

## THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION

The National Historical Publications Commission took steps on June 15, 1950 to comply with President Truman's recent request to consider and report on "what can be done — and should be done — to make available to our people the public and private writings of men whose contributions to our history are now inadequately represented by published works."

The commission will undertake at once a survey of papers that would be appropriate for inclusion in such a publication program, and plans to report to the President in September.

The papers of all those who have made outstanding contributions to the American way of life — industrialists, labor leaders, lawyers, inventors, educators, and those prominent in the arts and sciences as well as leaders in the political and military fields — will be considered for inclusion in the publication program. Anything published will be "completely objective."

It was on the occasion of the publication of the first volume of *The Papers of Thomas Jefferson*, being edited by Julian P. Boyd under the sponsorship of Princeton University that the President outlined his idea.

Dr. Philip M. Hamer, secretary of the commission, will begin immediately to get in touch with individual scholars throughout the country and with representatives of organizations in such fields as medicine, labor, and law as well as in the social and physical sciences. His report will include consideration of the costs of the program to be recommended and of ways in which publication could be financed.

The members of the commission, in addition to Mr. Grover, who is Archivist of the United States, are Mr. Reed Harris, Division of Publications, Department of State; Maj. Gen. Orlando Ward, Chief of the Historical Division, Special Staff, United States Army; Rear Admiral John B. Heffernan, Director of Naval History, Department of the Navy; Dr. Solon J. Buck, Chief, Division of Manuscripts, Library of Congress; Dr. Guy Stanton Ford, Executive Secretary, American Historical Association; and Dr. Dumas Malone, Professor of American History, Columbia University.

## TERRITORIAL PAPERS OF THE UNITED STATES

Publication of the second and final volume of the territorial papers of Illinois, covering the years 1814-1818, was announced recently by the General Services Administration.

The volume is the 17th in the series entitled "The Territorial Papers of the United States" and is published under the authority of an Act of Congress. Dr. Clarence E. Carter, formerly of the Division of Historical Policy Research of the Department of State, is the editor. This Division was transferred to GSA on May 24 under President Truman's Reorganization Plan No. 20, and is now a part of GSA's National Archives and Records Service.

Included in the volume just published are documents on the second and third administrations of Governor Ninian Edwards and the "Executive Register of the Territory of Illinois" for the years 1809 to 1818. The Territory of Illinois, during this period, included, in addition to what became the State of Illinois, portions of what are now the States of Wisconsin, Michigan and Minnesota. Documents embraced in the volume are from the archives of the Federal Government in the National Archives, except for the Executive Register, which is from the Illinois State Archives. The bulk of the volume is comprised of correspondence between the Governor and other territorial officials and the heads of the executive departments in Washington, the Commissioner of the General Land Office, the Superintendent of Indian Trade, and the territorial delegate in Congress.

Volume XVII of the territorial series will be sold by the Superintendent of Documents, Government Printing Office, Washington, D. C., for \$4.00.

# The President's Page

By PHILIP C. BROOKS<sup>1</sup>

*The National Archives*

**A**MONG a surprising number of matters demanding the attention of your officers, two of special interest now are the Society's membership campaign and its participation in international activities. A new leaflet is being used by D. L. Corbitt and his Membership Committee to tell prospective members of our aims and doings. At the same time, we who are members may well consider the benefits of participation in our professional organization. None of us can afford the expense, the time, or the shelf space for publications to join all the organizations in which we have some interest. Why are we in this one rather than some others?

Of course the most tangible return for our dues is the quarterly journal. I, for one, consider it well worth while, both for information and as a medium for carrying out the Society's objectives. In addition, membership provides an opportunity to associate with others sharing our occupational interests or others so closely allied that it is important for us to know what they are doing and how they think. This broadening of our awareness outside the immediate lines of our own activities is to an alert person reason enough for membership. From a more strictly personal point of view, it enables us to be aware of important developments and changes of personnel among a variety of institutions.

From a less personal point of view, membership in the Society gives one a right to share in its government, and its officers are eager to have active participation by all members. Membership is an opportunity to support concretely the long run objectives of sound records preservation and effective utilization of records as source materials for many kinds of research. Last, and far from least important, this whole activity is closely allied in the minds of most of us with the ideals of public service and of contributions to culture.

Conversely, we may ask why the Society should seek new mem-

<sup>1</sup> President Brooks, formerly Records Officer of the National Security Resources Board, is now Chief Archivist of the War Records Branch of the National Archives.

bers. To this there is an equally frank and realistic answer. The Society needs new members with fresh points of view to keep it alert and active. More members mean greater resources of personnel with varied abilities for the study, writing, speaking, correspondence, and committee work that make an organization function. Larger membership means greater financial resources for publications and other Society enterprises. Furthermore, expanded membership is essential if the Society is to be a medium for exchange of information, to promote better care and use of archives and historical manuscripts, to encourage training of new workers in the field, and to express group interests to public officials and to the public.

The Membership Committee is distributed among the geographical areas of the country. Present membership are encouraged to send the names of prospects to D. L. Corbitt, at the Department of Archives and History, Raleigh, North Carolina, or to the Secretary of the Society.

The promotion of archival economy in this country is the main objective of the Society. Yet in these days no one, and certainly no national organization, can live such an uncomplicated life as to withdraw completely within national bounds. I, for one, would not want to, both as a matter of interest and because I have made many friends among foreign archivists who have visited here to study principles and methods. *The American Archivist* goes to some thirty countries on memberships or subscriptions. The exchange is not just one way, for we can learn much from abroad, and we share with foreign archivists the ideal of preservation of sources for cultural research as well as the administrative responsibilities of archivists.

The International Congress on Archives to be held at Paris, August 23-26, will cover as major subjects records administration, microphotography and archives, business records, and an international bibliography of guides to archives. Attendance at the Congress is open. It will be preceded by a Constituent Assembly made up of three delegates from each country participating in the International Council on Archives. For the United States, the National Archives will have one — the Archivist; and this Society will have two — who will have to depend on agencies other than the Society for their travel expenses. After consultation of our Committee on International Relations I have designated Margaret C. Norton, Archivist of Illinois, and Fred W. Shipman, Records Management Officer of the Department of State, as the Society's delegates. Other



representatives will be Oliver W. Holmes of the National Archives, Deputy Secretary General of the Council; Solon J. Buck of the Library of Congress, Vice President of the Council for the Western Hemisphere; and Herbert O. Brayer, of Northwestern University, Secretary General of the Council. I am sure they will have a stimulating experience and will have valuable information to report at the Madison meeting.

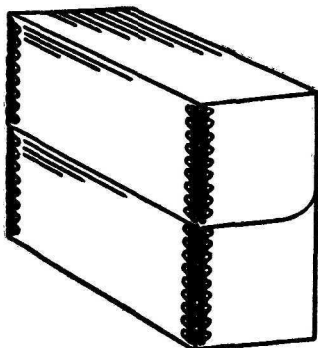
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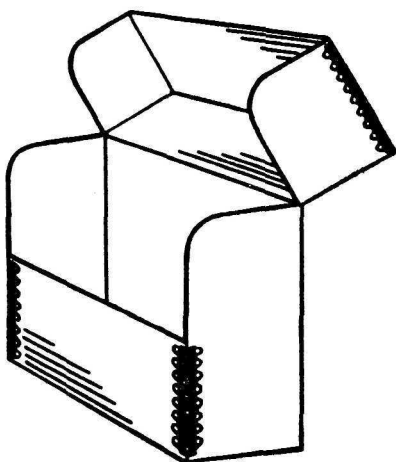
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## **THE HOLLINGER CORP.**

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# Inexpensive Devices to Aid the Archivist

By ELLEN STARR BRINTON

*Swarthmore College Peace Collection  
Swarthmore, Pennsylvania*

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**I**F the director of a small archival establishment wishes to avoid the expense and hazard of sending old books and papers out for reconditioning, must he spend large sums of money for equipment that may be used only at irregular intervals? Or can he develop some homemade apparatus that will serve the purpose?

The Swarthmore College Peace Collection has found two homemade devices useful in helping to condition old books and papers for better preservation. One is a humidifier. The foundation container is a fifty-pound lard can. An aluminum pie plate, holding a large sponge saturated with water, is placed on the bottom of the can. Over this is placed a piece of aluminum fly screen to prevent the objects to be humidified from actually touching the wet sponge. When the can is filled with papers the lid is put on tight. In a few hours or overnight the papers absorb an astonishing amount of moisture — they actually feel wet when removed from the can. They can be handled with ease, but speed is necessary since the dampness evaporates rapidly. Each paper is spread out on white blotting paper and immediately put in a press. The next day materials so treated are flat, crisp, and smooth, as if they had been washed and ironed. Between jobs, the sponge and containers must be permitted to air and dry.

The press used by the Swarthmore Peace Collection was made from an old hand cider-press. Found, after months of searching, in the barn of a tourist house in New York State, its original cost was but \$10. The metal cylinder was discarded on the spot, and the rest of the machine was hauled away in the back of a car. On arrival home the director faced her real problem — how to convert the thing into a satisfactory press and where to find someone to do it. Engineers consulted scoffed at the idea, saying: "Special iron must be cast into sheets to make two plates of the desired size. In no other way can the needed firmness and accuracy be achieved. The work will cost at least \$100." Their verdict was discouraging,

but a paper press was essential to our work, so the inquiry continued. Finally a small woodworking shop was consulted and one of its carpenter-mechanics developed a personal interest in our problem. On the metal screw he placed a wooden frame made up of plywood sheets and 1 x 4 inch wooden blocks glued and dovetailed together. This replaced the round iron pressing plate that formerly forced the apples into the cylinder. After the original wooden box that gathered the juice was removed and discarded and the screw was greased, the apparatus worked perfectly as a press. The cost was \$20.

The press plates are 17 x 24 inches, large enough to handle ordinary newspaper pages. Posters and broadsides too large to fit the press are cut into convenient sizes, laminated, and then, if desired, are hinged together again. By placing blotting sheets in the fold it is possible to handle large posters at one operation.

# The Archivist's Book Shelf

RICHARD G. WOOD, Editor

*The National Archives*

## BUSINESS RECORDS

The subject of business records is a broad one, extending from filing, or their creation, to business history, or their use. It is their selection and preservation in libraries and other depositories, however, with which we are here chiefly concerned. The growing interest in business records has been due in part to the same influences as those which encouraged the care of public records. The American Historical Association, the Society of American Archivists, and the National Archives have all contributed toward the solution of problems posed by business records. One of the earliest surveys of the field was written by Oliver W. Holmes of the National Archives. In "The Evaluation and Preservation of Business Archives," published in the *American Archivist* for October 1938, he was able to report considerable progress.

The business historian is one of those who has made that progress possible. The Business Historical Society was organized in Boston in 1925; its *Bulletin* has contained numerous statements of the value of business records, by Norman S. B. Gras, Thomas D. Clark, Henrietta M. Larson, Irving P. Schiller, Ralph W. Hidy, and others. It was this Society which sponsored in 1937 Ralph M. Hower's *The Preservation of Business Records*, a detailed directive for the businessman. The twelfth in the Society's Harvard Studies in Business History is Miss Larson's *Guide to Business History*. Chapter 70, "Business Manuscript Records," and pages 21-30, "Materials for Research in Business History," are a starting point for anyone interested in the subject.

Other users of business records have tried to make the businessman conscious of their value. Herbert A. Keller's speech, recorded in *Proceedings of the Society of American Archivists* for 1937, Eugene C. Barker, writing in the *Southwestern Historical Quarterly*, in 1944, and Daniel Aaron, in the *Antioch Review*, in 1947, are representatives of this group. The Newcomen Society in 1944 and 1946 sponsored two publications by Stanley Pargellis; his *The Corporation and the Historian*, and *The Judgment of History on American Business* were widely distributed. The influence of these appeals is to be seen in the number of firms which have made available their records to qualified historians. A separate group, the Business History Foundation, has been established in New York City to encourage this development.

This concern on the part of a group of users of the records has been matched by persons interested in the creation and safety of the files: firms selling filing equipment, and insurance companies. Examples of trade journals have been recorded by Mary Jane Christopher in "The Archivist's Book Shelf," the *American Archivist*, July 1947. Much useful information, including sample retention

periods, is to be found in the Bankers Box Company, *Manual of Record Storage Practice*, and the Chicago Bureau of Filing and Indexing, *Retention and Preservation of Records with Destruction Schedules*. Both of these have been through several editions. Archival matters, as well as protection from fire, are considered in the Metropolitan Life Insurance Company's *The Disposition of Inactive Records* and the National Fire Protection Association's *Protection of Records*. These manuals frequently go into the question of legal limitations and government regulations, such as those of the Interstate Commerce Commission. The list might be considerably lengthened; these examples must suffice to show the extent of the advice possible from this source.

Under these influences, collections of business records arose, both in libraries and in the archives of individual companies. The Baker Library collection at the Harvard Business School was one of the earliest and most extensive. The *List of Business Manuscripts in Baker Library* was published in 1932; a new edition is planned. In 1938 Arthur H. Cole, Librarian, prepared "Business Manuscripts: Collection, Handling, and Cataloging," for the *Library Quarterly*. This is still the most detailed statement of the treatment of such collections in libraries. Somewhat similar statements by the same author appeared in *Public Documents* for that year. The Newberry Library is another large holder of business records; the *Guide to the Burlington Archives in the Newberry Library, 1851-1901*, published last year, is an unusually complete description of a single large collection. Business records are included in the collections of many universities and historical societies; their annual reports are well worth study.

Many large companies, realizing that the handling of their extensive records requires professional assistance, have appointed archivists. Progress in putting in order the records of the Denver and Rio Grande Railroad has been described by Herbert O. Brayer, in the *American Archivist* for April 1944, and by Dorothy K. Taylor, in the same publication for April 1947. A manual, *Preservation of Records*, was issued by the Railroad in 1945. Carl H. McKenzie's "An Experiment in the Retention and Preservation of Corporate Records," in the *Bulletin of the Business Historical Society* for February 1943, describes archival work for the Pennsylvania Telephone Company. Harold F. Larkin, of the Connecticut Mutual Life Insurance Company, has written about "Retention of Life Insurance Records," in the *American Archivist* for April 1942. Again, the list might be lengthened did space but permit.

But even these encouraging developments were not enough. It was realized that libraries would not be able to cope with the mass of modern records, and that not many firms were ready to establish archives. The New York Committee on Business Records was formed in 1941, under the leadership of Messrs. Cochran and Clough, to encourage the preservation of records on the part of businessmen. In order that there would be archivists to fill the need, New York University in 1944 inaugurated a course in work with business records. In 1945 Arthur H. Cole contributed "Business Manuscripts: a Pressing Problem" to the *Journal of Economic History*, in which he suggested large-scale

depositories as the best way of meeting the need. The wartime records programs of the Army and Navy also pointed in the same direction. The National Records Management Council, under the direction of Emmett J. Leahy, is applying the records management center approach in New York City; recently the movement has spread to Chicago (through Northwestern University) and to the West Coast (through the University of California). Leahy has written about the Council's work in the *American Archivist* for July 1949, in *Office Appliances* for April 1949, and other publications. *Your Business Records: a Liability or an Asset?* is a recent statement by the Council of its purpose.

Experience abroad has roughly paralleled that in this country. The Council for the Preservation of Business Archives has been active in Great Britain. A. V. Judges in 1936 described the experience of the Council in *The Preservation of Business Records*, an eight-page leaflet. A more recent account is to be found in W. H. Chaloner's "Business Records as a Source of Economic History with Special Reference to their Selective Preservation in Libraries," appearing in the *Journal of Documentation*, for June 1948. A brief bibliography is appended to Chaloner's article. Evidence of German activity is to be found in recent issues of *Der Archivar*. The establishment of a business archives in Aarhus, Denmark, is described in *Erhvervshistorisk Årbog; Meddelelser fra Erhvervsarkivet* (Business-Historical Yearbook, Bulletin of the Business Archives), 1949.

It remains to note a few subjects not covered in this chronological approach. Microphotography as a tool in the handling of business records has been considered in articles by Daniel F. Noll, George A. Schwegemann, Jr., and A. V. Stubenrauch. Control at the company level, but with wider implications, is the subject of *Records Management and Filing Operations*, by Margaret K. Odell and Earl P. Strong, New York, 1947. A standard treatise on filing is *How to File and Index*, by Bertha M. Weeks, who has also written numerous articles on the subject. Many publications of the National Archives, such as G. Philip Bauer's *The Appraisal of Current and Recent Records*, and Adelaide E. Minogue's *The Repair and Preservation of Records* contain material of value to the custodian of business records. The Interagency Records Administration Conferences, held in Washington several times a year, have made useful contributions.

The custodian of business records in libraries or larger depositories must, in fact, draw on the literature of many allied fields for aid. Much of it is still in periodical form, for his is a young profession and one in process of change.

Harvard University

ROBERT W. LOVETT

# News Notes

MARY C. LETHBRIDGE, Editor

*The National Archives*

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## SOCIETY OF AMERICAN ARCHIVISTS

The Fourteenth Annual Meeting of the Society will be held at Madison, Wisconsin, October 9 and 10, with possibly a third day for specially arranged tours. Host for the meeting will be the Wisconsin State Historical Society, and Jesse E. Boell, Archivist, of that Society will be Chairman of Local Arrangements. A full and broadly representative program is being developed by the Program Chairman, William D. Overman, Director of Library and Archives of the Firestone Tire and Rubber Company. Effort will be made to give place to the interests of archivists and manuscripts authorities in many fields, rather than to develop a single central theme for the meeting. It is expected that the program will include consideration of the relative interests of State and Federal archival agencies; special group meetings on several kinds of institutional records; a report on the Paris International Congress on Archives; and a statement on the National Archives by the Archivist of the United States. Other topics, and entertainment, will be included. Full information about the program and local arrangements will be sent to members of the Society as early as possible.

Dr. Dwight H. Wilson, Fisk University Archivist, was recently awarded a National Urban League Certificate of Recognition, for outstanding achievement in archival work during 1949. The award was given especially for his work with the Committee on College and University Archives of the Society of American Archivists.

## THE NATIONAL ARCHIVES AND RECORDS SERVICE

The National Archives Establishment, which on July 1, 1949, became a part of the newly created General Services Administration, was converted into the National Archives and Records Service of GSA on December 1. In addition to the Office of the Archivist, NARS consists of the National Archives, the Division of the Federal Register, the Franklin D. Roosevelt Library at Hyde Park, N. Y., and a new Records Management Division. Theodore R. Schellenberg has been appointed Director of Archival Management, with responsibility for the internal operations of the National Archives, and Herbert E. Angel, formerly Director of Office Methods, Department of the Navy, has been made Director of the new Records Management Division.

By the end of 1949 there were practically 900,000 cubic feet of the permanently valuable records of the Government in the custody of the Archivist of the United States. Recent transfers include the original statutes, 1941-47,



completing this series of records in the National Archives from 1789 to 1948. Other important bodies of records received include correspondence and other papers relating to the 20th and 21st Amendments to the Constitution; correspondence between the Wright brothers and the Weather Bureau relating to the selection of Kitty Hawk as the site for their experimental flights and telegraphic reports to the Bureau on their first successful flights; parts of the Army quartermaster general's files, 1922-35, which document at the top level the Army's procurement policies and plans during the period between the two World Wars and provide the background of the logistics problems of World War II; and the patent files, 1918-45, of the Department of the Air Force, which contain technical data necessary for the perfection of needed inventions, the evaluation of new materials, and the protection of rights derived by the Government through the sponsorship of patents.

The large-scale program to reproduce on microfilm American diplomatic and consular records pertaining to the Far East in the period before 1906 was completed recently. In addition to such records previously filmed, microcopies have been made of despatches from United States diplomatic representatives in Japan, 1900-1906 (9 rolls); despatches from United States ministers to Korea, 1884-95 (10 rolls), and to Siam, 1882-1906 (9 rolls); despatches from United States consuls in Nagasaki, 1870-1906, Kanagawa, 1861-80, and Yokohama, 1897-1906 (21 rolls); and notes from the Japanese Legation in the United States to the Department of State, 1858-1906 (9 rolls). Other important groups of records reproduced include letters sent by the Secretary of War to the President of the United States, 1820-63 (5 rolls), and records relating to the suppression of the African slave trade and to Negro colonization, 1854-72 (10 rolls).

Also recently completed is the microfilm of the 1830 census of population. Each of the 201 volumes of these census records has been reproduced on a separate roll of film. One or more rolls may be ordered at a cost of \$4 for each unit of about 50 feet of film. The entire microcopy costs \$1,124. A price list, broken down by States, may be obtained upon request.

In the last 6 months of 1949 more than 2,200 rolls of microcopies, containing reproductions of more than 1,000,000 pages, were sold. One State university placed a \$3,000 order for microcopies of practically all the State Department records that have been filmed to date.

The *Fifteenth Annual Report of the Archivist on the National Archives* and the *Tenth Annual Report on the Franklin D. Roosevelt Library* for the year ending on June 30, 1949, have just come off the press. Another recent publication is a preliminary inventory of the records of the United States Senate for the First through the Seventy-ninth Congress. Free copies may be obtained from the National Archives and Records Service. A manual on the *Disposition of Federal Records* has also been published. Free copies may be obtained from NARS by Federal agencies; the manual is for sale to others by the Superintendent of Documents, Government Printing Office, at 25 cents a copy.

The Emancipation Proclamation is the latest historic document to be reproduced by the National Archives in its facsimile program. The 5-page proclamation, signed by Abraham Lincoln, is an exact size facsimile (10½" x 16½"), reproduced on rag paper. It sells for \$1. Included with it in a portfolio is a 1-page history of the proclamation.

On March 7, Sir Hilary Jenkinson, Keeper of the Records in England and author of the *Manual on Archive Administration*, paid a visit to the National Archives and Records Service and addressed the staff. Another recent visitor was Dr. Héctor García Chuecos, Director of the National Archives of Venezuela, who spent 2 months in the Archives studying American archival methods and doing research in U. S.-Venezuelan relations.

### FRANKLIN D. ROOSEVELT LIBRARY

About 85 percent of the papers of Franklin D. Roosevelt in the Franklin D. Roosevelt Library at Hyde Park, N. Y., amounting to 4 or 5 million items, were opened for research on March 17. The opening exercises, held at noon in the museum section of the Library, were presided over by the Archivist of the United States, Dr. Wayne C. Grover. Dr. Waldo Gifford Leland, Director Emeritus of the American Council of Learned Societies and a member of the U. S. National Commission for UNESCO, delivered the principal address, which was on the history of the establishment of the Library.

Mrs. Franklin D. Roosevelt said at the ceremony, "With the tremendous public thirst for the facts concerning the stirring events of the past two decades, it will be a useful and healthy thing for important segments of the story of these years to be available here to all who are seriously concerned with learning the truth. It will be a real pleasure to see this room filled with students."

In a message read by Jess Larson, Administrator of General Services, President Truman said the Roosevelt letters would furnish rich source material for an interpretation of one of the most momentous periods in American history, and he voiced the hope that other officials of the period would add their papers to the collections already in the Library in order that we may have the means for a fuller understanding of these years.

### LIBRARY OF CONGRESS

The 150th anniversary of the establishment of the Library of Congress on April 24, 1800 was commemorated with a Sesquicentennial Exhibition opened with a reception on April 24 in the Great Hall of the Library. The Exhibition, to be shown until December 31, portrays the progress of the Library during the last century and a half through manuscripts, books, and photographs from the Library's collections. Another exhibition commemorative of the founding, "Treasures of the Library of Congress," opened in June and displays 150 outstanding items from the Library's collections. In a letter to the Librarian of Congress, the President of the United States pointed out

that the history of the Library exemplifies the history of our American institutions; "it is tangible evidence, not of endurance only, but of the strength, the energy, the capacity for growth which our institutions have demonstrated so well."

In special ceremonies on March 1 the Library accepted the gift of the non-current files of the national office of the League of Women Voters. Dating back to 1920, the records contain much valuable source material illuminating the social and political history of the last three decades. The thousands of papers, weighing more than two tons, are now being arranged for the Manuscripts Division of the Library by Dr. Louise M. Young, a special representative of the League. It is estimated that about 150,000 papers will be added to the Library's holdings when the processing is completed.

### U. S. AIR FORCE MOTION PICTURE FILM DEPOSITORY

A development of considerable interest to archivists in the technical records field is the establishment of the USAF Motion Picture Film Depository at Wright-Patterson Air Force Base, Dayton, Ohio.

The Depository is responsible for all motion picture records of the U. S. Air Force and has already in its custody some 95,000,000 feet of film. Holdings of special interest are the AAF combat subjects of World War II, and the original Wright Field Collection dating back to World War I.

Although the Depository was established late in 1947, it is not yet fully staffed. The Archivist in charge, Mr. Loran L. Fisher, formerly with the Historical Division, Special Staff, U. S. Army, was appointed on August 8, 1949. The Assistant Archivist, Mrs. Hermine M. Baumhofer, formerly of the Photographic Records Division, National Archives, was appointed on November 28, 1949. Mr. William H. Shaw, formerly with the Veteran's Administration, who joined the Depository staff in November 1948, is the Archivist in charge of establishing control over the large and unassimilated body of records.

A records depository exclusively for motion picture records is a pioneering venture in the records administration field. One of the greatest problems that the staff faces is the lack of established procedures in the retirement of film records. It is, therefore, not only necessary to bring order into the mass of material already on hand, but also to educate agencies-of-origin and records officers to consider motion picture film in the same light as paper records.

### FIRST INTERNATIONAL CONGRESS ON ARCHIVES

The First International Congress on Archives, organized by the International Council on Archives, the Direction des Archives de France, and the Association Professionnelle des Archivistes Français, will be held in Paris from Wednesday 23 to Saturday 26 August 1950.

The President of the French Republic has graciously consented to confer his patronage on the Congress, the Honorary Committee of which will include

distinguished representatives of UNESCO, the French Government and the Institut de France.

The following particulars are already available:

### PROGRAM

In addition to working meetings, various events, receptions and excursions will be arranged in connection with the Congress.

The general program will be as follows:

#### Wednesday 23 August:

- 10 a.m.: Inaugural meeting of the Congress at the Hôtel de Rohan (87, rue Vieille-du-Temple).
- 3 p.m.: Working meeting.
- 6.30 p.m.: Reception at UNESCO House.

#### Thursday 24 August:

- 10 a.m.: Visit to the International Exhibition "Life and Art of the Past in Seals and Heraldry," to be held in connection with the Congress at the Palais Soubise (Archives Nationales, 60, rue des Francs-Bourgeois).
- 3 p.m.: Working meeting.
- 7 p.m.: Visit to the Documents Service of the Musée de l'Homme (Palais de Chaillot).
- 8 p.m.: Dinner at the Eiffel Tower, on the invitation of the Forges de Strasbourg.

#### Friday 25 August:

- 10 a.m.: Working meeting.
- 3 p.m.: Final working meeting.
- 6 p.m.: Reception at the Hôtel d'Assy (residence of the Director of the Archives de France).

#### Saturday 26 August:

Excursion to Normandy or Champagne. Visit to a modern departmental records office and a picturesque tourist center.

It should also be noted that the International Council on Archives will hold its Constituent Assembly on Monday 21 and Tuesday 22 August at UNESCO House, 19, avenue Kléber, Paris. (Telephone: KLEber 52-00 Extension 288).

### WORKING MEETINGS

The working meetings will be held in the imposing setting of the Hôtel de Rohan (Archives Nationales, 87, rue Vieille-du-Temple.)

Four items have been placed on the agenda:

- (1) Current supervision and checking of archives;
- (2) Archives and micro-photography;
- (3) Records of private undertakings (economic records);
- (4) Bibliographic proposals.

Inquiries are at present being made of the archives departments of all the Member States of the United Nations. Rapporteurs will be appointed to prepare full reports on the above four matters. Prior to the Congress, these reports will be communicated to members who will thus be well prepared to discuss them during the working meetings. Members who may wish to submit comments on the reports are requested to do so before 1 August 1950, at the same time sending a summary of the matter with which they intend to deal.

The working languages will be those of the United Nations: Chinese, English, French, Russian and Spanish.

## FOREIGN NEWS

### *Great Britain*

Stanley Pargellis of the Newberry Library has circulated to members of the Lexington Group a letter from Professor T. S. Ashton of the London School of Economics and Political Science concerning the present status of British Railway Records. Professor Ashton included with his letter an article from the *Times* on the task of collecting railway records and a report on the "Records of Nationalized Industries" by K. G. Davies, until recently a Deputy Keeper at the Public Record Office and now a lecturer on economic history at the London School. The Davies report concerns a new problem of such interest to archivists that we are reprinting it here:

After the success of getting the Coal Board's records declared public, the Master of the Rolls and the Deputy Keeper were anxious to apply the same rule to the records of other nationalized industries. But the politicians rapidly realized the implications of such a policy; it would conflict with the intention to keep the proposed boards out of parliamentary jurisdiction. It was suggested that on one day the Minister of Transport would refuse to answer questions about the Transport Commission, while on the next day, the Prime Minister or the Parliamentary Secretary to the Treasury would have to answer questions about the records of the same body. This question was argued right up to the Lord President who ruled against making the records public. But he agreed that something must be done to prevent destruction.

This was, I believe, in 1946 or early 1947, and nothing was done for a while. In April this year [1949], the Master of the Rolls set up a committee with himself as chairman, to discuss the subject. When it met (so far as I know there has only been one meeting) the results were quite encouraging. Responsible officials attended from the following boards: Transport, Electricity, Gas, Cable and Wireless, B.O.A.C., B.E.A., B.S.A.A., and from the Ministry of Health, representing the Hospitals.

The Master of the Rolls and the Deputy Keeper explained that it was hoped to extend unofficially to records of nationalized industries the same care and advice which the Record Office gives officially to the records of Government Departments. This advice would particularly centre around three subjects:

- (1) Custody, i.e., an archive depository and staff, repairs, etc.
- (2) Accessibility to students.
- (3) Destruction, i.e., the provision of satisfactory schedules for destruction worked out by the individual board in collaboration with the Record Office.

I cannot, of course, speak with authority about the reaction of the boards to these proposals. They seemed to be keenest on (3), a systematic policy of controlled de-

struction; to be willing to consider (1), with certain reservations; and to dislike the sound of (2). They all agreed they could not afford to keep a proper archive staff.

Subsequently, the Deputy Keeper issued a set of "Broad Principles" about the custody of records. This embodied several sensible proposals, but also, as I remember it, asked for a complete cessation of destruction pending the provision of agreed schedules. I cannot see the boards agreeing to this. The Railways alone accumulate an immense amount of paper very rapidly and if they kept used tickets, for instance, the question of where to put them would be soon an urgent one. The problem is this: the systematic destruction of Government Departments' records works quite well. But it has been built up over seventy years. To impose it on a record-making body with 100 or more years of accumulation behind it is very difficult. The best we can hope for so far as accruing records is concerned is the gradual substitution of controlled for uncontrolled destruction.

My impression is that these boards *can* be educated, but it will take a long time, and it must not involve heavy expenditure. Secondly, the destruction that is going on now is probably not of a very serious nature; there is good reason to hope that it is confined to accruing records of an ephemeral character.

. . . . The latest information which I can give is that none of the boards had formally adhered to the Deputy Keeper's "Broad Principles," largely, I think, because of the proposed stop on destruction, and partly because they seemed to imply some heavy expenditure. But it may be that there will be some development soon.

The *Times*' article describes steps already taken by the British Transport Commission, which intends that its archives when complete should be available to students. An immense amount of documentation for railway history does exist, in spite of some losses in the past hundred years and the rigors of two wars. The only significant documents not available to the student in the archives will be those, chiefly legal data and plans, that are still in daily use.

### *Netherlands*

A descriptive list of the losses to Dutch archives during the war years appears as an article in *Nederlands Archievenblad*, 1948-1949, no. 3, entitled "Netherlands archives in the war." The fate of each archival depot and its holdings is noted in a series arranged alphabetically by province.

### *Portugal*

In January 1949 Don Alfredo Pimenta, the eminent Portuguese historian, became director of the Archivo Nacional Português de la Torre do Tombo. His speech to the Archives staff is printed in *Revista de Archivos, Bibliotecas y Museos*, (Madrid), vol. 55, no. 1, p. 96-103.

### *Russia*

J. T. Dorosh of the Library of Congress reports in its *Information Bulletin* that the long lost so-called "Pacific Ocean Archive" was located in 1939 by the archivist S. Mamaev, according to a Moscow journal. Originally a part of the Yudin collection, before that collection was acquired by the Library of Congress in 1907, the materials in the archive refer primarily to the history of Russian explorers of the Pacific ocean, Shelikhov and Kuskov. Many of the rare manuscripts are devoted to descriptions of the first world voyages of Russian ships under Rezanov and Krusenstern. Of particular value are the business papers of Rezanov, who died in 1807 after returning from a voyage

around the world. The archive includes also the diaries of the Russian explorers of the 19th century who made a study of Chukchi, Kamchatka, the Okhotsk region, the Aleutian islands, Alaska and Northern California.

### TRAINING OF ARCHIVISTS

As a memorial to the late Dr. R. D. W. Connor, first Archivist of the United States, who died in February, the Executive Committee of the National Records Management Council has established fellowships in business records management. According to Emmett J. Leahy, Executive Director of the Council, the first three fellows to be trained under the program have been selected — one from the Federal government, and two former G.I.'s who are graduates of schools of Business Administration at Denver and New York University, respectively. Additional fellowships will be granted, Mr. Leahy said, probably as many as a score in the next two years.

Under the Council's fellowship program, the trainees receive grants of \$600 to \$1,500 each for a three months screening period, after which those who qualify will receive expanded grants of \$2,500 to \$5,000 for a full year, the amount to depend upon age, experience, marital status, etc., of the individual trainee.

The training will be clinical in nature, and will consist of assignments at the new midtown branch of the Business Archives Center at 337 West 27th Street and in established company records centers, where the trainees will assist senior Council staff members in the actual evaluation, control, disposal and preservation of business records. The Business Archives Center offers an unusual opportunity to the Council's fellows because of the wide diversity of records managed there, consisting of documents of every type from brokerage, airline, publishing, manufacturing, trucking and advertising concerns, as well as law firms and private individual and family archives. The trainees will also benefit from the Council's work in setting up company records centers for concerns in such fields as petroleum products, telephone companies, airlines, steamship companies, chemical, textile and electrical manufacturing concerns.

### AMERICAN DOCUMENTATION INSTITUTE

*American Documentation: A Quarterly Review of Ideas, Techniques, Problems and Achievements in Documentation* made its first appearance with the January 1950 issue. Published by the American Documentation Institute, Inc., 1719 N Street, Washington 6, D. C., it is priced at \$5.00 per year. Dr. Vernon D. Tate, the editor, in an introductory note in the first issue points out that it will not duplicate the work of the *Review of Documentation* (FID) or the *Journal of Documentation* (ASLIB) and it will not follow too closely in the footsteps of its predecessor, the *Journal of Documentary Reproduction*. "Instead its scope is visualized as the totality of documentation. . . . Within this framework particular attention will be devoted to urgent problems in



documentation encountered at various levels of creation, organization, storage and use."

### CALIFORNIA

University of California has announced that the Mark Twain papers would be bequeathed to the University by Clara Clemens-Samossoud, his only living daughter. The collection, now housed on the Berkeley campus, contains 45 notebooks and diaries, over 400 literary manuscripts (many still unpublished), business records, letters, and miscellany. Dr. Dixon Wecter, literary editor of the Mark Twain estate, spoke on the collection at the annual meeting of the California Historical Society in San Francisco January 27.

### DISTRICT OF COLUMBIA

Private and public papers of former Sen. Robert F. Wagner, sponsor of the Wagner Labor Relations Act, were presented recently to Georgetown University, Washington, D. C. Some 300 vertical files and 30 bound volumes of manuscripts and correspondence, as well as memoranda and reports, will be cataloged, making available to scholars a major source for research in the field of labor economics.

### LOUISIANA

Recent additions to the manuscript collections of the Department of Archives of Louisiana State University include the following: 290 items and 5 volumes of papers of the George B. Marshall family, ante bellum sugar and cotton planters, 1807-1900; 38 volumes of plantation and mercantile records of the Powell and Bosley families, Red River Parish, 1825-1947; 100 volumes of papers of the Ebenezer J. Cockfield family, planters, of South Carolina and Natchitoches Parish, 1854-1930; 83 volumes of papers of Daniel Trotter, Negro farmer, Natchitoches Parish, and records of a local Negro benevolent association of the 1890's, 1883-1949; 184 volumes of medical and farm records of Dr. J. E. Hawkins of Arkansas and Evangeline Parish, 1849-1912; 59 volumes of papers of the Reverend Charles B. Dana family, Natchez, Miss., pertaining chiefly to Protestant Episcopal Church and theological matters in New England, Virginia and Mississippi, and to Glenwood Plantation, Natchez, 1799-1949; a portage book of the Red River steamboat *Cordelia Ann*, 1867; 45 volumes of papers of John Reynaud pertaining to steamboat shipping on the Lower Mississippi and Red Rivers; and various collections relating chiefly to medical practice, military service in the Confederacy, and higher education.

### MASSACHUSETTS

A senior archivist at the Massachusetts State House has been arraigned and charged with the theft of a number of important 18th century documents from the State Archives. Some of the missing manuscripts are listed below



and any information concerning them should be sent to the Attorney General of Massachusetts, State House, Boston 33:

1. Peter Schuyler to Samuel Partridge, Albany, February 18, 1706/7.
2. Peter Schuyler to Samuel Partridge, Albany, August 11, 1707.
3. Peter Schuyler to Samuel Partridge, Albany, August 29, 1720.
4. R. Rogers, Israel Putnam and Jona. Butterfield; Reconnaissance of Crown Point, October 14, 1775.
5. Robert Rogers to Gov. Shirley, July 1765.
6. Robert Rogers' report of enemy's movements, July 16, 1756.
7. Benjamin Franklin to Thomas Cushing, London, December 24, 1770.
8. Benjamin Franklin to Thomas Cushing, London, January 13, 1772.
9. Benjamin Franklin to Thomas Cushing, London, February 15, 1774.
10. Benedict Arnold to General Wooster, Quebec, December 31, 1775.
11. Continental Congress: Printed Resolve of Instructions to Officers, January 17, 1776.
12. George Washington letter re exodus of inhabitants of Boston, July 29, 1775.
13. Elbridge Gerry to Dr. Church, July 1775.
14. George Washington to B. Greenleaf and others, August 4, 1775.
15. John Adams to Joseph Palmer re reports of committees, accounts and vouchers.
16. John Cochran's deposition re Captain Parkins's dealings with British, April 12, 1776.
17. George Washington to Council, February 26, 1776.
18. Horatio Gates to Major Hawley, Ticonderoga, August 10, 1776.
19. Mesheck Weare to James Bowdoin, Hampton Falls, August 17, 1776.
20. George Washington to Committee of Safety, Morristown, January 24, 1777.
21. Anthony Wayne to unknown correspondent, Ticonderoga, April 23, 1777.
22. George Washington to James Bowdoin, Morristown, July 7, 1777.
23. George Washington to President of Council, Headquarters, August 2, 1778.
24. George Washington to President of Council, Germantown, August 10, 1777.
25. George Washington to President of Council, White Marsh, November 5, 1777.
26. Count D'Estaing re Sauver's death, September 19, 1778.
27. Count D'Estaing: a letter in French, October 23, 1778.
28. Lafayette to Council, January 6, 1779.
29. Robert Rogers to Isaac Mann, May 30, 1779.
30. Paul Revere to Council, September 9, 1779.
31. Horatio Gates to William Heath, Providence, May 4, 1779.
32. Horatio Gates to Jeremiah Powell, September 6, 1779.
33. John Proud: a letter re the French fleet.
34. George Washington to Council, May 24, 1779.
35. George Washington to Council, September 7, 1779.
36. George Washington to Council, June 2, 1780.
37. Von Steuben to Council, July 27, 1780.
38. George Washington to James Bowdoin, August 8, 1780.
39. George Washington to John Hancock, November 10, 1780.
40. George Washington to John Hancock, June 4, 1781.
41. George Washington to William Heath, June 8, 1781.
42. George Washington to John Hancock, August 10, 1782.
43. George Washington to John Hancock, another letter dated August 10, 1782.

## MINNESOTA

The State of Minnesota is seeking a qualified man to develop and maintain a statewide archival program. He will be responsible for specifying the

documents that are to be made a part of the permanent historical record, and for designating those records that may be periodically destroyed. This individual will work under the direction of the Director of the Minnesota Historical Society, who is ex officio Secretary of the Minnesota Archives Commission. Wide latitude is permitted in the technical phases of the work. Salary range is \$391-\$451 per month.

Applicants should have a thorough knowledge of archival organization, procedures, techniques, policies and equipment and good knowledge of the techniques involved in the care, preservation, and reproduction of archival materials. They must have ability to exercise independent judgment in determining the historical significance of public records and ability to establish harmonious working relations with administrative officials and the public. Professional preparation should include graduate study in American history or political science and some training or experience in archival work. Extensive experience in all phases of archival work is acceptable in place of graduate work.

The examination will consist first of a written test followed by an objective evaluation of training and experience based on the information submitted on the form provided. This may be supplemented as necessary by the addition of exhibits or publications to present adequately any pertinent training or experience in the field. Those candidates who obtain scores of 70 or above on the written test and whose training and experience are suitable will be asked to appear at their own expense for the oral part of the examination which is to be held in Chicago or some other central location. Relative weights of the parts of the examination are: written test 30%, evaluation of experience and training 30%, and oral examination 40%. Candidates whose combined scores on experience and training and on the written and oral examination are above 70 will be certified to the appointing authority for consideration. Applications will be accepted until this position is filled. Any citizen of the United States may apply — residence in Minnesota is not required. Application blanks and complete information may be obtained at any local United States Employment Service office or the Minnesota State Civil Service Department, 122 State Office Bldg., St. Paul 1, Minn.

### NEW YORK

This summer, for the third year, the Seminars on American Culture met in Cooperstown, New York. There were two separate sessions, each a week in length, July 2-8 and July 9-15. The seminars were offered at Fenimore House and the Farmers' Museum, institutions operated by the New York State Historical Association. The purpose of these gatherings is to provide mature persons who are interested in the subjects offered an opportunity for combining class discussion under distinguished leaders with informal conversation and recreation with others who share their own enthusiasms. Six subjects were taught each week, three in the morning and three in the afternoon. Two courses (Regional Survey of New York History, and Folk Culture of

the Northwest) ran for two weeks but were so divided that it was possible to elect either or both weeks. Other courses included: Problems of the Small Museum of History, Early American Crafts, Practical Problems in Writing Local History, Problems of the Small Historical Library, Interpretation in the History Museum, Types of Historical Writing, and The Library and the Historian.

### NORTH CAROLINA

The Department of Archives and History has installed microfilm equipment, including a flat bed camera and a modernly equipped dark room. At the request of the State Budget Bureau, the Department recently undertook a survey of the records problems of 26 state agencies, particularly to determine to what extent the bulk of the state's records might be reduced by microfilming. The conclusion reached was that microfilming will considerably reduce the bulk of the records and it was recommended that a special microfilming unit be set up within the Department. A considerable portion of the original records, however, will need to be preserved, at least for a time.

### PENNSYLVANIA

Henry James Young, Director of the Historical Society of York County, Pennsylvania, resigned December 31, 1949, and Mrs. Alice E. Starner, Assistant to the Director, became the Assistant Director. Among items added to the Society's collections during the past year are additional Cathcart papers (1759-1849) concerning Presbyterian matters, education, and the York and Maryland Line Turnpike Company. Several parish registers have also been placed in the official custody of the Society, which plans to microfilm them for preservation.

### TEXAS

The Eugene C. Barker Texas History Center on the campus of the University of Texas in Austin was formally opened on April 27. This Center, which will house the University's vast collection of Texana and the Frank Reaugh collection of paintings of Texas ranch life, will also provide offices for Dr. Barker and the Texas State Historical Association. The value of the building and its contents is estimated at two and one half million dollars.

### VIRGINIA

The University of Virginia Library continues to be the principal institutional collector of Jefferson's papers. Its latest publication, *The Jefferson Papers of the University of Virginia*, a calendar compiled by Constance E. Thurlow and Francis L. Berkeley, Jr., with an appended essay by Helen D. Bullock on the Papers of Thomas Jefferson, appeared on February 20 in an edition of 750 copies at \$5.00. Future acquisitions of Jeffersoniana by the University will be listed each year in future issues of the *Report on Historical*

*Collections*, published annually since 1930 by the Library's Rare Books and Manuscripts Division. In coming months the University will also issue two more Jefferson publications. *Letters to a Bookseller*, edited by Elizabeth Cometti, will concern Jefferson's work in establishing the University Library. Luther P. Jackson is editing for publication by the University's McGregor Library, the memoirs of Isaac Jefferson, a household servant at Monticello, as dictated in old age to the historian Charles Campbell.

### WISCONSIN

The problems of collecting local history materials were considered at a special Institute for Local Historical Societies held July 6, 7 and 8 in Madison, Wisconsin. A new venture for the State Historical Society, which sponsored it, staff members believe that the Institute will stimulate interest in the collection of local history materials.

### MISCELLANEOUS

The United States Government Printing Office has announced the development of an effective adhesive for book labels, which should interest archivists as well as librarians. The adhesive, duPont's Heat Seal Lacquer No. 6340, is applied to the back of sheets of labels by means of a Potdevin bench gluing machine, after which the sheets are placed on a moving conveyor belt where the adhesive is rapidly dried. The sheets are then piled into packs of approximately  $\frac{1}{4}$  inch thickness and the labels cut out on a die punching machine. These labels, now coated with the heat-sealing adhesive, may be applied to such materials as paper, leather, starch-filled book cloth and buckram by the application of heat (approximately 200°F.) and pressure with a hot flat iron or patch welder. For such materials as pyroxylin and vinyl treated fabrics (Fabrikoid, Keratol, etc.) the adhesive must first be moistened with a solvent, cellosolve, and then applied by the use of heat and pressure.

Heat Seal Lacquer No. 6340 may be obtained from E. I. duPont de Nemours & Company, Wilmington, Delaware. Cellosolve (ethylene glycol monoethyl ether) may be obtained from Carbide and Carbon Chemicals Corporation, 30 East 42d Street, New York.

## PROPOSED FEDERAL RECORDS ACT

A bill now being considered by Congress includes what will be known, if enacted, as the "Federal Records Act of 1950." It would repeal the National Archives Act of 1934 (as amended), but its principal provisions would be continued in the new Act. Among new features are the following provisions:

1. Enlarges the membership and powers of the National Historical Publications Commission by giving representation thereon to the House and Senate and to the Federal judiciary and by granting it authority "to cooperate with and encourage appropriate Federal, State, and local agencies and non-governmental institutions, societies and individuals in the collecting and preserving and, when it deems such action to be desirable, in editing and publishing the papers of outstanding citizens of the United States and such other documents as may be important for an understanding and appreciation of the history of the United States."

2. Supplants the National Archives Council with a new and somewhat larger Federal Records Council with membership broadened to include representation of the Federal judiciary.

3. Vests the General Services Administrator with staff and coordinating responsibilities for improving standards, procedures, and techniques with respect to records management in the Federal Government and authorizes him to establish, maintain, and operate records centers and centralized microfilming services for Federal agencies.

4. Requires each Federal agency to make and preserve "adequate and proper documentation of its organization, functions, policies, decisions, procedures, and essential transactions" and to establish and maintain "an active, continuing program for the economical and efficient management" of its records.

5. Authorizes Federal agencies to maintain and operate records centers "when approved by the Administrator."

6. Directs Federal agencies to establish certain safeguards against the unlawful removal, alteration, or loss of records and establishes procedures designed to bring about recovery of records unlawfully removed.

7. Authorizes the Administrator to "accept for deposit with the National Archives the records of any Federal agency or of the Congress of the United States that are determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government."

8. Defines the term "National Archives of the United States" as "those official records that have been determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government and have been accepted by the Administrator."

9. Provides that statutory or other restrictions on the use of records "shall not remain in force or effect after the records have been in existence for fifty years unless the Administrator by order shall determine with respect to spe-

cific bodies of records that such restrictions shall remain in force and effect for a longer period."

10. Permits the Administrator to "publish such historical works and collections of sources as seem appropriate for printing or otherwise recording at public expense" and which have been "approved by the National Historical Publications Commission."

11. Authorizes the Administrator to accept for deposit "the personal papers and other personal historical documentary materials of the present President of the United States, his successors, heads of executive departments, and such other officials of the Government as the President may designate, offered for deposit under restrictions respecting their use specified in writing by the prospective depositors: Provided, That restrictions so specified on such materials, or any portions thereof, accepted by the Administrator for such deposit shall have force and effect during the lifetime of the depositor or for a period not to exceed twenty-five years, whichever is longer, unless sooner terminated in writing by the depositor or his legal heirs; And provided further, That the Archivist determines that the materials accepted for such deposit will have continuing historical or other values."

12. Authorizes the Administrator "to make" as well as to preserve motion picture films, still pictures, and sound recordings pertaining to and illustrative of the historical development of the United States Government and its activities.

13. Authorizes the transfer, with the approval of the originating agency or, under certain conditions, of other interested agencies, of records deposited (or approved for deposit) with the National Archives to other public or educational institutions.