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# The First International Congress of Archivists, Paris, France August 21-26, 1950

By MARGARET C. NORTON

*Archivist of Illinois  
Delegate of the Society at the  
International Congress of Archivists*

THE International Council of Archivists was organized in June 1948 under the sponsorship of the United Nations Educational, Scientific and Cultural Organization. Upon invitation of the Archives Nationales of France and the archivists of France, the Council called the First International Congress of Archivists to meet at Paris August 21-26, 1950. The only previous international meeting of archivists was the Congress of Archivists and Librarians held at Brussels in 1910. All countries having membership in the United Nations were invited to participate in the Paris meeting. The archivists of Spain and Germany were notified of the Congress and told that they might attend as individuals. Russia and her allied nations did not send delegates, but 350 archivists from 30 other nations were registered, while an unspecified number of archivists were turned away for lack of accommodations.

The Constitution adopted at the inaugural meeting of the Provisional Council convened by UNESCO in 1948, defines the general purposes of the International Council of Archives as follows:

- (a) To hold periodically an International Congress of Archivists.
- (b) To establish, maintain, and strengthen relations among archivists of all lands, and among all professional and other agencies or institutions concerned with the custody, organization or administration of archives, public or private, wheresoever located.
- (c) To promote all possible measures for the preservation, protection and defence against all hazards of the archival heritage of mankind, and to advance all aspects of the professional administration of archives by providing greater opportunities for the exchange of all ideas and information on problems concerning archives.
- (d) To facilitate the use of archives and their more effective and impartial study by making their contents more widely known, making reproductions more readily available, and encouraging greater freedom of access.

(e) To promote, organize and co-ordinate all desirable international activities in the field of archival administration.

(f) To co-operate with all organizations concerned with the documentation of human experience and the use of that documentation for the benefit of mankind.

The authoritative body of the International Council of Archives is the Constituent Assembly. It is composed of the officers of the Council and members of its Executive Board, the honorary members of the Council, and three delegates from each country (one delegate from its national archives and two delegates designated by the national association of archivists of the country). Any archivist may attend the Congresses and take part in discussions from the floor, but all business is conducted by the Constituent Assembly.

The members of the first Executive Board were Charles Samaran of France, President; Solon J. Buck of the United States and Hilary Jenkinson of England, Vice Presidents; Herbert O. Brayer and Oliver W. Holmes of the United States, Secretary General and Assistant Secretary General, respectively; D. P. M. Graswinckel of the Netherlands, Treasurer; and the following members of the Council: Vaslov Husa of Czechoslovakia, Julio Jimenez Rueda of Mexico, Emilio Re of Italy, and Asgaut Steinnes of Norway.

The Executive Board and the Constituent Assembly held a series of business meetings at UNESCO House on August 21 and 22, preceding the formal convening of the Congress on August 23. Mr. Brayer having resigned as Secretary General and not being present, Lester Born of the Library of Congress was appointed Secretary *pro tem*. The three American delegates to the Constituent Assembly were Wayne C. Grover, representing the National Archives, and Oliver W. Holmes and Margaret C. Norton, representing the Society of American Archivists. England, Finland, France, Italy, Mexico, Norway, the Netherlands, Switzerland, Venezuela, Canada, and Denmark were represented. India and Israel sent word that they were unable to send delegates, although tables had been reserved for them.

Invitations to the meeting stated that proceedings were to be conducted in the languages of the United Nations: Chinese, English, French, Russian, and Spanish. One Spanish speech before the Constituent Assembly the first day was translated into both French and English. Aside from that, all proceedings of the Constituent Assembly and the Congress were conducted in French and English, with oral translations, often sketchy, from one language to the other. French naturally predominated.

The principal matters of business before the Constituent Assembly were the revision of the Constitution, the election of new officers, and the tentative selection of the location and date for the next Congress of Archivists.

The most important constitutional amendments decided upon concerned the basis of membership in the International Council on Archives and the amount of membership dues. The constitution as drafted in 1948 provided for three votes in the Constituent Assembly for each country, with one delegate from each national archives and two from each national association of archivists. Other archival institutions, public or private, and individual archivists were eligible to become members, with the privilege of attending Congresses and speaking from the floor, but without the right to vote. Many of the European archivists, especially the French, favored the continuation of these provisions. There was considerable debate over the question of whether the delegates were to vote separately or as a unit. Some of the smaller countries wanted three votes, even if unable to send more than one delegate. The American archivists, through their spokesman, Dr. Buck, held out for a more democratic organization — not a federation of national archives and national archival societies, but a professional organization of archivists in which each archival institution would be able to vote separately. The matter was referred to a special committee which recommended the adoption of the American plan.

The Constitution as revised by the Constituent Assembly provides that the following shall be the categories of membership:

(a) *National or international regional archival associations, i.e. associations of institutions or persons interested professionally or otherwise in any aspect of the conservation or availability of archives.*

Such Associations shall become full Members on application and after acceptance by the Executive Board and payment of the established dues. They shall be entitled to receive all publications, services and privileges of the Council and to send two delegates each, officially accredited, to each Congress.

Associational membership on the Council from any one nation shall be limited to a single association, except that the Executive Board may admit to such membership international regional associations notwithstanding the fact that they include within their membership members of national associations already represented separately on the Council. Where there are several archival Associations in any country, it shall be the responsibility of the associations in question to establish a joint committee or other machinery to co-ordinate their activity viz a viz the Council.

(b) *Institutional and Individual Membership.*1) *Archival institutions, i.e. bodies charged with the care of archives of any kind.*

Such institutions (for example, archives of the national Government; in a country with federal Government, the archives of the states, of provinces, of cantons, etc.; in other countries the archives of regions, provinces, or departments; municipal, ecclesiastic, notarial, or private archives, etc., etc.) which are staffed by professionally qualified personnel shall, upon application, and after acceptance by the Executive Board and payment of the appropriate dues, become institutional members, shall be entitled to send one representative to the Constituent Assembly, shall have the right to one vote each, and shall receive at a reduced price all publications and services of the Council.

2) *Individuals who are professional archivists.*

Such individuals, whether currently engaged in archival work or not, upon application and after acceptance by the Executive Board, and payment of the appropriate dues, shall become Individual members, and shall be entitled to receive all publications at a reduced price, to hold office, and to be present at meetings of the Constituent Assembly, but shall have a voice in meetings of that body only to the extent set forth in Section 15.

The question of dues brought up the delicate implications of "hard and soft currencies." In no part of the business proceedings was there such a sense of tension, yet in no other part of the meeting was there manifest more international camaraderie between archivists who were putting professional concerns above national considerations. It was obvious that the "soft currency" countries could neither afford nor would their governments permit them to pay dues sufficient to support the activities of the International Council on Archives. It was obvious that those countries in a stronger financial position, particularly the United States, would have to bear a disproportionate share of the costs, for the present at least. The representatives from the "soft currency" countries did not want to say this directly, and the Americans certainly did not want to emphasize this monetary situation by proposing a differential in dues. It was finally agreed that each Congress shall fix the dues, which shall remain in force until the next meeting or until changed by some subsequent Congress. For the next three years dues will be as follows: 30 Swiss francs for national archival institutions and national societies, 15 Swiss francs for non-national archival institutions, and 5 Swiss francs for individual members. In sending out notices of dues, the Secretary General, was instructed

to explain that these dues constitute the minimum fee, and to urge that the amounts sent be as generous as possible. The French delegation suggested that national archival agencies should be requested to pay at least 55 Swiss francs if possible.

Election of officers for the next three years was the next item on the agenda. It was felt that in these initial years it would be an advantage to have the President in Paris so that he might be in close touch with the headquarters of UNESCO; and Charles Braibant, present Archivist of France was elected. The new Vice President for the Eastern Hemisphere is D. P. M. Graswinckel of the Netherlands, and the Vice President for the Western Hemisphere is Wayne C. Grover, Archivist of the United States. The membership of the Executive Board (exclusive of the officers of the Council) was reduced to six. Solon J. Buck of the United States, Hilary Jenkinson of England, and Emilio Re of Italy were held over, and Héctor García Chuecos of Venezuela, Purnendu Basu of India, and Gustave Vaucher of Switzerland are the new members. The Executive Board was to appoint one Secretary General, one Treasurer, and if necessary, two Deputy Secretaries General, one for each hemisphere. It was also to fix the place and date of the second Congress. Presumably that latter action was taken at the final business meeting of the Board on August 25, but no report thereon was issued. It seemed to be generally understood, however, that the next meeting will be held in the Netherlands in 1953.

The business for the second afternoon session of the Constituent Assembly was largely confined to a discussion of present and future activities of the International Council on Archives. The Assembly passed a resolution requesting UNESCO to set up a special division on archives as it has already done for libraries. The American delegation presented two resolutions. The first called for the creation of a special committee to study the effectiveness of efforts to preserve archives during the past war, to compile reports from each nation thereon, and to prepare a set of standards for assuring the preservation of archives in wartime, which could be brought to the attention of each government. This resolution was passed after discussion, which brought out that this is a subject in which UNESCO is interested and for which it desires active cooperation from the Council.

The second American resolution called for a committee to study the formulation of principles which would result in greater freedom of access to archives by scholars. Mr. Grover, in explanation of the resolution, commented that American archives are, with some re-

strictions of an administrative and security nature, open down to recent date, whereas most European records are completely closed to scholars for a period of from 50 years or longer. He did not expect the proposed committee itself to remove existing restrictions but rather to formulate principles upon which future restrictions could be based. He also thought that such a committee could be useful in promoting and coordinating programs for the exchange of microfilm copies between the various countries. The new President, Mr. Braibant, expressed himself as opposed to the creation of many international committees, not because of lack of sympathy for the objective, but because of the practical difficulties of travel and communication. The Assembly endorsed the principles of freer access to archives and the exchange of copies as being among objectives of the Council expressed in Section 2 of the Constitution, but it left the method of implementing the program, whether by appointment of a subcommittee of the Executive Board or by the creation of a special committee, to the discretion of the Executive Board.

One of the most important topics on the Assembly agenda was the publication program for the International Council on Archives. In view of the fact that Mr. Re of Italy was to report on this subject at one of the sessions of the Congress, it was decided not to discuss it in the Constituent Assembly but to authorize the Executive Board to act in accordance with opinions expressed in the open meeting.

### THE CONGRESS

The First International Congress of Archivists, called by the International Council on Archives, convened on Wednesday August 23. Headquarters were at the Archives Nationales, which was closed to the public all week. One of the larger buildings, the Hotel de Rohan, was used for registration facilities and an auditorium, while the Palais Soubise, which normally houses the search room and exhibits, was given over entirely to exhibits. An exchange bureau and a branch office of the French Tourist Bureau were appreciated additions to the registration desk. The program provided a thoughtful balance between work sessions, at which major archival programs were discussed, and social events which gave an opportunity for archivists to become acquainted and to discuss their mutual problems informally. A program of sightseeing and special events (which included a Dior style show) was provided for ladies accompanying the delegates.

On Monday and Tuesday preceding the formal opening of the



Congress the Archives Nationales held open house. Guides were on duty to show all parts of the institution. The exhibits were of great interest. The search room was cleared to provide space for an extensive exhibit of steel stack and filing equipment manufactured by the Forges de Strasbourg, the European representatives of the American Sneed and Company. The microfilm department and the lamination laboratory (Barrows equipped) attracted crowds. Treasures of the Archives were displayed on tables in the various stack areas.

Besides the permanent exhibits in the beautiful rooms of the eighteenth century Prince Soubise, a large section of the first floor of the Palais was given over to an international exhibit entitled "Seals and Heraldry in Art and Life from the Middle Ages to Our Day." England, Austria, Belgium, Holland, Sweden, Switzerland, and all parts of France had loaned for exhibit their most interesting seals and heraldic representations, to add, as the program stated, a hitherto unpublished chapter in the history of art. Enlargements, placed beside plaster casts, permitted one to follow the parallel development of the arts of seals and of sculpture; whereas all aspects of mediaeval life, from the work of the artisans to the equipment of ships or the building of cities, lived again in these little, minutely exact monuments. A profusely illustrated and elaborate catalog of the exhibit was presented to the delegates.

In reporting a convention one is tempted to overemphasize its social aspects to the neglect of the formal papers presented. Yet, at an international meeting even more than at a national convention, the opportunity to become acquainted with other persons in one's profession and to discuss mutual problems is most important. Even those of us who were not linguists found that a smile and a warm handclasp can go a long way toward establishing meaningful friendships. After all, most of us read each other's languages even if we did not speak them, and the ideas we tried to convey to each other in an amusing hodge-podge of French, English, German, Spanish, Latin, or any other fragments of language at our command can and will be reduced to writing through correspondence. Famous archivists, who before the meeting were mere names to us, are now distinct personalities and our friends. Those who say peace among nations is impossible should have seen, and heard, this Congress of Archivists.

The first formal social affair was a reception at UNESCO House following the Tuesday afternoon program. On Wednesday we visited the library of the Musée de l'Homme at the Palais de Chail-

lot. This building, despite its title "palace," is a new structure of an extreme modernistic style, facing the Eiffel Tower. Surprisingly enough, it harmonizes with the other eighteenth century Paris architecture. This museum, as its name implies, is an institution for the study of the history of man in his environment — ethnology, evolution, geophysics, sociology — everything that relates to what man is and how he became what he is today. From the Musée we went to the Eiffel Tower, where the Forges de Strasbourg was host for a sumptuous banquet. As this date, Wednesday, August 24, coincided with Liberation Day, which was being celebrated all over France, the dinner was indeed a festive affair. On Thursday Mr. Braibant, the Archivist of France, and his gracious wife gave a garden party at their home, the Hotel d'Assy, situated in a secluded corner of the archives compound. Several European archivists have apartments provided by their governments, but surely none lives in a more lovely place — a little eighteenth century palace set down in a wooded garden with pools and fountains, giving a sense of seclusion that belies its location within the compounds of the Archives Nationales in the teeming tenement and market district of Paris.

Saturday, the last day, the Congressistes were taken in eight large motor coaches on a tour into picturesque Normandy. We were guests at a three-hour luncheon at Louviers and were then taken to Evreux, where we visited the departmental archives of the Eure. This would correspond to a State archives in this country, but in France, with its highly centralized government, the departmental (provincial) archives are directly under the national archivist. The Eure archives is housed in a building of a strictly utilitarian modern style of architecture, erected shortly before the outbreak of World War II. A one-story front section of the building houses the work and search rooms. Back of this is a four-story library stack room, unlike those of most American libraries only in that its exterior curtain walls are all made up of huge windows. The design calls for eventual addition of six more stack stories. Evreux was one of those towns which the American troops bombed as they swept across Normandy. Fortunately the archives had been evacuated, for the building received several direct hits. Almost miraculously, however, the walls and the steel skeleton were not badly damaged, and it has been necessary to replace only the glass, the roof, and the stack floors.

There were four so-called "work sessions," on the subjects "Control of Archives in Formation," "Archives and Microphotography"



"Private (Economic) Archives" and "Bibliographical Publications." In planning his session, each section chairman was asked to prepare a questionnaire on his subject, to be circulated to each country invited to participate in the Congress. The answers to these questionnaires were to be summarized and circulated in advance of the Congress to those who had registered, with the request that persons wishing to comment on them should notify the chairman by the first of August. This was done except in the case of Hilary Jenkinson, chairman of the Economic Archives session, whose illness prevented this prepublication. The chairman was supposed to limit his opening remarks and summary to twenty minutes. Persons participating in the discussions were to limit themselves to five minutes each, but most of those who had asked permission to speak appeared with rather lengthy papers and, because of the importance of what most speakers had to say, no attempt was made to cut them short. This situation, together with the necessity of giving translations into English or French, as the case might be, precluded the possibility of open discussion from the floor, desirable though such discussion would have been.

The summaries of replies to the questionnaires and the limited discussions which followed gave, for the first time, a survey and synthesis of (1) the problems confronting archivists all over the world; (2) some of the ways in which archivists are trying to resolve their difficulties; and (3) areas in which the progress of each country is ahead or behind others. To cite only a few examples, England and France have given much thought to the implications of the nationalization of industry as it affects archives; England, France, and the United States are all working separately, but with similar policies, in the matter of creating regional repositories for semi-current records; England is far in advance of the United States in its care of local records; few archivists outside of the United States revealed much comprehension of the techniques or applications of microphotography. While it would be incorrect to say that the Congress added anything new to archival methodology, there was a great contribution in that for the first time the universal archival problems were formally stated and we now know where work is progressing on each and in what direction.

### CONTROL OF ARCHIVES IN FORMATION

The most significant work sessions were, in my estimation, the two on modern archives — one on control of archives in formation, and one on economic archives. Mr. Graswinckel of the Netherlands

presided at the first of these meetings. Pierre Caillet, Conservateur of the Modern Section of the Archives Nationales, reported on the first topic. The replies to the questionnaires, he said, indicate that "almost everywhere there exists or has been contemplated a central depot of archives, intended to receive, in whole or in part, the records of the public administration, and subordinate in general, to a ministry which is most frequently that of Public Instruction. Sometimes this depot reports either to the president of the council (Austria, Rhinish North Westphalia, Turkey) or to the chief of the executive as in the United States."

"As for regional depots," he continued, "it seems that such exist especially in the older countries formed by the successive addition of diverse provinces. In the states with the federal form of government the central depots of each of the members of the federation are absolutely independent of the federal archival depot."

In many countries, he also noted, there are consultative councils composed of administrators, historians, and economists who aid in the conservation of interesting documents and the elimination of useless papers.

Mr. Caillet then proceeded to state the principal difficulties in the way of satisfactory archival care of the records of the state. These are the ill will or indifference of the Bureaus, the meagerness of storage space, and the lack of qualified personnel. Almost everywhere the deposits made in the archives are made too often without sequence, without order, and in a very incomplete manner, and, when such exist, the regulations established in the matter are not observed. Added to loss of records through massive and ill-considered destructions by the departments, there have been large destructions of records through fires, revolutions, and wars. Respect for documents must be imposed on the agents of the state.

The problem which must be solved, he said, is the double one of authority and of organization. France has good regulations concerning preservation of records, notably the decree of July 21, 1936, but the archives department lacks authority. Although they may not be ready to grant their archival agency the right of requisition accorded to the Archivist of the United States, the French apparently believe that their institution should be taken out from under the Ministry of Education and set up as a separate department immediately under and auxiliary to the President of the Council. Thus, being outside all ministries and a part of the general administration of the Government, the archivist would be in a better

position to enforce existing regulations concerning the management of records by the various departments.

In discussing the problem of organization within the archival agency, Mr. Caillet stated that in 1947, realizing that the staff of the Archives Nationales was too occupied with its regular work of sorting, classifying, and research to give effective service in the field, the Archivist of France proposed the creation of an accessions division within the institution. This unit was to devote itself to liaison with the ministries and public administrations and to the preparation of records for transfer. Financial stringency having prevented the carrying out of such a program, the present Director, Mr. Braibant, is seeking to get detailed to the Archives National by each of the ministries that one of its employees most particularly qualified to be charged with receiving transfers that have been initiated and prepared by representatives of the Archives Nationales. This plan is intended to give the archivists of the documentary sections the benefit of ministerial administrative experience in the course of their work of sorting and classifying. This proposal is, in a sense, another way of attempting to solve the same problem that the United States Government is trying to meet by the creation of records management officers in each Federal department. The recent law making the establishment of such a program compulsory in the American Federal departments had not, of course, been passed by the Congress at the time of the Paris meeting, and so was not reported upon.

The problem of insufficient storage space Mr. Caillet acknowledged to be the most universal and most acute. Reduction of bulk by substitution of microfilm copies in the case of modern records which are not of prime importance from the historical or legal point of view and not likely to be frequently consulted is, he fears, for most countries "less favored than the United States of America," a solution for the future; and there remains always the necessity of storing a mass of documents ever larger in number, which must be preserved in original form. Reduction of records by selection demands supplemental personnel which most archival agencies simply do not have. "It will be necessary, then," he concluded, "somehow to fit up or construct buildings in each of the local regions, to contain present and future collections of public archives, without speaking of the ruins born of the war to be rebuilt."

Because the International Council on Archives had to limit the topics to be discussed in order to avoid overburdening the 1950 program, Mr. Caillet suggested as suitable topics for discussion at

the next Congress of Archivists: 1) the recovery of public records withheld by individuals; 2) the supervision over and deposit in the archives of notarial minutes (the Archives Nationales holds 77,000,000 notarial acts of the 15th to the 19th centuries for the Seine district alone); 3) the taking of a census of and the safeguarding of private archives which are of national historic interest; 4) the standardization and publication of catalogs and inventories of archives; 5) the delay in communication of the records of the state to the public and the putting into effect an exchange of microfilm copies of records under a system analogous to the interlibrary loan plan among great libraries; 6) the conservation of records menaced by hazardous surroundings, light, humidity, dryness, bacteria, insects, and, in the case of contemporaneous documents, by the inferior quality of papers and inks — considerations which impel everywhere towards the employment of microfilm; 7) the measures taken by the various countries in the last war to assure documents against the dangers resulting from military operations and other wartime hazards.

The discussions which followed Mr. Caillet's remarks were participated in by seven delegates from England, Italy, and Switzerland. The day was hot and muggy, the delegates were restless during the translations, and most of the comments made served merely to point up various points made by him. Hilary Jenkinson closed the session, saying, in effect, that (1) our debates should be considered the basis for instructions to our Executive Board to work on; (2) the discussions had shown that the points raised take different aspects in the different countries; (3) it was agreed that it is essential that liaison be maintained between departments and archivists; and (4) and that the archivists should aid in the formulation of principles for destruction of records. He moved, and the resolution carried, that the Executive Board should be requested to investigate and report to the next Congress on measures advised on these points.

### MICROPHOTOGRAPHY

The session on microphotography was presided over by Richard J. Hayes, Director of the National Library of Ireland, and the report was made by Lester K. Born, Chief of the Microfilm Service of the Library of Congress. The questionnaire on microfilming was divided into three sections: one on the number and types of cameras used, one on the availability of reading machines, and one entitled "Preservation and Communication," which dealt with the applica-

tion of microfilm and microcards, legal aspects of their use, and methods of storing and filing film.

The replies indicate that most archivists, except principally those of the United States, have had insufficient experience with this comparatively new technique to permit the formulation of principles at this time. Only 29 of the 76 countries addressed made any reply at all. Only a few of those replying answered all the questions, while many of the replies were subjective to a high degree. Seventy percent of those reporting said that they have microfilm cameras, and twenty-eight percent have more than one. Fifty percent of those institutions own reading machines, most of which are of the polaroid glass screen type in use in the United States.

The archivists at the Congress were eager to learn more about microphotography and microprint, but most, especially the Europeans, feel that they cannot afford to use this technique at present. Many seemed to misunderstand the American experiments in reducing the bulk of records by microcopy and are greatly disturbed by what appears to them to be a threat to destroy all their precious old originals. It was most unfortunate, as Mr. Born pointed out, that UNESCO was obliged to cancel an international conference on microphotography scheduled for this autumn, since the subject certainly could not be covered with any degree of clarity in a two-hour Congress session. Much information concerning different technical phases of microphotography could be obtained, however, from certain articles and technical journals cited in the printed report on the questionnaire.

Quite wisely Mr. Born confined most of his remarks to those applications of microphotography with which archivists and scholars are most familiar and concerning which they are in unanimous agreement, namely, to the preservation and diffusion of archives of cultural importance. He said that the decision of an archival agency to microfilm records generally comes from some administrative need, such as: to conserve documents which are deteriorating or are subject to excessive use; to place insurance copies of its holdings in other depots at some distance away; to eliminate overcrowding; to reduce costs by realizing an economy of space, of manpower, and of time of work; to acquire a supplemental or collateral collection of documents; to add to bibliographical documentation; to give copies to all countries concerned in the case of "an indivisible collection" of archives; or to exploit a unique opportunity to acquire a reproduction of a document which it has been unable to procure previous to that time. Other reasons given for multiple reproduc-

tion of an original are for reciprocal exchanges between institutions; international exchange; making copies available to distant scholars, who cannot visit the institution owning the originals.

Even though undertaken as an administrative process, the way such microfilm has been made, the length and type of film used, the possibility of borrowing or purchasing duplicates, and the bibliographical and editorial citations on the film are of great importance to scholars who may wish to use the copies. Mr. Born urged archivists to be most liberal in opening their resources to scholars through microfilm copies, quoting from the proceedings of the 1926 librarians' congress at Prague as follows: "In the matter of exchange of publications, if a more favored nation gives more than it receives, it is not thereby the loser, for it expends its thoughts and its sentiment, it extends its personality, it propagates its influence." He also cited the resolution proposed by Mr. Paul Poindron at the 16th International Conference on Documentation, calling for the establishment of a guide to depots of films, the creation in each country of a center of research charged with studying photographic procedures, the exchange of catalogs of films, the examination of the expenses necessitated by the exchanges and analogous activities, the examination of legal problems which arise where microfilming is undertaken on a grand scale, especially the rights of reproduction and of the authentic value of the photocopy, and finally, in the interest of the scholar, research into a standardization of film.

As examples of collaboration in large-scale microfilm projects Mr. Born cited the joint Anglo-American microfilming of the archives of the Japanese and German foreign offices (the Japanese microcopies having already been opened to scholars); the Library of Congress microcopy edition of early statutory, constitutional, executive, administrative, judicial, and legislative archives of each of the States and Territories of the United States (about to be put on sale); and the proposed program for microfilming historical documents in the thirty collaborating nations under the terms of the so-called Fulbright Act passed by the Congress of the United States. The First Congress of Historians of the United States and Mexico held at Monterey, Mexico, in September 1949, endorsed the principle of collaboration in the conservation and diffusion of photographic reproductions of the principal rare and unpublished documents relating to America, to include not only those in American archives but also those in Europe.

In conclusion, Dr. Born proposed that the International Council on Archives create an international committee whose task would



be to (a) study the problems peculiar to the intensification of the microfilming of archives; (b) examine carefully the importance of microfilming in the domain of national and international science; and (c) report to the members of the International Council on Archives and to all countries of the world the constructive results of their work, not only in the domain of technique, but also in that of international exchanges and of the freedom of mutual access to the archives and other original documents.

Delegates from Austria, France, and Italy participated in the discussion which followed. Mr. Rudolf Geyer, Director of the City Archives of Vienna, favored the idea of sending microfilm copies of archives to other depositories for insurance purposes, but felt that such microcopies should not be open to scholars without permission of the depositing archival agency, or at least that there should be some sort of preliminary agreement between the two institutions as to policies.

Mr. Georges Bourgin, Honorary Director of the Archives of France, agreed as to the importance of microfilming as a means for providing security copies of originals, for supplementing the historical source materials in libraries, for the multiplication of copies of calendars, for the exchange of copies of archives in which two countries are interested (as has been done in the case of France and Italy), for the preservation of the contents of family and private business archives (such as bank records of which the Archives Nationales has many films), and for some of the other purposes mentioned. But, he pointed out, microphotography has limitations. He warned archivists to go very slowly in the matter of destroying original records after microfilming.

Signora Rosa Maria Borsarelli, Archivist of the State Archives at Turin described at some length the practical details involved in microfilming the Nice and Naples archives, which on completion of the project, were returned to France by Italy. Mr. Robert Henri Bautier of the French Archives Nationales paid warm tribute to the work of Signora Borsarelli. He said that this exchange of documents was the first large scale microfilming project undertaken by Europeans, and pointed out the technical problems that had been involved.

The chairman, Mr. Hayes, supported the proposal that there should be an exchange of microfilm documents of interest to scholars. It is well recognized, he said, that European archives are rich in materials of interest to the two American continents, but speaking as a European, he wished to remind Americans that their libraries

and archives also contain much European material. He then pointed out that Europe has never recovered economically since 1914; that the publication of calendars has ceased; that bibliographies are lacking; and that another war may destroy the archives before much can be done. Microfilming therefore seems to be the only method of preserving our common European heritage. He approved of the Library of Congress proposals, as presented by Mr. Born, and expressed the hope that the International Council on Archives would take immediate action and create a committee on microphotography.

### PRIVATE (ECONOMIC) ARCHIVES

The third work session, entitled "Private Archives (Economic Archives)" was presided over by Wayne C. Grover, Archivist of the United States. Hilary Jenkinson, of the British Public Record Office, leader of the session, reported verbally instead of in print. He stated that all archives are based upon the same principles, whether they originate in industry or in government — there is no essential difference between them. The most serious problem with respect to both types of archives, he said, is the conflict between the laws relating to the preservation of records for research and the laws requiring the keeping of records for a certain time for legal purposes. In his opinion, the archivist is not concerned with telling people what records to make, though he also can be helpful in that connection. Nor can the archivist be both editor and archivist — there is not time enough for both.

Most of Mr. Jenkinson's informal talk was an outline of what England has been doing recently about business and local records. Most of the governmental records are more or less formalized, but some departments, notably that of public health, are producing quantities of records of little economic value. An inter-departmental committee has been set up to advise about the disposition of such records. Socialization of industry is, of course, having its effect on the making and keeping of records. The Public Record Office does not, however, consider the archives of transportation, which has been nationalized, as national archives.

The British Records Association was founded in 1932 and has been successful even through the war. It now has 1,000 individual and 300 institutional members. All local records authorities are members, and the Association has even succeeded in persuading the local authorities to set up their own organization. It sponsored the training of local records officials at the School of Archives at the University of London. During the war the Association, through



the issuance of bulletins and other devices tried to curb the enthusiasm for the destruction of records brought on by the paper shortage.

British schemes for postwar reconstruction began about 1943. An obvious project was the continuation of lists of records compiled during the war into a National Register of Archives. A new branch of the Historical Manuscripts Commission was created to foster this Register. This group is persuading local committees to work on the lists and, although this is volunteer service, between two and three thousand reports have already been filed.

Diocesan archives are provided for by law, but since no appropriations have been furnished by the government, little has been done. The public libraries have for many years generously served as repositories for local archives. Some, like Birmingham, have very large collections.

Legislation has been proposed which would create a central authority to advise local authorities on the records of their districts. Using lists, this central authority would have the power to designate certain records as of national value and to forbid their destruction without permission. Such a law is necessary to prevent the destruction most particularly of the manorial records, now no longer required for establishing land titles. The records designated as of national interest will be left in the hands of their natural custodians with the proviso that if those custodians do not allow reasonable access to the records there shall be compulsory deposit.

Mr. Nils Holm, Archivist of the Royal Archives of Sweden, pointed out that one of the most serious problems in connection with preservation of economic archives is that the demands of the historian and of the technicians clash; that it is the function of the archivist to put the different types of archives into an order workable for both types of users.

Mr. Georges Bourgin reported that the Archives of France has been ordered to collect archives in danger of destruction and that two men have been detailed to try to get papers from private individuals. A committee has been set up to settle disputes as to the difference between public and private archives. Much has been done towards the preservation of private archives, which the Archives Nationales considers to be as important as public records. The nationalization of industry has accelerated and strengthened this work. The French government is trying to stop the sale and exportation of private archives to other countries. Where it cannot get back records which have been so disposed of, the Archives Nationales is trying to obtain microfilm copies. The Archives

Nationales is also building up a collection of letters, "small papers," records of small business enterprises and other data which reflect the social history of the "little" people of France. Much data is being obtained through the Labor Ministry and other welfare agencies, and personal interviews are being taken to see what these "little people" remember about their past and to ascertain their views on life.

One of the Italian delegates, whose name was not caught, seconded what Mr. Bourgin said about the importance of collecting private records. Public records, he pointed out, do not give the entire picture. Where, for instance, can one document the phenomenon of the black market? Trade records give the best picture of social and economic life — such documents as accounts, correspondence between shopkeepers and manufacturers, importation records, books of weights and measures, and price lists. There is a vast amount of as yet unexploited information to be gleaned from the scattered private documents of the Middle Ages. His suggestion that an international census of medieval economic documents be started at once was later incorporated into the resolutions presented to UNESCO by the Congress.

Riccardo Filangieri de Candida Gonzaga, Inspector General of the State Archives of Italy, the last speaker, added an interesting footnote to the above remarks by describing the Naples project for collecting the records of the economic life of that city. Since 1909 they have collected 200,000 documents on Italian banking, dating back to the thirteenth century.

## PUBLICATIONS

The question of what publication activities should be undertaken by the International Council of Archives was discussed at the closing work session. Emilio Re, Archivist of Italy, reported that four principal publication projects had been suggested by the replies to his questionnaire. These were: a catalog (repertoire) of guides to archives, an international glossary of archival terms, an international yearbook of archives, and an international journal or review on archives. There appeared to be a unanimous sentiment in favor of an index to the various inventories, guides, and other finding aids made by archival agencies. Some replies favored printing this repertoire; others thought that the only possible way to keep such a list up-to-date would be to have it on cards kept at the office of the secretariat. The most practical suggestion, the chairman felt, was for publication of a bibliography of all guides now in print (sup-

plemented by an up-to-date card file), with printed supplements issued at perhaps five-year intervals.

Mr. Re pointed out that the proposal to publish a glossary of archival terminology runs into two practical difficulties. First, in many countries there has not always been achieved a sufficient clarity and definite stabilization of archival language; and second, in what language or languages should the terms be defined? On this last point, Mr. Re diplomatically sidestepped the question by suggesting that "the preference will be given to the language of the countries which possess the archives the most important for the history of humanity, and which have, consequently, a corresponding archival literature of universal importance."

There was also a unanimity of opinion in favor of the publication of an international yearbook of archives. The *Guide International des Archives: Europe*, published in 1934 by the International Institute of Intellectual Cooperation, furnishes a precedent as to what form such a publication should take. There was obvious interest in a project to bring this volume down to date and to include the archives of the other continents. In fact, Charles Samaran, President of the International Council on Archives, who has already done considerable work on this revision, circulated among the delegates a preliminary supplement to the *Guide international des Archives*, which had been mimeographed by UNESCO as its publication LBA,D. 1593. Some who replied to the questionnaire felt that such a guide would soon be out of date, and Canada stated that what is needed is a yearbook giving only the name, address, hours of opening, and a very brief indication of the nature of the records for each institution listed. Persons wishing more detailed information about where to go for material of particular interest to them could write directly to the depositories concerned. It was Mr. Re's opinion, however, that the original *Guide* should be brought down to date and extended to the other continents; that supplements, along the lines suggested by Canada, should be issued at five-year intervals; and that a complete revision of the *Guide* should be published every twenty or twenty-five years.

Other publication projects proposed for Council consideration included a manual on archives administration, a manual on the classification of archives, a manual on preservation and repair of documents, and a universal history of archives. Some dozen countries, with whom the chairman emphatically agreed, want an international review or journal on archives. Most of the proposed publication projects are long-range products, Mr. Re said, whereas a journal, which

will act as a powerful and immediate "cohesive" for archivists after the adjournment of the Congress, was needed immediately. He brushed aside the objections of some countries that the establishment of an international journal might damage the prestige of some existing national journals. Mr. Re closed his report by offering the following resolution for debate and adoption by the Congress: [*Resolved*], that there should be created an international review of archives, of a rigidly technical nature. This review should not be substituted for other undertakings: it should, on the contrary, have for its express purpose, to incite, to encourage, and to coordinate all of them.

A lively discussion followed, favorable for the most part to the above proposals. Retiring President Samaran then presented a series of resolutions addressed to UNESCO, all of which were passed, requesting UNESCO (1) to undertake the project of publishing an international review on archives; (2) to publish a general directory of published calendars and to set up a card file of indexes to archival finding lists; and (3) to sponsor an international census of mediaeval economic source materials. The yearbook and census of archival agencies projects were set aside temporarily in order to give precedence to the directory of calendars.

After this action, Professor Nino Cortese of the University of Naples was given the opportunity to report on the reconstruction of the Naples archives destroyed in 1943 by the Germans. Some 50,000 documents and 30,000 volumes were lost and no indexes were saved. Fortunately, some record had been kept of who had used the archives and what documents they had consulted. From this record persons have been located who have been able to supply the Archives with copies of 1060 of the lost documents. Dr. Cortese requested all archivists present to broadcast in their own countries an appeal to all scholars who had used the Neapolitan archives prior to the late war, to communicate with him and to send him any notes, even though fragmentary, which they may have taken.

The work section of the Congress closed with a formal expression of thanks for all hospitalities, presented on behalf of the delegates by Dr. Julio Jimenez Rueda, Director of the National Archives of Mexico, followed by replies from Mr. Braibant, Director of the Archives of France, and retiring President Samaran. It was generally agreed that the discussions would furnish practical guidance for the future work of the International Council on Archives.

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# The Society of American Archivists Reports for the Year 1949-1950

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## MINUTES OF THE BUSINESS MEETING

October 9, 1950

The Society convened in its annual business meeting at the Hotel Loraine, Madison, Wisconsin, at 9 P. M., October 9, 1950, approximately sixty members attending.

The minutes of the previous business meeting, as published in the *American Archivist*, January, 1950, pp. 51-53, were approved. The report of the secretary was read, accepted, and ordered to be placed on file.

The report of the treasurer was presented. Meredith B. Colket, Jr., chairman of the Auditing Committee, gave their report, which, with the treasurer's, was accepted and ordered to be placed on file.

Oliver W. Holmes, chairman of the Committee on International Relations, reported on the establishment of the International Council on Archives at the congress held in Paris in August, 1950, at which the minimum dues for national associations were set at \$7.50 per year with the expectation that associations that could so afford would offer to pay more than that amount. Mr. Holmes offered the following resolution, which was passed:

*Resolved*, that the Society of American Archivists authorizes and instructs its treasurer to pay the established annual dues to the International Council on Archives and in addition as a contribution an amount that added to the dues shall total \$50.00 per year, provided, however, that the Council shall be empowered, if circumstances warrant, to decrease this contribution but not, without approval at a regular business meeting of the Society, to increase it.

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

*Resolved*, that the Society of American Archivists expresses its appreciation to the State Historical Society of Wisconsin, the office of the Governor, the Committee on Local Arrangements, and the Hotel Loraine for their hospitality and efforts in arranging this meeting; and to Dr. William D. Overman and the members of the Program Committee for its successful planning of these sessions.

Mr. Fred W. Shipman offered the following resolution, which was approved:

*Resolved*, that the Society of American Archivists expresses its regret at the passing of its former president, Dr. R. D. W. Connor, its appreciation for his long and distinguished career, and its regard and sympathy to Mrs. Connor.

Mr. Wayne C. Grover offered the following resolution, which was approved:

*Resolved*, that the Society of American Archivists expresses its deep appreciation of the intelligent and painstaking efforts of Dr. Lester J. Cappon as secretary for a period of eight years, and his consistent cooperation and good will.

Oliver W. Holmes, chairman of the Nominating Committee, presented its report on the members' replies to the questionnaire mailed in advance of the meeting, asking whether the members favored limiting the president's term to one year. The vote of members who replied was 26 for and 49 against. A majority also voted against the second and third questions: whether the vice-president should be the president-elect and whether a constitutional amendment should be presented at this meeting to effect the above changes.

Mr. Holmes then presented the following slate, offered by the Nominating Committee: for president, Philip C. Brooks; for vice-president, William J. Van Schreeven; for secretary, Roger Thomas; for treasurer, Helen L. Chatfield; for council member for a term of five years ending in 1955, Robert H. Bahmer. There being no nominations from the floor, on motion of Mr. Holmes, *Voted*, that the secretary cast a unanimous ballot for the above nominees.

The remaining council members continue to hold office for the following periods: Ernst Posner, one year ending 1951; Antoine Roy, two years ending 1952; Dorothy K. Taylor, three years ending 1953; Christopher Crittenden, four years ending 1954.

There being no further business, the meeting adjourned at 9:45 P. M.

LESTER J. CAPPON, *Secretary*

## MINUTES OF THE COUNCIL

October 9, 1950

The Council met in the Hotel Loraine, Madison, Wisconsin, at 4 P. M., October 9, 1950, the president, vice-president, secretary, treasurer, editor, and Dorothy K. Taylor, Ernst Posner, and Oliver W. Holmes attending.

The previous minutes of the Council, as published in the *American Archivist*, January, 1950, pp. 53-54, were approved.

The secretary submitted the following names of applicants for membership who were approved: Everett O. Alldredge, Henry P. Beers, Frank Caffisch, Mrs. Alice E. Collegeman, Ofra Eliash, Meyer Fishbein, Bess Glenn, Fred G. Halley, Betty Herscher, Susie Benton Keane, Marjorie G. Lincoln, Dorothy V. Martin, Maurice Moore, Isadore Perlman, Morris Rieger, Robert Rosenthal, Margaret Ruckert, Charles Shetler, Hugo Vargas, Albert Whimpey, John B. White, and the Historical Commission of South Carolina.

The president suggested that a list of the Society's members, individual and institutional, be published, since none has been issued since the list of founding members of 1936-37. A majority of the council members present were opposed to printing the new list in the *American Archivist* because such a list is soon out of date and the space in the magazine is costly and needed for other matters.



*Voted*, to instruct the secretary to publish by multilith a list of the members of the Society with addresses and institutional affiliations as of April 1, 1951, to be distributed free to all members, and in preparation thereof to submit a plan and format for such a list to the Council by mail, with an estimate of size and cost.

The editor said that his experience in getting new members at the National Archives indicates a large number of potential members who could be secured by personal contact, especially in the District of Columbia, but elsewhere too; that membership procedure ought to be revised so that less time would elapse between application for membership, approval, and receipt of the magazine by the new member. The treasurer proposed that membership and subscription records be transferred from the secretary's office to the treasurer's office to simplify the receipt of funds and payment of bills; this system would also solve some of the problems raised by the editor. The Council was in agreement on this proposal but felt that a regularized procedure would be needed to keep the secretary informed frequently on changes in membership status. The Council referred this matter to the Finance Committee to work out in detail.

The secretary reported that as a result of the Council's vote by mail Solon J. Buck was elected to represent the Society on the Board of Directors of the National Records Management Council, which, in accordance with its constitution, had submitted to the Society the names of three of our members from whom our Council members made their choice.

The president raised the question whether he should appoint a committee on national emergency to concentrate on archival problems in relation to civilian defense, security programs in relation to preservation and wartime use of records, services of archival personnel under emergency conditions, etc. While it was felt that such a committee is advisable, the Council recommended it for further consideration at its next session after the new officers have been elected.

Mr. Holmes as chairman of the Committee on International Relations reported on the action of the International Council on Archives at the Paris Congress with respect to dues of institutional members now set at \$7.50 per year. Since this amount was established as a minimum with the hope that institutions would contribute an additional amount and that institutions in the United States might be especially able to do so, Mr. Holmes proposed that he offer a resolution at the forthcoming business meeting to authorize the treasurer to pay to the ICA an amount which in addition to the yearly dues will not exceed \$50.00, and that the Council be empowered to decrease this contribution from year to year but not to increase it without approval at a regular business meeting of the Society. *Voted*, to approve the offering of this resolution to the business meeting.

The meeting adjourned at 5:15 P. M.

LESTER J. CAPPON, *Secretary*



## MINUTES OF THE COUNCIL

October 10, 1950

The Council met in the Hotel Loraine, Madison, Wisconsin, at 8:30 A. M., October 10, 1950, the president, treasurer, editor, Dorothy K. Taylor, Antoine Roy, and Ernst Posner attending.

In the absence of the newly elected secretary of the Society, Lester J. Cappon was appointed secretary *pro tempore*.

After the secretary gave a summary of Howard H. Peckham's report as chairman of the Joint Committee on Historical Manuscripts, *Voted*, that the Society of American Archivists continue cooperation with the American Association for State and Local History through the Joint Committee on Historical Manuscripts, and that the president of this Society and the president of the AASLH each appoint two members to the committee and jointly select a fifth member.

The president discussed the appointment of certain new committees as recommended by various members of the Society. After further discussion the Council instructed the president to appoint a Committee on Emergency Measures; a Committee on State Archives (to gather administrative data for a manual and to study other problems in the field of State archives); and a Committee on Motion Picture Records.

The secretary announced that the Society had received invitations to hold its fifteenth annual meeting (1951) in Lexington, Ky.; Annapolis, Md.; Williamsburg, Va.; and Washington, D. C. Since it was generally agreed that the next meeting ought to be near the center of membership of the Society, *Voted*, that the fifteenth annual meeting be held in Annapolis, Md., in the early part of October, 1951.

The editor gave a summary of his report on the *American Archivist* which will be published in the magazine. He pointed out that with an increasing number of articles on hand and in preparation the journal could be increased to 128 pages, if additional funds were available to meet the corresponding increase in cost. He also reported that the Index to Vols. 1-10 has been completed and an estimate of the cost of printing is being obtained. It can then be decided whether the cost could be met by anticipated sale of copies at a reasonable price. The Council recommended that the editor's name on the inside of the cover of the *American Archivist* be listed with the other officers of the Society.

The Council then adjourned until 12 noon.

The treasurer submitted the proposed budget for 1950-51 and pointed out that estimated cash on hand on June 30, 1951 reveals a narrow margin of \$160.97, the result of a trend during the past few years accounted for in part by increased costs of publication. The additional surplus of the Society consists of the \$1,000.00 U. S. Government bond purchased several years ago. The treasurer warned that any new projects undertaken must be self-sustaining. The editor urged concentration on new members and subscribers in line

with his remarks at the preceding session of the Council. *Voted*, to approve the budget for 1950-51 as submitted.

Mr. Posner proposed the compilation of a critical, descriptive, and annotative bibliography of archival administration for archivists, records officers, and manuscript curators in the United States and Canada, under the direction of the Committee on Archival Bibliography. The Council was in agreement that such a project is highly desirable. As a member of that committee Mr. Posner will proceed with plans and initial steps for the undertaking.

The meeting adjourned at 12:30 P. M.

LESTER J. CAPPON, *Secretary pro tempore*

### REPORT OF THE SECRETARY FOR THE YEAR 1949-50

Five years have elapsed since the Society last met in the Middle West. It was high time that we returned to this great Mississippi Valley region with its numerous historical societies dating back to territorial days and with its long-time interest in historical manuscripts. Lyman C. Draper and Reuben Gold Thwaites of Wisconsin have long since become national figures among scholars and it is a privilege to be the guests of their State Society. Illinois has been in the vanguard of State archival advance for many years, thanks to the untiring labors of one of our past presidents, and Minnesota and Wisconsin have undertaken ambitious programs more recently. Important strides have been made in the field of business records in Ohio and in the Chicago area. Other examples could be cited to emphasize the point that our members from other regions have much to learn by convening here, however long the trek over the mountains or across the plains. Our Society, too, has something to contribute and something to gain in embarking on conventions away from the center of its membership on the eastern seaboard.

In referring to his previous reports from time to time during the past eight years, the secretary has awakened tardily to the fact that they have been lengthy documents, more likely to depress the members in the hearing of them than to impress them in the reading, if read at all. The practice begun a few years ago of printing most of the annual committee reports, upon which the secretary's diatribe is essentially based, seems to allow even less justification for an extended paraphrase of the committee chairmen's expositions. More to the point, therefore, will be a brief outline of the committees at work, a comment on the Society's magazine, and a statistical summary of our membership.

The Committee on College and University Archives, which stemmed from the older Committee on Institutional Archives, is developing a well integrated program that bids fair to be as educational as its subject matter. Under Chairman Dwight H. Wilson this committee began with some fact-finding, reported in a selected list of college and university archives with pertinent comments on the data by Mr. Wilson and published in the October, 1950 issue of the *American Archivist*.<sup>1</sup> The committee is at work on a manual designed for col-

<sup>1</sup> *American Archivist*, 13:343-350. For the text of the committee's report see below, pp. 69-70.

lege administrators and archivists, and, unlike most of our committees, it has provided the Membership Committee with the names of prospective members, in the field of higher education. The parent Committee on Institutional Archives has been seeking the most strategic approaches to the realm of labor records. Since the Society has no members directly associated with labor unions, Chairman Robert W. Hill has relied almost entirely upon his own resourcefulness, and his report is confined at present to the planning stage.<sup>2</sup> It is especially fortunate, therefore, that we have the opportunity of hearing directly during the present convention about the Labor History and Records Project of the State Historical Society of Wisconsin.

The postwar activity of the Committee on International Relations<sup>3</sup> in its contacts with UNESCO has borne fruit during the past year in the completion of the organization of the International Council on Archives and its first Congress held in Paris in August. Our Society was represented by Oliver W. Holmes, chairman of this committee, and by Miss Margaret C. Norton, who has presented a report of the congress at our luncheon session today. The Society's membership in the ICA also involves the question of our financial support which our Council has discussed before presentation to the present business meeting. The Committee on International Relations has also participated in the program of the Pan American Institute of Geography and History, especially through its Commission of History and the latter's Committee on Archives.

Although the Committee on Records Administration of this Society has not been active during the current year, it is appropriate to note the publication of President Brook's valuable essay, *Public Records Management*, by Public Administration Service of Chicago. This monograph, directed primarily to state and local government officials, evolved out of earlier deliberations of the Committee on Records Administration. A recent report from the Public Administration Service shows that more than 1,050 copies have been distributed. Largest categories of purchasers have been municipal officials, libraries, records management consultants, city managers, and state officials in that order, though the remainder have been obtained by a wide variety of purchasers difficult to classify in such categories. Some of the work of the Committee on Photographic Techniques is revealed in Chairman Daniel F. Noll's article on "The Maintenance of Microfilm Files," published in the April, 1950 issue of the *American Archivist*.<sup>4</sup> The Committee on Archival Buildings and Equipment<sup>5</sup> has carried on its expert consultant service under the chairmanship of Victor Gondos, Jr., along with its other activities. The Joint Committee on Historical Manuscripts of this Society and the American Association for State and Local History under the chairmanship of Howard H. Peckham has been exploring the possibilities of establishing a union catalog of manuscript collections. Having ascertained that manuscript repositories could be

<sup>2</sup> For the text of the committee's report see below, p. 70.

<sup>3</sup> For the text of the committee's report see below, pp. 71-72.

<sup>4</sup> *American Archivist*, 13:129-134. For the text of the committee's report see below, p. 75.

<sup>5</sup> For the text of the committee's report see below, pp. 68-69.

relied upon to send data on their collections to a central office and that free office space for a union catalog could be found on a university campus, the Committee requests a directive from both societies on procedure with respect to the financial problems involved in the project.

As the result of a recommendation made by President Crittenden two years ago, a Committee on Long Range Planning was appointed by President Brooks with the former as chairman. The committee held an all-day meeting last spring and corresponded with the chairman on the basis of the minutes of that meeting, but in order to make a substantial report to the Council the committee requests that it be continued for the year 1950-51.

The Society can justly be proud of its quarterly journal in every department. The substance and variety of its content are noteworthy, for ours is a society of diverse viewpoints and it is difficult to gratify the interests of all of us. What quarterly reaches its subscribers at the beginning of the month of issue? The answer is: the *American Archivist*. Editor Karl Trever has achieved the impossible, but he will doubtless share the laurels with his staff and the Torch Press. The current October issue, just referred to, contains the usual excellent list of "Writings," compiled by Lester W. Smith, chairman of the Committee on Archival Bibliography. The title has been revised to "Writings on Archives, Records Management, and Historical Manuscripts," in order to indicate its broad coverage. Mr. Smith also keeps the secretary informed on the appearance of new or revived foreign archival journals which may be recommended for exchanges with the *American Archivist* and for preservation in the National Archives Library. The success of our magazine suggests the possibility of other publications by the Society in keeping with its professional responsibility.

Clear evidence of the Society's high standing is seen in recognition accorded by other organizations which from time to time have interests closely akin to ours. In addition to the international field already mentioned and to our relations with Public Administration Service, we are now represented on the Board of Directors of the National Records Management Council by Solon J. Buck, recently chosen by our Council. State governments have turned to the Society for aid in drafting archival legislation. We have close ties with the American Association for State and Local History, and our annual joint session with the American Historical Association is firmly established. This occasion last December was given special significance in conferring an honorary membership on Waldo G. Leland, who addressed the session on "The First Conference of Archivists, December, 1909: the Beginnings of a Profession."<sup>6</sup>

Since our preceding annual meeting somewhat over a year ago the Society has experienced an increase in membership, thereby continuing the prevailing trend since its organization fourteen years ago. Regional organization of the Membership Committee brings good results, the more so when it has an energetic chairman like D. L. Corbitt, who has served again this past year. Dur-

<sup>6</sup> See *American Archivist*, 13:109-120.

ing 1949-50 two individual members resigned, 24 were dropped for non-payment of dues, and 3 are deceased. This loss of 29 is offset by 54 new individual members of whom 47 are in the United States and 7 in foreign countries. This net gain of 25 makes a total in this category of 377 (in 1949 there was a net gain of 33). Of this total 41 are foreign members. During the past year one institutional member resigned and 3 domestic and 5 foreign were added, making a total of 76 (the net gain in 1949 was 9). Of this total 19 are foreign institutions. The number of life members has increased from 4 to 5 by transfer in status, thus not affecting our total membership. The number of of honorary members has also increased from 4 to 5 by transfer in status. Thus the aggregate of all classes of membership is 461. During 1949 the number of new subscribers was 11 in the United States and 7 in foreign countries; 7 were lost, resulting in a net gain of 11 (the net gain in 1949 was 13). The total number of subscribers is 161 of which 41 are foreign. The sale of back copies of the *American Archivist* increased from 235 in 1949 to a new record of 265. Geographical distribution of members is approximately 54% in the Middle Atlantic States (New York through Maryland, including the District of Columbia), 19% in the Southern States (including Texas and Oklahoma), 14% in the Middle West, 8% in the Far West (Mountain and Pacific States), and 4% in New England. These figures suggest opportunities for future effort.

With regret I record the deaths of three members: Robert D. W. Connor, past president of the Society of American Archivists, former archivist of North Carolina, and first archivist of the United States; Miss Jeanne Elizabeth Wier, secretary of the Nevada Historical Society; and Miss Estelle Lutrell of Tucson, Arizona. All three were founding members of this Society.

And now a few words in retrospect. The fourteen years of the Society of American Archivists' existence have not been seven lean and seven fat years or vice versa. They have been years of steady and healthy growth, not only in membership but also in exchange of ideas and information, recognition and evaluation of problems to be solved, and that meeting of minds which evolves from freedom of thought and honest difference of opinion. Founded by historians who were concerned about the neglect of archives in the United States and who envisioned what might be done through organized effort, the Society has helped immeasurably to establish the archivist professionally, though he is not always easy to identify and classify. As long as he maintains a firm grasp of the archival core of his duties and responsibilities, along with an intelligent understanding of the fields closely related to archives, he will maintain his archival principles and his historical judgment, whether his immediate task be concerned with family correspondence or management of recent records in bulk. It seems to me that the strength and advancement of this Society are to be found in its adherence to "sound principles of archival economy" (to quote from the Constitution) and in the variety of viewpoints of its members. State archivists have crossed swords with national; the internationalists have been criticized by some of our more domestic-minded members. Some

99.44% pure archivists have looked askance at curators of historical manuscripts in the Society even though they have archives in their custody. The practical archivist has vied with the theoretical and the historical for space in our magazine. We have never lacked live issues and substantial arguments, or a good attendance at annual meetings to participate in them. And each yearly meeting serves to emphasize what we have undone as well as what we have not yet undertaken.

No officer of this Society has served long enough to develop a proprietary interest in it. May we ever be spared such a baneful state of affairs. But eight years are long enough to carry the "secrets" of the organization, and time enough to conclude that new blood makes for new ideas and greater advancement. I cannot write *finis* to my final annual report without thanking the officers and members of the Society for their perennial support and expressing a special word of appreciation to our president who set the secretarial pace which I have tried in vain to equal. Since our Society is only in its teens, the best years must lie ahead.

Respectfully submitted,

LESTER J. CAPPON, *Secretary*

#### BUDGET PROPOSAL — FISCAL YEAR, 1951

Col.	Item	Fiscal Year Ending 6/30/48 Actual	Fiscal Year Ending 6/30/49 Actual	Fiscal Year Ending 6/30/50 Actual	Fiscal Year Ending 6/30/51 Estimated
1.	Cash on hand July 1	\$2453.29	\$2065.80	\$1571.70	\$ 699.08
	<i>Receipts:</i>				
2.	Membership dues	1985.75	2215.50	1756.25	1902.60
3.	Publications	866.25	1243.75	1147.75	1243.40
	Index to AA	—	—	—	600.00
4.	Interest on bond	25.00	25.00	25.00	25.00
5.	Annual meeting	76.02)	183.36	82.00)	100.00
		316.98)		261.50)	
6.	Contributions to International Council on Archives	—	170.50	25.50	—
7.	TOTAL RECEIPTS	3270.00	3838.11	3298.00	3871.00
8.		5723.29	5903.91	4869.70	4570.08
	<i>Expenditures:</i>				
	Administrative:				
9.	Secretary's Office	431.09	270.02	400.71	400.00
10.	Treasurer's Office	100.00	100.24	55.37	75.00
11.	Committees	59.51	15.30	43.38	30.00
12.	Publications	2568.04	3318.28	3154.11	3154.11
	Index AA	—	—	—	600.00
13.	Annual meeting	181.87)	207.87	5.55)	100.00
		316.98)		261.50)	

14. Contributions to International Council on Archives	—	420.50	250.00	50.00
15. TOTAL EXPENDITURES	3657.49	4332.21	4170.62	4409.11
16. Cash on hand June 30	2065.80	1571.70	699.08	160.97

## APPROVED:

(Signed) PHILIP C. BROOKS (Signed) LESTER J. CAPPON (Signed) HELEN L. CHATFIELD  
*President Acting Secretary Treasurer*

## AUDITORS' CERTIFICATE

We, the Auditing Committee, have made an examination of the cash transactions of the treasurer of the Society of American Archivists, Miss Helen Chatfield, for the fiscal year July 1, 1949 to June 30, 1950, and we hereby certify that:

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

Satisfactory vouchers are in file covering full disbursements.

The balance of cash on hand as of July 1, 1949 and June 30, 1950, was on deposit as of those dates.

In our opinion the attached statements submitted are a full and complete report of the financial activities of the Society for the fiscal year ended June 30, 1950.

(signed) MEREDITH B. COLKET, JR.  
*Chairman*

(signed) JOSEPHINE FARRAR  
*Auditing Committee  
 Society of American  
 Archivists*

Washington, D. C.  
 October 6, 1950

REPORT OF THE COMMITTEE ON ARCHIVAL  
BIBLIOGRAPHY

The major responsibility of the Committee on Archival Bibliography is the compilation of an annual list of writings. This undertaking was accomplished in due course, and the bibliography, containing entries for 386 items, was submitted to the editor for publication in the October 1950 issue of the *American Archivist*. The title of the bibliography was revised this year to include the term "Records Management," to signalize the fact that the list includes (as it has in the past) a substantial number of entries appropriately classified under this heading. At the opposite pole, it was felt desirable to add qualifier "Historical" to "Manuscripts." Thus the title reads, "Writings on Archives, Records Management, and Historical Manuscripts."

The literature of the year followed its well-established pattern. An increas-



ing concern generally with problems relating to modern archives is to be noted. The year saw the resumption of the Italian journal, *Archivi* (the first issue since 1943) and, in fields closely allied to archives, the first appearance of two new journals — *American Documentation* (published by the American Documentation Institute) and *Aslib Proceedings*, (published in London by the Association of Special Libraries and Information Bureaux). The first post-war issue of the *Archivalische Zeitschrift* has been promised for the coming year.

LESTER W. SMITH,  
Chairman

### REPORT OF THE COMMITTEE ON ARCHIVAL BUILDINGS AND EQUIPMENT

The Committee on Archival Buildings and Equipment had an unusually busy year in its assigned field, employing a variety of means for the dissemination of information including the distribution of publications, personal consultations, correspondence, instructional lectures, and other services. In all of the foregoing there was an increase of activity as compared with the past two years, some of which is attributable to the passage of a recent Act (*Public Law* 352, 81st Cong., approved October 13, 1949) which permits the Community Facilities Service to advance Federal funds to non-Federal public agencies for the purpose of preparing plans and specifications for projects duly authorized by State Governments and local political subdivisions. By the terms of this Act it is possible for an archival or other State institution to obtain funds for the payment of architects and engineers for the preparation of surveys, plans, and specifications. The purpose of this program is to establish a national reserve of thoroughly prepared projects ready for immediate construction, but bidding by contractors to be held in abeyance until such time as the respective states and local public bodies deem market conditions favorable for actual construction. At least one State archival institution is known to be taking full advantage of this interesting piece of legislation, and others should do likewise.

During the year some thirty reprints of the chairman's article on "American Archival Architecture" were distributed at request, which brings the total distributed to date to one hundred and thirty copies. Seven separate consultations were held for persons travelling through Washington or staying there on internship programs. Included amongst these visitors were the following: Dan M. Robison, State Librarian and Archivist of Tennessee, who was interested in the planning of existing archival structures and the plan file collected by the committee; Héctor García Chuecos, Venezuelan archivist, who was given a series of consultations and furnished a photostat set of plans and copies of all committee publications for the use of his local architect who is planning a new archives building for Caracas, Venezuela; a delegation appointed by the Governor of North Carolina, headed by Christopher Crittenden, with the duty of inspecting libraries, archives, and museums to gather data to assist Architects William Henley Deitrick of Raleigh and Matthew Norwicky of the United Nations, members of the delegation, in the design of a suitable



building for that State; and Jagdish Savan Sharma, Delhi University, India, who was given a course of personal instruction.

A score of mail inquiries from various sections of the country and abroad, such as those from Purnendu Basu, Director of the National Archives of India, and Lola Homsher, Archivist of the University of Wyoming, were received and answered. The annual summer lectures on stack equipment and space layout were given in conjunction with the Posner course on Archival Administration, under the auspices of The American University. The chairman's review of the Princeton publication *Planning the University Library Building*, edited by John E. Burchard and others, was published in the October, 1949 issue of the *American Archivist*. This work was reviewed at length because the chapters on stack arrangement, modular coordination, air conditioning, illumination, and technological trends are as much interest to the archivist as to the librarian.

In addition to general information on programming and planning, mostly desired by those who consulted in person, the mail inquiries were usually limited to a specific topic such as the respective merits of atmospheric and vacuum fumigation, fluorescent and incandescent lighting, the size of archival buildings as related to population, space apportionment for various functions, the load bearing strengths of steel shelves, the compartmentalization of stack areas for fire resistance, the perennial queries as to vertical and horizontal filing, the merits of various document containers, and the like. In one instance a quick survey was made and a list compiled of local air conditioning engineers qualified to design a particularly demanding installation. Not all queries, of course, can be answered categorically, for personal time and resources are limited, but the mounting notes of appreciation appear to indicate that the data rendered generally hit the spot.

As distance precludes formal meetings, the chairman, during the year, met individually with members of the committee and, by courtesy of various directors, made guided inspection tours of several historical society quarters, as well as the Charles Hayden Memorial Library of the Massachusetts Institute of Technology, renowned for its new departure in modular planning. Besides the writer, the committee for the year included Archivists Leon de Valinger of Delaware, Henry Howard Eddy of Pennsylvania, and William D. Overman of the Firestone Rubber Company, who succeeded Morris L. Radoff of Maryland.

VICTOR GONDOS, JR.,  
Chairman

## REPORT OF THE COMMITTEE ON COLLEGE AND UNIVERSITY ARCHIVES

During the year 1949-50, the Committee on College and University Archives functioned mainly, as in the previous year, through correspondence. The committee, while still in the process of creating the pattern for its operation, is moving forward in practical ways as well.

Dr. Shipton completed his section of the pamphlet designed for administrators and archivists in colleges which he proposed last year. All of the committee members were enthusiastic in offering constructive criticism and, where it was felt necessary, differing opinions. That the pamphlet is not yet published results from the fact that the first section was not completed in time; nor were arrangements made for the place of publication or the necessary funds.

With reference to the suggested areas in which the committee might work, listed in last year's report, there is some progress to be noted.

From the 150 colleges and universities originally surveyed, the list has grown to three hundred — many of which wrote voluntarily. Administrators have written expressing interest in what other colleges are doing; and the committee can report that interest in the field of college and university archives has been greatly stimulated.

Dr. Gaston Litton has drawn up a pamphlet, complete with forms, for the use of schools interested in collecting documents on regional history in addition to official records. While funds are not available for the wide distribution of the pamphlet, Dr. Litton has personally attempted to make it available to interested institutions.

Dr. Francis Berkeley, Jr., evolved a recipe for the extermination of that perennial plague of archivists working in the usual college library — silverfish. It is planned to have the formula printed in the *American Archivist*.

Though the committee has still been unable to meet as a whole, Dr. Shipton and Dr. Dodson had two conferences in Cambridge on the problems of the college archivist; and the chairman spent a day in Ann Arbor with Dr. Vander Velde, who was this past summer appointed to membership on the Michigan Historical Commission.

Implementing the committee's belief in cooperation, 260 letters were sent to interested people urging them to join or rejoin the Society and attend the meeting in Madison. Since they were asked to write the Chairman of the Membership Committee, it is impossible for this committee to gauge the response. The National Records Management Council, now planning the establishment of Training Centers in Business Archives in various selected schools, was sent a list of all college and university archives revealed by the survey of last year.

In order to further the aim of the committee to establish good working relations among college archivists, a list of college and university archives, in alphabetical order under States, is being published in the October issue of the *American Archivist*, together with a brief analysis of the survey. It is our feeling that such a list will encourage neighboring archivists to exchange ideas and experiences.

Currently, the chairman is examining the feasibility of a group of three or four small schools with limited budgets jointly hiring a professional archivist. However, further study will be done before any recommendations are made along this line.

DWIGHT H. WILSON, *Chairman*

REPORT OF THE COMMITTEE ON INSTITUTIONAL  
ARCHIVES

The initial suggestion of executive officers of the Society was that this committee focus its attention upon records work among labor organizations. Our lack of members employed in this particular type of work has hindered full organization of a committee; indeed, no labor union has been discovered thus far, with an "archivist" on its roll of officers, although eighty have "research directors." This condition may force us to seek committee members outside our membership, probably in advisory capacity. It also presents a challenge or an opportunity.

The chairman has conferred during the past year with certain residents of New York with long experience in union organizational and research work. It is their opinion that many unions would feel complimented by our show of interest in labor records problems. The immediate need is to determine the method of approach most likely to produce concrete results. A choice seems called for between circularizing over 200 national or international labor unions (or a deliberately selected list of them), or of working with specific officers of the principal over-all union organizations.

Our objectives are to draw the attention of the responsible union official to modern archival methods and to make him acquainted with the Society of American Archivists and its aims. We think this would lead to improvement in the quality, effectiveness, and accessibility of a mass of sources increasingly significant to American historiography. It ought also bring us new members presently performing the same duties carried out by archivists of large institutions or business corporations.

ROBERT W. HILL, *Chairman*

REPORT OF THE COMMITTEE ON INTERNATIONAL  
RELATIONS

Within the field indicated by its title this committee in recent years has functioned broadly along three lines, (1) helping to create and guide policy and programs; (2) advising and assisting the Society and its Officers in specific activities and undertakings; and (3) maintaining contacts on behalf of the Society with other agencies and organizations having similar aims and active in similar fields so as to promote, support, coordinate, and implement international activities of value to the profession. Among such agencies and organizations are the National Archives and Records Service, the Department of State, especially its units concerned with cultural relations, UNESCO, the Pan American Institute of Geography and History, and the International Council on Archives. There has been no slackening of these activities in the year under review.

Our major effort this year, as in the two previous years, was directed toward the support of the International Council on Archives, the organization of which we felt would offer eventually far wider possibilities of achievement in

the international sphere than would relations carried on directly on a country to country basis. Our promotional efforts in this direction bore fruit this year in the holding of the First International Congress on Archives in Paris this past August, an occasion which, thanks mainly to the great efforts of our colleagues in France, turned out to be a notable success, far exceeding our earlier expectations. The Society's official delegates to this Congress were Miss Margaret Norton and the chairman of your committee. Miss Norton will present a full report on this meeting to the Society membership at Madison so that further details are unnecessary here. In preparation for the Congress, however, your committee analyzed proposed amendments to the Constitution to determine the viewpoint the delegates should present, drafted resolutions to be presented to the Constituent Assembly, made recommendations as to nominees for the various offices, suggested reporters to reply to the questionnaires sent out covering the major topics to be discussed, drafted letters for the President, and carried on directly considerable correspondence abroad and at home relating to the Congress. For advice and assistance in all this work the chairman wishes to thank especially two of his committee members, Mr. Herbert Brayer, the past Secretary General of the International Council, and Dr. Lester Born, who served as the Acting Secretary General of the Council at Paris and was formally chosen by the Executive Board as the new Secretary General of the organization.

Once again, in response to resolutions presented by your chairman at Quebec, our Society voted a substantial voluntary contribution to the International Council on Archives to assist it in its formative period and until its own dues could be formally agreed upon at this Paris meeting. The sum of \$250.00 was voted directly from the Society's treasury, and the Society authorized the direct canvassing of its membership for individual contributions which it was hoped might reach another \$250.00. The chairman consequently prepared a letter to all members soliciting their contributions, which letter was multilithed and mailed out by the Secretary this past July. The membership will be informed by the Treasurer's report of the amount thus contributed, but results to date appear to be disappointing. Late contributions from those who may have forgotten will still be received gratefully.

The Council after some debate fixed its dues at Paris, but in response to pleas from "soft currency" countries and in the hope of securing a wide membership made them extremely low, namely 30 Swiss francs (about \$7.50) for associational membership, 15 Swiss francs for membership from archival agencies or institutions, and 5 Swiss francs for individual members. It was emphasized that these were the minimum dues, however, and that those who could afford more should not limit their contribution to the amount of the membership fee. Membership applications can now be sent directly to the Secretary General in Paris, and it is hoped that many of our members will respond without waiting for membership literature, which may be some time in preparation, to be sent them. The Council still needs and deserves strong American support.

There was notable activity to report this year on another front. The Pan American Institute of Geography and History in 1946 established a Commission of History, with headquarters in Mexico City, which Commission has since been very active in promotional and publishing activities. Your chairman has served on an advisory committee appointed to advise the United States National Member on this Commission, Dr. Arthur P. Whitaker, and has thus been in a position to watch developments closely. The Commission of History in turn has established a Committee of Archives, on which two members of our Society, Dr. Solon J. Buck and Dr. Wayne C. Grover, have been appointed to membership. Another member, Dr. Roscoe R. Hill, was appointed an adviser. A meeting of this committee was called in Havana this September to plan a program in the archives field to be presented to the full Pan American Institute of Geography and History at its meeting in Santiago, Chile, in October. Dr. Hill and Dr. Philip C. Brooks, as Dr. Grover's representative, are in Havana at this writing, working with this committee. Presumably Dr. Brooks will report to the membership on this activity at the Madison meeting.

The year has thus marked notable progress in the organization of the profession on an international basis. In the long run it is the programs of these organizations that will count. It is hoped that the Society and its Committee on International Relations in coming years will help to give these programs meaning and contribute to their success.

OLIVER W. HOLMES, Chairman

### REPORT OF THE MEMBERSHIP COMMITTEE

The 1950 Membership Committee of the Society of American Archivists was composed of David C. Duniway, Arthur R. Kooker, Dorothy K. Taylor, James C. Olson, Edgar Langsdorf, Vergil L. Bedsole, Russell H. Anderson, E. Graham Roberts, Joseph F. Vaughan, Frank M. Root, Robert W. Lovett, and D. L. Corbitt, as chairman.

Each member of the committee has taken an active part in the work, and since February a total of 4 applications for institutional members, and 32 applications for individual members have been submitted to the Council for action. The activities of the members of the committee have been devoted chiefly to correspondence, and in a few instances to personal contact. The members of the committee have tried to present the work of the Society of American Archivists to prospective members, who in the opinion of the committee were eligible for membership, and who would be interested in and enhance the work of the Society. Of course, the number of persons engaged in work which would qualify them for membership in the Society is limited. There also appear to be some people working in archival agencies who feel that even though they are working in our field they are for some reason not qualified according to the standards set by the Society and that if they were qualified and joined they would not be privileged, according to the standards set by the Society, to at-

tend annual meetings. Such persons evidently feel that membership in the Society should be restricted to the heads of the organizations and not to the average individual working in some department or institution.

The members of the committee believe that their work has been hampered somewhat because all the propaganda literature suggests that the application be filed with the Secretary and not with the soliciting committee member or the chairman of the committee. For this reason it has been difficult for the members to follow through when they have first written a person who might be interested. This matter was brought to the attention of the Society by the Membership Committee last year, but nothing was done to eliminate the difficulty. Such procedure, however, is definitely a handicap to any results that might be obtained by the Committee.

The committee for the first time had letterheads printed to be used in the solicitation of members. Eleven hundred letterheads were printed and with the literature furnished by the Society each committee member received an allotment of supplies. There was no expense to the Society, however, for envelopes or postage.

Any credit for results obtained should go to the efforts of the committee as a whole rather than to the chairman. All new members were recruited by the committee members and not by the chairman. Approximately four hundred letters were written by the committee in an effort to gain new members. It is the consensus opinion of the committee that the prospective members were pretty well circularized and that some persons who did not join this year might do so at a later time.

The chairman wishes to express his appreciation to the individual members of the committee for their interest and efforts in behalf of the committee, and to Dr. Cappon, Secretary of the Society, for his cooperation.

D. L. CORBITT, *Chairman*

## REPORT OF THE COMMITTEE ON LONG RANGE PLANNING

The Committee on Long Range Planning was appointed by the president in the fall of 1949. No meeting was held for several months, but certain members of the committee who were attending the annual session of the American Historical Association in Boston, December, 1949, held an informal discussion regarding the program of the committee. The committee met in Williamsburg, Virginia, on May 6, 1950, with Philip C. Brooks, Robert Bahmer, Lester J. Cappon, Ernst Posner, and the chairman present. The meeting lasted all day and it was felt that the discussion was well worthwhile. No definite conclusions were reached at the time and the committee has not met since. No recommendations as to long range planning are submitted at the present time, but the committee hopes to have something more tangible ready within the next twelve months. It is recommended that the Committee be continued for the year 1950-1951.

CHRISTOPHER CRITTENDEN, *Chairman*

## REPORT OF THE PHOTOGRAPHIC TECHNIQUES

The establishment of this new committee was announced in the January issue of the *American Archivist*. Unfortunately, this announcement gave only the name of the chairman and, through oversight, the other members were never notified of the honors or obligations intended.

This first report, therefore, is largely an account of the chairman's activities, — the writing of two papers using the name of the committee in the by-line. The first, "The Maintenance of Microfilm Files," appeared in the *American Archivist* for April, 1950. The second was a reply to a questionnaire from the International Congress of Archivists for use at the Paris meeting in August, 1950.

This committee is not faced with any shortage of useful projects. It will attempt to serve the State and local archivists, because they rarely have available resources which those of us in the Federal Government are too apt to take for granted. The abundance of topics constitutes a hazard. Many a committee in the professional societies has failed to be productive because its members lack the time, energy, and resources to engage in the necessary correspondence after a day's work at their regular jobs. If this new committee is to be productive, it is felt, it must concentrate on one major project per year. One good-sized bear is better than a bagful of rabbits.

One of the most pressing needs is a set of standards for the identification, indexing, and authentication of the microfilm records of State and local government offices. Fortunately, the Public Administration Service is willing to finance such a publication as a companion to Dr. Brooks' monograph, *Public Records Management*. This writer has just recently completed the manuscript of a rather definitive manual on microphotography for Federal Government use. To adapt parts of this manual to State and local government needs should not prove too difficult; essential differences between Federal, State and county records, furthermore, would eliminate the danger that the two publications would be covering the same ground. This looks like the major project for 1951.

To avoid the delays inherent in having a committee prepare such a monograph, the chairman will take the full responsibility of authorship, submitting copies of the manuscript to the committee members for their comments. This assistance will be acknowledged formally. Since the author's connection with the Society will appear on the title page, however, any suggestions for further reviewing of the manuscript or for clarification of the Society's connection with the publication will be welcomed by the author.

DANIEL F. NOLL, *Chairman*

## REPORT OF THE JOINT COMMITTEE ON MANUSCRIPTS

The Joint Committee was dormant during most of the year because the president of the Society of American Archivists did not appoint any representatives from that Society until April of this year. Then the committee ex-



isted only until August 20, when a report was prepared for the annual meeting of the American Association for State and Local History. At that time the chairman was at the height of extra work imposed on him by preparations for the Indiana Territory Sesquicentennial (adv). No opportunity offered itself by which the committee members could meet together. A circular letter to members of the committee in the middle of the summer evidently caught them on their vacations, because I received but one reply. However, the chairman accepts responsibility for the inactivity of the joint committee since it was finally completed and until August 20.

May I repeat the results of our investigation last year. The committee has learned of two encouraging factors toward materialization of a union catalog of manuscript collections. First, it appears certain that we may rely on libraries and other repositories of manuscripts to send to a central office cards describing their manuscript collections. Second, it appears certain that we can find free office space for a union catalog on a university campus. These discoveries by no means make a union catalog possible, for the financial problem of a staff remains.

The Joint Committee would welcome a directive from both societies, whether to determine the size of staff needed and draw up a theoretical budget for submission to both councils, to enlist the aid and advice of other organizations, to postpone the whole project because of war clouds, to consider the possibility of regional union catalogues, or what not. There is also the question of whether a location for the union catalog should first be determined so that the budget may be prepared in conjunction with officials of the host institution.

The six weeks interval between the annual meetings of the two societies will occasion a further delay, since the new committee will not be fully formed.

HOWARD H. PECKHAM, *Chairman*

# News Notes

MARY C. LETHBRIDGE, *Editor*

*The National Archives*

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## THE NATIONAL ARCHIVES AND RECORDS SERVICE

The Federal Records Act of 1950, which codifies much previously existing legislation in regard to archives and records administration and adds a number of new features, became law (*Public Law 754*) on September 5. It made it mandatory for Federal agencies to make adequate records of their activities and to have records-management programs that will ensure efficient and economical record making and record keeping. The General Services Administrator, who has delegated immediate supervisory authority over the program to the Archivist of the United States, was given responsibility for improving standards, procedures, and techniques in these fields and for operating Federal records centers, where noncurrent records can be maintained until they can either be destroyed or transferred as permanent records to the National Archives.

In accordance with a provision of the new Federal Records Act, the personal papers and other documentary materials, such as photographs, motion pictures, and sound recordings, of the Presidents and of other high Federal officials may be deposited in the National Archives. Restrictions may be placed on the use of all or any part of such papers for the duration of the lifetime of a depositor or for a period not to exceed 25 years, whichever is longer, although such restrictions may be removed at any time by the depositor or his heirs.

The functions of the National Historical Publications Commission, recently called upon by President Truman to investigate and make recommendations to him on what can and should be done to publish the papers of those who have made major contributions to the American way of life, were broadened by the Federal Records Act of 1950. In addition to making recommendations in regard to historical publications to be undertaken by the Federal Government, the Commission is charged with encouraging and cooperating with Federal, State, and local agencies and nongovernmental institutions, organizations, and individuals in collecting and preserving and, when desirable, editing and publishing papers "important for an understanding and appreciation of the history of the United States."

Provision was also made in the act for increasing the membership of the National Historical Publications Commission. It will consist of the Archivist of the United States, as chairman; the Librarian of Congress or his alternate; one member each from the Senate and the House of Representatives, to be appointed by the President of the Senate and the Speaker of the House, respectively; one representative of the judicial branch of the Government, to be

appointed by the Chief Justice of the United States; one representative of the Department of State, to be appointed by the Secretary of State; one representative of the Department of Defense, to be appointed by the Secretary of Defense; two members of the American Historical Association, to be appointed by its council; and two other members "outstanding in the fields of the social or physical sciences," to be appointed by the President of the United States.

Documentary materials important in the study of maritime and commercial history and the development of admiralty law have recently been added to the file microcopies of the National Archives. These materials are records of prize cases heard on appeal by committees of the Continental Congress (1776-80) and by the Court of Appeals in Cases of Capture (1780-86), which are now in the custody of the Supreme Court of the United States. The microcopy contains a historical introduction, a list of the cases by name of State or colony from which the appeal was made, and an index to the cases by name of vessel and litigant. Positive prints of the 15-roll microcopy may be obtained for \$64, although separate rolls may be ordered.

Among recent visitors to the National Archives and Records Service were Harold Leslie White, Librarian of the Commonwealth National Library, Canberra, Australia, and Gurgis Awad, Chief Librarian of the Iraq Museum at Bagdad. Each of these officials administers national archives through an archives division of the library under his direction.

### LIBRARY OF CONGRESS

The Library of Congress has acquired some 200 papers of James Monroe, fifth President of the United States. These manuscripts, which were among those retained by the family when the main body of Monroe papers was purchased by the Government in 1849, contain a few drafts of letters and documents in Monroe's own hand, but they consist for the most part of letters addressed to him from 1783 to 1831, the year of his death. Fifteen letters from his uncle, Joseph Jones, member of the Virginia legislature and longtime judge of the Virginia General Court, contain valuable information about Virginia politics and proceedings in the legislature from 1783 to 1794. A later series, written by Monroe's son-in-law, Samuel L. Gouverneur, from 1822 to 1829, tell of family matters and also deal with the political situation in New York. Other papers of special interest include letters from the Marquis de Lafayette during his visit to America in 1824-5, and letters from Thomas Jefferson, John Marshall, John G. Calhoun, and Henry Clay.

The main body of Carl Schurz Papers in the Library of Congress has been supplemented and considerably enlarged by a group of several thousand Schurz papers and related items presented by Mr. George McAneny, President of the Carl Schurz Memorial Foundation. The group includes drafts and copies of a number of speeches delivered by Schurz, notes on Civil Service reform and financial subjects, and more than 500 letters, in German, received from members of his family and from friends during the last half of the nineteenth century.

The papers of the late Roland S. Morris, prominent lawyer and Ambassador to Japan during Woodrow Wilson's second administration, have been presented to the Library of Congress by his son, Edward Shippen Morris, and his daughter, Mrs. William F. Machold. Most of the papers, which number about 5,000, were created during the years of Mr. Morris's service in Japan, 1917-21, and in the course of his special missions to Siberia in 1918 and 1919. Files of correspondence for this period are supplemented by memoranda, reports, cablegrams exchanged with the Department of State, and notes for speeches Mr. Morris delivered in Japan and after his return to the United States. A similar group of papers pertains to his work as Professor of International Law at the University of Pennsylvania from 1924 to 1943.

Mr. Arthur E. Young resigned in October as Assistant Chief of the Manuscripts Division of the Library of Congress to become Deputy Regional Director for Records Management in Region 3, which includes the Washington area, under the General Services Administration.

One of the greatest documentation and microfilm publication projects dealing with the historical resources of the States of the United States ever undertaken has been completed as a joint undertaking by the Library of Congress and the University of North Carolina. The project, launched in 1941 but suspended for most of the war years, has succeeded in locating, microfilming, and organizing the earlier legislative, judicial, and executive records of the 48 States and their various territorial and colonial predecessors.

The product, which reproduces some 2,500,000 pages, is on 1,700 reels of microfilm of approximately 100 feet each in length. The reels can be stored in less than 26 cubic feet of space. An 800-page *Guide to the Microfilm Collection of Early State Records* has been published by the Library and is available for purchase at five dollars a copy. Positive copies of any reel of the film may be obtained from the Library's Photoduplication Service at fifteen dollars per reel or \$22,400 for the entire collection.

During the past year the Library has received 800 reels of negative microfilm reproductions of Japanese Foreign Office Records. It is expected that the filming of these documents will be completed by July, 1951, making available for the first time a vast amount of important material on the course of Japanese foreign relations for the past 75 years. A preliminary checklist is being compiled by the Library's Japanese Section, giving Japanese and English titles of the groups of documents filmed and a reference to the reel of microfilm on which they may be found.

#### AMERICAN HISTORICAL ASSOCIATION

A Committee on Historians and the Federal Government, established in 1950 by the American Historical Association under the chairmanship of Prof. Conyers Read of the University of Pennsylvania, provides a medium of direct cooperation between archivists and historians. Largely a result of the interest of a member of the Society of American Archivists, Dr. Guy A. Lee, the committee will be mainly concerned with the preservation and accessibility of

Federal records for research; the employment of historians by the Federal Government for a variety of positions, including those in archival work; and the publication program to be sponsored by the National Historical Publications Commission. Richard A. Humphrey, of the Division of Historical Policy Research of the Department of State, is secretary of the committee. Dr. Philip C. Brooks has been appointed an active member of the committee in place of Dr. Lee, who became a corresponding member when his work for the Department of State took him to Germany. The committee sponsored a session on accessibility of records for research at the annual meeting of the American Historical Association at Chicago last December.

### PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY

Cooperation among archivists of the Western Hemisphere was the aim of the first meeting of the Committee of Archives of the Commission of History of the Pan American Institute of Geography and History, held at Havana, Cuba, September 17 to 25, 1950, under the auspices of the Cuban Government. Representatives of Mexico, Guatemala, Costa Rica, Colombia, the Dominican Republic, Cuba, and the United States attended, as well as observers from Spain, Argentina, and Panama. Dr. Philip C. Brooks and Dan Lacy represented the National Archives and the Library of Congress, respectively. Dr. Roscoe R. Hill was employed by the Cuban officials as technical adviser. Hosts were Dr. Emeterio S. Santovenia, chairman of the committee and President of the Cuban Academy of History, and Captain Joaquín Llaverías, Director of the Cuban National Archives and an honorary member of the Society of American Archivists. Secretaries of the committee are Dr. Julián Martínez Castells of the Sociedad Colombista Panamericana, and Fermín Peraza y Sarausa, Director of the Municipal Library of Havana.

In addition to considering its own organization and functions, the committee sought to promote the microfilming of records relating to the Americas in Spanish archives and planned a cooperative project to that end; it favored the establishment of an inter-American archives training center and eventually of an inter-American journal for the dissemination of professional information; it encouraged the various national archives to publish guides to their holdings and subsequently inventories of materials of general pan-American interest; it planned to have the committee secretariat gather information on archival laws, buildings, and microfilm facilities so that it could serve as a clearing house of information; it expressed hope that standards might be drawn up for cataloging and classifying those types of archives suitable to such treatment; it favored the limitation of restrictions on access to public records; and it urged the continuation of the archival internships, publication of archival literature in Spanish, and the furnishing of advice on building plans which have been carried on by the National Archives at Washington. It also emphasized the responsibility of national governments to provide for preservation of the national heritage in terms of archives and other documents in the broad sense.

## TRAINING OF ARCHIVISTS

The Community College of Temple University in Philadelphia, Pa., is cooperating with The American University in offering in the Fall semester 1950-51, a course in The Preservation and Administration of Archives. The course is conducted by Ernst Posner in association with Helen L. Chatfield, Record Officer, Bureau of the Budget, Executive Office of the President; Philip C. Brooks, Chief Archivist, War Records Branch, National Archives and Records Service; Sherrod East, Chief, Departmental Records, Branch, AGO, Department of the Army; and Ken Munden, Chief of Depository Operations of the same agency. Eighteen students, most of them members of the staff of the Veterans Administration Records Center in Philadelphia, Pa., are enrolled in the course.

Intensive courses in archives administration, the preservation and interpretation of historic sites and buildings, and genealogical research will be offered by The American University, Washington, D. C., beginning June 11, 1951. Organizations cooperating in one or more of the courses include the Library of Congress, the National Archives and Records Service, the National Park Service, the Maryland Hall of Records, and Colonial Williamsburg, Inc.

The seventh annual course in the *Preservation and Administration of Archives* will open on June 11, and continue through July 6. In addition to lectures, the course provides laboratory experience in the National Archives, the Manuscripts Division of the Library of Congress, and the Maryland Hall of Records. Special lectures and laboratory work will be available for those concerned mainly with the administration of current records. Ernst Posner, Professor of History and Archives Administration of The American University, will be director of the course. The third *Institute in the Preservation and Interpretation of Historic Sites and Buildings*, will be offered from June 11 through June 29. Under the direction of Donald Derby of The American University meetings of the Institute will be held in Washington during the first two weeks of the course and in Williamsburg during the last week. Lectures and field investigations will be planned by Ronald F. Lee, Chief Historian of the National Park Service, and by Edward P. Alexander, Director of Interpretation of Colonial Williamsburg. The *Institute of Genealogical Research*, first offered in the summer of 1949, will be repeated from June 11 through June 29. The Institute will be given with the cooperation of the National Archives and Records Service and will provide lectures on sources and methods of genealogical research and laboratory work. Meredith B. Colket, Jr., of the National Archives and Records Service will be director of the Institute.

Further information may be obtained from the Office of the Director, School of Social Sciences and Public Affairs, The American University, 1901 F Street, Northwest, Washington 6, D. C. (Telephone: Sterling 4940.)

The School of Public Administration, Florida State University, Tallahassee, Florida, is offering this year a new course in Administration and Management in the Federal Government, which includes as part of the section on General

Services Administration discussions of records management. This section is being handled by Francis P. Brasseur, Chief of Administrative Services of the U. S. Civil Service Commission, who served as Secretary of the Hoover Commission. Any persons who wish to attend these lectures are welcome to do so without charge and are not required to register; those who wish to take the course for credit should register at the regular period, February 10, 8:00 A. M. to 5:00 P. M. Dean Wilson K. Doyle of the School of Public Administration expects to announce soon a full semester course entitled *Public Records Management* which will be directed by John T. Flournoy, who has set up the University's records system and has made extensive investigations in the field. Emmett J. Leahy, adjunct professor at New York University, and various State officials will be invited to participate as guest lecturers.

The Chicago Bureau of Filing and Indexing, Inc., sponsored the nineteenth annual *Mid-west Conference on Filing and Records Administration* in Chicago on October 6. The program included "Records Management as a Vocation" by Harold F. North, Swift and Company; "Management Control of Records" by Dr. Earl P. Strong, University of Illinois; "Executive Records" by S. P. Martin, United Air Lines; "Short Cuts and Simplifications through Streamlining Procedures" by Mrs. Margaret L. Hudson, National City Bank of New York City; and a panel discussion of problems in records management headed by Mabel Mathews, Chrysler Corporation. The Bureau also conducted a *Records Administration Institute* for records consultants, file supervisors, and executive and research secretaries and assistants from November 13 to 17, with lectures and round table discussions covering scientific principles underlying all records administration. The faculty of the Institute consisted of Bertha M. Weeks and the staff of the Bureau and guest lecturers with experience in different phases of records management.

The University of Chicago has announced that at its Downtown Center, the University College will present a *Records Management Workshop* under the leadership of Vera A. Avery and Frieda Kraines.

## FOREIGN NEWS

### *Belgium and Iraq*

The Archives Générale du Royaume, Brussels, is distributing the reprint of an article by Jacques Bolsée in *Archives, Bibliothèques et Musées de Belgique*, entitled "La restauration des documents aux Archives Générales du Royaume." The booklet is devoted chiefly to the lamination process and especially to that process as accomplished by the Barrow laminator recently installed at the Archives by W. J. Barrow of Richmond, Virginia.

Gurgis Awad, Chief Librarian of the Iraq Museum, Bagdad, explained during a visit to Washington in September that the archives in the custody of the Museum relate only to the modern Government of Iraq, that is, the period after World War I. Since 1934 the ministries segregate all their noncurrent records at the end of each fiscal year and a committee of Government officials



selects those to be transferred to the Museum Library. The Librarian has a staff of twenty to care for these records. Very early records of Iraq, stone and clay tablets and papyri, are administered by the Museum as archaeological items.

### ILLINOIS

Under a grant from the University Research Board of the University of Illinois, Professor Arthur E. Bestor, Jr., has arranged and classified the manuscripts preserved in the Workingmen's Institute at New Harmony, Indiana. These comprise the surviving records of the New Harmony Community, founded in 1825 by Robert Owen, the minutes and financial records of more than a score of early New Harmony organizations, over 1650 letters before 1870 dealing with the activities of Owen and his sons, and with the educational and scientific work of William Maclure, Thomas Say, and their associates, over 130 business ledgers dating back to the late 1820's, eighteen dockets of local justices of the peace, 1835-1880, and a number of diaries and miscellaneous personal papers. The most important parts of the collection are being microfilmed for the Illinois Historical Survey of the University of Illinois, which is prepared to furnish positive prints to interested libraries, and which will issue in mimeographed form the catalog of the collection, which is being prepared by Professor Bestor and his graduate assistant.

Ernest E. East, Peoria, has joined the staff of the State Library as Field Visitor, Archives.

### LOUISIANA

Miss Hedda M. Johnson was appointed Acquisitions Archivist of the Department of Archives, Louisiana State University, effective September 18, 1950. Miss Johnson comes to the Department from the research staff of the Louisiana State Law Institute and was formerly employed as a supervisor and technician of the Louisiana Historical Records Survey and related projects.

### MARYLAND

To succeed Dr. Harry Ammon, who resigned to accept a faculty post at Southern Illinois University, the Maryland Historical Society has appointed as Librarian Fred Shelley, formerly of the Manuscripts Division, Library of Congress.

### MICHIGAN

Governor G. Mennen Williams on July 7 appointed Dr. Lewis G. Vander Velde to the Michigan Historical Commission for the term expiring May 21, 1956, succeeding Dr. James O. Knauss. Dr. Vander Velde is chairman of the Department of History at the University of Michigan and director of the Michigan Historical Collections.

## MINNESOTA

The manuscript department of the Minnesota Historical Society and the history department of the University of Minnesota gave their second annual series of manuscript conferences on November 2, 9, and 16. About twenty graduate students attended the sessions. At the first meeting, personal papers, archives of organizations, and public archives were discussed from the viewpoint of content. At the second, examples of letterpress books, copybooks, ledgers, daybooks, contracts, deeds, reminiscences, interviews, pictures, maps, and recordings were shown and the problems of each were discussed. At the third meeting, guides, calendars, inventories, and catalogs were studied by the group.

The manuscript department is preparing a series of service bulletins for the local historical societies. The first number in the series, which will be issued in January, is a simplified guide to collecting, arranging, and cataloging manuscripts, with suggestions for centralizing information about manuscripts in the local societies at the Minnesota Historical Society. The second will be a selected list of subject headings used in the catalog to the collections of the Minnesota Historical Society. The third will be a list of materials for cleaning and repairing manuscripts, with some of the fundamentals for using them.

## NORTH CAROLINA

The Executive Board of the State Department of Archives and History met in the office of the Director of the Department on August 22. Dean B. F. Brown of Raleigh, who had been appointed by Governor Scott on March 10 to fill the unexpired term of Dr. R. D. W. Connor, was elected chairman of the Board.

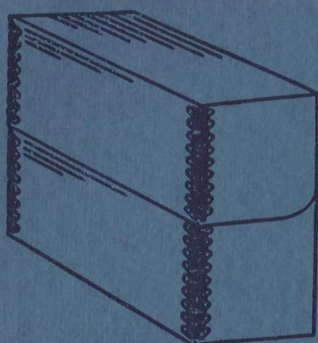
## VERMONT

John O. Baxendale has been appointed Director of Public Records for the State of Vermont, under the direction of the Public Records Commission. This is a new position to take the place of that of Records Analyst, occupied for a few months by the late Guy B. Horton. Mr. Baxendale, who took office in August, is well acquainted with the town and city officials and their records.

## VIRGINIA

Of interest to archivists is the recent reorganization of the historical agencies of the Commonwealth of Virginia, which was begun in 1948 and completed during the summer of 1950. In the former year the State Land Office was merged into the Archives Division of the Virginia State Library. Now the World War II History Division of the State Library, which had been carrying on the State's war history program launched in 1944 at the University of Virginia under the name of the Virginia World War II History Commission, and the Division of History and Archaeology of the Virginia Department of Conservation and Development have been replaced by the new History Division of the State Library in Richmond.

# FIBREDEX



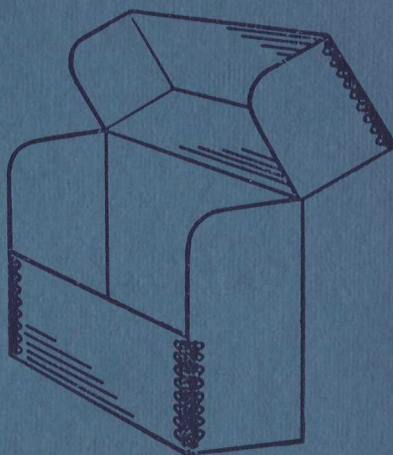
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