

# The President's Page

By PHILIP C. BROOKS

*Natural Security Resources Board*

IN his presidential address at Raleigh in 1948 Dr. Crittenden referred to a shift of emphasis within the archival field which indicated that the profession's scope is bigger and broader, and offers more challenging problems, than could be seen some years ago. In the history of archival development, shifts of emphasis from one phase to another have occurred in various countries and in varying patterns. The recent shift here is only one phase of this broad development. And such a trend does not mean abandonment of the field from which emphasis is removed. We have not completely lost, for example, that close association with the organized historians which was so evident when this Society was established, though in my opinion we have let it become too nearly dormant.

We must remember, however, that a primary goal of a group such as this Society is to provide free exchange of opinion in its professional field and to insure a balance among various emphases that arise from time to time. We have a fulcrum with which to achieve that balance in the statement of objectives in our constitution. When we gather or write in the name of the Society our primary interest is "to promote sound principles of archival economy and to facilitate cooperation among archivists and archival agencies." The specific mention of "archives and historical manuscripts" in another section of the constitution underlines our basic interest in noncurrent records of enduring value, governmental or other. It is to promote that basic interest that archivists have a legitimate "concern in records administration" (to use the title of a paper I wrote in 1942, which I still believe quite valid). They also have a concern in the historian's approach to archives and historical manuscripts, in the genealogist's use of them, and in other closely allied fields. But the relationship is seldom wholly that of one group of persons to another. Most of us in the Society individually have experience or competence in two or more of these related fields, as well as in the strictest sense of archival economy, and we cannot easily split our personalities.

This need for balance and for a long-range point of view was the main impression that was made on me by the quite active discussions at the Quebec meeting. The vigor and earnestness of those discussions is a healthy thing for such a society. But we need an even more dependable fulcrum than our constitution provides, one that will "help us keep our perspective and maintain and plan a well balanced program." Those words are quoted from Dr. Crittenden's presidential address, in his proposal that the Society establish a long-range planning committee, to "make a thorough and careful study of what has been done in the field of archives and of what ought to be done in the future" and "to bring in . . . recommendations as to general policy over the longer period." It was not feasible to set up this committee last year, but it has now been established, with Dr. Crittenden himself as chairman, and a membership representative of various fields of interest. I have high hopes for its constructive contribution to our thinking, and am sure the Council will find its recommendations valuable.

Dr. Crittenden's first "President's Page" described this section of *The American Archivist* as an effort to bind our Society more closely together by keeping the membership informed of what is planned and done. With that aim in mind I am glad to report that we are making committee appointments early this year, and are publishing as many of them as possible in this issue of the journal. This, of course, involves heavy work by the Secretary in coordinating appointments so that we benefit by the special competences of as many members as possible, without overloading a few individuals.

Among the committees there are two that particularly manifest our purpose of maintaining cordial cooperation with certain closely related organizations. Oliver W. Holmes has consented to continue as chairman of the Committee on International Relations, for which he is particularly fitted because of his background work in connection with the International Council on Archives. Delegates of the Society to the Congress of Archivists sponsored by the International Council at Paris next August are not chosen at this writing, but will be selected carefully in light of many complex factors.

The Joint Committee on Historical Manuscripts, under the leadership of Howard Peckham, provides one means of close association with the American Association for State and Local History, and is to be continued. Its report for last year was realistic as well as idealistic. We may hope for real accomplishment toward a goal that has gleamed in many an eye for decades.

That Association is to be highly congratulated on the initiation of its new magazine, *American Heritage*. Archivists as well as historians spend too large a proportion of their time writing for each other and not enough in enlisting the informed interest of society in general. Thus we may welcome this new effort to interest the public in good historical material, and I hope that more archivists than are already active in the venture may contribute to it. The enterprise should fit well with the important, though not always well developed, public relations programs of archival agencies and historical manuscripts institutions.

We have a full year ahead, and may look forward to several reports of accomplishment at the Madison meeting. The best efforts of competent committees will be put into making that session full of substance, well balanced both as to representation of various professional interests and as to lightening the program with just enough entertainment. Madison is an important cultural center in the heart of the Middle West with all its wealth of historical associations. The active archival program being developed in Wisconsin makes it an especially appropriate meeting place. I feel sure that the chairmen of the program and local arrangements committees would welcome suggestions. So, in fact, would any of the Society's committee chairmen and officers. I hope earnestly that the members will always feel free to express their opinions as to how our Society activities can be made even more productive.

## HAVE YOU SEEN?

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- Cuba. Archivo Nacional. Memoria correspondiente al año de 1948. La Habana, 1949. 19 p.
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- National Archives. List of documents concerning the negotiation of ratified Indian treaties, 1801-1869. Comp. by John H. Martin. Washington, 1949. (*Special list* no. 6.)
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- National Archives. Materials in the National Archives relating to Haiti. By Seymour J. Pomrenze. [Washington, 1949] 13 p. (*Reference information circular* no. 40.)
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# The Society of American Archivists Reports for the Year 1948-49

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## MINUTES OF THE BUSINESS MEETING

September 20, 1949

The Society convened in its annual business meeting at the Chateau Frontenac, Quebec, Canada, at 9:15 a.m., September 20, 1949, approximately fifty members attending.

The minutes of the previous business meeting, as published in *The American Archivist*, January, 1949, pp. 51-52, were approved. The report of the secretary was read, accepted, and ordered to be placed on file.

The report of the treasurer was presented. Joseph F. Vaughan, chairman of the Auditing Committee, gave their report, which, with the treasurer's, was accepted and ordered to be placed on file.

Oliver W. Holmes, chairman of the Committee on International Relations, reported on the Society's and individual member's financial support of the International Council on Archives during the past year and offered the following resolution:

*Resolved*, that the Society in continuance of its support of the International Council on Archives authorizes its treasurer in this fiscal year to disburse for this purpose the sum of \$250; and that in addition individual and institutional members be asked for voluntary contributions to be paid to the Society's treasurer in the hope that the total contribution of the Society and its membership may be \$500 or more.

After this resolution had been seconded, William J. Van Schreeven asked whether the Society might not suffer a deficit by making the proposed payment, and made an amendment to the resolution, *viz* that the Council be authorized to approve payment of the \$250 to the ICA, provided the money is available. After the amendment had been seconded, Solon J. Buck suggested that the Society's reserve fund could be appropriated for the purpose, plus the balance needed to make \$250, to be authorized by the Council, since this is a special case for which a reserve fund is accumulated.

The previous question was called for and voted. The Chair then called for a vote on the amendment, which was lost, followed by a vote on the resolution, which was passed.

*Voted*, to approve the report of the Resolutions Committee, presented by the chairman, Carl L. Lokke:

Whereas the City of Quebec, the Province of Quebec, the Quebec Provincial Archives and the Quebec Provincial Museum, Laval University, the Ursulines Monastery, and the Quebec Provincial Publicity Bureau have coöperated handsomely in preparing for the thirteenth annual meeting, and

Whereas the National Film Board of Canada has kindly furnished equipment and personnel for the session on Audio-Visual archives, and

Whereas the Committee on Local Arrangements, Antoine Roy, chairman, has provided so adequately for our convenience and entertainment, and

Whereas the Program Committee, Hugh Flick, chairman, has prepared a brief program admirably suited to the place of meeting, and

Whereas the officials and citizens of Quebec in communicating with their guests have graciously spoken the English language, thereby sparing the members of the Society present at the meeting possible embarrassment,

Be it *Resolved*, that the Society hereby extends to these organizations, committees, officials, and citizens and to the management of the Chateau Frontenac its grateful appreciation.

Before asking for the report of the Nominating Committee the president requested the secretary to read Section 11 of the Constitution concerning nominations and elections. In the absence of Howard H. Peckham, chairman of the Nominating Committee, Clifford K. Shipton read the Committee's report, pointing out that in the poll of the membership for suggestions as to officers about ten per cent of the membership responded, "with such a wide variety of suggestions that no trend was discernible." The following slate was offered: for president, Philip C. Brooks; for vice-president, William D. Overman; for secretary, Lester J. Cappon; for treasurer, Helen L. Chatfield; for council member for a term of five years ending in 1954, Christopher Crittenden; for council member for a term of three years, ending in 1952, to fill the vacancy caused by the appointment of Karl L. Trever as editor, Antoine Roy.

Leon de Valinger nominated William D. McCain for president, seconded by William J. Van Schreeven. On question whether Section 11 precludes nominations from the floor, the Chair ruled that nominations may be so made.

*Voted*, on motion by Mr. Buck, that the nominations be closed and the secretary cast a unanimous ballot for all nominees except for the presidency.

For election of president the Chair ruled that voting be by secret ballot and appointed Joseph Vaughan and Richard G. Wood as tellers. On the first ballot the vote was: for Mr. Brooks 22, for Mr. McCain 22; and one blank. On the second ballot the vote was: for Mr. Brooks 24, for Mr. McCain 22, thus making a majority vote for Mr. Brooks.

*Voted*, on motion by Mr. Van Schreeven, that the ballot for Mr. Brooks be declared unanimous.

The remaining council members continue to hold office for the following periods: Oliver W. Holmes, one year ending 1950; Ernst Posner, two years ending 1951; Dorothy K. Taylor, four years ending 1953.

Miss Helene Rogers of the Illinois State Library announced a civil service examination in Illinois for archivists to be employed in that State.

Herbert O. Brayer, Secretary-General of the International Council on Archives, reported on the progress of the organization during the past year and on plans for the meeting in Paris in 1950. He urged that the Society of American Archivists should appoint two delegates to the Paris meeting as soon as possible so that they will have ample time to acquaint themselves with the business at hand and the issues that may be raised in the conference.

The secretary reported that the Council, after careful consideration of invitations for the fourteenth annual meeting in 1950, from Portland, Ore., Frank-

fort and Lexington, Ky., Madison, Wis., Williamsburg, Va., Annapolis, Md., and Albany, N. Y., had decided that the Society ought to meet in the Middle West (the last meeting in the area being held in Indianapolis in 1945). Therefore the Council had voted to accept the invitation from the Wisconsin State Historical Society to meet in Madison in 1950, and expressed the hope that the meeting could be scheduled for dates during the first half of October.

There being no further business, the meeting adjourned at 10:30 a.m.

LESTER J. CAPPON, *Secretary*

## MINUTES OF THE COUNCIL

September 19, 1949

The Council met in the Chateau Frontenac, Quebec, Canada, at 3:30 p.m., September 19, 1949, the president, vice-president, secretary, treasurer, editor, and Dorothy K. Taylor and Oliver W. Holmes attending.

The secretary submitted the following names of applicants for membership who were approved: Maurice L. Ahern, Harry J. Alderman, Robert D. Anderson, Conrad Archambault, Harry C. Bauer, Mame B. Beatty, Jean Bertrand, Arthur Eugene Bestor, Jr., Jesse E. Boell, Anna May Connelly, Rev. Charles A. Costello, Mrs. Mary Brown Craig, May Dornin, Berry Fleming, James R. Fuchs, Herman G. Goldbeck, Guy B. Horton, Keirim Kami Key, William Kaye Lamb, Thelma D. Lindsey, Gerard Martin, James W. Moffitt, Donald H. Mugridge, Dolores E. Renze, Herbert John Salisbury, Nelson P. Springer, Pierrepont E. Twitchell, Vivian D. Wiser; also Aluminum Company of America, Rosenberg Library, and La Societe Historique du Saguenay.

*Voted*, to express to D. L. Corbitt, chairman of the Membership Committee, the hearty thanks and appreciation of the Council for the excellent work of the chairman and his committee during the past year.

The treasurer gave a report on the budget for the fiscal year, July 1949-June 1950, which includes a reserve fund made up from receipts for life memberships, interest on bonds, and surplus. The treasurer proposed to prepare a statement of accounts to provide a written record for future guidance.

*Voted*, to approve the budget for 1949-50 as revised after discussion.

Mr. Holmes reported on the results of the request mailed to all members for contributions to the International Council on Archives, which amounted to \$196.00, added to the Society's appropriation of \$250.00. No follow-up letter was sent to inform the membership of the balance still needed to make up the total \$250.00.

*Voted*, that the Council recommend to the business meeting the same action as taken last year regarding individual contributions to the ICA, so that the total provided by the Society may be \$500.00.

Herbert O. Brayer, Secretary-General of the ICA, was admitted to the meeting to report on that organization and plans for the coming year. He urged that the Society send two delegates and an alternate to the 1950 conference in Paris and suggested that the Society might be able to obtain finan-

cial assistance from one of the foundations to send the delegates. Important matters of direct interest to the Society will be brought before the Paris meeting — amount of dues, qualifications for admission to ICA, its financing, etc. The Society's delegates, in conference with the delegates sent by the National Archives, should arrive at certain tentative policies of their own regarding the ICA before attending the Paris meeting. Mr. Holmes suggested publishing an American program for the ICA before that meeting.

The Council then adjourned until 10:00 p.m.

The editor gave his report on *The American Archivist* and numerous editorial problems were discussed in detail, including a proposed contract with the printer on a longer time basis. *Resolved*, that an annual report by the editor be published in the January issue of *The American Archivist*.<sup>1</sup>

*Voted*, that the secretary send a telegram to Dr. R. D. W. Connor to express the sympathy of the Council and their wishes for a speedy recovery from his illness.

*Voted*, that the secretary send flowers to Dr. T. R. Schellenberg, who was taken ill in Quebec during the present convention.

Election of the new member of the Editorial Board to succeed William D. Overman was postponed until the editor recommends a successor.

The secretary read the report of Howard H. Peckham, chairman of the Joint Committee on Historical Manuscripts of this Society and the American Association for State and Local History.<sup>2</sup>

*Voted*, that the report be approved and that the Joint Committee be continued to explore the matter of securing possible locations for the proposed union catalog of manuscripts and of drawing up a concrete plan of the project. Provided the Council approves the project prepared by the Joint Committee, it is to be submitted to one of the foundations for financial assistance.

The secretary reported invitations for the 1950 annual meeting from Portland, Ore., Frankfort and Lexington, Ky., Williamsburg, Va., Madison, Wis., Annapolis, Md., and Albany, N. Y. Although it was agreed that the Society should meet most frequently near its center of membership on the eastern seaboard, the Middle West was favored for 1950 since no meeting has been held in that section since the 1945 convention in Indianapolis. It was also pointed out that actually the Society has held more than a majority of its meetings in the East, including Richmond, Va., which is not far from the center of membership.

*Voted*, to accept the invitation from the Wisconsin State Historical Society to hold the annual meeting for 1950 in Madison, Wis. The Council expressed the hope that the dates set could be during the first half of October.

*Voted*, that the secretary's office set up a personnel file of the Society's membership and keep it up to date.

The meeting adjourned at 1:00 a.m., September 20.

LESTER J. CAPPON, *Secretary*

<sup>1</sup> Publication postponed to April 1950 issue, due to lack of space.

<sup>2</sup> For the text of this report see below, p. 68.

## REPORT OF THE SECRETARY FOR THE YEAR 1948-49

This thirteenth annual meeting of the Society of American Archivists is the first to be held outside the United States. Among the original members of the Society were two Canadians and the Public Archives of Canada; today we have 10 individual members in Canada, 8 institutional members, and 6 subscribers to *The American Archivist*. At our first regular meeting, which was held in Washington, D. C., in June, 1937, one of those charter members, Dr. James F. Kenney, brought greetings from Canada and her Public Archives and expressed an anticipation of accomplishment by the infant Society which, I believe, it has in some measure achieved during the past dozen years.

Two years ago at our Colorado meeting Professor George Simpson of the University of Saskatchewan gave us a precise, thumb-nail sketch of "Archives in Canada," which has since been published in our journal. Now we are on Canadian ground, in response to the cordial invitation of Dr. Antoine Roy, Archivist of this ancient province of Quebec, where, we learn, as early as 1731 the intendant of New France recommended that a special building be provided for the colony's records. If in these latter days we are inclined to focus our attention too exclusively on how to handle the records of only yesterday because of sheer bulk and the immediacy of space problems, perhaps our contacts with some of the venerable institutions of Quebec and their records will remind us of the more fundamental and enduring values of archives and their content. Perhaps we shall recall too the kind of use made of them by the incomparable Parkman in his history of Montcalm and Wolfe.

Since the founding of the American Association for State and Local History in 1940 it has held its annual meetings jointly with this Society until this year. Its convention in Burlington, Vermont, and vicinity last week resulted from no estrangement in our relations but rather from the desire of the historians to meet independently, to plan a program concentrated upon historical problems, and to appeal to the amateur as well as the professional. The bond between these historians and the archivists is evidenced by the printed program devoted to both conventions. As for the archivists' own special historical interests, it should be noted that 1949 marks the fiftieth anniversary of the Public Archives Commission, creature of the American Historical Association in 1899 and direct forbear of our own Society. The present year is also the fortieth anniversary of the first conference of archivists held in the United States and organized by the Public Archives Commission. In commemoration of these milestones Dr. Waldo G. Leland, pioneer planner and builder of an archival profession, will be the speaker at the joint luncheon session of the Society with the American Historical Association in Boston next December.

For several years we have had a Committee on Institutional and Business Archives, delving at one time into the problems of corporation records in various lines of business, at another time into custody and accessibility of church records or those of educational institutions. In the economic area, activity during the past year under the chairmanship of Robert W. Hill has been confined to preliminary planning of an approach and a program in the field of labor

organization records which has been exploited in scattered segments by a few historians but neglected by the archivists. With the proper entr   to certain labor leaders secured and cultivated it is hoped that an interest in their records, old and recent, can be developed from the inside and thus relations with the Society promoted.

That the field of institutional archives is too broad for a single committee when interest in records begins to multiply among institutions of like kind, is forcefully illustrated in the setting up of a new Committee on College and University Archives during the past year under the chairmanship of Dwight H. Wilson.<sup>1</sup> It resulted directly from his assertion that there is a pressing need for working relationships among archivists of such institutions, while the growing consciousness of their own records has already been reflected in recent additions to the Society's membership from this source. Five objectives were set up by the Committee: (1) establishing standards for the proper handling and care of college and university archives; (2) securing the appointment of competent archivists; (3) establishing a clearing house for the peculiar problems of such archivists; (4) developing in administrators a greater consciousness of archives as an integral part of college and university administration; (5) discovering the nature and extent of all college and university archives now extant, as a basis for further study. Letters sent to 150 institutions with respect to the fifth point evoked a response revealing great needs and challenging opportunities. A tabulation of the replies is included in the report of this Committee, and a summary was submitted to the American Council on Education. The Committee has plans under way for preparation of a manual on college archives in two sections: the first addressed to college administrators outlining the scope, purpose, and value of such archives; the second designed for guidance of the college archivist in the operation of his program.

The draft of a pamphlet on general principles of records administration, for use at various levels of government but especially in State and municipal government, has been completely reworked by the chairman of the Committee on Records Administration, Philip C. Brooks, on the basis of advice from committee members and other consultants.<sup>2</sup> Public Administration Service, which will publish the pamphlet, requested that it be broad in scope rather than restricted to State, municipal, or county government. It is expected to be off the press some time this fall.

The Committee on Archival Buildings and Equipment under the chairmanship of Victor Gondos, Jr., kept in touch with developments throughout the United States and abroad and provided its customary consultant service.<sup>3</sup> With the aid of the State archival agencies of Delaware, Maryland, and North Carolina, the Committee compiled data and specifications on types of document containers in use. Large State archival projects for new buildings have been "stalled" in North Carolina and Pennsylvania, but the outlook seems more hopeful in Tennessee. In view of what has already been said with regard to

<sup>1</sup> For the text of the Committee's report, see p. 62.

<sup>2</sup> For the text of the Committee's report, see p. 67.

<sup>3</sup> For the text of the Committee's report, see p. 61.



college and university archives, it is significant that the Committee on Archival Buildings reports "an increasing tendency to incorporate archival sections in large university and college libraries." If anyone suspects a feud, latent or otherwise, between librarians and archivists, he may seek evidence of it in the *Library Quarterly* for January 1949, in which a reviewer of the *Bulletin* (September 1947) of the American Institute of Architects contends that "the large amount of space devoted to the article [by chairman Gondos] on 'American Archival Architecture' . . . seems somewhat excessive in view of the small number of archival buildings that will be erected in relation to the total number of public, college, and university library buildings now projected." The archivists get publication space, but the librarians get the buildings!

In the realm of international relations our Society went on record at its 1948 meeting, as a matter of policy, to support the newly organized International Council on Archives, and expressed the desire to provide \$500 per year in 1949, half of this amount to be forthcoming from voluntary contributions of the members. The chairman of our Committee on International Relations, Oliver W. Holmes, regrets to report that the total received from individual members amounted to only \$184.50, contributed by 40 persons. Thus the American contribution to the ICA for 1949 was only \$434.50.<sup>1</sup> The Committee has urged that the Society continue its financial support for 1950, in order to give the ICA a fair opportunity to gather momentum to operate under its own steam. Plans are developing for the meeting of the ICA in Paris next summer, when its organization will probably be completed and our Society will be asked to become an affiliated association member. Meanwhile it is hoped that we will help maintain the undertaking as wholeheartedly as possible, individually and through the Society.

At the opening of the new school for German archivists at Marburg in June of this year, Lester K. Born, Chief of the Archives-Libraries Section of the United States Military Government, presented a complete file of *The American Archivist*, made available to him by this Society for that purpose. We now have exchange relations with several foreign periodicals which are handled by Lester W. Smith, Librarian of the National Archives, where these periodicals are kept on file. "In general," chairman Holmes writes, "one is impressed with the great renewal of activity among archivists in all parts of the world and an increased interest in the dissemination of archival literature as evidenced by the renewed publication of pre-war archival journals and the establishment of new ones."

Early in 1949, pursuant to a resolution of the Council of this Society approved at a special meeting in Washington, D. C., on December 29, 1948, a Joint Committee on Historical Manuscripts composed of two members of the American Association for State and Local History (Howard Peckham and Colton Storm), two members of the Society of American Archivists (Mrs. Edith Fox and the secretary), and a fifth member from the Manuscripts Division of the Library of Congress (Solon J. Buck), was organized to formulate

<sup>1</sup> For the text of the Committee's report, see p. 64.



a plan "for compiling and publishing a union list of manuscript collections and devising means for putting the plan into effect." After one meeting of the Committee and considerable correspondence, the chairman, Mr. Peckham, has submitted a report stating that "a union catalog of manuscripts is possible only if (1) the catalog treats manuscripts by collections and not by individual pieces; (2) the information wanted is voluntarily contributed by libraries having manuscript collections, as was done for the union catalog of printed books; (3) a location can be found where space and utilities will be furnished free of charge; (4) a foundation can be persuaded to underwrite the cost of a staff and equipment for five years." The Association of College and Reference Libraries assured the Joint Committee of voluntary cooperation from libraries; the chairman then set about making inquiries about possible locations for the proposed catalog. When this question has been settled, the Joint Committee, if continued, will feel in a position to approach one of the foundations for support. It was estimated that an effective catalog covering most of the known manuscript collections could be compiled in five years, and that the sale of the union catalog in book form with supplements annually or biennially would help to continue the project. The next steps are to determine a definite location, work out a budget, and draft a request for a grant from one of the foundations. Such a catalog is one of the most pressing needs in the field of historical manuscripts.

With the publication of the April 1949 issue of *The American Archivist* Miss Margaret C. Norton retired as managing editor and was succeeded by Karl L. Trever. He has appointed Carl L. Lokke associate editor, while Richard G. Wood and Mary C. Lethbridge continue respectively as reviews editor and news notes editor. In addition to the Editorial Board, a technical committee composed of Gust Skordas, Vernon D. Tate, and William J. Barrow serve as advisors and William D. Overman handles advertising. The July issue has maintained the high standards of the magazine in every department; Mr. Trever is planning his issues well in advance and is not merely waiting hopefully for voluntary articles, although these will be welcomed. The October issue will contain the annual "Writings on Archives and Manuscripts," which has become an indispensable feature of *The American Archivist*, compiled by Lester W. Smith, chairman of the Committee on Archival Bibliography.<sup>1</sup> He reports evidence in the European literature of increasing concern with modern archives and the problems involved in their bulk and complexity. The Index to Volumes I-X has not yet gone to press, but Mr. Trever expects this to be a *fait accompli* during the present fiscal year. We owe a debt of gratitude to Mr. Overman for the progress he has made in the up-hill struggle for advertising; the additional income is much needed to meet the increased cost of printing. From all reports, editorial relations with The Torch Press during the past year have been satisfactory.

Because our present annual meeting is held in September, this has been an eleven month year. Nevertheless, it has been a period of creditable gains in

<sup>1</sup> For the text of the Committee's report, see p. 60.

membership and subscribers to *The American Archivist*, thanks chiefly to the diligent work of the Membership Committee under the vigorous chairmanship of D. L. Corbitt, with co-workers throughout the United States by regions and in Canada and Latin America. The Society has enjoyed a steady growth since its founding and we have not yet reached a plateau of accomplishment, or of complacency, I trust. During 1948-49 (October 28 to date) 13 individual members resigned, 14 were dropped for non-payment of dues, and 2 are deceased. This loss of 29 is offset by 62 new individual members of whom 56 are in the United States and 6 in foreign countries. This net gain of 33 makes a total in this category of 352 (in 1948 there was a net loss of 4). Of this total 34 are foreign members. During the past year there was no loss of institutional members and 5 domestic and 4 foreign were added, making a total of 68 (the net gain in 1948 was 5). Of this total 14 are foreign institutions. The number of life members has increased from 2 to 4 by transfer in status, therefore not affecting our total membership. The number of honorary members is 4, the same as last year. Thus the aggregate of all classes of membership is 426. During 1949 the number of new subscribers was 16 in the United States and 8 in foreign countries; 4 domestic and 7 foreign were lost, resulting in a net gain of 13 (the net gain in 1948 was 19). The total number of subscribers is 150, of which 35 are foreign. Sales of back copies of *The American Archivist* continue to provide a substantial income, reaching a new record of 235 copies, amounting to \$293.75.

It is my sad duty to record the death of Thomas M. Owen, Jr., and Edward F. Rowse during the past year. Both were charter members of the Society and both were associated with the National Archives from its earliest years.

The secretary's annual survey of the state of the Society is based upon reports from the various committee chairmen. I am very grateful for their co-operation; without them my report might shrink to mere statistics. The secretary's office has endeavored to keep the wheels of routine turning in eighteenth century Williamsburg while we answered your twentieth century inquiries and kept in touch with our president on the North Carolina "frontier." Thus I close with a word of appreciation to him and to the other members of the Council.

Respectfully submitted,  
LESTER J. CAPPON, *Secretary*

BUDGET PROPOSAL — FISCAL YEAR, 1950 1

Col.	Item	Fiscal Year Ending 6-30-48 Actual	Fiscal Year Ending 6-30-49 Estimated	Fiscal Year Ending 6-30-49 Actual	Fiscal Year Ending 6-30-50 Estimated
1.	Cash on hand July 1	\$2,453.29	\$2,065.80	\$2,065.80	\$1,571.70
	<i>Receipts:</i>				
2.	Membership dues	1,985.75	1,985.75	2,215.50	2,215.50
3.	Publications	866.25	866.25	1,243.75	1,243.75
	Index to AA				600.00
4.	Interest on bond	25.00	25.00	25.00	25.00
5.	Annual meeting	76.02)			
		316.98)	100.00	183.36	100.00

6.	Contributions to International Council on Archives		250.00	170.50	25.00
7.	TOTAL RECEIPTS	3,270.00	3,227.00	3,838.11	4,209.25
8.		5,723.29	5,292.80	5,903.91	5,780.95
	<i>Expenditures:</i>				
	Administrative:				
9.	Secretary's Office	431.09	450.00	270.02	450.00
10.	Treasurer's Office	100.00	100.00	100.24	100.00
11.	Committees	59.51	50.00	15.30	20.00
12.	Publications	2,568.04	3,322.12	3,318.28	3,000.00
	Index to A.A.				600.00
13.	Annual meeting	181.87)			
		316.98)	100.00	207.87	100.00
14.	Contributions to International Council on Archives		500.00	420.50	500.00
15.	Reserve for special projects				211.55
16.	TOTAL EXPENDITURES	3,657.49	4,522.12	4,332.21	4,981.55
17.	Cash on hand June 30	\$2,065.80	\$ 770.68	\$1,571.70	\$ 799.40

APPROVED:

(Signed) Christopher Crittenden  
*President*(Signed) Lester J. Cappon  
*Secretary*(Signed) Helen L. Chatfield  
*Treasurer*

<sup>1</sup> As revised to include appropriation for contributions to International Council on Archives made at business meeting of Sept. 20, 1949.

## AUDITORS' CERTIFICATE

We, the Auditing Committee, have made an examination of the cash transactions of the treasurer of the Society of American Archivists, Miss Helen Chatfield, for the fiscal year July 1, 1948 to June 30, 1949, and we hereby certify that:

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

Satisfactory vouchers are in file covering full disbursements.

The balance of cash on hand as of July 1, 1948 and as of June 30, 1949, was on deposit as of those dates.

In our opinion the attached statements submitted are a full and complete report of the financial activities of the Society for the fiscal year ended June 30, 1949.

(signed) JOSEPH F. VAUGHAN, *Chmn.*

(signed) MEREDITH B. COLKET, JR.

(signed) DOROTHY HILL GERSACK  
*Auditing Committee*  
*Society of American*  
*Archivists**Washington, D. C.*

September 14, 1949

REPORT OF THE COMMITTEE ON ARCHIVAL  
BIBLIOGRAPHY

The Committee on Archival Bibliography was able to hold no meetings during 1948-49 because of the geographical distribution of its membership. Its major responsibility, the compilation of the annual "Writings on Archives and

Manuscripts," was accomplished, and the manuscript, which ran to 392 items, was transmitted to the editor for publication in the October 1949 issue of *The American Archivist*. There was evidence in the European literature of an increasing concern with modern archives and the problems that their bulk and complexity impose on their appraisal, disposition, and description. Quite another problem — the effects of socialization on archives — was given some notice in British publications. The year saw, in the appearance of the new journal of the British Records Association, *Archives* (vol. 1, no. 1, Lady Day, 1949), a welcome addition to the ranks of journals devoted purely to the history and administration of archives.

LESTER W. SMITH, *Chairman*

## REPORT OF THE COMMITTEE ON ARCHIVAL BUILDINGS AND EQUIPMENT

During the past year the Committee on Archival Buildings and Equipment rendered its customary services — on answering inquiries, distributing plans and publications, giving instructional lectures, and projecting or completing some type of written material. Although no meetings of the full Committee were held, the chairman kept in touch with the members and their points of view by means of correspondence and an occasional meeting with an individual member.

Considerable correspondence developed on the subject of document containers. Gust Skordas of the Maryland Hall of Records, as well as Leon de Valinger, Jr., of the Delaware Hall of Records, and Christopher C. Crittenden, of the North Carolina Department of Archives and History, assisted the chairman by contributing their views, data, and specifications on types of containers used. Data thus obtained were integrated with the writer's experience and incorporated in replies to inquiries.

Very little news is available on large archival projects as such, although there is an increasing tendency to incorporate archival sections in large university and college libraries. In this connection the chairman wrote a review of considerable extent for publication in the October issue of *The American Archivist*. The article discusses a recent publication of the Princeton University Press entitled *Planning the University Library Building*, edited by John E. Burchard, Charles W. David, and Julian P. Boyd, with the assistance of Leroy C. Merritt. This book summarizes the critical discussions of the Co-operative Committee on Library Building Plans, and has much of interest for archivists as well.

On the subject of publications it is interesting to note that we are attacked for publishing too much rather than too little. The *Library Quarterly* in its issue of January 1949 contains a review of recent library publications in which the reviewer, H. H. Fussler, plaintively complains that archival buildings are given too much prominence in the *Bulletin* of the American Institute of Architects, devoted to library and archives building types, which was recently republished by the American Library Association. In this squib the reviewer

ingenuously contends that “. . . the large amount of space devoted to the article on ‘American Archival Architecture’ (by Victor Gondos, Jr., A.I.A.) seems somewhat excessive in view of the small number of archival buildings that will be erected in relation to the total number of public, college, and university library buildings now projected.” (page 66-67). Pity the poor librarians! We archivists may not have \$100,000,000 building programs projected, as yet, it’s true, but we’ll get there yet.

North Carolina’s project for a new million-dollar records building is presently “on ice,” as is that of her sister commonwealth of Pennsylvania. On the other hand, judging from our correspondence with Director A. F. Kuhlman, and the numerous photostat copies of plans we sent to the Joint University Libraries in Nashville, the planning of the great new Tennessee Archives and Library Building is going on apace. In the same vein Morris Radoff, distinguished member of our Committee, not to be left behind in the race for improvements, at long last persuaded a normally reluctant legislature to make a sizable appropriation, running into five figures, for a new air-conditioning system for the Maryland Hall of Records.

The Committee chairman again lectured on the subject of archival equipment and storage to Dr. Ernst Posner’s annual summer class on archival administration. This year the Library of Congress joined The American University, the National Archives, and the Maryland Hall of Records as co-sponsors of this unique course. The Committee has accumulated extensive notes for further publications on various aspects of archival buildings and equipment and it is hoped that some time may be available in the ensuing year to reduce these to article form.

VICTOR GONDOS, JR., *Chairman*

#### REPORT OF THE COMMITTEE ON COLLEGE AND UNIVERSITY ARCHIVES

This Committee, formed at the end of February, 1949, was established to meet what is felt to be a pressing need — working relationships among college archivists. The membership, completed April 8, consists of: Francis L. Berkeley, Jr., University of Virginia Historical Collection; Leonidas Dodson, University of Pennsylvania Archives; Gaston Litton, University of Oklahoma Archives; Clifford K. Shipton, Harvard University Archives; Lewis G. Vander Velde, University of Michigan Historical Collections; and Dwight H. Wilson, Fisk University Archives, chairman.

The chairman submitted to the Committee the following list of suggested areas in which work might be done:

1. The establishment of standards for the proper handling and care of college and university archives.
2. Securing the appointment of competent archivists in colleges.
3. Establishing a clearing house for the peculiar problems of such archivists.
4. Developing in administrators a greater consciousness of archives as an integral part of college and university administration.

5. Discovering the nature and extent of all college and university archives now extant, as a basis for further study.

It did not require much time to find that "discovering the nature and extent of *all* college and university archives" was a little on the ambitious side. As a beginning, however, a spot survey of both little-known and well known colleges was conducted. Letters were sent to 150 institutions, selected at random, asking for information about their archival programs. The response was amazing. While a full report on this small scale survey will be made later, the following is a brief summary of the answers received:

- 56 have archives and archival programs.
- 15 preserve most of the official records, but have no unified archival program.
- 11 keep some records (usually trustee and faculty minutes, and publications).
- 7 are now studying the problem with a view to establishing archives.
- 14 have scattered records and are interested in establishing archives.
- 12 are totally uninterested in archives.
- 35 have not answered at the writing of this report.

Thus, out of the 115 answers received, 103 reveal definite awareness of the need for keeping official records.

The archivists themselves were most happy to learn that this Committee had been established. The majority of them seemed to feel that they had been working alone in a new field. The Committee cooperated with the Membership Committee by submitting the names of all persons working in college archives, for possible membership in the Society of American Archivists.

Most administrators in colleges having no archives were pleased to know that the Committee was available to provide help in the event that they did establish archives.

The American Council on Education was given a summary of the answers received thus far, as an indication of the growing stream of archival consciousness in institutions of higher learning. It was pointed out that the fifth edition of *American Universities and Colleges* listed collections in college libraries, but, in most instances, no mention was made of the archives, even where archives are well established. It was suggested that the next edition list archival holdings, both because they are an integral part of the institution, and for their value to scholars and researchers.

Several colleges have already written about the problem of securing competent trained archivists. To meet this problem, a letter was sent to Dr. Wayne C. Grover, asking that the Committee be put in touch with some key person at National Archives who might suggest people for such positions. In his reply, Dr. Grover stated that he and Dr. Morris L. Radoff had been discussing the problem of educational archives for some time, and indicated that National Archives will cooperate as fully as possible.

Plans are under way for the preparation of a manual on college archives. One section will be addressed to college administrators, outlining the general scope, purpose and value of college archives. The other section will be designed for the guidance of the college archivist, setting forth basic rules for the operation of an archival program. Since this pamphlet was suggested by

Dr. Shipton, he will prepare the preliminary draft for the second section. The other members of the Committee will make revisions and suggestions before the final draft is prepared. The first section will be prepared by the chairman, and the same procedure will be followed.

During the first six months of its existence the Committee has not met because of geographical distances and the press of official duties. Consequently, the work has been done by correspondence. If the Committee continues to work faithfully on the program which it has started, it will make a definite contribution in a hitherto neglected area.

DWIGHT H. WILSON, *Chairman*

### REPORT OF THE COMMITTEE ON INTERNATIONAL RELATIONS

At its Raleigh meeting the Society of American Archivists authorized a contribution of \$250 from its funds to the International Council on Archives and asked for voluntary contributions from its members of an additional \$250 or more in the hope that the total American contribution would reach at least \$500. In February 1949 your chairman prepared a letter to all members of the Society requesting their contributions, which letter was multilithed by the National Archives and copies mailed by the Society's secretary. As a result of this appeal, contributions totalling \$184.50 have been received to date by the treasurer. It is disappointing that the goal was not reached and more so that contributions were received from only 40 members. This means that the individual contributions averaged over \$4.50 — higher than was expected. It would have been preferable to have \$2.00 or \$3.00 checks sent in by many more members. As the matter stands, the total American contribution for the year was \$434.50.

It is urged that the Society continue its support of the International Council on Archives on this same basis for the coming year in order to give it a fair opportunity to get organized and to operate thereafter under its own steam. It is understood that plans are being made in Paris for the first full meeting there in August or September of 1950, at which time organization of the Council should be completed and its membership conditions and dues established. Thereafter the appeal for voluntary contributions from members can cease, and the Society, if it votes to become an affiliated association member, will be expected to pay only the dues established for that class of membership.

Your Committee would gladly have done more this year to promote interest in the International Council on Archives had it been given definite information as to the Council's plans. As stated in our report last year, the Council's "intended program needs to be developed and clarified if support is to be enlisted." An effort was made by your chairman to secure funds from the State Department that would permit the European officials of the Council to attend the Quebec meeting and thus make possible a meeting of the Execu-



tive Board of the Council in the Western Hemisphere, but this effort was not successful because of the delay in the Department's appropriations.

At the opening of the new school for German Archivists in Marburg, Germany, in June of this year Dr. Lester K. Born, Chief of the Libraries and Archives Section of the U. S. Military Government, presented a complete file of *The American Archivist*, made available to him by this Society for that purpose. It was a gesture that was much appreciated, and Dr. Born will no doubt convey to the Society the thanks that was voiced on that occasion.

In general one is impressed with the great renewal of activity among archivists in all parts of the world and an increased interest in the dissemination of archival literature as evidenced by the renewed publication of pre-war archival journals and the establishment of new ones. *The American Archivist*, long the only journal of the profession in English, has been joined by two others in the past two years, one in India and one in England. The usual annual list of "Writings" in the October number of *The American Archivist* will illustrate the fact that the profession is moving forward not only in America but throughout the world.

OLIVER W. HOLMES, *Chairman*

### REPORT OF THE MEMBERSHIP COMMITTEE

Shortly after the annual meeting of the Society in Raleigh, October 27, 28, and 29, 1948, President Crittenden invited D. L. Corbitt, of the State Department of Archives and History, Raleigh, N. C., to serve as chairman of the Membership Committee for the ensuing year. Mr. Corbitt accepted this assignment reluctantly, but with the understanding that interested and active members of the Society would be asked to serve with him. Secretary Cappon informed the Committee that it was customary to divide the United States, Canada, and South America into thirteen areas. This general policy was followed and between November, 1948 and April, 1949 twelve persons had agreed to serve with the chairman on this Committee. The Committee began to function officially early in December, 1948. It was impossible, however, to secure anyone in Area 1 (Oregon, Washington, Idaho, Montana, Western Canada) to serve on the Committee. The members of the Committee who have assisted the chairman, and in fact done most of the work, are as follows:

Mr. Albert H. Schneider, P. O. Box 592, Arcadia, California

Area 2 — California, Nevada, Arizona

Miss Dorothy K. Taylor, Rio Grande Building, Denver 1, Colorado

Area 3 — Utah, Colorado, New Mexico, Wyoming

Miss Emma M. Scheffler, State Library, Archives Division, Springfield, Illinois

Area 4 — Illinois, Iowa, Minnesota, Nebraska, Wisconsin, North Dakota

Mrs. Dorothy W. Knepper, San Jacinto Museum of History, San Jacinto, Texas

Area 5 — Texas, Missouri, Arkansas, Kansas

Mrs. Foreman M. Hawes, 23 East 34th Street, Savannah, Georgia

Area 6 — Mississippi, Louisiana, Florida, Alabama, Georgia

Mrs. Jacqueline Bull, 132 Bassett Avenue, Lexington, Kentucky

Area 7 — Indiana, Michigan, Ohio, Kentucky, Tennessee



Miss Miriam Woods, 1588 Jackson Street, Charleston, West Virginia

Area 8 — Virginia, West Virginia, North Carolina, South Carolina

Miss Helen Finneran, National Resources Records Division, National Archives, Washington, D. C.

Area 9 — Washington, D. C., Maryland, New Jersey, Delaware

Miss Edna Jacobsen, New York State Library, Albany, New York

Area 10 — New York, Pennsylvania

Mr. Harold S. Burt, The State Library, Hartford, Connecticut

Area 11 — Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut

Mr. Claude Corriveau, Provincial Archives, Battlefields Park, Quebec City, Canada

Area 12 — Eastern Canada

Miss Ella Dunbar Temple, Trinidad, 303, Lima, Peru

Area 13 — Latin America

It is rather difficult for the Committee to know definitely what its accomplishments are. The literature furnished to the Committee directed all applicants for membership to submit their applications and dues to Secretary Cappon. Since this procedure was the policy of the Society, neither the individual members of the Committee nor the chairman knew whether or not there had been any response to the letters and literature mailed to prospective members. It is also true that when a prospective member was circularized by the Committee, the Committee members never knew whether to drop the matter at that point or again to extend an invitation. It occurs to the chairman that it is quite unusual to expect a person who has been solicited to respond to a letter from an individual whom he does not know much less to join an organization, the purpose and activities of which he is not personally familiar. If the prospective members who are invited to join are requested to reply and to send their application blank to the chairman of the Committee or to the individual member of the Committee who invited him in the first place, then the invitation could be followed through and renewed until some response was received.

Since the policy of the Society has been followed, it is enough to say that the Committee has been active and the individual members have endeavored to interest prospective members in the work of the Society. Much literature has been mailed and scores of letters have been written. Because of the fact that the work of the Committee covered such a wide area the activities were of necessity devoted entirely to correspondence and mailing the literature furnished by the previous committee on membership. The total results of the Committee's activities are not what the Committee wished, but it is happy to report that 49 new members have been accepted into membership up to July 26, 1949.

The following persons who are not on the Committee, but who have been sufficiently interested in the work of the Committee to supply names of prospective members are: Karl L. Trever, The National Archives, Washington, D. C., and Dwight H. Wilson, Fiske University, Nashville, Tennessee.

The Membership Committee has had no expense charged to the Society. Each individual member of the Committee either has furnished his own sta-

tionery, postage, and other necessary items, or the organization which he occupationally represents has furnished these items. The individual members have been glad to give their services, time, efforts, and interest toward enlarging the work and scope of the Society of American Archivists.

The chairman wishes to express to the individual members his appreciation for their efforts and cooperation. It has been a pleasure to have each of these persons serve on the Committee. To Secretary Cappon, the Committee wishes to express its thanks for the assistance and advice extended on all occasions.

D. L. CORBITT, *Chairman*

### REPORT OF THE COMMITTEE ON RECORDS ADMINISTRATION

The pamphlet on general principles of records administration, which has occupied the attention of this Committee for some time, has gone to the Public Administration Service in Chicago for publication. This pamphlet is to meet a long standing request made by the Public Administration Service to the chairman of this Committee as a personal matter. Because the Public Administration Service wanted an extremely broad scope in the pamphlet, the chairman sought the advice of this Committee in its preparation. The document is intended to state common denominators of guidance for public officials in any way concerned with or responsible for records—not to be an operating manual for records officers, or even less for archivists. But the common interests of records officers and archivists have been recognized throughout. The pamphlet is designed for state, municipal, and local officials. Explanation is made wherever necessary that the old-line register type of basic county records involve special problems, as distinguished from other records of public administration. This matter of county records was the main point of earnest consultation among the Committee, which at times led the chairman to fear that the pamphlet would be decimated as was the hatmaker's sign in Benjamin Franklin's famous story. But the document is a much better one for the valuable criticism of the present and former Committee members. It bears a statement to the effect that it is written by the chairman and the others involved are not responsible for it. But it acknowledges the cooperation, and the chairman wishes to do so here, of the following present and former Committee members: Helen L. Chatfield, Christopher Crittenden, Beatrice Decker, Henry H. Eddy, Hugh M. Flick, and Margaret C. Norton.

The pamphlet should be ready within two months. It will run to 30 or 40 pages, and will be sold by the Public Administration Service for a very small amount to cover the cost of publication. This Society will receive a few complimentary copies for the Committee members and officers.

The attention of the Committee has been so heavily focused on the pamphlet that little thought has been given to the other possible activities of the Committee, primarily serving as a clearing house for information and advice on records administration. This objective was discussed in this chairman's report for 1945 at Indianapolis. It is something that depends partly on resources for

the handling of extensive correspondence, and should be considered in the light of similar activities of the National Archives and perhaps other organizations.

PHILIP C. BROOKS, *Chairman*

### JOINT COMMITTEE ON HISTORICAL MANUSCRIPTS

The Joint Committee on Historical Manuscripts of the Society of American Archivists and the American Association for State and Local History was appointed following action at the annual meetings of the two societies at Raleigh, N. C., in October, 1948. Its purpose was to report to the respective presidents "on creating a plan for compiling and publishing a union list of manuscript collections and devising means for putting the plan into effect." Committee members are Lester J. Cappon and Edith M. Fox, representing the Archivists; Colton Storm and Howard H. Peckham, representing the Association; and Solon J. Buck, representing the Library of Congress.

The Committee held one meeting, in Princeton, N. J., in April, 1949, and has otherwise made investigations and exchanged ideas by correspondence. After discussion and consideration of the experience of the American Historical Association's committee on this subject, your Committee determined upon a new approach to the problem. In our view a union catalog of manuscripts is possible only if:

1. The catalog treats manuscripts by collections and not by individual pieces
2. The information wanted is voluntarily contributed by libraries having manuscript collections, as was done for the union catalog of printed books
3. A location can be found where space and utilities will be furnished free of charge
4. A foundation can be persuaded to underwrite the cost of a staff and equipment for five years

It was further agreed as a matter of procedure that before any foundation was approached for financial aid, the question of voluntary cooperation from libraries and the question of location should be answered. Accordingly, inquiries were made to the secretaries of the Association of College and Reference Libraries and the Association of Research Libraries. The former assured us of cooperation, the latter was somewhat non-committal; however, the former group of libraries is the one where the most manuscripts will be found. Your Committee then set about making inquiries for locations. We have received one positive offer that may not prove to be satisfactory, and another conditional offer. The Library of Congress has indicated a willingness to be approached. Several inquiries have not been answered yet.

There remains yet the job of getting a definite commitment on location, then the Committee will feel it can approach a foundation with a cooperative plan and a location. Such evidence should impress a foundation very favorably.

As for the future maintenance of the catalog after the initial grant expired, it was the belief of the Committee that an effective catalog covering most of the known manuscript collections could be compiled in the five-year period. After that, the staff could be reduced to take care of current acquisitions. This reduction in overhead would leave a continuing expense that might be met by

(1) a renewed grant from the foundation; (2) a grant from the host institution; or (3) the printing and sale of the union catalog in book form at the end of the five-year period, with additional volumes being published annually or biennially afterward.

The next steps are to determine a definite location, work out a budget, and submit a petition in the names of the two societies, with additional endorsements, to one of the foundations. Personally, I hope that the Committee will be continued by the new presidents, with or without the present personnel.

HOWARD H. PECKHAM, *Chairman*

W. J. BARROW

*Document Restorer*

STATE LIBRARY BUILDING

RICHMOND 19, VA.

# News Notes

MARY C. LETHBRIDGE, Editor

*The National Archives*

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## SOCIETY OF AMERICAN ARCHIVISTS

The secretary announces the following committee appointments for current year:

Archival Buildings and Equipment: Victor Gondos, Jr., chairman  
College and University Archives: Dwight H. Wilson, chairman, Frances L. Berkeley, Jr., Leonidas Dodson, Gaston L. Litton, Clifford K. Ship-ton, Lewis G. Vander Velde

Institutional and Business Archives: Robert W. Hill, chairman

International Relations: Oliver W. Holmes, chairman

Local Arrangements: Jesse E. Boell, chairman

Nominations: Oliver W. Holmes, chairman, Leon de Valinger, Jr., George P. Hammond

Photographic Techniques: Daniel F. Noll, chairman

Special Committee on Long Range Planning: Christopher Crittenden, chair-man

Joint Committee with the American Association for State and Local History on Historical Manuscripts: Mrs. Edith M. Fox and Lester J. Cap-pon, for the Society.

Roger W. Thomas, Maryland Hall of Records, has been appointed a member of the Editorial Board to succeed William D. Overman, whose term has expired.

## LIBRARY OF CONGRESS

The Naval Historical Foundation will deposit its large collection of naval historical papers and documents with the Manuscripts Division. Since its organization in 1926 the Naval Historical Foundation has been collecting documents concerning the history of the United States Navy. These papers, in the main, are composed of private files of naval officers including personal correspondence with their families, friends and other naval personnel, journals of cruises, files of orders, papers written on various naval subjects, addresses, etc. The value of these personal papers derives primarily from their intimate complementing of official reports on the same subjects. Through study of both, the student of the naval and diplomatic history of the United States can obtain a more accurate knowledge of important actions. The entire collection, which is being added to constantly, contains approximately 50,000 documents and hundreds of journals, log books, and letter books. Representative of the papers are those of: Captain Alfred Thayer Mahan, Rear Admiral Stephen

B. Luce, Rear Admiral Thomas O. Selfridge, Sr., Commodore David Porter, Admiral David Dixon Porter, Captain John Shaw, Rear Admiral Robert W. Shufeldt, Medical Director Ninian Pinkney, Rear Admiral Francis A. Roe, Commodore C. G. Ridgeley, Rear Admiral S. Phillips Lee, and Rear Admiral William Radford.

In cooperation with the Department of State, the Library of Congress and the National Archives sent to Paris for display as part of the UNESCO International Exhibition on the Universal Declaration of Human Rights the original manuscripts of six historic documents of American freedom. The National Archives lent one of the few surviving originals of the Bill of Rights, and the Library of Congress sent Thomas Jefferson's rough draft of the Declaration of Independence, George Mason's and Thomas Ludwell Lee's draft of the Virginia Bill of Rights, Abraham Lincoln's reading copy of the Gettysburg Address, Lincoln's draft of the Emancipation Proclamation as read to his Cabinet, and a contemporary copy of the Thirteenth Amendment bearing the signatures of the authenticating officers, members of Congress, and the President. The exhibition will bring together in Paris for the first time in history the originals of many of the great documents of freedom. It is understood that the American documents will be joined in the exhibition by one of the originals of the Magna Carta, lent by the British Government; by the original 1789 Declaration of the Rights of Man and the French Constitution of 1791 with original annotations by Louis XVI, both lent by France; and by other originals from Belgium, Holland, Mexico and, possibly, the Vatican. It also is believed that Italy may have sent important Garibaldi manuscripts.

Through the generosity of the Patriarch Timotheos of the Greek Orthodox Church in Jerusalem, who has granted permission for the undertaking, the Library of Congress and the American Schools of Oriental Research are jointly sponsoring a project which began in November to photograph a large number of the most important ancient manuscripts in the Patriarchate Library, which dates back to the 6th century A.D. The Patriarchal Library contains approximately 3,000 ancient and medieval manuscripts, the oldest dating from the 7th century. The photographic work is being performed by a member of the Library's Photoduplication Service, Wallace Wade. As soon as the microfilm and other photographic negatives have been received in the Library of Congress, copies of the manuscripts will be made available at the usual photoduplication rates to all libraries and individual scholars wishing to obtain them.

Three ancient Hebrew scrolls found in a cave south of Jericho in 1947 and since acclaimed by experts as the greatest single manuscript discovery of modern times, and the most important find ever made in the Holy Land, were placed on public display in the Library of Congress, from October 23 to November 6. Believed to be over 2,000 years old, the three Hebrew scrolls include, among others of the sacred writings, a copy of the complete text of the Book of Isaiah in the original. These ancient relics of Judeo-Christian civilization are, according to some leading experts on ancient literature, a thousand years older than any previously known Bible manuscripts.

The papers of Orville and Wilbur Wright, which have recently been given to the Library of Congress by the Orville Wright estate, include a description by Orville Wright of the Kitty Hawk flights of 1903, diaries and notebooks detailing scientific experiments carried out by the brothers from 1901 to 1920, and professional, scientific, and personal correspondence extending from 1881 to 1948. They may be consulted only by written permission of the executors of the estate.

Other large groups recently received by the Library of Congress include the papers of William Gibbs McAdoo, Secretary of the Treasury from 1913 to 1918 and United States Senator from California from 1933 to 1939, papers of Chief Justice Harlan Fiske Stone, and papers of Lt. Gen. Frank M. Andrews. Use of these three groups is restricted. The Library has also acquired autograph notes written by the famous French scientist, Louis Pasteur, during his research into the causes of cholera in 1879 and 1880, and twenty-four letters of Gen. Cadmus M. Wilcox, who was with Robert E. Lee's army from the first battle of Bull Run to Appomattox.

New information about World War I became available in June when certain private memoranda of Robert Lansing, Secretary of State under President Woodrow Wilson, were opened for use by qualified readers. The memoranda, written in nine small volumes, cover the years from 1915 to 1922. Restrictions on the use of the papers of Benjamin H. Bristow, Secretary of the Treasury under President Ulysses S. Grant, and of the late Senator George W. Morris have also been relaxed.

Reproductions of manuscripts recently received by the Library include some 13,000 photostat prints of High Court of Admiralty papers in the Public Record Office, London, consisting of records of indictments for piracy and crime on the high seas, 1696-1809, and records of prize causes, 1664-1674. Miss Ruth Anna Fisher has returned to London to continue the work on behalf of the Library of surveying and arranging for photoduplication of manuscript material relating to American history in European repositories.

The Library of Congress initiated in May a long planned microfilm program in Italy. The project is being carried out under the supervision of Dr. Emilio Re, Commissioner-Extraordinary to the Italian archives. Initial attention will be directed to the filming of unpublished inventories, guides, calendars, catalogs, and other bibliographical tools relating to material of scholarly interest. Dr. Lester K. Born, then Chief, Archives-Library Section, Cultural Affairs Branch, Office of Military Government for Germany (U.S.), assisted in selecting material to be filmed and in establishing editorial practices. Mr. Schwegmann was sent from the Library to aid in the selection and training of the photographic staff, to advise on technical matters and to conclude administrative and fiscal arrangements for the project. Mr. Schwegmann, following the completion of his mission in Rome, will visit Switzerland, France, Belgium, the Netherlands, and England to investigate and report to the Library on microfilm facilities and activities.

John G. Bradley, from 1935 to 1945 Chief of the Motion Picture Division at the National Archives, and since 1945 in charge of the now liquidated Mo-



tion Picture Project of the Library of Congress, has retired. James R. Master-son has been appointed editor of the *Writings on American History* in the Manuscripts Division. Leslie W. Dunlap resigned as Assistant Chief of the Manuscripts Division in June to become Librarian of the University of British Columbia, and Arthur E. Young, formerly of the National Archives, has been appointed Assistant Chief of the Division.

### TRAINING OF ARCHIVISTS

In cooperation with the National Archives, the Library of Congress, and the Maryland Hall of Records, The American University in Washington, D. C., offered its fifth intensive training course in the Preservation and Administration of Archives from July 25 to August 20, 1948. The four-week program included lectures on the most important phases of work with archives and manuscripts and practical training in the National Archives, the Division of Manuscripts of the Library of Congress, and the Maryland Hall of Records.

The following students were enrolled in the course: Harry J. Alderman, Library of the American Jewish Committee, New York, New York; Rev. Colman J. Barry, O.S.B., St. John's Abbey, Collegeville, Minnesota; John W. Bonner, Jr., University of Georgia Libraries; William F. Brinton, Swarthmore College Peace Collection, Swarthmore, Pennsylvania; Jacqueline P. Bull, University of Kentucky Library, Lexington, Kentucky; Anna May Connelly, New Orleans School of Filing, New Orleans, Louisiana; Chester C. Connor, Aluminum Company of America, Pittsburgh, Pennsylvania; Rev. Charles A. Costello, Rouseville, Pennsylvania; Timothy P. Donovan, Oklahoma University Archives, Norman, Oklahoma; Leo Flaherty, Massachusetts State Archives, Boston, Massachusetts; Ravindra Chand Gupta, Indian Government Scholar; Bess W. Leiken, Archives of the American Jewish Committee, New York, New York; Mary Annice McCray, Public Library, Springfield, Ohio; M. Christine Mac Donald, Legislative Library of Saskatchewan; Mercedes Muenz, Archives of the University of Notre Dame, Notre Dame, Indiana; Herbert J. Salisbury, Oregon State Archives, Salem, Oregon; Heinrich J. Salz, Worthington, Ohio; Nelson P. Springer, Archives of the Mennonite Church, Goshen, Indiana; Lionel W. Van Kersen, Michigan Historical Collections, Ann Arbor, Michigan; and I. Sompayrac Willard, Natchitoches, Louisiana.

The sixth intensive training course in the Preservation of Archives is scheduled for the period, June 12 through July 8, 1950. In addition, The American University will offer the second Institute in the Preservation and Interpretation of Historic Sites and Buildings, in cooperation with the National Park Service, Department of the Interior, and Colonial Williamsburg, Inc. (June 12 through June 30, 1950, Donald Derby directing) and an Institute of Genealogical Research, in cooperation with the National Archives (June 12 through June 30, 1950, Meredith B. Colket, Jr., directing).

### INTERNATIONAL ORGANIZATIONS

#### *Congress of Historians of United States and Mexico*

Sponsored by the Academia de Ciencias Históricas de Monterrey, the American Historical Association, and the Instituto Nacional de Antropología e



Historia, the first Congress of Historians of Mexico and the United States met in Monterrey, Mexico, September 4-9. Among the large number of delegates from both countries attending were representatives of archival institutions in Mexico and libraries in the United States. One of the eight sessions of the Congress was devoted to the "Preservation and Organization of Historical Source Materials" and included papers on "The History of the Provincias Internas in the Archivo General de la Nacion," by J. Ignacio Rubio Mane, "The State and Municipal Archives of Mexico," by Ildefonso Villarelo, "A Program for the Preservation of Mexican Archives outside the Capital," by Antonio Pompa y Pompa, and "Objectives and Policies of the Library of Congress in its Program of Copying Historical Source Materials in Foreign Archives and Libraries," by Luther H. Evans. It is noteworthy that neither the National Archives of the United States nor any State archives department was represented at this meeting.

#### *First International Congress on Archives*

The First International Congress on Archives organized by the International Council on Archives, the National Archives of France, and the Association of Professional Archivists of France, will be held in Paris from Wednesday 23 to Saturday 26 August 1950. These dates have been chosen so that the members of the Congress may take part in the meeting of the 9th International Congress of the Historical Sciences which opens on Monday 28 August 1950. A notice will be sent later giving details of the agenda of the First International Congress on Archives.

#### *Practical Arrangements*

a) *Registration*: Those who wish to take part in the congress are requested to inform the Secretariat of the International Congress, Direction des Archives de France, 60, rue des Francs-Bourgeois, Paris (3<sup>e</sup>), as soon as possible and at the latest before 1st February 1950.

The registration fee has been fixed at 1,000 French francs to be paid in Paris. Students from recognised archival schools and archival courses of the universities will be admitted on a reduced fee of 300 francs.

Registration can be for an individual or in the name of an institution which will then be represented by a single member at the congress.

b) *Accommodation*: The Secretariat will make arrangements for the best possible accommodation to be available for all participants.

c) *Travel*: The Secretariat will undertake to obtain from the French Railways a reduction for travel by rail in France.

All correspondence concerning the congress and all requests for information should be addressed to the Secretariat of the International Congress, Direction des Archives de France, 60, rue des Francs-Bourgeois, Paris (3<sup>e</sup>).

#### *Pan American Sanitary Bureau*

Mrs. Olive R. Surgen, formerly a records management analyst with Federal Security Agency, became the records officer of the Pan American Sani-

tary Bureau on April 1, 1949. Since 1947 Mrs. Surgen had been on detail to the United States Public Health Service to help establish its Records Management Branch and develop its records management program. She made initial surveys and pilot records installations in two field offices and was one of two analysts conducting a training course for Public Health Service records personnel.

The Pan American Sanitary Bureau became in May the Regional office for the World Health Organization and took over all WHO activities in the Western Hemisphere. The Bureau's records officer has been responsible for a share in planning WHO's records program. Publications issued by this officer so far are: *Correspondence Style Handbook* (Records management bulletin no. 1, May, 1949); *Recording, Control, Routing and Clearance of Communications* (Bulletin no. 2, May, 1949); and *Current Records Management Handbook* (Bulletin no. 3, September, 1949).

## FOREIGN NEWS

### *Dominican Republic*

The year 1949 saw several changes in personnel at the Archivo General de la Nacion. The Director, Dr. Sócrates Barinas Coiscon, was appointed Under Secretary of State for Labor, and to succeed him, President Trujillo appointed on March 16 the well known historian, Ramón Lugo Lovatón. Vettilio J. Alfau Duran, for five years in the Archivo General, first as Assistant to the Director and later as Cataloguer of Documents, was appointed Assistant Librarian of the University of Santo Domingo in March.

### *Great Britain*

The seventeenth annual conference of the British Records Association was held at Cutlers' Hall, London, December 6 and 7, 1949. The provisional program included a discussion of "Records of local clubs and societies" by the Records Preservation Section, "The publication of Latin records" by the Publications Section, and "Facilities for access" by the Association in full.

### *Ireland*

The Irish Association for Documentation was formed at the meeting held in the Royal Irish Academy on July 4, 1947 to promote in Ireland the recording, organization, and dissemination of specialized knowledge. The list of corporate and individual members indicates the success attained in gathering into the Association representatives of almost all the libraries, archives, and research institutions in both Northern Ireland and Eire. The following committees were appointed by the Council: Committee for Science and Agriculture, Committee for History and Archaeology, Committee for Documentary Reproduction, Committee for Medicine.

At the first meeting of the Committee for History and Archaeology in 1948, the question of making known the historical manuscript sources of the various

libraries was discussed, and it was agreed that basic printed lists, where they existed, would be furnished by each library, and in other cases, manuscript or typed lists, and that current accessions of manuscripts would be reported from time to time by the cooperating libraries. Since then lists of manuscript holdings have been supplied by the Representative Church Body, University College, Dublin and the Royal Irish Academy.

The Committee for Documentary Reproduction was formed to provide for the collaboration of universities, libraries, and other scholarly institutions in Ireland, in the exchange of information concerning the photographic facilities available in these institutions and the dissemination of specialized photographic knowledge in its application to the reproduction of documents.

At a meeting in March, 1948 it was decided to prepare a circular, setting out the microfilm, photostat, and other photographic facilities available in Ireland together with the prices charged and other conditions of use in each case. This will be compiled primarily for the use of libraries and other institutions, as well as for the research worker, and as such, the main emphasis will be placed on institutional photographic facilities. A list of the commercial services will be added, however, in order to broaden its usefulness especially to libraries lacking photographic facilities of their own. A list of microfilm reading machines will be added as soon as their location and accessibility has been determined.

### *Portugal*

A new building for the University of Coimbra Archives has recently been inaugurated. The collection is one of the largest of its kind in Europe.

## DEPARTMENT OF STATE

In connection with the reorganization of the Department of State, a program has been established for the management of the records of the Department and the Foreign Service. The Records Management Program will operate under the provisions of Executive Order 9784 (September 25, 1946). Mr. Fred W. Shipman, Assistant Chief for Records in the Division of Communications and Records, has been designated the Records Management Officer, with responsibility for the direction of the program. Mr. Shipman was formerly Director of the Franklin D. Roosevelt Library at Hyde Park and was a member of the staff of the National Security Resources Board prior to joining the Department of State in September.

Under the direction of the Records Management Officer, studies will be made of the policies and methods employed regarding the production, maintenance, and disposition of records and of types and quantities of equipment used, with a view to achieving maximum economy and facility of records operations and utilization of space, establishing uniform standards of equipment throughout the Department and the Foreign Service, assuring complete documentation of activities, making those records of long-range value readily available for administrative and research purposes, and arranging for the or-

derly and systematic retirement and storage of inactive records and for the destruction of those records having no permanent value.

Mr. Shipman has been designated as the alternate for the Secretary of State on the National Archives Council.

## INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

The Conference began its 1949-1950 season on September 30, 1949 with a well-attended session devoted to an explanation of the revised and simplified procedure for disposing of Federal records recently inaugurated by the National Archives, General Services Administration. Theodore Schellenberg, National Archives Program Advisor, gave instructions on the use of a new Standard Form for obtaining records disposal authority. Louis Darter of the Navy Department, who presided, outlined the development of scheduled records disposal in the Federal Government.

The October and November meetings had their origin in the series of round table discussions held during the spring and summer. The former was concerned with agency records management programs—their content, placement in the organizational hierarchy, and their staffing. John F. X. Britt of the Federal Security Agency and Olive Surgen of the Pan American Sanitary Bureau were the speakers. The second meeting, under the chairmanship of Ollon McCool, Department of the Army, dealt with the administration of intermediate records centers.

## NATIONAL MILITARY ESTABLISHMENT

Requirements as to the length of time records of completed or terminated military contracts must be retained before they can be destroyed were clarified recently by the National Military Establishment for the benefit of contractors who are finding the storage costs of such records burdensome.

The Procurement Policy Council of the Munitions Board, which made an analysis of the requirements, stated that under certain circumstances, records may be replaced with acceptable microphotographs, or the contractor may apply for permission to destroy them. The factors which govern contract record retention are as follows:

The only statutory regulation bearing on retention of contractual records is contained in the Contract Settlement Act of 1944, the pertinent portion of which is incorporated into the 1948 revision of 18 U. S. Code 443. In substance, this statute provides that contractual records on war contracts must be preserved until (1) five years after the disposition of termination inventory by the contractor or Government agency, or (2) five years after the final settlement of any such contract, or (3) 31 December 1951. By regulation of the Office of Contract Settlement, however, earlier destruction of these records is permitted provided approval is obtained and properly authorized photographs or microphotographs have been made.

Other statutes affect indirectly the retention of records, although compli-

ance with them is the concern of Government agencies other than the National Military Establishment. One of these statutes is the Vinson-Trammell Act which limits profit on vessel and aircraft contracts and under which a subject contractor must retain records in accordance with regulations of the Bureau of Internal Revenue for the purpose of substantiating tax returns.

The Renegotiation Act of 1948 presently does not expressly require the preservation of records beyond the period necessary to cover the renegotiation of the contracts involved.

The standard clauses generally inserted in contracts of the National Military Establishment often prescribe fixed periods of time, after completion or termination of a contract, during which contract records must be preserved. Generally, all records pertaining to cost-type contracts must be kept for a period of five years after their completion. Either no time is specified for retention in fixed-price contracts or else a period, usually of three years, is prescribed. In both types of contracts provision may be made, either in a contract clause or by special arrangement, that any required records may be replaced with acceptable microphotographs.

If a contractor is in doubt as to the length of time his records must be preserved, he should write his contracting agency asking for a decision. Should a contractor find his storage problem to be unusually burdensome and costly, and it is known that all audits have been completed and all other purposes for which the records were retained have been satisfied, he may make a request of the contracting agency for permission to destroy the records.

## OFFICE METHODS DIVISION, NAVY DEPARTMENT

The holdings of the five Naval Records Management Centers have now reached 1,026,598 cubic feet of records. Although these records are considered non-current and no longer needed in the conduct of a day-to-day business, the Records Centers answered nearly 6,000 inquiries each working day during the first quarter of the current fiscal year. These Records Centers accommodate all types of naval records and have recently been designated as the official depositories for retained records of disbursing officers afloat. Previously, except in certain cases, disbursing records were maintained by specially designated Settlement Offices.

The annual conferences of the records management officers from the fifteen Naval Districts and River Commands and the directors of the Naval Records Management Centers were recently held in Washington, D. C. Reports were made on progress of the records management programs throughout the naval establishment and at the Records Centers, and plans were discussed for the next year. These conferences serve as a means of training records officers and are used in lieu of extensive manuals of instruction.

A group of Naval Reserve officers engaged in organization and methods work in the Washington area has organized a Management Engineering Volunteer Reserve Unit for training in management programs operating in the Navy. The course of study provides for training in all management techniques in-

cluding records administration and archival practices. Commander Herbert E. Angel, Director of Office Methods, Navy Department has been appointed commanding officer of the unit.

### COLORADO

The Division of State Archives of the Colorado Historical Society is currently working on the following projects: (1) completion of State Documents Archives and preparation for publication of a State Check-List (the last one being of 1910 vintage); (2) transfer from Colorado Springs and processing of the Colorado-Midland Railroad Archives; (3) continue work on the W. H. Jackson Collection, and catalog listings for administrative purposes; (4) processing and cataloging of Photographic Archives of the State; and (5) microfilming (35 mm) C B & Q — Burlington Railroad Archives for use by researchers and scholars; microfilming (35 mm) of newspapers (weekly) for Historical Library use; microfilming of records (16 mm) for various departments of the State government — currently the Public Health Department, and the Election Commission.

The Division has effected a cooperative arrangement with the University of Denver for Archival Internships, using graduate students and seniors who are majoring in history, political science, or library work.

### CONNECTICUT

The Connecticut State Library has acquired recently a set of 99 volumes of the Vosburgh Collection of New York Church Records. There are only four other libraries that own sets of these typewritten records, three of them in New York. A table of contents has been prepared and typed, and an index of towns, villages, and churches covered in the records is now in process. This is an invaluable source of information on the many individuals and families who left Connecticut to settle in New York in the 18th and early 19th centuries.

Several volumes of the original Connecticut Archives have been indexed and bound by the Emery silk inlay process and are now available for use. These include the following subject series: College and Schools, Series 2, 1718-1820, 3 vols.; Corporations, 1790-1820, 2 vols.; Ecclesiastical Affairs, Series 2, 1666-1820, 6 vols.; Indians, Series 2, 1666-1820, 2 vols.; Industry, Series 2, 1747-1820, 3 vols.; Revolutionary War, Series 3, 1765-1820, 6 vols.; Susquehanna Settlers, Series 2, 1771-1797; Western Lands, Series 2, 1783-1819, 1 vol.; Trade and Maritime Affairs, Series 2, 1685-1820, 2 vols.; War of 1812, 1812-1819, 3 vols.

Revolutionary War, Series 3, Volume I, contains some of the original papers relating to the Fire Sufferers, those who suffered loss by fire in the British invasions during the Revolution and were awarded shares in Connecticut's Western Reserve, in the present state of Ohio. Volume II of the *Public Records of the State of Connecticut*, May 1789 through October 1792, edited by

Leonard Woods Labaree, State Historian, has been published and is now available. This volume contains a complete list of 1,870 names of Fire Sufferers, together with other valuable and interesting data on Connecticut's part in that critical period of United States history.

### DELAWARE

The Historical Society of Delaware recently announced changes in its staff. Miss Gertrude Brincklé, the Librarian, became Executive Secretary; Miss Ruthanna Hindes, the Assistant Librarian, was promoted to Librarian; and Mrs. George Windell joined the staff as Assistant Librarian. Mrs. Windell recently was a member of the teaching staff of the Department of History of the University of Delaware and she has had considerable experience in historical research and editorial work at the Missouri Historical Society and at the University of Minnesota.

In addition to its regular microfilm duties, the Public Archives Commission has undertaken, through a special appropriation from the Legislature, the microfilming of county records from 1850 to the present time. The period from 1680 to 1850 was completed in all three counties by the Genealogical Society of the Church of Jesus Christ of Latter Day Saints. A photographer is now working in Sussex County and is making good progress with the copying of these important records. The staff of the Commission has been increased to twelve with the addition of George E. Storey as a Junior Photographer and Miss Ann McIlvaine as typist.

The Public Archives Commission was honored by an Award of Merit from the American Association for State and Local History voted at the Annual Meeting of the Association in Burlington on September 14, 1949. The Award was given "for its leadership in the establishment of a state museum and for the high degree of competency which it has demonstrated in such of its projects as sound-recording, microfilming, publishing, compiling records of the recent war, card-indexing genealogical material, placing historical markers, caring for records, and helping students."

### GEORGIA

In an effort to save as much as possible of the State's historical source material, the Georgia Historical Society and the Georgia Society, Colonial Dames of America, are cooperating in a campaign to collect and preserve the private papers, documents, newspapers, etc., that are still owned by individuals throughout the State.

The Georgia Historical Society has been given the use of the fireproof vault of Armstrong College where the papers will be stored. Since January of this year the Director of the Georgia Historical Society has visited nearly all of the town committees of the Georgia Society, Colonial Dames of America, to explain to them the necessity for saving these papers and the care they will be given by the Georgia Historical Society. Response to the program has been



enthusiastic and encouraging and already manuscripts and newspapers have been sent in by the Thomasville and Americus Town Committees.

The collection of manuscripts and documents belonging to the Georgia Society, Colonial Dames of America, has already been turned over to the Georgia Historical Society and it is now being catalogued before being placed in the vault. This collection will be shelved separately from that of the Georgia Historical Society and will be marked "Collections, Georgia Society Colonial Dames of America" on folders, storage boxes and in the guide to the Historical Society's manuscript collection now being compiled.

### ILLINOIS

The Charles Hutchinson papers, the Howard Vincent O'Brien papers and the Horace S. Oakley papers have been recently received by the Newberry Library Manuscript Section. Representing as they do work at the University of Chicago, on the staff of the *Daily News*, and on the Board of Trustees of the Newberry Library itself, they will further round out the Library's original source material for the history of Chicago's literary and cultural life.

The Newberry Library has this year finished detailed cataloging of the Sherwood Anderson collection, the Henry Blake Fuller collection, the William Morton Payne collection, and the Floyd Dell collection. Together these four collections contain almost 17,000 individual items.

### INDIANA

The Indiana Historical Society Library has purchased the Francis Vigo papers from the Vigo Chapter, Daughters of the American Revolution, Vincennes. This collection of five hundred letters and documents, 1751-1841, illustrate the business career of this Italian born fur trader who aided the American cause in the Revolution.

### IOWA

The death of Charles E. Kopf of Des Moines on July 3, 1949, ended his eleven years service as Archivist in the Iowa State Department of History and Archives. He had previously been an employee of the Archives division for several years during the period when Cassius C. Stiles was the Superintendent and Archivist. Mr. Kopf is succeeded by Henry Baird, an employee of the Department for seven years.

### MARYLAND

The office of the Register of Wills of Talbot County has transmitted numerous older records to the Hall of Records, among them: Wills 1668-1794, Inventories 1668-1804, Account 1668-1804, Proceedings of the Orphans Court 1787-1795, 1802-1806.

The office of the Register of Wills of Prince George's County has transmitted to the Hall of Records the following records of its office: Wills 1698-



1833, Bonds 1698-1799, Inventories 1696-1795, Accounts 1696-1790, Proceedings of the Orphans Court 1777-1790.

The Annapolis Tercentenary Commission, which conducted the celebration of the 300th anniversary of the founding of the city, has deposited its records with the Hall of Records.

On July 29, August 4, and August 10 the class conducted by Ernst Posner, Professor of History and Archival Administration at American University, in Preservation and Administration of Archives, met in Annapolis at the Hall of Records. Lectures were given by the Archivist, who also directed laboratory work in indexing, calendaring, and repair work with the assistance of members of the Hall of Records staff.

The *Annual Report* of the Archivist of the Hall of Records for the fiscal year ending June 30, 1949 is ready for distribution.

Catholic historians interested in any phase of Mother Elizabeth Ann Seton's work should be aware of the existence of a large collection of family papers at the Mother Seton Guild in Emmitsburg, Maryland. The Guild came into possession of these papers belonging to Mr. T. Seton-Jevons of Halesite, New York. Included are letters of Mother Seton, 1794-1820, letters of her son William Seton from 1815 to 1820 (valuable for sidelights on American naval policy in the Pacific 1818-1820), letters of Richard Seton 1816-1818, letters of various persons to the Seton family and a few commercial papers dealing with Seton mercantile affairs. The majority of them have never appeared in print.

## MICHIGAN

Recent accessions of the Michigan Historical Collections, University of Michigan include: an account book of Roger W. Griswold's general store in Vermontville, 1853-1873; two Civil War diaries of Orlando Carpenter; Civil War letters of Colonel Claudius B. Grant, 1863-1864; additional Alpheus Felch papers; additional papers of James C. Watson and Mrs. Watson; papers of George W. Weadock of Saginaw; the journal of William W. Spalding (beginning on September 20, 1844 at Stake Diggins, Wisconsin Territory) on his voyage to LaPointe, Copper Harbor, and the mouth of the Ontonagon River, where he engaged in copper mining, until June 27, 1848; and the papers of the late Chase S. Osborn, former Governor of Michigan, which are contained in sixty letterpress books and five hundred thirty file boxes.

## MINNESOTA

Russell Barnes, librarian of the Minnesota Historical Society and head of the archives program in the State, has resigned. No successor has yet been named. The Society celebrated its one-hundredth anniversary in October.

In 1949, the Minnesota Historical Society acquired two important groups of manuscripts dealing with the lumber industry. The Laird, Norton Company of Winona, Minnesota, has transferred to the Society letterpress books,

incoming correspondence, ledgers, daybooks, and logging contracts dating from 1868 to 1900. Records after 1900 will remain with the Company until they are at least fifty years old. Woods operations, milling, marketing, and transportation are the core subjects, but there is also a good deal of information about land companies, farming, politics, and labor relations. By applying to the Society, and through the Society to the Company, qualified research people can gain access to the Laird, Norton records.

Fragments of the papers of Samuel F. Hersey, Isaac Staples, and Dudley C. Hall, associated in several business enterprises at Stillwater, Minnesota, have been loaned to the Society for microfilming. Hersey's operations in land extended into Iowa, Michigan, Maine, Canada, and Minnesota; his business in pork, bacon, and lard from Chicago to Liverpool; his interest in lumber from Stillwater to the markets on the lower Mississippi River. Staples wrote chiefly on details of the business at Stillwater, particularly on lumber. Hall, the eastern partner, inquired about his investments and offered advice on financial matters. These papers will be returned to the owners after they have been catalogued, calendared, and microfilmed.

### MISSOURI

Recent acquisitions of the Western Historical Manuscripts Collection of the University of Missouri include Missouri State Auditors receipts from 1822-1840; mathematics copy book kept in 1805 by Wyatt McGehee with problems and definitions; a four volume diary of Judge John A. Rich of Saline County, Missouri, 1884-1943; and papers of William Ben Smith, professor at Missouri University in the nineteenth century.

### NEBRASKA

The Nebraska State Historical Society has commissioned an architect and hopes to begin construction of its new building during 1949. The structure will be combined museum, library, and archives building.

### NEW JERSEY

Dr. W. S. Jenkins, Director of the State Records Microfilm project, Library of Congress, accompanied by Wallace Wade, photographer, made a trip to Trenton, N. J., June 26-29 in order to microfilm early records of New Jersey. Two manuscript volumes of great historical importance were located in the vault of the Secretary of State: "The Concessions and Agreements of the Proprietors, Freeholders, and Inhabitants of the Province of West Jersey in America, 1682-1698" and "The Entries of the Public Commissions, Writs, Warrants and Acts of Assembly Granted and Passed under the Seale of the Province of East New Jersey, 1682-1702." In the State Library, a manuscript volume containing the "Journal of the House of Assembly of New Jersey, 1703-1709" and the "Minutes of the New Jersey Council of Safety, 1777-1778" were also microfilmed.

Among gifts received by the Princeton University Library in connection with the dedication of the Harvey S. Firestone Memorial Library in April was the large body of materials known as the Beauharnais Archives, presented by Andre DeCoppet of the Class 1915. These papers comprise some 30,000 documents which were once in the possession of Eugène de Beauharnais, Napoleon's stepson and his Viceroy of Italy.

### NEW YORK

Sophie A. Udin, Director and Librarian of the Zionist Archives and Library of the Keren Hayesod in New York since its beginning in 1939, has been granted a year's leave of absence to organize the government library and archives for the State of Israel. She sailed on July 6. In 1925 she went to Palestine where, as Assistant to the Director of the Hebrew National University library, she introduced the American system of cataloging and classification. Acting director in New York is Mrs. Sylvia Landress.

### NORTH CAROLINA

The Governor of North Carolina has reappointed R. D. W. Connor, former Archivist of the United States, to succeed himself as a member of the Board of Directors of the North Carolina Department of Archives and History. The Board at its meeting September 16 reelected him as its chairman.

A survey of the records of the Protestant Episcopal Church in North Carolina is being made by William S. Powell of the State Department of Archives and History. He will be grateful for information about the records of those churches which are inactive and about records which are now in private hands. In addition, he also seeks information about the official and private papers of the bishops and other clergy of the Church in this state.

### OHIO

The following manuscript collections have recently been acquired by the Ohio State Archaeological and Historical Library: Friends' Shawnee Indian Mission, Missouri, Papers, 1853-1855; Grand Army of the Republic, Department of Ohio, Papers of various Chapters, 65 vols.; Dr. General W. H. Kemper, his Civil War diaries, 1861-65 and 1866-1868, 2 vols.; Governor Thomas Worthington and family, Papers 1790-1900, 40 boxes.

### OKLAHOMA

The Archivist of the University of Oklahoma, Gaston Litton, reports a summer of intense field work and records processing. With three representatives of the Division of Manuscripts engaged in full-time field work during most of the summer period, more than 500 interviews were had with "old-timers" and other persons owing manuscript material in 15 counties of the State. These interviews resulted in the acquisition of 13 major manuscript collections, 40 smaller collections (of one cubic foot or less) and 50 photo-

graphic collections. Manuscript materials are now available for research in the fields of agriculture, finance, medicine, and public service in Oklahoma. The glass plates, film negatives, and prints in the photographic collection are building into an impressive pictorial record of city beginnings in Oklahoma Territory, life on Indian reservations, women's fashions on the frontier, historic sites, public and private buildings, social customs, and state personalities.

All accessions received prior to August 15th were processed, shelved, and described by the end of the summer by a group of assistants chosen from students majoring in the humanities and working under the direction of Mrs. Lucille H. Pendell, on summer leave from Gallaudet College.

As part of its program to awaken statewide interest in the preservation of manuscript materials reflecting the history and contemporary life of the State, the Division is offering over the University radio station WNAD during the Fall semester a series of 17 weekly radio programs dramatizing some one of the major archival collections. This series, written and performed by students majoring in radio working under the direction of the Archivist, has as its title "Records Untold." Each program is given advance publicity in the principal newspaper in the home community of the donor of the records.

## PENNSYLVANIA

Charles M. Ewing, Curator of Archives at Washington and Jefferson College since 1947, has built up what many regard as a model college archives. His first step was to gather together valuable documents from various offices on the campus, together with unusually valuable rare books from the Library. Fireproof filing cases were obtained for proper care of the documents and books. Among many interesting and significant items gathered by his survey were all five of the original charters for the varied institutions combined in the present College, and the minutes of the Board of Trustees from 1787 to the present day. Other documents are the deed for the first campus, 1792, pages from Rev. John McMillan's collection book with contributors' signatures and amount given, and material on a Council of War at Catfish Camp (Washington) in 1777. The Crumrine Papers, donated by Dr. Boyd Crumrine Patterson in 1948, make up another extensive collection which is being catalogued and filed. An exhibit entitled "Your College in Document" has been prepared to show the complete evolution of Washington and Jefferson College.

## TENNESSEE

Mrs. John Trotwood Moore, State Librarian and Archivist since 1929, has been retired by reason of the law passed at the last meeting of the General Assembly whereby State employees who reach 70 must go on the retired list. Governor Gordon Browning has made her Librarian Emeritus, however, with provision that she shall devote her time to the preparation of books, manuscripts, and other material for removal to the new library and archives building when it has been built.

Mrs. Moore was appointed to the post of State Librarian and Archivist to succeed her husband, the late J. T. Moore, who held the post from 1919 to his death in 1929. She has administered the duties of her office with such ability and graciousness that she has won countless friends, not only throughout the State but in library circles in all sections of the country. Dan Robinson of Vanderbilt University has been named to succeed her.

### TEXAS

Mrs. Herbert Gambrell of Dallas, Director of the Dallas Historical Society, has been reappointed by the Governor of Texas for a six year term on the Texas Library and Historical Commission, five-member governing body of the Texas State Library at Austin, Texas. The Texas State Archives is a division of the State Library. Mrs. Gambrell is chairman of the Commission.

Beginning with Volume III, No. 1, the San Jacinto Museum of History Association, San Jacinto Monument, Texas, will sponsor the publication: *Tlalocan*, a journal of source materials on the native cultures of Mexico, published by La Casa de Tlaloc, Azcapotzalco, Mexico, D. F. The journal was founded by George Smisor and Robert H. Barlow. All institutions in the United States interested in receiving *Tlalocan* on an exchange basis are requested to communicate with the San Jacinto Museum of History Association, San Jacinto Monument, Texas.

### VERMONT

Two important collections of papers have been presented to the Vermont Historical Society illustrating the life of William Czar Bradley, a prominent Vermonter active in foreign affairs in the early nineteenth century. The family papers of Daniel Kellogg, his son-in-law, dating from 1807 to 1862 were the gift of Mrs. Susan K. Wright of Westminster. Those of Jonathan Dorr Bradley, his son, cover the period from 1802 to 1887.

### VIRGINIA

The Library of the College of William and Mary has received from Mrs. Robert Jurgeson of "Tower Hill," Sussex County, Virginia, a group of Blow Family papers dating from 1760 to 1900. One of the most valuable groups of family papers extant for this period of Virginia history, the collection of Blow Family papers in the Library now numbers more than 24,000 pieces and covers business, social life, education and military history.

In the forefront of histories dealing with the effects of the Second World War upon the American people is Marvin Wilson Schlegel's *Virginia on Guard: Civilian Defense and the State Militia in the Second World War*, published in October by the World War II History Division of the Virginia State Library. This volume of more than 300 pages traces the development of Virginia's civilian defense organization, the first in the nation, and of its comprehensive air raid protection and morale building activities, and recounts

the induction of the Virginia National Guard into the United States Army and the services of the new state militia forces which replaced it. It is the second major publication of Virginia's war history office, which has been directed successively by Lester J. Cappon and W. Edwin Hemphill, the latter of whom contributed an explanatory foreword to Dr. Schlegel's study. Other scholars on the staff of the Division include Elizabeth Dabney Coleman, William M. E. Rachal, and Hilda Noe Schroetter.

### WEST VIRGINIA

Valuable and interesting histories of the contributions of West Virginia counties and their residents in World War II are being compiled by graduate students at West Virginia University. Dr. Festus P. Summers, head of the Department of History, announces that four of the histories — dealing with Brooke, Calhoun, Marion and Roane Counties — have been completed and that volumes concerning eleven others are in process of preparation. Two of the bound copies are kept on file in the University Library.

### MICROFILM

A fundamental advance in the organization, storage and dissemination of knowledge is foreseen in an "electronic brain" machine developed jointly by the United States Department of Commerce and the United States Department of Agriculture.

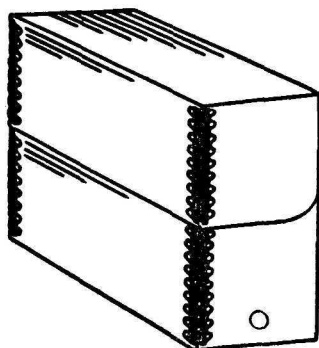
The machine stores vast amounts of scientific information in its system, automatically "pores" over it, selects what is sought after by its operator, and then hands him copies of what he wants.

Known as the Rapid Selector, the device was developed from principles originated before the war by Dr. Vannevar Bush, then at Massachusetts Institute of Technology. The Office of Technical Services of the Department of Commerce allocated more than \$75,000 for the perfection of the machine, which was developed by Engineering Research Associates of Minneapolis, Minn., under the supervision of Ralph R. Shaw, Librarian of the Department of Agriculture.

The Rapid Selector makes use of standard 35 mm. motion picture films, on each reel of which can be "stored" the contents of almost 500,000 conventional library cards.

The operator of the machine, wishing to obtain everything the selector possesses on a particular subject places a master key card in the mechanism. The selector's photo-electric eyes then scan the film at a rate of more than 60,000 subjects a minute, automatically select the desired frames, and copy them on a separate film through use of high-speed photoflash techniques.

# FIBREDEX



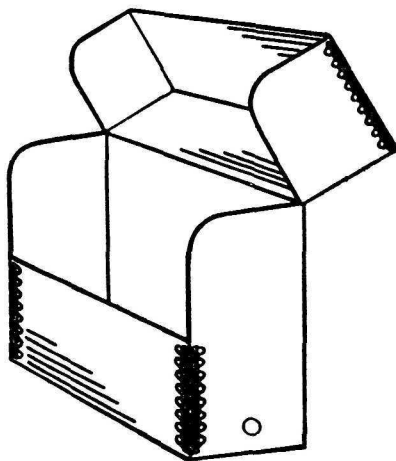
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