

From the Microphotographer's Mail

By DANIEL F. NOLL

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QUESTION. As state archivist I have to decide whether or not I should authorize the destruction of certain records after they have been satisfactorily microphotographed. These are the records of a state agency, now defunct, the activities of which have been the subject of much controversy. The records are now in perfect order and their physical condition is such that filming costs will not be likely to exceed substantially the replacement value of the excellent filing equipment that they now occupy. Even the file folders and file guides can be largely salvaged for re-use. If the records are microphotographed in their present location, a not inconsiderable bill for trucking and possible damage to some of the file cabinets will be avoided. Another cogent reason for microfilming these records is that we do not have enough space in our present archives building to house the paper records. They will have to be stored in a warehouse shared with other state agencies. To prevent unauthorized persons from having access to the records, some partitions will have to be constructed. Other alterations will have to be made to provide for a minimum of clerical occupancy and fire prevention.

Although cost considerations lead me to favor microfilming, I am concerned over possible misinterpretation of my reasons for authorizing the destruction of the paper records. Former custodians of these records have been charged with having destroyed portions of these files. The destruction of such a large body of records has never previously been authorized in this state, as a result of microfilming or for any other reason. What precautions would you suggest to avoid the almost inevitable criticism?

Answer. The above facts seem to warrant, if not require, microfilming. Once you accept technical custody of such controversial records, you can scarcely hope to escape allegations of having tampered with the files. Microfilm is probably the most tamper-proof form in which records can be preserved.

There will be a certain element of safety in the fact that the records will have been microphotographed by you some time before you could possibly have known which specific files might again become the subject of controversy. Obviously, the sooner you complete the microphotography, the less chance there will be that you can be held responsible for any real or fancied malfeasance on the part of former custodians. A duplicate set of films might be deposited with some other state officer, such as the Secretary of State, to provide some further measure of protection against allegations that you had destroyed or altered any of the microfilms. There might also be some advantages in having the actual photography done by one of the several nationally-known firms of microfilm service contractors. You might not only profit by being able to show that a disinterested party converted the paper records to the microfilm form; but, since this will be your state's first experience with microphotography, you may also obtain a more satisfactory product than could reasonably be expected of your own inexperienced personnel.

Question. Which is correct, *reel* or *roll*, when referring to the microfilm itself?

Answer. According to *Webster's Unabridged Dictionary*, the primary meaning of reel is the revolvable device on which thread, yarn, or wire is wound. It also sanctions, however, a derived meaning such as a quantity of thread, etc., wound on the revolvable device. Either reel or roll, therefore, could be applied to the microfilm itself. My own preference for roll, rather than reel, ran into unforeseen difficulties in the early days of microfilming Army pay and muster rolls. At that time we followed the motion picture practice of starting and ending each reel with targets bearing the words START OF ROLL and END OF ROLL in the largest possible letters. Obviously, this was confusing to the War Department clerks who frequently found that a given pay or muster roll was continued from one microfilm *roll* to the next. Targets with only START or END were then tried, but the confusion was not then limited to pay or muster rolls. Difficulties were encountered with almost any kind of files. The use of the word *reel*, as in START or END OF REEL, solved all problems until the adoption of title and reel number targets with over-size letters and numerals made the start of the reel easily recognized without the aid of the special starting or ending targets inherited from motion

picture practice. By the time that the need for *reel* ceased to exist, however, it had become firmly established in Army microfilming practice and elsewhere.

Question. Where should retakes be spliced, at the beginning or end of the microfilm reel?

Answer. The ideal location for a retake is in the same position that the original occupied in the paper file. In library microphotography, this rule is universally followed. To splice a retake at any other location on a master negative of the microfilm edition of *The New York Times*, or in a File Microcopy negative of records in the National Archives, would be unthinkable. Such microphotography, however, is a form of near-publication in which conventional pagination is more important than any slight economies in the laboratory.

Where large bodies of inactive records are microfilmed to save space, however, advantage must be taken of every possible operating economy. Since splicing the individual microphotographic image in its proper location and checking the accuracy of the splicer's work requires a great deal of pains-taking attention to many details, it is frequently simpler and less costly to re-photograph the entire contents of a file folder and splice the corrected strip of film as an addendum to the original reel. This avoids the legal difficulties inherent in cutting and splicing within the main body of the microfilm reel. The illegible images are left in place as evidence of the need for corrective action.

There are limits, of course, beyond which the practice of re-photographing the contents of the entire folder may not be economical. This retake system originated on a microfilming project where the average folder contained about 25 papers. Only one half of the reels required retakes; and more than two folders per reel were rarely involved. This retake strip of film was then spliced at the beginning of the proper microfilm reel. Each strip of retakes was preceded by the Title and Reel Number Target, in addition to a special Retake Starting Target. At the end of the retakes a special Operator's Retake Certificate was photographed. When the microfilm reel was consulted, the presence of a double set of starting targets forcibly called attention to the fact that retakes had been necessary. The experienced searcher soon learned to examine the retake addendum before looking further in the main body of the reel. Checking the accuracy of the splicing was, of course, more readily done when all retakes were located at the start of the reel.

When the entire contents of a folder were re-photographed and the retakes spliced at the start of the reel, perforating the film at the point of the original error was rarely necessary. There was not much point in punching a hole in a microphotograph that is obviously distorted or illegible. When the photographer fails to photograph one of the documents in the file, there is usually insufficient room between the film images to allow perforations to indicate a missing image. Even if there is room between images, a great deal of pains must be taken to locate the hole between the right pair of images. In early experiments with the perforating devices, holes were frequently punched in error through a perfectly satisfactory image instead of the defective one. These were the primary factors that led to the abandonment of any system that involved perforations. A secondary consideration was that perforations have a tendency, especially with 16 mm film, seriously to weaken the film. The diameter of the hole should be as close as possible to one-sixteenth of an inch. Circular holes are better than triangular ones, since tears are much more likely to start at the sharp corners of a triangle than at any point on the circumference of a circle.

When the retake-addendum was first conceived, it seemed that the logical location for the retakes would be at the *end* of the reel. It was found, however, that more time was required to splice the retakes at the end than at the start of the microfilm reel. When splices were made at the end, about 100 feet of film had to be wound from the storage spool to a take-up spool, and then rewound on the storage spool after the splice had been made. Any subsequent inspection for splicing accuracy, of course, took more time when the retakes were at the end of the reel. The person using the microfilm records would consume more time turning to the end of the film and he would be more likely to overlook any corrections unless perforations or some other system was provided to warn him of the existence of retakes at the end of the reel.

Under some circumstances splicing can be avoided entirely. When hospital case records are filed numerically, an alphabetic index is maintained. Under the modified unit or serial number system, a new case number is frequently assigned on the re-admission of a patient whose last entry into the hospital was some years before. The earlier case histories are simply transferred to the new folder and the new number entered in the alphabetic index. When a retake is necessary in microfilming hospital records, a similar procedure can be used. The entire case history can be re-photographed and re-indexed under a new number. To hospital

record librarians who have not had any experience with microfilming, such a proposal would be viewed with no little alarm. Those who have microfilmed old records, however, have adopted a similar solution to the problem of empty folders the contents of which were finally found thousands of case numbers away from their proper location in the files. These "fugitive" records will probably outnumber the cases that have to be re-photographed because of defective film images.

The problem of "fugitive" folders is not quite so easily solved in self-indexing files. It is a rare alphabetic file that will not yield up some folders belonging in the A's long after that portion of the file has been microfilmed. One of the earliest solutions to this problem was to set these mis-files aside until the balance of the file was microfilmed and then to photograph them on one or more "supplemental" reels. When the practice of microfilming the entire contents of a folder is economical, there is no reason why the folders requiring retakes could not be interfiled with the "fugitive" folders being held for the supplemental reels. The searcher would soon learn to consult the supplemental reels when a defective image was noted in the main film file. A note on the carton, such as "See Suppl. for Jones, John A.," would also be helpful. The use of supplemental reels may add to reference costs; but the *possibility* of higher reference costs must be balanced against the *certainty* of the higher cost of splicing retakes to individual reels. Since relatively inactive files are the type most likely to be microphotographed, the slight statistical probability that both the main and supplementary reels will have to be searched does not appear to justify the objections frequently raised to the use of supplemental reels. The supplemental reel system is convenient when splicing equipment is not available, but it is practical only if the contents of the entire folder are re-photographed.

In conclusion, then, there are no hard and fast rules for solving the problems of retakes. The principal requirement is that once a given procedure has been adopted it should be followed consistently. Although this writer favors re-photographing the entire contents of a folder, there have been many instances in which the practice of re-photographing individual documents has been entirely satisfactory. There seems to be little justification, from the operator's or searcher's viewpoint, in splicing retakes at the end of the reel. If a retake addendum to each reel must be employed, it belongs at the beginning where it is least likely to be overlooked. This is comparable to the publishing practice of placing errata notes on

the fly-leaf or title page, rather than on the inside back cover of a book.

Question. What is the difference between a *microprint* and a *microcard*? Will they replace microfilm in the reproduction of archival materials?

Answer. The term microcard has been adopted by the publishers of microprints on cards that will fit the standard library catalog. The more inclusive term is generally accepted to include miniature textual facsimiles on an opaque base, reduced to such proportions that the text can not be read without magnification. The microprint differs from the microfilm copy in that the latter is carried on a transparent film base. Microprints must be read by means of a simple magnifying lens, a reflection projector, or a low-power microscope, depending on the degree of reduction. Since the economy of the process increases with the degree of reduction, any extensive use of microprinting has had to await the development of special enlargers or reading devices, more efficient than the ordinary 2-power magnifying lens or "reading glass," and more convenient than the low-power wide-field microscope. In recent years, most microprint reading devices have been primarily refinements of the familiar classroom *balopticon* which will project the magnified image of a book page on a wall or screen. In the late 1930's, Mr. Albert Boni placed on the market a reading machine that projected the microprint of a book page on a translucent screen. The degree of enlargement could be varied by the operator from 11 to 15 magnifications. The reader was designed to accept sheets of microprint, 6 x 9 inches, that contained 100 facsimile pages. Each image was approximately 0.5 x 0.8 inches, arranged in 10 rows of 10 pages each. A 400-page book, therefore, could be reproduced on four microprint sheets. Each sheet carried the title of the book and other identification in type that could be read by anyone with normal vision.

There are three processes generally available to the producer of microprints:

1. Printing on conventional paper from fine-detail engravings.
2. Photo-printing on a special diazo paper, similar to Ozalid.
3. Photo-printing on conventional photographic paper.

All three processes usually involve an initial microfilm negative. The printing press method had the advantage of low cost per page, but the cost of the plate required editions of 500 to 1,000 copies.

That the demand for editions of this size never materialized is supported by the fact that Boni reproduced his most popular series, the British Sessional Papers, on the diazo-type of paper. As far as this writer knows, Boni did not use silver-emulsion photographic paper for any of his microprints.

With the publication of Fremont Rider's *The Scholar and the Future of the Research Library*, the library world's interest shifted from the larger forms of microprint to the microcard which might also function as catalog card. A reading machine that magnifies the microprint image 24 times is now being offered for slightly less than 200 dollars. Plans are being made to publish microcards in a number of different subject-fields. Subscribers in any one field will pay 10 cents per card; orders for individual titles will be filled at 20 cents per card. According to *The Microcard Bulletin*, published in June 1948 by The Microcard Foundation, Middletown, Conn., these prices will be possible only if there is a demand for editions of from 50 to 100 copies.

Microcards are printed on silver-emulsion photographic paper. Conventional or abbreviated cataloging information is reproduced in normal type at the top of each card. Below this, appear the miniature facsimiles of approximately 60 pages. According to one of the tables in the Bulletin, 800 pages of a typical scholarly journal will require 15 cards. The number of pages per card, however, will vary from 30 to 200 depending on the size of the page and the reproducibility of the "copy." Since the reading machine magnifies the image 24 times, material photographed at 24 reductions will be enlarged to its original size on the reading screen.

What effect microcards will have on the reproduction techniques employed in archival agencies is, of course, difficult to prophesy. Unless significant improvements in the optics of cameras and reading devices are soon forthcoming, microcards are likely to be limited to reprints of previously published texts or to neatly typed copies of unpublished doctoral dissertations. Neither of these two types of material is commonly found in, or utilized by, archival agencies. Furthermore, microprinting on photographic paper is only economical when mass production is made possible by mass demand. No evidence of such a demand for the reproduction of archival materials has as yet materialized. Under the File Microcopy Program at the National Archives, the number of orders for the most popular series has been about ten microfilm prints. The average is probably closer to four or five. Microfilming and microprinting are not competitive processes; one supplements the other.

When from one to twenty-five copies are required, microfilm will probably continue to be more economical.

Question. In your discussion of the authentication of microfilm records in the July issue, you described the practical difficulties of devising certificates that added significantly to the evidential status of the microphotographs. You pointed out that in the case of public records the courts will usually be satisfied with paper prints enlarged to original size from the microfilm negative, provided the prints were properly authenticated or exemplified by the official custodian. But how would you attach a certificate of the conventional seal and red-ribbon type to a roll of microfilm, if the court required authentication of the microfilm itself?

Answer. For the first time in the history of the National Archives, this hypothetical problem several months ago became a very pressing reality. Seventy seven rolls of film were involved. The master negatives had been made about 1944 as part of the File Microcopy Program. At that time no one suspected that positive prints from these negatives would ever be used for a purpose requiring authentication or exemplification.

If only one roll had had to be authenticated, it would have been relatively simple to perforate a hole at each end of the microfilm roll, thread a ribbon through both holes, and affix both ends of the ribbon to a paper certificate bearing the seal of the National Archives. It would be impossible, however, to use the roll in a microfilm reader without cutting the ribbon or breaking the seal. Even if there had been no objection to this breach of the authentication, there were practical considerations requiring a simpler solution. In this case the Archivist was obliged to certify that not only the contents of each microfilm roll represented true and accurate copies, but also that the series of seventy seven rolls contained copies of all the records of a certain group in his official custody. This would have required seventy eight certificates.

The problem was finally solved by a single certificate of authenticity without any physical attachment, such as a ribbon, to any of the rolls of film. The rolls of film included in the authentication were listed by roll number, description of contents, and even linear feet per roll as shown in the File Microcopy catalog. This authentication also bore the certificate serial number and official seal.

To permit positive identification of each microfilm roll with this specific certificate, a rubber stamp with the legend "Annex to

National Archives Authentication Certificate No. XXX" was prepared. Acetate ink, a mixture of lampblack and a solvent for cellulose acetate, was then used to "ink" a standard stamp pad. With a little practice it was possible to stamp this notation neatly at the start and end of each roll. Since the solvent etches the film slightly, the notation can not be washed or wiped off. Then the official seal of the National Archives was impressed on the film. Since the diameter of the seal was almost twice the width of the 35 mm film, it was necessary to impress first the upper half of the seal and then the lower half at each end of every roll. This manner of identifying each roll with the certificate number and seal was described in the body of the authentication certificate.

The use of the official seal impression on the film added a degree of validity that could scarcely have been attained through photography. Virtually all rolls of microfilm produced in the National Archives photographic laboratory start and end with a microphotograph of a seal facsimile. But anyone with a copy of the National Archives letterhead has all he needs to produce microfilms with all the appearances of containing copies of our national official records. The embossed impression made with the official seal, however, is quite different from a printed facsimile. There is only one instrument to make the seal impression, its use is limited to only a few employees, and when not in use it is kept under lock and key.

The cross reference note in acetate ink might have been produced photographically, except for the fact that such formidable legal use was not anticipated when the records were originally microfilmed. If fewer rolls had been involved, the notation could have been written with acetate ink and an ordinary pen. The authenticating officer might also have placed his signature on the film as well as on the certificate.

Writings on Archives and Manuscripts, July 1947-June 1948

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THIS is the sixth annual bibliography prepared under the auspices of the Society's Committee on Archival Bibliography. It is compiled by Lester W. Smith, Librarian of the National Archives. It assembles for convenient reference, in classified form, a record of the literature relating to archives and manuscripts that was issued during the period stated above. Some few items — chiefly foreign titles — issued prior to July 1, 1947, are included, however, because they could not be entered in earlier compilations for one reason or another. Unpublished items, edited documents, publications in microfilm, library and historical reports devoting but a few lines to a recapitulation of manuscript accessions, and items appearing in news notes, unless unusually extensive and significant, are not included. New archival journals and journals that have resumed publication since the close of World War II or that were published but not received in the United States during the War are entered under their title. Individual articles in them have been entered in the appropriate sections of the bibliography except where the journals were received too late to be analyzed. The contents of the latter will be noted in the next issue of the *Writings*.

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

- I. General Literature
- II. Filing Techniques and Administration of Current Records
- III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
 - A. United States in General and Federal Government
 - B. State and Local
 - C. Foreign Countries
 - D. International Organizations
- IV. Buildings and Equipment for Archival and Manuscript Depositories
- V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts
- VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts
- VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Finding Aids

- A. General Discussion
- B. United States in General and Federal Government
- C. State and Local
- D. Foreign Countries

VIII. Application of Photographic Processes to Work with Records and Historical Manuscripts

IX. Service, Use, and Publication of Records and Historical Manuscripts

X. Special Physical Types of Records and Historical Manuscripts

XI. The Recruitment and Training of Archivists and Custodians of Manuscripts

XII. Archives, Archival Agencies, and Manuscript Depositories in Time of War

I. GENERAL LITERATURE

1. BENJAMIN, MARY A., *comp.* Autograph bibliography. *Collector*, 60:212 (Oct., 1947). Another installment of this continuing bibliography.
2. BINKLEY, ROBERT C. Selected papers of Robert C. Binkley. Edited by Max H. Fish. Cambridge, 1948. 422 p. Includes a biographical sketch and a bibliography of Binkley's writings.
3. CHRISTOPHER, MARY J. Trade journals. *AMERICAN ARCHIVIST*, 10:284-286 (July, 1947). A review article on trade journals and filing association bulletins of value to persons engaged in records work.
4. DE VALINGER, LEON. The place of county records in the State archival system. *AMERICAN ARCHIVIST*, 11:37-41 (Jan., 1948). Stresses the importance of county records to the individual citizen and urges their concentration in a central depository of the State archives. Includes a discussion by Albert C. Corey, State Historian of New York, arguing for the establishment of county depositories where records of towns, villages, and cities may also be preserved.
5. EDDY, HENRY H. The responsibility of the State archivist to the other officers of his State government. *AMERICAN ARCHIVIST*, 11:28-35 (Jan., 1948). Argues that the primary function of the State archival agency should be to serve as a central service agency in the field of records administration. AA
6. EVANS, LUTHER H. Custodians of cultural progress. *Northwest harvest, a regional stock-taking*. Edited by V. O. Chittick. New York, 1948. p. 197-202. A paper read at the final session of the Writers' Conference on the Northwest, Reed College, Portland, Oreg., Nov. 2, 1946. Considers the role that should be played by librarians and archivists both in the custodianship and use of records already in existence and in an "affirmative program of increasing the records themselves."
7. FOSTER, AMY G. Archives and the archivist. *Library Association, Record*, 49:164-168 (July, 1947). The Archivist of the Leeds, Eng., Public Libraries discusses the responsibilities of the public library with respect to the collecting and preservation of such archives of local public and private bodies as may be offered to it. Includes a discussion of the qualifications and training of archivists.
8. FREWER, LOUIS B. Bibliography of historical writings published in Great Britain and the Empire, 1940-45. Oxford, 1947. 346 p. Published with the approval of the British National Committee of the International Committee of Historical Sciences "in view of the fact that the publication of the *International bibliography of historical sciences* covering the years of the War will in any event not be possible for some years." Lists materials in the auxiliary sciences to history, p. 1-11, and in archives, libraries, and museums, p. 13-16.
9. GOLDINGER, WALTER. Archivwissenschaftliche Literatur der Jahre 1938-1947.

- Mitteilungen des Österreichischen Staatsarchivs*, 1:255-283 (1948). Includes an index of authors, p. 281-283.
10. LACY, DAN. Archives and archivists. *Think*, 14, no. 3:5-6 (Mar., 1948).
 11. LIBRARY literature, 1946; an annotated index. New York, 1947. 137 p. Entries relating to archives appear on p. 10-11, and to photographic reproduction on p. 94.
 12. MOOKERJEE, S. Classification scheme for archival literature. *AMERICAN ARCHIVIST*, 10:335-337 (Oct., 1947). The Librarian of the National Archives of India presents the expansion of the Dewey Decimal 091 class for archival literature developed in that Library. Urges that some recognized classification scheme be given international acceptance for the purpose.
 13. NEVINS, ALLAN. The President's papers—private or public? *New York Times magazine*, Oct. 19, 1947. p. 11.
 14. PARGELLIS, STANLEY. Our innocent arsonists. *Illinois libraries*, 30:3-7 (Jan., 1948). Urges librarians to take the lead in forming local committees to promote interest in and prevent the destruction of historically valuable documents in private or public custody. The same paper appeared in *Indiana magazine of history*, 44:117-124 (Mar., 1948).
 15. RANGANATHAN, S. R. Laws of archival science. *Indian archives*, 1:118-121 (Apr., 1947). The author is professor of library science at Delhi University. His "laws of archival science" are developed with reference to the basic differences between library and archival principles.
 16. SINGER, DOROTHEA M. The insurance of libraries; a manual for librarians. Chicago, 1946. 92 p. The insurance of a library's manuscript collections and of its own archives under either a "valuable papers" policy or a "fine arts" policy is discussed on p. 63-67.
 17. VAUGHAN, JOSEPH F., ed. Senate debate on public records. *AMERICAN ARCHIVIST*, 10:258-262 (July, 1947). Excerpts from the *Congressional record*, 93:1017-1022 (Feb. 11, 1947), containing the views of Senators Ferguson of Michigan, Brewster of Maine, and Barkley of Kentucky on the distinction between public and private papers.
 18. WAKE, JOAN. The materials of history. *AMERICAN ARCHIVIST*, 11:20-22 (Jan., 1948). Reprinted from the *London Sunday times*, April 13, 1947. Surveys past losses to local records in England and urges that all types of local records—public, semipublic, and private—should be brought together in county depositories and administered separately from the offices and agencies that created them.
 - ✓ 19. WRITINGS on archives and manuscripts, July 1946-June 1947. *AMERICAN ARCHIVIST*, 10:349-368 (Oct., 1947).
 20. ZIFFEL, E. Aufgaben und Bedeutung der Archive. Deutsche Gesellschaft für Dokumentation. *Die Dokumentation und ihre Probleme. Vorträge der Ersten Tagung der Deutsche Gesellschaft für Dokumentation vom 21. bis 24. September 1942 in Salzburg*. Leipzig, 1943. p. [19]-31. A discussion of the development and functions of archival agencies since the French Revolution.

II. FILING TECHNIQUES AND ADMINISTRATION OF CURRENT RECORDS

21. CARTER, ANNE. Chargeout and follow-up for the National Safety Council. *Filing bulletin*, 16:55 (Apr., 1948).
22. CAVANAUGH, E. S. Subject filing. *Filing bulletin*, 16:73 (June, 1948).
23. COSTELLO, PHILIP P. System in the city clerk's office. *American city*, 62:96-98 (Sept., 1947). Discusses the handling of mail, the preparation of minutes, and the keeping of other records for a municipality.
24. DENSEN, P. M. The future of medical records in veterans hospitals. *American Association of Medical Record Librarians, Journal*, 19:11-13 (Feb., 1948).
25. DIECKHAUS, VONNETTA. Files on parade. *Illinois libraries*, 30:67-71 (Jan., 1948). A consideration of the elementary problems involved in the filing of current

- records. Published also in part in the *Filing bulletin*, 16:61 (May, 1948) and in *Office appliances*, 87, no. 3:22-25 (Mar., 1948).
26. FILING systems and equipment applied. *Office appliances*, 87, no. 3:22-25 (Mar., 1948). Condensations of three papers read at the sixteenth midwest annual filing conference, Chicago, 1947, as follows: "The heart of the office," by Eugene Whitmore; "Central archives—one solution to storage problems," by R. C. Neaidengard, Director of Office Methods, Westinghouse Electric Corporation; and "Files on parade, with emphasis on subject filing," an abridged version of a paper published in *Illinois libraries*, 30:67-71 (Jan., 1948), by Vonneta Dieckhaus.
27. THE FORMULATION of American office standards. *Office*, 26, no. 1:45-48 (July, 1947). At the request of the National Office Management Association, the American Standards Association has appointed committees to investigate and report on national standards with respect to (1) paper; (2) forms, records, and procedures; (3) scope and nomenclature pertaining to forms, records, and procedures; (4) and classification of papers used in the office.
28. FREDERICK, J. GEORGE. Color for automatic classification. *Office management and equipment*, 8, no. 10:73-74 (Oct., 1947).
29. HAMILTON, E. L. The future of medical records in Army hospitals. *American Association of Medical Record Librarians, Journal*, 19:5-8 (Feb., 1948).
30. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Annual report of the chairman, 1946/47. [Washington] 1948. 30 p. Includes several annexes. Annex IV, "Organization papers of the Conference," contains a brief history, the constitution of the Conference, and a statement of objectives. Annex V is the "Report of the Round Table on Techniques of Correspondence Management."
31. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. How a records management program was born and developed. [Washington] 1947. 8 p. Consists of two addresses delivered at the October 10, 1947, meeting, as follows: "The records management program of the Federal Security Agency," by J. F. X. Britt; and "Building a bureau records program" (an account of the development of a records program for the Public Health Service), by R. B. McNair.
32. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Planning and installing a program to control reports. [Washington] 1948. 13 p. Report of the meeting of January 9, 1948, in which Arthur Uscher of the Army Department and Arthur Barcan of the Navy Department participated.
- ✓ 33. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. A post mortem on records management work during World War II. [Washington] 1947. 18 p. A panel discussion held on November 8, 1946, in which Wayne C. Grover, then of the War Department, T. R. Schellenberg of the Office of Price Administration, and Edmund D. Dwyer of the Navy Department participated.
34. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Punch cards—a technique for creating records. [Washington] 1948. 15 p. Report of the meeting of December 12, 1947, in which J. M. Hand of the Navy Department, C. F. Van Aken of the Census Bureau, and M. F. Bailey of the Patent Office participated.
- ✓ 35. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Records administration programs—what they are now. [Washington] 1947. 12 p. Report of the meeting held on March 14, 1947, in which Charles O. Libbey of the Tennessee Valley Authority, George R. McPherson of the Production and Marketing Administration, and Mrs. A. N. Kilmartin of the Quartermaster Corps participated.
36. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Records management in private industry. [Washington] 1948. 19 p. Proceedings of the meeting of February 13, 1948, in which Bernard L. Brown of the Hecht

- Company, Washington, D. C., and F. M. Root of the Westinghouse Electric Corporation participated. The remarks of Thomas L. Prather, Metropolitan Life Insurance Company, who could not attend the meeting as scheduled, are appended.
37. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Records surveys. [Washington] 1948. 15 p. Report of the meeting of November 14, 1947, at which Dorothy M. Luttrell of the Agriculture Department and Theodore D. Wagman of the War Assets Administration were the speakers.
 38. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. The relationship of forms control to records management. [Washington] 1947. 9 p. A panel discussion held on January 17, 1947, in which Louis Rouse of the War Department and John P. Richey of the Agriculture Department participated.
 39. KAISER, JULIUS B. A future in filing. *Filing bulletin*, 16: 35, 43 (Jan., Feb., 1948).
 40. KETCHUM, HARRY W. Cost factors in the records department. *Office management and equipment*, 8, no. 12: 41-42 (Dec., 1947). Discusses cost factors in relation to personnel, physical facilities, and overhead and microfilming as a saving device.
 41. LAWLER, PAUL F. Records for the control of growing manufacturing enterprises. Boston, 1947. 131 p. A study prepared under the auspices of the Graduate School of Business Administration, Harvard University. Emphasizes the relationship between the size of an organization and the need for written records and discusses the specific types of records used in controlling the various functions of the 37 manufacturing companies that were surveyed.
 42. LOS ANGELES. BUDGET AND EFFICIENCY BUREAU. Control and preservation of records and files, City of Los Angeles. Los Angeles, 1948. 29 p. A report and recommendations for a basic records administration program for the City of Los Angeles.
 43. MACFADDEN, E. S. History in the town clerk's office. *Town clerks topics*, 7, no. 6: 3-4 (June, 1948). Urges better care and protection of records of towns.
 44. MELVIN, THERESA M. Procedures in reorganization of a medical record department. *American Association of Medical Record Librarians, Journal*, 18: 96-98 (Dec., 1947).
 45. MORSTEIN MARX, FRITZ. The role of records in administration. *AMERICAN ARCHIVIST*, 10: 241-248 (July, 1947).
 46. N. B. C. files. *Filing bulletin*, 16: 53 (Apr., 1948). Describes a tour of the files of the National Broadcasting Company.
 - ✓ 47. ODELL, MARGARET K. and EARL P. STRONG. Records management and filing operations. New York, 1947. 342 p. Emphasizes the importance of the proper administration and control of records as a basic tool of management. Includes sections on records management, on filing and finding operations (the basic principles and procedures of filing), and on records department management (including the scheduling of records, the preparation of operating manuals and the selection and training of personnel). A glossary appears as an appendix.
 48. REINHEIMER, C. The centralized filing department. *Filing bulletin*, 16: 57 (Apr., 1948). Reprinted from the Philadelphia *Filing news*, Feb. 1948.
 49. ROBINS, JOSEPH M. It might happen in your own office! *Office management and equipment*, 9, no. 1: 27-28 (Jan., 1948). Cites examples of poor records management in business.
 50. ROSKILL (O. W.) and COMPANY, LTD., LONDON. Filing and indexing; a study of the principles and practice of classification as applied to filing systems. [London] 1946. 69 p.
 51. SOCIETY FOR THE ADVANCEMENT OF MANAGEMENT, WASHINGTON, D. C., CHAPTER AND THE ASSOCIATION FOR THE DEVELOPMENT OF ADMINISTRATIVE PERSONNEL. Directory of management projects. Washington, 1948. 48 p. Lists representative management projects in the Federal Government, including proposed, in process, and completed projects. Records administration projects, including the

program of the Interagency Records Administration Conference, are described on p. 31-34 (projects nos. 117-134) and on p. 23 (project no. 88) and p. 24 (project no. 92)

52. SYSTEMS for government administrators. Vol. 1, no. 1 (July, 1947). A new trade journal published by Remington Rand, Inc., succeeding its *Government narrators*. Contains brief articles describing new methods and procedures in record keeping as devised and applied by various agencies of government.
53. THOMAS, W. E. Choosing a vertical file. *Office*, 27, no. 6: 78-81 (June, 1948). Discusses the merits of various types of filing cabinets, with emphasis on protection against fire.
54. U. S. TENNESSEE VALLEY AUTHORITY. OFFICE SERVICE DIVISION. Files audit handbook (preliminary edition). Knoxville, 1946. 77 p. A handbook detailing the methods by which the physically and administratively decentralized files of TVA are to be checked for adherence to uniform standards and procedures.
55. WARE, R. L. The future of hospital records in the Navy. American Association of Medical Record Librarians, *Journal*, 19: 9-10 (Feb., 1948).
56. WEEKS, BERTHA M. How to file and index. Rev. printing. New York, 1946. 268 p. Chapter 8 (Transfer and final disposition of records) has been extensively rewritten and new pages 77a-77bb have been added, covering microfilming, scheduling, and a summary of laws and government regulations affecting records retention by business firms.
See also No. 178-180, 184-186, 188-192, 198, 260, 268, 283.

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

A. United States in General and Federal Government

57. AMERICAN JEWISH ARCHIVES. Vol. 1, no. 1 (June, 1948). Semiannual. A new journal published by the recently established American Jewish Archives at the Hebrew Union College, Cincinnati, Ohio. The first issue includes a statement on the program of the American Jewish Archives in the preservation and study of Jewish historical records and a description of acquisitions to date.
58. AMERICAN LIBRARY ASSOCIATION. Annual reports. *ALA Bulletin*, 41: 335-430 (Oct. 15, 1947). Contains the administrative reports and the board and committee reports, 1946/47. The report of the Archives and Libraries Committee appears on p. 367, and of the Microcard Joint Committee (on which Oliver W. Holmes represents the Society of American Archivists) on p. 376-377. The interest of the Association in the care of its own archives is reported on p. 417-418, where the appointment and work of a Committee on ALA Archives and Library Materials, established by the Executive Board in the fall of 1946, is discussed.
59. BENJAMIN, MARY A. National Society of Autograph Collectors. *Collector*, 61: 97-98 (May, 1948). Reports the founding of the new National Society of Autograph Collectors.
60. BRAYER, HERBERT O. The eleventh annual meeting of the Society of American Archivists. *AMERICAN ARCHIVIST*, 11: 115-119 (Apr., 1948). A summary of the eleventh annual meeting of the Society, held at Glenwood Springs, Colo., September 3-5, 1947.
61. BUCK, SOLON J. National Archives. *Americana annual; and encyclopedia of the events of 1947*. New York, 1948. p. 446. A similar article was published in *Collier's yearbook covering events of the year 1947* (New York, 1948), p. 36-37.
62. BUSINESS HISTORY FOUNDATION, INC. New York, 1947. 6 p. A pamphlet describing the organization and purposes of the Foundation, a non-profit corporation "to carry on and facilitate research in the history of business and to assist in the publication of such research."

63. GRIMM, VERNA. The American Legion National Headquarters library, archives, and files. *Special libraries*, 39:3-9 (Jan., 1948).
64. HUTCHESON, MAUD M. The National Archives. *American Foreign Service journal*, 24, no. 9:10-11 (Sept., 1947). Describes briefly the building and functions of the National Archives.
65. KNOX, DUDLEY W. The Naval Historical Foundation. United States Naval Institute, *Proceedings*, 73:1479-1483 (Dec., 1947). Includes mention of some of the Foundation's more important collections.
66. SHELLEY, FRED. Manuscripts in the Library of Congress: 1800-1900. *AMERICAN ARCHIVIST*, 11:3-19 (Jan., 1948).
67. SOCIETY OF AMERICAN ARCHIVISTS. Constitution. *AMERICAN ARCHIVIST*, 11:47-49 (Jan., 1948). The text of the constitution, as amended October 6, 1941, November 8, 1944, November 6, 1945, and September 4, 1947.
68. SOCIETY OF AMERICAN ARCHIVISTS. Reports for the year 1946-47. *AMERICAN ARCHIVIST*, 11:50-68 (Jan., 1948).
69. SPECIAL LIBRARIES ASSOCIATION. COMMITTEE ON ARCHIVES. Report, 1946/47. *Special libraries*, 38:257 (Oct., 1947). Relates to the Association's own archives.
70. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriation bill for 1949. Hearings . . . 80-2. Washington, 1948. 1236 p. The National Archives appropriation is discussed on p. 555-591, and that of the Office of Selective Service Records on p. 370-415.
71. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Legislative branch appropriation bill for 1949. Hearings . . . 80-2. Washington, 1948. 271 p. Funds for the Library of Congress are discussed on p. 99-209.
72. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Supplemental appropriation bill for 1948. Hearings . . . 80-1. Washington, 1947. 1684 p. Funds for the Office of Selective Service Records are discussed on p. 99-140.
73. U. S. CONGRESS. SENATE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriation bill for 1949. Hearings . . . 80-2. Washington, 1948. 354 p. Hearings on the National Archives appear on p. 125-135.
74. U. S. CONGRESS. SENATE. COMMITTEE ON APPROPRIATIONS. Navy Department appropriation bill for 1949. Hearings . . . 80-2. Washington, 1948. 225 p. Funds for the Office of Naval Records and Library are discussed on p. 91-93.
75. U. S. CONGRESS. SENATE. COMMITTEE ON EXPENDITURES IN THE EXECUTIVE DEPARTMENTS. Legislative Reorganization Act of 1946. Hearings on evaluation of Legislative Reorganization Act of 1946 . . . 80-2. Washington, 1948. 270 p. Transfer of "Congressional papers and records" to the National Archives is mentioned on p. 67.
76. U. S. NATIONAL ARCHIVES. Annual report of the Archivist of the United States as to the Franklin D. Roosevelt Library, Hyde Park, N. Y., for the year ending June 30, 1947. Washington, 1948. 19 p.
77. U. S. NATIONAL ARCHIVES. Annual report of the Archivist of the United States for the year ending June 30, 1947. Washington, 1948. 92 p.
See also No. 208, 303-307, 330-331, 343.

B. State and Local

78. CAPPON, LESTER J. A directory of State archival agencies. *AMERICAN ARCHIVIST*, 10:269-277 (July, 1947). A ready-reference tabulation of data relating to the archival agencies of the 48 States and the Territories of Alaska and Hawaii.
79. COLKET, MEREDITH B. The public records of the District of Columbia. *Congressional record*, 94:A349-A352 (Jan. 21, 1948, appendix). Urges the development of a records program for the District of Columbia, to include provision for a public records building.
80. COLORADO. STATE HISTORICAL SOCIETY. STATE ARCHIVES DIVISION. Annual report, 1946/47. Denver, 1948. 11 p. The report for 1945-46 has also been received at the Library of the National Archives in Washington.

81. CONEY, DONALD. [Progress report on the betterment of the Bancroft Library] *AMERICAN ARCHIVIST*, 11:173-174 (Apr., 1948). Describes the beginning of an indexing program for the Bancroft manuscripts and mentions important accessions of manuscripts and archives, including microfilm copies of foreign archival material.
82. DELAWARE. PUBLIC ARCHIVES COMMISSION. Annual report, 1946/47. Dover, 1947. 66 p.
83. ILLINOIS. STATE LIBRARY. Biennial report, 1944/46. *Illinois libraries*, 29:249-293 (June, 1947). The section on *Archives* appears on p. 249-258.
84. MARYLAND. HALL OF RECORDS. Twelfth annual report, 1946/47. Annapolis, 1948. 51 p.
85. MINNESOTA HISTORICAL SOCIETY. FOREST PRODUCTS HISTORY FOUNDATION. The Forest Products History Foundation. St. Paul, 1947. 16 p. (*Foundation series* no. 1.) Outlines the origin and program of the Foundation, which was established in 1946.
86. MISSISSIPPI. DEPARTMENT OF ARCHIVES AND HISTORY. Biennial report, 1945/47. Jackson, 1947. 28 p.
87. NEVADA. STATE HISTORICAL SOCIETY. Biennial report, 1944/46. Reno, 1947. 63 p. Devoted chiefly to museum matters, but describes manuscript accessions on p. 47-49 and presents requests for a new building on p. 56-58 and for additional archives legislation on p. 58.
88. NEW YORK. STATE EDUCATION DEPARTMENT. ADVISORY COMMITTEE ON NEW YORK STATE'S RECORDS SYSTEM. Report. Albany, 1947. 15 p. The Committee, composed of the Archivist of the United States, the Librarian of Congress, and the Archivist of Illinois, recommends that all archival functions be centralized in a proposed State Records Office in the Department of Education as a separate agency on the same plane of organization as that of the State Library. A basic records act, an act establishing a State Records Office, and an act providing for the construction of a State Records Building are proposed.
89. NORTH CAROLINA. STATE DEPARTMENT OF ARCHIVES AND HISTORY. Biennial report, 1944/46. Raleigh, 1946. 54 p. The report of the Division of Archives and Manuscripts, by its chief, Henry H. Eddy, appears on p. 14-35. The World War II records collection is described on p. 35.
90. OHIO STATE ARCHAEOLOGICAL AND HISTORICAL SOCIETY. Annual report, 1947. Columbus, 1948. 35 p. Brief mention of the Library's activities with respect to State records is made on p. 11 and 12.
91. PENNSYLVANIA. LAWS, STATUTES, ETC. No. 260. An act imposing duties on and granting powers to the Pennsylvania Historical and Museum Commission in regard to the study and preservation of records. *Laws of the General Assembly of the Commonwealth of Pennsylvania, 1947*. Vol. 1. Harrisburg, 1947. p. 604-608. Amends the Administrative Code of the State. Makes the Pennsylvania Historical and Museum Commission the legal custodian of the records of the State and empowers it to investigate the condition and use of public records, both State and county, to make recommendations for their care or transfer, and to set up uniform standards for keeping records.
92. QUALEY, CARLTON C. The Minnesota Historical Society in 1947. *Minnesota history*, 29:46-56 (Mar., 1948). The annual report of the superintendent. Mentions accessions to the manuscript division on p. 49 and the work of the Minnesota State Archives Commission, created in 1947, on p. 52.
93. U. S. CONGRESS. HOUSE. A bill to provide for home rule and reorganization in the District of Columbia. [Washington] 1948. 173 p. (80-2, H. R. 6227.) The "Home Rule" bill introduced in the House on April 14, 1948. The creation of the Office of the Archivist of the District of Columbia and of the District Archives Commission, both within the executive office of the District Manager, is provided on p. 45-47. Not passed in the Second Session of the Eightieth Congress.

94. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. District of Columbia appropriation bill for 1949. Hearings . . . 80-2. Washington, 1948. 1240 p. Funds for the Office of the Recorder of Deeds are discussed on p. 142-151.
95. VAN SCHREEVEN, WILLIAM J. Live matter on dead public records. *Systems for government administrators*, 1, no. 2: 6-7 (Dec., 1947). Discusses the care of noncurrent municipal records. Reprinted from *Public management*, 29, no. 3: 66-69 (Mar., 1947), "How to handle municipal records."
96. VIRGINIA. STATE LIBRARY. Report for the year ending June 30, 1947. Richmond, 1947. 14 p. The report of the Archives Division appears on p. 6-8.
97. VIRGINIA. UNIVERSITY LIBRARY. Annual report on historical collections, sixteenth and seventeenth, 1945-47. Charlottesville, 1948. 89 p. Accessions are itemized on p. 7-84.
98. VIRGINIA. UNIVERSITY LIBRARY. General index to first fifteen annual reports on historical collections, University of Virginia Library, 1931-1945. [Charlottesville, 1948] 144 p. Includes a note, "Lester J. Cappon: an appreciation," by Harry Clemons, Librarian, p. [3]-8.
99. WEST VIRGINIA. DEPARTMENT OF ARCHIVES AND HISTORY. Annual report, 1945/46. 1946. 18 p.
See also No. 231, 242, 326, 343.

C. Foreign Countries

100. ARCHEION. Vol. 17 (1948). Annual. Published by the Division of Polish Government Archives at Warsaw. Volume 17 is the first number to appear since 1939.
101. DER ARCHIVAR: Mitteilungsblatt für deutsches Archivwesen. Vol. 1, no. 1 (Aug., 1947). Irregular. Published by the State Archives in Düsseldorf, this new journal is intended to continue and expand upon the *Mitteilungsblatt* formerly published by the Prussian archival administration.
102. EL ARCHIVO historico militar de la secretaria de la defensa nacional (Mexico, D. F.). *Revista de historia de America*, 23: 139-144 (June, 1947).
103. BASEL. SCHWEIZERISCHE WIRTSCHAFTSARCHIV. Bericht für das Jahr 1947. [Basel, 1948] 16 p.
104. BASEL-STADT (CANTON) STAATSARCHIV. Jahresbericht, 1947. Basel [1948] 12 p.
105. BASU, J. The Indian Historical Records Commission. Institute of Historical Research, *Bulletin*, 21: 27-32 (May-Nov., 1946). Sketches the background and accomplishments of the Commission.
106. BAUTIER, ROBERT-HENRI. L'activité historique et archivistique de la Roumanie depuis 1939. *Bibliothèque de l'École des Chartes*, 104: 286-292 (1943). Describes the establishment of l'École d'Archivistique, under the Rumanian statute of May 23, 1942, the organization and curriculum of the school, and its publications. Describes also the publications of the Rumanian State Archives for the period covered.
107. BEAN, C. E. W. Australia's Federal archives: John Curtin's initiative. Melbourne [1948]. 12 p. Reprinted from *Historical studies*, Nov. 1947. Describes the work of the War Archives Committee (established in 1942) and of its successor, the Commonwealth Archives Committee, which is to recommend a permanent archival system for the Commonwealth.
108. BERICHT über die Tagung der Archivare der britischen Zone in Detmold vom 3 September 1947. *Der Archivar*, 1: col. 75-80 (Jan., 1948). The proposal of the Archivist of the United States for an international organization of archivists is discussed in col. 79-80.
109. BERICHT über die Tagung südwestdeutscher Archivare in Aulendorf am 19 und 20 Oktober 1946. *Der Archivar*, 1: col. 9-10 (Aug., 1947).
110. BERICHT über die Tagung der Archivare der amerikanischen Zone in Bamberg vom 10 und 11 April 1947. *Der Archivar*, 1: col. 9-14 (Aug., 1947).
111. BERICHT über die Tagungen der Archivare der britischen Zone in Bünde vom 25 Juni und 11 Dezember 1946. *Der Archivar*, 1: col. 1-6 (Aug., 1947).

112. BEYERS, COENRAAD. The State Archives of South Africa. *Indian archives*, 1: 109-113 (Apr., 1947).
113. BORN, LESTER K. [Report on Czechoslovak archives] *AMERICAN ARCHIVIST*, 10: 396-399 (Oct., 1947). A letter of July 7, 1947, addressed to the News Notes editor of the *AMERICAN ARCHIVIST*, describing a visit to archives in Prague.
114. BOUSSEE, A. Het archiefwezen in Zweden. *Archives, bibliothèques, et musées de Belgique*, 19: 9-15 (1948).
115. BRANDT, A. VON. Die norddeutschen Archive nach dem Zweiten Weltkrieg; ein Überblick zur Orientierung. *Scandia*, 18 (1947).
116. BRITISH RECORDS ASSOCIATION. Fifteenth report of Council, accounts, and list of members for the year ending 30 September 1947. London, 1947. 34 p. The approval in principle of the proposal for an international congress of archivists, suggested by the Archivist of the United States, is reported on p. 4.
117. BRITISH RECORDS ASSOCIATION. Proceedings, no. 11. London, 1947. 24 p. Proceedings of the 14th annual conference, held on November 19-20, 1946. Topics discussed included the "Editing of records," "Methods used by the Records' Preservation Section in the rescue and disposal of records," "Some notes of the transfer and reception of records" (relating to the evacuation of records from the Public Records Office and to the rescue of archives in the battle areas in Italy and Germany), and the "Custody and use of local, ecclesiastical, and private records (with special reference to the Association's memorandum and the report of the Master of the Rolls' Archives Committee)."
118. CANADA. PUBLIC ARCHIVES. Report for the year 1947. Ottawa, 1948. 232 p. The operations of the London and newly reopened Paris offices are mentioned on p. viii. Accessions are listed on p. xiii-xxi.
119. CENTRAL AFRICAN ARCHIVES, SALISBURY, SOUTHERN RHODESIA. Central African Archives in retrospect and prospect; a report by the Chief Archivist for the twelve years ending 31 August 1947. Lusaka, Northern Rhodesia, 1947. 118 p. The Southern Rhodesia Archives Amendment Act of 1946 conferred on the Government Archivist of Southern Rhodesia authority over the public archives of Northern Rhodesia and Nyasaland and established a Royal Central African Archives Commission. This report by V. W. Hiller, Chief Archivist, discusses plans for a proposed new building (plate facing page 7 and p. 20-24) and traces every aspect of archival developments and accomplishments in the three territories from 1935 to date. No previous reports have been printed. The appendix (p. 95-118) contains all acts, ordinances, and regulations for the period covered, including records destruction and disposal regulations and disposal schedule forms.
120. COURTEAULT, HENRI. Direction des archives de France. Les Archives nationales de 1902 à 1936. Paris, 1939. 215 p. A history of the Archives Nationales by its late Director, tracing accomplishments with respect to buildings and sites, additions to collections, services, and finding aids. Includes a fragmentary note on the Archives Départementales (p. 161-167) and appendixes listing accessions, 1923-36 (p. 171-174), chief officials of the Archives Nationales, 1800-1936 (p. 175-199), and chief officials of the Archives Départementales from their beginnings to 1936 (p. 201-213).
121. CUBA. ARCHIVO NACIONAL. Memorias correspondientes a los años de 1946 y 1947. Habana, 1948. 29 p.
122. A DIGEST of the *Krasnyi Arkhiv* (Red Archives); a historical journal of the central archive department of the U. S. S. R. Part I, Vols. I-XXX. Compiled and annotated by Leonia Rubinchek. Edited by Louise M. Boutelle and Gordon W. Thayer. Cleveland, 1947. 394 p.
123. FRANCE. CONSEIL D'ÉTAT. Décret du 13 janvier 1940 portant règlement d'administration publique sur le classement des documents d'archives privées. *Bibliothèque de l'École des Chartes*, 101: 271-275 (1940). The text of a decree providing for the classification, in cases where the owner consents, by the

Ministry of Education of documents in private hands that are of public interest for the history of the country.

124. GERMANY. (TERRITORY UNDER U. S. OCCUPATION, 1945-). OFFICE OF MILITARY GOVERNMENT FOR BAVARIA. Post-war status of chief archival institutions in Bavaria (as of 1 January 1948). Munich, 1948. 37 p. Lists the chief archival establishments, indicating war repositories, war damages and losses, present functional status, and histories of the archives when such exist. Prepared by Harold Clem of the Monuments, Fine Arts, and Archives Section.
125. GONZÁLEZ PATRIZI, LUIS. Historia del Archivo General de Venezuela. Cuba, Archivo Nacional, *Boletín*, 46:47-48 (Jan.-Dec., 1947).
126. GWYER, MAURICE. Raw material of history. *Indian archives*, 1:97-101 (Apr., 1947). An account of the work of the Indian Historical Records Commission in surveying and arranging for the preservation and description of historical manuscripts in private custody.
127. HAGUE. ARCHIEF DER GEMEENTE. Verslag van het Archief der gemeente 's-Gravenhage over het jaar 1945. 's-Gravenhage, 1947. 5 p.
128. HARNACK, AXEL VON. Handschriftliche Nachlässe von Politikern und Gelehrten. *Zentralblatt für Bibliothekswesen*, 61, nos. 5-6 (1947).
129. HERBERHOLD, F. Die Archive in Südwestdeutschland nach dem Kriege. *Der Archivar*, 1: col. 67-72 (Jan., 1948).
130. HILL, ROSCOE R. Archives [of Latin America]. *Handbook of Latin American studies: 1944*. No. 10. Cambridge, Mass., 1947. p. 48-68.
131. HILL, ROSCOE R. Capitán Joaquín Llaverías and the *Boletín del Archivo Nacional*. *AMERICAN ARCHIVIST*, 10:323-327 (Oct., 1947). Published also in Cuba, Archivo Nacional, *Boletín*, 46:28-32 (in English) and 33-36 (in Spanish).
132. HOMENAJES a nuestro director. Cuba, Archivo Nacional, *Boletín*, 46:[5]-21 (Jan.-Dec., 1947. Tributes to Capitán Joaquín Llaverías on the occasion of his twenty-fifth anniversary as Director of the Archivo General, November 6, 1947.
133. INDIA. HISTORICAL RECORDS COMMISSION. Twenty-fourth session, agenda; Jaipur, 1948. New Delhi, 1948. 36 p. Appendix B, p. 27-36, comprises documents relating to the proposal of the Archivist of the United States for an international archives organization.
134. INDIA. HISTORICAL RECORDS COMMISSION. Twenty-third meeting held at Indore, December 1946. New Delhi, 1947. 223 p. (*Proceedings of meetings*, vol. 23.) A summary of the proceedings of this meeting was published in *Indian archives*, 1:148-151 (Apr., 1947).
135. INDIA. NATIONAL ARCHIVES. Annual report, 1946. New Delhi, 1948. 34 p. The report for 1945 has also been received at the Library of the National Archives in Washington.
136. LAGEBERICHT der Staats-, Stadt-, Kirchen-, und Wirtschaftsarchive der britischen Zone. *Der Archivar*, 1: col. 13-41 (Aug., 1947).
137. LEVÉLTÁRI közlemények. Vol. 23 (1945). Irregular. Published by the Magyar National Archives at Budapest.
138. MADRAS (PRESIDENCY) RECORD OFFICE. Administration report, 1946/47. Madras, 1947. 13 p.
139. MITTEILUNGEN des Österreichischen Staatsarchivs. Vol. 1, no. 1 (Apr., 1948). Semiannual. A new journal published by the Austrian State Archives.
140. NETHERLANDS. RIJKSARCHIEF. Verslagen omtrent 's rijks oude archieven, 1945. 's Gravenhage, 1946. 105 p.
141. NETHERLANDS. RIJKSARCHIEF IN LIMBURG, MAASTRICHT. [Verslagen] 1945. Maastricht [1946] 7 p. The annual report of the State Archives in Limburg.
142. NETOLICZKA, ANNA. Bericht über die Tätigkeit und den Zustand des Archivs der Landeshauptmannschaft in Graz von 1941 bis 1946. *Mitteilungen des Österreichischen Staatsarchivs*, 1:214-231 (1948).
143. NOVA SCOTIA. PUBLIC ARCHIVES. Report, 1946/47. Halifax, 1948. 46 p.
144. POLISENSKY, J. V. The present state of Czechoslovak archives. Institute of Historical Research, *Bulletin*, 21:23-26 (May-Nov., 1946). An account of the

- effects of World War II on Czechoslovak archives and a description of their present status.
145. REVISTA arhivelor. Vol. 7, no. 1 (1946). Published by the Rumanian State Archives in Bucharest. Includes the reports of the Director General of Archives and reports of the regional directors to the Director General.
 146. SANTE, G. W. Die Archive Grosshessens. Bericht über die Tagungen der Archivare der amerikanischen Zone in Wiesbaden vom 25 Oktober und 10 Dezember 1946. *Der Archivar*, 1: col. 5-10 (Aug., 1947).
 147. SANTE, G. W. Lageberichte der Staats-, Stadt-, and Kirchenarchive der amerikanischen Zone. *Der Archivar*, 1: col. 51-68 (Jan., 1948).
 148. SASKATCHEWAN. ARCHIVES. Second report, 1946/47. Regina, 1947. 92 p. The administrative report appears on p. 7-11, a list of accessions (including all the archival holdings of the Archives Division, Legislative Library) on p. 79-88, and the text of the Archives Act of 1945, as amended, on p. 89-92.
 149. SASKATCHEWAN history. Vol. 1, no. 1 (Jan., 1948). Winter, spring, autumn. A new journal published under the auspices of the Saskatchewan Archives Board. Will publish materials relating to the history of the Province. Volume 1, no. 2 (Spring, 1948) contains an "Archival studies" section, which reproduces certain published *Reports* of the Lieutenant-Governor of the North-West Territories.
 150. SCHOLEFIELD, G. H. Archives in New Zealand. *New Zealand libraries*, 9: 37-45 (Apr., 1946). The Archivist of New Zealand traces archival developments in New Zealand since 1926 and discusses also the importance of various types of local history collections.
 151. SEIDL, JAKOB. Das Österreichische Staatsarchiv. *Mitteilungen des Österreichischen Staatsarchivs*, 1: 3-19 (1948).
 152. SOMERSET, ENG., COUNTY COUNCIL. COUNTY RECORDS COMMITTEE. Report, 9th March 1948. [Somerst, 1948] 1 p.
 153. SOUTH AUSTRALIA. LIBRARIES BOARD. Annual report, 1946/47. Adelaide, 1947. 4 p. Includes a brief section on archives (p. 2). The report for 1945/46 has also been received at the Library of the National Archives in Washington.
 154. SPAIN. MINISTERIO DE EDUCACION NACIONAL. [Decree of July 24, 1947] *Revista de archivos, bibliotecas, y museos*, 53: [521]-528 (May-Aug., 1947). Defines the responsibilities of the Ministry of Education and of the Director General of Archives and Libraries with respect to the archival (and library) resources of Spain. Distinguishes historical from administrative archives and defines the jurisdiction of governmental bodies over each. Provides for the setting up of provincial archival establishments where none exist and of a Centro de Información Histórico-Documental in the Archivo Histórico General.
 155. SWEDEN. RIKSARCHIV. Meddelanden för aren 1946-1947. Stockholm, 1948. 167 p.
 156. TIHON, C. Joseph Cuvelier. *Archives, bibliothèques, et musées de Belgique*, 19: [5]-8 (1948). A eulogy of Joseph Cuvelier, 1869-1947.
 157. UNGER, W. S. In memoriam Mr. Roelof Bijlsma. *Nederlandsch archievenblad*, 52: 27-30 (1947-48).
 158. VAN HOMMERICH, L. E. M. A. Vernieuwingen in het archiefbeheer. *Nederlandsch archievenblad*, 51: 127-134 (1946-47). A discussion of new developments in archives administration.
 159. VAN HOVE, JULIEN. Répertoire des organismes de documentation en Belgique; centres de documentation, bibliothèques, dépôts d'archives, musées, etc. Brussels, 1947. 333 p. The section on archives appears on p. 223-256. Gives addresses, names of chief personnel, brief descriptions of holdings, conditions of use, and references to printed works when available.
 160. VERHOEVEN, F. R. J. Enkele medeelingen omtrent de geschiedenis van het indisch archiefwezen sedert Mei 1940. *Nederlandsch archievenblad*, 51: 42-51 (1946-47). Relates to the archives of the Dutch East Indies.
 161. WIERSUM, E. Vijftig jaar *Nederlandsch archievenblad*. *Nederlandsch archievenblad*, 51: 120-126 (1946-47).

162. ZÜRICH (CANTON) STAATSARCHIV. Jahresbericht, 1946. Zurich, 1947. 5 p.
See also No. 251, 255, 315, 325, 327, 329, 332-342, 344-345.

D. International Organizations

- ✓ 163. BUCK, SOLON J. Letter sent to archivists of foreign countries concerning the organization of an international archives council. *AMERICAN ARCHIVIST*, 10:227-231 (July, 1947). Text of a letter by the then Archivist of the United States to about 120 prominent archivists in other countries. Includes as appendixes a draft statement of the "general purposes" of an international archives organization and a "suggested basis of membership and representation."
164. INTERDEPARTMENTAL COMMITTEE ON SCIENTIFIC AND CULTURAL COOPERATION. Inter-American technical and cultural cooperation, United States participation, 1938-1948; report for the U. S. delegation to the 9th International Conference of American States. Washington, 1948. 147 p. Accomplishments in cultural cooperation in archival science, as fostered by the National Archives, are described in a report prepared by Oliver W. Holmes, appearing on p. 131-132.
165. PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY. COMMISSION ON HISTORY. Report on the first Consultation of the Commission, by A. P. Whitaker. State Department, *Bulletin*, 18:87-89 (Jan. 18, 1948). A report on the Consultation of October 18 to 26, 1947, held at Mexico City. Resolution 34 (discussed on p. 89) relating to archives proposes the establishment of national councils on archives in the member countries and outlines a program of activities for the Committee on Archives (Cuba), one of the permanent committees of the Commission on History. "The Cuban committee is to serve as a central coordinating agency for the national councils. Both are to study such matters as the preservation, organization, and publication of archives and the reproduction of documents for the use of scholars."
166. PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY. COMMISSION ON HISTORY. Resoluciones relativas a historia y ciencias afines, 1929-1946. Mexico, D. F., 1947. 42 p. Resolutions relating to archives appear on p. 26-28.
- ✓ 167. SPAULDING, E. WILDER. The records of international meetings. *AMERICAN ARCHIVIST*, 10:233-240 (July, 1947).
168. [UNGER, W. S.] De archivisten der internationale en de internationale der archivisten. *Nederlandsch archievenblad*, 52:46-49 (1947-48).
169. U. S. DELEGATION. SECOND SESSION OF THE GENERAL CONFERENCE OF THE UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATION, MEXICO CITY, NOVEMBER 6-DECEMBER 3, 1947. Report. Washington, 1948. 186 p. (State Department, *International organization and conference series IV, United Nations Educational, Scientific, and Cultural Organization 1*.) Action to assist in the foundation of an international organization of professional archivists and the holding of an initial meeting in 1948 is mentioned on p. 17.
See also No. 108, 116, 133.

IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

170. CHICAGO. UNIVERSITY. GRADUATE LIBRARY SCHOOL. LIBRARY INSTITUTE. Library buildings for library service; papers presented before the Library Institute at the University of Chicago, August 5-10, 1946. Edited with an introduction by Herman H. Fussler. Chicago, 1947. 216 p. Includes a symposium on "special materials" on p. 71-93, dealing with accommodations for "fugitive materials," maps and photographs, photographic reproduction, and audiovisual materials.
- ✓ 171. GONDOS, VICTOR. American archival architecture. American Institute of Architects, *Bulletin*, 1, no. 4:27-32 (Sept., 1947).
172. GONDOS, VICTOR. New archives building for the Archdiocese of New York.

- AMERICAN ARCHIVIST, 10:280-281 (July, 1947). A summary of building data for the proposed new "Archbishop Corrigan Library and the Patrick and Mary McGovern Archives and Museum," at Dunwoodie, Yonkers, N. Y.
173. KÖHLER, S. The protection of paper from the destructive action of sunlight by differently coloured window glass. [London] 1947. 2 p. (Great Britain, Department of Scientific and Industrial Research, Building Research Station, *Library communication* no. 218.) A summarized translation by G. N. Gibson, of an article in the *Teknisk tidskrift*, 65 (28), 49-53 (1935). Sets forth the results of an investigation at the State Testing Laboratory, Stockholm, to determine whether different parts of the solar spectrum have different effects on paper, and if so, whether the more harmful wave-lengths can be removed by filtration through differently colored window glass.
174. MERINO, FÉLIX. El nuevo edificio para Archivo, biblioteca y Museo en Mahon. *Revista de archivos, bibliotecas y museos*, 53:659-662 (1947).
175. TIHON, C. Le Mont des Arts et la bibliothèque Albert ler. *Archives, bibliothèques, et musées de Belgique*, 18:110-116 (1947). Discusses plans for the proposed memorial to Albert I, which would include a new building for the Royal Archives and Museum (p. 115-116).
176. VAN SCHREEVEN, WILLIAM J. Stack and shelf arrangement of the Archives Division, Virginia State Library. *AMERICAN ARCHIVIST*, 11:45-46 (Jan., 1948). See also No. 87, 119, 194, 197-198.

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

177. BLOEMEN, C. Het historisch motief als criterium voor de vernietiging van archivalia. *Nederlandsch archievenblad*, 51:112-119 (1946-47).
178. CHICAGO BUREAU OF FILING AND INDEXING. Retention and preservation of records with destruction schedules. Rev. ed. [Chicago] 1948. 30 p. Laws and regulations affecting the preservation of business records are included in the appendix, together with a tabulation of 115 common papers found in business offices and their average retention periods.
179. DENVER AND RIO GRANDE WESTERN RAILROAD. The railroad runs on railroad records. Denver, 1947. 24 p. Essentially a revision of *Manual of procedures*, section 15 (preservation of records), issued in 1945.
180. DESTRUCTION OF public records. *Town clerks topics*, 7, no. 2:2 (Feb., 1948). Cites Section 147 of the new Education Law of New York State, requiring consent of the Commissioner of Education to the destruction of local records.
181. DOEHAERD, R. A propos des archives contemporaines. *Archives, bibliothèques, et musées de Belgique*, 18:75-79 (1947). Urges the codification of principles with respect to the selection of modern records for destruction or retention.
182. FOCKEMA ANDREAE, S. J. Regels voor vernietiging van nieuwe archiefbestanddelen. *Nederlandsch archievenblad*, 52:43-45 (1947-48).
183. GÉNICOT, L. Le probleme des archives modernes. *Archives, bibliothèques, et musées de Belgique*, 18:65-74 (1947). Considers the problems of selection for retention and of arrangement and description that modern records impose on the archivist.
184. JUDICIAL CONFERENCE OF SENIOR CIRCUIT JUDGES. COMMITTEE ON THE DISPOSITION OF FILES IN BANKRUPTCY AND OTHER CASES. Report, May 1946. [Washington] 1946. [35] p. The final report of the Committee, who had the assistance of members of the staff of the National Archives in their deliberations on the disposition of the records of the district courts of the United States and on the design of forms for uniform referee's docket and claims register sheets. The Committee's recommendations cover all records of the district courts and prescribe retention periods for the various classes of records.
185. KAISER, JULIUS B. "Historical" aspect of business records. *Office management and*

- equipment, 8, no. 8:33-34 (Aug., 1947). Emphasizes the administrative value of an orderly archives program.
186. KAISER, JULIUS B. Should we change our method of preserving records? *Dun's review*, 56, no. 2238:19 (Feb., 1948). Urges the importance of efficient records administration in all business concerns.
 187. KULSRUD, CARL J. Sampling rural rehabilitation records for transfer to the National Archives. *AMERICAN ARCHIVIST*, 10:328-334 (Oct., 1947).
 188. MINIMUM retainment periods for bank records. *Filing bulletin*, 16:6 (Sept., 1947).
 189. NATIONAL ASSOCIATION OF BANK AUDITORS AND COMPTROLLERS. RESEARCH COMMITTEE. Filing, storage, destruction of bank records; project of the Research Committee. Chicago, 1947. 48 p.
 190. SLICK, F. S. Disposition of records and control of forms. *Controller*, 15:343-345 (July, 1947). The author's recommendation is 2-fold: the establishment of a Record Disposition Committee with authority to review and retain or discard old records and the appointment of a forms analyst to control existing and proposed new forms.
 191. U. S. BUDGET BUREAU. Inter-agency record transfers. [Washington] 1947. 2 p. (*Circular* no. A-23.) Sets forth the procedure for securing the approval of the Director of the Bureau of the Budget to proposed inter-agency transfers of records in accordance with paragraph 2 of Executive Order 9784, of September 25, 1946.
 192. WEEKS, BERTHA M. Transfer and retention of records. *Filing bulletin*, 16:3, 11 (Sept., Oct., 1947).
See also No. 47, 56, 117, 119, 281-282.

VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

193. BACK, E. A. Bookworms. *Indian archives*, 1:126-134 (Apr., 1947). Published originally in the Smithsonian Institution, *Annual report*, 1939: 365-374 (with 18 plates) and as their *Publication* 3572 (1940).
194. BALIGA, B. S. Note on the preservation of archives. Madras, 1947. 8 p. A note by the Curator of the Madras (Presidency) Record Office.
195. BARROW, WILLIAM J. New non-acid permanent iron ink. *AMERICAN ARCHIVIST*, 10:338 (Oct., 1947). Describes a new ink developed by the Organic Section of the National Bureau of Standards and the laboratory of the Government Printing Office.
196. CHAKRAVORTI, S., and P. C. MAJUMDAR. A note on "sulph-arsenic." *Indian archives*, 1:114-117 (Apr., 1947). Recommends against the use of sulph-arsenic solution as an insecticide because of its deleterious effects on paper.
197. EASTMAN KODAK COMPANY. Storage of microfilms, sheet films, and prints (safety film base and paper base materials only). Rochester, N. Y., 1946. 16 p.
198. NATIONAL FIRE PROTECTION ASSOCIATION. PROTECTION OF RECORDS COMMITTEE. Protection of records; consolidated reports, 1947. [Boston, 1947] 63 p. Superseding the editions of 1936 and 1939, this pamphlet is a consolidation of officially adopted reports of annual meetings, 1942-46. Includes suggestions on the survey and classification of records; record-keeping procedures; intensity, duration, and control of exposure; specifications for fire-resistive record vaults and file rooms; and equipment for the protection of records.
199. NORTON, MARGARET C. Handling fragile manuscripts. *Illinois libraries*, 29:410-413, 460-464 (Nov., Dec., 1947). Directed to the custodian of small collections, this paper outlines procedures for cleaning and treatment for mildew in preparing newly accessioned manuscripts for use. Instructions for the user of manuscripts, as distinguished from the archivist or custodian, are given on p. 463-464, "Regulations for the use of manuscripts."
200. SHELLEY, FRED. Sea water and ink. *AMERICAN ARCHIVIST*, 10:345-346 (Oct.,

- 1947). Describes a wartime experience in Alaska that would seem to indicate that "salt water tends to be a preservative to paper and to seal in the acids in ink."
201. U. S. GOVERNMENT PRINTING OFFICE. Alkaline writing ink. Washington, 1947. 14 p. (*Technical bulletin* no. 25.)
 202. U. S. GOVERNMENT PRINTING OFFICE and PRINTING INDUSTRY OF AMERICA, INC. Joint research bulletin, bindery series, no. 1-4. Washington, 1947. Contents: No. 1, The process of marbling paper. 10 p.; No. 2, Book binding pastes. 2 p.; No. 3, Bindery glues. 14 p.; No. 4, Miscellaneous bookbinding adhesives. 7 p.
 203. WEST, CLARENCE J., comp. Wet strength of paper. Appleton, Wis., 1947. 65 p. (Institute of Paper Chemistry, *Bibliographic series* no. 168.). Lists articles on the production of high wet-strength and scuff-resistant map paper for the Army.
 204. WIEDER herstellung salzverkrusteter Archivalien. *Der Archivar*, 1: col. 42 (Aug., 1947).
See also No. 117, 173, 269, 279.

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

A. General Discussion

205. MARTIN, DOROTHY V. Books on the cataloging of manuscript material. *AMERICAN ARCHIVIST*, 11:42-44 (Jan., 1948). Reviews the literature of the field.
206. OOSTERLOO, N. The field of application of the Universal Decimal Classification. *Revue de la documentation*, 14:129-139 (1947, fasc. 3). Discusses possible application of the Universal Decimal Classification to the arrangement and classification of archives ("internal documentation").
207. RADOFF, MAURICE L. A guide to practical calendaring. *AMERICAN ARCHIVIST*, 11:123-140 (Apr., 1948). The first installment of a 2-part paper.
See also No. 183, 264, 277, 296, 310, 316-317.

B. United States in General and Federal Government

208. AMERICAN HISTORICAL ASSOCIATION. SPECIAL COMMITTEE ON MANUSCRIPTS. Report, 1946. *Annual report of the American Historical Association*, 1946, vol. 1, *proceedings*, p. 63-71 (1947). Describes a proposal for a national union catalog of historical manuscript collections.
209. AMERICAN LIBRARY ASSOCIATION. COMMITTEE ON PUBLIC DOCUMENTS. Report of the Chairman concerning the cataloging and indexing programs of the Division of Public Documents. *United States Government publications monthly catalog*, 632: iii-vi (Sept., 1947). The report of a survey made by Jerome K. Wilcox, July 7-August 2, 1947, with his recommendations since effected, with respect to the termination of the biennial *Document catalogue* and the improvement of the *Monthly catalog*, with special supplements to cover the war years. This is only one item of an abundant literature on the subject during the year, and is included here because of the important and close relation between the records and the publications of the Federal Government.
210. BULLOCK, HELEN D. The Robert Todd Lincoln Collection of the papers of Abraham Lincoln. Library of Congress, *Quarterly journal of current acquisitions*, 5, no. 1:3-8 (Nov., 1947).
211. BUTTERFIELD, LYMAN H. The Jefferson-Adams correspondence in the Adams Manuscript Trust. Library of Congress, *Quarterly journal of current acquisitions*, 5, no. 2:3-6 (Feb., 1948). Microfilm copies of this and of related papers have been deposited in the Library of Congress.
212. HAMER, PHILIP M. Guides to records of World War II. *AMERICAN ARCHIVIST*, 10:339-345 (Oct., 1947). A paper read before the tenth annual meeting of the

- Society of American Archivists in Washington, D. C., October 24, 1946, describing the background and program of the World War II Records Project of the National Archives.
213. HUMPHREY, RICHARD A. War-born microfilm holdings of the Department of State. *Journal of modern history*, 20:133-136 (June, 1948). Describes copies of captured enemy records.
 214. JACKSON, W. TURRENTINE. Materials for western history in the Department of Interior Archives. *Mississippi Valley historical review*, 35:61-76 (June, 1948).
 215. LUOMALA, KATHARINE. Research and the records of the War Relocation Authority. *Applied anthropology*, 7:23-32 (Winter, 1948).
 216. MONAGHAN, FRANK. Heritage of freedom; the history and significance of the basic documents of American liberty. Princeton, 1947. 150 p. Notes on the more than 125 documents exhibited on the Freedom Train, with facsimiles of about 30 of them and the complete texts of many others.
 217. MUGRIDGE, DONALD H. Scientific manuscripts of Benjamin Franklin. Library of Congress, *Quarterly journal of current acquisitions*, 4, no. 4:12-21 (Aug., 1947).
 218. ODGERS, CHARLOTTE H., comp. Federal Government maps relating to Pacific Northwest history. *Pacific Northwest quarterly*, 38:261-272 (July, 1947). A list of maps in the National Archives, photostatic copies of which have been obtained by the University of Washington and the State College of Washington as part of their cooperative program of collecting regional history materials.
 219. PINKETT, HAROLD T. Records in the National Archives relating to the Civilian Conservation Corps. *Social service review*, 22:46-53 (Mar., 1948).
 220. SHIPMAN, FRED W. The Roosevelt papers. *Quarterly journal of speech*, 34:137-142 (Apr., 1948). A description of the Roosevelt papers, with special emphasis on the "speech file."
 221. U. S. LIBRARY OF CONGRESS. Centennial of the settlement of Utah exhibition, June 7, 1947-August 31, 1947. Washington, 1947. 73 p. This exhibit included a number of archival items borrowed from the National Archives.
 222. U. S. LIBRARY OF CONGRESS. Iowa Centennial Exhibition, December 28, 1946-April 27, 1947. Catalog. Washington, 1947. 86 p. This exhibit included a number of archival items borrowed from the National Archives.
 223. U. S. LIBRARY OF CONGRESS. Wisconsin Centennial Exhibition, May 29, 1948-August 23, 1948. Washington, 1948. 64 p. This exhibit included a number of archival items borrowed from the National Archives.
 224. U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to Cuba. By Seymour J. Pomrenze. Washington, 1948. 13 p. (*Reference information circular* no. 34.)
 225. U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to the Dominican Republic. By Seymour J. Pomrenze. Washington, 1948. 11 p. (*Reference information circular* no. 35.)
 226. U. S. NATIONAL ARCHIVES. National archives accessions, nos. 30-33. [Washington] 1947-1948.
 227. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Bureau of Medicine and Surgery, compiled by Kenneth F. Bartlett. Washington, 1948. 18 p. (*Preliminary inventory* no. 6.)
 228. U. S. NATIONAL ARCHIVES. The Sesquicentennial of the Department of the Navy, 1798-1948; an exhibit presented by the National Archives. [Washington, 1948] 13 p. A catalog prepared by Mrs. Elizabeth E. Hamer.
 229. U. S. NATIONAL ARCHIVES. FRANKLIN D. ROOSEVELT LIBRARY, HYDE PARK, N. Y. A brief guide to the museum collections in the Franklin D. Roosevelt Library. [Washington, 1947] Folder.
 230. U. S. NATIONAL ARCHIVES. FRANKLIN D. ROOSEVELT LIBRARY, HYDE PARK, N. Y. List of major groups of material in the Franklin D. Roosevelt Library. [Washington, 1948] [2] p.
See also No. 57, 63, 65, 187, 275, 290, 312, 314.

C. State and Local

231. BONTEMPS, ARNA. American Missionary Association archives in Fisk University Library. Nashville, 1947. 10 p. A brief general description of the Association's archives, 1839-79, with facsimiles of typical documents.
232. BRINTON, ELLEN S., and HIRAM DOTY, *comp.* Guide to the Swarthmore College Peace Collection, a memorial of Jane Addams. Swarthmore, 1947. 72 p. The Collection has been described in entries for forty-four "document groups," three "collective document groups," and twelve "special collections."
233. DUKE UNIVERSITY. LIBRARY. Guide to the manuscript collections in the Duke University Library. Prepared by Nannie M. Tilley and Noma L. Goodwin, with the assistance of the North Carolina Historical Records Survey. Durham, 1947. 362 p. (Trinity College Historical Society, *Historical papers*, ser. 27-28.) The more important additions to the collections since 1942 are listed briefly on p. viii.
234. GEIGER, MAYNARD J., *Father*. Calendar of documents in the Santa Barbara Mission archives. Washington, 1947. 291 p. (Academy of American Franciscan History, *Bibliographical series*, vol. 1.) Contains more than 4,000 entries, dated 1769-1885.
235. GOSNELL, CHARLES F. New York State's freedom train. *New York history*, 29:51-67 (Jan., 1948). A description and catalog of an exhibit presented by the New York State Library.
236. GOSNELL, CHARLES F., and EDNA L. JACOBSON. History in the State Library. *New York history*, 28:371, 512-514 (July, Oct., 1947); 29:103-106, 232-234 (Jan., Apr., 1948). Describes manuscript and archival material in the New York State Library.
237. MCCORMACK, HELEN G., *comp.* A provisional guide to manuscripts in the South Carolina Historical Society. *South Carolina historical and genealogical magazine*, 48:48-52, 177-180 (Jan., July, 1947). The ninth and tenth installments of this list.
238. MANUCY, ALBERT C. Florida in North Carolina Spanish records. Pt. II, Administration, commerce, and finance. *Florida historical quarterly*, 26:77-91 (July, 1947).
239. OREGON. STATE LIBRARY. ARCHIVES DIVISION. Publications nos. 7-9. Salem, 1947. These comprise "microfilm inventories" nos. 1 and 2 (lists of materials microfilmed for the Archives Division) and an inventory of the records of the Oregon Federal Writer's Project.
240. SUPPLEMENT to the guide to the manuscript collections in the Historical Society of Pennsylvania. *Pennsylvania magazine of history and biography*, 71:283-287 (July, 1947).
241. U. S. LIBRARY OF CONGRESS. State censuses; an annotated bibliography of censuses of population taken after the year 1790 by States and Territories of the United States. Washington, 1948. 73 p. The appendix lists the present location and describes the availability of the manuscript census schedules of the State censuses (p. 67-73).
242. WYOMING. UNIVERSITY. ARCHIVES DEPARTMENT. University archives and western historical manuscript collections, University of Wyoming. Laramie, 1948. 8 p. Compiled by the Archivist of the University, Lola M. Homsher, this list describes briefly the holdings of the Department and indicates the kinds of materials to be collected.
See also No. 81, 87, 97-98, 343.

D. Foreign Countries

243. BOURGIN, GEORGES, *comp.* État sommaire des documents entrés aux Archives Nationales par des voies extraordinaires (dons, achats, échanges) de 1928 à 1941. *Bibliothèque de l'École des Chartes*, 103:151-195 (1942).

244. CHARLES, B. G. The records of Slebech. Wales, National Library, *Journal*, 5: 179-198 (Summer, 1948).
245. DENMARK. RIGSARKIV. Danmark gennem 800 Aar. Rigsarkivets Udstilling af historiske Dokumenter i Festsalen i Aarhus Raadhus. København, 1947. 84 p. Illustrations include a ground plan of the Festsalen in Aarhus Raadhus and facsimiles of selected documents and seals.
246. DENMARK. RIGSARKIV. Danmark gennem 800 Aar. Rigsarkivets Udstilling af historiske Dokumenter i Riddersalen paa Rosenborg Slot. København, 1947. 72 p. Illustrations include a ground plan of the Rosenborg Slots Riddersal and facsimiles of selected documents and seals.
247. DIESTELKAMP, A. Die künftige Behandlung der Personalakten und der bei den Gerichten erwachsenen Akten personengeschichtlichen und erbiologischen Inhalts. *Der Archivar*, 1: col. 79-91 (Jan., 1948).
248. DOUVILLE, RAYMOND. Short sketch of the archives of Three Rivers. *AMERICAN ARCHIVIST*, 10: 263-268 (July, 1947). A translation by Grace Lee Nute of a paper describing the archives preserved in the Court House of Three Rivers, Quebec.
249. ESDAILE, ARUNDELL. The British Museum Library; a short history and survey. London [1946] 388 p. Manuscript holdings are described on p. 226-293.
250. FORMSMA, W. J., and B. VAN 'T HOFF. Repertorium van inventarissen van Nederlandse archieven. Groningen, 1947. 100 p. Compiled under the auspices of the Society of Archivists of the Netherlands, this list contains 1,162 items.
251. GREAT BRITAIN. PUBLIC RECORD OFFICE. Catalogue of manuscripts and other objects in the Museum of the Public Record Office, with brief historical and descriptive notes. London, 1948. 91 p. The preface contains a brief historical account of the development of the Museum.
252. HISTORICAL manuscripts. London University. Institute of Historical Research, *Bulletin*, 21: 84-100, 190-[198] (May-Nov., 1946, May-Nov., 1947. Published in 1947 and 1948). These items list (1) accessions of manuscripts reported by public or corporate body repositories; (2) migrations of manuscripts by sale or change of private ownership.
253. LONG, UNA (MRS. COLIN GILL). An index to authors of unofficial, privately-owned manuscripts relating to the history of South Africa, 1812-1920, with copies, summaries, and extracts of documents, biographical notes on the authors, a chronological table, and an appendix of documents originating outside Africa. Grahamstown, South Africa, 1947. 458 p.
254. NOUVELLES acquisitions latines et françaises du Département des manuscrits de la Bibliothèque Nationale pendant les années 1936-1940. *Bibliothèque de l'École des Chartes*, 102: 156-210 (1941).
255. RE, EMILIO. Storia di un archivio; le carte di Mussolini. Milan [1946] 41 p. Describes Mussolini's "private" archives.
256. VAN EEGHEN, I. H. De doop-, trouw- en begraafboeken te Amsterdam van de burgerlijke stand. *Nederlandsch archievenblad*, 52: 31-42 (1947-48).
257. VEREENIGING van archivariissen in Nederland. Gids voor de archieven van gemeenten en waterschappen in Nederland. Groningen, 1945. 88p. This guide, compiled under the direction of the Society of Archivists of the Netherlands, was issued in 2 parts, the first being published in 1942.
258. WALES, NATIONAL LIBRARY, ABERYSTWYTH. Handlist of manuscripts in the National Library of Wales. Pt. 11. Aberystwyth [1948] p. 253-304. See also No. 120, 122, 124, 148, 159, 261, 266.

VIII. APPLICATION OF PHOTOGRAPHIC PROCESSES TO WORK WITH RECORDS AND HISTORICAL MANUSCRIPTS

259. AMERICAN HISTORICAL ASSOCIATION. SPECIAL COMMITTEE ON DOCUMENTARY REPRODUCTION. Report, 1946. *Annual report of the American Historical Association*, 1946, vol. 1, *proceedings*, p. 71-82 (1947). Includes a "partial bibliography of

- current materials published via microfilm, microprint, photo-offset, and related media," in which the file microcopy program of the National Archives is described on p. 78-79.
260. BEENY, LAURETTA E. Don't be afraid to microfilm. American Association of Medical Record Librarians, *Journal*, 19:31-32, 46-47 (Apr., 1948). Recommends the microfilming of hospital records. Another article recommending microfilming, by Astrid O. Larsen, "The pros and cons of microfilming," appears on p. 33-34, 43. The case against microfilming is presented in a third article, by Margaret Hallock, "Microfilming—why we decided against it," p. 35-36.
 261. BIBLIOTECA BENJAMIN FRANKLIN, MEXICO CITY. The Benjamin Franklin Library microfilm project. [Washington] 1948. 8 p. Presents a proposal for a project to microfilm certain materials in selected archives in Northern Mexico.
 262. BENNETT, MARY A. New microfilm reading machines. *College and research libraries*, 8, pt. 1:239-242 (July, 1947).
 263. BJÖRKBOM, C. Standardized terminology for documentary reproduction. *Rapports de la 17me conférence de la Fédération Internationale de Documentation*, Berne 1947. 1947. vol. 1. p. 58.
 264. BOBB, F. W. Applying microfilm in a war agency. *Special libraries*, 39:50-52 (Feb., 1948). A discussion of methods of indexing microfilms used by the Army and Navy.
 265. CRAIG, THOMAS. The reproduction of office records by photography and contact prints. *NOMA forum*, 22, no. 9:9-12 (Sept., 1947). Relates chiefly to the application of microphotography.
 266. FRANÇOIS, MICHEL. Le microfilm aux Archives Nationales. *Bibliothèque de l'École des Chartes*, 105:225-228 (1944). Lists materials (records and unique copies of inventories) microfilmed by the Archives Nationales during the war either for security purposes or as part of the project of reproducing the Parisian fonds of the Archives of Simancas before restitution to Spain.
 267. FRY, W. S. Photography and libraries. Library Association, *Record*, 50:36-42 (Feb., 1948).
 268. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Evaluation of microfilming projects. [Washington] 1948. 17 p. Report of the meeting of May 9, 1947, at which H. J. Lilienfield of the Budget Bureau and Daniel F. Noll of the National Archives were the speakers.
 269. JANICKI, W. Technical photographic papers for multiplying purposes in documentation. *Rapports de la 17me conférence de la Fédération Internationale de Documentation*, Berne 1947. 1947. vol. 2. p. 111-114. A discussion of the photographic properties of copying papers and the various methods by which copies are made.
 270. JOACHIM, H. Geräte für die photographische Vervielfältigung. Deutsche Gesellschaft für Dokumentation. *Die Dokumentation und ihre Probleme. Vorträge der Ersten Tagung der Deutsche Gesellschaft für Dokumentation vom 21. bis 24 September 1942 in Salzburg*. Leipzig, 1943. p. [190]-196.
 271. MEHNE, E. Archivarishe Forderungen an die photomikrographische Dokumentation von Zeitdokumenten. Deutsche Gesellschaft für Dokumentation. *Die Dokumentation und ihre Probleme. Vorträge der Ersten Tagung der Deutsche Gesellschaft für Dokumentation vom 21. bis 24 September 1942 in Salzburg*. Leipzig, 1943. p. [174]-179.
 272. THE MICROCARD bulletin. No. 1 (June 1948). 16 p. Irregular. Issued jointly by all the publishers of microcards, this bulletin announces the beginning of the publication of books, pamphlets, and other scholarly materials (dissertations) in microcard form, with a list of the six initial publishers of microcards and the fields in which they plan to publish. Includes a description of the microcard "reader" and the microcard "scrutinizer."
 273. MOHOLY, LUCIA. Documentary reproduction. Library Association, *Record*, 49:39-41 (Feb., 1947). Considers various methods of documentary reproduction and

- urges that a national center for documentary reproduction be set up to co-ordinate all such activities in Great Britain and the British Commonwealth.
274. NOLL, DANIEL F., *comp.* A selected bibliography on microphotography. *AMERICAN ARCHIVIST*, 11:150-153 (Apr., 1948). Emphasizes archival as distinguished from library microphotography.
 275. PHILADELPHIA BIBLIOGRAPHICAL CENTER AND UNION LIBRARY CATALOGUE. COMMITTEE ON MICROPHOTOGRAPHY. Union list of microfilms. Supplement 5 (1946). Philadelphia, 1947. 154 p.
 276. RATHS, W. Die photochemischen Hilfsmittel für die Dokumentation. Deutsche Gesellschaft für Dokumentation. *Die Dokumentation und ihre Probleme. Vorträge der Ersten Tagung der Deutsche Gesellschaft für Dokumentation vom 21. bis 24. September 1942 in Salzburg.* Leipzig, 1943. p. [180]-189.
 277. SONDEHEIMER, J. P. Indexing Office of Scientific Research and Development war reports. *Special libraries*, 39:35-39 (Feb., 1948). A discussion of the classified index to material on microfilm developed by the OSRD Indexing Department.
 278. TATE, VERNON D. From Binkley to Bush. *AMERICAN ARCHIVIST*, 10:249-257 (July, 1947).
 279. VAN ALPHEN, P. M., and C. J. DIPPEL. New technical possibilities in the micro-reproduction and multiplication of documents. *Rapports de la 17me conférence de la Fédération Internationale de Documentation, Berne 1947.* 1947 vol. 1. p. 75-78. Presents a brief description of a new material, Philips M. D. film, for photographic reproduction purposes. This material is claimed to have a resolving power of 1000 lines per mm.
 280. VAN MANSUM, J. R. Document reproduction. *Rapports de la 17me conférence de la Fédération Internationale de Documentation, Berne 1947.* 1947. vol. 1. p. 67-70. Describes, with illustrations, the system of photo-copying its reference cards now used by the International C. D. B. Service in the Netherlands.
 281. WEBB, WILFRED D. Public records on microfilm. *Texas municipalities*, 32:54-59 (Mar., 1945).
 282. WHITWRIGHT, GERALD M., *ed.* A symposium on microfilming regulatory records. *Public utilities fortnightly*, 41:678-682 (May 20, 1948). Contains digest of statements by H. J. Lilienfield, Daniel F. Noll, Raymond Davis, and others.
 283. WRIGHT, ALMON R. The lure of microphotography. *College and university*, 23:382-395 (Apr., 1948). A paper read at the annual meeting of the Association of Ohio College Registrars, October 22, 1947. Discusses the application of microphotography to college and university records.
See also No. 58, 81, 197, 213, 239.

IX. SERVICE, USE, AND PUBLICATION OF RECORDS AND HISTORICAL MANUSCRIPTS

284. ANGLO-AMERICAN HISTORICAL COMMITTEE. Editing modern historical documents. *Indian archives*, 1:135-147 (Apr., 1947). This 1925 report of the Committee is reprinted from the London University, Institute of Historical Research, *Bulletin*, 3:13-26 (1925-26).
285. BRITISH RECORDS ASSOCIATION. PUBLICATIONS SECTION. Specimen pages for record publications. London, 1947. 12 p. (*Publications pamphlet* no. 2.) Suggests type faces suitable for record publications and recommends appropriate layouts for certain classes of records. To be used in conjunction with the Association's *Notes for the guidance of editors of record publications*, published last year.
286. HIDY, RALPH W. Importance of the history of the large business unit. Business Historical Society, *Bulletin*, 22:4-11 (Feb., 1948). A paper read at the sixty-second annual meeting of the American Historical Association, Cleveland, Ohio, 1947.
287. [ILLINOIS STATE LIBRARY. ARCHIVES DIVISION] Services of Archives Department of the Illinois State Library. *Illinois libraries*, 29:409 (Nov., 1947). A 1-page

summary of the services, including photographic reproduction services, offered by the Archives Department to other State departments, to county officials, to the general public.

288. LARSON, HENRIETTA M. Availability of records for research in the history of large business concerns. Business Historical Society, *Bulletin*, 22:12-21 (Feb., 1948). A paper read at the sixty-second annual meeting of the American Historical Association, Cleveland, Ohio, 1947. Stresses the point that scholars working in the field will have to depend largely on the records of existing companies and that the accessibility of their archives is therefore of crucial importance.
- ✓289. LARSON, HENRIETTA M. Business history: retrospect and prospect. Business Historical Society, *Bulletin*, 21:173-199 (Dec., 1947).
290. LARSON, HENRIETTA M. Guide to business history; materials for the study of American business history and suggestions for their use. Cambridge, 1948. 1181 p.
291. LAWSON, MURRAY G. The machine age in historical research. AMERICAN ARCHIVIST, 11:141-149 (Apr., 1948). Describes in some detail the possible bibliographical and other research application of the manually operated punched card system Keysort and of the automatic punched card systems of IBM and Remington Rand, with a further note on the technique of adding microfilm strips to the punched cards.
292. MIDDLETON, ARTHUR P., and DOUGLASS ADAIR. The mystery of the Horn Papers. *William and Mary quarterly*, 3d ser., 4:409-445 (Oct., 1947). An article based on the report of the Committee on the Horn Papers, of which the Archivist of the United States was chairman, describing the grounds on which the Committee was obliged to conclude that the primary material in *The Horn Papers* is a fabrication.
293. OVERTON, RICHARD C. Problems of writing the history of large business units with special reference to railroads. Business Historical Society, *Bulletin*, 22:22-35 (Feb., 1948). A paper read at the sixty-second annual meeting of the American Historical Association, Cleveland, Ohio, 1947. Includes a discussion of the accessibility of railroad records.
- ✓294. PRINCETON UNIVERSITY. LIBRARY. EDITORIAL OFFICE. The papers of Thomas Jefferson; directions governing the handling of original manuscripts and photo-stats or photo-enlargements. Princeton, 1944. 18 p. (*Directive* no. 1.)
- ✓295. PRINCETON UNIVERSITY. LIBRARY. EDITORIAL OFFICE. The papers of Thomas Jefferson; concerning editorial procedures and rules for preparing the text. Rev. issue. Princeton, 1947. 36 p. (*Directive* no. 2). These two *Directives* contain detailed instructions as to the mechanics of handling and the practices of editing to be employed in preparing the proposed 50-volume collection of the writings of Thomas Jefferson, under the editorship of Julian Boyd.
296. RENVALL, PENTTI. Historiantutkimuksen työmenetelmät (The working methods of historical research). Helsinki, 1947. 333 p. An important manual on historical method by the Director of the Turku Provincial Archives, Turku, Finland. Emphasizes archival sources and the principles of their use. The author's English translation of Chapter 2 ("The art of finding archive sources," 18 p.), in which the approach of the user of archival materials is employed in presenting a definition of archival terminology, a statement of the principles of arrangement of archival materials, and an indication of the location of particular kinds of materials is available in the Library of the National Archives in Washington.
297. SOCIAL SCIENCE RESEARCH COUNCIL. Annual report, 1946/47. New York, 1948. 91 p. The reports of the Committees on the Federal Government and Research, on Government Records and Research, and on War Studies appear on p. 30-31, and 63-64, respectively.
298. U. S. AGRICULTURE DEPARTMENT. Availability of information and records.

- Federal register*, 13:1807 (Apr. 2, 1948). An order of the Secretary of Agriculture, dated March 29, 1948, relating to the procedure to be followed when it is sought to require by subpoena duces tecum or other compulsory process the production of records of the Department.
299. U. S. AGRICULTURE DEPARTMENT. Committee on agricultural history. Washington, 1947. 2 p. (*Memorandum* no. 925, *Rev.* 1.) A memorandum reconstituting the Committee (originally established in 1941) and giving it added responsibility of encouraging the keeping of appropriate historical records of the Department's programs and administration.
 300. U. S. GENERAL ACCOUNTING OFFICE. Safeguarding accounts, records, information, and furnishing copies. *Federal register*, 12:7153-7155 (Nov. 5, 1947).
 301. U. S. HOUSING EXPEDITER'S OFFICE. Records and information. *Federal register*, 13:1815 (Apr. 2, 1948). Describes the procedure to be followed when it is sought to require by compulsory process the production of any record of the Office or testimony in regard thereto.
 302. U. S. INTERIOR DEPARTMENT. Availability of official records. *Federal register*, 13:1454-1455 (Mar. 19, 1948). Describes the conditions of availability for inspection and copying of records of the Department.
 303. U. S. LAWS, STATUTES, ETC. To amend the Act entitled "An Act to establish a National Archives of the United States Government, and for other purposes." Washington, 1948. 1 p. (80-2, *Public law* 428.) Amends sections 3, 6, and 8 of the National Archives Act as amended, relating to restrictions on the use of and certifications of copies of records in the National Archives.
 304. U. S. LAWS, STATUTES, ETC. To amend the Act of June 19, 1934, providing for the establishment of the National Archives, so as to provide that certain fees collected by the Archivist shall be available for disbursement in the interest of the National Archives. Washington, 1948. 1 p. (80-2, *Public law* 784.) Amends Section 8 of the National Archives Act as amended, to provide that fees collected for reproduction services shall be paid into, administered, and expended as a part of the National Archives Trust Fund. The law also prohibits the rendering of reproduction service to other Government agencies on a reimbursable basis.
 305. U. S. NATIONAL ARCHIVES. Custody, protection, and use of historical material in the Franklin D. Roosevelt Library. *Federal register*, 12:6272-6273 (Sept. 19, 1947).
 306. U. S. NATIONAL ARCHIVES. Regulations for the use of records in the custody of Archivist of the United States; promulgated by the Archivist on January 21, 1948. [Washington, 1948] 4 p. Published in the *Federal register*, 13:345-346 (Jan. 24, 1948).
 307. U. S. NATIONAL ARCHIVES. Response to subpoena duces tecum or other demand, and authentication and attestation of copies of archives in the custody of the Archivist of the United States. *Federal register*, 12:6272 (Sept. 19, 1947).
 308. U. S. PRESIDENT, 1945- (TRUMAN). Directive of March 13, 1948. [Confidential status of employee loyalty records] *Federal register*, 13:1359 (Mar. 16, 1948).
 309. U. S. STATE DEPARTMENT. Study and research in the Department of State. *Federal register*, 13:1318-1320 (Mar. 12, 1948). Sets forth the conditions of use of the records of the Department by other officials of the United States Government and by the general public. The records prior to January 1, 1923, are now open to the public, and the open date will be automatically advanced one year each year through 1955. *Departmental regulation* 108.67.
See also No. 58, 62, 117, 122, 131, 149, 161, 165, 199, 272.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

310. AMERICAN GEOGRAPHICAL SOCIETY. Manual for the classification and cataloguing of maps in the Society's collection. New York, 1947. 43 p. Contains the

- classification scheme of the map collection of the Society, an alphabetical index to the scheme incorporating the preferred forms and spelling of geographical place names, a subject-heading list, and sample catalog cards.
311. BAUMHOFER, HERMINE. A new tool for a new history. *Minnesota history*, 28: 345-352 (Dec., 1947). Discusses the use of photographic source material by the historian, with emphasis on materials in the National Archives.
 312. EELLS, RICHARD. Strategic bombing photographs. Library of Congress, *Quarterly journal of current acquisitions*, 5, no. 1: 9-11 (Nov., 1947). Describes a collection of photographs taken by the United States Eighth Air Force and presented to the Library of Congress by Gen. Carl Spaatz.
 313. FILLIOZAT, JEAN. Manuscripts on birch bark (bhurjapatra) and their preservation. *Indian archives*, 1: 102-108 (Apr., 1947).
 314. HOLMES, DONALD C. Wartime photographic activities and records resulting therefrom. *AMERICAN ARCHIVIST*, 10: 287-293 (July, 1947).
 315. AN INSTITUTE of Recorded Sound. Library Association, *Record*, 50: 123 (May, 1948). Describes a preliminary meeting held under the auspices of Aslib and the formation of a provisional council for a proposed Institute of Recorded Sound, to ensure that the sounds of significant events be recorded.
 316. STRAIN, PAULA M. Photographs in scientific and technical libraries. *Special libraries*, 39: 77-82 (Mar., 1948). Discusses problems of storage and cataloging and classification of photographic materials.
 317. TUNSTELL, DOUGLAS. Visual indexing. *Special libraries*, 39: 39-42 (Feb., 1948). A discussion of the problem of subject indexing of photographs.
See also No. 203, 218, 264, 277.

XI. THE RECRUITMENT AND TRAINING OF ARCHIVISTS AND CUSTODIANS OF MANUSCRIPTS

318. AMERICAN UNIVERSITY. Fourth intensive training course in the preservation and administration of archives for custodians of public, institutional, and business records. Washington, 1948. Folder. Describes the program given by the University in cooperation with the National Archives and the Maryland Hall of Records, July 26-August 21, 1948.
319. CUBA. CONSEJO DIRECTOR PERMANENTE DE LOS ARCHIVOS DE LA REPUBLICA DE CUBA. Curso oficial de archivonomia. Habana, 1945. 15 p.
320. [LONDON. UNIVERSITY] A new diploma in archives. Library Association, *Record*, 49: 285 (Nov., 1947). Describes the new courses in archives offered by the University of London at the School of Librarianship and Archives.
321. ROMANIA. SCOALA DE ARCHIVISTICA. Carnetul studentului. 2d ed. Bucuresti, 1945. 86 p. Describes the curriculum of the School and lists 634 bibliographical references, under appropriate subjects, with which the student is invited to acquaint himself.
322. TREVER, KARL L. The organization and status of archival training in the United States. *AMERICAN ARCHIVIST*, 11: 154-163 (Apr., 1948). A paper read at the tenth annual meeting of the Society of American Archivists, October 25, 1946.
323. U. S. CIVIL SERVICE COMMISSION. Examination for probational appointment to the position of Archivist (grades P-2 to P-6). [Washington, 1947] 4 p. Describes the nature of the work and the experience and educational requirements for positions in these grades in the Federal Civil Service. Printed in part in the *AMERICAN ARCHIVIST*, 10: 390-392 (Oct., 1947).
See also No. 7, 106.

XII. ARCHIVES, ARCHIVAL AGENCIES, AND MANUSCRIPT DEPOSITORIES IN TIME OF WAR

324. ACTIVITIES of the Historical Sections of the Armed Services. *Canadian historical review*, 28: 354-355 (Sept., 1947). Describes the activities and publication plans

- of the Canadian Army Historical Section and the Canadian Naval Historical Section with respect chiefly to World War II.
325. LES ARCHIVES de la Wallonie et la guerre. *Archives, bibliothèques, et musées de Belgique*, 18: 124-125 (1947). Includes citations of articles published elsewhere on the subject.
 326. BALD, F. C. The University war historian. *Michigan history*, 31: 200-206 (June, 1947). A report of the war history program at the University of Michigan.
 327. BAUTIER, R. H. Les archives italiennes pendant la guerre. *Bibliothèque de l'École des Chartes*, 106: 309-320 (1945-46, vol. 2).
 328. BENJAMIN, MARY A. War loot. *Collector*, 60: 169-171 (Aug., 1947). Describes the experiences of the author, as an autograph dealer, with ex-GI's and others seeking to dispose of manuscripts and archives looted from enemy countries during World War II.
 329. BRANDT, A. VON. Schicksalsfragen deutscher Archive. *Der Archivar*, 1: col. 133-140 (May, 1948). Presents the German argument against the transfer from the British Zone to the Polish Government of certain archives belonging to Danzig, Stettin, etc., as reported in the brief item by C. A. F. Meekings entered below.
 330. BROOKS, PHILIP C. Archives in the United States during World War II, 1939-45. *Library quarterly*, 17: 263-280 (Oct., 1947). A resumé prepared at the request of the American Council of Learned Societies.
 331. EVANS, LUTHER H. Research libraries in the war period, 1939-45. *Library quarterly*, 17: 241-262 (Oct., 1947). A resumé prepared at the request of the American Council of Learned Societies.
 332. GERMANY (TERRITORY UNDER U. S. OCCUPATION, 1945-) MILITARY GOVERNOR. Military Government regulations, title 18: monuments, fine arts, and archives. Berlin, 1947. 38 p. A revision of the original Title 18, covering the policies and instructions concerning "cultural structures and materials" found in the United States Zone of Germany, effective February 12, 1947.
 333. GERMANY (TERRITORY UNDER U. S. OCCUPATION, 1945-) MILITARY GOVERNOR. Who was a Nazi? Facts about the membership procedure of the Nazi Party. [Berlin, 1947?] 36 p. Gives a brief general history of the membership files and records of the Nazi Party now in the custody of the 7771st Document Center in Berlin.
 334. GRAGLIA, GIUSEPPE. The Vatican Library during the war. *Library quarterly*, 17: 219-223 (July, 1947). Describes the evacuation of materials from the Vatican Library and the efforts made by the Library in the protection of the collections of other institutions, including those of Monte Cassino.
 335. GRAYLAND, EUGENE C. The work of the War Archives Sections in New Zealand and Australia. *AMERICAN ARCHIVIST*, 11: 23-27 (Jan., 1948). Discusses the wartime archival and historical programs of the armed services in New Zealand and Australia.
 336. KRIEGSSCHUTZ- und Rückführungsmassnahmen und deren Erfahrungen sowie Verluste der Archive der britischen Zone, I. *Der Archivar*, 1: col. 97-134 (May, 1948).
 337. LINDER, LEROY H. Our wartime document centers made enemy documents easily available. *Library journal*, 73: 789-790 (May 15, 1948). A brief description of work done by the Army document centers in handling captured enemy documents and making them available for intelligence purposes.
 338. McCORMICK, E. H. Archives and the war. *New Zealand libraries*, 9: 46-56 (Apr., 1946). Discusses the war records and war history programs of the several departments of the New Zealand Government during World War II.
 339. MEEKINGS, C. A. F. Rückgabe von Archiven an Polen. *Der Archivar*, 1: 74 (Jan., 1948). Describes the controversial matter of the transfer or return to the custody of the Polish Government of certain archives of Danzig, Stettin, etc., from the British Zone.

340. MEUVRET and E. PERROY. Historical activities in France during 1946. London, University, Institute of Historical Research, *Bulletin*, 21:155-160 (May-Nov., 1947). Notes important war losses to French archives in discussing archives and libraries on p. 157-158.
341. RE, EMILIO. The Italian archives during the war. *AMERICAN ARCHIVIST*, 11:99-114 (Apr., 1948). A paper read before the Deputazione Romana di Storia Patria, May 25, 1946, and published in pamphlet form as *Gli archivi Italiani durante la guerra* (Rome, 1946. 24 p.). Translated by George C. Reeves, Allied Force Microfilm and Records Depot, Rome.
342. RIJKSINSTITUUT voor Oorlogsdocumentatie. *Nederlandsch archievenblad*, 52:25-26 (1947-48).
343. RODABAUGH, JAMES H. War records projects in the States, 1943-1947. Raleigh, N. C., 1947. 46 p. (American Association for State and Local History, *Bulletins*, 2, no. 1.) Surveys the accomplishments of the State war records projects. Their activities with respect to Federal field office records are mentioned on p. 16-21.
344. 7771st Document Center. *Military Government weekly information bulletin*, 105:3-4 (Aug. 11, 1947). Describes the work of the Army's 7771st Document Center in Berlin, with particular reference to its use of the official records of the Nazi Party, including the Central Membership Card Index.
345. ŽACEK, VACLAV. Czechoslovak archives — war-time losses. *Slavonic and East European review*, 25:518-527 (Apr., 1947).
See also No. 89, 107, 117, 144, 212-213.

News Notes

MARY C. LETHBRIDGE, Editor

The National Archives

INTERNATIONAL COUNCIL ON ARCHIVES

An international council on archives, to link up archivists in all countries and to advance the science of documentation, has been established in Paris under the sponsorship of the United Nations Educational, Scientific and Cultural Organization. A full account of the conference of archivists and the adoption of a constitution and election of officers, written by the Secretary General, Mr. Herbert O. Brayer, will be found on pages of this issue of *THE AMERICAN ARCHIVIST*.

THE NATIONAL ARCHIVES

The then Archivist of the United States, Solon J. Buck, returned the middle of April from an extended visit in the Caribbean area under the sponsorship of the Interdepartmental Committee on Scientific and Cultural Cooperation. Dr. Buck delivered addresses on the National Archives and American archival developments in Cuba, Haiti, and the Dominican Republic and conferred with archivists, historians, and librarians in each of those countries on increased exchange of information and other means of cultural cooperation.

In connection with Dr. Buck's visit, reports on materials in the National Archives relating to Cuba and to the Dominican Republic were prepared. The report on Cuba, by Seymour Pomrenze, has been published as *Reference Information Circular*, No. 34. Other recent publications of the National Archives include *Regulations for the use of records in the custody of the Archivist of the United States* and a catalog of an exhibit entitled *The sesquicentennial of the Department of the Navy, 1798-1948*, by Elizabeth E. Hamer. Lists of yearly accessions of records are no longer to be included in the *Annual reports* on the National Archives. Instead the quarterly lists of *National Archives accessions* will serve as supplements to the *Annual reports*. Copies of all these publications may be obtained upon request.

Effective July 1, 1948, responsibility for the publication of the *United States Government Manual* was transferred to the Division of the Federal Register of the National Archives. The *Manual*, formerly issued by the Office of Government Reports, abolished as of June 30, 1948, contains information about agencies in all three branches of the Federal Government. Since the Administrative Procedure Act of 1946 required that certain data in regard to the organization of agencies in the executive branch be published in the *Federal Register*, there was considerable duplication between the two publications. This duplication will be eliminated in the 1949 edition of the *Manual*,

which will be issued as a supplemental edition of the *Federal Register*. The 1948 edition of the *Manual*, which will be off the press in September, will be similar to previous editions in organization and content. It will be for sale by the Superintendent of Documents, Government Printing Office. Recent publications of the National Archives that may be obtained from the National Archives Exhibits and Information Officer include *Materials in the National Archives Relating to the Dominican Republic* (Reference Information Circular No. 35), by Seymour Pomrenze, and the *Preliminary Inventory of the Records of the Bureau of Medicine and Surgery*, by Kenneth F. Bartlett.

The National Archives has received a grant of \$20,000 from the Rockefeller Foundation for use in furthering the agency's file microcopy program and other reproduction work in the service of scholars. This grant will enable the National Archives not only to reproduce greater quantities of research materials but also to fill orders for positive prints of file microcopies more promptly than has been possible in the past. More than 2,000 rolls of file microcopies have been produced since the program was inaugurated. Among those completed recently are microcopies of some 325 volumes of diplomatic and consular records pertaining to relations between the United States and China up to 1906; 92 volumes of letters from Navy captains received by the Secretary of the Navy, 1807-25; and records of the Office of the Secretary of the Interior relating to the Fort Kearney, South Pass, and Honey Lake Wagon Road, 1857-64 (8 rolls).

Several personnel changes took place during the last few months. Fred W. Shipman, Director of the Franklin D. Roosevelt Library at Hyde Park, transferred to the National Security Resources Board where he will be Assistant Staff Director in Research. Philip C. Brooks also joined the staff of the same Board. Another resignation was that of Westel Willoughby, formerly chief of the Division of Treasury Department Archives and later head of the Fiscal Section in the General Records Office. Arthur H. Leavitt returned to the National Archives on April 5 from the United Nations Relief and Rehabilitation Administration, where he had organized the archival program. He assumed his former position of Assistant Director of the Industrial Records Division. Collas G. Harris, who has been on military duty since October 1942, returned as Director of Administrative Services on April 16.

Recent records, particularly those of discontinued World War II agencies, continue to predominate among current accessions of the National Archives. Included are additional records of the Office of Price Administration and the Foreign Economic Administration; records of the Washington office of the Petroleum Administration for War, 1941-46; records of the Office of War Mobilization and Reconversion, consisting of the central files of the Office of War Mobilization, 1943-44, and the central files and other records of the OWMR, 1943-47; files of the Price Decontrol Board, August 1946-June 1947; and records of the Solid Fuels Administration for War, consisting of files of the Coal Mines Administration, 1946-47, relating to activities following the so-called fourth seizure of the bituminous coal mines on May 21, 1946.

FRANKLIN D. ROOSEVELT LIBRARY

Raymond H. Corry, formerly curator of the Adams Mansion National Historic Site in Quincy, Massachusetts, was appointed museum historian of the Franklin D. Roosevelt Library, Hyde Park, New York, on February 9. Recent acquisitions of the Library include sections of Mrs. Franklin D. Roosevelt's correspondence for the year 1947, consisting mostly of letters from the public eulogizing the late President. Mrs. Roosevelt has also given to the Library a half-life-size bronze replica of the statue of her husband by the British sculptor Sir William Reid Dick, which she recently unveiled in Grosvenor Square, London.

In addition to materials in the Library previously announced as available for inspection, Mr. Roosevelt's papers relating to his campaign for nomination as United States senatorial candidate in the New York State Democratic Party primary in 1914 and his papers as Governor of New York, 1929-1932, are now open. Also recently made available are a number of items from Mr. Roosevelt's collection of Dutchess County and Hudson Valley historical materials. They include the following: New Paltz Town records, 1677-1913; papers of the Deyo and Freer families of New Paltz (mostly relating to land transfers), c. 1677-1913 (on microfilm); records of the Dutchess County Board of Supervisors, 1718-99 (on microfilm); papers of George Crawford and others, Hudson and vicinity, 1742-1885 (on microfilm); a receipt book of John Taylor, merchant (New York City?), 1764-1777; a letter book of Jacob and William Walton, New York City merchants, 1766-1777; Quackenbush family papers, mostly relating to land transfers, 1768-1935, but also including papers of Nicholas Quackenbush relating to his service in the Revolutionary War; a receipt book of Nicholas Lansing, Albany merchant, 1770-1834; correspondence and other papers of Peter Van Gaasbeek, Kingston merchant, 1773-97; a medical notebook of Dr. Nicholas Skierstadt, Kingston, 1774-1805; a minute book of the Council of Appointment of New York State concerning military commissions in Dutchess County 1778-79; minutes of Women's Preparative Meetings of the Society of Friends, Little Nine Partners Patent (Dutchess County), 1800-1826; a volume containing a record of freeborn slaves of the Town of Coxsackie, Greene County, 1800-1827; papers of Gilbert T. Pearsall, Salt Point, 1846-56 (on microfilm); and a diary of Mrs. Caleb Morgan of Poughkeepsie, 1849-1862. Requests for information concerning the content and extent of these materials should be addressed to the library.

LIBRARY OF CONGRESS

A large and interesting collection of manuscripts which was the subject of a feature article in the *Washington Evening Star* for May 25 has been received as a gift from Mrs. Paul Wayland Bartlett of Washington. The papers in the donation were salvaged from a fire that occurred shortly before New Year's Day. Although they had been damaged by fire and smoke, and exposed to rain for several days, members of the Manuscripts Division realized

that the papers could be saved. The mass of debris was carefully examined for more than a week and every scrap of any likely value was saved. This collection, which is estimated to contain over 10,000 manuscript items, covers a wide range of years, and consists of four major groups. The earliest papers, dating from the early years of the 18th century, relate to Samuel Galloway, of "Tulip Hill," near Annapolis, Maryland, and to other members of this prominent family. The second and probably the largest group related to Virgil Maxcy, Solicitor of the Treasury under Andrew Jackson, close friend and biographer of John C. Calhoun, and Chargé d'Affaires at Brussels. Another group contains papers of Professor Samuel Franklin Emmons, noted geologist and mining engineer of the last century. For his significant work in the Rocky Mountains, he was widely known both in this country and abroad. The collection also contains papers of the late Paul Wayland Bartlett, the celebrated sculptor, who is best known to Americans for his south pediment of the Capitol at Washington, his statue of Blackstone in the Royal Law Courts at London, and, chiefly, for his magnificent equestrian statue of Lafayette in Paris, gift of American school children to the people of France. The collection supplements a substantial group of Galloway-Maxcy-Markoe papers which the Library acquired by purchase in 1906. Apparently the main body of papers originally preserved at "Tulip Hill" was divided about a century ago and now, by a strange fate, they can again be assembled as a single group here at the Library.

Among other recent accessions to the Division of Manuscripts the following may be noted: eleven manuscripts relating to the Dismal Swamp Company, five of which are copies in George Washington's autograph, 1763 to 1785; three volumes of correspondence, mainly family letters, of William Lee and his wife, Susan Palfrey Lee, March 19, 1786 to March 30, 1840; eighteen boxes of papers of John R. Latimer, including personal correspondence and business papers relating to his commercial transactions between the United States and Canton and between Canton and India, 1817 to 1834; four boxes of papers of Major General Henry W. Lawton, 1861 to 1899, including commissions and other military papers and correspondence relating to the campaign against the Apaches and the surrender of Geronimo and Natchez, 1886; eleven boxes (the first shipment) of the papers of William G. McAdoo, ca. 1923 to 1941; papers of the National Policy Association, ca. 1935 to 1947; and the autograph manuscript of the *Life of Christopher Columbus* by Salvador de Madariaga, published in London, 1939.

AMERICAN DOCUMENTATION INSTITUTE

At the annual meeting of the American Documentation Institute in February, the trustees were authorized to create, as part of the expanding domestic program of the Institute, committees in the fields of (1) classification, (2) bibliography and abstracting, and (3) scientific and technological aids to documentation. The Board of Trustees, meeting in May, voted to establish an American journal of documentation, provided suitable financial support

could be found for its publication. Regulations were also adopted at the trustees' meeting governing selection of member agencies and their financial responsibility to the Institute.

In the international field the Institute, of which Dr. Vernon D. Tate is now President, acts as the American chapter of the International Federation for Documentation, a UNESCO supported organization.

ARMY HISTORICAL CONVENTION

A meeting of military historians held in the Historical Division, Department of the Army, February 3 to 6, 1948, brought together for the first time representatives of the armed services history sections of the United States, Great Britain, Canada, Australia, New Zealand, and South Africa. Summaries of the organization and background of the army programs, the planning and preparation of histories, and progress reports were included in the four days' activities, a highlight of which was a tour of the Army's historical archives.

NATIONAL RECORDS MANAGEMENT COUNCIL

The establishment of the National Records Management Council, a non-profit, educational and service institution, has been announced by its headquarters at 100 Washington Square East, New York 3. The Council serves for the benefit of scholarship and of public and private management in the inter-related fields of (1) the history of management and the agencies of management, (2) archival science, and (3) records management. In these three fields, the Council will sponsor a program of education, provide experienced counsel and expert assistance, and promote and assist in the establishment of record centers.

The objectives of the Council, to the limit of the available funds and facilities, are to insure that the invaluable experience recorded in the essential core of modern records is preserved, the records preserved are in an accessible and usable form, and the experience recorded therein is organized, evaluated, and interpreted.

The new organization has the following background: During the annual meeting of the American Historical Association in December, 1946, a special session was held on problems in the management of business records. 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, the New York Committee on Business Records, and a score of representatives of large business corporations.

The Committee on Collection and Preservation of Business Records of the Economic History Association made the concrete proposal that the American Historical Association take steps to acquire funds to establish a secretariat to forward by education, surveys and publication a program assuring the collection and preservation of business records. This proposal was well sup-

ported. After an extended discussion it was further refined. A four part program was outlined for a proposed non-profit, educational and service organization. This organization in its services in the field of records management was to insure indisputable dividends to American business, government institutions and scholarship in such a degree as to justify fees to cover costs. This would include: (1) Experienced and expert counsel in economical and effective records management; (2) a clearing house for techniques and criteria in records practices and selective records preservation; (3) the promotion of company financed histories and the nomination of qualified historians to write them; and (4) sponsorship of privately financed and operated records centers in key metropolitan areas for the storage, servicing and weeding of business and institutional records. Such a program would become self sustaining in three to five years, requiring only initial foundation support.

A temporary committee was designated to draft a proposal to the American Historical Association. The members were E. J. Leahy of Remington Rand, Chairman, T. P. Martin, Library of Congress, O. W. Holmes, National Archives, William Miller, New York Committee on Business Records, Thomas C. Cochran, New York University, H. F. Williamson, Yale University, and F. H. Wagman, Library of Congress. The proposal as submitted to the AHA was approved by its Executive Committee in March 1947. Since that time negotiations were carried forward by a subcommittee consisting of A. H. Cole, E. J. Leahy, and Thomas Cochran.

With the valued approval of the AHA, the assistance of the Social Science Research Council was sought in January 1948. It was recommended that the Social Science Research Council establish and finance an interim and organizing committee or council. The Council acted favorably on this recommendation, appointing the present interim council consisting of Roy Nichols, University of Pennsylvania, Jackson Hutto, Guaranty Trust Company, Arthur Cole, Emmett Leahy, and Thomas Cochran. Funds were allotted for expenses. The final report of this committee has been submitted to the Social Science Research Council and as a result the National Records Management Council has begun operations in an interim form. E. J. Leahy has been serving as Executive Director.

The first large scale undertaking was a contract with former President Hoover's Commission on Organization of the Executive Branch of the Government to review records management, policies, programs, and problems in the Federal Government, and make recommendations for improvement and economies. A consultant has also been provided to the Atomic Energy Commission to study the applications and uses of microfilming in the Commission's program, and to study the management and disposition of records of contractors with the Commission, which include a great many companies such as General Electric, Dupont, Stone and Webster, etc. Arrangements were made to participate in the records management training program of the Atomic Energy Commission and in the American University's summer session of 1948. A much more extended program is in formulation.

FOREIGN NEWS

Central African Archives

Out of the Government Archives of Southern Rhodesia, which had launched out into unprecedented activity in recent years, with the appointment of Professor J. R. Wallis as editor of the Oppenheimer series of publications and the appointment of a librarian and library staff, has now grown a more extensive institution known as the Central African Archives. According to a recent press announcement: "In terms of the Archives Amendment Act, 1946, the present Archives Commission is to be replaced by a Commission representing the three territories, Southern Rhodesia, Northern Rhodesia, and Nyasaland. Corresponding legislation has been passed by the legislatures of the two northern territories. The New Commission will consist of three members, one representing each territory, together with the Government Archivist, who is an ex-officio member without voting power. The personnel of this Commission will be announced at an early date." At the inaugural meeting of the Royal Commission for Central African Archives, the Chief Archivist was requested to prepare a report covering the work of the Archives since establishment. The report, entitled *Central African Archives in retrospect and prospect, 1935-1947*, printed by the Government Printer, Lusaka, Northern Rhodesia, has been received in this country.

Colombia

Dr. Roscoe R. Hill has recently received a letter from Dr. Enrique Ortega of Bogotá, saying that the disturbances there did not in any way affect the Archive. He added that they have served to impress on the administrators the advisability and advantage of transferring older documents to the Archive. Already some such transfers have been made and just at present he is receiving 300 large volumes from the Ministry of Government. These contain valuable documents relating to the history of Colombia.

Germany

In the Monthly Consolidated Field Report, Monuments, Fine Arts and Archives, Bavaria, for November 1947 under the section "Monthly Report for German Institutions," the Bavarian State Archives supplies this information:

"The republication of *Archivalische Zeitschrift* has been arranged in consequence of discussions carried on with the managers of the office called "Leibnitz-Verlag" in Munich, and the printing office of Dr. Datterer at Freising. The next volume (vol. 46) of the *Archivalische Zeitschrift* will be printed in the near future."

Israel

A memorandum submitted by The Nation Associates to the General Assembly of the United Nations on April 30, 1948, appeared in condensed form as a supplement to the May 8 issue of the *Nation* with the title, "The

British Record on Partition as Revealed by British Military Intelligence and Other Official Sources." Of interest to records administrators is the following statement: "The land registers have been distributed by the Palestine government among several centers while micro-films of these registers have been shipped to England. The effect of this is to create chaos in the event of any disputes arising on land questions."

ALABAMA

The *Alabama Review*, a joint publication of the University of Alabama and the Alabama Historical Society, made its first appearance in the spring of this year. The editor is Dr. W. Stanley Hoole, director of libraries at the University of Alabama.

ARIZONA

Old state records are being microfilmed under the supervision of Mulford Winsor, director of the State Department of Library and Archives. The appropriation for the project is \$10,000, which is expected to save some 3,000 square feet of space.

CALIFORNIA

On July 1 J. E. Wallace Sterling took office as Director of the Henry E. Huntington Library and Art Gallery. A former member of the research staff of the Hoover Library, Dr. Sterling has been a member of the faculty of the California Institute of Technology since 1937 and in the fall of 1947 was a member of the faculty of the National War College, Washington, D. C.

FLORIDA

At the annual meeting of the Florida Historical Society, reported in the *Florida Historical Quarterly* for April, 1948, Dr. Mark F. Boyd of Tallahassee was elected President. Among recent accessions to the library are a collection of the numerous writings of former President Frederick C. Cubberly, and a typescript, "Robert E. Lee in Florida" by Karl A. Bickel, with accompanying maps and photostats.

ILLINOIS

Professor Theodore Calvin Pease, head of the History Department of the University of Illinois, a charter member of the Society of American Archivists and editor of the first nine volumes of *THE AMERICAN ARCHIVIST* died suddenly at his home in Champaign, Illinois, on August 11.

MARYLAND

Arthur P. Middleton, research associate in the Institute of Early American History and Culture, Williamsburg, Virginia, has accepted an appointment as assistant director of the Maryland Historical Society. He was expected to assume his new duties before the end of the summer. The Society has received

as a deposit a large group of Carroll-Harper papers, including letters of Charles Carroll of Annapolis, Charles Carroll of Carrollton, Robert Goodloe Harper, Charles Carroll Harper, Josias Pennington, and John P. Kennedy. Consisting of seven portfolios and four boxes, the collection centers around the Harper family and contains, in addition to the letters, extensive discussions of family and business matters ranging over approximately a century, from the 1740's to the 1840's. Other collections acquired by the Society include a group of letters and papers of Richard Potts, judge of the Maryland Court of Appeals and United States Senator, covering the period 1801-1806; papers of the Williams and Maddox families of Washington County, including a typescript of the memoirs of Judge Thomas J. C. Williams; and the correspondence and seven logbooks of Captain William J. Belt, U. S. N., for the period of the War of 1812.

Progress is being made on the compilation and publication of historical records pertaining to Maryland in World War II, which the Society is sponsoring for the State. Under the direction of Harold R. Manakee, the War Records Division recently completed the preliminary draft of a manuscript tentatively titled *Maryland in World War II — Military Phases*. The Division is also gathering other historical records for compilation and publication at a later date. By means of personal interviews throughout the State, research assistants are obtaining the war histories of Maryland business concerns which did war work and of such homefront activities as those of the various Civilian Defense, Red Cross, USO, and War Finance organizations. Established in 1945, the War Records Division has assembled a cataloged library of historical records which requires some 400 feet of shelf space. Its files also include the military service records of approximately 45,000 Marylanders, a collection which is steadily being extended.

MASSACHUSETTS

An important addition to the Corporation Records Division of the Baker Library of the Harvard School of Business Administration has been received through the generosity of Donald B. McCruden of Moody's Investors Service of New York. The gift is a collection of photostat copies of documents filed with the Securities and Exchange Commission by several hundred American corporations over the ten year period, 1935 to 1945. These documents are largely made up of Form 10-K, required of every registered corporation at the end of each fiscal year, and giving a complete picture of the corporation's financial condition. A portion of the shipment has already been processed and made available for use.

As Editor of *The Library Scene*, a staff paper, Robert Lovett, of the Harvard University Archives, has included a section called "Gleanings from the Archives." So far, the notes have been on aspects of the history of the Harvard Library, drawn from the records of the Library in the possession of the Archives. Examples have been "Student Excuses of the 1840's" and "Charging Records of the 1770's."

Charles Sessler's Bookshop, of Philadelphia, offered a window for an exhibit during the meeting of the Associated Harvard Clubs there in May. It was decided to send material from the University Archives; accordingly, examples of Harvard publications and representative views of the College, over three centuries, were sent down.

MICHIGAN

Some of the important manuscript accessions of the Michigan Historical Collections at the University of Michigan during recent months include: timber cruiser notebooks of David Downey; two justice of the peace docket books and nine account books of the Andrews family, Armada; two hundred and twelve volumes of records of the Louis Sands Salt and Lumber Company, Manistee; some additional Satterthwaite family papers among which are a Satterthwaite and Comfort mill book, 1844-49, two Raisin Mills cash books, 1850-56 and 1857-61, and Tecumseh foundry records, 1883-1885; and a Mackinac Island impost book, 1802-1856.

MINNESOTA

Dr. Carlton C. Qualey, who succeeded Major Arthur J. Larsen as superintendent of the Minnesota Historical Society and editor of its publications on July 15, 1947, resigned, effective June 30, 1948, to resume full-time duties as professor of American history at Carleton College, Northfield, Minnesota.

The Society has recently received from the estate of Edith Banvard manuscripts, scrapbooks, pamphlets, pictures, and similar material relating to the career of her father, John Banvard, famed for his panorama of the Mississippi River. Autograph letters with comments on his work by Charles Dickens, Edward Everett, J. C. Frémont, and other figures of note are included in the collection. Records of law suits in which the Chicago, Burlington, and Northern Railway Company was involved from 1884 to 1886, consisting of correspondence and court records and filling four filing boxes, have come to the Society from the files of Young and Lightner, a law firm that handled the railroad's legal affairs in those years.

MISSOURI

Jonas Viles, professor emeritus of history at the University of Missouri, died on February 16, 1948, at the age of seventy-two. Born in Massachusetts and educated at Harvard University, where he received the Ph.D. Degree in 1901, he went to the University of Missouri as instructor in history in 1902. Advancing through the ranks to a professorship he became head of the department in 1928, and retired in 1945 after 43 years of service. His publications include a survey of the archives of Missouri for the American Historical Association (1910). He was president of the Mississippi Valley Historical Association in 1933-34, and his death ended 44 years of continuous service as a trustee of the State Historical Society of Missouri.

NEW YORK

In February, upon the shifting of certain divisions of the Department of State to new quarters in the capitol, some two hundred volumes and about two hundred pamphlet boxes of records were transferred to the New York State Library. Many of them continue series of archives of that department which were sent to the Library some twenty years ago to be preserved and made available for ready consultation by New York State officials and historical investigators. This new accession covers roughly the period 1850 to 1925, although in some instances such as a book of pardons granted by the governor, 1806-1811, the dates are earlier. Among the series are: Commissions of Governor and Senate (State Library already had v. 1-16, 1823-1879); rolls of members of Senate and Assembly, 1839-1852, containing their autograph signatures to the oath to uphold the Constitution of the United States and the New York State Constitution; depositions of resident aliens in the State, 1850-1905; surrogates' records relating to estates of persons dying outside the state owning property within the state, such papers filed with the Secretary of State in accordance with the Code of Civil Procedure.

The Local History Division of Rush Rhees Library of the University of Rochester has acquired and is arranging and indexing for microfilming the second group of papers of the Wadsworth family of Geneseo. These papers constitute a valuable source of material in economic, local or agricultural history of the Geneseo region. A most important recent acquisition is a long run of Rochester newspapers, covering the period from 1835 to 1939. The set of 355 bound volumes contains at least one paper for each year within the period, though not necessarily complete and overlapping files of all paper. In addition, the final reels of the *New York Times* were received last year, completing the microfilm file from 1851 to 1915. A film copy of the *New York Tribune* for the years 1841 to 1872 was also purchased last year.

NORTH CAROLINA

The State Department of Archives and History has recently published *The Silversmiths in North Carolina* by Dr. George B. Cutten, and *Explorations, Descriptions, and Attempted Settlements of Carolina, 1584-1590*, edited by David Leroy Corbitt. These pamphlets are available free to those libraries and individuals who request them.

OHIO

The American Jewish Archives was established at Hebrew Union College, Cincinnati, for the purpose of collecting important manuscript material dealing with the life of the Jew in North America. It is primarily concerned with continental United States. Extensive manuscript collections have already been acquired and are in process of filing and cataloging. The Archives will specialize in the collection of minute books of American Jewish religious groups and already has the largest collection of material of this type extant.

Though the Archives does not intend to specialize in the collection of American Jewish books, nevertheless it hopes eventually to have a complete collection of standard American Jewish history works for the benefit of research workers working in its rooms. The adjacent Hebrew Union College Library has an almost complete collection of American Judaica.

Dr. Jacob R. Marcus, the Adolph S. Ochs Professor of Jewish History and Vice-President of the American Jewish Historical Society is the Director. Rabbi Bertram W. Korn, Associate Professor of American Jewish History, is the Associate Director, and Dr. Selma Stern-Taeubler is the Archivist. There is a total of three paid workers on the staff. Photoduplication is available on the premises.

The Society publishes a semi-annual bulletin called the *American Jewish Archives*. The Archives publishes an article of scientific interest in every issue and lists all recent acquisitions.

The society is primarily a research institution and is prepared to answer all queries, in so far as it can, with respect to American Jewish History. The Archives will be very grateful for reprints on any type of material dealing with American Jews or, for reference, dealing with the Jew. The term Jew is conceived in its widest possible connotation.

The Western Reserve Historical Society of Cleveland announces the following accessions:

Document signed by Peter the Great, Dec. 28, 1724; D. S., Catherine the Great, Dec. 31, 1793.

Bohning Mss. relating to Newburgh, Ohio. Newburgh Hamlet Records, 4 vols., 1815-1903; President's Manual; Poor Book, 1895-1899; School Journal and Records, 1838-1899; Poll Books, manuscript and printed; 3 boxes, misc. mss., contracts, petitions, etc.; 39 maps, local areas.

Chapman Mss. Record, Bd. of Trustees, Wayne, Medina and Cuyahoga Turnpike, 1824-1854; Record Book, New Harbour Co., Ohio City (Cleveland), Ohio, 1835-1841; Letters, from John Hay, John Sherman, Wm. McKinley (2); Deeds, contracts, mil. appointments, etc.

Coffinberry Mss. Letters from Henry Coffinberry, Naval Force, Miss. R., 1861-65, to parents (72) and replies (27); Gordius Hall letters, plats, etc., (72); James Hampson, 31 items, inc. 13 letters (3 items on Nat. Rd. w. of Zanesville). Col. Geo. Morgan, letters, etc. inc. extract of journal "Col. George Morgan and the Delaware Indians. Title to the rich Sewickley Valley"; copy of letter, G. Washington to Morgan, Aug. 20, 1786 transmitting letter from Lafayette; copy of letter from Lafayette to G. W., Paris, 1786 re request of Empress of Russia for Indian vocabularies; Thomas Morgan, Diploma, Societatus Americana Whigensis (Rutgers) 1804; Gen. George W. Morgan, military papers, letters, orders, mss.; letters, etc. relating to minister-ship to Portugal; Mss. fragment (4 pp.) re Burr at Morganza, mentioning invitation to Thos. Morgan to join western expedition, desc. of Burr's intention (authorship uncertain); desc. of Empress Marie Louise at Ischel; res. in H. of Rep. re Credit Mobilier and Garfield, et al; roll of company of

Capt. Jos. Cairns, surrendered at Detroit; apparently a rough draft of Gen. Harrison's resolution against Gen. Jackson, *Lee Intelligencer*, Jan. 30, 1819; broadsides inc. a particularly scurrilous item, "The Salt Alley Whig and Independent Press," 1834 and "Jackson at Home—Private Character of General Andrew Jackson," 1828; misc. letters, John C. Calhoun to James Hampson, May 11, Dec. 27, 1838, May 11, 1839, Jan. 1, 1840—Henry Clay to James Hampson, April 18, 1825—King Fernando of Portugal to Geo. W. Morgan, Dec. 17, 1860; Th. L. Hamer to James Hampson, Feb. 24, 1840, re "Coon" Convention at Columbus—Samuel Houston to James Hampson, July 31, 1852—Thos. W. Knox, Correspondent of N. Y. Herald to Gen. Sherman, Vicksburg, Feb. 1, 1863—Rochefoucault to Geo. W. Morgan, July 23, 1861—John Sherman to Geo. W. Morgan, Mar. 29, Oct. 11, 1861—Edwin M. Stanton to Geo. W. Morgan, Sept. 1, 1845, June 27, 1862—C. S. Vallandigham, June 29, Dec. 11, 1866—Gen. Lew. Wallace, May 7, 1890.

Gold Rush diaries (2) of S. D. McNeal, Cuyahoga Falls, Ohio.

J. H. Wade Mss. Some 500 items of documents and correspondence to and from J. H. Wade concerning the formation of the Western Union Telegraph Co.

Virginia Military Land District in Ohio. Original entries, six vols. covering entries approx. nos. 2451-7420, 9735-10688; five packages, original surveys and copies (several thousand items); 42 land warrants.

TENNESSEE

Dr. Dwight H. Wilson assumed office on April 1 as the first Archivist of Fisk University, it was announced recently by President Charles S. Johnson. Dr. Wilson will act in the dual capacity of Archivist and Records Administrator, not only having custody of the non-current records but providing for the more efficient use and management of current ones. In addition to administering the official documents of the University, he will also have charge of the American Missionary Association Archives and other organizational archives entrusted to Fisk.

Prior to Dr. Wilson's appointment at Fisk, he spent several years at the National Archives and upon leaving that agency, he was sent to Italy where he served as Archival Consultant to the Allied Commission Archives and Deputy Director of Allied Force Records Administration Archives. In Rome he reorganized Allied Commission Archives, and after his return to this country, he exerted every possible effort to prevent the loss of these valuable records to the United States Government.

The Fisk University Archives will be Dr. Wilson's immediate concern, and he has launched a program for the recovery of all records relating to Fisk which are still extant. A member of the Society of American Archivists, he says that President Johnson is believed to be the first president of a Negro school to see and fill the need for an archival program.

VIRGINIA

The Archives Department of Colonial Williamsburg, Inc., presented in its Search Room in the Goodwin Building an exhibit of historical manuscripts of the 17th and 18th centuries. Assembled in connection with the annual meeting of the Council of Historians of the Institute of Early American History and Culture on April 23 and 24, the exhibit was open to the public during the ensuing two weeks. Among the manuscripts shown, special emphasis was given to the letters and documents from the William Blathwayt Papers, 1675-1715, which were given to Colonial Williamsburg by Mr. John D. Rockefeller, Jr., two years ago. These are chiefly letters written by colonial governors and secretaries to Blathwayt, who was secretary of the Lords of Trade and Plantations in London, from the British West Indies as well as from the New England Colonies, New York, Maryland, and Virginia. Some of the manuscripts on exhibition were concerned with the Revolutionary War; documents from the Carleton (British Headquarters) Papers, the mercantile papers of John Norton & Sons of Virginia and London, the St. George Tucker manuscripts from the Tucker-Coleman collection of Williamsburg, and the Benjamin Huntington papers of Connecticut. Also on display were some original manuscripts of two colonial governors of Virginia, Francis Nicholson and Alexander Spotswood.

The record situation in Arlington County, Virginia, was aired in the columns of the *Washington Evening Star*, May 26, 1948, when County Treasurer John Locke Green stated in Circuit Court that his offices were so crowded that some of its records had to be stored in two basement lavatories. Green was suing the County for more office space, and argued that the Court could force the County Board of Supervisors to provide adequate equipment and suitable space for the conduct of his office.

The personal and official papers of the late Carter Glass (1858-1946), Member of Congress, United States Senator, Secretary of the Treasury, and newspaper publisher of Lynchburg, Virginia, have been presented to the University of Virginia Library by Senator Glass' son and daughter, Mr. Carter Glass, Jr., of Lynchburg, and Mrs. John G. Boatwright, of Danville, and by his grandson, Mr. Powell Glass, Jr., of Lynchburg. Including correspondence with Presidents Garfield, Wilson, Harding, Coolidge, Hoover, Roosevelt, and other national leaders, the collection contains more than a third of a million pieces, and is rich in material on the creation of the Federal Reserve System, banking and currency legislation, the League of Nations controversy, the neutrality debates of World War I and II, the Supreme Court dispute of 1937, and many other aspects of national affairs in the first third of the twentieth century. Senator Glass is best remembered as a national leader in the Democratic Party, especially for his drafting of its platforms and for his defense of its principles in Congressional debates. As a Virginia legislator he was one of the principal authors of the Virginia Constitution of 1902; and as a member of the Board of Visitors, he was instrumental in bringing Edwin A. Alderman to the University of Virginia as its first

president. In 1936 Senator Glass assisted the University in obtaining a Federal grant for the construction of the Alderman Library, in which his papers now repose.

Mrs. Dorothy F. Freeman and Mrs. Constance Thurlow have recently been appointed to the staff of the Rare Books and Manuscripts Division, University of Virginia Library. Mrs. Thurlow, who becomes an assistant archivist, was formerly manuscripts cataloger at the John Carter Brown Library at Brown University. *The Sixteenth-Seventeenth Annual Report on Historical Collections*, for the years 1945-1947, was issued in August by the Division.

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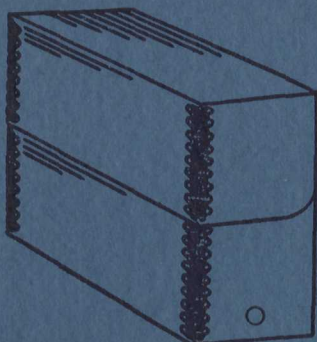
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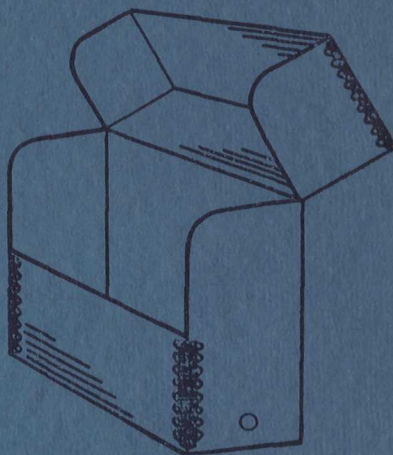
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