

derstanding of local factors involved, we need not be supermen to accomplish the task which cries to be done. A rich opportunity lies ready to our grasp, and if in the course of the next few years we fail to develop a series of archival units for which posterity will call us blessed, the fault will not lie in our stars.

## HAVE YOU SEEN?

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Mary A. Bennett, "New Microfilm Reading Machines", *College and Research Libraries*, 8: Part I (July 1947), 239-242.

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Philadelphia Bibliographical Center and Union Library Catalogue, *Union List of Microfilms, Supplement 5*. (Philadelphia, 1947. Pp. 54. Mimeographed.)

F. C. Bald, "The University War Historian," *Michigan History* 31 (June 1947), 200-206.

J. B. Kaiser, "'Historical' Aspect of Business Records," *Office Management and Equipment*, 8, No. 8 (August 1947), 33, 62.

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No. 2 *A History of Ration Banking* by Joseph Alexander Kershaw. (Washington. U.S. Government Printing Office, 1947. Pp. viii, 150.)

No. 3 *Wartime Apparel Price Control* by Wilfred Carsel (Washington. U.S. Government Printing Office, 1947. Pp. x, 201.)

Paul W. Becker, "The Colonial Documents of New York," *New York History*, 28 (July 1947), 304-312.

"7771st Document Center," *Military Government Weekly Information Bulletin* 105 (August 11, 1947), 3-4. Describes the records of the Nazi Party.

W. E. Hollon, "Zebulon Montgomery Pike's Lost Papers," *Mississippi Valley Historical Review*, 34 (September 1947), 265-273.

Margaret C. Norton, Luther H. Evans, and Solon J. Buck, *Report of the Advisory Committee on New York State's Record System*. (Albany. State Department of Education, 1947. Pp. ii, 15.) Mimeographed. To be read in conjunction with *Legislative Document*, No. 54.<sup>1</sup>

Oregon State Archives, *Microfilm Inventory No. 1*, "Letters Relating to the Oregon Boundary Dispute as Selected and Microfilmed by the Library of Congress. . . ." (N.p., n.d. Pp. 4. Mimeographed.)

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"Harvard Study of 'Small Firms' Records," *Office*, 26, No. 4 (October 1947), 72-74.

<sup>1</sup> See review, p. 76.

# The Archivist's Book Shelf

RICHARD G. WOOD, Editor

*The National Archives*

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## BOOKS ON THE CATALOGING OF MANUSCRIPT MATERIAL

Until recent years little had been written that could serve as a guide to the cataloging of typical American manuscripts, though there was a large literature on the ancient and medieval illuminated manuscripts, parchments, and incunabula. Cannons' *Bibliography of Library Economy . . . 1876-1920* lists two articles on cataloging before 1900, only one of which was American: "Note on the Cataloguing of Manuscripts" appeared in the English *Library Chronicle* in 1885; and Henry M. Lydenberg's "Historical Manuscripts and Prints in the New York Public Library and the Method of Cataloging Them," was published in the *Library Journal* for 1899. The fourth edition of Cutter's *Rules for a Dictionary Catalog*, published in 1904, devoted three pages, in the section on "Cataloguing Special Publications and Other Material," to a discussion of manuscripts, prepared by Worthington C. Ford. The *Annual Reports* of the Librarian of Congress, from the establishment of the Division of Manuscripts in 1898, occasionally discuss cataloging methods briefly, as in the report for the year ending June 1901, and it is possible to glean a good deal of information from the reports of other libraries and historical societies.

The first systematic handbook devoted to the work of a manuscript depository was issued by the Library of Congress in 1913. J. C. Fitzpatrick's *Notes on the Care, Cataloging, Calendaring, and Arranging of Manuscripts*, which subsequently went through three editions, the last in 1934. While the sections on "Storage Devices," "Repairs," and "Mounting and Binding" are now superseded by modern methods such as lamination, much of the advice and many of the admonitions are still of great value to the present day curator. For example, it is still true that "The first handling of a mass of manuscripts is often most important and needs the ripe judgment and trained hands of the experienced archivist." In addition, the reasons in favor of strict chronology in the arrangement of letters, as against subject or other arrangement, are still worth careful consideration. The section on Calendaring is still useful.

A brief note on "Manuscripts in the Huntington Library," by R. B. Haselden of that Library's Division of Manuscripts was printed in the *Library Journal* for September 15, 1928, and a somewhat more extensive article by H. C. Schulz, entitled "The Care and Storage of Manuscripts in the Huntington Library," was published in the *Library Quarterly* for January 1935. The first of these articles described the three files which made up the card catalog,

while the second described the stack arrangement, which involved a division of collections into subject groups.

Next in chronology of writings was the handbook entitled *The Care and Cataloguing of Manuscripts* prepared by Dr. Grace Lee Nute, curator of the Manuscripts Division of the Minnesota Historical Society, and published in 1936. Much more ambitious than its predecessors, this study gives a detailed analysis of the various types of material to be found in a manuscript depository; a description almost amounting to a schedule of the classification scheme employed at Minnesota; and an account, with examples, of the entire accessioning and cataloging process. It was intended to be used in conjunction with the *Special Bulletins*, "Guide to the Personal Papers in the Manuscript Collections of the Minnesota Historical Society," and "Copying Manuscripts," and with such other guides and calendars as might from time to time be issued. This handbook to much greater degree than the other works cited, gives the reader an excellent conception of the flow of work and the organization of a manuscript division staff.

Interest in arriving at a rationale of work with manuscripts was greatly stimulated in the mid-thirties by the Historical Records Survey and also by the formation in 1933 of a Committee on Archives and Libraries within the American Library Association. The reports of this Committee appeared from 1933 to 1938 with those of the Committee on Public Documents in the latter's report, entitled "Public Documents," and from 1939 to 1940 in its own "Archives and Libraries." These were usually quite brief and frequently confined to the discussion of one aspect of manuscript work. Included in the *Manual of the Survey of Historical Records* as Supplement No. 6 was "The Preparation of Guides to Manuscripts" (1937), which was especially helpful for calendaring.

Other articles of great interest appeared from time to time. Arthur Harrison Cole, librarian of the Baker Library of the Harvard Graduate School of Business, wrote for the *Library Quarterly* of January 1938 his "Business Manuscripts; Collection, Handling, and Cataloging." That same year, in the October issue of the *AMERICAN ARCHIVIST*, Howard H. Peckham presented his "Arranging and Cataloguing Manuscripts in the William L. Clements Library." In October 1941 the *AMERICAN ARCHIVIST* published Mrs. Ruth K. Nuermberger's "A Ten Year Experiment in Archival Practices," which described her experiences as curator of the Duke University Manuscript Division. The *Library Quarterly* for April 1942 carried an article entitled "Manuscript Collections in the General Library," by Ellen Jackson. A detailed account of procedures at the Alderman Library was given in the *Thirteenth Annual Report* for 1942-43 of the University of Virginia Library. An adventure in cataloging the small archives of a religious congregation of teaching Sisters was reported by Sister Mary Paschala in her "Preluding History," which appeared in *Illinois Libraries* for June 1944.

These constitute the principal writings to date on the theory of cataloging typical American historical manuscripts, but there are, in addition, many publications of the guide or calendar type which illustrate, however inten-



tionally, the application of cataloging theories. Some of the best of these are the *Guide to Manuscript Collections in the William L. Clements Library* (1942), *A Checklist of Manuscripts in the Edward E. Ayer Collection at the Newberry Library* (1937), the *Guide to the Manuscripts of the Wisconsin State Historical Society* (1944), and numerous others. Any list could be greatly expanded by the inclusion of the many guides and calendars prepared by the Historical Records Survey and by reference to the annual reports of libraries and historical societies.

DOROTHY V. MARTIN

*National Archives*



FIGURE I  
VIRGINIA STATE LIBRARY  
Shows the cantilever arrangement whereby the shelves are engaged to the columns.



FIGURE II  
 VIRGINIA STATE LIBRARY  
 Shows a portion of a range of 12 inch shelves in use. The sliding reference shelf is also illustrated



FIGURE III  
 VIRGINIA STATE LIBRARY  
 Shows the manner of shelving large volumes on the 18 inch shelves.

# Stack and Shelf Arrangement of the Archives Division, Virginia State Library

By WILLIAM J. VAN SCHREEVEN

*Virginia State Library*

THE very nature of archival and manuscript materials presents a difficult problem of housing and shelving. Archives consist of loose papers in a myriad of sizes; and bound manuscript volumes ranging in size from a tiny bank book to an elephant folio. All too often an established series may consist of an intermingling of both loose papers and bound volumes. An archival series is seldom closed, and proper provision must be made for future additions. From all these variables it follows that an extremely flexible and interchangeable stack system is highly desirable.

In planning the stacks for the Archives Division in the new Virginia State Library Building all these considerations were kept in mind. Experience with a small group of papers kept in vertical filing cases showed the undesirability of this method. A great preponderance of Virginia's archival records are for the period prior to 1865; and much of the most used materials falls in the 18th century. The variable sizes of the paper, the breaking up of the vertically filed papers, the impossibility of interfiling loose papers and bound volumes, and other considerations indicated that horizontal or flat-filing was the proper answer to the particular problem faced in Virginia. Thought, however, was given to the fact that future accessions of records—such as correspondence, now the current records of the various state departments—would in some future time be transferred to the Archives Division. It is logical and possible that such material might continue to be filed as in their original containers. Again the insistence on flexibility makes it possible to strip out entire sections of shelves anywhere in the stacks and insert both letter size and legal size filing cases.

In planning a stack arrangement an archivist is usually forced to use or adopt arrangements long used by librarians in shelving printed material. Library stacks have been fairly standardized. The normal library stack arrangement consists of three foot shelves engaged to the columns by brackets above the shelf line. The shelves are usually about 9 inches

wide. Thus in shelving newspapers or oversize volumes, the librarian must use shelves on both sides of the range.

In studying the shelving requirements for Virginia's archives it was concluded that neither the normal width of a standard library shelf, nor a bracket above the shelf line would be suitable. This conclusion was based on measurements of thousands of bound volumes, and a careful study of paper sizes. A sufficiently large sample was measured to indicate that two shelf widths—12 inch and 18 inch, would handle over 98% of the records. Shelves of these widths were specified. The next problem was to engage the shelf to the column otherwise than by a bracket above the shelf line. Even though individual shelves of the usual three foot length were contemplated, it was also desired that these shelves could be so engaged to the column as to give a continuous shelf line the length of the range. After lengthy consultations, and experiments by the stack manufacturer a shelf was devised that could be affixed to the column below the shelf line. This was carefully tested for weight loads and found practicable. A small, but extremely rugged cantilever arrangement does the trick, and it is possible easily to remove the individual three foot shelves and store them by folding over the cantilever arrangement. All shelves be they standard library shelves, 12 inch shelves or 18 inch shelves were made completely interchangeable anywhere in the stack area. It was found by shelving large manuscript volumes<sup>1</sup> continuously on one side of the range it was possible to save over 35% of the space used in older methods. The 12 inch shelf is used for loose manuscripts which are flat filed in a clam type box. The outside measurements of this box are 12 inches x 18 inches—it is therefore possible to place such a box either on the 12 inch or 18 inch shelf merely by shifting the label holder. The 12 inch shelves are equipped with removable sliding reference shelves that serve both sides of the range. Such a reference shelf was not feasible for the 18 inch shelves because of the size of the material. A number of steel four-wheeled tables used for consulting these large volumes in the stacks. Occasionally an entire three foot section of shelves is stripped away, and a study desk is engaged to the columns. This is done only in those areas where a staff member is making a lengthy and detailed study of a collection.

The Archives Division has occupied the new Virginia State Library Building since 1940, and the stack and shelving arrangements have proved to be entirely satisfactory. Although the solution may not be the best one for other archival institutions that may be planning new quarters, the basic requirement of complete flexibility and interchangeability should be the governing factor in planning any stack arrangement for archival and manuscript materials.

<sup>1</sup> The General Library Division uses the 18 inch shelf for its newspaper collection.

# The Society of American Archivists Constitution<sup>1</sup>

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## *Name*

1. The name of this organization shall be The Society of American Archivists.

## *Objects*

2. The objects of The Society of American Archivists shall be to promote sound principles of archival economy and to facilitate cooperation among archivists and archival agencies.

## *Membership*

3. Individual membership shall be restricted to those who are or have been engaged in the custody or administration of archives or historical manuscripts or who, because of special experience or other qualifications, are recognized as competent in archival economy.

4. Institutional membership shall be restricted to institutions or agencies that have the custody of archives or historical manuscripts. Every institution or agency shall be entitled to representation by one delegate, with the right to vote, at all meetings of the Society.

5. Election to membership shall be by a majority vote of the full membership of the council. Members so elected shall be enrolled upon the receipt of their first payment of dues.

6. The dues of an individual member shall be five dollars a year; of an institutional member, ten dollars a year; of a foreign individual member, one dollar and a half a year, of a foreign institutional member, three dollars a year. An individual member may become a life member, exempt from further dues, by payment of a fee of one hundred dollars, minus a credit of two dollars for each year's dues already paid as an individual member.

7. Honorary membership may be extended to any person chosen by a two-thirds vote of the full membership of the council who has achieved eminent distinction in the field of archival economy, or who has rendered eminent and unusual services to that field or to the Society. Honorary membership shall be for life and honorary members shall not be required to pay dues or other assessments; they shall have all the privileges of regular members and shall receive the publications of the Society. The number of honorary members shall not exceed ten at any one time.

8. All dues shall be payable in advance. Any member failing to pay his dues for one year after they become payable may be dropped from membership

<sup>1</sup>As amended October 6, 1941, November 8, 1944, November 6, 1945, and September 4, 1947.



in the Society; provided that notice of such arrearage shall have been sent to him at least thirty days in advance of such action.

#### *Officers and Government*

9. The officers of the Society shall be a president, a vice-president, a secretary, a treasurer, and an editor. All the officers except the editor shall be elected at each annual meeting of the Society for terms of one year each and shall serve until their successors are elected. No one shall be eligible for election as president for more than three successive terms, and no one shall be eligible to succeed himself as vice-president. The editor shall be elected by the council for such term as it shall determine.

10. The government of the Society, the management of its affairs, and the regulation of its procedure, except as otherwise provided in this constitution, or determined by the Society, shall be vested in a council composed of the officers and five members elected by the Society, one at each annual meeting for a term of five years. The elected members of the council shall be ineligible for immediate reelection.

11. There shall be a nominating committee composed of the retiring elected member of the council, as chairman, and two members of the Society not on the council, appointed by the president. This committee shall consult the membership for suggestions, shall make nominations for officers and members of the council, and shall submit its report at the annual meeting at which the election is to take place. Other nominations may also be made from the floor by any member of the Society. A majority of the votes cast by the members and delegates present at the meeting shall be necessary for election. Only individual members shall be eligible for election as officers or members of the council.

12. If a vacancy shall occur in the council or in any of the offices except the presidency it may be filled by the council, and the person designated shall hold the position for the unexpired term of the person vacating it.

13. The president shall preside at all business meetings of the Society and of the council and shall perform such other duties as may be directed by the council.

14. The vice-president shall perform the duties of the president in case the president is absent or incapacitated, and, in case of a vacancy in the presidency, he shall assume that office and hold it for the remainder of the term.

15. The secretary shall keep the minutes of the Society and of the council, prepare and mail notices, present at each annual meeting a report on the activities of the Society, and perform such other duties as may be directed by the council.

16. The treasurer shall have the custody of all monies belonging to the Society and shall pay them out only on the presentation of bills certified by the secretary. He may be required by the council to give bond for the faithful performance of his duty in such sum as it shall determine. He shall keep an account of all receipts and payments and shall report thereon in full to the Society at each annual meeting and to the council whenever so ordered,

17. The president, the secretary, and the treasurer shall constitute a finance committee, which shall approve all investments and shall prepare a budget for submission to the council and the Society at each annual meeting.

#### *Meetings*

18. The Society shall hold an annual meeting at such time and place as the council shall determine, and special meetings may be called by the council. Notice of all meetings of the Society shall be mailed by the secretary at least thirty days before the date of the meeting. Twenty-five members shall constitute a quorum for the transaction of business but a smaller number may adjourn to another date.

19. The council shall hold an annual meeting in connection with the annual meeting of the Society and such other stated meetings as it may determine. Special meetings of the council for any purpose shall be called by the secretary on the written request of the president or of three members of the council. Five members shall constitute a quorum for the transaction of business but a smaller number may adjourn to another date.

#### *Publications*

20. The editor shall edit or supervise all the publications of the Society. He shall have the advice and cooperation of an editorial board consisting of four members, one of whom shall be appointed annually by the council for a term of four years. The editor shall be ex-officio the chairman of the board.

21. When funds are available the Society shall publish a yearbook, quarterly magazine, or other serial publication, which shall contain accounts or proceedings of the meetings of the Society, together with such reports, papers, reviews, and news of archival activities as may be determined by the editor. Every member whose dues are not in arrears shall be entitled to receive this publication, and subscriptions shall be accepted from others at such rates as may be directed by the finance committee.

#### *Records*

22. The minute books, correspondence, and other records of the Society and its committees shall be preserved by the officers and chairmen of committees and shall be promptly turned over by them to the secretary when their terms expire. Records that have ceased to be of use in conducting the current affairs of the Society may, by direction of the council, be turned over to a depository selected by it for permanent preservation.

#### *Amendments*

23. Amendments to this constitution may be proposed in writing filed with the secretary by any five members. Copies of the proposed amendments shall be mailed by the secretary to all members at least thirty days in advance of the meeting at which they are to be considered. If approved by the council they may be adopted by a majority vote, if not so approved, by a two-thirds vote, at any annual meeting of the Society.

# The Society of American Archivists Reports for the Year 1946-47

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## MINUTES OF THE BUSINESS MEETING

SEPTEMBER 4, 1947

The Society convened in its annual business meeting in Convention Hall of the Colorado Hotel, Glenwood Springs, Colorado, at 4 P.M., September 4, 1947, approximately sixty members attending.

The minutes of the previous business meeting, as published in the *AMERICAN ARCHIVIST*, January, 1947, pp. 71-73, were approved. The report of the secretary was read, accepted, and ordered to be placed on file.

The treasurer presented her report including a proposal that the fiscal year of the Society be changed from the calendar year to the annual period July 1 to June 30. The chairman of the Auditing Committee, Mr. Victor Gondos, Jr., made his report, which, with the treasurer's report, was accepted and ordered to be placed on file.

The secretary presented the matter of certain proposed amendments to the Constitution as recommended by the Committee of five elected by the Council in accordance with the motion voted at the 1946 business meeting of the Society. The Committee, consisting of Christopher Crittenden, chairman, Herbert E. Angel, R. D. W. Connor, A. R. Newsome, and the secretary, drafted certain proposed amendments, which were mailed to all members thirty days before the present meeting and were approved, with two exceptions, by the Council at its meeting on September 3.<sup>1</sup> Since most of the Committee's changes in the text were for clarification or improvement in style and since all members have had an opportunity to consider the proposed revisions, the chairman recommended that, unless there was objection from the floor, discussion be confined to the two revisions to which the Council had taken exception.

There being no objection from the floor, the secretary read Section 10 of the Constitution, as follows:

10. The government of the Society, the management of its affairs, and the regulation of its procedure, except as otherwise provided in this constitution, or determined by the Society, shall be vested in a council composed of the officers and five members elected by the Society, one at each annual meeting for a term of five years. The elected members of the council shall be ineligible for immediate re-election.

The Committee recommends that the clause "or determined by the Society" be stricken out, but the Council feels that this clause guarantees democratic procedure if the Society desires to overrule an action of the Council.

Section 20 reads as follows:

<sup>1</sup> See Minutes of the Council, below, p. 50.

20. The council shall elect, for such term as it shall determine, an editor, who shall edit or supervise all the publications of the Society. He shall have the advice and co-operation of an editorial board consisting of four members, one of whom shall be appointed annually by the council for a term of four years. The editor shall be ex-officio the chairman of the board. He shall be privileged to attend all the meetings of the council but shall not have a vote therein.

Since the proposed amendment of Section 9 makes the editor a full fledged member of the Council and provides that he be elected by the Council, the Committee recommends that the first sentence of Section 20 be amended to read: "The editor shall edit or supervise all the publications of the Society." The Committee also recommends that the last clause of the last sentence of Section 20—"but shall not have a vote therein"—be stricken out. The Council, however, recommends that the entire last sentence be stricken out, since the editor as a full fledged member of the Council is privileged *ipso facto* to attend all its meetings.

Voted, that the Society adopt the amendments offered by the Committee to Propose Amendments to the Constitution, except the proposed change in Section 10 and that the Society approve the changes in Section 20.

Voted, that the proposed amendment to Section 10 be laid on the table.

Voted, that the following resolution offered by Mr. Oliver W. Holmes be adopted: Whereas the Society of American Archivists at its eleventh annual meeting at Glenwood Springs, Colorado, September 3-4, 1947, gave considerable attention to the international phases of archival work, discussed especially the potential role of UNESCO in this field, and reviewed activities and plans thus far proposed by officials of that organization, and

WHEREAS, The Society wishes to record its special concern that this interest of UNESCO in archival work be continued and expanded, therefore be it

*Resolved:* That the Society endorses the archives program of UNESCO and requests support for this program on the part of the U. S. National Commission for UNESCO and the U. S. delegation to the Second General Conference of UNESCO in Mexico City to the end that adequate funds for the execution of the program be budgeted.

Voted that the following resolution offered by Mr. William D. McCain be adopted: Resolved, that the secretary be directed to send to Miss Margaret C. Norton on behalf of the Society of American Archivists a telegram of sympathy in her present bereavement and an expression of regret that she was unable to attend this meeting.

Voted, to approve the report of the Resolutions Committee, read by Mr. W. Edwin Hemphill in the absence of Chairman Hugh M. Flick:

On behalf of the membership of the Society of American Archivists the Committee on Resolutions offers for acceptance the following resolution:

Be it *Resolved*, that the President and Secretary of the Society of American Archivists express the Society's deep sense of genuine appreciation,

First, to the co-chairmen and members of the Joint Committee on Local Arrangements for their foresight in anticipating the Society's every need and for their unusual and continuing diligence in assuring a delightful annual meeting in a memorable setting,

Second, to the chairman and members of the Program Committee for arranging a stimulating and constructive program which will for many years be considered a positive contribution to the field of archival science and international archival fellowship,

Third, to the management and staffs of the Hotel Colorado in Glenwood Springs and the Cosmopolitan Hotel in Denver for having rendered the fullest cooperation,

Fourth, to the Chamber of Commerce and the Lions Club of Glenwood Springs for their true western hospitality which affords the privilege of recapturing the love and tradition of the colorful Rocky Mountain area,

Fifth, to the President and General Manager of the Denver and Rio Grande Western Railroad Company for the invaluable assistance, support, and cooperation of that firm, for its well planned and costly contributions to the success of this annual meeting, and especially for the extraordinary services of its Records Division headed by Miss Dorothy K. Taylor,

Sixth, to the State Historical Society of Colorado and the Denver Public Library for their gracious cooperation as hosts and for affording the Society special opportunities to become acquainted with the state of Colorado and its institutions.

The report of the Nominating Committee was read by Mr. Philip C. Brooks, chairman, who presented the following slate: for president, Christopher Crittenden; for vice-president, Herbert O. Brayer; for secretary, Lester J. Cappon; for treasurer, Helen L. Chatfield; for council member for a term of five years ending in 1952, Karl L. Trever; for council member for a term of three years ending in 1950 in place of Mr. Crittenden, Oliver W. Holmes. There being no nominations from the floor, voted, that the secretary cast a unanimous ballot in favor of the above nominees.

The remaining council members continue to hold office for the following periods: Mrs. Virginia Leddy Gambrell, one year ending 1948; Howard H. Peckham, two years ending 1949; Ernst Posner, four years ending 1951.

The meeting adjourned at 5:10 P.M.

LESTER J. CAPPON, *Secretary*

## MINUTES OF THE COUNCIL

SEPTEMBER 3, 1947

The Council met in the Colorado Hotel, Glenwood Springs, Colorado, at 4:30 P.M., September 3, 1947, the president, vice-president, secretary, treasurer, and Philip C. Brooks and Ernst Posner attending.

The following qualified applicants were elected to membership in the Society: Leo Flaherty, Juan Carlos Gómez Haedo, Fermín Peraza, Mario López Feliu, Carlton C. Qualey, and Irving P. Schiller; also Oklahoma State Library, Oklahoma City; Washington State Library, Olympia; and Archivo General de la Nacion, Montevideo, Uruguay. The secretary was asked to instruct the Membership Committee as to qualifications for membership as stated in the Constitution.

In the absence of the editor, the secretary read her annual report. Since the problems of the editorial office are chiefly financial, it was agreed that any action necessary by the Council should be deferred until the new Council meets after the election of officers.

Voted, that the secretary be instructed to write to Miss Norton to express the Council's appreciation of her work as managing editor of the *AMERICAN ARCHIVIST* and their recognition of the improvement in the magazine.

The secretary read the report of the Committee to Propose Amendments to

the Constitution and the Council discussed each proposed amendment in turn.

Voted, that the Council approve all the amendments proposed by the Committee except the amendment in Section 10, and that the Council recommend to the Society that the entire last sentence of Section 20 be stricken out.

Voted, that the Council does not approve the proposed amendment to Section 10.<sup>1</sup>

The meeting adjourned at 6:05 P.M.

LESTER J. CAPPON, *Secretary*

## MINUTES OF THE COUNCIL

SEPTEMBER 5, 1947

The Council met in the Colorado Hotel, Glenwood Springs, Colorado, at 12 noon, September 5, 1947, the vice-president, secretary, treasurer, and Oliver W. Holmes, Howard H. Peckham, and Ernst Posner attending.

The treasurer discussed that portion of her annual report recommending that the fiscal year of the Society be changed from the calendar year to the period July 1 through June 30, and explained that this change would enable her to give the Council at its annual meeting a complete report on the fiscal year ended just a few months before the meeting.

Voted, that, beginning July 1, 1947, the fiscal year be changed from the calendar year to the period July 1 through June 30, that the budget of the following year be planned in advance of the annual meeting, and that permission be granted for expenditures from the end of the fiscal year until the adoption of the new budget.

The proposed budget for the fiscal year July 1, 1947 through June 30, 1948 was discussed. The treasurer pointed out that the item for publications has been increased to \$2500, on recommendation of the editor in view of steadily rising costs during 1947. The treasurer stated that the Society would be able to meet without difficulty an anticipated excess of expenditures for publications over the allotment in the 1947 budget. The secretary suggested that the allotment of \$450 for the secretary's office be reduced to \$350, since \$100 had been added to this item last year for extra expense involved in the secretary's attending the annual meeting in Colorado. Mr. Holmes recommended that \$100 be allotted for possible expense of a representative of the Society in attending a special meeting of direct interest to the Society.

Voted, that \$100 be transferred in the proposed budget for 1947-48 from "Secretary's Office" to "Committees" to cover the possible expense of a delegate to represent the Society at a special meeting.

Voted, that the budget for the fiscal year 1947-48 be adopted as amended.

The secretary reviewed that portion of the editor's annual report pertaining to problems of advertising in the *AMERICAN ARCHIVIST*. The Council discussed the possibilities of income for publications by this means and expressed the

<sup>1</sup> For a detailed account of these proposed amendments, see the Minutes of the Business Meeting, pp. 48-50. For the text of the Constitution as amended to date, see above, pp. 45-47.



hope that the editor could find someone to give special attention to this problem.

Voted, that the editor be authorized to carry advertising in the *AMERICAN ARCHIVIST* and to accept or reject advertising at her discretion.

The following qualified applicants were elected to membership in the Society: Theodore J. Cassady, Mary E. Hoyt, and Emma M. Scheffler; also Utah State Historical Society, Salt Lake City; and Western State College Library, Gunnison, Colorado.

Voted, that the president be authorized to appoint two members of the Council to a joint committee of four of this Society and the American Association for State and Local History to decide upon a time and place for the twelfth annual meeting and to refer its recommendation to the Council.

Voted, that the Council authorize Herbert O. Brayer to represent the Society at the second conference of the U. S. National Commission for UNESCO at Chicago, Illinois.

The meeting adjourned at 1:30 P.M.

LESTER J. CAPPON, *Secretary*

#### REPORT OF THE SECRETARY FOR THE YEAR 1946-47

Although a majority of our members live along the eastern seaboard of the United States, the Society of American Archivists is a national, not a regional organization. During the past ten years the annual meetings have been held in numerous states in spite of transportation difficulties under war conditions. The present meeting is our fourth west of the Appalachians and our first west of the Mississippi River. If some of our members who reside east of the Rockies or east of the Appalachians may still be so provincial as to refer to "the other side" or "beyond" the mountains, perhaps they may be excused because of historical usage which has tainted the archivist; but provincialism is betrayed and education advanced at Glenwood Springs, where those of us who have come from beyond the mountains now find ourselves on "the other side" with our terminology somewhat confused. You will recall, however, that terminology is a problem with which archivists have wrestled not too successfully as yet.

Our gracious hosts of the Centennial State in conjunction with our Program Committee have afforded us a varied program of manuscript and archival subjects pertaining to the Far West as well as those of wider and more general import, some of which represent fruits of the Society's work during the past year. In addition to seeing at first-hand the constructive work which our Colorado colleagues are accomplishing and to enjoying the natural wonders of this mountain area, our Society is desirous of acquainting custodians of records and the public in this region more directly with our activities and frankly of increasing our membership in the Far West. At Glenwood Springs' altitude of 5,800 feet we ought to be able to view our problems with more perspective and, I hope, without becoming faint or lightheaded.

One of the most encouraging aspects of the Society's development is its increasing cooperation with other organizations in various matters pertaining to archives and records administration. Such has been the case, for example,

in the fields of international relations, archival buildings, and business records. In some instances our Society has taken the initiative; in others it has been asked to participate, an indication that it has achieved worthy recognition in cultural affairs. On March 28 Mr. Vernon D. Tate, who has been prominent in the work of the American Documentation Institute, represented our Society at a meeting held at the Library of Congress to discuss the need for an organization in the United States that would perform many of the functions discharged by the International Federation for Documentation of Europe. The conference recommended that the ADI expand its interests to embrace the entire field of documentation and to become the operating entity or American branch of the FID. The conference also stressed the need for a paid secretariat.

The Committee on Institutional and Business Archives under the chairmanship of Mr. Emmett J. Leahy has directed its chief efforts to effecting a liaison with similar committees representing other associations or established independently. Most notable is its close cooperation with the Economic History Association for the establishment of a secretariat, probably in New York City, to serve as a clearing house for data on records management and the history of American business to the advantage of both scholars and business firms. The proposal has been endorsed by the American Historical Association and a prospectus justifying the proposed secretariat has been submitted to the Rockefeller Foundation with the hope of financial aid to launch the project. It is argued that it could render such service to business houses and other institutions as to justify fees at cost to make the secretariat self-sustaining in a few years.<sup>1</sup> Members of this Society's Committee have also discussed the preservation, management, and use of business records with outstanding companies like the New York Central Railroad, the Mutual Life Insurance Company, Northwest Airlines, and Kaiser, Inc. Chairman Leahy has proposed to the American Association of Railroads that it add to its staff a specialist in records management and archival science.

The Committee on Records Administration is making progress in preparing a manual on the management of public records, a publication designed to give practical aid to officials in many offices on various levels, in authoritative but unacademic terms. Each member of the Committee will provide the material for a section: 1) filing techniques for day-by-day management of active files by Miss Helen L. Chatfield; 2) evaluation of less active file materials, by Mr. Philip C. Brooks; 3) problems and responsibilities of state and county officials in dealing with records, by Chairman Henry H. Eddy; and 4) an appendix with brief quotations and bibliographies—a guide to printed materials useful to busy officials not specially trained in this field, by Christopher Crittenden. All the material will be reworked and edited by the chairman into a uniform and coherent text.<sup>2</sup>

Mr. Victor Gondos, Jr., chairman of the Committee on Archival Buildings, reports that high costs of construction continue to bedevil public archival

<sup>1</sup> For details of the plan see the full report of the Committee on Institutional and Business Archives, below, pp. 62-64.

<sup>2</sup> For the full report of the Committee on Records Administration see below, pp. 67-68.

projects. This Committee keeps in touch with plans and developments throughout the country, provides consulting service on request, and prepares occasional articles for publication. The only state project actively under way at present is in California, where officials are now engaged in a survey of records preparatory to planning building accommodations. Plans in Pennsylvania for a new state archives building and in Connecticut for an archival addition to the State Library are held in abeyance in the former case and are still in the "unofficial" stage in the latter. Plans and specifications for the Vermont Hall of Records were completed and an article on this subject was prepared by the Society's Committee for publication in a coming issue of the *AMERICAN ARCHIVIST*. Another article, by Chairman Gondos, on archival buildings was written at the request of the American Institute of Architects for the September issue of its *Bulletin*. The plans and construction data relating to the New York Catholic Archdiocesan Archives near Yonkers appear in summary form in the *AMERICAN ARCHIVIST*, July, 1947.<sup>3</sup>

At the beginning of the 1940's, before the United States went to war, our Society formulated a program for dealing with records problems under war conditions and achieved many enduring results in cooperation with other organizations and institutions during and after the conflict. With a measure of pride we can point out that the activities of our Committee on International Relations have exhibited a similar foresight in anticipating some of the needs and opportunities in the postwar world. The work begun under Chairman Fred W. Shipman immediately after the war has been continued and expanded by his successor, Mr. Oliver W. Holmes, during the past year. "The two major objectives most worthy of support by the Society" are stated by Mr. Holmes to be "(1) the promotion of an international archival organization and (2) the promotion of a strong archives program by UNESCO (the United Nations Educational, Scientific, and Cultural Organization). In other words our intention at this stage is not so much to work on a country to country basis, as it is to establish a common meeting place for archivists, where they can exchange ideas and experiences and themselves adopt a program that represents the united wishes of all."

The first of these objectives was subscribed to in a resolution of this Society passed at the business meeting in Washington last year, authorizing the president of the Society "to take such steps on behalf of the Society, and in cooperation with other interested agencies and organizations, as may appear to him to be necessary or desirable to bring about the establishment of such an [international archival] organization." The same day in his presidential address, "The Archivist's 'One World'," Dr. Solon J. Buck discussed the underlying problems and needs in detail and gave an account of what the National Archives had already done to further both objectives mentioned above. Pursuant to the Society's resolution a letter was drafted with the aid of Chairman Holmes and sent by the president to leading archivists in other countries to ask their advice with respect to the steps to be taken in creating an international archival organization. We have heard the results of this inquiry at a previous session today.

<sup>3</sup> For the report of the Committee on Archival Buildings see below, pp. 58-60.

There have been several encouraging developments in our Society's endeavor to promote an archives program by UNESCO. Mr. Holmes and Mr. Luther H. Evans represented the Society at the first National Conference on UNESCO in Philadelphia last March and secured adoption of a resolution by the Libraries Section recommending "the early inclusion" in UNESCO's active program of the provisions of its draft report "for the creation of an international organization of archivists." At the Mountain-Plains Regional Conference on UNESCO in Denver in May the Society was represented by Mr. Virgil V. Peterson and Miss Dorothy K. Taylor. The Society has been asked by the U. S. National Commission for UNESCO to express its views on UNESCO's archives program for the September meeting of the Commission in Chicago. Meanwhile a member of the Society, Mr. Herbert O. Brayer, has been appointed "Consultant for Archives, UNESCO." His draft of an archives program for UNESCO, as revised after the panel session on the subject at our present annual meeting, will be submitted by him to the second General Conference of UNESCO in Mexico City in November and urged for adoption.

The Committee on International Relations provided the program at the joint luncheon session of the Society with the American Historical Association in New York City on December 27, 1946. Mr. E. Wilder Spaulding read a paper on "The Records of International Meetings" and Mr. Robert Claus on "The United Nations Archives." Another member of the Committee, Major Lester K. Born, who serves as Archives Adviser in the U. S. Military Government in Germany, has requested that a set of the *AMERICAN ARCHIVIST* be made available to the new school for German archivists to be opened at Marburg in October. Another set is needed by the Library of the University of the Philippines where Director Gabriel Bernardo, who was active in salvaging Philippine archives during the war, hopes to have our magazine available for training young Filipinos in archival work. Every effort will be made to provide as complete sets as possible to meet these worthy requests recommended by our Committee.<sup>4</sup>

In contrast to these activities far afield, in which our Society is playing a constructive role, we have accomplished little in some archival fields close at home. We have been seeking some means of stimulating the interest of county officials in better care and management of their records and of demonstrating to them that we have something concrete and practical to contribute to their work. Although the first draft of a "Manual for Local Recording Officers" was prepared a year ago by the Committee on Local Records, adequate means of carrying this project further and seeing it to completion have not been found. The problems of municipal archives have not been completely neglected but we have never arrived at any policy or method of approach whereby we might invade successfully this virtually unexplored area. The difficulties are increased by the dearth of city archivists or supervisors of records to provide aid and comfort from inside the gates. Although the records of labor organizations fall within the province of the Committee on Institutional and Business Archives which has a promising project under

<sup>4</sup>For the report of the Committee on International Relations see below, pp. 62-65.

way, it will not be amiss to emphasize that the field of labor records is a kind of "no man's land" which for many years has distressed the historian venturing into it much more than the archivist who has neglected it or the labor leader who seems blissfully unaware of its significance. There ought to be more exchange of ideas and information among state archivists respecting their common problems, and I voice the opinion of our editor that this group of our members has not been articulate enough through the mediums of expression afforded by our organization.

Having registered some criticism for the good of the order, I turn to a more pleasant subject, the continuing success of the *AMERICAN ARCHIVIST*. I am sure all our readers have been favorably impressed with the wider variety of articles that appeal to both the professional archivist and to the public official whose viewpoint is based purely upon experience. The ideal and the actual, the scholarly and the practical, are interspersed in goodly proportions. The contents of the magazine also provide a representative cross-section of the numerous fields of records which are the concern of the archivist and the custodian of manuscripts. Miss Norton, our competent editor, is not confronted with lack of copy for successive issues, but she is disturbed by increasing costs over which she has no control. The possibilities of advertising to reduce the net cost are under consideration; meanwhile the Society is capable of meeting publication charges with a safe margin. The stock of back copies of the magazine is a valuable asset and there is a steady demand for complete sets as well as single issues. Miss Norton has an able corps of assistants composed of the editorial board, the reviews editor, the news notes editor, the technical committee, and the committee on archival research, and I can assure you that none of these jobs is purely honorary. The fifth annual "List of Writings on Archives and Manuscripts, July, 1946—June, 1947," by Karl L. Trever and Mary Jane Christopher, will be published in the October issue. An index to Volumes I-X of the *AMERICAN ARCHIVIST* is under way and it is hoped that it can be completed and published next year.

Although the present year of the Society now ending is shorter by seven weeks than the preceding year because of the earlier date of the eleventh annual meeting, the increase in memberships and subscriptions is in some respects better than that of 1945-46, which was a good year. What we have accomplished in this growth of the Society is chiefly the result of the Membership Committee's labors under the diligent and efficient chairmanship of Mr. Virgil V. Peterson. His committee of fourteen, set up on a geographical basis, made contacts with 325 prospective members in the United States and foreign countries, with a return of 16 per cent during the year ending September, 1947. The comparative statistics which follow, however, are for the dates October 25, 1946 (the end of the year 1945-46) and September 3, 1947 (the end of 1946-47). During the past year 4 individual members resigned, 4 were dropped for non-payment of dues, and two are deceased. This loss of 10 is offset by 28 new individual members of whom 21 are in the United States and 7 in foreign countries. This net gain of 18 brings the total

in this category to 323 (the net gain in 1946 was 22). Of this total 25 are foreign members. During the past year there was no loss of institutional members and 7 were added, making a total of 54 (the net gain in 1946 was 5). Of this total 9 are foreign institutions. The number of life members is 2, of honorary members 4, these figures being the same during the past two years. Thus the aggregate of all classes of membership is 383. During 1947 the number of new subscribers was 10 in the United States and 10 in foreign countries; 1 subscription (foreign) was lost, resulting in a net gain of 19 (the net gain in 1946 was 14). The total number of subscribers is 118, of which 25 are foreign. When allowance is made for a few exchanges and for extra copies needed by the editor and her assistants, it will be seen that over 500 copies of the magazine are circulated each quarter and our standing order of 600 copies of each issue is none too large. The increase in the number of foreign members is encouraging, although the income from dues of foreign individuals and institutions per unit is less than one-third of that obtained from members in the United States. Institutional members and subscribers constitute our most stable source of income; and while there is surprisingly little fluctuation in the ranks of individual members, I strongly urge the support of all of you in furthering the well organized work of the Membership Committee. We are now using a revised application blank which asks for more information on the training and experience of each applicant.

It is with deep regret that I announce the death of one of our members, Mr. William S. McCormick of Detroit, Michigan in March, 1946.

At the business meeting of the Society in 1946 it was voted that "the Council elect a committee of five to study possible revisions in the Constitution and report to the Council such amendments as the Committee may consider desirable." This Committee, consisting of Christopher Crittenden, chairman, Herbert E. Angel, R. D. W. Connor, A. R. Newsome, and the secretary, has made a careful study of the document in the light of the Society's ten years of experience and has concluded that in the main the Constitution was well drafted in anticipating the functioning of the organization. A copy of the amendments proposed by the Committee (many of which are merely for clarification or for improvement of style) was mailed to each member thirty days before the present annual meeting. The Committee has submitted its report to the Council and the proposed amendments as approved by the Council will be offered for your consideration and action during the present business meeting.

During the past year, in addition to routine correspondence, the secretary has answered various requests for information on archival matters and has referred others to members who are more capable of making such replies. Data frequently desired on state archives are now available in "A Directory of State Archival Agencies," compiled from material in the secretary's files and published in the July issue of the *AMERICAN ARCHIVIST*. The Society will be included in the forthcoming directory of organizations concerned with public administration, published by the Public Administration Service in Chicago. The officers, committees, and other members of the Society have



been most generous in furthering the work which clears through the secretary's office and I feel that those of you who have attended this meeting have shown more than your customary forbearance in listening to this report while the Rocky Mountains are beckoning outside.

Respectfully submitted,

LESTER J. CAPPON, *Secretary*

#### BUDGET PROPOSAL—FISCAL YEAR ENDING JUNE 30, 1948

	1945 (actual)	1946 (estimated)	1946 (actual)	1946 (estimated)	1947 (actual- 1st half)	1947-48 (estimated)
Cash on hand January 1: ....	\$1,870.15	\$2,371.51	\$2,371.51	\$2,573.65	\$2,441.49	(\$2,453.29)
<i>Receipts:</i>						
Membership dues .....	1,658.50	1,825.00	1,956.50	1,825.00	1,073.25	( 2,146.50)
Publications .....	646.10	495.85	627.92	495.85	515.50	( 1,031.00)
Interest on investment ..	25.00	25.00	25.00	50.00	12.50	( 25.00)
Annual meeting .....	*	100.00	143.03	100.00	*	( 100.00)
Total .....	\$2,329.60	\$2,445.85	\$2,752.45	\$2,470.85	\$1,601.25	(\$5,755.79)
<i>Expenditures:</i>						
Administrative:						
Secretary's office .....	206.56	285.89	332.55	400.00	223.87	( 350.00)*
Treasurer's office .....	100.00	75.00	57.56	100.00	75.00	( 100.00)*
Committees .....	31.44	73.22	64.92	100.00	34.00	( 150.00)*
Publications .....	1,358.81	1,709.60	2,153.27	2,000.00	1,240.08	(2,500.00)*
Annual meeting .....	136.43	100.00	74.17	100.00	16.50	( 100.00)*
Investments .....	*	*	*	1,000.00	*	( 1,000.00)*
Total .....	1,828.24	2,243.71	2,682.47	3,700.00	1,589.45	( 4,200.00)*
Cash on hand December 31:	\$2,371.51	\$2,573.65	\$2,441.49	\$1,344.50	\$2,453.29	(\$1,555.79)*

\* Budget proposals for 1947-48

Approved:

Respectfully submitted to the Council:

(Signed) Lester J. Cappon

*Secretary*

Approved by the Council L.J.C.

Date September 5, 1947

(Signed) Christopher Crittenden

*President*

(Signed) Helen L. Chatfield

*Treasurer*

#### AUDITORS' CERTIFICATE

We, the Auditing Committee, have made an examination of the cash transactions of the Treasurer of the Society of American Archivists, Miss Helen Chatfield, for the fiscal year ended 31 December 1946, and the first half of the fiscal year 1947 ended 30 June 1947, and we hereby certify that:

All cash shown to have been received has been properly accounted for.

Satisfactory vouchers are on file covering all disbursements.

The balance of cash on hand as of 31 December 1946 and as of 30 June 1947, was on deposit as of those dates.

In our opinion the attached statements submitted are a full and complete

report of the financial activities of the Society for the fiscal year ended 31 December 1946, and the first half of the fiscal year ended 30 June 1947.

(Signed) Victor Gondos, Jr.  
*Chairman*

(Signed) Sherrod East  
(Signed) John Tracy Ellis  
*Auditing Committee*  
*Society of American Archivists*

*Washington, D.C.*  
25 August 1947

#### REPORT OF THE COMMITTEE ON ARCHIVAL BUILDINGS

The Committee membership remained the same as that of the past two years. Because of the extra rush of work in connection with the liquidation of Federal agencies the chairman was unable to conduct the annual round-up of news relating to archival building developments in all parts of the country. However, it may be said that high costs of construction continued to bedevil public projects especially those in the archival category. There has been a paucity of significant news from the field.

In California an appropriation of half a million dollars was voted for the creation of a modern archival agency. Paul J. O'Brien, representing the State Archivist was sent East to attend the American University summer session in the preservation and administration of archives. This course is given by Dr. Ernst Posner, and the classes are held at the National Archives in Washington and at the Maryland Hall of Records in Annapolis. Some score graduate and professional students attended from all parts of the United States and Canada and one from the United Nations. The Committee chairman delivered two lectures in the course on archival buildings and vaults. The California archivists are now engaged in a records survey preparatory to planning building accommodations, and it is understood that a large, firesafe munitions plant may be reconverted to archival use. It is intended to accession all war period records of the State as well as those of earlier periods.

From Connecticut it is reported that building plans for a projected archival addition to the State Library are still in an "unofficial" stage so that plans are not sufficiently matured for making any public announcements.

The plans and construction data relating to the New York Catholic Archdiocesan Archives near Yonkers were prepared for publication in the *AMERICAN ARCHIVIST* by the Committee chairman, and this material appeared in the issue of July 1947. The archival consultant for the Archdiocese, Dr. Thomas F. O'Connor, consulted with the Committee from time to time. Visitors and internes who studied in Washington and represented other institutions were also afforded archival building information at various times during the year.

In Pennsylvania the projected great new State Archives building is still

stymied for one reason and another. Director R. N. Williams, 2nd of The Historical Society of Pennsylvania reports that Governor Duff, the new incumbent of the gubernatorial chair in the Keystone State, was so appalled by the condition of the mental institutions of the Commonwealth that he had all other construction expenditures stopped in favor of speedy headway on new hospitals. However, the Governor stated that if sufficient progress was made on hospital structures during the next year or two he would not only be willing but anxious to proceed with the archives building.

Tennesseans do not intend to be left behind in archival progress and big doings are reported from Andy Jackson's home grounds. It is understood that a million and a half dollars have been authorized by the State legislature for a multifunction archival and historical museum building.

Plans and specifications for the Vermont Hall of Records were completed and an article on this subject is now in course of preparation by the Committee for publication in a coming issue of the AMERICAN ARCHIVIST. The structure was recommended by the Governor and overwhelmingly passed by the House, reports Earle W. Newton, Secretary of the Public Records Commission. It appears, however, that the legislature adjourned before the Senate acted upon the bill.

At the request of The American Institute of Architects another article was prepared on the subject of archival buildings for inclusion in a coming issue of the Institute's *Bulletin* which is distributed periodically to some 7,000 architects throughout the United States and also abroad. This article includes a selected list of references to extant literature on archival buildings and equipment.

VICTOR GONDOS, JR., *Chairman*

#### REPORT OF THE COMMITTEE ON INSTITUTIONAL AND BUSINESS ARCHIVES

At the outset of this past year the Committee on Institutional and Business Archives was established to embrace the somewhat larger field than its predecessor committees. Mr. Emmett J. Leahy was appointed chairman and Dr. Thomas C. Cochran and Mr. Robert A. Shiff were appointed members. Dr. Cochran is chairman of the Committee on Business Records of the American Historical Association, which committee was raised from the status of a sub-committee to a full committee at the December 1946 meeting of the American Historical Association. Dr. Cochran and Mr. Leahy are also co-members of the New York Committee on Business Records. Mr. Robert A. Shiff is Director of the Naval Records Management Center, Garden City, Long Island.

The initial program of the Committee on Institutional and Business Archives was to effect a liaison with similar committees representing other professional associations or independently established. The extent to which this was accomplished is shown by the interchange of members with such committees.

A special session on business archives was arranged at the 1946 meeting of the American Historical Association. This session was held on Sunday morn-

ing, December 29, 1946, at the Pennsylvania Hotel. The chairman and both members of our committee were in attendance. Dr. Cochran presided, Mr. Shiff and Mr. Leahy participated. Those in attendance at this session, in addition to members of the American Historical Association, included representatives of the Economic History Association, the Society of American Archivists, the Special Libraries Association, the American Library Association and twelve or more representatives of leading businesses and institutions.

A paper was read by Irving P. Schiller on records management, followed by a wide discussion from the floor. The very active interest in the paper and subsequent discussion of representatives of leading businesses and institutions was marked.

A significant shift in the trend of this session occurred when the general discussion was capped by a concrete proposal from representatives of the Economic History Association to establish a secretariat, probably in New York City, to serve as a clearing house for data on records management and the history of American business. It was hoped that a substantial grant from one of the large foundations could be obtained to insure adequate support of such a secretariat. The chairman of the Committee on Institutional and Business Archives added the full and enthusiastic support of that Committee to this proposal. He further proposed that the suggested secretariat have a four-fold goal: (1) sponsor advanced programs in records management; (2) encourage the fullest possible accessibility of business and institutional archives to scholars; (3) encourage the professional recording of the history of businesses and institutions; (4) sponsor and, if necessary, manage records management centers in key American cities for the storage and processing of business and institutional records.

It was further proposed that this four-fold program be conducted in such a way as to insure indisputable dividends to American business and institutions to such an extent as to justify fees at cost, particularly for: (1) the records management service; (2) historical studies; and (3) the storage and processing of business and institutional records in records management centers. A further point was carried to the effect that a secretariat with such a four-fold program, managed in this fashion, should become self-sustaining in from three to five years, requiring, as a result, foundation support only in the initial years. Such an overall program was warmly endorsed by those present.

The chairman of your Committee on Institutional and Business Archives was elected as chairman of a sub-committee charged with drawing up a suitable proposal. A copy thereof is attached to this report for the files of the Society. The completed proposal<sup>1</sup> was transmitted to the Executive Committee of the American Historical Association through the good offices of the Archivist of the United States. Dr. Guy Stanton Ford cleared the proposal by mail with the Executive Committee and received its endorsement. A kind of informal and perhaps rump committee consisting of the chairman of your com-

<sup>1</sup>The text of this Proposal was printed in the *AMERICAN ARCHIVIST*, 10 (April 1947), 205.

mittee, Dr. Cochran and Arthur Cole carried on from this point. This small group corresponded and met in New York City, as circumstances permitted, and at the Mississippi Valley Historical Association meeting in Columbus, Ohio in April. The result was a draft of a prospectus for the secretariat. Through the generous efforts of Dr. Cole, a meeting was arranged between Dr. Joseph H. Willits of the Rockefeller Foundation, Dr. Cole, Dr. Cochran and your chairman at Hillside, the office of the National Bureau of Economic Research in May. Dr. Willits reviewed our prospectus and generously and attentively considered our supplementary discussions justifying the proposed secretariat. The timing, late in the spring, however was such as to make it impossible to take up the proposal with the Foundation until early in the fall. At this point your chairman and his colleagues are firmly convinced of the merits of the proposed program, encouraged by its reception to date, and hopeful that the issue will be promptly resolved in the fall.

Separately from the major project described in the foregoing paragraphs, your committee, particularly through the individual efforts of the chairman—but frequently with the support and collaboration of Dr. Cole and Dr. Cochran, has had many opportunities to further the purpose of the committee through discussions with key enterprises including the New York Central Railroad, the Mutual Life Insurance Company, a chain of southern banks, Northwest Airlines, Kaiser, Inc. and Boeing Aircraft in Seattle. The New York Central Railroad, the Mutual Life Insurance Company and Kaiser, Inc. have since assigned personnel, full time, to a review of their archives and the management thereof. Northwest Airlines and the chain of southern banks have evolved outstanding schedules for the preservation and retirement of their records with adequate segregation and additional protection for the most valuable. The New York Central is engaged in a large scale, long range review of the extensive archives of the railroad.

In addition, the chairman of your committee has proposed to the American Association of Railroads that it add to its large, competent staff a specialist in records management and archival science who would be in a position to advise and consult the member roads and as much as possible engage in surveys with a view to improvement in the records management of the roads and further utilization of such records for historical study.

The chairman of your committee proposes that the committee be continued during the coming year, that its membership be enlarged only gradually—as sufficient progress is made in one direction—to justify assuming a second or a third direction and that the major project described above concerning a secretariat for business records be continued in the number one spot of the committee's agenda.

E. J. LEAHY, *Chairman*

#### REPORT OF THE COMMITTEE ON INTERNATIONAL RELATIONS

Prior to the World War when the Society of American Archivists was in the first years of its existence, it was naturally preoccupied with the problems of its own formation and with vast untouched or little worked fields in the United States that needed cultivation. During the war there was but

limited opportunity to promote closer relations with archivists in other nations, although there was an expansion of such relationships even under war conditions. Furthermore, the war emphasized anew the need for closer relationships in times of crisis as well as in times of peace. It was brought home strongly to Americans that they have an interest in the total archival heritage of the past, wherever located, that all archives are interrelated, and that the protection, improvement, and utilization of this heritage to the benefit of mankind is a task of such nature and magnitude as to require the united efforts of trained archivists in all lands, working cooperatively and supporting each other. This theme was well summed up in "The Archivist's 'One World'," Dr. Buck's presidential address to the Society last year.

The time has now come when the opportunities of the Society in the international field are almost unlimited, and it is a question of choosing our objectives carefully, so that we may concentrate our limited influence and resources at those points where maximum results can be obtained. In the past year the two major objectives most worthy of support by the Society have appeared to be (1) the promotion of an international archival organization and (2) the promotion of a strong archives program by UNESCO (the United Nations Educational, Scientific, and Cultural Organization). In other words our intention at this stage is not so much to work on a country to country basis, as it is to establish a common meeting place for archivists, where they can exchange ideas and experiences and themselves adopt a program that represents the united wishes of all. If these two objectives are attained, the international activities of the Society can be carried on in the future chiefly through these channels with possibilities of wider achievement than if carried on directly with other countries individually, although work on the latter basis will by no means be ruled out.

*International Archives Organization*—For two successive years, under Mr. Shipman's chairmanship, the Society's Committee on International Relations recommended the promotion of an international archival organization as a matter of urgent need as soon as conditions at the end of the war made action practicable. At its meeting last year in Washington the Society passed a resolution urging the creation of such an organization and authorizing "its President to take such steps on behalf of the Society, and in cooperation with other interested agencies and organizations, as may appear to him to be necessary or desirable to bring about the establishment of such an organization."

Your Chairman has served as the agent of the President in taking action under this resolution. He assisted in drafting a letter, with appropriate annexes, that was sent by the President to leading archivists in other countries and advised with respect to the mailing list for this letter. Its purpose was to secure the reactions of archivists in other countries to such a proposal and their advice with respect to the steps to be taken in creating such an organization. The letter and annexes were printed in the July 1947 issue of the *AMERICAN ARCHIVIST*. Your Chairman has maintained the file of replies and will report on these at a special session on the subject to be held at the Annual Meeting of the Society in Colorado.



*Archives Program for UNESCO*—For the first meeting, in September 1946, of the U. S. National Commission for UNESCO, the National Archives prepared and submitted a document entitled "A Proposed Archives Program for the United Nations Educational, Scientific, and Cultural Organization," which pointed out the need for such a program and some of the activities that might be engaged in or promoted by UNESCO. At the first session of the General Conference of UNESCO at Paris many of the details of this document were properly ignored but the report of the Program Commission did recommend that "UNESCO should encourage the creation of an international organization of professional archivists," which organization in its turn might deal with the more detailed matters.

The difficulty proved to be that UNESCO's budget, as adopted toward the close of this meeting, did not permit UNESCO to undertake the full program recommended by its Program Commission and that, in the face of other pressures, UNESCO's staff might forget or ignore this recommendation. Your Chairman, consequently, has endeavored on every appropriate occasion to keep this matter before UNESCO and before the U. S. National Commission in this country, and in this he has had assistance from other members of the Society. The Society's Secretary and he filled out a questionnaire from the State Department that placed the Society's interest in UNESCO on record. Dr. Luther Evans and he attended as the Society's representatives, but without expense to it, the first National Conference on UNESCO in Philadelphia last March and secured adoption in the meeting of the Libraries Section of a resolution recommending "the early inclusion" in UNESCO's active program of the provisions in its draft report "for the creation of an international organization of archivists." The Society was likewise represented at the Mountain-Plains Regional Conference on UNESCO in Denver in May by Virgil Peterson and Dorothy Taylor. It is regretted that the Society had no representation at the First General Conference on UNESCO in Paris, but it was not invited to participate nor is it represented on the U. S. Commission for UNESCO, hence this effort to publicize this Society's interest in the matter of archives at every turn.

The campaign appears to be bearing results. The Society has been asked by the U. S. National Commission to express its views on UNESCO's archives program for the September meeting in Chicago of the National Commission, and this will be done. Furthermore, the entire picture has been changed by the fortunate appointment of a member of the Society, Mr. Herbert O. Brayer as "Consultant for Archives, UNESCO." Mr. Brayer has been charged with the task of drafting an archives program for UNESCO and this draft will be discussed in a panel session on the subject to take place at the Society's meetings in Colorado. Mr. Brayer will then take the program, as revised after this session, to the second General Conference of UNESCO in Mexico City in November and endeavor to get it adopted. We can ask for nothing better than for one of our own members to be carrying the ball in an official capacity with UNESCO.

It will be seen that the UNESCO program and the establishment of an international archives organization are inseparably connected, because we are

counting heavily on the moral and financial support of UNESCO to get the international organization started. Afterwards this organization will presumably work closely with UNESCO and provide it with a truly international archives program, developed not by archivists in this or some other country but by archivists of all countries meeting as an organized body.

*Other Matters*—Dr. E. Wilder Spaulding and Mr. Robert Claus, members of the Committee on International Relations, read papers on "The Records of International Meetings" and "The United Nations Archives" respectively at the Joint Luncheon of the Society with the American Historical Association in New York, December 27, 1946. This program was arranged by your Committee chairman. Another Committee member, Major Lester K. Born, continues to serve as Archives Adviser in the U. S. Military Government in Germany. At his request the Committee has recommended that a set of the past issues of the AMERICAN ARCHIVIST be made available to the new school for German archivists to be opened in October at Marburg. Your Committee has likewise recommended that a set be made available to the Library of the University of the Philippines. The Director of that Library, Dr. Gabriel Bernardo, was especially active in the salvage of Philippine archives during the war and hopes now to make use of this set of the AMERICAN ARCHIVIST in training young Filipinos in archives work.

Although members of the Committee have been very active individually, it should be reported that they have been unable to meet as a Committee and have not taken action on matters as a Committee. The Chairman has turned to individual Committee members for advice on specific questions as they came up and has, often, because of the time element involved, acted without their advice. This explanation is due them and due the Society. Their contributions under the circumstances are very much appreciated.

OLIVER W. HOLMES, *Chairman*

## REPORT OF THE COMMITTEE ON RECORDS ADMINISTRATION

DECEMBER 1946 TO SEPTEMBER 1947

Your Committee on Records Administration changed chairmen this year, and, while fortunately Dr. Philip Brooks was able to stay with us as a member, we have suffered, inevitably, from this swapping of horses in midstream. Even so, progress has been registered toward the production of a manual on the management of public records, a publication designed to help in a very practical manner officials in many offices and on many levels. The keel has now been laid, though it must be admitted that much remains to be accomplished before the manual can make its appearance.

On March 29 the entire committee, consisting of Dr. Brooks, Miss Helen Chatfield, Dr. Christopher Crittenden, and your chairman met in Washington for a discussion of ways, means, and procedures. From this meeting and subsequent correspondence came agreement that the specialized experience of individual committee members could be exploited best by placing primary responsibility for certain sections with members particularly qualified in those aspects of records administration. It was agreed further that the

disadvantages frequently resulting from plural authorship should be avoided by heavy editing and remolding of the final text to attain a uniform and readable style. In this way an attempt will be made to create a manual which will be substantial as to subject matter but yet a coherent unit devoid of by-lines, bumpy transitions, and difficult technical terms.

As now planned, there will be included a section on practical filing techniques with which Miss Chatfield will be chiefly concerned. In this section effective methods for the day-to-day management of active files will be presented with some stress as to filing methods which will tend to simplify the later and essential process of eliminating ephemeral materials while still insuring preservation for such concentrated file elements as contain data of enduring value. Another section, chiefly by Dr. Brooks, will consider the evaluation of less active file materials, providing comment and advice as to both the general principles basic to wise choices and the methods of operation which have proved efficient and practical in segregating certain files for preservation while earmarking others for destruction either immediate or future. An appendix with brief quotations and bibliographies will be in charge of Dr. Crittenden. The aim here will be to point out available sources for such more detailed information as officials may desire after feasting on their first treatise concerning records administration. Chiefly it will be a guide to printed materials sufficiently simple and readable to be useful to busy officials not specially trained in this field but desirous of trustworthy data regarding such matters as inks and papers, lamination, air-conditioning, microfilming, and the elimination of fire hazards. A section on the problems and responsibilities of state and county officials in dealing with records will be provided by the chairman, and the editing will be largely his. Throughout the aim will be to provide a publication which though modest will be sound and readable, authoritative but un-academic.

While as yet but brief and scattered portions of the text have been set down, even in draft form, with much sound and some fury the keel has been laid and your committee requests of the Society patient forbearance as construction continues.

Respectfully submitted,

HENRY HOWARD EDDY, *Chairman*

# News Notes

MARY C. LETHBRIDGE, Editor

*The National Archives*

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## THE NATIONAL ARCHIVES

The National Archives has recently received several important bodies of records from the Treasury Department. Among them are additional parts of the Secretary's files, 1789-1915, case files of the Customs Division of the Secretary's Office, 1908-26, and records, 1789-1899, from nine customhouses in the United States and the Virgin Islands. Most of the customhouse records came from Philadelphia and San Francisco. Those from the Virgin Islands, which are chiefly of the Danish period, came from Charlotte Amalie; they supplement other records of the Danish administration of the Islands previously received.

The steady flow into the National Archives of records of World War II agencies is unabated. Substantial additions to the files of such administrative agencies as the Foreign Economic Administration and the Office of Price Administration have been received. Records of the German-American Bund and the law firm of Hutz and Joslin, agents for the I. G. Farben Industries, are among the records of a number of organizations and companies seized by the Office of Alien Property and transferred to the National Archives. Recordings of speeches of Axis leaders and other propaganda material, 1939-45, seized by American Forces in the European Theater of Operations have been received from the War Department.

Seymour Pomrenze, a member of the staff of the National Archives, has recently returned from a mission to Europe and the Middle East for the Library of Congress and the Archives. While abroad Mr. Pomrenze surveyed the records of United States Government agencies in London and Cairo, assembled information about enemy records in American possession, and arranged for shipment to the United States of books and other library materials belonging to a member of the Cooperative Acquisitions Project of the Library of Congress.

Archivists from other countries continue to come to the National Archives for technical training. Dr. Purnendu Basu, Assistant Director of the National Archives of India at New Delhi, is the second member of the staff of that institution to be sent by his Government to study at the Archives in Washington. Two Latin American archivists, sponsored by the Interdepartmental Committee on Scientific and Cultural Cooperation, have also recently begun a six-months' period of training at the National Archives. They are Luis Gonzalo Patrizi of the National Archives of Venezuela and J. Atillio Giacosa Bertoli of Uruguay, who will join the staff of the National Historical Museum upon his return to Montevideo.

Nearly a third of the historic documents on the Freedom Train, which

started from Philadelphia on September 16 on a nation-wide, year-long tour, are from the National Archives. Among them are the Bill of Rights, the Treaty of Paris of 1783, the Emancipation Proclamation, the Nineteenth Amendment, and some World War II surrender papers. The entire exhibit was assembled and installed under the direction of the National Archives.

### LIBRARY OF CONGRESS

The Motion Picture Project of the Library of Congress, which had been supported by special appropriations for the past two fiscal years, was liquidated following the passage of the Legislative Establishment Appropriation Act of 1948. The act provided that the cataloging, servicing, and distribution of film, and the preparation of bibliographies and directories, all activities of the Project, must cease. The registration and accessory cataloging of motion picture film deposited for copyright, activities concerned with the preservation of film now in storage and the limited number of additional films to be selected from copyright deposits, the granting of essential access to stored film, and the return of film to reclaiming Federal agencies, have necessarily continued.

The report on the appropriation by the House Appropriations Committee indicated that, before another budget is presented, the overall motion picture problem should be "restudied with a view to (1) determining the extent to which it is practicable for the Government to carry on this kind of activity, and (2) whether the Library of Congress is the logical agency" to administer it. The language of the appropriation act, furthermore authorizes the Library to undertake storage of the film now in its possession (amounting to some 65,000 reels) "pending disposition." The Library, therefore, is seeking legislation authorizing it to develop and service a national motion picture film collection; consideration of such legislation should provide the occasion for a study of the whole problem.

On August 18 the Librarian of Congress announced the appointment of Oliver W. Holmes of the staff of the National Archives as fellow of the Library of Congress in Archival Science. In this capacity he serves as the Library's recommending officer for the acquisition of material in this field.

Among recent accessions to the Division of Manuscripts the following may be noted: original resolutions of George Washington and other commissioned officers of the First Virginia Regiment, drawn up in a meeting at Fredericksburg, Virginia, November 23, 1772; eighteen letters and memoranda of Benjamin Franklin of Dr. Jan Ingenhousz and others, dealing for the most part with scientific subjects, 1775-1788; autograph draft of the annual report of the Potomac Company, written by George Washington as the Company's president [August, 1788]; nine boxes of papers of John Bassett Moore relating principally to William Learned Marcy, including copies of letters, diaries and documents of Marcy, and approximately one hundred letters to Judge Moore in regard to Marcy, ca. 1820 to 1901; fragmentary handwritten "Account of Mails Received at the Post Office" mainly from offices in Ohio, 1840 to 1841; a large collection of the papers of Raymond Clapper; teletype sheets containing messages relating to the death of Franklin D. Roosevelt, April 12 to April 20, 1945; and typescript

copy, with handwritten corrections, of an address by Thomas Mann, on "Nietsche in the Light of Contemporary Events," delivered at the Library of Congress, April 29, 1947.

#### OFFICE METHODS BRANCH, NAVY DEPARTMENT

In the last three months the records in the custody of the five Naval Records Management Centers leaped from approximately 400,000 cubic feet to over 650,000 cubic feet. This is largely due to the development of six Navy-wide special collections. These collections, or records groups, are "Flag" files of the U.S. Fleet, contracts, engineering drawings, Naval veterans' medical and service jackets, and personnel folders of former Naval civilian employees. These records, at the close of the World War II, were widely scattered, literally over the globe. Their concentration into one locale, a process of some magnitude, has been filled with problems for the Navy archivists. The "Flag" files are records of the higher commands of the Fleet and are probably destined for the National Archives. Mr. Lewis J. Darter of Office Methods Branch wrote a brief survey of the factors involved in centralizing all civilian personnel folders of former Navy Department employees, a copy of which was sent the Commanding Officers of the some 800 Naval offices presently in existence.

During the past three months instructions for the disposition of records at Naval Shipyards were prepared, thus furnishing instructions on when and how to dispose of records of the one major type of Naval activity not previously provided for. Records disposal instructions or schedules have now been prepared for all Naval activities. These instructions provide for the disposal of 98% of all Naval records after a specified period of time by the destruction of temporary records no longer needed, by the transfer to a Naval Records Management Center of semi-active records, and by the transfer to the National Archives of permanently valuable records. For the most part no records are maintained by individual activities beyond a five year period.

#### INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

The IRAC began its first season under its new constitution on October 10, 1947. The subject presented at this meeting was "How a Records Management Program was Born and Developed." Conference chairman Jack Britt, Records Management Officer of the Federal Security Agency, doubled as presiding officer and as one of the speakers. Sharing the platform with him was his colleague, R. B. McNair, who heads up the records program of the Public Health Service, one of the constituent agencies of the Federal Security Agency.

The November meeting was devoted to a discussion of "How to Make a Records Survey." Prominent figures on this panel were L. E. Donaldson and Mrs. Dorothy Luttrell of the Department of Agriculture. At the time these notes went to press the December meeting was still in the planning stage, but it was expected that the Conference would consider the application,



use and disposition of punch cards. M. S. Bailey of the Patent Office's Classification staff was to be one of the speakers.

Increased work loads in all Federal agencies, coupled with staff reductions, have prevented the continuance of the IRAC Round Table series.

Processed transcriptions of the remarks made at the previous general meetings are available for distribution. Copies may be obtained by writing to the Conference Secretary, Joseph F. Vaughan, National Archives, Washington 25, D.C.

## INTERNATIONAL ORGANIZATIONS

### *Food and Agriculture Organization*

Cathryn A. R. Davis, Glenda R. Crevenna, and Mabel M. Lee have been appointed to the staff of the FAO Registry. Mrs. Davis, a graduate of George Washington University, was formerly an archivist in the Natural Resources Records Office of the National Archives. A graduate of the University of New Mexico, Mrs. Crevenna came to FAO from the Hispanic Division of the Library of Congress, and Mrs. Lee, trained at Simmons College and George Washington University was employed at the Chinese Embassy and the Orientalia Division of the Library of Congress.

### *United Nations Relief and Rehabilitation Administration*

Early in April Arthur H. Leavitt went to UNRRA on loan from the National Archives to work out a program for the assembling and organization of UNRRA records with a view to their eventual transfer to the United Nations. This includes records now at UNRRA Headquarters in Washington and also those in Europe, the Far East, and elsewhere. In connection with this work he spent six weeks in Europe in June and July to acquaint himself with UNRRA records there. Most of this time was spent in the European Regional Office in London, but a further inspection trip took him to the Displaced Persons Headquarters in Paris and to the UNRRA Missions in Rome and Athens.

## FOREIGN NEWS

### *Australia*

All the documents stored in the country for precautionary reasons have been returned to the Archives Department of the South Australia Libraries Board undamaged and complete. With a collection now comprising 356,350 documents, 20,015 "views," and 1,668 maps, space continues to be a problem. Additional stacks are needed for the storage of official documents available for transfer from certain Government departments, for the housing of selected South Australian newspapers and official printed records, and for normal expansion.

### *Canada*

After the end of hostilities in 1945, it was arranged, with a view to making the speediest possible progress with the official history of the Canadian Army

to keep a small group of officers of the Historical Section of the General Staff at work in London, England, and to retain there temporarily for their use a proportion of the records of the Canadian Army Overseas. Work on the history has now progressed to the point where the detachment in London can be withdrawn and the remaining records brought back to Ottawa. This was done at the end of September.

As there are still many matters on which contact with British historians and consultation of British records are vital, one officer of the Historical Section is being stationed in London for liaison duties and to write special studies on the basis of records available there. From the conclusion of the fighting in Europe to July 31, 1947, 506 packing cases and 208 parcels of historical records reached the Historical Section of the Army from overseas. The movement still continues. The number of monthly unit war diaries of the War of 1939-45 in the hands of the Section is approximately 132,000.

Of the professional historians who have taken part in the work of the Naval Historical Section, Dr. Donald Kerr has gone to Mt. Allison University as head of the History Department. Mr. Arthur Pidgeon is now liaison officer, CBC International Service Ottawa, and is submitting the work that he did in the Section to Oxford University as a doctoral dissertation. Mr. Jack Richardson has returned to the Public Archives where he is chief of the Map Division and he is offering the results of his research in naval operations as a master's dissertation at McGill. Mr. David Spring and Mr. Maurice Careless are members of the History Department at the University of Toronto. Dr. Gilbert Tucker expects to complete the work of the Section by next Spring. Vol. 3 of the official naval history will be devoted to operations and operational policy in the recent war. Like the first two volumes this one was envisaged as a definitive historical work. To complete it in that way however would take about two years more chiefly because the German naval records are only now available for use. It has accordingly been decided for the sake of economy to publish the third volume as a popular account. This will be based on semi-final drafts which were prepared by the Naval Historical Section for the larger work, but it will be written by a professional writer engaged for the purpose, and it should be completed in about a year's time.

The Historical Section of the Royal Canadian Air Force has published through the Oxford University Press three volumes of preliminary narratives. An official history will not be produced. The overseas branch of the Historical Section has stopped work; the personnel have been repatriated and the records shipped to Canada. Several hundred cases of historical documents were received. The records were sorted and classified in the Historical Section at Ottawa as fully as possible in the time that remained before the personnel were released at the end of September.

J. A. Jackson has been appointed part time archivist in the Provincial Library of Manitoba and will begin cataloging the manuscripts in the library which include the Riel Papers, the papers of Thomas Greenway, Premier of Manitoba, 1888-89, the official papers of the Lieutenant-governors and many other items.

J. O. Woodhouse of the City Hall, Toronto, has been appointed Secretary Archivist. His duties will include the preservation of the municipal records and directing visitors to the city's historic sites.

The Institute of History and Geography recently created at Laval University, Quebec, will help to bring forward the value of the University's archives. These, including the archives of the mother institution, the old Seminary of Quebec (1663), are estimated to be the wealthiest in Canada in original documents of the French regime. They also contain items of interest for later periods, for the American Revolution, and for North American history at large. The *Revue de l'Université Laval* gives some pages each month to the archives department for publication of documents. Those pertaining to the Fort Stannix Expedition (1777) and a long "Memorandum and notes of transactions with Indians . . . 1775" have been printed in previous years, and a large collection called "The Arnold Papers" is on the schedule for the current year.

#### *Union of South Africa*

The Library of Rhodes University College, Grahamstown, Cape Province, Union of South Africa, has announced the publication of *An Index to authors of privately-owned, unofficial manuscripts relating to the history of South Africa, 1812-1920*. Compiled under a grant from the Leverhulme Research Fellowships, it indicates the value of unofficial documents, particularly family papers, as original sources of information for South African history. The first of four parts is a list of documents arranged in alphabetical order by the name of the signatory, the second, transcriptions, summaries or extracts or documents, the third, biographical notes on the signatories and people mentioned in the texts of Part 2, the fourth, a chronological table of the documents, and an appendix, a summary of documents originating outside South Africa.

#### TRAINING OF ARCHIVISTS

A third intensive training program in the Preservation and Administration of Archives for custodians of public, institutional, and business archives was offered by The American University in Washington, District of Columbia, from July twenty-eighth to August twenty-third, nineteen hundred and forty-seven. The four-weeks program included lectures on the most important phases of work with archives and manuscripts and practical training in the National Archives and the Maryland Hall of Records, which agencies granted the privilege of interns to students enrolled in the program. Two members of the class who were mainly interested in problems of current record administration completed internship projects in the Office of the Record Officer, Bureau of the Budget, Executive Office of the President.

Ernst Posner, Professor of History and Archives Administration, The American University; Oliver W. Holmes, Program Adviser to the Archivist of the United States; Morris L. Radoff, Archivist, Maryland Hall of Records; Helen L. Chatfield, Record Officer, Bureau of the Budget, Executive Office

of the President; Lester L. Cappon, Archivist, Colonial Williamsburg; and members of the staffs of the two cooperating agencies served as instructors and as supervisors during the training periods. Students who completed the entire program were issued diplomas signed by the President of The American University, the Dean of its Graduate Division, and the heads of the two cooperating archival agencies.

A fourth training program is tentatively scheduled for the period, July nineteenth, through August fourteenth, nineteen hundred and forty-eight.

The School of Librarianship at University College, London, England, inaugurated a new course in Archives in the fall of 1947. Hilary Jenkinson, who was largely responsible for the establishment of the course, and Irene Churchill are retiring as Honorary Secretaries of the British Records Association, and to commemorate their fifteen years of service to that body, the Association is endowing an annual prize to be won by a student in the new course.

#### ALABAMA

The Alabama State Department of Archives and History has recently installed a photographic laboratory with both microfilm and photostat apparatus. Mr. Charles L. Perry, who has been engaged as operator, was employed for ten years in the same capacity at the National Archives and for the past year has been at Maxwell Field, Montgomery, in charge of the same type of work.

#### ARIZONA

The Arizona Department of Library and Archives has installed complete microfilming equipment, and a project for filming state, county, and municipal records deposited in the State Archives got under way November 1. In addition to the state archives, consisting of obsolete records of state, county, and municipal departments, the filming of the large collection of newspapers in the Division of Arizona History and Archives is contemplated. This collection includes newspaper files dating from the organization of the Territory of Arizona early in 1864.

#### CONNECTICUT

Collaborating with the "Freedom Train" which visited Hartford October 4, the State Library arranged an exhibit of original Connecticut documents under the title "Heritage of Freedom in Connecticut." The documents begin with 1631 (The Warwick Patent), the Minutes of the First Court in Hartford 1636, the Fundamental Orders of 1638-39 and others illustrative of the desire for freedom shown by the early colonists. The exhibit received very favorable editorial comment in the press.

Bids have been requested for the printing of Volume VII, *Records of the State of Connecticut*, edited by State Historian Leonard W. Labaree. This volume continues the *Records* from 1789 to 1792.

#### INDIANA

The Executive Committee of the Indiana War History Commission an-

nounced on August 12 the appointment of a new executive director, Dr. Lynn W. Turner, succeeding Dr. John D. Barnhart, who has retired to full-time duty in the history department of the University of Indiana.

### IOWA

Central College at Pella has recently announced the establishment of an archives department with Mrs. Robert Lautenbach as archivist. The main purpose of this department will be the collection and preservation of manuscript materials concerning Pella and the Dutch settlement there.

### KENTUCKY

At the annual meeting of the Kentucky Historical Society on October 3, 1946, Mrs. Jouett Taylor Cannon, wishing to devote herself to research among the historical and archival manuscripts in the custody of the Society, retired from the office of the Secretary-Treasurer after a service of twenty-six years and was instead elected Director of Historical Research. Mr. Bayless E. Hardin, the assistant secretary, succeeded Mrs. Cannon and was reelected after a successful year on October 3, 1947.

Among the records transferred to the custody of the Society by Executive Order from the Office of the Secretary of State are Executive Journals, 1792-1915; enrolled bills of the Kentucky Legislature, 1792-1915; a few early Legislative Journals; letter books of Governors Charles Scott and Isaac Shelby, 1808-1816; 900 filing boxes of miscellaneous letters and papers from executive offices, 1792-1915; Record Book of the Kentucky Electoral College, 1792-1865; and manuscript record books of military appointments and commissions issued by Governors Scott and Shelby under the act of Congress calling for a detachment of Kentucky troops for service in the United States Army, 1812. From the Adjutant General's Office were transferred manuscript lists of warrants issued to men who served under General George Rogers Clark and Colonel Benjamin Logan in the Wabash and Shawanee campaigns, 1786-87; manuscript book of Kentucky militia officers, 1801-1816; manuscript book of Kentucky militia field and staff officers, 1812-1816; and The Adjutant General's Book including correspondence in regard to the enrollment and equipment of a regiment of Kentucky volunteers at Frankfort for service in support of the Republic of Texas in 1836. From different branches of the state government the Society has received several thousand County Tax Books, 1789-1875, and County Vital Statistics, 1852-1862, and miscellaneous old records.

### LOUISIANA

Virgil L. Bedsole, formerly of the staff of the National Archives, became head of the Department of Archives, Louisiana State University and Agricultural and Mechanical College, Baton Rouge, on September 1.

Recent acquisitions of the Department consist of 18 collections of manuscripts, including the personal and business papers of Jean Ursin La Villebeuvre and his son of New Orleans, pertaining chiefly to the settlement of estates of certain prominent Louisiana families, 1022 items and 32 vol-

umes, 1806-1917; and business papers of Benjamin Tureaud, Hounas Plantation, Ascension Parish, supplementing an earlier collection of account books, 3,078 items, 1846-79.

### MARYLAND

Through the cooperation of the Library of Congress, the Hall of Records has deposited a 250-reel set of microfilm of the colonial records in its custody with the Library of Congress, the Henry E. Huntington Library and Art Gallery at San Marino, California, and with the British Museum. The Genealogical Society of the Church of Jesus Christ of Latter-Day Saints also has copied a set for itself and has made additional microfilm records from the Land Office of Maryland. The Society contemplates work in the counties of Maryland to bring their holdings of microfilm copies up to 1850.

Washington County records have lately been sent to the Hall of Records; the deposit comprises recorded wills, 1777-1852; and original wills, 1777-1817. The Marriage License Record of Caroline County 1774-1792, 1797-1886 has also been received.

The *Twelfth Annual Report of the Archivist of the Hall of Records* has just been published.

Dr. William D. Hoyt, Jr., Assistant Director of the Maryland Historical Society since April, 1943, has resigned to accept appointment as Assistant Professor of History at Loyola College, Baltimore. Mr. Frank White, who received a master's degree from the University of Maryland in 1947, has been made an assistant in the library of the Maryland Historical Society. Among the Society's recent accessions are papers and record books, 1790-1943, of the Manor Mining and Manufacturing Company of Allegany County, including 39 volumes, and commercial correspondence and accounts of William E. Mayhew and Company of Baltimore, 1823-1859.

### MINNESOTA

The Minnesota State Archives Commission, which was established by the 1947 legislature with the superintendent of the Minnesota Historical Society as its executive secretary has inaugurated its program, working from headquarters in the Historical Building. A survey is now under way to determine which state records are now inactive, which should be microfilmed, which may be destroyed, and which should be preserved in their original form. The Commission's first major project is the microfilming of the warrants accumulated in the state auditor's office since Minnesota became a state in 1858.

The Secretary of State has turned over to the Society a manuscript volume containing the schedules of the state census of 1875 for four counties, which complete the records of that census. Three typewritten volumes of materials gathered by the genealogical records committee of the Minnesota Daughters of the American Revolution, church records, Bible and family records, and copies of Minnesota records, have been presented to the Society.

Macalester College, St. Paul, acquired books and documents of unknown value some years ago from Edward Neill, the College's first president. He



directed in his will that the bequest be withheld from the public until a memorial room could house it. Such a room was provided in the Spring of 1947 and the material was cataloged. An original letter written by William Penn, an Abraham Lincoln note dating from the Civil War period, and four original letters of George Washington were discovered among the documents.

### NEW JERSEY

The first complete body of records ever to have been created and preserved in New Jersey was obtained by Sidney Goldmann, Head of the Archives and History Bureau, at the Constitutional Convention which closed in New Brunswick on September 10. The State insured by Mr. Goldmann's attendance a complete archives of the Convention, the first to effectuate a complete revision of the constitution in the past 103 years.

### NEW YORK

The Board of Regents of the State Education Department has made the following recommendations, after examination of the *Report* of the Advisory Committee on New York State's Records System:

a) that the Commissioners be authorized to take appropriate steps looking toward the placement of official records, which are of predominant value for public administrative purposes, in a division of records administration to be established in the Executive Department, that, when and if such a transfer is made effective, the staff responsible for archives and public records be transferred to the new division, and that it be recommended to the Executive Department that there be established a public records council composed of representatives of state departments.

b) that the present program of the State Library in preserving and servicing records of predominant research or historical value be continued; and that noncurrent records prior to destruction be offered to the State Library to be incorporated, if found desirable, in its collections.

The Board further decided to rename the Division of Archives and History the Division of State and Local History with the State Historian as Director.

The foregoing resolution, dated July 31, 1947, did not follow completely the recommendations of the Advisory Board. This body, consisting of Margaret C. Norton, Archivist, Illinois State Library, Luther H. Evans, Librarian of Congress, and Solon J. Buck, Archivist of the United States, proposed that all essential archival functions be centralized in the proposed State Records Office; that the State Records Office be in the Department of Education; and that it be set up within the Department as a separate agency on the same plane of organization as that of the State Library and that it be not set up as an expansion of or a part of the present Division of Archives and History. Consideration of the possible grouping of the State Records Office, the State Library, the State Museum, and the State Historian's Office under a new Associate or Assistant Commissioner of Education, responsible for the coordination of their activities, was also urged. The 15 page report containing these recommendations has been mimeographed and distributed by the State Education Department, Albany.

Establishment of a State Records Office now awaits the action of the Legislature, which will also be asked to consider passage of a basic records act and an act providing for the construction of a State Records Building.

Institutes for Local Historians were held throughout May and June in several centers around the state. One-day institutes to present an overall picture of the job the local historian can do heard as instructors Albert B. Corey, State Historian, Hermann F. Robinton, Superintendent of Public Records, John J. Vrooman, Superintendent of Historic Sites, and Howard W. Crocker, Assistant Archivist.

#### NORTH CAROLINA

Mr. D. L. Corbitt, head of division of publication of the State Department of Archives and History, is compiling for publication the public papers and letters of J. Melville Broughton, governor of North Carolina, 1941-1945. Mr. Corbitt has compiled and edited the papers of the four previous governors also. The papers of John Gray Blount are being edited by Dr. Alice B. Keith of Meredith College, and those of Willie P. Mangum by Dr. Henry T. Shanks of Birmingham Southern College; both collections will be published by the State Department of Archives and History.

#### OHIO

Recent manuscript accessions in the Ohio State Archaeological and Historical Society include additions to the letters of Governors Edward Tiffin, Thomas Kirker, and Samuel Huntington; autographs of the Ohio Constitutional Convention of 1850; 144 letters of Ohio Congressmen, 1806-1915; 39 documents, Belmont County Auditor's Office, early 1800's; letters of Lake Erie Division, U. S. Topographical Engineers, 1840-44; Cutler-Dawes-Gates collection of letters, Marietta, Ohio, 1840-1903; 5 business account books, Marietta, Ohio, 1816-1854; 7 volumes added to the Presbyterian Church in Ohio collection; letters of Dr. John Mears' family, 1804-1884.

The trustees of the Rutherford B. Hayes-Lucy Webb Hayes Foundation held their annual meeting at the Hayes Memorial Library and Museum in Fremont, Ohio, commemorating the 125th anniversary of the birth of Rutherford B. Hayes, 19th President of the United States. Trustees are: Arthur C. Johnson, Columbus, Ohio, president; Lloyd T. Williams, Toledo, Ohio, vice-president; Webb C. Hayes, II, Fremont, Ohio, secretary-treasurer; Harold Boeschstein, Toledo, Ohio, and Dr. Frank L. Moore, Fremont, Ohio.

A special biographical exhibit, featuring scenes from the President's life, was on display in the Museum.

Among the recent accessions to the Manuscript Collections of the Hayes Memorial Library include: six original letters written by R. B. Hayes: to Jacob A. Ambler, Washington, D.C., April 3, 1871; to George William Curtis, New York, July 10, 1876, December 11, 1888, July 16, 1889; to William C. French, Cleveland, Ohio, March 9, 1881; and to Rebecca Wetherill, Philadelphia, Pa., July 19, 1890; and an autographed photo-

graph, 1876, by Elliott & Armistead, Columbus, Ohio. Also accessioned were eight holograph letters of John Sherman, to S. S. Warner, Wellington, Ohio, 1873-1891; 37 Civil War letters to Charles Babbott, Union soldier, Huron County, Ohio; 22 photostatic copies of letters, 19 written by R. B. Hayes, 1847-1891, courtesy of the Chicago Historical Society; photostatic copies of 24 letters, including 16 Hayes' letters, from the James Monroe and J. D. Cox Papers, courtesy of the Oberlin College Library; photostatic and typewritten copies of 16 letters from the Richard W. Thompson Collection of the Lincoln National Life Foundation, Fort Wayne, Indiana, courtesy of Dr. Louis A. Warren, Director. The papers of Dr. J. W. Failing, Minnie Failing, John B. Rice and James W. Wilson, of Fremont, Ohio, 1854-1919, comprising 1,000 items on local history, were also added to the manuscript collections of the Hayes Memorial Library.

### OREGON

David C. Duniway, Oregon State Archivist, announces the transfer to the Oregon State Archives from the Department of Agriculture of the minutes of the Board of Sheep Commissioners for the period 1907-1913, and of the State Livestock Sanitary Board which served ex-officio as the Board of Sheep Commissioners for the period 1913-1917. The State Archives has also received the correspondence of Robert W. Sawyer of Bend, Oregon, as a member of the Reconstruction Advisory Board, 1933-1934, an agency concerned with the apportionment of Federal funds. From the Secretary of State's office there have been transferred the original records of the registration of automobiles in Oregon from 1905-1916, and of chauffeurs from 1911-1915. From the Budget Director, there have been transferred the records of a series of agencies no longer active, the San Francisco and New York World Fairs' Commission files for 1938-1941, the Economic Council files for 1939-1941, the files of the Governor's Committee on Public Employee Retirement System, 1939-1940, and the files of the Highway Traffic Advisory Committee, 1944-1945.

The first part of the inventory of the records of the Oregon Federal Writers' Project under the Work Projects Administration has appeared as *Publication No. 9*. The records were transferred to the Oregon State Library as the sponsoring agency in December 1942. Records of projects completed but not published were transferred to the University of Oregon about the same time. The first part of the inventory which is a series list, will therefore be of special value in pointing out what portions of the files are in the Oregon State Library in Salem. Extensive indexes are in preparation for publication, and additional information can, therefore, already be furnished from the files. One series consists of negatives and prints of pictures gathered by the Writers' Projects for the illustration of their guide, *Oregon, End of the Trail* and other publications. A list of the pictures is near completion, and will be published as part of the inventory, along with necessary indexes.

Two other inventories published by the Oregon State Archives are to microfilms of importance to students of Oregon History. One inventory is to selections from the published correspondence of George, Earl of Aberdeen,

relating to the Oregon boundary dispute, February 23, 1845-July 1, 1846 (*Publication No. 7*). The original is rare, and is in the Library of Congress. The other inventory is to the military records of Fort Hoskins and Fort Yamhill (originally the Camp of Grand Ronde, Oregon), March 1856-August 3, 1866 (*Publication No. 8*). The original records are in the National Archives.

The State Archivist's schedule of fees for copying, certification and searches is in effect under Administrative Order No. 1, filed with the Secretary of State for Oregon by the Trustees of the Oregon State Library, September 10, 1947. Copying includes rates for photostatic and photographic prints, the fee for certification is \$.50, and the fee for searches is \$1.50 per hour. Searches have been defined as "compiling and furnishing information including typed copies of data." The special rate for searching the microfilm of the United States Census for Oregon is \$1.00 per search for one family unit or one individual in the schedule of one county in a census. There will be no charge to visitors who wish to consult records at the Oregon State Archives or for furnishing photographic negatives or prints for copying to approved photographers or to publishers operating their own photographic dark room. Likewise there will be no charge to persons writing for information which does not involve searches on the part of the staff or the furnishing of typed copies.

Administrative Order No. 2 filed the same day, prescribes the form of requisition to be used by the archivist to requisition records for transfer to the Oregon State Archives. It includes a provision that if records prove to be of no value they will be returned, or will be subject to destruction or other disposal.

### PENNSYLVANIA

The Pennsylvania Historical and Museum Commission has authorized the printing of the Papers of Colonel Henry Bouquet, Swiss-born commander of British forces in Pennsylvania during the French and Indian War and the Pontiac War. Two or three volumes will be issued during the 1947-1949 biennium. Donald H. Kent, Associate Historian, Mrs. Autumn L. Leonard, Editorial Assistant, and S. K. Stevens, State Historian, will be the editors, as in the earlier mimeographed edition.

The material now available in transcript form includes the Bouquet Papers proper from the British Museum (copied from the Library of Congress photostats or from microfilm copies purchased by the Commission); Bouquet letters from the Abercrombie and Loudoun Papers in the Huntington Library and from the Gage Papers in the Clements Library; and Bouquet letters printed in various collections. The editors believe that these groups virtually exhaust the possibilities, but seek information or suggestions as to the location of Bouquet material, even single letters, in other manuscript collections.

A Rare Book Room with a specially trained administrative staff and a capacity of 30,000 volumes was formally opened in the University of Pennsylvania Library in Philadelphia on May 27, 1947. The new unit is designed for the preservation and use of rare books and manuscripts in conditions in

keeping with their importance, and will house the University's extensive and valuable collections in various fields. Made possible by extensive renovations on the second floor of the University Library, the new unit includes a large reading room, an office and workroom, exhibition hallway and segregated book stacks. Serving as curator of the rare book collection is John Alden, who formerly was associated with the Library of Congress and the Houghton Library of rare books and manuscripts at Harvard.

### WISCONSIN

Clifford L. Lord, director of the State Historical Society of Wisconsin, has been elected chairman of the new State Committee on Public Records. Jesse E. Boell, former state supervisor of the Historical Records Survey in Wisconsin and more recently with the National Archives, the Military Government of Greater Hesse, the Navy and the State Departments, has been appointed chief archivist of the State Historical Society, and executive secretary of the Committee on Public Records for the State of Wisconsin.

The Manuscript Division has acquired records of the peace crusade in Wisconsin during the last ten years in the minutes of meetings, speeches, programs, and organizational miscellany created by the Wisconsin Conference on the Cause and Cure of War and its successor, the Wisconsin Council on World Affairs. Five volumes (1846-1943) of the convention proceedings of the Madison District Congregational Association have added to the Division's files on the Congregational Church in Wisconsin. Two additions to the labor collection of the Society are concerned with the twentieth century labor movement. One, the papers of the late Charles P. Howard, president of the International Typographical Union, will not be open to researchers until 1957. The other consists of proceedings, collective bargaining agreements, and other records of several A.F.L. local unions in Lake Geneva between 1900 and 1932.

### WYOMING

The papers of the Territorial Veterinarian, 1884-1887, have been transferred from the Livestock and Sanitary Board to the Wyoming State Historical Department. A considerable amount of valuable information on the Wyoming cattle quarantine laws is to be found in these papers. The territorial letter heads and signatures are in excellent condition. At a later date more papers of the Wyoming Livestock and Sanitary Board will be transferred to the Historical Department.

### PRIVATE ORGANIZATIONS

Scholarly manuscripts on specialized subjects, documents of historical value, and out-of-print studies are now being published under the auspices of the American Council on Public Affairs through the microfilm medium. Microfilm Service, a new affiliate of the Council, has been established for the express purpose of reproducing and distributing microfilm versions of investigations in the physical and social science field. Designed primarily for scholars, the facilities of Microfilm Service are devoted chiefly to their needs

and requirements in making possible the availability and dissemination of a wealth of material which has hitherto remained unpublished or difficult to obtain. Copies of microfilm studies published by Microfilm Service are made available to leading academic libraries, research institutions and scholars in general.

Further information can be obtained from Microfilm Service 2153 Florida Avenue N.W., Washington 8, D.C.

Remington Rand, Inc., is publishing a new quarterly trade journal entitled *Systems for government administrators*. A successor to its *Government narrator*, it contains brief articles on record keeping procedures developed by government agencies, the use of photography in records management, and new equipment available.

The Abraham Lincoln Association, First National Bank Building, Springfield, Illinois, is soliciting information concerning the present private ownership and location of any document composed by Abraham Lincoln, whether or not it has been previously published. Documents in public institutions are readily accessible, but many of those held by individuals have not been located to date. The preparation of a complete edition of Lincoln's writings from original sources will be greatly facilitated by information leading to procurement of photostatic copies of documents held by private individuals. Acknowledgement of assistance will be fully made upon publication.

The Robert C. Ingersoll Memorial Association, incorporated in 1947, plans to reopen Ingersoll's birthplace at Dresden, New York, as a public museum on August 11, 1948, the 115th anniversary of his birth. The Association has announced plans to build an additional structure to house original Ingersoll manuscripts, photographs, historical documents, letters and other memorabilia, which would be placed on permanent exhibition.

The outgrowth of research carried on at the Harvard Graduate School of Business Administration by Professor N. S. B. Gras, the Business History Foundation has been incorporated to carry on and facilitate research in the history of business and to assist in the publication of the results of such research. The Foundation is financed by gifts from individuals, institutions, and companies.

Renewing its grant to the Newberry Library for the Newberry Fellowships in midwestern studies, the Rockefeller Foundation has increased its former amount of \$25,000 to \$50,000. The Fellowships are awarded for the writing of sound and reasonable books about the Middle West. Applications are now being received by Stanley Pargellis, Librarian of the Newberry Library, Chicago 10, Illinois.



STATEMENT OF THE OWNERSHIP, MANAGEMENT, CIRCULATION, ETC., REQUIRED BY THE ACTS OF CONGRESS OF AUGUST 24, 1912, AND MARCH 3, 1933

Of the AMERICAN ARCHIVIST, published quarterly, at Menasha, Wisconsin, for January 1948.

State of Virginia, County of James City, ss.

Before me, a notary public in and for the State and county aforesaid, personally appeared Lester J. Cappon, who, having been duly sworn according to law, deposes and says that he is the secretary of the Society of American Archivists and that the following is, to the best of his knowledge and belief, a true statement of the ownership, management (and if a daily paper, the circulation), etc., of the aforesaid publication for the date shown in the above caption, required by the Act of August 24, 1912, as amended by the Act of March 3, 1933, embodied in section 537, Postal Laws and Regulations, printed on the reverse of this form, to wit:

1. That the names and addresses of the publisher, editor, managing editor, and business managers are: Publisher, The Society of American Archivists c/o the secretary, Box 203, Williamsburg, Virginia; Editor, none; Managing Editor, Margaret C. Norton, Illinois State Library, Springfield, Illinois; Business Managers, none.

2. That the owner is: The Society of American Archivists.

3. That the known bondholders, mortgagees, and other security holders owning or holding 1 per cent or more of total amount of bonds, mortgages, or other securities are: (If there are none, so state.) None. The officers are C. Christopher Crittenden, president, Raleigh, North Carolina; Herbert O. Brayer, vice-president, Denver, Colorado; Lester J. Cappon, secretary, Williamsburg, Virginia; Helen L. Chatfield, treasurer, Washington, D.C.

4. That the two paragraphs next above, giving the names of the owners, stockholders, and security holders, if any, contain not only the list of stockholders and security holders as they appear upon the books of the company but also, in cases where the stockholder or security holder appears upon the books of the company as trustee or in any other fiduciary relation, the name of the person or corporation for whom such trustee is acting, is given; also that the said two paragraphs contain statements embracing affiant's full knowledge and belief as to the circumstances and conditions under which stockholders and security holders who do not appear upon the books of the company as trustees, hold stock and securities in a capacity other than that of a bona fide owner; and this affiant has no reason to believe that any other person, association, or corporation has any interest direct or indirect in the said stock, bonds, or other securities than as so stated by him.

(Signed) LESTER J. CAPPON, *Secretary*

Sworn to and subscribed before me this 12 day of November 1947,

MARY C. McCAUSLAND

(My commission expires July 2, 1950)

(Seal)



