US Highway 101 across Golden Gate Bridge and take Park Presidio to Lake Street. Make a right turn at Lake Street, go one-half block to 14th Avenue and make a left turn. Follow 14th Avenue for one block and make a left on to California Street. Follow California Street for approximately 18 blocks and make a right onto 3333 California Street.

SOUTHERN APPROACH

From the San Francisco International Airport, take US Highway 101 north to the Golden Gate Bridge exit. Follow Golden Gate Bridge signs to Franklin Street. Follow Franklin Street to California Street; make a left on California and follow California for approximately 14-1/2 blocks. Turn left onto 3333 California Street.

EASTERN APPROACH

Drive across the San Francisco-Oakland Bay Bridge, follow US Highway 101 north to Golden Gate Bridge exit. Follow Golden Gate Bridge signs to Franklin Street. Follow Franklin Street to California Street; make left on California Street and follow California for approximately 14-1/2 blocks. Turn left onto 3333 California Street.

FROM UCSF CAMPUS (PARNASSUS AVENUE)

Take Parnassus Avenue to Stanyan Street. Follow Stanyan to Oak Street, where you make a right turn. Follow Oak to Masonic Avenue; make a left turn on to Masonic. Follow Masonic to Bush Street; right on Bush Street for one block to Presidio. Left on Presidio for one block to California Street. Make a left on California Street; go one block to Walnut and turn left onto 3333 California Street.

SF AIDS ARCHIVES Planning Seminar
WORKING GROUP Guidelines

Group A

This group is to help identify target groups who can be expected to have records that deserve retention. Especially helpful will be the categorization of target groups, and what priorities for action should be assigned to them. For example, should voluntary support groups have the highest priority--and, among these, local groups rather than national groups--on the assumption that these records would be most at risk for being lost? Or should local governmental/institutional groups be targeted first, on the assumption that they might be able to find the resources to put their records in order and serve as models? Should the scientific community come last, on the assumption that many of their records will result in publication and hence be reached through library retrieval systems? (But what about professional education records in the scientific community? Working documents?)

Should equal priority be given to psychological and social support groups and health-care groups? What about health-education groups? Do categories matter--or should we concentrate instead in an ad hoc manner on those target entities which are most willing to undertake an archival program and are most in need of assistance?

Group B

This working group is to concentrate on the types of records that deserve archival retention--what categories of records exist, how we might go about identifying them, what priorities we should set. The range of record types is likely to be extensive. Obvious ones are administrative records of both voluntary and governmental agencies, informational and educational publications issued for public use, newspaper and press-release files, governmental reports. Less obvious are working files of researchers, personal journals or oral history accounts, video programs, professional curricular materials, legal briefs. There is also the thorny issue of medical records, tied in with privacy rights (which issue needs to be addressed). And in addition to print, audio, and video files there are electronic databases and data-banks which raise special problems of retention

It is obvious that not everything can or should be kept. What should be?

Group C

This working group needs to look at the boundaries of the proposed S.F. AIDS Archives program. In particular it needs to address the question of already-existing archival collections--formal or informal--to determine overlap and avoid conflict in parallel programs while we work toward cooperation. An allied question is the capability of each agency or institution to manage its own records in an archival manner, in both the short and long range. Can we count on voluntary cooperation?

Group C (cont'd)

Basic to these deliberations are the geographic boundaries of the program. We have limited this planning seminar to San Francisco. But should it be a San Francisco Bay Area program? A northern California program? What about other areas of the country?--should we seek joint ventures, or ourselves act as a model program? What are the practical limits of an archives program, especially in the light of the urgency of the many other activities that all of us involved are engaged in?

Group D

This working group needs to consider the definition of the proposed archives program (expecting modification in the light of the findings of Groups A, B, and C). Alternative mechanisms also need to be outlined for its operation. Should there be a "lead" agency to get the program started? And keep it going? Can we assume dispersed collections (particularly at the record-producing agencies) rather than centralized ones? Should there be one location for information on the availability of the records, or should such information--and its regular updating--be widely held? How would a "team" program work?

Can funding be found to support the archives program, both initially and in the (essential) long term? Should we look for funding from sources which do not now support AIDS prevention or care programs? What sources? Will a mix of public and private agencies--as we are proposing--help or hinder funding prospects? Need there be two approaches for the different sectors?

How do we maintain interest throughout the years ahead?

UCSF Library AIDS Archives Meeting 11/18/87

What are archives?

- (1) ^{non-current} records of organizations (legal, ^{kept for} financial, historical) ^{reasons}
also videotapes, sound tapes, documenting
process of organizations
also personal papers of those involved in organizations
- (2) repository, place where materials
are collected, housed, preserved
historical societies, libraries, archives,
special collections in libraries

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November 6, 1987

TO: Persons attending the S.F. AIDS Archives planning seminar at UCSF Laurel Heights campus, Nov. 18, 1987

FROM: David Bishop, UCSF University Librarian

RE: Meeting arrangements

Enclosed are an agenda, Working Group guidelines, and a roster for the Nov. 18th meeting. Here are some other bits and pieces of information.

PUBLIC TRANSPORTATION to UCSF Laurel Heights (3333 California St.), PARKING, and SHUTTLES from the UCSF Parnassus campus: see separate enclosure.

COFFEE BREAK: Coffee is being served before we begin the sessions so that we can work uninterruptedly.

WORKING GROUPS: The four Working Groups have been labeled A, B, C, and D. The one to which you are assigned is shown by a letter next to your name on the roster. (If you're really unhappy about the group we've put you in, we can switch you.) Each group will have a preassigned recorder/reporter. Please be sure to read the enclosed Working Group guidelines.

LUNCH will be served (12:30-1:30) in the cafeteria in the same building. It's on us.

AFTER-LUNCH SESSION: This will be a nuts-and-bolts session to plan on putting into action the recommendations from the morning sessions. The major work will fall on the archivists and librarians present. If some of you don't want to stay for this, we will understand; but everyone is welcome to.

DB:va
encls.

A handwritten signature, likely of David Bishop, is written in the bottom right corner of the page.