

## NEW NON-ACID PERMANENT IRON INK

The Organic Section of the National Bureau of Standards and the laboratory of the Government Printing Office have recently developed a new process for making a nonacid permanent iron ink. This ink was first discovered in 1908 by Silbermann and Ozorovitz of Rumania but due to limited solubility and costly manufacturing procedure it has not been made except in small quantities for experimental purposes. These two undesirable factors have now been overcome.

Technically this ink is known as di-ammonium hydroxyferrigallate. In other words it is composed of iron, ammonia and gallic acid. It does not differ a great deal in composition from the iron gall ink (iron, tannic and gallic acids) that has been in use for several centuries. The addition of ammonia gives solubility and slight alkalinity whereas the regular iron gall contains sulfuric acid that is damaging to paper records. Kimberly, Zimmerman and Weber of the National Bureau of Standards made a study of this new ink in 1935 and found that it did not have harmful effects on paper as did other iron inks. The principal superior properties of this ink over the regular iron gall ink are that it is not injurious to paper, it does not clog fountain pens, and the characters written with it become insoluble in water within a few hours.

The elimination of high acidity from permanent writing inks will be a very large factor in the preservation of future records. Even as long ago as 1763 Dr. W. Lewis of England (*Commercium Philosophical-Technicum*, London, 1763) was concerned with what he termed the "corrosive" effect of iron gall inks on earlier records. He observed that ink in some cases had eaten holes into the paper and attributed this to high acidity. His attempts to neutralize this acidity by the addition of lime were unsuccessful. A friend of his recommended keeping small pieces of iron in the ink well to eliminate this acidity. In this case the sulfuric acid combined with the iron forming ferrous sulfate which did make the ink much less acid.

There are other instances of chemists attempting to produce permanent inks that would be economical, free of acidity and that would have good writing properties, but the present formula seems to be the only successful one. The Government Printing Office is now furnishing this ink to various Federal Departments. It is hoped that ink manufacturers will soon be able to make it available to record offices throughout this country.

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of help to him and what guides can we devise that will make this knowledge available to him?

We shall need the help of many persons in our attempt to answer these questions and to provide guides that will meet the needs suggested by them. We intend to prepare, as pilot project work, samples of copy for the handbook and sample inventories and bibliographies and lists. We should like to submit them to persons who from their varied points of view can criticize them and help us to learn how best to serve their needs.

The several questions I have raised can be summed up in one question—What can this Project do that will provide for all potential users the most useful guides to the materials that significantly document the experience of our Government in World War II? I have attempted in this paper to outline a plan as we now see it. What do *you* think? That is the question with which I promised to end this paper.

## SEA WATER AND INK

The captain insisted that the field desk containing the Detachment records must be crated and shipped as part of the Detachment impedimenta—that is, with the cook stoves, kitchen utensils, pyramidal tents, and the like. The first sergeant objected. Back in the States in the peace-time army, custom if not regulations decreed that the service records and other personnel papers went with the outfit when it moved. The personnel clerk, a “happy” pfc., was silent for he had learned in 13 months in the army—ten of them overseas under this first sergeant—that such an arrangement would place the field desk on his shoulders. He was under the impression that even one additional pound added to the staggering Aleutian equipment would bend him right over into the tundra. The captain had his way. Maybe he guessed.

At Adak Island, a scant 200 miles east of Kiska, a task force charged with seizing the important intervening island had been assembling since November 1942. At the edge of this forgotten frontier every essential of bare military existence had to be brought in. There were no surpluses, and there were many gaps in supplies. One of the shortages was of record ink, that permanent variety which regulations direct shall be used in service records and other important personnel papers. When this particular detachment exhausted its supply, the personnel clerk recalled the bottle of quite ordinary ink he had purchased in the post exchange back at Fort Ray or in the “dime” store at Sitka for letter writing. The captain agreed somewhat reluctantly that there was no choice but to violate regulations and use civilian ink. With new men coming in from the States to fill the complement, even a delay of a few days or weeks would throw involved record-keeping farther and hopelessly behind schedule.

On the day before the outfit went aboard ship to sail to the island being occupied, the personnel clerk put service records, Form 20's, 201-files (thin in this early day), officers' Forms 66-1, a copy of a pending courts-martial, the bottle of ink (wrapped in a pair of woolen socks), and a few other items into the field desk. The crate closed around it and was carried—for everything was carried over or dragged thru the muskey, the only satisfactory mechanized transportation being on the beach—to the ship. The next day the Detachment, as the whole task force, broke camp and embarked for its next operation.

On the 4th of February 1943, he remembered (personnel clerks learn to remember dates), they clamored down cargo nets, jumped to icy, bouncing Higgins-boats, and at last splashed thru Constantine Bay onto Amchitka Island. He remembered, too, the welcome offered by the enemy, the first shots he heard fired in anger, the bomb that missed, a little, the stern of the ship they had just left. But not until the next day were the Detachment records remembered. A search of the beach revealed wrecked barges, airplane parts, bull-dozers, frightened lieutenants, drums of oil, boxes of shoes, preening colonels, cans of Type "C", but not the Detachment records.

About dark a gang which had been catching oil-drums as they floated in on the tide and rolling them onto the beach found the field desk. The crate had been broken and the lock forced. The villain hoped, perhaps, to find valuables. Not finding any he left the field desk where the lapping water soaked all the papers.

The captain was in near panic and asked again and again what should be done if some were missing. The first sergeant looked an I-told-you-so-look down his nose. The personnel clerk said he'd stay up all night and dry them if the captain would okay a small sack of coal. By morning the service records were dry enough to count. They were, somewhat to the surprise of everyone, all there. A bit wrinkled and rather battered, but there. And the ink, even the ordinary civilian ink, had not run or washed away. It was there to stay, for the salt water apparently had impressed it into the paper. An entry could be altered only by crossing it out or cutting the paper. New entries seemed to be affected in the same way, whatever the ink used.

The captain was relieved, the first sergeant was more firmly convinced that the old-army ways were best, the personnel clerk was given more service records and another stripe to take care of.

The moral, if we must find one, is that salt water tends to be a preservative to paper and to seal in the acids in ink. Our friend, who volunteered this information, cautioned that re-exposure to moisture for several hours might cause the paper to disintegrate. We trust that this will not happen in St. Louis, nor in that distant day when the service records come to the National Archives.

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*The Library of Congress*

## HAVE YOU SEEN?

David C. Mearns, "The Story Up to Now," *Annual Report of the Library of Congress* 1945/46, 13-227. An historical sketch of the institution.

C. Tihon, "Les Archives de l'Etat en Belgique pendant la Guerre," *Archives, Bibliothèques, et Musées de Belgique*, 17 (1940-46), 14-21.

"Writing Instruments through the Ages," *Office Appliances*, 85 (April 1947), 21-27.

Nova Scotia, Public Archives, *Report of the Board of Trustees, 1945/46*. Halifax. Pp. 51.

Pennsylvania Historical and Museum Commission, *Conserving Pennsylvania's Historical Heritage*. Harrisburg, 1947. Pp. 64.

Wisconsin State Historical Society, *Proceedings, 100th Annual Meeting, August 23, 1946*. Madison, 1947. Pp. 31. Brief mention of survey of State archives.

H. Clay Reed, "The Court Records of the Delaware Valley," *William and Mary Quarterly*, 4 (April 1947), 192-202.

William S. Jenkins, "The Legislative Documents Microfilm Program," *Library of Congress, Quarterly Journal of Current Acquisitions*, 4 (May 1947), 60-64.

St. George L. Sioussat and staff, "Manuscripts," *ibid.*, 80-94. Report on manuscripts received by the Library of Congress, February 1, 1946 to February 1, 1947.

Clifford K. Shipton, "The Collections of the Harvard University Archives," *Harvard Library Bulletin*, 1 (Spring 1947), 176-184. A continuation of the author's article in the winter issue of the *Bulletin*.

Harvard University Archives, *A Pamphlet Prepared for the Information of Officers of Instruction and Administration*. Third Edition. ([Cambridge], 1947. Pp. 10)

Great Britain, War Office, *Disposal of Records of War Office Branches etc.* London, 1945. Pp. 12.

Papers read before the Round Table on Economic Research, *American Economic Review*, 37 (May 1947), 651-760. Contains papers on Government records and research therein.

John H. Jacobs, "Keeping Archives Widens Library's Community Service," *Library Journal*, 72 (June 15, 1947), 950.

Malcolm McLean, "The Bexar Archives," *Southwestern Historical Quarterly*, 50 (April 1947), 493-496.

Gerald L. Sarchet, "Preservation and Postwar Utilization of U.S. Navy Combat Film," *Society of Motion Picture Engineers, Journal*, 48 (May 1947), 476-480.

Gildas Tibbott and K. M. Davies, "The Archives of the Calvinistic Methodist or Presbyterian Church of Wales," *National Library of Wales, Journal*, 5 (Summer 1947), 13-49.

Mexico, Archivo General, "Síntesis de los trabajos desempeñados durante el periodo comprendido del 19 Septiembre de 1945 al 31 de Agosto de 1946," *Boletín del Archivo General de la Nación*, 17 Oct., Dec. 1946), 575-581.



Forest Products History Foundation, Minnesota Historical Society, *Preliminary Inventory of Manuscript Material Dealing with the History of the Forest Products Industry*. St. Paul, 1947? Pp. 24. Mimeographed.

Miron Burgin, ed., *Handbook of Latin American Studies: 1943. No. 9*. Cambridge. Harvard University Press, 1946. Pp. xv, 518. Dr. Roscoe R. Hill describes Latin American archives, pp. 57-71.

*Historical New Hampshire* (April 1947) lists the private papers in the collections of the New Hampshire Historical Society.

Marian Shaw, "The Indexing and Filing of Correspondence in the Laboratories of J. Lyons & Co. Ltd.," *Journal of Documentation*, 2 (June 1947), 17-20.

Arthur M. Schlesinger, Jr., "Washington's Missing-papers Mystery: Do a President's Records and Memoranda Belong to his Heirs for Private Exploitation, or to the American People? What about the Roosevelt's Estate Policy? And Secretary Stimson's? Ought There to be a Law?," *Saturday Evening Post*, 22 (July 12, 1947), 28, 123-124.

L. M. Wenman and M. O. Ball, *Subject Headings for the Information File, Public Library, Newark, N.J.* 6th ed., rev. 1946. New York. H. W. Wilson Co. Pp. 112.

Civilian Production Administration. *Historical Reports on War Administration: War Production Board. Special Studies.*

*No. 24 Industry and Labor Advisory Committees in the National Defense Advisory Commission and the Office of Production Management, May 1940 to January 1942.* (Washington, 1946. Pp. vi, 233.)

*No. 26 Shipbuilding Policies of the War Production Board, January 1942 to November 1945.* (Washington, 1947. Pp. x, 207.)

*No. 27 Dollar-a-Year and Without Compensation Personnel Policies of the War Production Board and Predecessor Agencies, August 1939 to November 1945.* (Washington, 1947. Pp. viii, 213, forms.)

*No. 28 Rubber Policies of the National Defense Advisory Commission and the Office of Production Management, May 1940 to December 1941.* (Washington, 1947. Pp. vi, 103.)

Office of Temporary Controls. *Historical Reports on War Administration; General Publications.*

*No. 1 The Beginnings of OPA.* (Washington. U.S. Government Printing Office, 1947 [?]. Pp. x, 246. \$0.50.)

Foster, Amy G. Archives and the Archivist. *The Library Association Record*, 49 (July 1947). 164-168.

## ORIGINS OF WRITING

Beginning with picture writings and drawings on prehistoric cave walls and tracing the development of writing down to the present day, the new informational sound film "The 26 Old Characters" explains the origins of writing. The picture, 16-mm., two reels long and running approximately twenty minutes, is released to interested cultural groups free of charge. Sponsored by the W. A. Sheaffer Pen Co., it is distributed by the Jim Handy Organization, 2821 E. Grand Blvd., Detroit, Mich.

# Writings on Archives and Manuscripts, July 1946-June 1947

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THIS bibliography is the fifth compiled under the supervision of the Society's Committee on Archival Bibliography by Karl L. Trever and Mary C. Lethbridge of the National Archives staff. It assembles for convenient reference, in classified form, a record of the literature relating to archives and manuscripts that was issued during the period stated above. Some few items issued prior to July 1, 1946, are included, however, because they could not be entered in earlier compilations for one reason or another. Unpublished items, edited documents, publications in microfilm, library and historical reports devoting but a few lines to a recapitulation of manuscript accessions, and items appearing in news notes, unless unusually extensive or significant, are not included. A number of foreign titles and some domestic publications, issued prior to June 30, 1947, were received too late for inclusion, and will be noted in the next issue of the *Writings*.

The list of headings used in this bibliography is reproduced here for the convenience of the reader:

- I. General Literature
- II. Filing Techniques and Administration of Current Records
- III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
  - A. United States in General and Federal Government
  - B. State and Local
  - C. Foreign Countries
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- IV. Buildings and Equipment for Archival and Manuscript Depositories
- V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts
- VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts
- VII. Arrangement and Description of Records and Historical Manuscripts Including Published Finding Aids
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- VIII. Application of Photographic Processes to Work with Records and Historical Manuscripts
- IX. Service, Use, and Publication of Records and Historical Manuscripts
- X. Special Physical Types of Records and Historical Manuscripts
- XI. The Recruitment and Training of Archivists and Custodians of Manuscripts
- XII. Archives, Archival Agencies, and Manuscript Depositories in Time of War

#### I. GENERAL LITERATURE

1. BENJAMIN, MARY A. Autograph bibliography. *Collector*, 59: 201-204 (Oct., 1946); 60: 3-4, 98-99 (Jan., May, 1947).
2. CONFERENCE OF TEACHERS OF INTERNATIONAL LAW AND RELATED SUBJECTS, WASHINGTON, D.C., 8th. Report of the Committee on Publications. *Proceedings*, p. 118-126 (Apr., 1946). Includes recommendations that Department of State officials refrain from removing from the Department official records on the grounds that they are "personal papers."
3. EVANS, LUTHER H. Are the Morgenthau diaries private property? [Washington] 1947. 3 p. An address delivered over the CBS Network on Feb. 6, 1947.
4. FERGUSON, HOMER. Safeguarding of public records and papers. *Congressional record*, 93: 1017-1023 (Feb. 11, 1947). A speech, with accompanying debate, occasioned by the publicity given to the Morgenthau diary.
5. FRIIS, HERMAN R. Geographical (or place) names. *AMERICAN ARCHIVIST*, 10: 51-55 (Jan., 1947). Archivists will find useful works on American place names listed here.
6. NORTON, MARGARET C. Organizing a new State archives department. *Illinois libraries*, 28: 496-503 (Dec., 1946).
7. NORTON, MARGARET C. What does an archivist do? *Illinois libraries*, 29: 211-220 (May, 1947).
8. SCHILLER, IRVING P. A program for the management of business records. Business Historical Society, *Bulletin*, 21: 44-48 (Apr., 1947).
9. SCHLESINGER, ARTHUR M., JR. Washington's missing-papers mystery. *Saturday evening post*, 220: 28, 123-124 (July 12, 1947).
10. SOCIETY OF AMERICAN ARCHIVISTS. COMMITTEE ON ARCHIVAL LEGISLATION. Model bill for a State archives department. *AMERICAN ARCHIVIST*, 10: 47-49 (Jan., 1947). Presented as a useful basis for consideration of items to be taken into account in drafting an act rather than as a piece of recommended uniform legislation suitable for adoption by all states.
11. STORM, COLTON, and HOWARD H. PECKHAM. Invitation to book collecting, its pleasures and practices, with kindred discussions of manuscripts, maps, and prints: New York, 1947, 281 p. Manuscripts (including archives), historical prints, and maps are discussed on p. 114-164.
12. U.S. NATIONAL ARCHIVES. OPEN CONFERENCE ON ADMINISTRATION. Traditional functions of archival establishments. *Illinois libraries*, 29: 164-166 (Apr., 1947). Publication of an internal document of the National Archives entitled "Minutes of the Open Conference on Administration" for January 15, 1945.

13. WARD, ROSWELL. What shall we do with grandfather's letters? University of Rochester Library, *Bulletin*, 2: 41-47 (June, 1947). The author discusses several questions raised by the owners of family papers when they are asked to deposit their holdings with a library or other repository.
14. WEST, CLARENCE J. Books on paper. *AMERICAN ARCHIVIST*, 10: 187-188 (Apr., 1947). A selected list of works dealing with the nature and production of paper.
15. WRITINGS on archives and manuscripts, July, 1945-June, 1946. *AMERICAN ARCHIVIST*, 9: 347-367 (Oct., 1946).

## II. FILING TECHNIQUES AND ADMINISTRATION OF CURRENT RECORDS

16. AUSTRALIA. NATIONAL LIBRARY ARCHIVAL AUTHORITY. Records administration; the importance of archives in public administration. [Canberra, 1946] 4 p.
17. AVERY, VERA, and FREIDA KRAINES. What is records administration? *Office economist*, vol. 28, no. 4, p. 4-5 (1946).
18. CHATFIELD, HELEN L. The treatment of subject matter. *Filing bulletin*, 15: 25-29 (Dec., 1946). A discussion of the nature of subject matter in records and the prevailing systems of controlling it, with suggestions as to improved methods of control.
19. DE WOLFE, M. W. Open shelf filing proves practical. National Office Management Association, *Forum*, 21: 8-13 (Nov., 1946). Describes the filing system used by the Federal Intermediate Credit Bank, Springfield, Mass.
20. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D.C. Administrative reference service in relation to records administration programs. [Washington, 1947] 18 p. A panel discussion in which Helen L. Chatfield, Linwood E. Donaldson, Olga V. Paul, and M. V. Wenzel participated.
21. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D.C. The organization and arrangement of current records. [Washington, 1946] 11 p. A panel discussion in which Esther Hoffman, Maie Hardy, James Dobson, and Marion Nevit participated.
22. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D.C. Organizing the Federal Government for records administration. [Washington] 1946. 18 p. A panel discussion in which E. S. Wilbur, Dan Lacy, Olive R. Surgen, and Herbert E. Angel participated.
23. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D.C. Report of tenth meeting. [Washington] 1946. 6 p. Consists of two addresses: "Management takes a look at records administration in Government reconversion" by Robert L. McKeever, and "The role of records management in public administration" by Fritz Morstein Marx.
24. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D.C. The uses and management of statistical records. [Washington] 1946. 16 p. A panel discussion in which Morris Ullman, Albert Eisenstat, Paul Lewinson, and Harold Rowe participated.
25. KAISER, JULIUS B. Myopia in filing. *Office management and equipment*, 8: 45-46, 72-73, 78 (Jan., 1947). The archivist of Standard Brands, Inc., states the need for better records administration in business.
26. McDOWELL, WALTER M. Getting things done! *AMERICAN ARCHIVIST*, 9:

- 323-329 (Oct., 1946). An account of the work of the Records Analysis and Installation Department of Remington Rand, Inc., in installing and reorganizing file and record systems in commercial, industrial, and governmental organizations.
27. MORRISON, ALFRED. Filing justices' dockets. *Town clerks topics*, vol. 5, no. 9, p. 4 (Sept., 1946).
  28. NEUMAIER, RICHARD. The functions of forms control. *Office*, vol. 26, no. 6, p. 40-41 (Dec., 1946).
  29. PEAKE, GEORGE W. About tickler files. *Office management and equipment*, 7: 47-48 (Nov., 1946).
  30. PEOPLES, SARA G. Filing in a bank. *Filing bulletin*, 15: 64 (Apr., 1947). Also published in the Federal Reserve Bank of Philadelphia magazine, *The 3-C*, in June, 1946.
  31. RIPNEN, KENNETH H. Design for file room living. *Office management and equipment*, vol. 8, no. 3, p. 44-46 (Mar., 1947).
  32. SOCIETY OF AMERICAN ARCHIVISTS. COMMITTEE ON LOCAL RECORDS. Manual for local recording officers. [Hartford] 1946. 65 p. A draft manual submitted to the Council for discussion purposes.
  33. SPEAR, JOHN. The application of motion economy to a filing system. *Filing bulletin*, 15: 17-23 (Nov., 1946). Reprinted in *Illinois libraries*, 29: 133-137 (Mar., 1947).
  34. TAYLOR, DOROTHY K. The records of the Denver and Rio Grande Western Railroad. *AMERICAN ARCHIVIST*, 10: 173-181 (Apr., 1947). Places special emphasis on activities of the Records Office in the revision of current filing systems and in use of microfilm in the reduction of bulk of retained records.
  35. TONNE, HERBERT A. The organization and management of records. *Filing bulletin*, 15: 6-8 (Sept., 1946). A discussion of the pros and cons of centralized filing.
  36. U.S. NATIONAL ARCHIVES. OPEN CONFERENCE ON ADMINISTRATION. The extent to which an archival agency should concern itself with the administration of current records. *Illinois libraries*, 29: 167-172 (Apr., 1947). Publication of an internal document of the National Archives entitled "Minutes of Open Conference on Administration" for April 23, 1945.
  37. VAN SCHREEVEN, WILLIAM J. How to handle municipal records. *Public management*, vol. 29, no. 3, p. 66-69 (Mar., 1947).
  38. WEEKS, BERTHA M. The importance of filing and the file clerk. *Illinois libraries*, 28: 434-436 (Oct., 1946).
  39. WELCH, IDA. Central control to cure filing troubles. *Filing bulletin*, 15: 1-4 (Sept., 1946). Proposes a scheme of centralized control of decentralized filing operations.

See also No. 70, 75, 126, 128, 130-138.

### III. HISTORY, ORGANIZATION, AND CURRENT ACTIVITIES OF ARCHIVAL AGENCIES, MANUSCRIPT DEPOSITORIES, AND RELATED ORGANIZATIONS

#### A. United States in General and Federal Government

40. AMERICAN LIBRARY ASSOCIATION. COMMITTEE ON ARCHIVES AND LIBRARIES. Annual report, 1945/46. *ALA Bulletin*, 40: 360 (Oct. 15, 1946). For pro-

- ceedings of the Buffalo meeting of the Committee, see p. 92 of the proceedings section of the Sept. 15, 1946, issue of the *Bulletin*.
41. BAHMER, ROBERT H. The tenth annual meeting of the Society of American Archivists. *AMERICAN ARCHIVIST*, 10: 3-8 (Jan., 1947).
  42. BROOKS, PHILIP C. The first decade of the Society of American Archivists. *AMERICAN ARCHIVIST*, 10: 115-128 (Apr., 1947).
  43. BUCK, SOLON J. National Archives. *Americana annual; an encyclopedia of events of 1946*. New York, 1947, p. 468. A similar article was published in *Collier's yearbook* for 1947, p. 35.
  44. BUCK, SOLON J. The National Archives—your public records office. *Young democrat*, 2: 20 (Dec., 1946).
  45. BUCK, SOLON J. Our public record office. *Washington news digest*, 5: 6-8 (Feb., 1947).
  46. IRVINE, DALLAS. The archives office of the War Department: repository of captured Confederate archives, 1865-1881. *Military affairs*, 10: 93-111 (spring, 1946).
  47. KILBURN, CLARENCE E. The National Archives. *Congressional record*, 93: A2257-A2259 (May 7, 1947).
  48. LEJOUR, E. L'administration des Archives Nationales à Washington. *Archives, bibliothèques, et musées de Belgique*, 18: 1-9 (1947). Traces the organizational structure of the National Archives up to July, 1944.
  49. LOKKE, CARL L. The captured Confederate records under Francis Lieber. *AMERICAN ARCHIVIST*, 9: 277-319 (Oct., 1946).
  50. SHORT, DEWEY. Office of Selective Service Records. *Congressional record*, 93: 2809-2811 (Mar. 27, 1947).
  51. SOCIETY OF AMERICAN ARCHIVISTS. Reports for the year 1945-46. *AMERICAN ARCHIVIST*, 10: 71-92 (Jan., 1947).
  52. U.S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriation bill for 1948. Hearings . . . 80-1. Washington, 1947. Vol. 1 includes hearings on the National Archives, p. 1408-1469; data on classification of positions at the National Archives, p. 1160-1162.
  53. U.S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Legislative branch appropriation bill for 1948. Hearings . . . 80-1. Washington, 1947. 580 p. These hearings are largely concerned with the activities of the Library of Congress, some phases of which deal with matters of interest to archivists.
  54. U.S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Second deficiency appropriation bill for 1947. Hearings . . . 80-1. Washington, 1947. 369 p. Hearings on the National Archives appear on p. 83-89, and 225-230.
  55. U.S. CONGRESS. SENATE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriation bill for 1948. Hearings . . . 80-1. Washington, 1947. 422 p. Hearings on the National Archives are found on p. 226-252.
  56. U.S. LIBRARY OF CONGRESS. POLICY PLANNING COMMITTEE. Report. Washington, 1947. 14 p. Published also as an appendix to the Library's *Information bulletin* of May 13-19, 1947, this final report includes some statements of considerable interest.
  57. U.S. NATIONAL ARCHIVES. Annual report of the archivist of the United States for the fiscal year ending June 30, 1946. Washington, 1947. 99 p.

58. U.S. NATIONAL ARCHIVES. Annual report of the archivist of the United States as to the Franklin D. Roosevelt Library, Hyde Park, New York, for the fiscal year ending June 30, 1946. Washington, 1947. 14 p.
  59. U.S. NATIONAL ARCHIVES. *The National Archives—What it is and what it does.* [Washington] 1947. 6 p.
- See also No. 22-23, 36, 128, 142, 148, 167, 232, 234-235, 239, 252, 254.

#### B. State and Local

60. BEESON, LEWIS. The Michigan Historical Commission. *Michigan history*, 31: 21-25 (Mar., 1947). A discussion of present activities, plans for the future, and a plea for an augmented staff to cope with the historical needs of the State.
61. BRINTON, ELLEN S. The Swarthmore College Peace Collection. *AMERICAN ARCHIVIST*, 10: 35-39 (Jan., 1947).
62. COLORADO. STATE HISTORICAL SOCIETY. Annual report, 1946. *Colorado magazine*, 24: 1-8 (Jan., 1947). Pages 7-8 are devoted to a statement of the activities of the Archives Division.
63. COREY, ALBERT B. Records obligations of local government officers. *Town clerks topics*, vol. 5, no. 10, p. 1, 4 (Oct., 1946). The state historian discusses the relationship between the Division of Archives and History of the New York State Education Department and local government record offices.
64. CORNELL UNIVERSITY. COLLECTION OF REGIONAL HISTORY. Report of the curator, 1945-1946. [Ithaca, 1947] 53 p. Includes a description of the year's accessions.
65. CRITTENDEN, CHRISTOPHER. The North Carolina State Department of Archives and History, and its manuscript collections. *National Genealogical Society, Quarterly*, 34: [1]-3 (Mar., 1946).
66. DELAWARE. PUBLIC ARCHIVES COMMISSION. Annual report, 1945/46. Dover, 1946. 56 p. Through an oversight the 1944/45 report of this agency was not listed in the last issue of the *Writings*.
67. EBELING, VIRGINIA. Functions of an historical library. *West Virginia history*, 8: 334-342 (Apr., 1947). Includes a discussion of the preservation of State and local records as a function of historical agencies, with special reference to the West Virginia State Department of Archives and History.
68. EDDY, HENRY H. The proposed New York State Records Office. *New York history*, 27: 341-351 (July, 1946). The author traces the history of archival work in the State and presents a plan of action designed to meet the records needs of the State.
69. HARVARD UNIVERSITY. The Harvard university archives; a pamphlet prepared for the information of officers of instruction and administration. 3d ed. [Cambridge] 1947. 10 p. Provides for a system of retirement of records and discusses various phases of University archival administration.
70. IOWA. STATE DEPARTMENT OF HISTORY AND ARCHIVES. Biennial report, 1944/46. Des Moines, 1946. 76 p. Emphasizes the need for closer integration of activities of the Archives Division with records management in State agencies and presents a plea for a new archives building.
71. JACOBS, JOHN H. Keeping archives widens library's community services.



- Library journal*, 72: 950 (June 15, 1947). Describes the creation of a Department of Archives in the New Orleans Public Library, resulting from the transfer of city archives to the library.
72. Margaret C. Norton—a tribute. *Illinois libraries*, 29: 163-164 (Apr., 1947). A tribute published in honor of Miss Norton's twenty-fifth anniversary as archivist of Illinois.
  73. MARYLAND. HALL OF RECORDS. Annual report, 1945/46. Annapolis, 1946. 40 p.
  74. MARYLAND. HALL OF RECORDS. First to fourth annual reports of the archivist, fiscal years October 1, 1935, through September 30, 1939. Annapolis, 1947. 52 p. A compilation based on the manuscript reports of the archivist for the years involved, the minutes of the Hall of Records Commission, certain papers of the Governor, and the scrapbook of the Hall of Records.
  75. NEW YORK (STATE) TEMPORARY STATE COMMISSION ON COORDINATION OF STATE ACTIVITIES. Interim report, March 6, 1947. Albany, 1947. 75 p. (*Legislative document*, 1947, no. 54.) This, the first report of the Commission, is devoted to an examination of the role of the State Education Department in the management of State records. The Commission recommends that this function be removed from the Education Department and that a Division of Records Administration be created in the Executive Department.
  76. OREGON. STATE LIBRARY. ARCHIVES DIVISION. Biennial report, 1944/46. Salem, 1947. 8 p.
  77. PENNSYLVANIA. HISTORICAL AND MUSEUM COMMISSION. Conserving Pennsylvania's historical heritage. Harrisburg, 1947. 64 p. The work of the Archives Division is mentioned on p. 47-50.
  78. ROBINTON, HERMANN F. The solution of your records problem. *Town clerks topics*, vol. 4, no. 10, p. 1, 4 (Oct., 1945). A proposal for county records depositories in New York State. See the Oct., 1946 issue for his "And more about records," reprinted from *American city* for Sept., 1946.
  79. SHIPTON, CLIFFORD K. The Harvard University Archives: goal and function. *Harvard library bulletin*, 1: 101-108 (Winter, 1947).
  80. VERMONT. PUBLIC RECORDS COMMISSION. Report, 1945/46. Montpelier, 1947. 27 p. Includes reproduction of plans for a proposed record and library annex to the Supreme Court Building, and Henry H. Eddy's "Report on the condition of the records which went through the fire at the Vermont Arsenal, Montpelier, August 31, 1945."
  81. VIRGINIA. UNIVERSITY. LIBRARY. Annual report on historical collections, 1944-45. [Charlottesville] 1945. 58 p. The introductory essay by Lester J. Cappon, p. 1-14, deals with the four parties interested in the collection of historical materials. Additions to the Library's manuscript collections for the year are itemized, p. 17-42.
- See also No. 149, 198, 247-248.

### C. Foreign Countries

82. AGUILAR, GUSTAVO F. El funcionamiento de los Archivos de Hacienda; sueldo suplementario de los archivistas. *Hacienda en marcha*, vol. 1, no. 3, p. 37-39 (May, 1946).

83. AUSTRALIA. NATIONAL LIBRARY ARCHIVAL AUTHORITY. Annual report, December, 1945. [Canberra] 1946. 3 p.
84. AUSTRALIA. NATIONAL LIBRARY ARCHIVAL AUTHORITY. Annual report, December, 1946. [Canberra] 1947. 8, 7 p.
85. BASEL. SCHWEIZERISCHE WIRTSCHAFTSARCHIV. Bericht 36. des Schweizerischen Wirtschaftsarchivs in Basel für das Jahr 1946. [Basel] 1947. 19 p.
86. BRITISH RECORDS ASSOCIATION. British records after the war, being a summary of reports and memoranda prepared for the Council. London, 1945. 6 p. Develops the idea of a National Register of Archives (now in process of compilation) which would locate and identify significant holdings of public and private archives throughout England.
87. BRITISH RECORDS ASSOCIATION. Fourteenth report of Council, accounts, and list of members for the year ending 30 September 1946. London, 1946. 34 p.
88. BRITISH RECORDS ASSOCIATION. Proceedings, no. 10. London, 1945. 21 p. Topics discussed at the 13th annual meeting included records publication, training of archivists, the need for an archives repairing center, and the National Register of Archives.
89. CANADA. PUBLIC ARCHIVES. Report for the year 1946. Ottawa, 1946. iii-xxix, 262 p.
90. CASTELO DE ZAVALA, MARIA. El Archivo Nacional del Perú. *Revista de historia de America*, 20: 371-386 (Dec., 1945).
91. CHILE. ARCHIVO NACIONAL. Antecedentes de su fundacion y resena de labor realizada desde 1927 a 1945. Santiago, 1946. 172 p. Includes a historical résumé of archival developments in Chile before the establishment of the Archivo Nacional in 1927 and reports of the work accomplished by that agency in each year thereafter. Brief descriptions of the principal collections and a bibliography of publications by or about the Archivo and its predecessors are also presented.
92. CHRONIQUE des archives. *Archives, bibliothèques, et musées de Belgique*, 18: 47-54 (1947). A summary of current archival developments in Belgium and abroad. This particular section contains a note by M. M. Battistini on Italian archives during the war.
93. FINK, KARL A. Das Vatikanische Archiv. Rome, 1943. 153 p.
94. DUMMER, E. HEYSE. Cardinal Franz Ehrle; in commemoration of a double anniversary. *Library quarterly*, 16: 335-340 (Oct., 1946). Cardinal Ehrle was director of the Vatican Library and gained renown as administrator, bibliographer, and cataloger of manuscripts.
95. GERMANY (TERRITORY UNDER U.S. OCCUPATION, 1945- ). MILITARY GOVERNMENT FOR BAVARIA. Post-war status of archives, libraries, museums in Land Bayern. Munich, 1946. 48 p. This report is the result of a survey made during the period April-June 1945 by Dr. Harold Clem of the Monuments, Fine Arts, and Archives Section. Dr. Clem and others made monthly reports on the condition of archives and libraries in the several Land under American control. Similar reports were made by the Offenbach Archival Depot. Since these reports are not generally available, they are not listed here.
96. GREAT BRITAIN. PUBLIC RECORD OFFICE. Annual report of the Deputy Keeper, 1946. [London, 1947] 12 p. Reports issued 1929-1946 have been received at the Library of the National Archives in Washington.

97. GREAT BRITAIN. PUBLIC RECORD OFFICE. MASTER OF THE ROLLS' ARCHIVES COMMITTEE. Proposals for the control of English archives. London, 1946. 6 p. Recommends the establishment of a National Archives Council under the Public Record Office.
98. HERNÁNDEZ, AGUSTÍN. El Archivo Historico de Hacienda. *Hacienda en marcha*, vol. 1, no. 3, p. 13-15 (May, 1946).
99. HILL, ROSCOE R. Archives [of Latin America]. *Handbook of Latin American studies: 1943*. No. 9. Cambridge, 1947. p. 57-71.
100. INDIA. HISTORICAL RECORDS COMMISSION. Preceedings of meetings, 22nd, 1945. New Delhi, 1946. 173 p.
101. INDIAN archives. Vol. 1, no. 1 (Jan. 1947). 96 p. The first issue of a new quarterly published by the Imperial Record Department, Government of India.
102. MCCLUNG, HELEN A. Department of Public Records and Archives of Ontario. *AMERICAN ARCHIVIST*, 10: 184-186 (Apr., 1947).
103. MADRAS (PRESIDENCY) RECORD OFFICE. Administration report, 1945/46. Madras, 1946. 8 p. The report for 1945, also received in this country during 1946, summarizes the activities of the two preceding years.
104. MEXICO. ARCHIVO GENERAL. Reglamento del Archivo General de la Nacion. Archivo General, *Boletín*, 17: 443-457 (July-Sept., 1946).
105. MEXICO. ARCHIVO GENERAL. Sintesis de los trabajos desempenados durante el periodo comprendido del 19 de Septiembre de 1945 al 31 de Agosto de 1946. Archivo General, *Boletín*, 17: 575-581 (Oct.-Dec., 1946).
106. NETHERLANDS. RIJKSARCHIEF. Verslagen omtrent 's rijks oude archieven, 1942. S'Gravenhage, 1944. 102 p. This report and the reports for the years 1940 and 1941 were recently received by the National Archives in Washington.
107. NETHERLANDS. RIJKSARCHIEF IN LIMBURG, *Maastricht*. [Verslagen] 1944. Maastricht [1945] 8 p. The National Archives in Washington has received the annual reports from this institution for the years 1939-1944.
108. NOVA SCOTIA. PUBLIC ARCHIVES. Report of the Board of Trustees, 1945/46. Halifax, 1947. 51 p.
109. ROUSSEAU, FELIX. Allocution lors de réunion du 24 Juin 1945. *Archives, bibliothèques, et musées de Belgique*, 17: 14-21 (1940-1946). An address by the president of the Archivists Section of the Association of Belgian Archivists, Librarians and Museum Curators.
110. SASKATCHEWAN. ARCHIVES. First report of the Saskatchewan Archives, for the period April 1, 1945, to May 31, 1946. Regina, 1946. 36 p.
111. SCHWAB, FEDERICO. El Archivo Historico del Ministerio de Hacienda y Comercio del Peru. *Revista de historia de America*, 21: 29-44 (June, 1946).
112. SOMERSET, ENG., COUNTY COUNCIL. COUNTY RECORDS COMMITTEE. Report, 10th December, 1946. [Somerset, 1947] 2 p.
113. VAN EEDEN, W. Het Algemeen Rijksarchief en het Scandinavische archiefwezen. *Nederlandsch archievenblad*, 49: 93-96 (1941-2).
114. VENEZUELA. LAWS, STATUTES, etc. Ley de Archivos Nacionales. Archivo Nacional, *Boletín*, 33: 62-64 (1945).
115. WALES. NATIONAL LIBRARY, Aberystwyth. Annual report, 1945-46. Aberystwyth,

1946. 46 p. The report for 1944/45 was also received in this country during the year.

116. The WORK and aims of the National Register of Archives. John Rylands Library, *Bulletin*, 30: 175-184 (Oct., 1946).
117. ZÜRICH (CANTON) STAATSARCHIV. Jahrsbericht, 1945. Zürich, [1946?] 5 p. See also No. 16, 126-127, 129, 141, 146-147, 151, 203, 206, 243-244, 249-251, 253, 255.

#### D. International Organizations

118. BUCK, SOLON J. The archivist's "One World." *AMERICAN ARCHIVIST*, 10: 9-24 (Jan., 1947). Also available as a reprint from the National Archives. The author analyzes problems of documentation on the national and international level that call for the establishment of (1) an agency for the administration of the rapidly growing body of international archives; and (2) an international association of archivists.
119. CLAUD, ROBERT. The United Nations Archives. *AMERICAN ARCHIVIST*, 10: 129-132 (Apr., 1947).
120. DOUGALL, RICHARDSON. The archives and documents of the Preparatory Commission of the United Nations. *AMERICAN ARCHIVIST*, 10: 25-34 (Jan., 1947). Describes the organization of the Commission, its executive committee, and the archives in relation to each.
121. U.S. NATIONAL ARCHIVES. Proposal for the establishment of a United Nations Archives. [Washington] 1945. 8 p.
122. U.S. NATIONAL ARCHIVES. A proposed archives program for the United Nations Educational, Scientific, and Cultural Organization. [Washington] 1946. 5 p.

#### IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

123. BURNS, R. L. New Dunwoodie Library and Archives: the Archbishop Corrigan Library and the Patrick and Mary McGovern Archives and Museum. *Homiletic and pastoral review*, 46: 995-1001 (Sept., 1946). Describes a proposed library and archives for the Archdiocese of New York.
124. [SPENCE, THOMAS H.] The Foundation's new home. *Historical foundation news*, vol. 3, no. 1, pp. 1, 3 (Jan. 1, 1947). A brief description, with drawings, of the proposed library and archives building for the Historical Foundation of the Presbyterian and Reformed Churches at Montreat, North Carolina. Reprinted in part in the *AMERICAN ARCHIVIST*, 10: 208-209 (Apr., 1947).
125. NEAIDENGARD, R. C. Westinghouse archives building. *Office*, 24: 74-78 (Sept., 1946).  
See also No. 70, 80.

#### V. APPRAISAL, ACCESSIONING, AND DISPOSAL OF RECORDS AND HISTORICAL MANUSCRIPTS

126. AUSTRALIA. NATIONAL LIBRARY ARCHIVAL AUTHORITY. Archival summary and guide for the Postmaster General's Department, including a general schedule relating to classes of records which must be preserved and to classes

- which may be destroyed . . . to be effective as from 1st February, 1947. [Canberra] 1947. 39, 17 p.
127. BRITISH RECORDS ASSOCIATION. Accumulations in solicitors' offices: methods used by the Records' Preservation Section. London, 1946. 2 p. (*Memorandum* no. 8).
  128. GONDOS, VICTOR. Retirement of Federal war records. *AMERICAN ARCHIVIST*, 9: 198-213 (July, 1946). An account of the records retirement programs, existing and projected, as of November, 1945, in all agencies of the Federal Government.
  129. GREAT BRITAIN. WAR OFFICE. Disposal of records of War Office branches, pay offices, record offices, and other large military offices at home and abroad. London, 1945. 12 p.
  130. KAISER, JULIUS B. The commercial archivist aids the controller. *Journal of accountancy*, 83: 304-307 (Apr., 1947).
  131. KAISER, JULIUS B. Retention of business records. *Conference board business record*, 4: 12-14 (Jan., 1947).
  132. KRAINES, FREIDA. A records destruction program. *Office management and equipment*, 7: 82-85, 112A-112B (Sept., 1946). Describes the program of the Chicago Park District.
  133. MCWILLIAM, EDITH. When transfer time rolls 'round. *Filing bulletin*, 15: 62-63 (Apr., 1947). Reprinted from *Office management and equipment*. The author is files supervisor for Schenley Distillers.
  134. U.S. CIVIL AERONAUTICS BOARD. Rules and regulations: accounts, records, and reports. *Federal register*, 12: 3311-3314 (May 23, 1947). Itemizes some 56 categories of records of commercial air carriers and prescribes rules for their creation, preservation, and disposal.
  - 134A. U.S. NATIONAL ARCHIVES. How to dispose of records; a manual for Federal officials. Rev. ed. Washington, 1946. 52 p.
  135. U.S. TENNESSEE VALLEY AUTHORITY. Records program of the Tennessee Valley Authority. Knoxville, 1947. 91 p. A revision of the edition of 1943.
  136. U.S. TREASURY DEPARTMENT. Retirement and disposition of records. Washington, 1946. Looseleaf.
  137. WEBER, BERNERD C. The records program in the Western Regional Division of the Office of Price Administration. *Pacific historical review*, 15: 435-437 (Dec., 1946).
  138. WEEKS, BERTHA M. Transfer and retention of records. *Office management and equipment*, vol. 8, no. 6, pp. 37-38, 70-73 (June, 1947).
  139. WELCH, IDA. Transferred files—how to take care of them. *Filing bulletin*, 15: 16 (Oct., 1946). Previously printed in *American business*, 15: 16-17 (Oct., 1945).
- See also No. 81, 88, 216, 245.

#### VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

140. BRITISH RECORDS ASSOCIATION. RECORDS PRESERVATION SECTION. Report for the year ending 30 September, 1946. London, 1946. 5 p.
141. BRITISH RECORDS ASSOCIATION. TECHNICAL SECTION. Bulletin no. 16. London,

1946. 47 p. Consists of 7 articles on the care and preservation of records reprinted from *Bulletins* nos. 1-15.
142. CAMPBELL, EDWARD G. Saving the Custer muster rolls. *Military affairs*, 10: 49-57 (summer, 1946). Describes the flattening, lamination, and binding of these records in the National Archives.
  143. CHAKRAVORTI, S. Vacuum fumigation, a new technique of preserving records. *Science and culture*, 11: 77-81 (1943-1944). The author, a member of the staff of the Imperial Record Department at New Delhi, India, was an intern at the National Archives during 1946-1947.
  144. EVANS, D. L. The lamination process—a British view. *AMERICAN ARCHIVIST*, 9: 320-322 (Oct., 1946). An excerpt from Evans' review of Adelaide Minogue's *Repair and preservation of records*, the original review having been printed in *Bulletin* no. 8 of the Technical Section of the British Records Association.
  145. FRECK, S. G. How the United Nations guards records from fire. *Office*, vol. 24, no. 6, 37-39 (Dec., 1946).
  146. HERNÁNDEZ, AGUSTÍN. Restauración de documentos históricos. *Hacienda en marcha*, vol. 1, no. 1, p. 15-17 (Mar., 1946). Describes the procedures followed in the Archivo Historico de Hacienda in Mexico.
  147. IAMS, THOMAS M. Preservation of rare books and manuscripts in the Huntington Library. *Indian archives*, 1: 31-40 (Jan., 1947). Reprinted from the October, 1932 issue of the *Library quarterly*.
  148. KENT, JOHN L. Preserving the Nation's records. *Office*, vol. 25, no. 4, p. 40-42, 46 (Apr., 1947). A reprinting, with some excisions, of an article published in *Federal science progress* for April, 1947. It describes the practices of the National Archives.
  149. NORTON, MARGARET C. Whose fault? An editorial. *American archivist*, 9: 195-197 (July, 1946).
  150. SCHNEIDER, ALBERT H. Some practical suggestions regarding specifications for rebinding public records. *AMERICAN ARCHIVIST*, 9: 226-228 (July, 1946).
  151. SKORDAS, GUST. The parchment stretcher at the Maryland Hall of Records. *AMERICAN ARCHIVIST*, 9: 330-332 (Oct., 1946).
- See also No. 80.

## VII. ARRANGEMENT AND DESCRIPTION OF RECORDS AND HISTORICAL MANUSCRIPTS INCLUDING PUBLISHED FINDING AIDS

### A. United States in General and Federal Government

152. BURR, NELSON R. The papers of William Allen White. Library of Congress, *Quarterly journal of current acquisitions*, 4: 10-14 (Nov., 1946).
153. BUTLER, HUGH. Material turned over to the National Archives by the Committee on Public Lands. *Congressional record*, 93: 1830 (Mar. 7, 1947).
154. CARRERA STAMPA, MANUEL. Mapas y planos relativos a Mexico en The National Archives of the United States of America (1776-1849). *Revista Ibero-americana*, 12: 153-198 (Feb., 1947). Compiled while the author was an intern in the National Archives.
155. EVANS, LUTHER H. Texana in the Nation's Capital. *Southwestern historical quarterly*, 50: 220-235 (Oct., 1946). Describes the Texas Centennial exhibi-

- tion of the Library of Congress and mentions holdings of the National Archives on p. 232-235.
156. GRIFFIN, GRACE G. A guide to manuscripts relating to American history in British depositories reproduced for the Division of Manuscripts of the Library of Congress. Washington, 1946. 313 p.
157. KAHN, HERMAN. Records in the National Archives relating to the range cattle industry, 1865-1895. *Agricultural history*, 20: 187-190 (July, 1946).
158. LEWINSON, PAUL. A guide to documents in the National Archives for Negro studies. Washington, 1947. x, 28 p. (American Council of Learned Societies. Committee on Negro Studies. *Publications* no. 1).
159. LOUNSBURY, RALPH G. Materials in the National Archives for the history of New Mexico before 1848. *New Mexico historical review*, 21: 247-256 (July, 1946). Written in 1940, this paper does not cover additions to the archives since that date.
160. PINKETT, HAROLD T. Records of research units of the United States Forest Service in the National Archives. *Journal of forestry*, 45: 272-275 (Apr., 1947).
161. RUBINCAM, MILTON. Charles J. Wister's weather reports in the National Archives. *Pennsylvanian*, 4: 5 (Sept., 1946).
162. THURBER, EVANGELINE. The 1890 census records of veterans of the Union Army. National Genealogical Society, *Quarterly*, 34: 7-9 (Mar., 1946).
163. U.S. LIBRARY OF CONGRESS. Tennessee's sesquicentennial exhibition held at the Library of Congress, Washington, D.C., June 1, 1946-October 21, 1946. Washington, 1946. This exhibit included a number of archival items borrowed from the National Archives.
164. U.S. NATIONAL ARCHIVES. Handbook of Federal World War II agencies and their records (sample entries). [Washington] 1947. 238 p.
165. [See No. 134A]
166. U.S. NATIONAL ARCHIVES. Inventory of the records of the Rubber Survey Committee. Washington, 1947. 21 p. Compiled by Philip Brower.
167. U.S. NATIONAL ARCHIVES. National Archives accessions, nos. 26-29. [Washington] 1946-1947.
168. U.S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Bureau of Refugees, Freedmen, and Abandoned Lands. Compiled by Elizabeth Bethel, Sara Dunlap, and Lucille Pendell. [Washington] 1946. 64 p. This document and all other preliminary checklists included in the *Writings* are not considered by the National Archives as publications, since they are compiled primarily for internal use in that agency. "A few copies have been reproduced in multilithed form . . . for limited distribution."
169. U.S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Headquarters of the Army, 1825-1903. Compiled by Jerome Thomases. [Washington] 1946. 12 p.
170. U.S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Military Government of Cuba, 1899-1903. Compiled by Margareth Jorgensen. [Washington] 1946. 52 p.



171. U.S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Office of the Inspector General, 1814-1939. Compiled by Richard Giroux. [Washington] 1946. 5 p.
172. U.S. NATIONAL ARCHIVES. Preliminary checklist of records of the Soil Conservation Service, 1928-1943. Compiled by Guy A. Lee and Freeland F. Penney. [Washington] 1947. 45 p.
173. U.S. NATIONAL ARCHIVES. Preliminary checklist of the records of the United States Marine Corps, 1798-1944. Compiled by Fred G. Halley. [Washington] 1946. 21 p.
174. U.S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Wage and Hour Division of the Department of Labor, 1938-1942. Compiled by Ernst St. Aubin, student in the class American University in the preservation and administration of archives under the supervision of G. Philip Bauer, Division of Labor Department Archives. [Washington] 1946. 6 p.
175. U.S. NATIONAL ARCHIVES. Project for the preparation of guides to the documentation of the experience of the United States Government in World War II. [Washington] 1946. 11 p. Not a publication available for distribution.
176. U.S. NATIONAL ARCHIVES. Recommendations for the preparation of guides to the records of the Government's experience in World War II. [Washington] 1946. 17 p. Not a publication available for distribution.
177. U.S. NATIONAL ARCHIVES. Sample entries for an inventory of the central files of the Army Air Forces Headquarters, 1939-1942. [Washington] 1947. 21 p. Prepared by Albert Haase and C. Clark Marshall. Not a publication available for distribution.
178. U.S. NATIONAL ARCHIVES. Your Government's records in the National Archives. [Washington] 1946. 81 p.
179. U.S. NATIONAL ARCHIVES. World War II Records Project. [Washington] 1947. 3 p.
180. WOOD, RICHARD G. Records of the United States Naval Home, Philadelphia. *Pennsylvanian*, 4: 31 (Mar., 1947). Lists records of the Home now preserved in the National Archives.  
See also No. 222-224, 230.

#### B. State and Local

181. AMES, SUSIE M. Law-in-action: the court records of Virginia's eastern shore. *William and Mary quarterly*, ser. 3, 4: [177]-202 (Apr., 1947).
182. CAPPON, LESTER J., and PATRICIA H. MENK. The evolution of materials for research in early American history in the University of Virginia. *William and Mary quarterly*, ser. 3, 3: 370-382 (July, 1946).
183. ELLIS, JOHN T. A guide to the Baltimore Cathedral archives. *Catholic historical review*, 32: 341-360 (Oct., 1946). Also available as a reprint.
184. GOSNELL, CHARLES F., and EDNA L. JACOBSEN. History in the State Library. *New York history*, 27: 531-533 (Oct., 1946); 28: 245-246 (Apr., 1947). Describes manuscript and archival material in the New York State Library.
185. HARTSOOK, ELISABETH, and GUST SKORDAS. Land Office and Prerogative Court

- records of Colonial Maryland. [Annapolis] 1946. 124 p. (Maryland Hall of Records Commission, *Publication* no. 4).
186. HISTORICAL RECORDS SURVEY, PENNSYLVANIA. County records and archives in Pennsylvania. Harrisburg, 1947. 576 p. A volume embodying the "integrated results" of the inventories of the county records (the separate volumes of which are now in the process of publication in Pennsylvania). Consists of introductory essays on the general governmental organization of counties and separate essays on the various offices within counties, sketching their historical development and listing the types of records that each office has traditionally produced.
187. HISTORICAL RECORDS SURVEY, PENNSYLVANIA. Inventory of the county archives of Pennsylvania: Bradford County. Towanda, Pa., 1946. 242 p. The first volume to appear since publication of this series was resumed for Pennsylvania under the auspices of the State Historical and Museum Commission. The inventory entries stand as compiled by the Historical Records Survey, with some information concerning recent administrative history and legislation added to the introductory matter.
188. HOMESHER, LOLA M. Archives of the Wyoming Stock Growers' Association. *Mississippi Valley historical review*, 33: 279-288 (Sept., 1946). Describes records in the Wyoming University Library.
189. KENT, DONALD H. Sources for Pennsylvania history in the William L. Clements Library. *Pennsylvania history*, 14: 23-29 (Jan., 1947).
190. McCORMACK, HELEN G. A provisional guide to manuscripts in the South Carolina Historical Society. *South Carolina historical and genealogical magazine*, 47: 53-57, 171-178 (Jan., July, 1946).
191. McLEAN, MALCOLM. The Bexar archives. *Southwestern historical quarterly*, 50: 493-496 (Apr., 1947). The process of arranging, calendaring, and translating this collection is described.
192. MANUCY, ALBERT C. Florida history (1650-1750) in the Spanish records of North Carolina State Department of Archives and History. *Florida historical quarterly*, 25: [319]-332 (Apr., 1947). Describes the nature of approximately 10,000 items copied from the archives of Spain in 1924-1927 through the efforts of Dr. W. W. Pierson of the history department of the University of North Carolina.
193. MINNESOTA HISTORICAL SOCIETY. FOREST PRODUCTS FOUNDATION. Preliminary inventory of manuscript material dealing with the forest products industry. St. Paul, 1947. 24 p.
194. OREGON. STATE LIBRARY. ARCHIVES DIVISION. Publications nos. 1-6. Salem, 1946. These consist of a statement of "inventory principles" and "inventories" of records of certain State and local agencies.
195. RADOFF, MORRIS L. Calendar of Maryland State Papers. No. 2, the Bank Stock Papers. Annapolis, 1947. 68 p. (Maryland Hall of Records Commission, *Publications* no. 5.)
196. REED, H. CLAY. The court records of the Delaware Valley. *William and Mary quarterly*, ser. 3, 4: 192-202 (Apr., 1947).
197. SCHEFFLER, EMMA M. Letterheads, 1854-1900. *Illinois libraries*, 29: 106-116 (Feb., 1947). Describes an exhibit at the Illinois State Archives Building.

198. SHIPTON, CLIFFORD K. The collections of the Harvard University Archives. Harvard University Library, *Bulletin*, 1: 176-184 (spring, 1947). A companion piece to the author's "The University Archives: goal and functions" which appeared in the winter issue.
199. WHITE, LESLIE A. The Lewis Henry Morgan collection. University of Rochester Library, *Bulletin*, 2: 48-51 (June, 1947).
200. WOLFSBERG, VERNIE H. Records of the St. Paul Fire and Marine Insurance Company. *AMERICAN ARCHIVIST*, 9: 333-344 (Oct., 1946).  
See also, No. 61, 64-65, 73-74, 81.

### C. Foreign Countries

201. ALLIED EXPEDITIONARY FORCE. SUPREME HEADQUARTERS. Official general list of documents in the Berlin area. London, 1945. 11 p. Restricted at time of issue. Gives data supplementing *Official general list of archives in Western Germany*, entered in 1945 Writings. Prepared by Hilary Jenkinson, British Public Record Office.
202. ANGUS, WILLIAM. Accessions of public records to the Register House since 1905. *Scottish historical review*, 26: 26-46 (Apr., 1947).
203. [HEBDITCH, M. J.] Historical manuscripts. London University. Institute of Historical Research, *Bulletin*, 20: 144-160 (May-Nov., 1944. Published in 1946). Divided into two parts, this item lists (1) accessions of manuscripts reported by public or corporate body repositories; (2) migrations of manuscripts by sale or change of private ownership.
204. JENKINS, DAVID. Deposited collections. National Library of Wales, *Journal*, 5: [55]-57 (summer, 1947). Lists collections of manuscripts deposited with the Library.
205. KITCHING, G. C. Records of the Island of St. Helena, Lat. 15° 55'S. Long. 5° 42'W. [sic]. *AMERICAN ARCHIVIST*, 10: 151-171 (Apr., 1947). Describes the location and character of the extant records of the Island, 1502 to date.
206. MCGUFFIE, T. H. Report on the military papers of Lt.-Gen. Robert Ballard Long (1771-1825) in the Royal United Service Institution Library. London University. Institute of Historical Research, *Bulletin*, 20: 106-110 (May-Nov., 1941. Published in 1946).
207. MANUCY, ALBERT C. Notes on the "Catálogo de los fondos de las Floridas." *Florida historical quarterly*, 25: [44]-63 (July, 1946).
208. MORIN, CONRAD. Les archives du Saint-Siège; important sources de l'histoire politico-religieuse du Canada. *Culture*, 7: 151-176 (June, 1946).
209. PHILLIMORE, R. H. Survey of India records. *Indian archives*, 1: 3-11 (Jan., 1947). A description of the maps, charts, etc., produced by the Survey of India.
210. TATE, W. W. The parish chest; a study of the records of parochial administration in England. Cambridge, Eng., 1946. 346 p.
211. TIBBOTT, GILDAS, and K. M. DAVIES. The archives of the Calvinistic Methodist or Presbyterian Church of Wales. National Library of Wales, *Journal*, 5: 13-49 (summer, 1947).
212. YANS, M. Les archives de la Loketkas à la Haye. *Annuaire d'histoire Liegeoise*, no. 9, 1941.

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the Commission Archives; Part IV, Field Operations of Monuments, Fine Arts, and Archives Officers.

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*See also* No. 46, 49, 92, 95-96, 103, 106-107, 109, 128-129, 179, 202, 230, 232, 233.



# News Notes

KARL L. TREVER, Editor

*The National Archives*

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## NEWS NOTES EDITOR

Dr. Karl L. Trever of the National Archives, who has served capably and faithfully for many years as Editor of the News Notes Section of the *AMERICAN ARCHIVIST* and as Chairman of the Committee on Bibliography of the Society of American Archivists has resigned both those positions in order to be able to devote more time to private research. He will, we are happy to announce, continue to serve as a member of the Editorial Board. Dr. Trever wishes to thank all those who contributed so generously of their time and efforts in helping him to compile the News Notes, and bespeaks their continued cooperation with his successors. Mr. Lester Smith, Librarian of the National Archives has been appointed Chairman of the Committee on Bibliography and Mrs. Mary Christopher Lethbridge, also of the National Archives, as News Editor.

A ten year index to the *AMERICAN ARCHIVIST* is being compiled by archival students at American University under the supervision of Dean Ernst Posner and Dr. Karl L. Trever. Index slips have been made and it is hoped that copy will be ready for the printer within the next few months.

## THE NATIONAL ARCHIVES

The National Archives has recently received several large bodies of important older records of the Government. Among them are 129 letterbooks of the Postmasters General, 1789-1902; the records of the United States Mint at Philadelphia, 1793-1899, consisting of correspondence, including that relating to branch mints and assay offices (1833-73), and of records relating to deposits, assaying, refining, coinage, medals, and "housekeeping" activities; and Patent Office records relating to the granting of patents, 1836-1900.

Arrangements have been made with the State Department for the transfer to the National Archives of noncurrent records to 1936 of Foreign Service Posts all over the world. It is estimated that there are 14,000 cubic feet of these records. The first installment of this transfer, including records of the legation at Sofia, 1912-35, and of the consulates at Calcutta, 1858-1929, Aden, 1887-1932, and Kunming, 1922-36, has already arrived. Original and exchange copies of treaties, with related papers, 1933-44, unperfected treaty files, 1933-40, and other international agreements, 1922-44, have also been received from the State Department. Other recent accessions of note include captured German documents from the Heeresarchiv at Potsdam, consisting of correspondence and other papers of von Winterfeldt, Frederick

the Great, von Boyen, Scharnhorst, von Moltke, von Roon, von Gneisenau, von Seckt, von Schlieffen, von Ludendorff, von Groener, and von Krosigk and fragments from various German collections and exhibits, 1679-1945, received from the Military Intelligence Division of the War Department; the Adjutant General's Office file of War Department and Army orders, bulletins, and circulars, 1922-39; correspondence of Henry A. Wallace, 1941-45, relating chiefly to his activities as a member of several boards and committees while he was Vice President, received from the Commerce Department; and Office of Price Administration research and information files on foreign rationing and price-control policies and practices.

Recent publications of the National Archives include a nontechnical statement on the agency, *The National Archives—What It Is and What It Does*, a list of publications, a list of file microcopies of records in the National Archives, positive prints of which may be purchased, and an *Inventory of the Records of the Rubber Survey Committee, August-September 1942*, compiled by Philip P. Brower.

Dan M. Lacy resigned as Assistant Archivist of the United States, effective July 11, 1947, to accept a position with the Library of Congress, and Wayne C. Grover was appointed Assistant Archivist of the United States, effective August 1, 1947. Mr. Grover joined the staff of the National Archives in July 1935. In June 1942 he transferred to the Office of Coordinator of Information and in January 1943 he was commissioned a Captain in the Army. As "Chief, Records Management Branch, the Adjutant General's Office," to quote from his citation for Legion of Merit, "He conceived, initiated and supervised development of a comprehensive system of records administration in the War Department and the Army." He returned to civilian status in May 1946, having risen to the rank of Lieutenant Colonel, and since then has continued in charge of the War Department's records management work. He received the degree of Doctor of Philosophy in Political Science at the American University in 1946; his thesis was entitled "The Records Administration Program of the Department of War."

Stuart Portner has resigned as Director of Administrative Services, to accept a position with the Food and Agricultural Organization, and Marcus W. Price, Director of the General Records Office is currently serving as Acting Director of Administrative Services.

Arthur H. Leavitt is on leave from the National Archives while serving as archivist of the United Nations Relief and Rehabilitation Administration. Mr. Leavitt has just returned from a business trip to Great Britain in connection with the winding-up of UNNRA's records program.

Roscoe R. Hill has retired from the Federal service. A tribute to Dr. Hill's career as historian, archivist, and public servant has been published in the *Hispanic American Review* for February, 1947, by Manoel Cardozo of Catholic University.

#### LIBRARY OF CONGRESS

The report of the Library of Congress Planning Committee, a draft of which was mentioned in the April issue, was submitted to Congress on

March 20. The sections of the document that are of particular interest to readers of the *AMERICAN ARCHIVIST* are as follows:

The Committee recommends that the Congressional Joint Committee on the Library direct the Librarian of Congress to

- A. Take the lead in establishing a National Manuscript Council made up of representatives of national, regional, and local historical organizations and agencies, whose duty it will be to advise as to the preservation and distribution of manuscript material.
- B. Explore with such officers as the Archivist of the United States and the Director of the National Gallery of Art the possibility of transferring from the Library of Congress holdings, which it acquired in the past, but would not acquire today because there are other Federal institutions that are more appropriate custodians for the material.

While the National Archives (which by law is the depository of the records of governmental agencies not in current use, and which is also the major research agency of the government) and the National Gallery of Art cannot be considered primarily as libraries, the services . . . [given] might be said to correspond to that given by the Library of Congress in the Library field. It should be understood in that this report all recommendations and provisions recognize the functions of the National Archives and the National Gallery of Art and do not include duplication of facilities.

The Library of Congress should collect historical, literary, and scientific manuscripts of national interest, including those of men and organizations that have contributed to the government, the institutions, and the life of the American people as a whole. It should take special responsibility for the acquisition by transcript or photographic reproduction, of materials in manuscript collections and archives of foreign countries, which relate to the origins and building up of the United States. It should cooperate with other depositories of manuscript collections throughout the country, to the end that manuscripts of local interest may be placed in the depositories where they will be most useful . . .

Miss Helen Nicolay, the daughter of President Lincoln's confidential secretary and biographer, has presented her father's personal and public papers to the Library of Congress. The largest bulk of the Nicolay Papers consists of letters to or about Abraham Lincoln; contemporary memoranda by Nicolay of Lincoln's conferences with his cabinet officers and generals; and Nicolay's notes of Lincoln comments on matters of public or military policy. There are also numerous clippings, historical notes, records of interviews, transcripts of important Civil War diaries, transcripts of Lincoln letters and speeches and other Lincolniana which Nicolay gathered for his Lincoln biographies and articles.

Among other recent accessions to the Division of Manuscripts in the Library of Congress are the following: three-page autobiography prepared by Abraham Lincoln, in his own handwriting, for Jesse W. Fell of Illinois, December, 1859; seventy-two boxes and several portfolios of the papers of C. Hart Merriam, naturalist, including about one hundred and twenty-five volumes of manuscript journals covering a period of more than sixty years and a set of some two hundred manuscript Indian vocabularies with accompanying large-scale colored manuscript maps showing the distribution of all known Indian tribes and bands of California and Nevada, mainly 1871 to 1937; memorandum of the cruise of the U.S.S. *Kearsarge*, kept by Yeoman J. C. Stoddard, March 2, 1874 to December, 1877; and the non-current records of The Literary Society of Washington, including correspondence, minutes of meetings, and manuscripts of papers presented, mainly 1875 to 1946.

## OFFICE METHODS BRANCH, NAVY DEPARTMENT

Demobilization has caused changes in half of the Records Management Officers assigned to the various Naval Districts and River Commands as listed in the July 1946 issue of the *AMERICAN ARCHIVIST*. Since these officers, who are responsible for records management, correspondence management, and microfilm problems in their areas, are the best sources of information on naval records in those areas, a revised list is provided below.

The Districts, Officers' names, and duty stations are as follows: First, Harland S. Moss, Boston, Mass.; Third, Robert A. Shiff, New York City; Fourth, Edward L. O'Neill, Philadelphia, Pa.; Fifth, Edward Lewis, Norfolk, Va.; Sixth, Walter J. Conway (Acting), Charleston, S.C.; Seventh, Bernard L. Michel, Jacksonville, Fla.; Eighth, J. E. Rice, New Orleans, La.; Ninth, Joseph Schleich, Great Lakes, Ill.; Tenth, M. R. Gorbea, San Juan, P.R.; Eleventh, William A. O'Neal, San Diego, Calif.; Twelfth, Paul A. Wuebel, San Francisco, Calif.; Thirteenth, Loren G. Strawn, Seattle, Wash.; Fourteenth, Marian Thomson, Pearl Harbor, T.H.; Fifteenth, Dorothy Gray, Balboa, C.Z.; Seventeenth, Chief Ship's Clerk Rochester H. Neally, USN, Kodiak, Alaska; Potomac River Naval Command, Douglas Horton, Washington, D.C.; and Severn River Naval Command, O. E. Cherry, Annapolis, Md.

It will be noted that the Records Management Officers are now all civilians, with the exception of the Officer in the Seventeenth District, whose records management functions are in addition to his regular military duties.

All the Naval Records Management Centers have also been put on a civilian basis and occupy what it is hoped will be their permanent post-war locations on Navy-owned property. These Centers and their Directors are as follows: Arlington, Va.; Paul L. Bishop; Garden City, L.I., Robert A. Shiff; Mechanicsburg, Pa.; Joseph Wertzberger; New Orleans, La., J. E. Rice; San Bruno, Calif., John D. Bayless.

The two District Records Management Officers who also serve at the present time as Directors of Naval Records Management Centers, Robert A. Schiff in New York and J. E. Rice in New Orleans, are well reinforced by assistants formerly on the staff of the National Archives. Mr. Shiff has been assisted for more than a year by Eunice Whyte, Arthur H. Hillinger, and Irving Schiller, and Mr. Rice has recently acquired the services of Maxcy Dickson and Evangeline Thurber.

The annual conference and training seminar of District Records Management Officers was held in New York on June 10-13 and the annual conference of Directors of Naval Records Management Centers was held in Washington on July 29-31. Both conferences were under the direction of Everett O. Oildredge, Chief of Field Program Planning, and Herbert E. Angel, Director of Office Methods.

## U.S. CIVIL SERVICE COMMISSION

On April 29, 1947, the U.S. Civil Service Commission released an announcement of an archivist examination [closed May 20, 1947] for professional grades 2 through 6. Certification at these levels for probationary (leading to permanent) appointment to archivist positions and positions requiring similar qualifications in Washington, D.C., and throughout the United States will be made from registers as a result of this examination. Statements of the nature of archival work and of the requirements applicants had to meet in order to qualify for certification at the several professional levels were published in the announcement. Since these statements may have some reference value for our readers, they are reproduced in part below:

*Description of Work*

Archivists perform, or plan and direct the performance of, such administrative or technical duties in the field of archival science as the following:

1. Examining and appraising records to determine which have sufficient legal, research, or administrative value to warrant preservation by the Federal government. Making written reports and recommendations based on analyses and appraisals of records' values.
2. Planning or preparing guides, inventories, indexes, and other needed finding aids or descriptive analyses of records, so that their nature and value are known and their subject content made easily accessible.
3. Planning or supervising documentary publication programs involving printing, photography, or other copy processes; reviewing, appraising, and advising with respect to documentary reproduction projects; selecting, arranging, identifying and editing material to be published or reproduced.
4. Maintaining an efficient reference service to government officials, scholars, or the general public, and advising researchers as to how to use the records most effectively.
5. Conducting research in archival history, administration, and techniques, or in the history, programs, and record-making activities of the Federal agencies, and presenting the results effectively in oral or written communications.
6. Protecting records against physical deterioration, and planning or supervising rehabilitation measures for those that may have suffered damage from improper handling, improper storage, floods, fire, exposure, or other causes.
7. Accessioning records, analyzing them, and planning their most logical arrangement to facilitate reference service.
8. Planning, supervising, and evaluating the results of comprehensive surveys of records made to secure information on such matters as subject content, conditions of storage and costs of maintenance.
9. Formulating, installing, or supervising systems of records management, and analyzing and improving existing systems.

The difficulty of the work performed, the responsibility assumed, and the extent of supervision exercised will vary with the grade of the position, increasing progressively in the higher grades.

*Requirements**Training*

For all grades, applicants must meet the basic requirements specified under either A, B, or C below:

A. Completion of a 4-year course in a college or university of recognized standing, including or supplemented by 12 semester hours in United States history and 18 semester hours in any one or any combination of history, political science, sociology, economics, and public administration.

B. Four years of experience which has given the applicant the substantial equivalent of the 4-year college course described under A above. This experience must demonstrate that the applicant possess background knowledge in the social sciences necessary for the successful performance of professional archival duties. The following are examples of experience which will be accepted toward meeting this requirement:

1. Experience as an archivist in Federal, State, church, business, or other archives, or in manuscript depositories containing substantial quantities of archival material.
2. Experience as a records analyst in the management and retirement of records in a Government agency.
3. Responsible experience in the Historical Records Survey.

C. Any equivalent combination of A and B. In combining education and experience, the applicant must show for each year of education for which credit is claimed an average of at least 6 semester hours in any of the subjects listed under A above, including at least one course in United States history.

*Experience*

In addition to meeting the above requirements, applicants must show experience as follows:

*P-2 (\$3,397)*: One year of successful professional experience in performing archival duties such as those mentioned under "Description of Work," or in scholarly research in United States history involving extensive use of archival material.

*P-3 (\$4,149)*: Two years of experience as required for grade P-2, *at least one year of which* must have been in the performance of archival duties such as those mentioned under "Description of Work." Such experience must have included the preparation of written reports or studies relative to specific archival materials.

*P-4 (\$4,902)*: Three years of progressive professional experience in archival science which has included responsibility for the direction and supervision of at least two activities such as those listed under "Description of Work" above. This experience must have demonstrated on the part of the applicant a good knowledge of the most approved archival practices and procedures. One year of scholarly research in United States history involving extensive use of archival material will be accepted toward meeting this requirement.

*P-5 and P-6 (\$5,905 and \$7,102)*: Experience as required above for grade P-4, provided that such experience has included professional consultative services in various aspects of the administration of archives and the supervision and direction of employees. *For grade P-6*, the experience must have been of broader scope and higher level of complexity and responsibility and must have demonstrated on the part of the applicant a thorough knowledge of archival management, a high degree of technical competence in the original successful solution of unusually difficult archival problems, and the ability to direct and coordinate a comprehensive and highly important program of archival management.

For any grade, the required amount of experience will not in itself be accepted as proof of qualification for a position. To be rated eligible for any grade, at least one year of the applicant's experience must have been in the successful performance of archival duties equivalent in scope and responsibility to those of the next lower grade in the Federal government. The applicant's record of training and experience must show that he has the ability to perform the duties of the position for which he is rated eligible. He may be requested to demonstrate his ability to write clearly and correctly, by the submission of copies of his writings. . .

*Restriction of Certification for Certain Positions.*—For positions involving specialized archival work of highly technical character, certification may be restricted to eligibles who possess the qualifications set forth in paragraph A under "Training" above.

*Substitution of Graduate Study for Experience.*—Graduate study in any of the subjects listed under paragraph A of the section entitled "Training" above, completed in a college or university of recognized standing and not used to meet the minimum training requirement, may be substituted year for year for the required experience up to a maximum of 2 years provided that substitution may be made for the full 2 years if all the requirements have been met for the Ph.D. degree.

*Part-time or Unpaid Experience.*—Credit will be given for all valuable experience of the type required, regardless of whether compensation was received or whether the experience was gained in a part-time or full-time occupation. Part-time or unpaid experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

## INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

In May the general meeting of the Interagency Records Administration Conference was concerned with the "Evaluation of Microfilming Projects." The speakers were Daniel F. Noll, National Archives and Henry J. Lillienfeld, Bureau of the Budget.

Newly-elected members of the Steering Committee for the 1947-48 season are: Robert G. Ballentine, War Department, John F. X. Britt, Federal



Security Agency, Lawrence M. Shea, Commerce Department, Philip C. Brooks, National Archives, and T. R. Schellenberg, Commerce Department. At the July 2 meeting of the Steering Committee, John F. X. Britt and Henry J. Lilienfield were elected chairman and vice-chairman of the Interagency Records Administration Conference.

At the meeting of the Round Table on Case Studies of Records Management in Federal Agencies, held on May 23, Miss Imogene Williford, Veterans Administration, led a discussion of "Planning a Records Administration Program in Veterans Administration." The subject for discussion at the June 6 meeting of the Round Table on Techniques of Correspondence Management was "Form letter design, standardization, and control." Miss Miriam Edwards of the Veterans Administration was the speaker.

#### AMERICAN LIBRARY ASSOCIATION

In Rosemary Caldwell's article entitled "A Library for Librarians" in the *ALA Bulletin* for June, reference is made to the ALA archives housed in the Headquarters Library. In planning for the future the Executive Board "has appointed a special committee to study the ALA and Division archives and to formulate a policy for their preservation. The personnel consists of three members of the Executive Board and three members of the Headquarters Library staff, with the librarian as chairman."

#### ASSEMBLY OF LIBRARIANS OF THE AMERICAS

On May 19 the General Session, at 11:00 a.m., was devoted to a discussion of "The Modern Library Collection—Its Purpose and Character," under the direction of Sr. Julian Marchena and Mr. Gaston Litton. Participating in the discussion of non-book materials were Dr. Solon Buck, Archivist of the United States, Mr. Richard Hart, Director, Literature and Language Department of the Enoch Pratt Free Library, Baltimore, Dr. Rubena Borba de Moraes, National Librarian of Brazil, and Mr. Edward Waters, Music Division, Library of Congress. These speakers stressed the growing interest of the public in phonograph recordings, the value of microfilming to public libraries as well as to the research institutions, the role of music in the library program, and the distinction between library and archival materials. Addressing himself to the latter point, Dr. Buck explained that the National Archives of the United States functions as the public records agency of the Federal Government, the State archives care for State papers, and the Library of Congress preserves in its Division of Manuscripts many of those documents which are not public or official in character. The increasing recognition of the value of archival material is illustrated by the growing interest of large commercial concerns in preserving their valuable non-current records. Dr. Borba de Moraes acknowledged that some rivalry between libraries and archives exists in Brazil as to the custody of official records. The National Archives of Brazil holds the official records, however, and the National Library's interest is in non-official manuscript records.



At 4:00 p.m. on May 20, the General Session considered the matter of "Non-Book Collections," under the guidance of Srta. Noemia Lentino. Dr. Burton Adkinson, Acting Chief of the Maps Division, Library of Congress, spoke on the importance of maps as research materials, and suggested, the establishment of a special center of information in each American country for the exchange of information on maps and related materials.

#### ASSOCIATION OF FEDERAL PHOTOGRAPHIC LIBRARIANS

The Federal Government has accumulated in its various activities great numbers of photographs documenting not only Federal functions but also the growth and development of the nation as a whole. These photographs are in many collections and in many agencies. Their existence and their content are often unknown even to other bureaus in the same department. The need for pooling information concerning the pictorial holdings of the Government has been felt for a long time. In addition, the photographic librarians have had little opportunity to study improved methods of maintenance, indexing and reference procedure, since their libraries are usually small autonomous units in the various agencies.

In an effort to meet these needs, an informal conference was held at the National Archives on December 9, 1946, when it was proposed to form an unofficial permanent organization of photographic librarians. Twenty-five representatives of eleven agencies attended. In the January meeting a constitution was submitted and adopted, a nominating committee appointed, and the primary aims of the organization were discussed. In February, officers were elected and work was begun on the first objective, a guide to the photographic holdings of the Federal Government. The guide, as issued now in mimeographed form, is preliminary in character. When all available collections are described, it is expected that the guide will be published in permanent form. Much interest has been shown in this project by Government agencies and by commercial firms such as *Life* and *Coronet* magazines.

In the meetings of the four months that the organization has existed the members have surveyed the photographic files of the Signal Corps and the photographic records in the custody of the Archivist of the United States, and have been addressed by Paul Vanderbilt, acting chief of the Prints and Photographs Division, Library of Congress, on means of disseminating information concerning photographic libraries, and by Chalmers Roberts, Picture Editor of the Washington Bureau of *Life*, on the special problems of picture magazines.

Officers of the Association are Hermine H. Baumhofer, (National Archives) who promoted the conference of December 9, president; Alice Kuhn, (Army Pictorial Service) vice president; Delia Ranalli, (Public Information Division, Navy Department) secretary; J. R. Wilson, (Visual Presentations Division, Labor Department) treasurer; and Elizabeth Adams, (State Department), chairman of Committee on Publications.

### COTTON TEXTILE BUSINESS GROUP

About twenty-five persons interested in the history of the textile industry and related activities have formed an informal organization along the lines of the railroad historians' Lexington Group. Among the archivists who are reported as charter members are Peter A. Brannon and Mrs. Marie B. Owen, Alabama, Christopher Crittenden, North Carolina, and William D. Overman, Ohio. The group plans to conduct a survey to discover what textile firms would be willing to grant historians access to their records.

### NATIONAL COUNCIL FOR THE PRESERVATION OF HISTORIC SITES AND BUILDINGS

This organization was formed at a conference held in Washington on April 15. Its object is to "further the preservation and interpretation, for the public benefit, of historic sites and buildings situated in the United States and its possessions and significant for American history and culture." The council is made up of delegates from national and regional organizations, members at large, and ex-officio members, including Solon J. Buck, Archivist of the United States and president of the Society of American Archivists. Former president Waldo G. Leland is a member of the executive board of the Council.

### INTERNATIONAL ORGANIZATIONS

#### *United Nations Archives*

The United Nations Archives at Lake Success has considerably expanded the scope of its activities. A comprehensive survey of UN records has been started, and plans are being made for the periodic transfer or disposal of non-current records. Archives in custody now include part of the League of Nations files, and records of the San Francisco Conference, the Preparatory Commission, and the Permanent Headquarters Committee, as well as sound recordings and verbatim records of UN meetings, and record copies of mimeographed documents. Various checklists and descriptive reports are in preparation, and an index to Preparatory Commission documents has just been completed. Appraisal and indexing of photograph and motion picture collections received from UNRRA and the United Nations Information Organization is also being carried on, as well as a program for the microfilming of verbatim minutes of meetings. Attention is also being given to the planning of archives facilities for the United Nations permanent headquarters in Manhattan.

#### *UNESCO*

A document entitled *The Programs of UNESCO in 1947*, issued from Paris on April 4, contains on page 10 the following statement under the heading "Archives Development."

Steps will be taken in 1947 to: (a) Establish UNESCO's own archives; (b) Organize surveys on types and methods of archives of their international organizations; (c) stimulate countries to develop their own archives techniques.

In activating this program, Herbert O. Brayer, Archivist of Colorado and Director of the Western Range Cattle Industry Study, has been appointed to serve, as of June 4, as Consultant on Archives to UNESCO. After concluding a year's research activity abroad in connection with the Study, Dr. Brayer spent six weeks during June and July visiting the major archival institutions of Europe.

## FOREIGN NEWS

### *Australia*

The 1946 annual report of the National Library Archival Authority (see *AMERICAN ARCHIVIST*, January 1946, for the 1945 report) indicates that considerable activity in the archival field has occurred in Australia during the year. Following the program developed in 1945, machinery for the disposal and transfer of records has been in operation, the use of schedules has been introduced, and the arrangement and description of transferred archives is slowly taking place. Discussions with the departmental records officers have been continuous and careful study of a proposed program of microfilming departmental records is being made. Arrangements are being made for better care of the departmental records storage repository at Kingston Store. The report strongly urges the return to pre-war standards for Government paper and the granting of higher status and increased authority to departmental records officers. The Head of the National Library Archival Authority is Kenneth Binns, who visited the National Archives of the United States in 1945. Mr. Binns is assisted by I. Maclean, who serves as Archives Officer.

### *Czechoslovakia*

A first hand picture of the archival situation in Czechoslovakia is furnished by the following letter of July 7 addressed to the editor by Major Lester K. Born, Archives Officer, Office of Military Government For Germany (US):

While I was on leave in *Czechoslovakia* (10-18 June, 47) I visited several archival institutions. I believe an account of my visits will have some interest to fellow archivists, and I am therefore sending you the data in the paragraphs below.

Through the Czechoslovak Military Mission in Berlin I requested permission to visit some of the Czechoslovakian archives. In my request I made it clear that I would be on leave, and represented neither Military Government for Germany nor any institution in the United States. Permission was granted, and I was told to call first upon Dr. Karel Kazbunda, archivist of the Ministry of Foreign Affairs. This I did, and was most cordially received. Dr. Kazbunda showed me his own collections (described below along with others) in detail and then took me to the Archives of the State of Bohemia where he introduced me to the director, Dr. Otokar Bauer. He showed me his institution, gave me a copy of a book (*Archiv Koruny České*, vol. I, Prague 1939), of which he is co-author, that describes the collection. Fortunately for most of us, the 364 pages of text in Czech are followed by some 40 pages of résumé in German. Dr. Bauer had arranged with the canon-archivist of the Cathedral of St. Vitus to have me see the treasures there, and personally guided me. At the Cathedral I saw, among other items of interest, the beautiful copy of the Gospel containing the autograph statement of Emperor Charles IV that he believed this copy to be by the evangelist himself.

On the second morning Dr. Kazbunda took me to the Ministry of the Interior where he introduced me to Dr. Josef Dostal and Dr. Josef Hradsky. They showed me their collections and work in progress in great detail, and gave me a copy of a book (*Die böhmische Landtafel*, Prague 1944) which describes an important and aesthetically interesting record group. The series within this collection are designated by designs, usually floral, or colors painted upon the spine of the leather bound volumes; e.g., under Hyacinth 3 one finds the correspondence between the King and the governors during 1789-1811, and *Caeruleum manuale proclamationum publicorum* 1753-1780 can be found not only under series "Caeruleum" (Latin), but also under "Dunkelblau" (German), and "Tmavo-modra" (Czech) in the index.

Dr. Kazbunda was unable to introduce me personally into the archives of the Military Historical Institute, but provided me with the name of the officer in the Liaison Section of the General Staff to whom I should apply through the Military Attaché at the American Embassy. On the next morning I was taken to the Institute in an official car, received first by the commandant, Lieut. General Hrabčík, shown through the Institute by a staff officer, and introduced at the archives to Major Kubala, archivist in charge of collections relating to World Wars I and II. He showed me the items in his custody with the same care and cordiality as did the civilian archivists whom I had already met. The genuine warmth of my reception everywhere I shall remember for a long time.

The archives of the Ministry of Foreign Affairs (*Archiv ministerstva zahraničních věcí*) are housed with the Ministry in the Černín Palace a 17th century building which is beautifully kept up. The stack space for the document collections has been modernized, decks of steel and concrete have been set up, and steel shelving whose top level is within easy reach has been installed. In place of steel or wooden solid shelves steel rods, which allow more air, are used. Drop tables are provided at frequent intervals at the end of stack bays, and leaves are set into the shelving at about waist height. Windows are of clear glass; electricity has been installed throughout the stacks. A few of the record groups have been bound in leather volumes, but most of them are stored in sturdy paper cartons. These latter are placed on the shelves in such a manner that the fascicles of papers within them, carefully and tightly tied together, stand on edge. Finding aids, both in book form and on cards, are provided in the stacks. Highly classified and/or valuable materials are stored in a large vault which is protected by the usual armored steel door, by microphones affixed to the ceiling, etc. The vault is divided into two decks, and the finding aids for materials stored therein are likewise found there. Tables are provided for work. The treaty room adjoins the offices. The treaties are filed in steel cabinets about 5' high by 3' wide by 2' deep, which have a number of shallow drawers easily operable, and which, of course, can be locked. Three card catalogues—chronological, geographic, and topical—are currently provided. Automatic fire alarms are provided throughout the document area. The whole presents a marked contrast to the housing and equipment with which many Europeans archivists have had to contend. There were no losses of records due to war damage.

The Archives of the State of Bohemia (*Archiv země české*) is housed in its own building which was erected in 1933. Unlike some modern European archival structures, the stack and administrative sections are combined in a single building. The offices, reference library, search rooms, photographic equipment, and restoration sections are housed in outside rooms. The stack area is partly above ground and partly below, and is provided with electric lighting throughout. There are no conventional windows in the stack area, but sections of the wall are built of heavy, hollow glass bricks most of which are colored. The stack area is supplied by air through a ventilating system. The exhibition room and treasure room are combined in a vault established within the sub-surface stack area. The director was frank in expressing his dissatisfaction with some of the "modern" innovations; e.g., the ventilating system has proven inadequate for the area to be served, temperature and humidity cannot be satisfactorily controlled; the glass blocks of the light panels crack as a result of sharp changes in temperature in the winter months and so cause considerable nuisance; the treasure vault, like the rest of the basement, is subject to condensation and excessive humidity. There were

no losses due to war damage. Those collections which were temporarily stored in the basement have been almost entirely returned to their normal stack space. Many of the records are bound in volumes, many are in cartons, and many in bundles provided with a bottom and top board, in traditional fashion, and stoutly tied with cord. The large collection of diplomata which dates from the early days of the Kingdom of Bohemia and the Holy Roman Empire is safe. Materials are arranged according to provenance and are located through the usual finding aids.

The archives of the Ministry of the Interior (Archiv ministerstva unitra—Ústřední státní archiv), in reality the National Archives, as the holdings and the secondary title of the institution show, are located in an 18th century palace and in the secularized crypt of the nearby St. Nicholas Church. Consequently the staff is confronted with certain physical obstacles beyond their control; e.g., excessively high ceilings which result in shelving whose top levels can be reached only by means of a ladder, labyrinthine passages and rooms, wooden construction with consequent fire hazard, search rooms and offices not centrally located, etc. However, the collections have suffered no war damage, the buildings are dry. Some of the older collections are arranged by subject matter rather than by provenance, a fact which causes the present custodians no little annoyance. Some of the older records are in book form, most are in loose fascicles. These latter are usually in stout paper cartons, and so arranged that the papers stand on edge as in modern vertical files. This is done so as to avoid the accumulative weight of successive papers, fascicles, or cartons which would press upon the bottom—most items if they were arranged in the more usual fashion. The task of making a detailed index, of placing each separate item in its own folder within the carton is currently in progress. The records in the palace—about 50,000 running meters—are stored on wooden shelves almost entirely; the diplomata are in the usual envelopes and in drawers. The records in the church are either on shelving excessively high or in wooden cabinets, dating from the time of Maria Theresa, which are just as tall. The work of examining and cleaning that mass of records is now going on. Some of the examples of protective and restorative measures were especially interesting: the "Landtafel" books with their illuminated backs have been protected by dust jackets of brown paper for some time, but these are now being replaced by an open backed box with a top lip which extends about  $\frac{1}{4}$ " beyond the back binding of the book; face cream has been found to be the best presently available substance for use on leather bindings; a paper pulp, chemically the same as the sheet to be repaired, is lightly applied to the back of a sheet torn or worn and is then subjected to pressure. This last idea, developed independently at the archives, has been tested only for six months, and its durability is not yet known. Nothing has been published on the Prague method. The archivists were especially interested in the subject of lamination, which was new to them, and eager to secure descriptive literature.

The archives preserved by the Military Historical Institute (Vojenský Historický Ústav) are in three main divisions: the old records from the Austrian period, the regular army records, and the records of the two World Wars. They are housed in three separate places. I saw those of World Wars I and II which are located in one section of the main building of the Institute. This is a modern fireproof structure erected shortly after the creation of the Republic. The section devoted to the archives has wooden cabinets, each of which contains 60 items, arranged back to back in the manner of stack bays. The stack area is a large, high ceilinged room, divided into two levels by a steel and concrete deck. The records of the two World Wars are each kept on a single deck, and internally are arranged by "Legions," the combat units in the field. There are the usual finding aids by which one can locate each item. Luxuries such as detailed subject indices have here, as often elsewhere, not yet been possible. Work tables are provided at the bays; electric lighting is installed; very large windows glazed with translucent white glass, and protected by steel shutters, run nearly the height of the two-deck room. On the upper floor of the building there is a sizeable reference library created especially to serve this division of the archives. The main library of the Institute is in another building. On the same floor as the

reference library is the main search room and numerous study rooms. Several civilian historians are in permanent residence. The archives suffered no war damage and are all in place.

I hope that you can find space for the above narrative. Its publication will be a gesture toward repayment of the hospitality I received.

Sincerely yours,

LESTER K. BORN  
Major CAC  
Archives Officer

### Germany

With the consent of the Office of Military Government for Germany (US), German archivists in the American zone held an "Archivartagung" in Bamberg on April 10 and 11. Proceedings of the meeting, issued in mimeographed form and in the German language, were forwarded to the editor by Maj. Lester K. Born, Archives Officer, Monuments, Fine Arts and Archives Section of OMGUS in Berlin. These proceedings, as translated and abstracted by Mrs. Emma B. Haas, of the National Archives follow:

Major Born conveyed the greetings of his colleagues and explained the interest of OMGUS in German archives. He said that although a great deal of responsibility had been transferred to German archival authorities, the representatives of OMGUS were further willing to support the work of German archivists by giving them advice and effecting coordination with representatives of other occupying forces and by giving them practical help inside the American zone. He expressed approval of the creation of a central card-index of archives, recommended the establishment of a school for archivists and a cooperative association of archivists in the American zone. He suggested the selection of a standing committee to attend to various problems and act as liaison with OMGUS and urged all archivists to extend their interest especially to the preservation of archives of abolished offices. He observed, finally, that the *Mitteilungsblatt*, which is to be published in the British zone, would be a good medium through which ideas could be exchanged on how to solve common problems, while the *Archivalische Zeitschrift*, which will be resumed, would be the medium of publication for the results of research on archival matters.

The representatives of the various state, municipal, and private archives then reported on the condition of the archives in their custody. All emphasized the difficulty of getting materials, especially equipment for "interior adaptations." They complained, above all that archival buildings were still being used, in some instances, for other purposes and they asked for protection against this practice.

Then followed a discussion of a number of special topics, the most important of which were (1) the relationship of the archives to the state administration and the units of military government; (2) the publication of archival periodicals; (3) the proposed school for archivists; (4) the position of archives sponsor; and (5) the exchange of archival material.

A committee consisting of Drs. Kengel, Sante, Schaffer, Vollmer, Winkler and Poelnitz reported favorably on the proposal that an association of archivists from the British and American Zones should be established, adopting with few exceptions the organizational statutes of the already existing British Zone association of archivists. The Board of Directors for the joint association would be composed of 7 members: Drs. Grieser, Moderback, and Vollmer from the British Zone; Drs. Miller, Sante, Schaffer, and Winkler from the American Zone.

In discussing archival periodicals it was noted that the next volume (vol. 46) of *Archivalische Zeitschrift* had been ready to print for the past three years, but that because of lack of paper it could not be printed. Furthermore the publishing house of Ackermann does not yet have a license. The *Mitteilungsblatt*, to be published in the British Zone, has its first number ready for print and is a periodical for all archives, not merely for state



archives; it will treat actual archival questions on a professional level. The state archives of Düsseldorf will edit the first number; the second will be edited by the state archives of Wiesbaden and will contain an account of the archives in the American Zone. The editors of *Archivalische Zeitschrift* will endeavor to publish a volume once a year; the *Mitteilungsblatt* will probably appear more frequently.

The school for archivists in Munich is to be reopened; the school in Dahlem has been abolished, but Marburg intends to build up again a school according to the old tradition. The Director of the state archives there will also be the director of the school, which will open on October 1, 1947. The training course will last for two years at Marburg and for three years at Munich.

There appears to be some difficulty in filling the positions known as "archives-sponsors," probably because these are honorary and not paid positions. Task of the archives sponsors include the collection of private papers as important documents of extinct social structures; the securing from refugees of facts about important traditions, particularly in the East; and assuring the preservation of the archives of socialized institutions.

### *Great Britain*

Word has been received of the appointment of Hilary Jenkinson as Deputy Keeper of Public Records to succeed Sir Cyril Flower, retired. Mr. Jenkinson is an Honorary Member of the Society of American Archivists.

The British Records Association will hold its 15th annual meeting November 18 and 19, 1947. The program will include a discussion of printing in relation to the publication of records, a session of the Records Preservation Sections, a discussion of the ideal layout for a local records repository, and the annual business meeting.

### *India*

A clipping from the July 12 *Indian News Chronicle*, sent to the editor by Eva Karpischeck, a former member of the National Archives staff now in the foreign service, indicates that records are involved in the proposed partition of India:

The division of files and records between India and Pakistan, one of the biggest problems confronting the Partition Council, has, it is understood, been very nearly solved.

An American firm has offered to micro-photograph all the files in the way they do in the United States. This will save time and energy necessary for copying and filing the records.

### *Yugoslavia*

The following quotation is from the book *Human and Material Sacrifices of Yugoslavia in Her War Efforts 1941-1945*, prepared by the War Reparations Commission, The Federative People's Republic of Yugoslavia:

... Archives.—The enemy officers by name of Schwankl and Reiszitz carried away from the Serbian Academy of Science many original historical documents including 228 Cyrillic Charters, 227 Latin and 1400 Turkish documents.

Technical and scientific works of the Military Geographic Institute, representing the results of many decades of research, were either plundered or destroyed.

Documents of inestimable value for the study of our culture and social development disappeared during the occupation. Papers and documents from various institutions dating back to the beginning of mediaeval ages were burnt or carried away. Files containing documents of historic value, including the original Constitution text of 1825, were taken away from the Belgrade State Archives. Most of the documents in the Novi Sad and Skoplje State



Archives were either destroyed or carried away. During the occupation period Italian representatives came over and instigated searches in various archives. After such searches most important documents pertaining to our past, were missing or disappeared. Dr. Giovanni Gabizza, the representative of the Rome Government, caused all the more important papers in the Trogir Archives, covering the period from 1335 to the beginning of 19th century, to disappear. The remaining files were partly sent to the paper mills and partly thrown away or used as wrapping paper.

Professor Cencetti, the Italian scientists and inspector of the Rome Archives, relieved the Nona, Split and Kotor Archives of 74 cases of documents and manuscripts written partly by Venetian and partly by local historians over the period from 13th to 18th century. These were taken away by the above professor.

Further 157 cases of Archives and other material were shipped by the Italians on the s/s "Loara" destined to Venice on 8th September 1943. . . .

### OFFICE OF SELECTIVE SERVICE RECORDS

Public Law 26, 80th Congress, approved March 31, 1947, provides, (1) for the liquidation of the Selective Service System which had been charged with the responsibility for procuring manpower for the armed forces and distributing civilian workers in essential industry since October 1940, and (2) the establishing of a new agency, the Office of Selective Service Records.

The Selective Service System, in operation from October 16, 1940 to March 31, 1947, was composed of 6,443 local boards, a variable number of appeal boards, 54 State Headquarters and a National Headquarters. The local boards and State Headquarters records within each State have been concentrated under the Office of Selective Service Records in 54 Records Depots, one in each State or territory, including the District of Columbia, except for New York which has two depots.

Under Public Law 26, the functions and duties in the Office of Selective Service Records shall be:

- (a) To liquidate the Selective Service System.
- (b) To preserve and service the records of Selective Service System.
- (c) To perform such other business relating to the preservation of records, knowledge and methods of Selective Service not inconsistent with law.

Pursuant to the above, Records Depots have been established within the various States which contain approximately 60,000 file cabinets of personnel and residuary records. Since these records are Federal property their principal function will be the servicing of requests for information from Federal agencies. The primary responsibility of the new office, however, will be to maintain the confidentiality of individual registrant's records. Past experience has indicated that there will be other and varied demands upon these records, but for the time being at least, only the individual registrant and selected Federal Departments, agencies and bureaus will have access thereto. The value of these records for genealogical, historical and research purposes has been amply demonstrated in the past, but until the sources of requests for information for these purposes have been analyzed, investigated and approved, the use of the records will be closely restricted as outlined above.

The major portion of these records consist of individual cover sheets, or personnel folders, of the approximately 36,000,000 registrants who were

militarily liable. In addition to the cover sheets, and periphery records of militarily liable registrants, there are registration cards for men who were between the ages of 45 and 65 on April 27, 1942, of which there are approximately 15,000,000. The life expectancy of these records is very problematical at the present time. Under the policy of restricted use, which is necessary to the maintenance of the confidentiality of their contents, the full measure of their value cannot fully be demonstrated. There are available to the general public, however, a vast quantity of statistical data on age, physical and occupational characteristics and other matters which have been placed in bound volumes and distributed to libraries and educational centers. There is also at hand a vast amount of undigested statistical and research material which will be made available to the public as it is analyzed, edited and published.

#### AMERICAN COUNCIL OF LEARNED SOCIETIES<sup>1</sup>

Work has been completed on more than half of the files of 19th century Negro newspapers being microfilmed by the Committee on Negro Studies of the American Council of Learned Societies, and positive microcopies of the films will be available for purchase by libraries and educational institutions beginning in June. Files of approximately 200 newspapers, 1837-1900, have been located in 62 depositories during the past year, and these have been loaned to the project for photographing. The Library of Congress is cooperating in this venture and is handling the photography in its Photoduplication Service laboratories. Order lists and information on the Negro Newspaper Microfilm Series may be obtained from: The Committee on Negro Studies, American Council of Learned Societies, 1219 Sixteenth Street, N.W., Washington 6, D.C.

A union listing of Negro newspapers, first comprehensive compilation of its kind ever attempted, will be published by the Committee on Negro Studies of the American Council of Learned Societies late this year. The directory will include name, place of publication, founding and expiration dates, brief publication data, location of available files and microcopies for each publication. There will also be a short introduction and bibliography. Approximately 2,000 newspapers will be represented in the listing, which embraces the 120-year period of Negro newspaper publication in this country, between 1827 and 1947.

#### CHURCH ARCHIVES

Dr. Thomas F. O'Connor had this to say about Catholic archives in his address to the American Catholic Historical Association last December:

Turning to a consideration of the facilities available for creditable productive scholarship in the field of American Catholic history, we can happily report an encouraging growth

<sup>1</sup>From: Armstead S. Price, American Council of Learned Societies, 1219 Sixteenth Street, N.W., Washington 6, D.C.

of archival consciousness. We have by no means yet come to what might be considered even a minimum of achievement in this respect, but we have, notwithstanding come a great ways in the last two decades in the readiness of custodians of our archives and manuscripts depositories to aid the cause of legitimate research. In this respect one of our most serious handicaps at present stems from the limitations of a mechanical and technical nature still characteristic of the majority of our depositories. Here too, however, some measure of improvement has been discernible during the past half decade.

The Historical Foundation of the Presbyterian and Reformed Churches, Inc., at Montreat, North Carolina, reports the discovery of eight manuscript volumes of the proceedings of Charleston Presbytery and its predecessor, Charleston Union. Covering the period 1822 to April 24, 1902, these materials, which had been lost for more than a quarter century, have filled a sizeable gap in the Foundation's South Carolina materials. Rev. Edward Lilly was instrumental in the locating and depositing of these records.

#### THE PAPERS OF THOMAS JEFFERSON

According to the 1945-1947 report of the Editor of the Papers of Thomas Jefferson, Julian P. Boyd, the project has in its files copies of 47,149 Thomas Jefferson documents. A table given in the report indicates the origin of these copies as follows:

From the Library of Congress .....	23,299
From the Massachusetts Historical Society .....	9,505
From Virginia Institutions and Individuals .....	5,072
From the Henry E. Huntington Library .....	965
From the Missouri Historical Society .....	937
From the Pennsylvania Historical Society .....	688
From the New York Historical Society .....	640
From the American Philosophical Society .....	241
From Individuals and Smaller Institutions .....	5,802

Dr. Boyd describes the papers secured from each source and in some instances indicates the methods by which the documents were located. The National Archives, being the one large American depository not yet searched, the Editor outlines the method by which search for Jefferson materials will be conducted there. A search for Jeffersonia is planned for foreign archives and libraries too, and some work in this direction has been accomplished already in France and Italy.

#### TRAINING OF ARCHIVISTS

The third intensive training program in the preservation and administration of archives, offered by The American University in cooperation with the National Archives and the Maryland Hall of Records, was conducted between July 28 and August 23, 1947. Students registered for the course were Theodore J. Cassady, document archivist, Archives Department, Illinois State Library; Mary H. Clay, head librarian, North East Junior College, Louisiana State University; Sister John Mary Cromlish and Sister Genevieve Ryan, St. Joseph's High School, Emmitsburg, Md.; Jane Greene, assistant librarian, Meredith College, Raleigh, N.C.; Marion W. Hagerman, executive assistant,

Saskatchewan Archives, Saskatchewan, Canada; Rev. Peter Hogan, Catholic University; Gaiselle Kerner, patent analyst, U.S. Patent Office; Rev. Paul Love, St. Mary's Seminary, Baltimore; Rev. James P. Moran, diocesan archivist, Grand Rapids, Mich.; Paul J. O'Brien, assistant archivist, Office of the Secretary of State, Sacramento, Cal.; Ruth M. Rush, supervisor of general files, Detroit Edison Company; Harriet C. Skofield, cataloger, P. K. Yonge Library of Florida History, University of Florida; Marjan-Stopar Babsek, assistant archivist, United Nations; Miriam Woods, librarian in charge of cataloging and filing, West Virginia Department of Archives and History; Rev. Francis Murphy, archivist, Congregation of the Most Holy Redeemer, Esopus, N.Y.; Mary Y. Crook, Notre Dame College, Baltimore; Mrs. Elizabeth G. Lee, supervisor of the director's files, Standard Oil Company of New Jersey; Rev. James A. Mackin, library moderator, John Carroll University, Cleveland; and Peter J. O'Toole, administrative aid, Department of Public Affairs, Newark, N.J.

During 1946, the Australian National Library Archival Authority permitted its Archives Officer to deliver six lectures on archives to the Refresher Course in Public Administration conducted by the Public Service Board in Canberra, Melbourne, and Sydney. The Archival Authority felt that by this means it would be possible "to introduce archival requirements to an increasing number of officers in each department." The Public Service Board has recently established a Research and Training Section which is preparing a general scheme of training for newcomers in the public service. A portion of the proposed course deals with recording systems and techniques, and arrangements have been made for the National Library Archival Authority to cooperate in the program. Later the research program may be extended to provide an opportunity for the comprehensive study of the proper relationship between records administration and departmental efficiency.

### CONNECTICUT

The Connecticut State Library has received gifts of extensive "family archives" covering the Beach family and the Lewis family. Both these families have Connecticut origins. The Beach records were compiled over a period of forty years by Major Alfred Holmes Beach, formerly of Wyoming and Michigan, and on his death, were presented to the State Library by his widow, Mrs. Cora M. Beach. The Lewis family records were compiled over a long period of years by Carll A. Lewis of Guilford, Connecticut, who acted as editor and publisher of the family paper, "Lewisia." After his death, all his papers were given to the Connecticut State Library by his children, John G. Lewis and Mrs. Belle L. Harrison, as a memorial to their father.

A project to microfilm the Land Records and the Probate Records of all the Connecticut Towns and Probate Districts has been undertaken by the Genealogical Society of the Church of Jesus Christ of Latter Day Saints, of Salt Lake City. All arrangements with the town officials, who have been

most cooperative, are being made by the State Library which will receive positive copies of the films. The period covered by the filming is from the earliest settlements (in some cases 1636) to 1850. The project is expected to take about a year.

### GEORGIA

The Emory University Library has now catalogued a collection of about 600 items from the administrative files of the Savannah Squadron of the Confederate Navy. It has acquired recently some 30 letters of General Beauregard, the papers of James O. A. Clark (1827-1894), long prominent in the Southern Methodist Church, and additions to the papers of Methodist Bishop Warren A. Candler, which now number over 30,000. The Clark collection includes some manuscript records of the Georgia Relief and Hospital Association of Civil War days.

Georgia newspapers last March carried news of the discovery in Savannah of the 160-year old volumes of minutes of Georgia's Executive Council from 1774 through 1780. "Missing" since 1776, the minute books were found by Miss Margaret Godley while doing research at the Georgia Historical Society. Mrs. Jack Hayes, state archivist, who examined the records to determine their authenticity, announced the discovery. She stated that the records probably would remain the property of the Georgia Historical Society.

### ILLINOIS

The Newberry Library, Chicago, has received as a gift the letter books of Victor F. Lawson, publisher of the Chicago *Daily News* prior to his death in 1925. These volumes contain some 75,000 copies of letters sent by Lawson between 1873 and 1925, some 60,000 more written by business managers of the newspaper and bearing his stamped signature, and about 4,500 letters written to Lawson. The gift also includes several volumes of minutes and reports of the Associated Press for its early years. Lawson was president of the AP for some time. His papers are open at the discretion of the Librarian of Newberry "only to bonafide students with a serious project."

The University of Chicago has received the papers of Frank O. Lowden, governor of Illinois, 1917-1921, and a national political figure for over 25 years.

A bill to remove the Secretary of State as State Librarian and to reorganize the Illinois State Library under a board appointed by the Governor, passed the Senate but was killed in the House of Representatives in the final days of the 1947 General Assembly.

This bill, substantially the same as the "Model State Library Act" proposed by the American Library Association, was sponsored by the Legislative Committee of the Illinois Library Association. As too often happens when such "model" acts are used as the basis for legislation, inadequate consideration was given to adapting the bill to local conditions. The traditions,

constitutional provisions and numerous laws which make the Secretary of State of Illinois the sole legal custodian not only of the records of his own office, but also of the principal archives of the State were ignored. It is doubtful if the Archives Department could legally have continued some of its present duties had this bill become a law. There were also other bad features in the bill, from an archival point of view. For instance, the clause in the present act which protects the archivist from pressure to take records deemed non-archival in nature, was so amended as to require specific authorization from the State Library Board before accepting any deposits.

Thus far the advantages to the Archives Department from being a division in the large and strong State Library recognized as a professional institution, outweigh the disadvantages of not being an autonomy which under the Illinois system of government would be weak and subject to adverse political influences. It cannot be too strongly emphasized, however, that such a union for administrative purposes only, can work only where, as up to the present, the policy making officials realize and appreciate the essential differences between archives and libraries.

The following unsolicited editorial from the Rockford (Illinois) *Morning Star* of August 2, 1947, is included here as indicative of a significant change in attitude towards county archives.

#### FOR THE RECORDS

The plight of County Clerk Horace Skinner, who found himself smothered with ancient record books to the point where there was hardly elbow room for work in hand, points up the need for an archives system far more spacious and available than state or private library systems at present provide. In desperation, Clerk Skinner petitioned the county court for authority to destroy tons of old records. Temporary space has now been found, and the petition has, happily, been withdrawn.

The Illinois archives vaults at Springfield take care of documents and records dating back to pioneer days, but they are simply not large enough to handle all the old records of 102 counties. There should however, be, space provided at the state capital or some other central point for this historic material. No county should tolerate destruction of such records, for they are the building blocks of history.

In this connection, it may be recalled that a number of railroads whose roots go down into pioneer days have turned over their early ledgers and account books and correspondence to such libraries as the Newberry in Chicago. There the records have been gladly accepted because they form source material for history. If corporate records are of such high value, surely the records of the counties can be considered no less important.

It seems to us that the preservation of these county records is a proper responsibility for the state, and that provision of an archives library of sufficient capacity to take them all in should be business for the next legislature.

We have a certain responsibility to history, and that responsibility is something beyond the keeping alive of a mere antiquarium spirit. Anyone familiar with history knows that the diaries and ledgers of medieval times, often preserved by sheer accident, are the only basis we have for learning how life was lived then; knows, too, the eagerness with which archeologists scan cuneiform bricks to read the account books of Babylon. The future could accuse us bitterly if we shortsightedly destroyed the records of how township and county and state were built.

If you have ever wondered what your job as an archivist really is, you will get the answer by reading an article by the archivist of Illinois, Margaret C. Norton, published in the May issue of *Illinois Libraries*, p. 167-172.



## IOWA

Effective July 1, 1947, Claude R. Cook became head of the Iowa State Department of History and Archives succeeding Ora Williams, retired. Emory H. English, who served as acting curator until Mr. Cook's appointment, will continue as editor of the *Annals of Iowa*.

## MARYLAND

Court records from 1699-1788 and original wills, 1665-1789, have been received by the Maryland Hall of Records from Talbot County. Land records of the same county will be transferred from Easton shortly. The Baltimore Superior Court has transferred marriage license records, 1771-1851, together with a card index. Prince George's County probate papers, 1697-1789, have now been arranged and indexed and are accessible for public use. Kent County records, probate court, and land, and now complete for the period 1642-1788, as prescribed by the Act of 1945 (Chapter 248). Indexes for the use of probate and land records are also complete.

The Salary Standard Board has given permission for change of title to certain members of the Hall of Records staff, so that classifications of junior and senior repair technician and junior and senior indexer now prevail.

## MICHIGAN

Colton Storm, curator of manuscripts at the William L. Clements Library, writes the editor that "since 1943, no report of additions to the Manuscript Division has been made in these columns. Four times a year, a postcard requesting news comes to the curator of manuscripts and four times each year he props it on his desk until it is dog-eared and fly-blown—when another card takes its place. This time, things are different; the postcard is fresh and clean and the report is completed."

Important additions since 1943 to the following collections described in the *Guide* to the Historical Manuscripts in the William L. Clements Library:

Peter Force Papers (about 4500 pieces)  
 Thomas Gage Papers (ten pieces)  
 Nathanael Green Papers (about 250 pieces)  
 John Holker Papers (about 30 pieces)  
 Michigan Papers (about 200 pieces)  
 Miscellaneous Papers (about 500 pieces)

A few other collections have received minor additions.

The following collections have been formed by regrouping miscellaneous materials or by acquisition:

Allison, Edward H. 1 vol. 1891. Ms. of "The Surrender of Sitting Bull."  
 Ann Arbor. 1 vol. 1836. Plat book.  
 Andre, John. 1 vol. 1780. Contemporary transcript of "The Cow Chace"  
 Bernard, Sir Frances. 1 vol. 1763. Ms. "Report on Massachusetts Bay"  
 Bingham, Sgt —. 1 vol. 1779. Orderly book.  
 Calef Papers. 1 vol. 1766-1782. Letters to and from John Calef.



- Carey Papers. 1 vol. 1829-1836 Letters from Henry C. Carey to his father, Mathew.
- Cooke Collection. 1 vol. Late 19th cent. Letters by Civil War leaders collected by Aaron J. Cooke.
- Episcopal Bishops. 3 vols. 18th & 19th cent. Specimens of autographs of American bishops.
- Fort Wayne Indian Agency. 1 vol. 1809-1815. Letterbook.
- Johns Collection. 1 vol. 1857-1865. Mss. and letters by James Johns, "pen-printer of Vermont."
- Massachusetts. 1 vol. 1698-1699. Treasury accounts.
- Palgrave papers. 1 vol. 1796-1844. Letters by and to Robert and William Palgrave.
- Palmerston Papers. 1 vol. 1816-1864. Most letters by Henry John Temple Palmerston, 3rd viscount.
- Peel Papers, 1 vol. 1820-1870. Letters by Sir Robert Peel, 1st, 2nd and 3rd parts.
- Riopelle Papers. 1 vol. 1737-1894. Papers of an early Detroit family.
- Presidents of the United States. 1 vol. Specimens of signatures and handwritings of the presidents.
- Roosevelt Collection. 2 vols. 1885-1943. Letters and mss. by, to, and about Theodore Roosevelt.
- Shaw Papers. 1 vol. 18th & 19th cent. Family records.
- Sparks Collection. 1 vol. 1833-1837. Letters of Jared Sparks.
- Stuart, James. 1 vol. 1816-1820. Copybook.
- Townshend Collection. 1 vol. 1763-1766. Letters by Charles Townshend.
- Williams Papers. 2 vols. 1818-1856. Principally letters Samuel Williams regarding surveys of Michigan.

F. Clever Bald, who has been on the staff of the Michigan Historical Collections since March 1, 1945, as University War Historian, has been appointed Assistant Director of the Collections. He has completed the assembling of the University's war records, and he will continue to give part of his time to writing the history of the University in the war.

Among recent manuscript accessions to the Collections are the papers of Miss Clara M. Wheeler, of Grand Rapids, Michigan. Practically all the pieces of this large collection relate to the work of the Grand Rapids Kindergarten Teacher Training School which was founded by Miss Lucretia Willard Treat in 1891, and of which Miss Wheeler was at first assistant, then principal. The collection consists of correspondence, course notebooks, record books, newspapers, and clippings. Other materials which have been received include the records of the First Congregational Church of Ann Arbor, Michigan.

### MINNESOTA

The 1947 session of the legislature, recognizing the need for caring for the State's official records, created the Minnesota Archives Commission. The Commissioner of Administration is chairman of the Commission and the Superintendent of this Minnesota Historical Society is its secretary. Also members of the Commission are the State Auditor, the Attorney General, and the Public Examiner.

The law gives the Commission broad authority to regulate the way records are made and kept, and to destroy records which have no legal, administrative,

research, or historical value. The law defines as primary evidence in Minnesota courts microfilmed copies of such documents, or copies reproduced by other photographic means, and it authorizes the commission to reduce to microfilm or other photographic forms such records of the State, as, in its judgment, have legal, administrative, research, or historical value, but which need not be preserved in their original form. An appropriation of \$10,000 for each year in the coming biennium was made to carry on this work.

The Minnesota Historical Society has acquired about one-half ton of records accumulated by the Root River State Bank of Chatfield, 1888-1941. These records supplement materials relating to the same bank received in 1933 with the papers of G. C. Easton. The two collections constitute an important source of information about economic conditions in southern Minnesota, 1856-1941. The Society has also received 9 additional volumes of the records of the Trinity Lutheran Church of St. Paul.

The Forest Products Foundation of the Minnesota Historical Society has issued a 24 page *Preliminary Inventory of Manuscript Material Dealing With the History of the Forest Products Industry*.

Arthur G. Larson has resigned as superintendent of the Minnesota Historical Society to accept a commission in the Army. Carlton C. Qualey has been appointed to succeed him.

### NEBRASKA

The Nebraska State Historical Society has accessioned the records of the Nebraska Advisory Defense Committee, consisting of three four drawer filing cases of correspondence, memoranda, and other data.

### NEW YORK

From the estate of Frederic Bancroft, Columbia University has received over one million dollars, the income from which is to be devoted to the acquisition of books and other materials on American history and international relations. Therefore the University has established the position of Archivist of Americana and has appointed Reinhard Luthin to this position.

The Cornell University Collection of Regional History recently added the William Pierrepont White Collection (1728-1838), which contains 10,000 letters, 113 letter books and box files, 25 ledgers, daybooks, and journals, 5 boxes of maps, 5 portfolios of original surveys, 17 large maps, 1200 pamphlets, and miscellaneous accounts, diaries, scrapbooks, plank road accounts, supervisor's reports, etc. Covering over 200 years, this collection follows the westward and southward movement of members of the White and related families, and concerns their activities in the development of land, canals, highways, railroads, and cotton manufacturing, mining, and banking, enterprises.

The first meeting of the Champlain Valley Historians Conference since the beginning of the war took place Saturday, June 28, in the Robert Hull Fleming

Museum at the University of Vermont, Burlington. This combined meeting of the New York State Historical Association and the Vermont Historical Society was the fourth gathering of its kind. The meetings are devoted to the history of the Champlain Valley area and are held alternately in Vermont and New York. Mrs. Jane M. Lape, curator of New York State Historical Association's Headquarters House at Ticonderoga, as one of several speakers, described an important collection of papers in that library known as the McIntyre-Henderson papers, dealing with early history of the iron industry.

The Farmers' Museum, operated at Cooperstown, by the New York State Historical Association, announces that it has just received on permanent loan the large manuscript folklore collection made by nearly a thousand students at the New York State College for Teachers in Albany, New York, under the direction of Louis C. Jones, at the time he was teaching American Folklore in that institution. Entirely collected in New York State, this material covers such matters as childlore, folksay, folkways and customs, interesting individuals and interesting communities, folk tales and folk history, folk songs and folklore material dealing with the supernatural, including beliefs, superstitions, witchcraft, and ghost lore. Classified under appropriate headings within these major divisions, it is cross-indexed in such a way that the types of materials in various counties in the State can be quickly ascertained. There is a full component of information about both collectors and informants. The material will be available to all qualified persons at the Farmers' Museum, Cooperstown, throughout the year. For further information, address Dr. Jones, Director of the State Historical Association and the Farmers' Museum.

One of the most complete collections of old time American Canoe Association photographs ever assembled has just been deposited in the library at Fenimore House, Central Quarters of the New York State Historical Association at Cooperstown, New York. These pictures, some three hundred in all, are a complete and unique pictorial record of the canoeing and camping activities of the American Canoe Association during its first twelve years, 1881-1892. They are all mounted on cards with full descriptions and dates attached. These fine pictures were made by the celebrated professional outdoor photographer, S. R. Stoddard, or by George A. Warder, leading amateur photographer of the 1880's; these pictures cover the annual meets and camps of the Association as follows: 1881 and 1882, Lorna Island, Lake George, N. Y., 1883, Juniper Island, Stony Lake, Canada, 1884, 1885 and 1886, Grindstone Island, New York, St. Lawrence River, 1887, Bow Arrow Point, Lake George, N. Y., 1889, Stavo Island, Canada, St. Lawrence River, 1890, Jessops Neck, Peconic Bay, N. Y., 1891 and 1892, Willsborough Point, N. Y., Lake Champlain.

The New York Historical Society has recently acquired the following: Papers and documents relating to the estate of Chief Justice William Smith (1728-1793) and of his son, William Smith, Jr. (1769-1847) including correspondence between William Smith, Jr., and Douw Fonda of Albany; eight manuscript account books, 1830-1854, of Barclay and Livingston, commission merchants of New York City, letter press copies of business letters, 1874-1879,

of Robert Mackie and Son, and 4 volumes of letter press copies of letters from Simon Fraser Makie, of New York, 1875-1878; 500 letters to Thomas H. Morrell, bookseller of New York City, from authors, librarians, and publishers, 1858-1897; "register of marriages" recording 242 marriages performed 1834-1885 by the Reverend Dr. William R. Williams, pastor of the Amity Street Baptist Church, New York City.

#### NORTH CAROLINA

Dr. Christopher Crittenden returned to his desk as director of the North Carolina Department of Archives and History on July 1. Since last September he had been serving as assistant director with the World War II Records Project at the National Archives at Washington, D. C. The Executive Board of the Department met on July 12, transacted routine business, and passed a resolution commending the work of Henry Howard Eddy as acting director during the absence of Dr. Crittenden. Mr. Eddy has returned to his former post as chief of the Division of Archives and Manuscripts in the Department.

The Historical Society of North Carolina held its spring meeting at Winston-Salem on the afternoon and evening of April 19th. The afternoon session was held in the museum of the Wachovia Historical Society, at which time Dr. R. H. Woody of Duke University, reported on unexploited materials in the Flowers Collection of Duke University. Dr. Woody reported that Duke University will soon publish a catalog of the Flowers Collection. Dr. Douglas L. Rights, president of the Wachovia Historical Society, reported on unexploited materials available in Winston-Salem. The evening session was held in the restored Salem Tavern. Dr. Hugh T. Lefler of the University of North Carolina led a discussion of unexplored aspects of North Carolina History. Dr. Archibald Henderson of the University of North Carolina and president of the society presided at both sessions.

#### OHIO

Recent accessions to the Hayes Memorial Library, Fremont, Ohio, have included original Electoral College manuscript returns of Pennsylvania in the Election of 1876; three original documents of appointment: Henry W. Davis as justice of peace, Washington, D. C., William Selby as notary public of Washington, D.C., and John C. Spear as medical inspector of the U.S. Navy, all signed by Rutherford B. Hayes as President; three photographs of President Hayes, one containing an autobiographical sketch; two photographs of Lucy Webb Hayes, one autographed; twelve original letters and notes (1868-1885) written by Rutherford B. Hayes, his correspondents including: Henry M. Cist; William B. Hazen; James W. Howorth; William Johnston of Cincinnati, O.; Mrs. S. N. Lovett; a Miss Scott; and Mrs. R. W. Thompson, Terre Haute, Ind.; a letter written by U.S. Grant to President Hayes, dated April 27, 1877; two letters of William Tecumseh Sherman to James M. Dalzell (1876, 1882), one in which he suggested R. B. Hayes as possible Republican choice for President; and a political letter of S. S. ("Sunset") Cox on the Election of 1876.

The Ohio State Archaeological and Historical Society announces the following appointments and promotions: Erwin C. Zepp, director; James H. Rodabaugh, research associate and editor; John O. Marsh, curator of history, archivist and librarian; Richard S. Fatig, supervisor of state memorials; Lawrence S. Gray, assistant supervisor of state memorials; Vinnie G. Mayer, cataloger; Elizabeth C. Biggert, documents librarian; and S. Winifred Smith, assistant editor.

#### OKLAHOMA

Under authority of the Hastings Act (*5 Stat. L. 384*), the Oklahoma Historical Society has received from Muskogee, Oklahoma, the records of the Dawes Commission consisting of one hundred letter press copy books dating from 1897-1902, and twenty boxes of letters written to the Commission.

The Society is also making arrangements for the transfer of the state's Confederate records now housed in the State Confederate Home.

#### OREGON

The Oregon State Library has acquired the major portion of the essential records of the Capital National Bank of Salem, later the First National Bank, covering the period 1885-1924. The records were selected for the library by David C. Duniway, state archivist. An inventory is in preparation.

#### PENNSYLVANIA

Act No. 260 of the 1947 General Assembly of Pennsylvania, approved by Governor James H. Duff on June 14, 1947, incorporates many of the essential features of the uniform state public records act, proposed by a committee of the Society of American Archivists, into Pennsylvania law. The Act amends the Administrative Code's provisions relating to the Pennsylvania Historical and Museum Commission, extending its powers over the records of State and local agencies of government.

The Commission is made the official agency of the Commonwealth for the conservation of Pennsylvania's historic heritage and the preservation of public records, historic documents and objects of historic interest. It is to preserve all public records throughout the Commonwealth, giving special attention to the preservation of all records of the State Government not in current use and of historical value.

Two methods are provided for the transfer of public records to the Commission: a voluntary method, by negotiation between the Commission and the head of a State, municipal or county agency; and a compulsory method, applying to State records only, in which the Governor's Executive Board—with the Commission's approval—may direct the transfer of the noncurrent records of a State agency to the Commission. The Commission is made the legal custodian of all records transferred to it.

The Executive Director of the Commission or any employees he may designate have the right of reasonable access to and examination of all public

records in the Commonwealth, and are to report to the Commission on their condition. The Commission is to recommend action necessary to preserve public records, to cause the laws relating to them to be enforced, and to recommend and enforce uniform standards governing the use of paper, ink and filing procedure for all records and papers of State and local agencies which shall be construed as being of permanent and ultimate historical importance.

*Pennsylvania History* reported in its April issue that Governor James H. Duff had reappointed all of the former members of the Pennsylvania Historical and Museum Commission. These include Miss Frances Dorrance, Charles E. Biddle, who was designated as chairman, Thomas Murphy, Charles G. Webb, Atwater Kent, Jr., and Richard N. Williams, 2nd. Two members remain to be named, one of whom will replace Mr. Duff, and the other to fill a vacancy on the original commission not filled by Governor Martin.

The same journal stated that "Governor Duff has announced regretfully that plans for the so-called William Penn Memorial Building, which was to constitute a new State Museum and State Archives and History building, must be held in abeyance until the state's financial picture is a little clearer. Those acquainted with conditions in the state will agree heartily with Governor Duff that the truly desperate conditions which exist in some of the state's hospitals, and its mental institutions in particular, must be remedied at once and at a sacrifice of all other interests. Waiting a little longer for an adequate museum and public records establishment will not cause anyone to suffer, whereas the public health problem affects human beings directly. Those who have discussed the situation with the governor know his keen personal interest in and broad grasp of matters historical. The building will be delayed, but it will not be lost."

The *Pennsylvania Magazine of History and Biography* for July carries on p. 283-287 the latest supplement to the *Guide to the manuscript collections in the Historical Society of Pennsylvania*. The guide now has a total of 1447 entries.

## TENNESSEE

Few acts of the legislature in recent years have brought greater satisfaction to historically minded Tennesseans than that passed in the current session which makes provision for the erection of a new building to house the state's archives and library and the collections and museum of the Tennessee Historical Society. Those who have worked in the field of Tennessee history and that of the Old Southwest have been aware of the wealth of source material contained in these Nashville depositories; but the crowded conditions under which such materials have been housed made its use difficult. Those in charge of these collections, notably Mrs. John Trotwood Moore and Robert T. Quarles, Jr., have labored without stint to make this storehouse of historical information available to scholars, but the conditions under which they had had to work have greatly handicapped them. Preliminary estimates put the cost of the new building in the neighborhood of \$1,500,000.

Although the need for a library and archives building has been recognized for a long time, the idea was formally presented at a meeting of the Tennessee Historical Society on February 10, 1942. At that time Edwin A. Keeble, Nashville architect, read a paper on "Housing History." This was published



in the *Tennessee Historical Quarterly*, 1:47-151 (1942) and attracted favorable attention. Prentice Cooper, then governor of the state, became interested in the project and his successor, Governor McCord, continued that interest. Organizations that joined in the campaign for a new building included the Polk Memorial Association, the Parent-Teachers Association, the Tennessee Historical Commission, the Woman's Press and Authors Club, the Associated Women of the Tennessee Farm Bureau, Daughters of the American Revolution, United Daughters of the Confederacy, American Legion Auxiliary, Federated Women's Clubs, Association of University Women, and the Huguenot Society. These agencies formed an effective committee led by Mrs. Rutledge Smith, president; Judge Camille Kelley and Mrs. John Trotwood Moore, assistants to the president; Mrs. F. W. Hale, Mrs. P. P. Claxton and Miss Zella Armstrong, vice presidents, and Mrs. Samuel Cole Williams, treasurer.

### VERMONT

The annual report of Earl Newton, director of the Vermont Historical Society, includes the following interesting paragraph:

A very great deal of our basic manuscript material lies in the archives of the state, and has been made available in ever increasing degree over the last years by the invaluable indexing and compiling undertaken by Mrs. Mary G. Nye, of the Secretary of State's office. But some of the most valuable were consumed in the disastrous State House Fire of 1857. In 1942, however, Mrs. Nye discovered a letter of Henry Stevens, first President of the Society, which opened up prospects of recovering many of these lost records through copies furnished by Stevens to the national government in Washington *before* the fire. A trip there [to Washington] by Mrs. Nye and myself revealed in the Library of Congress an unbelievable amount of material—five hundred items from the papers of George Washington alone—, including transcripts of the records of the government and the Secretary of State furnished to Peter Force by Stevens. Through the generous assistance of the Chief of the Manuscripts Division, this material is being made available for microfilming. The cost is negligible in proportion to the value of the records, and I feel sure the Public Records Commission will see to the restoration of this material to the State. As Secretary of that body, I shall so recommend.

Recent accessions of the Vermont Historical Society include the manuscript papers of Thomas Canfield, mostly concerning Lake Park, Minnesota, and the Northern Pacific Railroad; the account book of Stephen Conant, Mar. 6, 1795-Mar. 19, 1798, pertaining to harness business in Windsor, Vermont; papers of Roswell Farnham, Jr., concerning the Waits River Railroad Survey, 1844, records of the Superintendent of Schools, Bradford, Vermont, 1856-1861; Montpelier and Rutland Railroad papers; and papers of Samuel Wells, treasurer of the Committee to Survey the Montpelier and Wells River Railroad, Jan. 4, 1872-Dec. 17, 1875.

### VIRGINIA

The Library of the College of William and Mary has acquired the Richard Blow papers, a valuable collection of mercantile and maritime papers, 1771-1825. This collection of nearly 15,000 pieces depicts the business life of the Blow firm and includes ladings, manifest, declarations, correspondence, crew



lists, and pay lists for ships under its control. It is also valuable for its materials relating to the business life of Portsmouth, Virginia, and for information on American transactions with London merchants.

The following article, published in the *Richmond News Leader* on May 27, is of considerable interest:

#### READ THIS AND BLUSH

"Most Virginians are interested in Virginia history. Few of them realize the following facts: (1) The great Virginia libraries are on the West Coast and in New England; (2) Every year thousands of Virginia manuscripts, rare pamphlets and newspapers and other historical records go to institutions in other States; (3) More than 100 newspapers are now published in Virginia—but of nearly half of those published in the last half century, not a single copy now remains in existence."

So writes Francis L. Berkeley, Jr., curator of manuscripts at the Alderman Library of the University of Virginia. He most assuredly speaks by the record. Undoubtedly, three of the most valuable collections of Virginia manuscripts, outside the Federal and State archives, are in the Huntington Library at San Marino, Calif., at the Clements Library in Ann Arbor, and among the Draper papers at the University of Wisconsin. The Library of Congress contains the bulk of the papers of the three greatest Virginians—George Washington, Thomas Jefferson and Robert Edward Lee. Anyone who wishes to see the largest surviving unit of General Washington's own library has to journey to the Boston Athenæum where he will find the volumes reverently preserved. General Lee's papers were deposited in the Library of Congress by his granddaughters. All the other papers and books mentioned here were offered for sale and probably could have been acquired by Virginia had our State shown interest and zeal.

Before we proceed to condemn our grandfathers, we need to remember that our own generation has been guilty of like neglect. Several of our libraries are far more alert than they were, but they lack funds with which to employ trained men and women to search for manuscripts. In all probability, Duke University and the University of North Carolina have acquired between them more Virginia manuscripts in recent years than have gone into our own depositories.

As for newspapers, a cynic may say that society will be none the worse for the loss of the 40 or 45 per cent that have disappeared altogether in the last half century. Those of our grandchildren who have any interest in their inheritance will not be of that opinion: They will discover that newspaper files are the greatest single source of information, direct and indirect, on local history, on social usages and on genealogy.

What is to be done about the three conditions Mr. Berkeley describes? Manifestly, what has come to pass in the loss of manuscripts to the great Western and Northern libraries cannot be changed. Future export of these treasures can be reduced by the grant of a legislative appropriation for the employment of trained archivists to do for the university what the tireless Dr. J. G. de R. Hamilton has done for the University of North Carolina since 1920. Preservation of newspaper files is essentially a matter of micro-filming. The files themselves disintegrate with what appears to be increasing rapidity. Some may not last 10 years now under hard usage. Even if they were made of durable paper, where could space be found for them? The State Library is the proper agent for the microfilming of all State newspapers, but it cannot do this, of course, without an increase in appropriation.

Thus, at the end, the question boils down to the measure of interest Virginians display: Do they think enough of their past to pay for the preservation of its records?

#### WEST VIRGINIA

In an article entitled "Some Projects Which Challenge the West Virginia Historical Society" in *West Virginia History*, 8: 199-206 (Jan. 1947) Ross B. Johnston lists as projects 7, 8 and 9 the following:

*Project No. 7.* We believe that there is a common agreement that a commission or executive board should be established that would give proper co-operation to and support of the State Department of Archives and History. This commission would be responsible for historic matters. . . .

*Project No. 8.* A revolving printing fund to lay the foundation of proper printed archives of the State is badly needed. This fund should be at least \$50,000. Since the archives would be sold, the money would be used over and over again. If no way can be found for establishing and maintaining such a permanent fund, then the annual special printing fund of \$10,000 should be provided to accomplish the same purpose. . . .

*Project No. 9.* Steps should be taken toward completing the job started under the W.P.A. to make copies of important county records, and place them in central places in the State, such as the State Department of Archives and History and the West Virginia University. Copies should also go to the Washington office of the Daughters of the American Revolution. . . .

#### List of applicants approved for membership in the SOCIETY OF AMERICAN ARCHIVISTS by the Council

June 17, 1947

WILLIAM H. CARLSON, Director of Libraries, Oregon State System of Higher Education, Oregon

MISS MARGARET B. CHOPPIN, Records Administration Officer, U. S. Treasury Department, Washington, D.C.

GEORGE R. CLOSE, Town Clerk and Registrar of Vital Statistics, Stamford, Conn.

R. DEMOULIN, Professor of History, University of Liege, Belgium

MRS. DOLORES B. FLOYD, Archivist, Telfair Academy of Arts and Sciences, Savannah, Georgia

MRS. E. H. GOSTICK, Provincial Librarian, Edmonton, Alberta, Canada

ELMER E. S. JOHNSON, Custodian Schwenkfelder Historical Library, Pennsylvania

ROLAND C. McCONNELL, Archivist, The National Archives, Washington, D.C.

ROGER H. McDONOUGH, Director, Division of State Library, Archives and History, Trenton, New Jersey

MRS. MILDRED C. PORTNER, 5220 42nd Place, Hyattsville, Maryland

STUART PORTNER, Food & Agriculture Organization, Washington, D.C.

GEORGE W. SPRAGGE, Treasurer, Ontario Historical Society, Canada

#### Institutional Members

Library Archives, University of New Brunswick, Fredericton, N.B., Canada

P. K. Yonge Library of Florida History, University of Florida, Gainesville

Washington State Library, Temple of Justice, Olympia, Washington





