

Review of Books

RICHARD G. WOOD, Editor

The National Archives

Records Management in the United States Government, a Report with Recommendations, prepared for the Commission on Organization of the Executive Branch of the Government [the Hoover Commission], by Emmett J. Leahy, Executive Director, National Records Management Council. (Washington. United States Government Printing Office, 1949, pp. 48, \$0.15.) Constitutes Appendix C to the Commission's Report entitled *Office of General Services*.

This is the widely heralded, controversial report of the Hoover Commission's so-called "task force" (or subcommittee of experts) on the subject of records management. That Commission selected, as its experts on records, the recently organized National Records Management Council, a private firm which sells consultative services to industrial corporations and which, incidentally, sold the present survey and report to the Commission for about \$9,000, as this reviewer understands. That Council's executive director, Emmett J. Leahy, is the author; and the report, though undated, is understood to have been written between April and October 1948.

The report contains several basic recommendations, most of them of far-reaching importance for the future administration of current and non-current Federal records, together with a variety of supporting observations as to what is wrong with record keeping, why it is so costly, and what specific remedies should be applied. In brief, the author first characterizes the Federal records problem as one of "fantastic quantities maintained . . . at excessive costs" (pp. 2-6), extending to an estimated billion dollars a year. Then follow two types of solutions to this problem — organizational and legislative. The author would (1) set up an additional bureau (to be called the "Federal Records Administration"), which would absorb the National Archives, absorb the non-current records depositories of the Defense Establishment and of other agencies, acquire additional warehousing for noncurrent records, supervise the weeding of records retired to such storage centers, and regulate certain aspects of current record-keeping on a government-wide scale; (2) establish a records-management office and install a "minimum" records program in all departments and agencies where a program is now lacking, and subject all agency programs to a degree of regulation and standardization by the new Federal Records Administration; and (3) pass a law that would give sanction to these central and local records organizations and (among other things) would exhort government officials to keep "only . . . necessary" records. These

recommendations were accepted by the Hoover Commission, virtually in toto, unlike the reports of some of the other 20-odd task forces, which were followed by all sorts of interesting minority opinions; and the Congress now has the report for legislative action. If legislation along these lines passes, it will vitally affect the Government's thousands of files people, archivists, and records administrators, its hundreds of file rooms, its dozens of records storage centers, and the untold thousands of consumers of current and noncurrent records throughout the Government and outside.

Although the broader recommendations of the report (p. 7) are organizational and legislative, most of the report (pp. 8-38) takes up particular functions, tasks, procedures, practices, and operations that make up current and noncurrent records administration programs. These detailed recommendations touch on a variety of records problems, most of which have been aired in the past in publications of this Society, of the National Archives, of the Inter-Agency Records Administration Conference, of Army and Navy records agencies, and of Congressional committees that have been concerned with archival budgets. The present report, however, rather than presenting a synthesis of the existing technical and promotional literature or a balanced appraisal of the ramifying records problem, emphasizes mostly such physical factors as warehouse space for noncurrent records, space and layout of file rooms, file cabinets and office supplies, labor-saving equipment, and the control of forms and the use of form letters. Such matters doubtless do represent cost-reduction factors, although the largest of them and the one that gets the most attention (the cost of office space and the amortized cost of file cabinets, amounting to about 55 millions annually, according to this report, pp. 2, 4), represents only 5 percent of the annual billion-dollar expenditure for records. More serious in terms of cost and efficiency are, in this reviewer's opinion, the problems of the quality of modern records, the quality of records personnel, and the need for what might be called better "quality controls" for the improvement of record-making and record-keeping. One looks in vain, in this report, for a discussion of such qualitative records functions as promoting the making of better records (in some cases, the making of more records rather than fewer); establishing more active (less passive) procedures and controls to insure the flow of important documents to the file room and to the noncurrent records center; appraising, modifying, and standardizing subject-matter structures for use in organizing self-indexing records series; preventing the over-indexing and under-indexing and abstracting of current accumulations; developing an administrative reference service that can handle not only "trees" but also "forest" types of inquiries; and promoting the conservation of reference information and its more effective dissemination to the consumer. These problems of the quality of records service are equally evident in current files management, in noncurrent records centers, and in the work of the National Archives; but the task force, by virtually ignoring such problems, has taken a narrow view of the records function as a management tool and as an operating service in government, in the opinion of this reviewer.

There are still other deficiencies in this report, judged as a promotional or "selling" document, as Mr. Leahy called it. The form of the report is very rough on the reader, and is badly organized and repetitious: each recommendation is discussed in at least three places, and the pattern of the argument is unpersuasive. Witness, on pp. 4-6 for example, three so-called "determining" historical factors that are presented as proven generalizations rather than as interesting hypotheses that might be explored. Furthermore, the report is filled with obscurities. See, for example, the statement that records administrators should use "tested" practices and equipment (why not experiment with "untested" matters?); that the new records bureau should "coordinate the management of the great quantities of records in Federal records centers with the objectives and requirements of the National Archives" (p. 6); that a new Federal records council with members of cabinet rank "should be responsible for . . . the use [!] of records . . . by public officials, scholars, and the [rest of the?] people" (p. 10); that "The 95 percent of Federal records outside The National Archives present primarily a management rather than an archival problem" (p. 24); and that the objective of the National Archives should be to "sustain a system of democracy and private enterprise" (pp. 1, 25; these two notable institutions are, happily, joined as "democratic capitalism" on p. 40). The number of clichés, bromides, and non-sequiturs that permeate the report seem to disqualify it as an effective promotional piece for use before the Hoover Commission, the Budget Bureau, and the Congress.

The Hoover Commission's own reactions to the *Records Management* report are worth noting here. They guardedly endorsed the report (in their letter of transmittal of Jan. 13, 1949) but accepted most of the language of the three basic recommendations in their own report to Congress (entitled *Office of General Services*, Feb. 12, 1949). But, whereas the task force had asked for a "minimum" program in each agency, the Commission asked for an "adequate" program (without, however, specifying the differences); and whereas the task force had set up one new bureaucratic layer over the National Archives and over the current records offices, the Commission would abolish the National Archives altogether as a separate agency and place still another layer (the Office of General Services) over the new central records Bureau. The Commission, moreover, fully endorsed the task force's emphasis on the quantitative problems of file cabinets and office space. In fact, the Commission's solution, within that narrow concept, goes to its logical conclusion: to intermingle the records-administration bureau, the supplies-procurement bureau, and the building-management bureau into one new Office of General Services devoted to matters of plant, equipment, and supplies. This distorted emphasis on the physical aspects of record keeping is further underscored in the Commission's separate report on *Departmental Management*, which contains its basic recommendations on the several management services (such as budgeting and accounting, personnel management, procurement of supplies, and information and publications), but which ignores records management altogether. The Commission likewise omits records management as a service function in each of its nine reports on individual executive departments, where,

again, all the other staff services (above) are properly delineated. One can only be convinced that the Hoover Commission, while it may have accepted the *Records Management* report in its quantitative aspects, has not been persuaded to dignify records management as a major separate staff service in government.

While the *Records Management* report and the Commission's report have all but ignored the problems of improving the quality of records service, it is interesting to note in passing that the other Commission reports and the other task force reports, which are of course not concerned with records problems per se, again and again notice the costliness and inefficiencies of poor-quality records as an important element in a given administrative problem; and rarely, incidentally, do they seem to be particularly concerned with the quantity of records, except as a research problem. Thus, the *Departmental Management* report calls for a better internal reporting system within each agency; the *Statistical Agencies* report finds that statistical data are frequently poorly classified, lacking in comparability, and faulty in coverage; the *Revolving Funds* report notes that the records of the Reclamation Fund are not "complete and accurate"; the *Lending Activities* report finds that there is "no reliable data as to the present lending activities of the Farmers Home Administration"; the *National Security Organization* report finds that intelligence records are not "full and accurate" and that the collection systems are not well enough coordinated; the *Foreign Affairs* report regards the documentation on foreign-policy formulation as inadequate; and the *Supply Activities* report finds that purchasing officers' cost records and their records on current market conditions are inadequate or non-existent. Surely these are all important records-related problems for which imaginative and energetic records administrators should be expected to have at least some of the solutions.

Other Hoover Commission reports, furthermore, not only mention such qualitative records problems as the above, but also contain positive ideas that could readily be translated into practicable solutions. Thus, the standardization of headings in the "appropriation structure" in each annual budget document along functional lines (recommended by the task force on budget and accounting) suggests to this reviewer a feasible basis for standardizing and keeping up-to-date certain types of basic functional headings in records filing systems, by means of direct transpositions from the budget structure; and the greater standardization of commodity nomenclature (recommended by the task force on supply) has an obvious direct application to the bedevilling problem of standardizing and keeping up-to-date the file headings for commodity data. The idea of a central union catalog of statistical report series (recommended by the task force on statistical agencies) suggests the feasibility of building a union catalog of current records series (based perhaps on records control schedules, if they are well prepared) to serve not only as a disposal tool but also as a first-rate reference tool; and the idea of an inter-agency periodical on statistical problems (mentioned in the same report) suggests the desirability of an inter-agency bulletin for disseminating descriptions, critiques, and bibliographical data on record-keeping theory and practice.

The work of the Hoover Commission has revealed many administrative problems that have a records "angle," and the Records Management task force has touched on some of the elements of sound records management that might contribute to greater economy and efficiency in governmental operations. The present report has, however, hardly scratched the surface, in this reviewer's opinion, in diagnosing the situation and prescribing improvements; and its claim (on page 1) to being "the first . . . balanced appraisal" of Federal records administration is contradicted both by historical fact and by the content of the report itself.

MARTIN P. CLAUSSEN

Alexandria, Va.

The English Archivist: A New Profession, by Hilary Jenkinson. (London. H. K. Lewis & Co., Ltd., 1948. Pp. 31.)

In this "INAUGURAL LECTURE for a new course in ARCHIVE ADMINISTRATION delivered at UNIVERSITY COLLEGE LONDON 14 October 1947," the distinguished Deputy Keeper of the Records gives the benefit of his long experience and broad knowledge to those who are beginning their training in this newly developed profession. Starting with a definition of the word "archives," he proceeds to present a very practical statement of the manner in which archives are created, the importance of their relationship, the "Uses and Users" of archives, the "Importance of Custody," and the "Universality of Interest." He explains how the recent appreciation of the value of archives has led to the emergence of the profession of archivist, and he traces the development of that profession in England.

He asks: "What are we to teach them? — those who are to become archivists," and he undertakes to answer that question, at least for English archivists, by discussing their functions and the subjects they should study. They should be careful to preserve, he says, the "Material Evidences" in matters of arrangement, physical condition, and the like. They should become familiar with the different types of handwriting to be found in the archives. They will need medieval Latin, the special *patois* of the lawyers of the seventeenth century, and English "in all its larger developments from the fifteenth century onwards." They should also be familiar with the forms of wording used in the different documents at various periods. To understand the archives of various agencies of the government they should study administrative history. To preserve the records properly the archivist will need to be something of a Jack-of-all-trades, with some knowledge of sorting, arranging, listing, book-binding, repair, photography, and other fields. He should do everything possible to make his materials available for research and to guide the researcher to the information that is needed. There follows a discussion of the problem of caring for the local archives and of the relationship between the archivist and the historian, which, says the author, should be close and friendly.

There is nothing in this lecture that is startling or radically new to the

American archivist. Some of the material is not applicable to the American scene, and most American archivists will probably disagree with the author in his unyielding opposition to lamination as a method of repair and preservation of archives. In the main, however, it is a common-sense statement of some of the fundamentals of the new profession and is well worth reading by everyone engaged in such work on this side of the Atlantic.

Mr. Jenkinson's concluding section is so well phrased and is so closely in accordance with the views of the present reviewer that perhaps it will be permissible to quote it in some detail. "The Archivist's career . . .," he says, "is one of service. He exists in order to make other people's work possible, unknown people for the most part and working very possibly on lines equally unknown to him; some of them perhaps in the quite distant future and upon lines as yet unpredictable. His Creed, the Sanctity of Evidence; his Task, the Conservation of every scrap of Evidence attaching to the Documents committed to his charge; his Aim, to provide, without prejudice or afterthought, for all who wish to know the Means of Knowledge. Apart from the material reward of a modest livelihood, and the lure of interesting work, what inducements to this career can we hold out?"

"I think myself it lies in the fact that the good Archivist is perhaps the most selfless devotee of Truth the modern world produces. That form of devotion has not been common of late years: in fact there has been a strong tendency in the opposite direction and it is because of that tendency that we stand where we do today. . . . I am not so foolish as to claim for the work I have endeavoured to describe to you the quality of a panacea against the evils from which we are all suffering: but the men and women who take it up may, I think, tell themselves that at least in their Profession the world has found one answer to the Propagandist."

Could there be a finer statement of the ideal the archivist seeks to attain?

CHRISTOPHER CRITTENDEN

*North Carolina Department of Archives
and History*

The State Historical Society of Wisconsin, A Century of Service, Addresses delivered in Commemoration of the One Hundredth Anniversary of the Founding of the Society. (Madison. State Historical Society of Wisconsin, 1948. Pp. vix, 76. Illustrations and appendix.)

These addresses, in commemoration of a most important state supported historical society, serve as a guide to the purposes for which such an organization exists. In a more general sense, many of the ideas, expressed or implied, are a statement of the challenge of historical activities; a credo, if you will, for historical society personnel and archivists alike. Specifically, the addresses are a contribution to the history of the Society outlined by Clifford Lord in the "Introduction" and woven into the discussion of functions. In time they may be a primary source for the history of the Society, since they outline future plans for development by its present leaders.

What are the functions and problems discussed? Governor Goodland, in his address, "The Society and the State," describes the Society's educational activities and its potential importance as an archival agency. As the public records program develops, archivists can expect the Society to become a leader in the field of state records, as it has long been in the field of historical research and publication, just because of the dynamic character of its other work. Chief Justice Marvin Rosenberry of the State Supreme Court, in speaking of "The Society and the Citizen," emphasizes its leadership as a source of historical information and inspiration to the individual. Dean Mark H. Ingraham of the University describes the Society as a brother to the University Library, sharing in research. Professor William B. Hesseltine describes the relation of the Society to the historian under the leadership of a distinguished series of superintendents and their assistants. Other addresses emphasize the relation of the Society to industry, agriculture, and education, and, in so far as they relate to research and public service, they could well be used to test the adequacy of archival agencies. Of importance to education and museum personnel are addresses dealing with junior historical societies and the museum itself. Along with the discussion of the need for a Farmer's Museum, there is evidence of the growing complexity of historical consciousness, from artifacts to records, and of activities which are closely interrelated to archives, but not part of our every day work. The appendix, which is a roster of the presidents and members of the Board of Curators of the Society, is a tool of value to the Society and to those who know Wisconsin history. Through these addresses, the State Historical Society of Wisconsin has made a distinct contribution to the definition of historical purpose.

DAVID C. DUNIWAY

Oregon State Archives

Thirteenth Annual Report of the Archivist of the Hall of Records, State of Maryland, for the Fiscal Year July 1, 1947 through June 30, 1948. (Annapolis, 1948, pp. 53.)

The Archivist of the Maryland Hall of Records is one of the most accomplished technicians among all state archivists. Even so, no reviewer could let the following sentences from the opening paragraph of his letter transmitting his thirteenth annual report to the Hall of Records Commission go unchallenged — "Since this report is for our thirteenth year, there has been time for all of the work at the Hall of Records to fall into fixed categories. Moreover, we have had so much experience in each category that our product is uniform and characteristic. The only obvious measure, therefore, of the success of any year's work is quantity."

Obviously, there are other criteria than quantity which must be used to measure and evaluate operations of an archival agency. This will become increasingly apparent to state archivists as they are forced to meet the problems of modern records. In connection with early completion of a filming project on county records, apparently sponsored by the Genealogical Society of the

Church of Jesus Christ of Latter-Day Saints, Dr. Radoff observes that, "Unfortunately, the Mormon Church has no interest in materials after 1850 . . ." and he inquires of the Hall of Records Commission whether ". . . later records should also be filmed at the expense of the State or the Counties . . ." or whether ". . . our responsibilities end at an arbitrary date [1850] which marks the end of the 'Historical' period."

On the whole this report belies the appearance of self-satisfaction and evidences significant accomplishments, not only in the "normal" functions of the agency, but in such special fields as editing and publishing a revised state manual, collecting and distributing state publications and participating in the establishment of a new state agency, the Department of Information, the first annual report of which is included with that of the Hall of Records. A significant activity not covered in this Report, contrary to previous years, is the sponsorship of and participation in, together with the National Archives and the American University, of the Summer Institute for Archivists. This is an outstanding contribution on the part of the Hall of Records and the State Archivist toward the training of archivists and the Hall of Records Commission and the state as a whole should be continuously aware of it.

SHERROD EAST

Department of the Army

Annual Report of the Public Archives Commission, State of Delaware, by the State Archivist for the fiscal year July 1, 1947 to June 30, 1948, by Leon de Valinger, Jr., State Archivist. (Dover, Delaware, 1948. Pp. 65.)

The Public Archives Commission of the State of Delaware, like most archives and record-keeping agencies, seems to be hampered somewhat by the lack of experienced personnel and the funds necessary to procure the same. But in spite of these handicaps, the archives appears to have made noticeable gains in the fiscal year 1948. With the exception of the Memorial Volume of the State of Delaware, the World War II records for the state have been brought up to date; projects abandoned during the war years have been resumed; and a large portion of the state's housekeeping records are being micro-filmed. Work has continued on building up a file of birth, marriage, and death records for the period prior to the establishment of the Bureau of Vital Statistics in 1914. Photostatic copies are made from church records, family bibles, and newspapers.

The one outstanding event of the year was the actual beginning made on the founding of the State Museum. The deed to the Old Presbyterian Church in Dover (built 1790) was turned over to the Governor on May 1, and a start has been made toward the raising of \$40,000 to restore it as a museum.

Finally, it should be mentioned that a complete list of all accessions, manuscripts, books, periodicals, and sound recordings, acquired either by purchase or gift, is contained in the report. While the year could not be called one of

unusual importance, still it must be considered as a successful one for the archives.

LUCY E. WEIDMAN

Department of the Army

El Indice del Archivo Del Tribunal del Consulado de Lima. República del Perú, Ministerio de Hacienda y Comercio, Archivo Histórico. (Lima, Empresa Tip. Salas e Hijos, 1948. Pp. lix, 227.)

The fifth publication of the Historical Archive of the Ministry of Treasury and Commerce of Peru is both a documentary and an archival guide. It comprises an index of the archive of the Tribunal del Consulado, which was prepared at the close of the eighteenth century, presumably by the first archivist of that tribunal, who was appointed in 1768. The index is a listing, under appropriate subject headings, of important documents of the Consulado, which played such an important role in the commercial life of the Spanish colony. Each entry gives the date, a very complete abstract of the content of the document, the folios, and the location in the volumes or legajos of the archive as it then existed. There are references to fifty-five volumes and to forty-six legajos (variously numbered from 2 to 104). Most of the extant volumes are in the Archive of the Ministry of Treasury and some of the remainder are in the Library of the Ministry of Foreign Affairs. None of the legajos exist at present and the documents cited in them are not in the Archive of the Ministry of Treasury, although some may be found in other repositories. The abstracts are sufficient to indicate much of the history and development of the Consulado and to give many details regarding its activities from the date of its establishment in 1613, in conformity with the Royal Order of 1593, down to the close of the eighteenth century.

There is included in the volume a valuable study, entitled "Estudio Histórico del Consulado de Lima, 1593-1887," by Dr. Robert Sidney Smith of Duke University, which traces its history through both the colonial period and the republican era, down to its final abolishment. The concluding section of this study presents a bibliography of the manuscripts and printed works dealing with the Peruvian consulado.

The preface, by Sr. Federico Schwab, the active and energetic director of the Archive, gives the history of the *Index*, describes the volume in which it is recorded, and indicates the extant records to which it refers. The volume is a valuable contribution to the archivology of Peru.

ROSCOE R. HILL

Washington, D. C.

Guide to the Lancashire Record Office, by R. Sharpe France. Record Publication No. 2. (Preston. Lancashire County Council, 1948. Pp. ix, 121. Price 3/6.)

An equal-sided triangle based on the twenty-five or so miles between Liver-

pool and Manchester — the fourth and fifth cities of Britain, each with a university apiece and each with more than three quarters of a million inhabitants — would project its apex north the short distance to Preston, industrial satellite, shire seat, and home of the Lancashire Record Office.

Born in the dark year 1940, but defiant of war and aftermath, this archival enterprise quietly transcends the temper of the times and provides this useful *Guide*, evidence, if one were needed, that the long view never quite dies in Britain. Here in Lancashire, as for comparison in Hertfordshire, the local archives has received the able backing of the County Council, which, as the present Lord Lieutenant and Custos Rotulorum, the Right Honorable Earl Peel, points out in the Foreword, initially provided the necessary accommodation and specialist staff. The frontispiece, the only illustration, pictures the inviting search room at Preston.

The scope of the *Guide*, according to the introduction by the County Archivist, R. Sharpe France, denotes a compromise between the "barest of lists and a detailed explanatory description." The reader will find in the classification scheme the following main headings: Court of Quarter Sessions, Court of Annual General Session, Courts of Petty Sessions, Lieutenancy, Shrievalty, County Council, Statutory Authorities, Ecclesiastical Records, Palatinate of Lancaster, Appeals Tribunal, Manorial Records, Private Muniments, and Miscellanies. Any friend of the County Palatine of Lancaster will soon find that never before have the local records been made so readily accessible to the student of detailed historical affairs. Subordinate arrangements, indexing, and typography — the booklet was printed at Preston — have been handled with much simplicity and modest good sense.

Documents of every century from the fourteenth to the twentieth are represented, and some series even come forward to date; but documents of the seventeenth, the eighteenth, and the nineteenth centuries predominate. The searcher who reads the rules in Appendix A will learn that documents later than 1900 cannot in general be consulted without special permission. Elsewhere he will find, that provided he demonstrates a true historical interest, he will not be required to pay fees for inspecting documents of earlier vintage than 1889. The *Guide* does not indicate the degree of calendaring already attained, for the felicitous reason that the rate of progression would so soon outstrip the indication.

The core of the collections is the Lancashire Quarter Session records, so important that Appendix B gives a thumbnail sketch of what happened to them during the last century and a half. Already all the Session Order Books down to 1888, besides a number of parochial documents, have been micro-filmed. Another matter of special note about the collections is the degree to which they have been augmented by deposits from individuals and from public bodies and institutions. The Earl of Derby's family, the Stanleys of Knowsley, have deposited, for example, over 7,000 leases, deeds, and other family documents.

Rovers who have breasted the countryside away from London and inquired into local record-keeping will regret that so few counties can hope to attain

in one decade the archival stature of Lancashire, so succinctly pointed up in this *Guide*.

H. B. FANT

National Archives

Records for the Control of Growing Manufacturing Enterprises, by Paul F. Lawler. (Division of Research, Graduate School of Business Administration, Harvard University, Boston, Massachusetts, 1947. Pp. viii and 131. Illustrations and appendix.)

In very concise terms Mr. Lawler has endeavored, after a detailed on-the-spot study of thirty-seven small manufacturers in various fields, to present a summary report on current records practices in the firms surveyed. His very readable book is divided into two parts, the first, "Management's Use of the Records," and secondly, "The Specific Records." The first part of the study discusses the types of records, the effect of growth upon the creation of records, the cost of records, and the like, and concludes with a recapitulation in which the author agrees that in the companies studied the records maintained fulfilled "management's needs quite well." Since the section is confined almost entirely to production records, the matter of the adequacy of records concerned primarily with policy, finance, employment, marketing, and field control are but incidentally handled.

In Part 2, the author presents a summary of the specific records in use, their methods of creation, the routing, use, and some information on the correlative value of the records when considered as a whole. The section concludes with an appendix which will interest archivists and current records officers and supervisors; it charts the "proportion of record keepers," expressed as a percentage of total employment in the thirty-six companies studied. In view of the current and widespread practice of using the least trained, poorest paid employees as file or records personnel, with resulting high turnover and lack of continuity of both direction and procedure, it would be interesting to know whether improvement in such matters would have altered Mr. Lawler's statistical summary.

Mr. Lawler has contributed a very important work to the field of corporation or business records. The reviewer feels, however, that in connection with his discussion on waste [time and effort] as well as personnel, Mr. Lawler might add to later editions information as well as recommendations concerning the type of person selected for records work, the in-service training of records personnel, the establishment of overall records systems, and the control of records during the period of their active life as well as the later period when they form the basis of a company archive or are disposed of by various methods. It would be interesting to know whether the firms studied by Mr. Lawler undertake to summarize the salient statistics and other information contained on the various forms which he lists into a complete summary of company operations.

The Harvard School of Business Administration is to be congratulated upon

recognizing the importance of adequate business records in business administration, and it is to be hoped that the school will institute courses in records creation, practices, control, and evaluation in connection with advanced degrees to be awarded its graduates.

It is to be regretted that the author failed to use other studies and publications in the field of current records with which he might have made comparisons. A considerable literature in this field, although unfortunately largely unknown even to records supervisors, has been accumulated in the past few years. The reviewer was disappointed by the lack of a bibliography, and especially by the inexcusable absence of an index. While these purely technical faults do not detract from the excellence of Mr. Lawler's study, they do limit the use of his publication.

HERBERT O. BRAYER

International Council on Archives

Third Report of the Saskatchewan Archives, for the Period June 1, 1947 to May 31, 1948. (Regina. The Archives Board of Saskatchewan, 1948. Pp. 31.)

This report was prepared by Professor George W. Simpson of the Department of History, University of Saskatchewan, who is also the Provincial Archivist and Secretary of the Archives Board of Saskatchewan. The Province of Saskatchewan in 1945 created an Archives Board and designated the University as "the custodian of all public documents and court records transferred to the Archives pursuant to this Act." The Provincial Archivist is appointed by the Board of Governors of the University, subject to approval by the Saskatchewan Archives Board. Two of the five members of the Board are also appointed by the University, two are appointed by the Lieutenant Governor, and the fifth is the Legislative Librarian of the Province.

Such a close relationship between a university and a public archives is not common in the United States, and should be of interest. In addition to the linking of the University and the Archives, the Archives serve Saskatchewan as a center for historical activities. The present report announces the launching of *Saskatchewan History*, a quarterly, edited by Professor Hilda Neatby of the University of Saskatchewan. This coördination of university instruction, public archival services, and historical publication should prove fruitful.

The *Third Report*, in its few pages, presents a clear impression of an intelligently organized program of servicing of documents, disposal of useless materials, library service, microfilming, and publication that would do credit to a much larger organization. The *Report* concludes with a list of accessions for the year ending May 31, 1948. The Archives Act of 1945, as amended in 1947, is published as an Appendix.

CARLTON C. QUALEY

Carleton College

Third and Fourth Annual Reports of the Curator. Collection of Regional History. Cornell University. 1946-1948 (Ithaca, N. Y., 1948. Pp. 67.)

These reports show a reputable increase in an interesting new collection, both in numerical content, and in selectivity. For the beginner in similar work, the report is full of ideas as to how interesting material may be located, and, better still, how possessors of such material can be persuaded to part with it. Collectors of ana everywhere may be advised to watch the further development of this collection with care.

Of especial note is the attention being paid to financial records, of which the collection is gathering both originals and microfilm to an extent that will soon make this a center for the student of economic history. The careful description and indexing of these accessions make the report a good reference tool for scholars in this field.

ELIZABETH CLARKE KIEFFER

Franklin and Marshall College

Report of the Department of Archives and History of West Virginia 1946-1948. (Charleston, 1948. Pp. 15.)

This *Report* covering the fiscal biennium, July 1, 1946, to June 30, 1948, bears evidence of a good comprehension of modern archival methods and describes the efforts of a staff of six to fulfil the requirements of an archives, a museum, and the publication of an historical quarterly. Considerable progress is evidenced by the formal archival training course pursued by the librarian, the rearranging and indexing of archival material, the accessioning of West Virginia imprints and the works of native authors, the microfilming of old newspapers, the modernizing of the lighting system, and the enlargement of the stack area.

The interest of the staff and their devotion to duty despite the limitations of the budget and inadequate legislation is apparent throughout the *Report*. It is to be hoped that future reports will disclose that more public and official support is given to this important work than the present *Report* discloses. Despite the fact that a complete list of the books added to the Department's library was published in the *Historical Magazine*, the *Report* would be enhanced by an indication of the classifications and the quantities of the accessions.

LEON DEVALINGER, JR.

Delaware State Archives

Ninth Annual Report of the Archivist of the United States on the Franklin D. Roosevelt Library 1947-1948. (Washington, United States Government Printing Office, 1949. Pp. iii, 18.)

This is a concise, well-written report on the work performed, the financial status of the Library, and the aims, objectives, and plans for its further development.

Of special interest are: the record of accessions, which includes the final settlement of the Roosevelt papers in the White House at the time of the President's death; the efforts to collect materials which will supplement the main collection of the Library; the continuing popular interest manifested in both the museum and the Library, as indicated by some 400,000 visitors; the magnitude of the sorting, indexing and collating program; and the amount of work performed and the results achieved by the present limited staff. An appendix on the regulations of the use of the Library is included, as well as a report of the Board of Trustees. The report covers only thirteen pages, and it is recommended that all who have interest in the progress and problems of the Library procure a copy either from the National Archives or from the Government Printing Office.

HUGH M. FLICK

New York Division of Archives and History

Storage of Microfilms, Sheet Films and Prints (Safety Film Base and Paper Base Materials Only) by the Eastman Kodak Company. ([Rochester?] 1946. Pp. 15.)

This pamphlet deals with the problem of preserving photographic records. It is very timely, for the quantity and importance of such records is increasing rapidly. In caring for photographic records, it is necessary to observe all the usual precautions which apply to records, such as, protection from fire and chemical contamination and avoidance of extremes in temperature and humidity. In addition there are certain special attentions that must be given to records on microfilm or on photographic paper. It is extremely important that the image be permanently fixed in a fresh hypo bath and that all soluble silver compounds be removed by thorough washing in clear water. In storing such records it must be remembered that microfilm especially is sensitive to variations in relative humidity; 40% to 50% being considered ideal. As the relative humidity becomes higher than 60%, there is increasing danger from mold or rust particles from the metal reels and the reactions which produce stains are accelerated. If it drops below 25%, the film becomes brittle and is easily cracked or broken.

The last two pages of the pamphlet contain formulae for solutions which may be used (1) for testing the thoroughness of washing; (2) for eliminating hypo; and (3) for increasing the permanency of silver images.

GUST SKORDAS

Maryland Hall of Records

The Preservation of Historical Records in Solicitors' Offices, by Sir William Ll. Davies. (Aberystwyth, National Library of Wales, 1947. Pp. 22. Illustration.)

This "enlarged version" of an address given before the Associated Law Societies of Wales is noteworthy both as a commentary on the value of legal

records and as evidence of intelligent care by a library for the significance of archives as such. Mr. Davies here points out that the National Library of Wales, now in its fortieth year, has a dual function as library and public record office. One reason why the distinction between the two is not always easy is shown by Mr. Davies' list of materials received largely as a result of a circular letter sent to Welsh solicitors ten years before. They include court docket books, minutes of petty sessions, and county and borough registers and accounts, as well as nongovernmental records of families, political associations, manors, railways, and iron factories. Libraries acquiring public records of which official custody has been broken are often tempted to lose their archival integrity among bodies of miscellaneous manuscripts, but the temptation appears to be more effectively resisted in the British Isles than in some American institutions. The National Library of Wales, established in 1909 as an outgrowth of a collection at the University of Wales, has an outstanding record in which Mr. Davies has been a leading factor. Its efforts are toward preservation of twentieth as well as twelfth century materials. Mr. Davies has also been an official of the British Records Association, and appends to this address extracts from its important *Memorandum No. 7, Modern Records — What May We Destroy?* (1943) which lists classes of documents that should be preserved or considered for preservation.

PHILIP C. BROOKS

National Security Resources Board

Survey of the Recorder of Deeds Office, Philadelphia, Pa., by Thomas Amelia. (Philadelphia, Pa., the Philadelphia Committee, Pennsylvania Economy League, Inc., June 1948. Pp. 17, n.p.)

Report of Survey on the Office of the Prothonotary, by Thomas Amelia. The Philadelphia Committee of Pennsylvania Economy League, Inc., (Philadelphia, Pa., December, 1948. Pp. ix, Charts, Facsimiles, n.p.)

Although these two survey reports were made by an administrative analyst primarily for the purpose of promoting economy and efficiency in office management, at least one-half of each volume is devoted to topics of interest to archivists. For purposes of brevity only the most common and durable features of both books as to approach, volume of business, office layout and techniques, and suggested remedies will be reviewed here.

The Recorder's office houses deeds and conveyances dating back to 1683; the office, if not all records of the Prothonotary (Clerk) of Common Pleas Court originated in 1707. In the former, more than 100,000 instruments are recorded annually, with yearly receipts running in excess of \$400,000. The volume of business in the latter office is approximately the same as the former. In both situations, there is an excessive amount of manual copying of indexes and registers, and both suffer from a plethora of inactive records, with a consequent lack of adequate storage space. For both offices the surveyor recommends microfilming of old records, purchase of locked loose-leaf binders, es-

tablishment of systematic record making and keeping program, and adoption of many simple, common sense rules, with probable savings amounting to \$100,000, and 90 per cent of existing storage space.

There is also a recognition of the need for a central archives building for the city of Philadelphia. Meantime, it is suggested that the Pennsylvania Historical and Museum Commission, which apparently is empowered to inspect, recommend and enforce existing laws as to preservation of public records, not only of the Commonwealth, but also for those in the various counties and cities. This report has stimulated interest in preparation of clarifying legislation so that the Prothonotary may begin an inventory of his office records with a view toward providing for implementation of the recommended program.

The author reports several items of progress under way in the management of the Recorder's office. There appears to be need for a drastic overhauling of procedures in the Prothonotary's office. Here, the survey reveals glaring inefficiencies in the methods of making "Fictitious Names" indexes, in recording "Partition Dockets," and in the retention and use of a multiplicity of printed forms. The survey points to space-consuming horizontal ("county-style") files for recent and current documents, to "the appalling condition" of electrical fixtures and wiring in storage rooms, together with fire-inviting rooms in which papers, supplies, old clothing, and "junk" are strewn around floors with devastating impartiality. An outline of a comprehensive record system is provided in the concluding pages of the Prothonotary's survey. Both of these studies are indicative of an intelligent appreciation of archival science at the local level. Both author and sponsor should be congratulated for their initiative.

FRANK W. PRESCOTT

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Twenty-Second Biennial Report of the North Carolina Department of Archives and History, July 1, 1946 to June 30, 1948. (Raleigh, N. C., North Carolina Department of Archives and History, Bulletin No. 46, 1948. Pp. 64.)

The Eric Norden Collection. An Inventory of a Group of Survey Plats Drawn for the Most Part by the Late Eric Norden and Covering Land Areas Located Chiefly in Southeastern North Carolina, compiled by Henry Howard Eddy and Frances Harmon. (Raleigh, N. C., [North Carolina] State Department of Archives and History, 1949. Pp. 40.)

At least two of the needs of the North Carolina Department of Archives and History are shared by the archival agencies of many other states, namely, an adequate salary schedule and a new building. Dr. Crittenden argues for increased salaries, citing the unfavorable economic position of his staff and pointing out that present salaries have resulted in an undesirably high rate of personnel turnover. Several persons remained with the Department only a short time before leaving for more lucrative jobs. One of these was Mr. Henry

H. Eddy, who came from New York in June of 1946 and left for Pennsylvania in May of 1948. He was acting director at North Carolina for most of the first year covered by the report, during which time Dr. Crittenden was at the National Archives as assistant director of the World War II Records Project.

Recommending a new and well-equipped building, the director asks for continued emphasis upon the state records program of the Department, for the expansion of the publication program, and for the establishment of a program of travelling exhibits. The report also deals with accessions, arrangement and description, reference, publications, displays, and the historical marker program.

The Eric Norden Collection, published in 1949, but prepared in the biennium, is a descriptive list of some 140 maps and plats, most of which were drafted by Eric Norden (1869-1946), a Swedish-born civil engineer. A biographical sketch prefaces the list. The maps are chiefly large-scale plats of small areas in southeastern North Carolina. The entries are arranged alphabetically by county, thereunder by local place-names. Although the list is largely of local interest, a map of that portion of the State mainly concerned, annotated to show the approximate geographical locations of the areas covered by the collection, would increase the understanding of readers insufficiently acquainted with the local place-names.

KENNETH F. BARTLETT

National Archives

Interim Handlist of Somerset Quarter Sessions Documents and Other Official Records, prepared by Somerset County Council, County Records Committee. (Taunton. Somerset, 1947. Pp. 68.)

The county records committee of the Somerset County Council is to be commended for its publication of an *Interim Handlist of Somerset Quarter Sessions Documents and Other Official Records preserved in the Somerset Record Office in the Shire Hall at Taunton*. The introduction indicates that lists of unofficial documents and eventually a general handlist containing more detailed information will be published in the future.

Since the arrangement of the material is intended as far as possible to reconstruct the original archive arrangement of the county records, the listings are made under the office or official in whose keeping the various records were. The lists note the nature of the documents, the dates, the number of volumes or bundles, and give a brief statement of the contents unless the category is self-explanatory. The bulk of the records, as the title of the handlist indicates, are those of the court of quarter sessions. These include sessions rolls and books, some of which date from the latter half of the 16th century (the 16th and some of the 17th century sessions rolls and books have been printed by the Somerset Record Society, vols. xxiii, xxiv, xxviii, xxxiv); records of the various administrative functions performed by the justices, such as the assessment of wages, supervision of bridges, highways, gaols, houses of correction, ac-

counts, and the like, 17th to 19th centuries; documents deposited with the court, having to do with property transfers, religion, elections, juries, and appointments among other matters, 16th to 19th centuries; documents relating to qualifications of justices, 17th to 20th centuries; and documents concerned with the office of the clerk of the peace, 19th century. There are also some 19th century records of courts of petty sessions and a few documents, chiefly 19th century, which pertain to the *Custos Rotulorum*, the lieutenancy, and the shrievalty. In addition, there are records of the boards of guardians, 18th to 20th centuries; turnpike trusts, chiefly 19th century; prison commissioners, 19th to 20th centuries; and a variety of parish records, largely accounts, some dating from the latter half of the 16th century, which have been transferred to the county record office. In a brief introduction, Mr. A. W. Vivian-Neal, chairman of the county records committee, reviews the history of the Somerset County Records Office which was first established in 1619 in a "strong and convenient room" adjoining Wells Cathedral. Only when a shire hall was built at Taunton in 1858 were the records removed to their present location.

It is to be hoped that more county councils and also custodians of town and borough archives will follow the example of Somerset and publish annotated lists of the records in their possession. As a detailed study of this list for Somerset will indicate, local archives contain a large amount of material which is of interest to social, economic, and legal historians, as well as to local historians. At the present time many of these records are practically inaccessible to any but the most diligent researcher because of the difficulty of knowing where they are to be found. Not until other lists of this type are published will this valuable material be used as it should be used.

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