

Reviews of Books

RICHARD G. WOOD, Editor

The National Archives

Thirteenth Annual Report of the Archivist of the United States for the Year Ending June 30, 1947. (Washington, United States Government Printing Office, 1948. Pp. v, 92.)

It is almost inevitable that a review of the Archivist's activities by one who was, until recently, his opposite number in another country should take the form of a comparison of the situation of America and England in the matter of archives. It is, however, hoped to do this without affording another illustration of a familiar proverb about comparisons.

The first word must be one of whole hearted congratulation to Mr. Buck on the energy with which he has grappled with very difficult problems and on the success (even though, here and there, he has suffered disappointments) of his evangelizing mission to waken America to record-consciousness and to get official recognition of the importance of system in the disposal, the spade work being destruction of a vast number of formal and unimportant documents before they reach his strong-rooms. In this respect London has the advantage of seventy years' experience; and it is now a simple matter to make continuing schedules for all collections of records, as soon as they have passed beyond the embryonic stage and taken their permanent shape.

One problem remains to be solved, and should be solved, in both countries. The modern file, in which no attempt is made to separate permanent from ephemeral material, makes weeding a laborious task. Surely it should be possible for departments to segregate, as they accrue, such documents as vouchers, working papers, draft letters and second copies.

In both countries it is being increasingly recognized, not only by the archivist but by the man on the street, that, as Senator Ferguson has said, "public records make up the backbone of history." There has, however, been a difference of emphasis. In England the activities of the Public Record Office are strictly limited by Act of Parliament to the records of the Central Government; and since the war, the economic situation has centered public anxiety on the security of records of local administration and business and private archives with which the central office can only interest itself *sub rosa*. The Historical Manuscripts Commission, the British Records Association, the Master of the Rolls' Archives Committee and the National Register of Archives have necessarily stolen the limelight from the central repository. The Record Office has, in fact, until quite recently, been fully occupied with the return of its records from comparative safety in two castles, two mansions, a prison, a poor law institution and a training college for teachers, an operation in which no document was lost or damaged.

Nor does the Master of the Rolls take physical charge of archives until they have passed out of current use and reached a mature age. In fact, he could not if he would. Mr. Buck's accession of 82,967 cubic feet in 1947 would be a physical impossibility in Chancery Lane, where a threatened accession of 1000 cubic feet is an occasion for hard thought.

There is, too, the inevitable obsession with mediaeval problems. It is sufficient to say that arrangements are now being made to begin the systematic publication of the exchequer records of the thirteenth century. The arrears of ages will never be overtaken; but we have to keep on trying.

The problems which have faced the Archivist of the United States are very difficult even though they may be more limited. In England the record treatment of photographs, microfilms and motion pictures has only been settled on general lines. In America detailed plans have been made and put into practice by a pioneer effort which will be a model for all other countries.

Mr. Buck has also had to build up a series of departments, obviously well manned and well financed, each with its specific responsibility. This is not necessarily inconsistent with an administration which is fluid in practice. With its limited personnel the English record office has been forced to ensure that each member of its higher staff knows not only all about one branch of the work but something about all. Such fluidity has its advantages. It is easy to transfer staff to meet the pressure of a sudden increase of work in one quarter; and from their own experience the men in the Secretariat, for instance, realize and make allowance for the difficulties of the Search Department or the Repairers'. It is, however, more than likely that the neat and apparently water tight division of functions in America does not, in practice, involve undesirable specialization.

The foregoing remarks may perhaps be criticized as being an apologia rather than a review; but their readers may be interested to know what is going on across the Atlantic. They have been written in a spirit of unstinted admiration (not to say envy) of the Archivist of the United States and his achievements in coping with the problems of World War II within a year or so of its end.

SIR CYRIL FLOWER

Ealing, England

Descriptive Booklet of the Alaska Historical Museum at Juneau, Alaska, compiled by Edward L. Keithahn, Librarian and Curator, for the Alaska Historical Association. (Juneau, [1946]. Pp. 2-56.)

As the title suggests, this booklet is concerned primarily with the museum objects in the custody of the Alaska Historical Library and Museum. It contains many pictures of the exhibits. Page 35, however, is devoted to the buildings of the Library, "the largest library of pure Alaskana in existence." With the collections, including Judge James Wickersham's well-known collection of Alaskana, are manuscripts as well as books. Specific mention is made of 235 volumes of early Alaska customs records. The Library has more than 2,000 volumes of bound Alaska newspapers. By 1946 the cataloguing

of these holdings had resulted in the preparation of more than 15,000 cards. This is good news. Neither the Society of American Archivists nor the American Historical Association has a single Alaskan on its membership rolls. The 1947 list of candidates for the degree of doctor of philosophy in the field of history revealed that no one was working on an Alaskan topic. The labors of Mr. Keithahn and his staff in establishing control over the holdings of the Alaska Historical Library and Museum at Juneau ought to promote the writing of needed historical works on the Territory.

CARL L. LOKKE

National Archives

Third Annual Report of the Division of State Archives, State Historical Society of Colorado, for September 1, 1945 to September 1, 1946. (State Museum, Denver, Colorado, 1946. Pp. 13.)

Although the Third Annual Report is somewhat dated at this time, it is quite significant in the sense that it reflects a growing tendency toward a closer working relationship between operating officials and Archives personnel. In order to assist more effectively in the solution of records problems, the State Archives of Colorado has been successful in recommending and securing the appointment of Records Officers in most of the State departments and institutions. The report recognized that the majority of newly designated Records Officers were assuming their responsibilities well and were alert to the solution of records problems in their respective departments. Hope was expressed, at the time of the report, that the Records Officers would keep abreast of new developments in records practices and that each would be given full authority to exercise control over the records for which he is responsible. There was little indication of the role that Archives personnel would play in conducting a continuous training program and active liaison with Records Officers in order to carry out more effectively an archival management program. Experience in the Federal Government has indicated that the most effective Records Officers have been those who secure continuous professional guidance from archivists and who maintain active liaison with Archives personnel in order to solve records problems pertaining to destruction, transfer to an archival establishment and microfilming. The tendency shown by the Colorado State Archives is noteworthy and merits wider application.

ROBERT A. SHIFF

Department of the Navy

Guide to the Manuscript Collections in the Duke University Library, by Nannie M. Tilley and Noma Lee Goodwin. *Historical Papers of the Trinity College Historical Society*, Series XXVII-XXVIII. (Durham, Duke University Press, 1947. Pp. 362. \$2.00.)

Students of social history generally and southern history particularly have been aware during the recent years of the increasing importance of the manuscript collections of the Duke University Library. This guide, which is a revision and enlargement of a mimeographed guide produced in 1939 by the

Historical Records Survey, describes approximately one million five hundred thousand papers and over three thousand bound volumes of manuscripts. The kernel of the collections was assembled by William K. Boyd who, as a leading member of the Trinity College Historical Society, began his project in 1906 and continued it with unabated enthusiasm until his death in 1938. After 1924 Professor Boyd administered a fund established by the Flowers family for the purpose of building up a collection of historical materials bearing on southern history and emphasizing the period of the Confederacy. Since Boyd's death, Robert H. Woody of the History Department of Duke University has administered the Flowers fund and the collections are now expanding at the rate of 60,000 to 75,000 items yearly.

The arrangement of the guide is alphabetical by the name of the collection. A collection is defined as a group of papers centering around one individual, one organization, or one political group. In order to qualify as a collection a group of papers needs to contain only two items or consist of one bound volume. Single items are listed in a composite entry called "Miscellaneous Collection." Thus Mrs. Charles Spalding's Recipe Book (one volume), the Elizabeth Sowers Papers (two items), the David Campbell Papers consisting of over 8,000 items and thirty-two volumes, and the United States Bureau of the Census Original Schedules consisting of 139 volumes are each listed as a "collection." This method of treatment results in the listing of some 1,900 collections, each of which is described by an entry giving the dates, the number of items, the places of origin, the principal correspondents, and the main subjects treated. Bibliographical references are also given where collections have been wholly or partially published.

Most of the entries give a good idea of the contents of the various collections. One feature, particularly to be commended, is that where inclusive dates of a collection are misleading, the dates of the period in which the bulk of the manuscripts falls are also given. In a few entries, however, there are subjective judgment and a certain lack of terseness. Certain collections are described as "valuable" or "important." It should be obvious that the value or importance of any collection will vary according to the needs of the researcher. The full index of the persons, places, and subjects covered in the entries is excellent—excellent so far as this reviewer could ascertain from the imperfect review copy of the guide which omitted everything after "Stith, Fred H." On the whole Miss Nannie M. Tilley, former curator of the collection, and the co-author, Miss Noma Lee Goodwin, have produced an excellent research tool which shows sound scholarship and good judgement.

The Duke University manuscript collections are of primary significance in the field of southern history and of the Civil War period particularly. Although there are some papers relating to such outstanding leaders of the Confederacy as Robert E. Lee, P. G. T. Beauregard, and Jefferson Davis, the bulk of the southern materials consists of letters and diaries of common soldiers of both Confederate and Federal armies. There are also numerous documents on agriculture and plantation life in the South. Of outstanding importance for economic and social history are the manuscript United States

census returns for the decades from 1850 to 1880 for Georgia, Kentucky, Louisiana and Tennessee. The principal non-southern collection is the official records of the Socialist Party of America from 1900 to 1938. These files, consisting of some 95,000 items and twenty-three volumes, will be of prime importance to students of the labor movement in the United States. The collections also include materials on a wide variety of other subjects. There are, for example, papers relating to such literary figures as John Esten Cooke, Paul Hamilton Hayne and Thomas Nelson Page in this country and Dante Gabriel Rossetti, Robert Southey, Alfred Tennyson and other literary figures in England. There is also a group of Peruvian manuscripts, 1580-1872.

HARRY L. COLES, JR.

Department of the Army

Guide to the Swarthmore College Peace Collection—A Memorial to Jane Addams, compiled by Ellen Starr Brinton, Curator, Hiram Doty, Assistant Curator, with the assistance of Gladys Hill. Swarthmore College Bulletin, Peace Collection Publication No. 1. (Swarthmore, Pennsylvania, Swarthmore College, 1947. Pp. 72.)

In Ellen Brinton's foreword to this guide, she explains how the Swarthmore College Peace Collection came into existence. It seems that in 1930, as Jane Addams "was burning personal papers in her fireplace" in Hull House, Chicago, "a horrified witness, a member of the Board of Managers of Swarthmore College," persuaded her that they were valuable, and offered the hospitality of the Friends Historical Library on the Swarthmore College Campus, which was accepted. When Jane Addams died in 1935, her remaining papers were added to the collection, which became the nucleus of the Swarthmore College Peace Collection, established as a memorial to her, by a loyal group of friends. The purpose of the memorial was the development of a world-wide peace collection, to include "the records of peace activities from every country in every language," which would be kept "for one hundred or five hundred years to come, so that future generations of research scholars may learn of the efforts that have been made over the centuries to create permanent peace."

Since its establishment in 1935, the collection has grown to the body of material described in the guide, mainly through the untiring efforts of its curator, Ellen Starr Brinton. It was only as recently as 1946, however, that the collection was formally organized and adequately staffed. Since that time, Miss Brinton has been assisted in the management of the collection by an Advisory Council, the members of which are John W. Nason, Chairman, and Devere Allen, Frank Aydelotte, Clement M. Biddle, Merle Curti, Emily Cooper Johnson, Ray Newton Baker, Ernst Posner, Charles B. Shaw, Frederick B. Tolles, and E. Raymond Wilson.

Although much work of sorting and arrangement has yet to be done, Miss Brinton gives two strong reasons for issuing this first guide to the collection at this time—first, to make known "the enormous amount of valuable and historic material already available for the use of scholars and research students," and second, to indicate the gaps in files and pamphlet series, of

personal and organizational records, in the hope that "individuals and peace groups receiving this Guide will search office files, storerooms, and attics," and offer their treasures to the collection. Merle Curti, in an excellent introduction, points out important uses still to be made of peace material, emphasizes the value of this collection, and extends an earnest invitation to writers and peace societies to deposit their materials at Swarthmore, as he himself has done. He also indicates some important peace material known to have been destroyed, while Miss Brinton, in her foreword, lists a number of organizations whose records are known to be deposited elsewhere, and are not duplicated in the Swarthmore College Peace Collection.

The listing and description of material in the guide is divided into five parts, corresponding to the arrangement of the material in the collection, described as follows:

Document Groups: Papers of organizations and individuals of which substantial quantities have been accessioned by the SCPC are established as separate document groups under the names of the organizations or individuals from whom they originated.

Collective Document Group A: Papers of organizations and individuals in the United States interested in the promotion of peace of which the holdings of the SCPC are small.

Collective Document Group B: Documents of peace organizations and individuals in countries other than the United States are here included.

Collective Document Group C: Publications from non-peace organizations on topics of interest to and closely related to the peace movement; and publications, from various sources, concerning conflicts between races, classes, religious, political, or cultural minority groups. (These materials are merely indicated, without detailed description, in the Guide, due to lack of space.)

Special collections: These collections contain peace material grouped by subject or form, rather than source or organizational imprint, as is the case with the documents described in other sections of the guide. Most of this material came as gifts from reference libraries of prominent peace leaders or peace organizations.

An index of names of organizations, individuals, and publications completes the guide.

The organization of this material must have presented some problems to the curator. Here we have an accumulation of correspondence, minutes, reports, books, pamphlets, leaflets, issuances of all kinds, tracts, broadsides, posters, in manuscript, typescript, mimeograph, and print, some of which have come directly from their place of origin, where they accumulated as a by-product of peace activities, while others represent collections made by individuals or organizations. In some cases, a fairly complete body of record material of particular organizations and persons is included, while in other cases fragmentary bits await completion through later accessions. There is undoubtedly among the papers of any one organization or individual, a mixture of record material and what archivists customarily regard as nonrecord material. How should this material be arranged? Should the record material be carefully segregated and arranged according to the prevailing archival theory? Then again, what should be included in the category of "records"? Most of the peace societies' main activities consisted of publishing material, and many of them failed to accumulate and care for record copies of their publications.

Is it permissible to fill in the gaps in record accumulations with copies of such publications received from other sources, or to regard a set of periodicals as a nucleus for a record group to be built up as missing documents are accessioned? These are vexing questions to the keepers of documentary material. That they were considered seems to be indicated by the use of the term "Document Group" instead of the more precise term "Record Group" used in archival agencies. All the papers of a particular organization, including issuances under its imprint, and likewise the papers of an individual, have been kept together, including both records (in the narrow sense of the term) and historical manuscripts, the sizable fairly complete collections in a major "Document Group," and the fragmentary collections in "Collective Document Groups," with a place provided for "Special Collections" to complete the arrangement. This method, certainly, is the convenient one from the point of view of the user, and, in the opinion of this reviewer, is the correct solution. After all, this collection holds the "records" of a civilization in its quest for peace, and seems to me to require, in this context, the broader use of the term to include all types of documentary material.

Swarthmore College and particularly Miss Brinton and her staff are to be congratulated in making public the contents of such a valuable and unique collection, which should be especially interesting to historians and scholars everywhere, as well as to the members of the Society of American Archivists.

HELEN L. CHATFIELD

Bureau of the Budget

Biennial Report of the Mississippi Department of Archives and History, July 1, 1945 through June 30, 1947, by William D. McCain, Director. (Jackson, Mississippi, 1947. Pp. 28.)

Happy is that State which retains the services of a professionally trained, capable, and energetic archivist. Dr. William D. McCain, Director of the Mississippi Department of Archives and History, is such a one and his report of June 30, 1947 concisely details his activities since returning from military service in Italy (as United States archivist attached to Allied Headquarters) on October 8, 1945. There is, however, good reason to doubt whether the State of Mississippi is sufficiently aware or appreciative of its own happiness. Their Director receives only \$4,500 a year, and has requested no more in his prospective budget; and six ladies on his staff, one of whom served as Acting Director during the two and a half years of Dr. McCain's wartime absence, must support life by sharing \$11,200 between them. It is no ordinary staff, for even Dr. McCain's stenographer is a woman of learning and has contributed "Andrew Marschalk's Account of Mississippi's First Press" and a book review to the *Journal of Mississippi History*. The Department has no equipment for microphotography. It also needs a photostating machine, a laminating machine, and a fumigating vault but Dr. McCain is willing to postpone these if the Legislature will give him a microfilm camera, "almost indispensable for an efficiently conducted archival agency." It is, however, somewhat disheartening to note that Dr. McCain called attention to these

necessities in his first report, for the biennium ending June 30, 1939. The Department conducts a Museum, but it occupies "undesirable and unsuitable quarters on the ground floor of the New Capitol," and modern cases are lacking, not to mention lighting within the cases and dioramas. These needs were also brought to public attention in the 1939 report. The Department moved to its present quarters, the north wing of the new War Memorial Building, in February 1941. After six years, this space has become saturated, and the Department has ceased to acquire non-current records of the State Government. The one relief to which Dr. McCain looks forward is the construction of a new state office building, upon which most of the agencies now in the Old Capitol will remove thither. The Old Capitol can then be restored, preserved as an historic site, house the Museum, and store overflow archives.

These difficulties have not prevented the Director and his staff from making the most of the means at their disposal. They have received, in two years, 5,482 daily visitors and answered 7,223 pieces of mail. After the Mississippians, who naturally are in the great majority, the greatest use of the Archives is made by the citizens of Louisiana (625 visits or letters), New York (423), Texas (384), the District of Columbia (345), Tennessee (297), Alabama (268), Illinois (228), and Massachusetts (214). The acquisition of private manuscripts has continued, the Department having a little over \$2,000 a year to spend on books and manuscripts, and thirty-seven new collections are reported as acquired, sorted, arranged and classified. Dr. McCain has a useful collaborator in Mr. Charles F. Heartman, the well known dealer whose Book Farm is now in Beauvoir Community, and through him the Department has been able to secure six hitherto unrecorded Mississippi imprints, 1806-1827. One of these, the *Journal of the Legislative Council of Mississippi Territory* for December 2-29, 1805, Dr. McCain has edited and Mr. Heartman has published. Two other journals are imperfect and their titles are here reconstructed from cognate documents. While such a procedure is legitimate, surely the result ought to be enclosed in brackets. The quarterly *Journal of Mississippi History*, jointly sponsored by the Department and by the Mississippi Historical Society, has continued to appear under the editorship of Dr. McCain and Miss Charlotte Capers and they and three other members of the Department have contributed to its pages.

The archival mare goes well enough but it is obvious that more money would make her go much better.

DONALD H. MUGRIDGE

The Library of Congress

Dominion of Canada. Report of the Department of Public Archives for the Year 1947, by Gustave Lanctot, Keeper of the Public Records. (Ottawa, Edmond Cloutier, Printer to the King's Most Excellent Majesty, Controller of Stationery, 1948. Pp. xlvii, 232. \$1.00.)

This report reveals an expansion of activity curtailed by the war. During the year Dr. Lanctot went to Britain and France to reorganize the London office, partly immobilized, and the Paris office of the Archives, completely

closed during the war. Indeed, much of the work done in Paris previous to the war was destroyed during the German occupation. In describing his work and organization, the Archivist speaks of plans for recopying documents and "making transcriptions." It is not clear if the intention is to follow the laborious hand copying method of prewar days or to apply some of the well established photographic techniques.

The Archivist was able to acquire a great variety of documents and collections of documents, views, trade tokens, and the like, valuable and otherwise, the list of which occupies over eight pages of the report. The most notable collection acquired came from the Public Record Office. This comprises the original correspondence of the Board of Trade, occupying seventeen volumes, covering the years from 1734 to 1773. Six of the volumes are described as follows (p. xvi):

- Vols. 10-11 (1734-1747). Maritime and commercial questions concerning the American colonies.
- Vol. 12 (1748-1758). Correspondence with Shirley. Documents on the frontier.
- Vol. 13 (1750-1757). Correspondence with Shirley. The frontiers of Acadia. Contraband trade. Letters of marque. Defense of the colonies.
- Vol. 14 (1757-1760). Correspondence of Sir William Johnson concerning Indian relations.
- Vol. 15 (1760-1763). Correspondence of Sir William Johnson concerning Indian relations. Regulations of the Receiver General. Appendices to Murray's Report on New France.

The value of "Kirkpatrick, George A.: Record of dinners and invitations issued as Speaker of the House of Commons, 1884-1886," is less apparent. A few of the documents recently acquired have been printed in full in the report.

The bulk of the report (232 pages) is devoted to a calendar of Nova Scotia State Papers. The first instalment of this calendar appeared in the 1894 *Report* and was resumed in the 1946 *Report*. The present instalment covers material dated 1821 through 1836.

JAMES J. TALMAN

The University of Western Ontario

Acueros de la Real Audiencia del Nuevo Rieno de Granada, 1551-1556.

Publication del Archivo Nacional de Colombia. Directed by Enrique Ortega Ricaurte, assisted by Carlota Bustos and Ana Rueda. (Bogota. Editorial Antena, 1947. Pp. vi, 310.)

The publication of the text documents from an archive is a function of the archivist which is of great value both to archivology and history. Although the archives of Latin-America are handicapped by the limited funds available, nevertheless some of them are doing outstanding work in this field. Under the able and active direction of Dr. Enrique Ortega Ricaute, the National Archive of Colombia is making its contribution to this phase of archivology. The volume under review contains the text of the earliest volume of the minutes of the Royal Audiencia of New Granada for the years 1551 to 1556. Nearly

a half century ago, this volume disappeared from the Archive and was noted as lost. Recently an effort was underway to publish the text from a very defective existing copy which appeared among the papers of Ricardo Rojas and was presented to the Academy of History by Dr. Enrique Otero D'Costa. It was then that through the good offices of Dr. Julio C. Vegara y Vegara, the original volume was located and restored to the Archive. The careful work in paleography in transcribing the manuscript for publication was performed by Srtas. Carlota Bustos Losada and Ana Rueda Briceno.

The Audiencia, the juridico-administrative organ, occupied a prominent place in the colony. The minutes of the meetings of this body throw much light on the life and activities of the people. In the six years (April 14, 1551 to December 14, 1556) covered by the volume, there were 150 sessions of the Audiencia, ranging from eight to forty per year. In the earlier years, months elapsed without session, so that it was not until 1556 that there were meetings in each month of the year. The maximum number of sessions in any one month was nine in March, 1556.

The minutes of the Audiencia here reproduced contain much information regarding the history of the colony during its formative years. The organization and early functioning of the Audiencia and the work performed by the first oidores are clearly set forth. The appointment of various officials, made by the Audiencia, their bonds and oaths of office are fully recorded. The administration of the jail, with inventories of prisoners and effects, each time a new jailor took charge, was given due attention. Such matters as purchase of arms, problems in connection with the Indians, construction of roads, and prohibition of exports were discussed and action taken regarding them. The names of many of the early settlers of Bogota and the surrounding country are recorded in these minutes.

The title of the volume, which gives it distinctive character, is a reproduction of the manuscript title of the original Sixteenth Century record book. The preface is by Dr. Jose Maria Ota, a noted authority on Spanish colonial administrative and legal history. A detailed index of subjects and names adds to the ease of consultation. The National Archive of Colombia and Dr. Ortega have rendered a valuable service to scholars by this publication.

ROSCOE R. HILL

Washington, D.C.

Der Archivar, Mitteilungsblatt fuer deutsches Archivwesen. Jrg. 1, Heft 2 (Jan. 1948). Cols. 49-94.

Volume I, number 1 of this publication appeared in August 1947 and was reviewed in *THE AMERICAN ARCHIVIST* for January 1948. This second number continues the standards, the practices, and the policies of the first. By virtue of being the second number it contains more material which is new—and news—to those who know what is going on professionally in Germany than did the first.

The opening pages are devoted to official communications (Br. Zone) from German civil and church administrations relative to the protection of archives.

The main article which fills one third of the number is "The Condition of State, Municipal, and Church Archives in the American Zone" (cols. 51-68) contributed by Georg W. Sante, Director of the State Archives at Wiesbaden. This follows the scheme of the earlier report covering the British Zone, and gives essential data on thirteen State archives (some with several semi-autonomous parts), twenty municipal archives, and eleven church archives. Unlike the report for the British Zone it omits industrial archives, and like the earlier report it omits family archives. It is prefaced by a two-column analysis of cause and effect of war damage. Albeit the points are obvious from the evidence, it is good to see them specifically made. This is the first such published analysis for German archives, and definitely marks a step forward. This article is supplemented (and in small part duplicated) by a contribution (cols. 67-72) from F. Herberhold, Director of the State Archives at Sigmaringen in the French Zone, entitled "The Archives in Southwest Germany since the War," which is the narrative story of some twenty-odd state, municipal, church and family archives in the area roughly embraced by Freiburg in Baden, Karlsruhe, Stuttgart, Augsburg, Konstanz; i.e., the truncated portions of Baden, Wuerttemberg, and Bavarian Schwaben. It is to be hoped that the author will continue his contacts, and that he will contribute data on the larger part of the French Zone which he has left untouched at this time. In passing, it may be said that his concept of a geographical area which does not conform to, or is not embraced by Zonal boundaries is too infrequently found.

Information on specific archival collections is continued by two short items, "Return of Archives to Poland" and "List of Archives in the Zonal Archival Depot at Goslar" which appear over the signature of Mr. (formerly Major) C. A. F. Meekings, one time Archives Officer for the British Zone and now on the staff of the Public Records Office in London. The importance of these two items far exceeds the small space they occupy. Some of the most serious problems confronting those who are concerned with cultural materials in Germany are revealed in these items; i.e., lack of interzonal agreements on exchange of materials found in one Zone and belonging to institutions in another, undetermined eastern boundaries of Germany, unsettled diplomatic status of certain countries at one time dominated by Germany. The article carefully points out that "in accordance with internationally recognized principles of archival science" the items belonging to Danzig, Stettin, etc. which were given into the custody of the Polish Government were "more a return of the collections [to their original location] than a transfer out of the country." The argument advanced by Germans that such displaced items as are now found in the British Zonal Archival Depot should be incorporated into the archives of that Zone is rightly and firmly damned as being "from an international and scientifically objective standpoint impossible of approval." Further information on current problems comes from the minutes of the meeting of archivists in Detmold and from the paper (cols. 79-91) of A. Diestelkamp at Hannover State Archives, entitled "The Future Treatment of Personnel Records and Court Records whose Content related to the History of

Persons and their Inherited Characteristics" in which the author discusses the problems posed by the accumulated mass of records retained under the Nazi regime without the knowledge of archivists. He recommends varying periods of retention for the several types of records, and also the establishment by archival administrations of central institutes for genealogical research so as to relieve the archives of the records and the requests. This annotated paper is the first of the research type to appear in a strictly archival publication, and is therefore doubly noteworthy.

A miscellany brings the number to a close; e.g., a one column plea by L. Dehio, Director of the State Archives at Marburg, on the importance for social history of private papers, a subject to which he has given considerable attention with notable success in actual practice; the regulations of the organization of archivists of the Landeskirche formed "to help protect, safeguard, and evaluate church documents," and the continuation of the list of deceased archivists.

Several important matters are revealed by this number; the general concern for loss of important records which may be sold as old paper at this time when paper is in such short supply; the general concern for the safety of private archives on estates which are being dismembered as the result of the Land Reform Law; the importance of assembling and preserving the private papers of refugees, especially those from the East, as sources of social history of the period; the problem of wartime records of agencies now defunct or prohibited; the problem of archives currently not returnable for one reason or another to their original site; the replacement of losses sustained by collections, buildings, personnel; the dissemination of common thinking or common problems; and the beginning of a critical approach to the mass of information available.

All the matters enumerated above are basic. Their publication in *Der Archivar* is evidence of the need for the new periodical and of the useful purpose which it can continue to serve. The German archivists should be pleased with the first two numbers. They should also be keenly aware of the need for a speedy revival of the *Archivalische Zeitschrift* whose purpose is to provide space for scholarly articles on archival matters.

LESTER K. BORN

Office of Military Government for Germany (U. S.), Karlsruhe

Die deutschen Wissenschaftlichen Bibliotheken nach dem Krieg, by Georg Leyh. (Tuebingen. Verlag J. C. B. Mohr (Paul Siebeck), 1947. Pp. 222. RM 8.40 Paper bound.)

The fact that essential parts of this book have already appeared in contributions to periodicals (*Europa-Archiv*, Jhrg. 1, Heft 4/5 (Oct.-Nov. 1946), pp. 234-240, and *Zentralblatt fuer Bibliothekswesen* Jhrg. 61, Heft 1/2. pp. 19-32) in no way detracts from the interest of reading the book or lessens the value of the study. It is the story not of the destruction of this or that library but of the utter collapse of libraries and library science in all their interlocked relations.

By far the greatest part of the book is made up of the Reports on Individual Institutions (pp. 35-198). This material is completely factual, is presented alphabetically under the name of the city in which the library is located, and is arranged under five rubrics: the building, evacuation and return of holdings, losses, the catalogs and reopening of service. Altogether, the fate of nearly a hundred libraries is revealed in these pages. Not all are of top rank but all are worth knowing about. Likewise of great importance to those who want to know what has happened to German libraries is the section devoted to Personnel Information (pp. 199-217). Here, again under alphabetical arrangement by cities, is information which in its most extensive form includes the present name of the institution (e.g., Oeffentliche Wissenschaftliche Bibliothek, formerly Preussische Staatsbibliothek), the present address, the name of the director, the names (or merely the number) of professional assistants, other personnel and deceased and retired personnel.

Much briefer in compass, but possibly more interesting to the reader who wants to know what has happened without having to develop his own thesis from the assembled data is the Introductory Section (pp. 5-34). Here is digested the author's findings on buildings, repositories losses, use, increment during the war, return from repositories, re-creation of collections, catalogs, reopening of service, and personnel problems after the end of the war. Here, too, unobtrusively placed between sentences which inform the reader that the first appreciable loss began with the destruction of the Landesbibliothek in Kiel in 1940 and progressed in volume until, in the first four months of 1945, more buildings were destroyed than in any of the preceding years, or that the University Library in Hamburg and the Municipal Library in Leipzig have lost all catalogs, we come upon sentences which drive home the point: "The German libraries today present the aspect of a gigantic field of rubble." "In these catastrophic circumstances all discussions on the forms of use have only a theoretical meaning." "In the forest-rich city of Goettingen in the Fall 1946 it was still not yet possible to get even the timber for the repair of the reading room." "So as to reach a high point and to hold their ground the libraries need a fervent librarian—Bibliothekar aus Leidenschaft—, an Otto Hartwig, Paul Schwenke, Fritz Milkau."

The volume is brought to a close by an alphabetical index of libraries reported (p. 218), and an index of persons (pp. 219-222). The introductory remarks on the purpose (pp. 5-8) together with the preface (dated April 23, 1947) reveal the author's clear perception of the limitations both in coverage and interpretation inevitable in a book written so soon after the end of the war. These pages also reveal the energies expended by the author, the genuine cooperation of many individual librarians, the difficulties of communication, the changes in available detail between writing and printers' proof, and the inception of the project at the meeting of librarians held in Stuttgart in April 1946 under the auspices of the local MFA&A archives-library officer. All this is the more impressive if one knows at first hand the truth of the author's opening words: "The German scholarly libraries are *in extremis* as the result of a war irresponsibly instigated, and, without regard

for the way of life of European culture, obstinately prosecuted and lost. . . . This is a catastrophe which in the history of libraries and in the history of scholarship has no parallel."

The book, which is an octavo volume well printed on reasonably good paper and licensed by the French Military Government in whose Zone it is published, will be an indispensable guide for some years to come for scholars, librarians, book dealers, antiquarians and the historians of this late war. Its publication accentuates the absence of a similar volume on the fate of the more important archives in Germany. Whether the archivists will see fit to prepare such a study, as they have repeatedly been urged to do, is an unanswered question at this time.

LESTER K. BORN

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Reales Cédulas, Reales Ordenes, Decretos, Autos y Bandos que se Guardan en el Archivo Histórico. República del Perú: Ministerio de Hacienda y Comercio. Archivi Historico—Sección Colonial. (Lima, 1947. Pp. ix, 666.)

Under the direction of Sr. Federico Schwab, the Archive of the Ministry of Treasury and Commerce of Peru is publishing a valuable series of guides to its records. The volume under review, the fourth of the series, is the second relating to the colonial period. It calendars the documents, originals and copies, in eight legajos and seven volumes. The documents are of five classes and are listed chronologically under the following headings: (1) Royal cédulas, 1613-1815; (2) Royal orders, 1731-1820; (3) Regulations affecting military personnel, 1753-1815; (4) Decrees, orders and proclamations, 1670-1812; and (5) Miscellany.

For each document there is a detailed abstract which gives full information as to its content and character. The type of the document is indicated; and the date, the place of issue, the names of the signer and the addressee, the number of the legajo or volume and the exact location are entered. Each entry is numbered in order to facilitate reference and it is noted that the volume lists nearly twenty-five hundred items. If the document has been published, the corresponding reference is given. In general the documents were addressed to the viceroys or the fiscal officials of Peru. Practically all, except those of group four, emanated from the Crown or the royal ministries.

The documents relate largely to fiscal affairs and matters which came within the purview of the colonial fiscal officials. Among the subjects included, there may be mentioned: commerce; contraband; taxation and taxes; payments to officials, the army and individuals; pensions; appointment of officials; transmission of funds to Spain; voluntary and forced contributions for war purposes; expulsion of the Jesuits and the expropriation and confiscation of their property; payments for scientific expeditions; reports of treasury officials; and authorizations for payments of all kinds.

A brief introduction by Sr. Muro Arias and a preface by Sr. Schwab are included. There is a detailed index of subjects and names. The Minister of the Treasury and Commerce, Sr. Schwab and his collaborators, Dr. Raul Porras

Barrenechea, Dr. Lucio Castro Pinedo, and Sr. Luis Felipe Muro Arias, are to be congratulated upon the publication of this interesting and useful guide to Peruvian archivalia.

ROSCOE R. HILL

Washington, D.C.

Repertorium van Inventarissen van Nederlandse Archieven, by Dr. W. J. Formsma and Mr.¹ van 't Hoff. (Groningen, N. V. Erven B. van der Kamp, 1947. Pp. 96.)

The above mentioned publication is one of the few useful results of German occupation. In their introduction the authors explain that the Board of the Society of Netherlands Archivists, then knowing that the seizure of the Society's funds was imminent, decided to spend the money on the publication of the repertory on which some members had already been working. The booklet of a hundred pages, containing the titles of about 1150 printed inventories of Netherlands archives appeared in 1947. It does not include any manuscript inventories. Research workers may be sorry because they are the most difficult to which to gain access. Especially now that paper is scarce and also because this type of book is not of sufficient public interest to justify another publication, we are sorry to miss the manuscript inventories. One should consider, however, what a tremendous task the compilation of such a repertory would have involved. In the present publication we already notice the many difficulties which had to be overcome. Fortunately, nearly all separately printed inventories were available in the Library of the State Archives at The Hague. The largest part of the material, however, had to be unearthed from the bulky volumes called Annexes to the Yearly Reports of the State Archivist to the Minister of Education. To me this would seem to be the most useful part of this publication. Instead of having to go through their tables of contents year after year, we just take up this handy little book: the alphabetical register of authors and subjects shows where and in which year the inventory has been published. The subject division in geographical order is another approach to the information we need.

Studying the years of publication of so many inventories provides us with an interesting picture of the development of archival science in Holland. Number 98, an account of historical material on the Netherlands in France, dates back from 1839. If we should hesitate to call this an inventory, we will all agree that Number 569, printed in 's-Hertogenbosch, in 1845, deserves that name. As we expected, the large flow of inventories dates from the first quarter of the Twentieth Century, the high tide of Netherlands archival science. The handbook by Muller, Feith and Fruin had been published, the law of archives was passed and with real enthusiasm a young generation tried to put the theories into practice.

Except for those archives which are provided with printed or manuscript inventories, the Netherlands has many archives which are not accessible yet. These, however, date partly back from the Nineteenth and largely from the

¹ Note that "Mr." stands for "Meester," the Netherlands title for Doctor of Laws.

Twentieth Century. The living generation is facing flows of paper unknown to that of the comparatively easy going period before World War I. The Dutch archivist of those days could afford to keep aloof from modern administration. Today this is getting more and more difficult—all of us are involved in the effort to cope with the torrents of paper that threatens to impair the research work of future generations. In consequence this book seems to be a summary of a period of Dutch archival science that is coming to a close. It will be interesting to watch the development of its sequel.

MARIA W. JURRIANSE

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Meddelanden från Svenska Rikarkivet för år 1945, (Stockholm Kungl. Boktryckeriet, 1947, Pp. 95, 3 Kronor c. \$.75.)

While giving a concise summary of the manifold activities carried on or supervised by *Svenska Rikarkivet*, the annual report of that archival institution for the year 1945 also indicates some effects of World War II upon the Swedish national and provincial archives. Thus in order to satisfy earlier requests of war agencies, certain records were arranged and cataloged during 1945. On the other hand, collections that had been removed from the shelves of the archives for purposes of protection were returned to the archives at considerable expense, but without much disarrangement of the documents concerned. Furthermore, the security vaults thus vacated became useful archival storehouses.

In addition to increased demand for archival services, the Swedish archives during 1945 also received wartime additions to their personnel. Unemployed Swedish clerical workers became archival aides who copied, registered, packed and labeled records. Estonian archival assistants continued to arrange and catalog the "Livonica" collection, while political refugees from the ranks of Danish and Norwegian intellectuals were given similar employment. "Prince Wolkonsky" translated documents of the Russian Government. Other employees continued the translation of Soloviev's *Russian History*, of Polievktov's *The Baltic Question in Russian History after the Peace of Nystadt*, and of documents found in the collection of a Russian historical society.

The report of *Svenska Rikarkivet* for 1945, also contains an essay by Gustav Fleetwood entitled "The Preservation of Medieval Seals in the *Riksarkiv*," which is published in both the Swedish and the French languages (pp. 49-64). Mr. Fleetwood's interest in medieval wax seals has brought to his attention their diminishing number, thereby leading him to investigate the growth of the "microscopic sponge," or fungus, whose spores cause the disintegration of seals by their penetration of the wax from which they are formed. As this fungus thrives in cold air accompanied by high humidity, collections of seals in Sweden, as in a number of other European countries, have been found to be in need of a careful but thorough-going extermination of the fungus growths. In the essay Mr. Fleetwood explains the vacuum apparatus which he has found most useful for that purpose in that it also reinforces the seal by the absorption of wax into the minute "canals" prepared by the spores of the fungus. While the study of medieval seals is scarcely

one of primary importance to American archivists, they should perhaps be concerned with the disappearance of wax seals from early colonial or insular records. Thus Mr. Fleetwood's article may well prove of considerable interest to American archivists.

MARGARETH JORGENSEN

National Archives

The National Library of Wales Journal. Volume V, No. 2 (Winter 1947).

Special Anniversary number to survey development of the Library during past forty years (Aberystwyth, National Library of Wales, 1947. pp. 81-167. front., plates. Half-a-crown per number.)

That a culture, which by European standards is as respectably old as the Welsh, should have a national library so new as to have a history of only forty years is a matter for some pondering. That this national center should also be bibliothecally and archivally so intellectually and technically alert, vigorous, and currently substantial, demands respect for its remarkable country and people. The story of its founding and growth therefore is one that is satisfactory and instructive for all who appreciate the value and power to a people of the record of their past. It has partly been told already in W. L. Davies' *National library of Wales; a survey of its history, its contents and its activities*. (Aberystwyth, The Library, 1937) but the present special issue of its *Journal* carries the story further through a decade of remarkable trial and growth.

The Charter was granted by Edward VII in 1907, and the Library opened promptly in 1909. Such dispatch reveals the strength of national demand and cultural leadership which from the eisteddfod at Mold in 1873 had pushed both the collection of books and MSS and also Parliamentary agitation for the creation of a national library in connection with the newly-founded University College at Aberystwyth. The organization of the Library from the beginning reflected its collections: (1) Department of MSS and Records; (2) Department of Printed Books; (3) Department of Prints, Drawings, and Maps.

The Department of MSS and Records holds some 25,000 MSS to which 200 bound volumes of typewritten schedules of collections, handlists, and guides provide the key. It is the *de facto* public record office for Wales with some 3,500,000 deeds and other documents. These are rather exclusively MSS and records in Welsh or other Celtic languages and relating to Welsh or other Celtic peoples. Among the MSS collections, the Hengwrt-Peniarth is outstanding containing as it does the Black Book of Carmarthen, with which the continuous surviving written record of Welsh literature begins. It is the product of several hands the earliest dating from the end of the twelfth century and the remainder belonging to the thirteenth. Of the little over 100 Welsh manuscripts which survive from the twelfth through the fifteenth century, eighty are in the National Library. These include of course the various texts of the "Mabinogion" (Peniarth MS 4, 5, 6) done in the thirteenth and fourteenth centuries, the "Book of Taliesin," and the various texts of the Laws of Hywel Dda, the ancient code of Welsh laws in Welsh and Latin.

The records side of the Department of MSS and Records has had the most

phenomenal growth of any of the National Library's collections. Since 1909, the existence of sufficient and satisfactory housing area has attracted ecclesiastical and legal records in tremendous volume. The Master of the Rolls has approved the Library as a depository for manorial and other archives. Accordingly, these and in considerable number other papers of an educational, social, and economic nature in the form, for example, of minute books of old academies, sporting and literary societies' reports, account books of collieries, etc. have been received and preserved. Specific support from His Majesty's Treasury has been received for the Library's performance of this work of a public record office nature. The identity of these papers and of the MSS collections has been maintained and it is expected that guides and catalogues to most of them will be published as has been done in the Calendars for the Coleman, Crosswood and Hawarden Deeds (1921-31) and the *Handlist of MSS in the National Library of Wales* (1940-47).

The Department of Printed Books numbers now 1,000,000 printed works (books, pamphlets, newspapers, periodicals). The Library is one of six in the British Isles and Eiríe entitled to copyright privileges. The original purpose of the department, however, was to be the center for printed works in Welsh and Celtic, and about Wales and other Celtic lands, Brittany, Scotland, Ireland, Cornwall and Isle of Man. Beginning with the total of some 25,000 Welsh items made up from (1) the library of Sir John Williams, and (2) the Welsh Library housed from 1873 to 1908 at the University College, the years since 1909 have seen systematic acquisition. Of some 286 works known to have been published in Welsh from 1546 to 1710, the National Library owns 210 in the original and twenty-one in facsimile.

The very large collection of maps, prints, drawings, portraits, and other graphic material relating to Wales is under a third branch, the Department of Prints, Drawings, and Maps. One of the plates at the end of this anniversary issue reproduces Humphrey Lhuyd's map of Wales, 1569. Less expected is the Department's holding of fifty original drawings of Thomas Rowlandson (1756-1827) made during his tour of Wales in 1797. One of these is also reproduced. During the war little public use of this department was possible, as its gallery was given over to emergency housing of collections from art galleries, museums, libraries, and private homes in more vulnerable places throughout England and Wales.

In addition to the two plates mentioned above, another at the end is a remarkably fine picture of the Library's building, which has cost so far £260,000. It contains in addition to the departments named, a bindery, printing press, and photographic section affording photostat and microfilm service. The staff numbers all told sixty persons and receives an annual government appropriation of £34,000 to do its work. This is an inspiring situation for an institution which has had to survive two world wars and an economic blight of ten years, and one salutes it as did Dr. Theodor Max Chotzen who wrote of "la belle Bibliothèque Nationale du Pays de Galles, qui se lève comme monument d'un patriotisme ardent et éclairé au bord de la Mer irlandaise."

JOHN H. MORIARTY

Purdue University Libraries

Gold Star Honor Roll of Virginians in the Second World War, edited by W. Edwin Hemphill. (Charlottesville, Virginia. Virginia World War II History Commission, 1947. Pp. lxii, 373.)

Anyone looking for literary style in the volume entitled *Gold Star Honor Roll of Virginians in the Second World War* edited by W. Edwin Hemphill and published by the Virginia World War II History Commission will be disappointed. There is about as much literary style as there would be in a corporate cash book or as much of a plot as there would be in a textbook on chemistry. However, that is not to discount the well-written preface and introduction. In fact, there are some eloquent passages in each of them. Not only the typography but the arrangement of this volume appear to be excellent. It is evident that it contains a vast amount of information and that it is available at a moment's notice to anyone interested. The editor has obviously been diligent to be both complete and accurate in compiling the record of the heroic war dead of Virginians in the second world war. It may seem a simple matter to compile a roll of those entitled to be included in such a volume. The contrary is the fact. There are many problems to be solved as the editor has disclosed in the preface and in the introduction. Only one who has tried to get completely dependable evidence can know the difficulties that confront the compiler of such information as this volume contains. The editor and publisher are to be commended for getting out a historically valuable as well as a typographically attractive volume.

GUSTAVUS LOEVINGER

Minnesota District Court

Good Lighting for People at Work in Reading Rooms and Offices, by Alfred H. Holway and Dorothea Jameson. (Boston. Harvard University Press, 1947. Pp. iv, 43. \$0.75.)

This is a research publication of the Graduate School of Business Administration of Harvard University. It is a monograph of forty-three pages, including several pages of photographs, and a bibliography, devoted to a description of the results obtained in an investigation with the practical objective of improving lighting conditions in the buildings of the Harvard Business School. The primary purpose of the authors who conducted the research was that of providing relief to students and faculty members from fatigue caused by faulty illumination. Melvin T. Copeland, Director of Research, states in the Foreword that this objective "has been substantially attained." The secondary objective of conducting extensive researches on illumination fatigue in business offices and factories was curtailed "for budgetary reasons."

The most interesting conclusion of the authors is that fluorescent lighting should not be used for study or extended reading purposes. Properly employed, the older incandescent light-source is still the better of the two. Readers' preferences were noted in an experimental room where conditions could be varied by changing the kind of light employed. "Light-sources with prominent color characteristics," the authors state, "such as the bluish lamps designed to give light resembling natural daylight, produced a kind of illumination . . .

which most readers . . . did not readily accept." (p. 12). The same lack of enthusiasm greeted the use of fluorescent lighting. The observers reported that the light from fluorescent sources had a "thin," "harsh," and "cold" quality which is not present in daylight nor in incandescent light-sources. The complaints of the readers were emphatic beyond all doubt, the writers say, and they were "spontaneous" in complaining about "eye-fatigue, irritation and discomfort . . . under fluorescent lighting." (p. 13). As a result, it was recommended that the Harvard Business School should not use any fluorescent lighting and that, wherever fluorescent lighting was in use, it should be shielded so as to give an indirect light and thus reduce the glare.

It was also found that no one standard amount of light suits all persons under all conditions. Individuals varied substantially in their several reactions to different light influences. Reading without excessive discomfort was found possible within a range of one foot-candle to one hundred foot-candles. The experiments demonstrated that people can read in either very low or very high amounts of light. It was possible to see letters of all sizes when the illumination was increased to more than 100,000 foot-candles. When the illumination, however, exceeded 3,000 foot-candles it was reported as too bright and dazzling and the eyes subject to "illusory color-changes and annoying after-images." Easy and comfortable reading was thus found to range between one and one hundred foot-candles but within this range the investigators were not able to measure the degrees of ease and comfort and they relied on readers' preferences for establishing recommendations within this range.

In considering lighting, four important conditions, they found, should be controlled: glare, distribution, quality, and amount. Glare should be eliminated by the installation of indirect lighting. Where indirect lighting is used the illumination of the ceiling should not be more than ten times the illumination falling on the working surfaces of the room. Lighting should be distributed evenly on the working surfaces and, if possible, throughout the room. The quality of the light should not be unpleasant for long continued work and, state the authors, at the present time incandescent light-sources still appear to fulfill this requirement more acceptably than other sources. The amount of light illuminating the working surface should be about twenty foot-candles for reading rooms and offices but this recommendation is valid only if the other conditions are properly executed.

The report is written in an easy non-technical language and the "before and after" illustrations graphically portray the results achieved at the Harvard Business School through following the writers' recommendations.

VICTOR GONDOS, JR.

National Archives

How to File and Index, by Bertha M. Weeks. Revised Printing. (New York. Ronald Press Company, 1946. Pp. xiii, 268. \$2.50.)

The 1946 revised printing of Bertha M. Weeks' *How to File and Index*, published by the Ronald Press Company of New York, is a comprehensive guide to filing methods. The author has taken advantage of this new printing

to rewrite Chapter Eight. Otherwise the text remains much the same as the earlier editions copyrighted in 1937 and 1939.

The author is well qualified to write upon the subject of filing and indexing. Her presentation is based upon her many years of varied experience in studying the filing problems of many businesses. She has reorganized many filing systems, given courses of lectures to train file clerks, answered all sorts of requests for information from firms needing aid in setting up their files and getting them in smooth operation. She is director of the Chicago Bureau of Filing and Indexing and formerly was Director of the Standard School of Filing and Indexing of the Globe-Wernicke Company of St. Louis and Chicago.

Profiting by the author's wide experience, the young archivist or file clerk will find the book of value in learning the art of filing. The experienced file clerk, as well as the executive, will find it an excellent reference tool to clarify special problems which arise in filing business records. The clear statement of procedure, necessary in filing, and the logical arrangement of the text makes the book easily understood. The many illustrations and diagrams aid the reader in visualizing the information revealed in the text.

This revised printing contains the following phases of record filing: organizing modern records for use; judging a good alphabetic index; setting up the correspondence file with reference to coding; routines in preparing paper for the files; rules for alphabeting; geographic methods of filing; lending and safeguarding records; transfer and final disposition of records; follow-up systems; numeric and subject files as well as duplex and decimal subject files in detail; the filing of printed material; some department records and government files; advantages and disadvantages of the centralized and departmentalized files; floor plans and suggestions for the layout of a file room with consideration of lighting, ventilation, and arrangement of cabinets, clerks' tables and chairs; advantages and disadvantages of visible files, including purpose card records; points bearing on selection of equipment and supplies necessary in a well organized file department; the purpose in analyzing a file system; suggested time savers in the operation of files with bonus plans as an incentive to improve production and to make periodical report of work accomplished; a list of desirable traits for a file clerk with suggested tests to be given to prospective employees of the department; the value of a good filing department; a manual of regulations; and filing in specialized fields such as the office of a lawyer, accountant, hospital, engineering firm, or advertising agency.

In rewriting Chapter Eight the author has expanded the subject of retention, preservation and disposal of records and recast the material on microphotography. A detailed statement of "Laws and Government Regulations on Record Preservation by Business" is given. The rules prescribing the periods of time various records must be preserved as well as the various statutes of limitations are described.

EMMA M. SCHEFFLER

Illinois State Library