

Reviews of Books

RICHARD G. WOOD, Editor

The National Archives

Records Management Program Manual of Procedures. Virginia, Governor's Office, Division of the Budget. (Richmond, Commonwealth of Virginia, Division of Purchase and Printing, 1949. Pp. 62.)

This is presumably the first state records management manual published, although several agencies of the Federal Government have issued records disposal manuals and several state archivists have written on various phases of the subject. The Virginia manual is based on the reports made by the Records Engineering, Inc., during the course of their survey of the Division of the Budget. The introduction calls attention to the fact that the procedures outlined in this manual are not equally applicable to all agencies, but should be revised to meet specific needs before being issued for the guidance of other departments.

Because this is the first records management manual issued at the state level, it will be studied eagerly by the archivists of other states with a view to adopting its contents to meet similar problems of their own states. Again, because this is the first, later manuals based upon this pioneer venture, will undoubtedly improve greatly upon it. The criticisms here offered are not meant to disparage an excellent piece of work, but rather to express one archivist's thinking about how to adapt the manual for use in her own state.

The first reaction of the reviewer was that this manual would be an excellent textbook for an archival training course, but that it is rather over the head of the average state official who might try to use it. The manual does start where all officials begin to think about their records—how to dispose of past accumulations of records. After quoting the Virginia laws governing disposal and microfilming of records, the manual proceeds to lay down rules and regulations governing such disposal procedures. Then, abruptly, and without a preliminary explanation as to their connection with the destruction of records, comes a section on filing methods, one on form controls, and a proposed classification scheme for the records of the Division of the Budget. The last section of the manual does explain something of what records administration is all about, provided the reader has stayed with it through sixty pages of technical directions for procedures. Judging from Illinois experience, however, that is unlikely.

Throughout the manual there are frequently allusions to the State Records Administrator (is he the Virginia State Archivist?) and to the Agency Records Administrator. Presumably this manual is not aimed directly at the policy making state official, but to these record administrators who will interpret it to the officials, using it as their authority for the procedures they recommend.

My own state, and very likely most other Virginia state departments also, have not reached the point where they see the necessity for the agency records administrators implied here. But increasingly government officials are becoming aware of the interrelationship between good records practice and efficient office management. It would seem desirable to preface a manual of this sort with a statement as to the general purpose of records management.

Space does not permit comment on many details. Different archivists revising this manual will want to change the emphasis upon certain parts. For instance, this reviewer has found it desirable to give more clarification to the weaknesses inherent in using microfilm as a substitute for original records.

The exhibits on microfilming layout are not too clearly explained. We have found a more helpful treatment of this subject in a recent piece of advertising entitled *Microdex, Remington Rand's new system for indexed microfilming*.

The definitions on pages 6 and 7 are particularly commended, with some tendency to quibble over the ambiguity of the phrase "records of transitory value" employed in paragraph c.

Article IX on Filing Methods is, in some respects, the most useful section of the manual, being perhaps the best discussion of the subject in condensed form.

Despite the handicap of too technical phraseology, the Virginia manual contains the essential information on inaugurating a sound records program. If complemented by other treatises on the meaning and principles of records management, such as that by Dr. Philip C. Brooks, which is reviewed elsewhere in this issue, perhaps it could be used pretty much as it stands in other offices than the one for which it was written.

MARGARET C. NORTON

Illinois State Library

Scheduling and Disposal of Records, prepared by Office Methods Staff, Division of Property and Supply, Tennessee Valley Authority. (Knoxville, Tennessee. Tennessee Valley Authority, 1949. Pp. 151. Processed.)

This manual is addressed primarily to records officers of the Tennessee Valley Authority and outlines procedures to be followed in implementing the records administration program of that agency. For the most part, the basic procedures are those now commonly accepted as standard practice in the records management field, and certain of the chapters are devoted to inventorying records, preparing schedules and coordinating and applying disposal standards. The compilers of this manual have done more than prepare a guide for agency records officers, however. Their forthright approach to problems inherent in the evaluation of records is one that goes beyond the discussion ordinarily found in this type of publication. For example, the concept of "official vs. personal files" is one that most records officers and archivists approach with some temerity, but in expounding their point of view the authors tackle the proposition with no holds barred: "All TVA records of whatever kinds or physical characteristics are TVA property. Consequently *all copies* of papers made or

received by TVA are the property of TVA and are therefore official records. In this sense, duplicate papers cannot be appropriated to personal use any more than original papers because they are not personal property but public (TVA) property." These are brave words. If such a standard were applied to all agencies, harried records officers might succeed in arresting the kleptomania-like tendencies displayed by some Very Important Persons who on occasion rifle government files in order to create a flattering fond of "personal papers."

The much abused and yet elusive distinction between records and nonrecords is defined and elaborated upon in such a manner that the appraiser could hardly be confused as he confronts this dilemma: "A presumption in favor of the nonrecord character of material would be diametrically opposed to the Federal Disposal Act and to all other policies and traditions regarding Government records." All file materials are to be considered records until proven otherwise.

Other chapters in the manual contain a good exposition of the types and functions of records as well as their arrangement. In addition there is appended a series of exhibits including a table that makes clear the operation of the statutes of limitations in the area served by the TVA. Such a compilation is an essential tool in the evaluation of records relating to contracts.

This is a manual that could be studied with profit by all persons concerned with the administration and evaluation of records.

FRED G. HALLEY

National Archives

Fourteenth Annual Report of the Archivist of the Hall of Records, State of Maryland, For the Fiscal Year July 1, 1948 Through June 30, 1949. (Annapolis. Hall of Records Commission, 1949. Pp. 53.)

This *Report* might informally be subtitled "the annals of an alert archivist," Mr. Morris L. Radoff. With a modest appropriation and a small staff, he has achieved a large measure of archival efficiency and public service at the Maryland Hall of Records during the year ending June 30, 1949.

Few archivists, if any, have complete freedom of administration. They must work with a council, advisory board or, as in this case, a Hall of Records Commission. This Commission seems to have left the archivist remarkably free to carry out his program and seems to have backed him when necessary, apparently a most fortunate relationship.

Among the many activities reported, that of enlisting the aid of the Genealogical Society of the Church of Jesus Christ of Latter Day Saints in micro-filming certain of the county records of Maryland through 1850 is especially interesting. This project, now completed, makes available to scholars "all land and marriage records from the offices of the Clerks of Court and all Wills, Inventories, Accounts, Bonds and Proceedings of the Orphans' Courts from the offices of the Registers of Wills." Such collaborative enterprise to bring to one place in usable form the county records of a state merits general attention.

The Hall of Records collaborated with the American University and the National Archives in their archival training program, with St. John's College in giving a course in Annapolis history, and with the City of Annapolis in its tercentenary celebration of May 1949. Thus, the Hall of Records served virtually as a historical society as well as an archival agency.

The archivist reports heavy use of the records, especially by Marylanders, but also by out-of-state people. Document circulation increased, particularly wills, testamentary proceedings, and accounts. The ever-present task of preparing aids to research in the way of calendars, guides, and indexes was carried forward. With two extra workers, the archivist was able to get somewhat caught up on the work of repair and preservation of documents and reports over twenty thousand pages of manuscripts laminated. Details of photocopying of county land records are presented for the guidance of researchers. For eleven months of the fiscal year the archivist was responsible for the work of the new State Department of Information until the latter was set up as an autonomous agency.

Of interest to other archivists will be the operation of Maryland's Disposal Act, effective June 1, 1949. This provides for reduction of the required retention period from five to three years and redefines procedures for periodic destruction of records. The law is published in this *Report*, together with other legislation affecting the Hall of Records.

The growing collections of the Hall of Records, as shown in the list of accessions, will be better protected after the installation of a new air-conditioning system authorized by the Maryland Legislature.

The *Report*, in general, shows the Maryland Hall of Records to be under effective direction and it therefore merits examination by archivists of other states for comparison of methods and results.

CARLTON C. QAULEY

Carleton College

Guide to the Burlington Archives in the Newberry Library, 1851-1901, compiled by Elisabeth Coleman Jackson and Carolyn Curtis. (Chicago. The Newberry Library, 1949. Pp. xxiii, 374.)

The Chicago, Burlington & Quincy Railroad Company placed most of its 19th century central office and land office records in the Newberry Library in April of 1943 in order to make them available to scholars. These archives are of considerable volume, including more than a million letters, about 1,500 bundles of miscellaneous materials, and about 2,000 bound volumes. The recently published *Guide* is the key by which scholars may find their way to the particular documents or series of documents they may want in the records.

The compilers state in their introduction that the *Guide* is meant to serve the purpose of a catalog as well as that of a guide, and that it is a pioneer effort to apply to business records the practices followed by Charles M. Andrews in his *Guide to the Materials for American History, to 1783, in the Public Record Office of Great Britain*. Their task has been well done, and

it is hard to imagine any Burlington records bearing on a given subject that will not be revealed by careful study of this *Guide*. The excellent index refers to such diverse matters as letters received from Elihu Root in 1883, the Nebraska grasshopper plague of 1874, and bimetallism. A large number of the prominent financial and political figures of the last half of the nineteenth century are represented in the correspondence series, as are most industrial and political topics of the era, to say nothing, of course, of the wealth of material bearing directly on all phases of the history of the Burlington, its predecessors, and subsidiaries. The unit of records covered by each descriptive entry is sufficiently small and the descriptions sufficiently precise to permit the index to direct the searcher to almost the exact document wanted or to convince the searcher that no material on his subject is included in the collection.

Insofar as feasible the existing physical arrangement of the records has been followed in describing them, on the theory that the original arrangement in itself is an important element of value. The series or bundles are numbered in a classification scheme that arbitrarily assigns numbers to the individual companies that were absorbed into the Burlington and to other classes of companies. These main classifications are further divided decimally by subject and, at times, further divided by subject, type of record, or years, often indicated by letters or year designations. Gaps now existing in numerical sequences are not explained but may have been left in anticipation of additional material being added to the collection.

The main criticisms evoked by this *Guide* fall in the mechanical phases of presentation rather than in professional substance. The plethora of abbreviations for railroad and land companies that are used throughout the entries was probably unavoidably as a space saver, but it is awkward to have to refer continually to the list of abbreviations in the front to be reminded that the BrFt-K&Pac is the Brownville, Fort Kearny & Pacific. Similarly, the many names of individuals prominently associated with the Burlington's history dot the entries but the searcher must turn to the index to learn that David Rorer was general counsel of the Burlington & Missouri River Railroad (Nebraska) as well as an Iowa attorney and judge. These devices undoubtedly resulted in a much shorter guide, but they made it more difficult to use than would have been a somewhat longer guide associating abbreviations in the text more directly with their meanings and including in the text indications of the official or other positions of the various individuals mentioned.

For some reason the table of contents includes in outline form the first and second classification breakdowns as far as number 71, Private Land Companies, but thereafter omits it. Similarly, the meaning of a plus mark preceding certain classifications in the text remains unexplained.

The minor criticisms noted are not important enough to detract from an excellent guide, well executed, and of real use to the scholar and searcher.

E. G. CAMPBELL

National Archives

Public Records Management, by Philip C. Brooks. *Public Administration Service Publication* No. 103. (Chicago, Illinois: Public Administration Service, 1313 East Sixtieth Street, 1949. Pp. 19. \$1.00.)

Into this brief pamphlet, Dr. Philip C. Brooks, Records Officer of the National Security Resources Board, has packed an amazing amount of information on public records management that should interest public officials, particularly on the state, county, city, and town levels.

The pamphlet aims to furnish a public official, who more likely than not is faced today with sizable records problems, with usable information about public records management. It is not an operating manual designed for a particular level of government. Instead it sets forth "general principles which can be applied, with appropriate modifications, to any office producing or housing records of public business."

While the importance of good records management is made clear throughout, the pamphlet concentrates upon five phases of records administration which can be developed into a records program by public officials. These include the controlled creation of records; current records management procedures; evaluation of records for retention or disposal; retirement of records by transfer or disposal; and archival administration of retained records. Each phase is treated in a clear, concise manner with the needs of the public official kept firmly in mind.

Some aspects of the work are deserving of special note. Recognizing that the enactment of adequate records legislation is often a stumbling block for public officials and that uniform wording of legislation is not feasible, the author has outlined fourteen major objectives of records legislation. Using these as a guide the public official should be able to work out legislation on the basis of his own needs.

Microphotography is discussed as one means of reducing the bulk of public records, but the official is warned that it is not a cure-all for all his records troubles. He is furnished with a set of criteria on which to judge whether or not his records series can be microfilmed advantageously. In much the same way he is informed of the bases on which records should be evaluated for retention or disposal in order to protect not only the administrative requirements of his own and other governmental agencies, but also the rights of the citizen and the needs of the researcher.

Records protection — important at every level of government but especially so at the city, county, town, and village levels where protective facilities are often inadequate — is treated as a phase of current records management. As one would expect emphasis is placed upon protecting records from destruction by fire, but other dangers are not ignored. Even the protection of records against unauthorized use is discussed and several bases of restriction are given, but the author points out that "in all cases the assumption should be that records of government are open to the public unless some special reason . . . properly rules otherwise."

More technical aspects of records management such as forms design, filing

methods and equipment, centralized and decentralized files, intermediate depositories, records sampling, and disposal schedules are included although in some cases they are treated only briefly.

Of particular interest to this reviewer are the nine steps that a public official should take in relation to his records. Undoubtedly they will startle the average official, although they are actually a review of his responsibility toward his records. Nevertheless, the observance of even a few of these steps by more officials would do much to improve records administration in public offices.

In this pamphlet the author has not only set forth with considerable success much useful information on records management, but he also has given public officials guidance in setting up records administration programs in public offices. A few minor points may be open to question, but the pamphlet is a real contribution to archival literature.

HOWARD W. CROCKER

New York State Department of Education

How to File and Find Correspondence Records. (Washington. United States Department of Agriculture, Office of Plant and Operations, O.P.O. Pub. No. 9, October, 1949. Pp. 25, including 10 exhibits.)

This little manual is "designed especially for use in offices of one or several operating officials, or small organizational units where official records are maintained" in the Department of Agriculture, as a guide for "records officers, clerks, secretaries and others who may have the responsibility for filing and finding correspondence records." It is one of a series of manuals on "records administration" in the Department, and is not meant to take the place of the *Procedure Manual for Records Management*, September, 1942 (reviewed in the *American Archivist*, January, 1943); rather, it is an additional guide especially for the nonprofessional, untrained personnel who have some responsibility for the care and maintenance of current records in the several offices of origin.

The manual is written in simple, nontechnical language. It includes the necessary information and in enough detail to be practical in meeting the needs of untrained personnel in the use of the subject-numeric system developed by the Department of Agriculture and adopted for use throughout the department. Explanations are clear and graphic, being illustrated with sketches, examples, and forms. The text is divided into five parts, including an introduction outlining the meaning of "records management," the division of responsibility for records management in the Department of Agriculture, and the purpose of this manual; and four parts devoted to "Planning and Installing the System of Arrangement," "Filing the Records," "Finding the Records," and "Keeping Orderly Records." Exhibits lettered from A to K include illustrations of the subject-numeric classification control list, the relative index, and folder and guide labels; examples of correspondence marked to indicate classification, filing, and indexing; and samples of the correspondence reference form, the continuity reference form, and charge-out forms. The lack of a table of con-

tents detracts somewhat from the usability of the manual, although it is short, with eleven of the twenty-five pages devoted to exhibits.

In issuing this good little manual, the Department of Agriculture is forging ahead in the direction it has already well begun in its orderly, systematic, and efficient efforts to gain control over the currently accumulating records of this large Department.

HELEN L. CHATFIELD

U. S. Bureau of the Budget

Guide to the Published Archives of Pennsylvania Covering the 138 Volumes of Colonial Records and Pennsylvania Archives, Series I-IX, by Henry Howard Eddy. With an Alphabetical Finding List and Two Special Indexes compiled by Martha L. Simonetti. (Harrisburg. Division of Public Records, Pennsylvania Historical and Museum Commission, 1949. Pp. v, 101.)

For many years a guide to the printed *Colonial Records* of Pennsylvania and the nine series of the *Pennsylvania Archives* has been a *desideratum*. The names of over a million early Pennsylvanians appear in the indexes to the various series, but there has been published no adequate analysis of the contents of those works which are invaluable alike to the historian and the genealogist of the Keystone State.

Mr. Eddy, State Records Officer of the Pennsylvania Historical and Museum Commission, has now met this need. His work admittedly is not definitive; as explained in the Foreword, it is intended for general reference only. The aim "has been to orient the investigator and to provide those significant facts which will enable him to evaluate properly such materials as he may select from one or another of the published series."

The *Guide* is divided into the following categories: (1) *Colonial Records* and *Pennsylvania Archives*, Series I-IX, in brief summary; (2) Finding Aides; (3) History of the Publication of *Colonial Records* and of the Nine Series of *Pennsylvania Archives*; (4) Appendix; and (5) Bibliography. Of major importance are the Finding Aids, which are further subdivided into: (a) Alphabetical Finding List, covering *Colonial Records* and *Pennsylvania Archives*, Series I-IX; (b) Index to Maps, Portraits, and other Illustrative Material Contained in the Ten Series; and (c) Index to Diaries and Journals Contained in the Ten Series. Such diversified subjects as records of the various counties (broken down into election returns, militia muster and pay rolls, tax lists, land warrantees and the like), papers of the governors, geological surveys, Indian deeds, Anthony Jacobz' map of part of North America (1621), Holme's map of Pennsylvania (1681), Col. Samuel Miles' Journal of the Battle of Long Island, and Count Axel Oxenstierna's portrait, are included.

In addition to the muster rolls and tax lists, genealogists will find ready references to vital statistics under the counties in which they are interested, such as marriages prior to 1810, under Bucks and other counties in which they are interested; Rev. Waldschmidt's baptisms and marriage records, 1752-

1786, under Lancaster County; records of the Egypt Reformed Church, under Lehigh County; and the like. Important from a genealogical viewpoint is the eight and one half page Appendix containing a list of names omitted when Volume V of the Seventh Series of the *Pennsylvania Archives* was published in 1915.

Many otherwise obscure items have been brought to light as a result of the publication of this *Guide*. For purposes of simplification and quick reference, it would have been better to have grouped the indexes to maps, portraits, and diaries with the Alphabetical Finding List. But this defect, if such it may be called, is minor and does not detract from the value of the work.

MILTON RUBINCAM

U. S. Department of Commerce

The Bulletin. Records and Proceedings of the Committee on Archives of the United Church of Canada. Number Two. 1949. (Toronto. The United Church Publishing House. Published in collaboration with Victoria University, 1949. Pp. 45.)

The present publication is the second in a series in which the Committee on Archives, United Church of Canada, intends to report on the progress of efforts to rescue and preserve archival material relating to the Church's three-fold heritage (Methodist, Congregational, Presbyterian).

The first three reports are concerned exclusively with Methodist records. *The Papers of Rev. Ebenezer Robson, D.D.* (Custodian: Provincial Archives, British Columbia) appear to be quite extensive. Dr. Robson went to Canada's west coast in 1859, and was for many years prominently identified with the advancement of Methodism in British Columbia. His personal diaries (1858-67 and 1880-1908), plus correspondence, are perhaps the most significant portion of the Collection.

The Albert Carman Collection of Victoria University is described as dealing "with a multiplicity of subjects related to Methodist history, polity, and doctrine." This is not surprising, as Dr. Carman was an outstanding Methodist administrator. The analysis of the Collection (which includes letters that range from 1852 to 1917, minutes, and reports) emphasizes the correspondence, especially that portion of it relating to the Methodist Episcopal Church in Manitoba, 1880-84.

The Methodist archives at Mount Allison, it is reported, were put in order early in 1949. The project brought to light considerable material pertaining to Methodist beginnings and development in the Maritimes.

Nine pages of *The Bulletin* are devoted to a report on early Protestantism in the Province of Quebec, but only two records are described. These are the minutes of the First Congregational Church, Montreal, 1832-57, and a record of the St. Francis Association of Congregational and Presbyterian Ministers, 1836-66.

The Quebec report presents intriguing historical data on several early

Protestant churches, but the reader is not gratified with a detailed list of the records from which the information was gleaned. This is a bit tantalizing, since the writer states: "Old records are being continually found."

A report from British Columbia offers a compilation of sources (published) as the basis for a history of the United Church in that Province.

One section of *The Bulletin* is given over to regional reports, the most promising of which relates to the arrangement of minutes, journals, and other materials in St. Stephen's Vault, Alberta Conference. Materials have been classified according to churches (Methodist, Presbyterian, United) and character (archival, historical, personalia). Earlier dates are scattered. The earliest minutes (Methodist) are 1873.

The Perkins Bull Collection, an accession of the United Church Archives, is described as containing prints, paintings, and a large amount of miscellaneous material (manuscripts, minutes, church registers, etc.) used as source data for histories of Peel County, Ontario. The only individual items listed are pictures (country scenes) by name of artist and title.

All in all, *The Bulletin* should stimulate and furnish valuable guidance to researchers in Canadian church history. Particularly heartening is the promise in the Foreword that "descriptions of documents and special collections available for research and reference . . . will increase in importance with each number." Subsequent issues will be awaited with interest.

GORDON F. PALMER

The Crusader (Northern Baptist Newspaper)

Pictures and History, by G. Hubert Smith. Bulletins of the American Association for State and Local History, Volume 2, No. 3. Pp. 75-99. (Montpelier, Vermont. The Association, 1949. \$0.35.)

This study has mainly to do with the maintenance by historical societies and other similar organizations of a reference library of photographs, prints, wood-cuts and the like, relating to national and local history, suggesting the importance of establishing such a library as an adjunct of the customary book library usual in such organizations.

Mr. Smith, who is curator of the museum of the Minnesota Historical Society, approaches his subject in a realistic way. He assumes, and rightly, that his readers are in a large part, like himself, engaged in the administration of historical societies and similar institutions. Likewise he assumes that, although they have libraries of books, documents, and manuscripts, they do not already have *picture* libraries. He thinks they should have them.

He then proceeds to remark the steps to be taken to collect, classify, arrange, and file such items. Old pictures, he thinks, should be distinguished from modern ones. Everything should be assembled in direct reference to the community and its history. He then discusses the methods by which these pictures may be collected, either by donations from clubs, hobbyists, or individuals, by purchase or by deposit on the part of those owning them.

Next, he lists obtainable pictures by sorting them into groups relating to

homes, stores, streets, public buildings, and individuals. The past should be given its due, he thinks, but attention ought to be given to the present which may soon become the past, no matter how trivial.

He then proceeds to the problem of further classification, filing, and preservation. The source must be considered, as also the authenticity of the descriptive information. Everything ought to be properly titled and cataloged for posterity, just as is done with books in a library. He proposes what he calls the five W's:—What or who is the subject? Where was the view taken? When was the picture made or to what period does it belong? Who made it? Why and how was the view made?

As to the matter of keeping proper records, putting on titles and labels, and storing and preserving pictures, the author suggests possible arrangements such as landscapes, panoramic views, scenic views, street scenes, town views, battle scenes, episodes, pictures of buildings, interiors, vehicles, ships, boats, and similar subjects.

To organizations so long established as to have solved all the problems of making and maintaining a good picture reference collection, much of this may seem "old stuff." Yet Mr. Smith's audience among the members of the Association will no doubt include many not so fortunate. To be all inclusive the author might well have put forward more suggestions of where to draw the line on what to keep and what *not* to keep within the limitations of space and need. Here the *new* pictorial library has the advantage over the older and the author is obviously concerned largely with the new. Not every organization has the opportunity to "start from scratch" and the process of rejection and "weeding out" requires diplomacy, discernment, and patience.

Probably Mr. Smith's greatest contribution to the proper establishment and maintenance of pictorial reference collections is his proposal that everything depends on the choice of materials, the acceptance of the relevant and the discarding of the irrelevant as well as the prompt, undelayed classification and indexing of material so that there is a permanent "place for every thing and every thing in its place."

ELMER MUNSON HUNT

New Hampshire Historical Society

Government of Northern Ireland, Public Record Office. *Report of the Deputy Keeper of the Records for the Years 1938-1945*. (Belfast. His Majesty's Stationery Office. 1947. 127 p.)

Government of Northern Ireland, Public Record Office. *Report of the Deputy Keeper of the Records for the Years 1946-47*. (Belfast. His Majesty's Stationery Office. 1949. 131 p.)

Because of restrictions on printing, the publication of annual reports by the Public Record Office of Northern Ireland was suspended during the war and delayed during the postwar period. These two issuances cover the resulting ten year gap. As might be expected, considerable attention is given to the effects of war on the activities of the Office. The war-related activities reported

on include the precautions taken against possible air raids; the introduction of microfilming to provide security copies of more valuable records; damage to records due to war storage; attempts to prevent destruction because of appeals for waste paper of records having historical value; and the gathering of materials for the war record of Northern Ireland from 1939 to 1945. In addition, the war meant curtailment of investigation and reproduction of records relating to Northern Ireland that are in British repositories, a project since resumed.

Each report includes a listing of records received by the Office from Government agencies and documents or collections of documents from private persons or estates. The contents of some of these collections are described in more detail. Of particular interest to scholars of American history are the reports on records pertaining to the kidnapping of Skye Islanders by Norman McLeod in 1739 for transport to the American colonies and on the diary of James Stephens, Fenian leader in America during the nineteenth century. Name indexes to documents that are given in appendices to the reports will be useful to the family or local historian but give little information to the researcher interested in subject matter content.

HOMER L. CALKIN

U. S. Department of State

Central African Archives. A Report by the Chief Archivist for the Period 1 September 1947 to 31 December 1948. (Salisbury. The Government Printer, Lusaka, Northern Rhodesia, 1949. Pp. vii, 102. Illustrations. Not priced.)

This report relates to the story of the development of the Central African Archives for the provinces of Southern Rhodesia, Northern Rhodesia, and Nyasaland. It is the story of steady growth and progress despite many handicaps. Although the Rhodesias and Nyasaland will seem remote to many members of the Society, the reader of this report will find a remarkable familiarity in the problems presented and a kindred spirit in the faith and courage with which such problems are met. Archivists throughout the world will not only profit from a professional point of view by reading this report but will also immensely enjoy the format, the fine illustrations, and the clear readable prose.

It is declared that "the archivist's primary responsibility is towards records as tools of administration and not as material for history." With this thought in mind the collections of the archives are discussed and the ways and means of the control of public records through systematic disposition are outlined.

The staff of the Central African Archives deserves praise for what they have already accomplished as well as for the preparation of this unusually attractive and interesting contribution to the field of archival literature.

HUGH M. FLICK

New York State Motion Picture Division

Handbook of the Massachusetts Historical Society 1781-1948. (Boston. Massachusetts Historical Society, 1949. Pp. 182. Illustrations. Not priced.)

Handbooks are handbooks. They are not good reading, but like the programs at the theater or the ball park they are invaluable for their purpose. This volume offers a list of officers, standing committees and current (1948) members; a page listing the five founders of 1790 and the five associates of 1791; an alphabetical list of all members, 1791-1948; a chronological list of honorary members, 1857-1948; legislative acts relating to the Society; the by-laws; pictures of James Sullivan, Jeremy Belknap, the fourth and present homes of the Society, and its first bookplate; a list of files of early American newspapers; major collections donated to the library; and the more important articles to be found in the "Cabinet," of which the portrait gallery offers the most interesting items. Regular and Special Publications are listed by volume, series and publication date, without duplicating in any way the descriptive data and indexes for which the reader must turn to the Society's *Handbook of the Publications and Photostats* (1937).

Impressive to anyone in academic work is the eleven page list of endowment bequests, totalling over a million dollars. To the archivist and historian the list of major manuscript collections is the most valuable section of the work. Account books, small diaries, short journals and log-books are not included and descriptive notes are held to a minimum.

If any criticism is to be made, it must be of the historical sketch with which the book opens. The Massachusetts Historical Society has long occupied a unique niche in the intellectual history of this country. One may be pardoned the wish that Stewart Mitchell had allowed himself to elaborate on the development and contributions of the Society, putting it in its setting in the cultural scene rather than treating it as an isolated specimen. I, for one, hope that he has in mind a real history of what he here dubs "certainly the oldest, probably the greatest, and still, alas, the most exclusive historical society in the United States." In offering this "first complete description ever to be attempted" of this distinguished institution, he is off to a good start useful in its own right.

CLIFFORD L. LORD

Wisconsin Historical Society

Inventaris van het Archief van den Drossaard van Brabant en van den Provoost-Generaal van het Hof en van de Nederlanden, by M. Vanhaegendorpen. (Brussels. Algemeen Rijksarchief, 1949. Pp. 23.)

The office of *drossaard* was instituted in the thirteenth century by the duke of Brabant, and the office of *provoost-generaal* was created in the fifteenth century by the Burgundian rulers, who endeavored to increase centralization of all government functions. Both officers exercised police and military powers, the former only for the duchy of Brabant, and the latter for the whole of the southern Netherlands (now known as Belgium). Their archives contain documents beginning with the year 1368. On pages 17 to 21 the documents of the

drossaard's office are briefly tabulated, while those of the *provoost-generaal* are listed on pages 22 and 23. In these lists no document is mentioned that is dated before the year 1567.

ALBERT HYMA

University of Michigan

The Indian Travels of Thevenot and Careri: being the Third Part of the Travels of M. de Thevenot into the Levant and the Third Part of a Voyage round the World by Dr. John Francis Gemelli Careri. Indian Records Series, edited by Surendranath Sen. (Queensway, New Delhi. National Archives of India, 1949. Pp. lxiv, 434. Maps, illustrations, notes, bibliography, and index. Rs. 20/-.)

Students of Mughal and British India will welcome the renewal of the Indian Records Series publications after a lapse of thirty-six years since 1913. The Government of India authorized the Indian Historical Records Commission in 1942 to renew this important research into the publication of Indian historical records. *The Indian Travels of Thevenot and Careri* represents the first publication in the new series. The book is well illustrated, annotated, and indexed. The sixty-four page introduction is an excellent product of historical research, not only into the lives and travels of Thevenot and Careri, but into the records left by virtually all 16th and 17th century European travelers to India, including data bearing upon the upper Dekkan including the Ellora caves visited by Thevenot, and the Malabar coast including the Buddhist caves at Kanheri visited by Careri.

The Thevenot manuscript which contains the traveler's observations in 1666-1667 and the Careri manuscript covering most of the year 1695 both fall within the period of the reign of Aurungzeb, 1659-1701. The atmosphere of late seventeenth century India, both factual and fictional, is the chief contribution of these old publications now made generally available to twentieth century scholars.

ELMER H. CUTTS

Northeastern University

Historia de los Archivos de Cuba, by Joaquín Llavarías. Segunda edición. [Publicaciones del Archivo Nacional de Cuba, XXIV.] (Habana. Talleres del Archivo Nacional, 1949. Pp. xx, 429.)

It is now nearly forty years since Captain Llavarías published his classic volume, *Historia de los Archivos de Cuba*. It was the first of its kind in the Western Hemisphere, and a model which unfortunately has not been followed in many other countries. Now, after celebrating on July 11, 1949, the golden anniversary of service to the Cuban people and the National Archive, he has brought out a second edition of this valuable work.

The first part of the new edition reprints the text of the original edition of 1912, with minor editorial changes and some explanatory and additional foot-

notes. Here is told the story of the founding and development of the National Archive during its first seventy-two years of existence. The decrees affecting its organization are cited, the buildings in which it was housed are described, and the men who directed its destinies are mentioned with an indication of their contributions. The accessions of documents are set forth, and there is a descriptive listing of the various collections of archivalia as they existed in 1912. A briefer portion relates to some of the provincial, municipal, and other archives which contained materials important for Cuban history.

The second part of the new edition continues the story from 1912 to 1949. It is largely the record of the work and results of the labors of Captain Llavariás himself, who for nearly three decades has been the energetic and consecrated director of the National Archive. The pertinent legislation is analysed, the new accessions are detailed, and the work of arrangement, classification, and cataloging is set forth. The outstanding achievements, however, have been the celebration of the centenary of the Archive in 1940, the construction and dedication of the new and adequate building to house the treasures, and the extensive and valuable series of publications which have appeared in recent years. The work of the Permanent Directive Council on Archives is described, and some attention is given to other archives. The volume is well documented with extensive quotations from documents which reveal the interest and care which has been given by Cuba to the records of her past.

The preface to the first edition by Francisco de Paulo, then secretary of the Academy of History, and a preface to the second edition by Emeterio Santovenia, chairman of the Council on Archives, are included. Numerous excellent illustrations add to the value of the work, which was produced by the Press of the Archive.

Captain Llavariás is to be congratulated on being able, after such a lapse of time, to make this new outstanding contribution to archivology. The Cuban Government and its Archive have every reason to be proud of the fact that he has been permitted to effect the publication of two editions of the *Historia de los Archivos de Cuba*.

ROSCOE R. HILL

Washington, D. C.

Gold and the Gospel in Mashonaland 1888, Being the Journals of 1. The Mashonaland Mission of Bishop Knight-Bruce [and] 2. The Concession Journey of Charles Dunell Rudd, edited respectively by Constance E. Fripp, M. B. E., and V. W. Hiller. (London, Chatto & Windus, 1949. Pp. ix, 246. 25/- net.)

This handsome volume forms the fourth title in the Oppenheimer Series, a publication of the Central African Archives, Salisbury, Southern Rhodesia. The original journals here published are in the Archives. According to the Preface by V. W. Hiller, Chief Archivist, both manuscripts were already edited when it was decided to combine them in a further volume in the Series. This plan necessitated certain adjustments; the work of re-editing fell to C.

G. Allen, Chief Assistant, Central African Archives. Mr. Hiller explains, however, that "it is not the normal policy for any official of the Central African Archives to be engaged in editing historical manuscripts, nor is it the practice of this institution to express any views on historical matters."

It is interesting to compare this practice in Southern Rhodesia with that in Mauritius. In 1949 the Government of Mauritius published *A Short History of Mauritius*, which was co-authored by the Archivist of Mauritius. The writing of this history may have been, of course, a departure from normal practice, as was the editing of the volume under review.

CARL L. LOKKE

National Archives

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