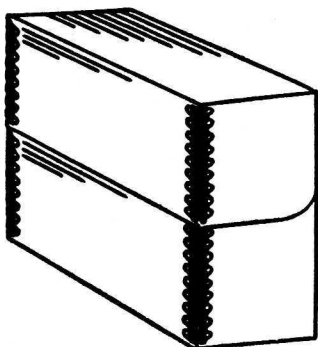


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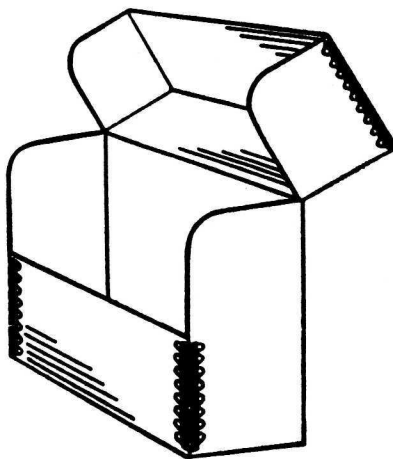
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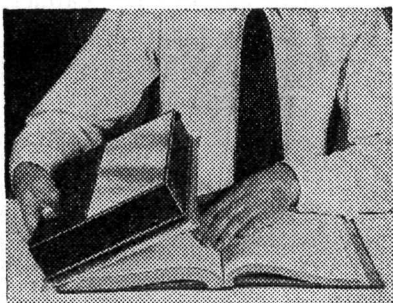
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The Archivist's Book Shelf

RICHARD G. WOOD, Editor

The National Archives

RECORDS AND FIRE PROTECTION

The first Archivist of the United States, R. D. W. Connor, relates that Franklin D. Roosevelt, in accepting election as an honorary member of the Society of American Archivists wrote,

"At this time, and because of the conditions of modern war against which none of us can guess the future, it is my hope that the Society of American Archivists will do all that is possible . . . in favor of what might be called the only form of insurance that will stand the test of time. I am referring to the duplication of records by modern processes like the microfilm so that if in any part of the country original archives are destroyed, a record of them will exist in some other place."¹

Nowadays, as one begins each new day, after scanning the morning *Herald* and, perchance, after the previous evening's ingestion of the radio or television, one accumulates that queer feeling so aptly slanged as "This is where I came in." It is thus appropriate that currently when history appears to be so annoyingly and dangerously repetitious, the "Archivist's Book Shelf" should revert to the problem of the protection of records against fire.

The number of basic publications in this field that may be of some use to the records-monger are not numerous. In truth, it should be added with haste, the solution favored by FDR is still the better part of wisdom, always provided that the records at issue should not be disposed of in the first instance. Since the post-Pearl Harbor paper deluge, the normal mental reflex of most Federal and State archivists has been to be as jaundiced as a music critic when considering the alleged preservation value of many types of records. Consequently, before prescribing photoduplication, our first task is to see if we can feed the fires (of the incinerators) rather than prevent or quench them.

Nevertheless, despite all we can do by way of disposal, selective or otherwise, there always remains a solid core of permanently valuable documents, films, and discs, as well as the attendant personnel, and we must protect these as best we can against fire hazards. For those readers who desire to refresh their memories with respect to staple publications dealing with this decidedly serious problem there are described here certain selected works which refer to fire protection in general, to the specific protection of records, to the problem of film storage, and to the hazards of incendiary bombing.

The bible of this field is the *NFPA Handbook of Fire Protection*, edited by Robert S. Moulton, Technical Secretary of the National Fire Protection Association (Boston, 1948) pp. 1544. This is the Tenth Edition of the *Handbook* and represents developments since the war, as the previous edition was

¹ R. D. W. Connor, "FDR Visits The National Archives," *The American Archivist*, XII, 4, p. 326 (October 1949).

published in 1941. The 73 chapters were reviewed by more than one hundred consultants. There are over 1,000 illustrations and tables, and nearly 200 pages of index. Information is clearly presented and, as far as possible, in non-technical language so that the beginner in the field can make use of it. Chapters that should be of particular interest to the archivist are those dealing with fire resistance ratings for building construction and materials, protection of openings, flameproofing treatments, protection of records, salvaging operations and prevention of water damage, and automatic sprinklers. Included in the text are definitions of terms such as "fireproof," "fire-resistive," and "fire-retardant," which are subject to much misuse in everyday speech. The retail price in 1948 was \$9.50, bound in fabrikoid.

Another monumental work compiled by Moulton and his staff at the National Fire Protection Association is the *National Fire Codes* (Boston 1944-1948) in 5 volumes. These volumes contain scores of practice standards and suggested ordinances, many of which are embodied in local laws and regulations. The codes are widely used as a guide for administrative authorities in interpreting discretionary powers, as well as for insurance purposes. The entire set was priced at \$8.50 in 1948, and individual volumes sold for \$2 to \$3.

The National Board of Fire Underwriters publishes the *National Building Code* (New York, 1949) pp. 258. This work first appeared in 1905, and is used as a text book in many colleges and engineering and architectural schools in the United States and Canada. The revised editions are prepared under the direction of the Committee on Construction of Buildings of the NBFU, assisted by the Underwriters' Laboratories. The text includes articles on fire-resistant and semifireproof construction, chimneys, flues and vents, heat producing appliances, blower and exhaust systems, warning lights, and fire extinguishing and fire alarm equipment. The appendixes include fire resistance ratings of various types of construction such as brick, hollow tile, steel, and concrete. There is an index, but few illustrations.

A volume entitled *Protection of Records*, published by the National Fire Protection Association (Boston, 1947) pp. 63, is the most important work dealing specifically with the fire protection of paper records. The 1947 edition supersedes the original publication of 1936, which was revised in 1939, and reprinted without change in 1945. The various topics treated are as follows: Part I contains the Introduction; Part II relates to the survey and classification of records from the standpoint of developing values for varying degrees of protection; Part III deals with record-keeping procedures as affected by retention periods and security duplication; Part IV on "Intensity, Duration and Control of Exposure," deals with types of record protection, vaults, file rooms, safes and the like, estimating combustibility, the handling of records during and after a fire, the salvage of fire-damaged records, fire detection equipment, first aid appliances, and automatic sprinklers; Parts V, VI, and VII deal with vault specifications, fire-resistive file rooms, and safes, insulated cabinets, and ratings. There are few illustrations, no index, but a topical table of contents. The volume was sold for \$1 in 1947.

Certain articles relating specifically to the archival viewpoint are of par-

ticular interest to archivists. Margaret C. Norton in an article in *The American Archivist* (Vol. I, pp. 78-90, April 1938) describes the fire alarm and protection system installed in the then new Illinois State Archives Building; and in another article on "Record Vaults," *Illinois Libraries* (November 1943, pp. 364-369) she deals with the bombproofing and fireproofing of vaults, the planning of Court House vaults, and describes Illinois Archives vaults. The differences between firesafe vaults and fire-resisting stack compartments, as well as fire detection and alarm systems are dealt with by Victor Gondos, Jr., in an article in "Buildings and Equipment for Archives," *National Archives Bulletin No. 6* (Washington, June 1944, pp. 9-21). A description of salvage operations on State records that were subjected to fire at Montpelier, Vermont, in August 1945, is given by Henry H. Eddy in a report published as a part of the *Biennial Report, 1946*, of the Public Records Commission of Vermont.

Lest one conclude that the foregoing general protective measures cover the field, it is well to advert to the specific problems caused by the storage of photographic records. In this respect the wide-ranging interest of our most archives-minded President is again illustrated in a message from FDR to Archivist R. D. W. Connor, dated October 30, 1935, in which he sets forth that "nevertheless, I want to be wholly on the safe side in regard to fire and until we know more about the subject, *I hesitate to have films under the same roof with the manuscript, typewritten and printed records.*"² The President went on to suggest that vaults be built under Constitution Avenue, directly in front of the National Archives building, in such a way that in case of fire or explosion they could be separately flooded. As a matter of fact nearly all film records are now stored in separate cell-like structures some distance from the capital city.

"Film Decomposition and Tests," by James W. Cummings, Alvin C. Hutton, and Howard Silfin, in the *Journal of the Society of Motion Picture and Television Engineers*, (Vol. 54, March 1950, pp. 10), deals, as the subtitle indicates, with the "spontaneous ignition of decomposing cellulose nitrate film." The theme of the article is that since this type of film, in the advanced stages of decomposition, is liable to ignite spontaneously, the danger of ignition is reduced by inspecting stored film stocks periodically and removing all affected film. Included are film stability test procedures developed in England and described in "Surveillance of Cinematograph Record Film During Storage," by G. L. Hutchison, L. Ellis, and S. A. Ashmore, in Report No. 2/R/48, of the British Film Institute.³

Other articles in this field are the following. A "Summary Report of Research at the National Bureau of Standards on the Stability and Preservation of Records on Photographic Film," by B. W. Scribner (G. P. O., Washington, 1939. Pp. 17), is considered one of the best reports dealing with the "value of film as record material," and the "types and kinds of film," and includes a discussion of microfilm. The "Report of the Committee on the Preservation of Film," in the *Journal of the Society of Motion Picture Engineers*

² Connor, "FDR Visits . . .," *op. cit.*, p. 327. The italics are mine.

³ The address of the Institute is 164 Shaftesbury Ave., London, W.C.2, England.

(XXXV, December 1940. Pp. 584-606), contains material on safe and economical storage, and illustrates the "cascade" type of film storage cabinet developed at the National Archives. The *Storage of Microfilm, Sheet Film, and Prints*, is a small pamphlet issued by the Eastman Kodak Company (1946. Pp. 15), and relates to safety film base and paper base materials only, their storage and fire protection, and includes a brief bibliography.

It should be underscored that the inquirer seeking additional information, both on paper and film records, should obtain further lists of reports and research papers from the National Bureau of Standards, from the Motion Picture Industry, and from various universities and technical schools such as Ohio State, Purdue, Columbia, Massachusetts Institute of Technology, Illinois, and others.

Those desiring information on means of protection against incendiary bombs and other hazards of war may be referred to certain publications of the 1940s which are still pertinent, and to some of recent origin. An article on "Charred Documents" by Lodewyk Bendikson, appeared in the *Library Journal* prior to the late war (58:243-244, March 15, 1933). *Protecting Local Records Against Bombing Attacks*, issued by the Division of Archives and History of the New York State Education Department (Albany, ca. 1950. Pp. 19), renders counsel with respect to the selection of local records for security duplication and dispersal, and is mainly useful as a checklist of points to consider on the community level. The Civil Liaison Office of the National Security Resources Board recently published *Fire Effects of Bombing Attacks* (Washington, G.P.O., November 1950. Pp. 45), sold for 15 cents by the Superintendent of Documents, which briefly relates the findings of the United States Strategic Bombing Survey as to the effects of fire bombs on German and Japanese cities, and analyzes the comparable fire susceptibility of American cities. "The Care of Records in a National Emergency," *National Archives Bulletin No. 3* (Washington, 1941. Pp. 36), is again a document issued for the direct use of archivists and records keepers; besides listing the hazards likely to affect archives, and the selection of emergency storage facilities, it deals briefly with protection from fires and incendiary bombs; and concludes with a select bibliography of international works on the conservation of cultural resources in wartime. All but a few items of this bibliography were examined at the National Archives and the Library of Congress, and items that were too general and too inconsequential were excluded from the list. The British Records Association also issued an item on "The Preservation of Records in Wartime," *Reprints, No. 8* (London, 1939. Pp. 3).

Another British publication of encyclopedic character is entitled *Civil Defense*, by C. W. Glover (Chemical Publishing Co., Brooklyn, N. Y., 1941. Pp. 794). The author is a British engineer, former lecturer on civil defense, and a captain in the Royal Artillery. Several editions of this standard work were printed during the Second World War, and the American edition sold for \$16.50. It is highly practical, containing many working drawings and photographs to illustrate the text, appendixes, and an index. Many aspects of wartime fires are dealt with, such as incendiary agents, inflammable materials, bombs and their effects, heat charts for various types of bombs, materials for

fire prevention, and the like. The complete British Fire Brigades Act of 1938 is given, with data relating to jurisdictions of fire fighting authorities, water supply and fire hydrants, military waterworks, allocation of expenses, and the rights and duties of authorities and individuals, the coordination of fire services, fire watching, inspection, training centers, and the fiscal accountability of the several layers of government. Mention should be made here of the existence of the valuable records relating to the American experience in the records of the United States Office of Civilian Defense, presently in the custody of the National Archives. It contains a mine of information on the experiences and publications of all the principal warring powers.

A recent popular work entitled *Must We Hide?* by Dr. R. E. Lapp (Addison-Wesley Press, Cambridge, Mass. 1950. \$3.00) is intended to appraise the power and limitations of the atom bomb. Dr. Lapp was a physicist with the famous Manhattan Project. There is a detailed analysis of the effects of blast upon various types of structures, the thickness of concrete walls necessary for complete protection, and many other corollary problems. C. Howard Crane, internationally noted American architect, now building housing and factories in England, states, however, that he is paying no attention to A-bomb protection because "there isn't much to do about them any way, except that ordinary bomb shelters will give protection at a distance." He recalls a rocket that made a direct hit on a shelter and "we never found so much as a little finger of the 1,700 men who were in it."⁴ But A-bombs and longe range rockets, as far as known, can be used only in small quantities, and continuous mass bombing will still make use of the ordinary types of bombs against which some protection has been developed. Even with A-bombs, as Architect Crane says, "ordinary shelters will give protection at a distance" from the explosion. For records, humans, animal and plant life, subject to a direct hit, there is no known recourse other than a prayer to heaven to be shriven of one's sins before appearance at the pearly gates.

⁴ *National Architect* (VII, 1, p. 5, January 1951).

VICTOR GONDOS, JR.

*Chairman, SAA Committee
on Archival Buildings
and Equipment*

News Notes

MARY C. LETHBRIDGE, Editor

The National Archives

SOCIETY OF AMERICAN ARCHIVISTS

Administration of the Society's affairs has undergone reorganization necessitated by the loss of Dr. Lester J. Cappon as Secretary. The new arrangements are now in smooth working order, with Roger Thomas, Box 131, Annapolis, Md., as Secretary, and Helen L. Chatfield, 8917 Seneca Lane, Bethesda 14, Md., continuing as Treasurer. The major change is that collection of dues payments, handling of the mailing list, and related matters are now in the hands of the Treasurer.

The main task of the Secretary has been the revision of the Society's committees. The major part of this work has been completed, with the results shown below. The President and Secretary hope that members of the Society will feel free to send suggestions for the work of the committees, either to the respective chairmen or to the Secretary. Those who have accepted appointments to date are:

Archival Bibliography — Lester W. Smith, Chairman; Ernst Posner, Donald R. McCoy, Alice E. Smith, James N. Young.

Archival Buildings and Equipment — Victor Gondos, Jr., Chairman; William D. McCain, Everett O. Alldredge, W. Frank Burton, Jr., William D. Overman.

Audio-Visual Records — (Committee not yet named).

Auditing — John C. L. Andreassen, Chairman; Nona Murray Lucke.

College and University Archives — Dwight H. Wilson, Chairman; Francis L. Berkeley, Jr., Rev. Henry J. Browne, Leonidas Dodson, Gaston Litton, Clifford K. Shipton, Lewis G. VanderVelde.

Emergency Activities — Martin P. Claussen, Chairman; Sherrod E. East, Vernon B. Santen.

Joint Committee on Historical Manuscripts (with the American Association for State and Local History) — Lester J. Cappon, Chairman; Mrs. Edith M. Fox, Dan Lacy, Clifford L. Lord, Colton Storm.

Institutional and Business Archives — Robert W. Hill, Chairman; Ruth M. Rush, Elizabeth Meade, Donald McMurray.

International Relations — Robert Claus, Chairman; Lester K. Born, Oliver W. Holmes, Dan Lacy, Ernst Posner, Fred W. Shipman.

Local Arrangements, 15th Annual Meeting — Morris L. Radoff, Chairman.

Long Range Planning — Christopher Crittenden, Chairman; Robert H. Bahmer, Lester J. Cappon, Leon deValinger, Jr., Herbert A. Kellar, Ernst Posner; Philip C. Brooks and Roger Thomas, *ex officio*.

Membership — Beatrice Decker, Thornton W. Mitchell, Lola Homsher, James C. Olson, Edgar Langsdorf, Virgil L. Bedsole, Jacqueline Bull, W. Edwin Hemphill, Helen T. Finneran, Frances T. Bourne, Jean R. McNiece, Leo Flaherty, George W. Spragge.

Microphotography — Daniel F. Noll, Chairman.

Nominations — Ernst Posner, Chairman; Jesse E. Boell, W. Frank Burton, Jr.

Program, 15th Annual Meeting — Committee not named.

State Archives — David C. Duniway, Chairman; Jesse E. Boell, Leon de Valinger, Jr.

THE NATIONAL ARCHIVES AND RECORDS SERVICE

All the members of the National Historical Publications Commission, which was reconstituted by the Federal Records Act of 1950, have been appointed, the Archivist of the United States, Wayne C. Grover, who is ex officio chairman of the Commission, announced recently. President Truman named George M. Elsey, one of his Administrative Assistants, and Richard H. Shryock, Director of the Institute of the History of Medicine at Johns Hopkins University, as the Presidential appointees to the Commission. The Vice President named Senator Clyde R. Hoey of North Carolina and the Speaker of the House of Representatives named Representative Howard W. Smith of Virginia to be the Congressional members of the Commission. The Chief Justice of the Supreme Court appointed Associate Justice Felix Frankfurter. The Secretary of State named G. Bernard Noble, Chief of the Division of Historical Policy Research, Department of State. The Secretary of Defense named Rudolph A. Winnaker, Historian for the Office of the Secretary of Defense. The Librarian of Congress named Solon J. Buck, Chief of the Library's Division of Manuscripts, as his alternate. And the Council of the American Historical Association selected as its representatives of the Commission Guy Stanton Ford, Executive Secretary of the American Historical Association, and Julian P. Boyd, Librarian of Princeton University and Editor of *The Papers of Thomas Jefferson*. The first meeting of this new Commission was held in February to consider a historical publications program for the country.

At the annual meeting of the American Historical Association, held in Chicago in December 1950, Samuel Eliot Morison, outgoing president of the Association, named the Archivist of the United States, Guy Stanton Ford, Executive Secretary of the American Historical Association, and Conyers Read, professor of history at the University of Pennsylvania, to serve as a special committee to advise the Government on writing the history of the present defense effort. This was in response to President Truman's request for the advice and assistance of the Association in getting under way a new program with the purpose of "recording the activities which the Federal Government is undertaking to meet the menace of Communist aggression."

The National Archives has recently published four *Staff Information Papers* designed to provide technical guidance and instruction. They are entitled: *The Control of Records at the Record Group Level*, *The Preparation of Preliminary Inventories*, *The Rehabilitation of Paper Records*, and *The Preparation of Detailed Lists of Records*. Copies are available upon request. All issues of the *Federal Register*, 1936-49 (vols. 1-14), have been reproduced on 53 rolls of microfilm by the National Archives; positive prints of the volumes may be purchased separately, or the entire microcopy may be had for \$350.

Records centers, where noncurrent records are housed inexpensively and are processed for eventual preservation in the National Archives or for destruction, have been established in New York City, Alexandria, Va., Chicago, and San Francisco. They are under the technical supervision of the Records Management Division of the National Archives and Records Service.

The Franklin D. Roosevelt Library at Hyde Park, N. Y., has received the papers of Elbert D. Thomas, recently appointed High Commissioner of the Trust Islands of the Pacific. They range in date from the time he served as missionary of the Church of the Latter Day Saints, 1907-12, through his service in the United States Senate, 1933-50. Herbert C. Pell of Pellbridge, Hopewell Junction, N. Y., has also presented his papers to the Library. For the most part, they cover the period 1930-48, and, in addition to his correspondence with Franklin D. Roosevelt, they contain his personal correspondence while minister to Hungary and Portugal and a member of the War Crimes Commission.

THE LIBRARY OF CONGRESS

Mrs. Sergei Rachmaninoff, widow of the late composer, pianist and conductor, has presented to the Library of Congress the large collection of autograph music manuscripts, letters, and other memorabilia which comprises the Rachmaninoff Archives.

This collection reflects the career of that distinguished musician. Through Mrs. Rachmaninoff's generosity, it now becomes available to scholars, except for temporary restrictions placed on some of the correspondence. The Rachmaninoff Archives will come to the Library in the near future and will be prepared for exhibition upon their arrival. The exhibit is expected to be held in 1951.

Sergei Rachmaninoff (1873-1943) was one of the outstanding figures of the world of music. As a composer he created notable works in both the large and small forms. The scores of his symphonies and concertos are included in the concert repertoires. His vocal and piano music are works of great importance. As a pianist he was considered by thousands to be one of the greatest artists of his time. In the later years of his life he deliberately suppressed his talents as a conductor, but his achievements in this field were scarcely less distinguished.

All these activities are represented in the Rachmaninoff Archives. The extensive group of letters and correspondence adds to the value of the Archives as primary source material. In addition, there are lists of works and recordings, long series of programs, statistical and classified summaries of Rachmaninoff's varied activities, reviews and appreciations, tributes, prizes and much unpublished material.

DEPARTMENT OF STATE

The Department of State has issued the following notice to Universities, Museums, Libraries, Art Dealers, and Booksellers:

It is the responsibility and desire of the Government of the United States to recover and return to owner nations those cultural objects, including works of art, archival material and books, looted, stolen or improperly dispersed from public and private collections in war areas and brought to the United States during and following World War II.

This responsibility has been shared by American institutions and American citi-

zens. The response of museums, libraries, and dealers to a circular letter from the American Commission for the Protection and Salvage of Artistic and Historic Monuments in War Areas requesting information about objects without a clear title has led to the recovery by this Government of a number of items of artistic and historic importance. The continued vigilance of American institutions and individuals in identifying cultural objects improperly dispersed during World War II is needed.

Your cooperation in notifying the Secretary of State, Washington 25, D. C., concerning such objects which may come to your attention will be appreciated.

AMERICAN DOCUMENTATION INSTITUTE

The American Documentation Institute held its deferred annual meeting in the Coolidge Auditorium of the Library of Congress on February 15. The business meeting was followed by Luther Evans' presidential address and a general session open to the public, with the following topics for discussion: "Discovering sources of material" (including the international exchange problem); "Storage problems and micro-reproduction"; "Problems of search"; "Duplication of material" (Photo, Stenofax, Thermofax, Xerograph); and "Distant Services" (facsimile, teletype, teledox, as compared to mail and messenger).

In conjunction with the program, more than thirty organizations were invited to exhibit the latest equipment and techniques available or being developed for documentation.

AMERICAN HISTORICAL ASSOCIATION

The 65th annual meeting of the American Historical Association, held in Chicago during the last week in December, was attended by about 1200 people and, as usual in recent years, many sessions were held simultaneously. At a session on "The Historian and the Federal Government: Research and Publication Opportunities," papers were read by G. Bernard Noble, Chief of the Division of Historical Policy Research in the Department of State, on "The State Department and the Scholar"; by Kent R. Greenfield, Chief Historian of the Department of the Army, on "The Department of the Army and the Scholar"; by Wayne C. Grover, Archivist of the United States, on "The National Archives and the Scholar"; and by Philip M. Hamer, Acting Secretary of the National Historical Publications Commission, on "A National Program for Documentary Historical Publications." Mr. Noble distributed a processed document of considerable interest entitled "Regulations Concerning Non-Official Research in the Unpublished Records of the Department of State"; and Mr. Greenfield distributed a processed document entitled "Opportunities for Research in the Records of the Department of the Army," which contains much of the information included in his paper.

At a session on "The Publication Problem," M. M. Wilkerson of the Louisiana State University Press read a paper on "Publishing History Books" from the point of view of a university press. Alfred Knopf discussed the same subject from the point of view of the commercial press, and Henry M. Silver of the American Council of Learned Societies read a paper on "Cheaper Meth-

ods of Publication." At a session on "The History of American Colleges and Universities," Ernst Posner of American University read a paper on "University Archives." At a joint luncheon session of the Association and the Society of American Archivists, Paul Angle of the Chicago Historical Society spoke on "Evaluation of Historical Manuscripts" and advocated a more selective policy in the preservation of such material than has generally prevailed in the past. The presidential address by Samuel E. Morison entitled "Faith of an Historian," was published in the January number of the *American Historical Review*.

Robert L. Schuyler of Columbia University was elected President for 1951 and James G. Randall of the University of Illinois, Vice-President. Guy Stanton Ford continued as Executive Secretary and Solon J. Buck was re-elected Treasurer. The 1951 meeting is scheduled for New York, that for 1952 for Washington, and 1953 for Chicago. Sherman Kent of Yale will be the Chairman of the Program Committee for the 1951 meeting. (Summarized from a report by Solon J. Buck in the *Library of Congress Information Bulletin*.)

COMMERCE DEPARTMENT, BUREAU OF THE CENSUS

Raymond McNair has been appointed Records Administration Officer in the Office of the Chief of the Administrative Services Division, Bureau of the Census.

FOREIGN NEWS

Canada

Miss Helen McClung has retired from the position of Provincial Archivist of Ontario. She joined the Archives staff in 1915 and in 1939 she was appointed Provincial Archivist, the first woman archivist in Canada. Dr. G. W. Spragge, formerly supervisor of Local History in the Department of Education and secretary-treasurer of the Ontario Historical Society, has been named to succeed her.

Ecuador

By a law of 1947 there was organized the Archivo Nacional de Historia, separate from the Museum of Art, although both are administered by the Casa de la Cultura Ecuatoriana. Since this act, 374 volumes of documents corresponding to the years 1600 to 1799 with indexes, have been arranged. Shortly these will be published in a special bulletin by the Archivo. Since June 1948 the new location of the Archivo has been Avenida Mariano Aguilera numero 332, under the direction of Dr. Carlos Vivanco.

France

The Library of Congress' Special Assistant on the Microfilm Program, Dr. Lester Born, forwarded from Paris the following report on the Institut de Recherche et d'Histoire des Textes, which the Library published in its *Information Bulletin*:

This Institute, founded in 1937 under the auspices of the Centre National de la Recherche Scientifique, has as its purpose the study of the written transmission of human thought. At the present time the work of the Institute is concerned almost entirely with the literary texts of classical antiquity (Greek, Latin) and the Middle Ages (Greek, Latin, Arabic, French, Provençal). An auxiliary section is at work on archival documents, particularly on French cartularies of the Middle Ages. Upon request, or on its own initiative, the Institute microfilms the best manuscripts for each literary text. Copies of these films may be borrowed or purchased by any scholar in any country. Approximately 10,000 items are now in stock. Enlargements in size 24 x 30 cm. are available for use at the Institute and, under certain conditions, on loan.

The Institute, which is open throughout the year, provides a work room containing reading machines, a reference library, and card files on the history of manuscripts, the scribes, the former owners, humanistic scholars, old libraries, heraldry in illuminated manuscripts, bibliography, etc. The texts themselves are cross-indexed under author and title, manuscripts, manuscript collections, and, when necessary, incipits. The Secretary General is Mlle. Jeanne Viellard, and the address of the Institute is 87 rue Vieille du Temple (one of the buildings of the Archives Nationales), Paris, III^e.

Great Britain

At a meeting held on August 30, 1950, the British National Committee on Documentation decided to dissolve itself on December 31, 1950. This decision was prompted primarily by the difficulties encountered during the last two years in raising the country's annual contribution to F.I.D. The committee was of the opinion, however, that a small national standing committee was needed to coordinate documentation interests within Great Britain, and expressed the hope that ASLIB would try to form such a committee, consisting of representatives of the Library Association, the Royal Society, the British Standards Institution, and ASLIB.

India

The following item which appeared in the daily papers of New Delhi for August 22, 1950, is reprinted by courtesy of the Department of State's Publications Procurement Officer in that city —

Latest acquisition of the Indian National Archives is approximately 20,000,000 folios of manuscript records, in foolscap size, of the former Western India and Gujarat States Agency. Pertaining to about 282 princely States and hundreds of semi-independent talukas, these papers cover a period of over a hundred years of Indian history from 1807.

During British rule these papers were treated as highly confidential, and were thus inaccessible to any but highranking British political officials. It is expected therefore, that, when gone into by experts, these records will throw interesting light on the social and political history of 19th century Western India.

While the bulk of these records are in English language, it is learnt, there are several important documents of immense historical significance in Gujarati and other Western Indian languages also. Among the important States agencies of Western India, covered by these papers, are those of Kathiawad, Sorath, Prant, Jhalawar, Halar, Palanpore, Cutch, Mohikantha and Banaskantha.

A preliminary survey reveals that among these papers are contained the original M.S.S. security bonds executed by the Gaekwad of Baroda, and several other chiefs and talukdars between the years 1818 and 1880. Other important documents in the collection include Col. Walker's report on Kathiawad (1807), journal of a route through Gujarat by Lt. James McMardo (1809-10), maps of various places under the Kathiawad Political Agency (1875), correspondence on piracy in Cutch (1813-

14), reports relating to infanticide, adultery and other social vices in Cutch (1850-66), journal of the celebrated Alexander Burnes (1831) and a list of fortified places in Kathiawad (1845-46).

* * *

Since independence in 1947, British Residency records — considered to be of utmost importance for the writing of Indian history for the period of British rule over the country — have been recovered by the National Archives from Indore, Rajputana, central Indian States, Mysore, Madras, Hyderabad, the Pujah and Kashmir. It is pointed out that, prior to transference of power, these records belonged to the Crown Representative in India. While, with the lapse of paramountcy, these records should constitutionally have passed on to the Government of India, it is feared a large number of the Residency records were either destroyed or dispersed by local political officers during the crucial transitional months. Some of the records, it is understood, were transferred to the U. K. High Commissioner in India, in whose New Delhi office these are at present believed to remain stored. A bulk of the records are stated to have been saved from destruction or dispersal by the intervention of the Government of India which has since been acquiring them gradually for preservation at the National Archives in New Delhi. (From the Library of Congress *Information Bulletin*)

The National Archives of India has just published the first volume, volume 5, of a series of twenty-one entitled *Fort William-India House Correspondence, 1784-1800*, to form part of the recently revived Indian Records Series. Under the general editorship of the Director of the National Archives, these volumes will be edited by eminent scholars and will bring to the public for the first time the mine of information hidden in the correspondence between the East India Company's representatives at Fort William in Calcutta and the Court of Directors in London.

Portugal

The latest historical archives to be organized in Portugal, the Arquivo Distrital de Angra do Heroismo, Azores, has recently been opened to scholars under the direction of Dr. Manuel C. Baptista de Lima, formerly the Librarian of the National Assembly in Lisbon. The first issue of the Archives *Boletim* appeared in 1949.

Spain

As a means of safeguarding Spain's national documents, and as an aid to research, the Spanish Ministry of National Education issued a decree on July 14, 1950, creating the Archivo Central de Microfilms under the jurisdiction of the Department of Archives and Libraries. This decree provides for the systematic reproduction of documents, manuscripts, and printed matter, beginning with those in the National Library and the National Archives. It also authorizes the microfilming of holdings of government departments, private libraries, and individuals. The complete text may be found in Number 212 of the *Boletín Oficial del Estado*, July 31, 1950, p. 3344.

A publication of great importance for the study of Spanish colonies in America has just been published by the Archivo General de Indias, Sevilla. Volume I of the *Catalogo de Documentos de la Seccion Novena* (Sevilla, 1949. 822 p.) lists references to letters, manuscripts and other documents to be found in two

of the fourteen series contained in this section of the Archivo. Series I pertains to Santo Domingo, Cuba, Puerto Rico, Louisiana and Florida, and Series II to Mexico.

CALIFORNIA

The University of California at Los Angeles announces the appointment of Edwin Carpenter, a graduate of the University of Southern California, as Archivist of the University.

The California Historical Society has acquired two notable collections of papers and documents. The first consists of selections from the personal library of William Hammond Hall, prominent in the engineering history of the State, together with his letters and scrap books, field notes, maps, photographs and personal papers. The second includes the papers of Albert Little Bancroft.

ILLINOIS

Scholars interested in the history of the Midwest have a new aid in a series of publications just started by the Illinois Historical Survey at the University of Illinois. The Survey has one of the world's outstanding collections in this field, including both original materials and microfilm copies of materials located elsewhere.

The new publications will provide scholars with a guide to these collections, which include some European materials nowhere else available because the originals have been destroyed in war. Two mimeographed publications have been issued and more will follow. Each will give information on one field or type of material. When the entire collection has been reported, the information will be republished in a printed volume.

First of the mimeographed reports is a "Guide to Manuscript Materials Relating to Western History in Foreign Depositories Reproduced for the Illinois Historical Survey." Prepared by Mrs. Marguerite Jenison Pease, widow of the late famous Illinois historian, Prof. Theodore C. Pease, it lists materials reproduced from the British, French, Italian, Spanish, and Canadian archives, British Museum, and miscellaneous other sources.

Publication No. 2 is a guide to the "Records of the New Harmony (Ind.) Community" which have been microfilmed and made available at the University through the efforts of Prof. Arthur E. Bestor, Jr., who prepared the detailed report.

LOUISIANA

The Department of Archives of Louisiana State University has received from the family of the late J. Fair Hardin, Louisiana historian, the latter's papers and collection of research materials pertaining principally to the history of Northwest Louisiana, 1718-1940. Other major acquisitions include the papers (chiefly in French) of the Joseph Reynes family, soldiers, public officials, attorneys and bankers, New Orleans, 1744-1929; a large body of additional

papers of the Butler family, planters, public officials and military officers, West Feliciana Parish, 1768-1914; Joseph Addison Montgomery family papers, Presbyterian ministers, planters and New Orleans cotton brokers, principally Claiborne County, Mississippi, 1806-86; additional papers of Andrew J. Hero, C.S.A. officer and Republican party official and candidate, New Orleans, 1829-1905; scrapbook of papers of Hubert Rolling, composer and pianist, New Orleans, 1843-98; papers of Robert de Lapouyade, scenic artist, containing materials pertaining to opera and the theater, New Orleans, 1848-1936; account books and related materials of George W. Bennett, merchant, factor, postmaster and planter, Rapides Parish, 1859-1917; papers of James Graham, United States marshal, New Orleans, 1860-83; and account books and some related papers of Stille and Yarbrough, Ltd., merchants and cotton factors, Natchitoches Parish, 1900-37.

MASSACHUSETTS

The American Antiquarian Society Library has received a collection of 429 letters written to Stephen S. and Abby Kelley Foster, most of them from fellow Abolitionists, between 1836 and 1860. They include letters from Wendell Phillips, Parker Pillsbury, Lucy Stone, John Greenleaf Whittier (1), William Lloyd Garrison, Gerrit Smith, Frederick Douglass, Elizabeth Cady Stanton (1), the Grimkes, Theodore D. Weld, the Tappan sisters, and some lesser figures.

The Radcliffe College Library announced on February 24 the gift of seven scrapbooks of clippings about the activities of Julia Ward Howe from Rosalind Richards, a granddaughter. Many letters, manuscript speeches, et cetera, are included, covering Mrs. Howe's activities between 1886 and 1910. They constitute a valuable addition to the library's Women's Archives, original materials on the women's movement in the United States.

A four ton collection of records of a mail-order business received by the Baker Library in May 1950, is described in "Publisher and Advertiser Extraordinary, the E. C. Allen Collection," by Robert W. Lovett in the *Bulletin* of the Business Historical Society, December 1950, p. 210-215.

MICHIGAN

On June 6 a fire destroyed the University of Michigan's Haven Hall. In this building, which housed the Institute of Public Administration, was its Bureau of Government research library, one of the nation's larger collections of books, documents, clipping files, and manuscripts on government. While there was extensive fire and water damage, the loss of irreplaceable items was not so great as at first assumed. University authorities are laying plans for the immediate rebuilding of the collection and for housing it, together with the Institute of Public Administration's expanding instructional, research and service activities, in modern, fireproof quarters.

NEW JERSEY

Original manuscripts and personal correspondence of the late F. Scott Fitzgerald have been presented to Princeton University by the author's daughter, Mrs. Samuel Lanahan, and will be housed in the F. Scott Fitzgerald Room in the University's library. The manuscripts of "This Side of Paradise," "The Great Gatsby," "Tender is the Night," and other works are included in this collection along with letters from the author's friends and movie scripts. Much of this correspondence has been used by Arthur Mizener in the preparation of his biography of Fitzgerald which Houghton Mifflin published in January.

NEW YORK

Dr. Milton W. Hamilton has been appointed senior historian in the Division of Archives and History, New York State Education Department, as of June 1, 1950, having served provisionally in this position since September 19, 1949. A native of Fabius, New York, with degrees from Syracuse and Columbia Universities, Dr. Hamilton has been professor of history and head of the department at Albright College, Reading, Pennsylvania; for the past six years editor of *Pennsylvania History*; and for the past ten years editor of the *Historical Review of Berks County, Pennsylvania*. In the State Historian's Office he is currently engaged in editing the papers of Sir William Johnson.

The New York Public Library and the State Historical Society of Wisconsin have arrived at a division of responsibility in microfilming labor papers. Duplication of effort will be avoided and a reduction of the overall costs to each institution will result. It is believed that the agreement may serve as a valuable precedent for microfilming projects in American history being sponsored by other libraries.

A notable collection of manuscripts, books and drawings was received by the New York Public Library in June 1950, by the terms of the will of the late Edward S. Harkness, a trustee of the library from 1919 to 1929. The accessions are described in an article by Robert W. Hill, Keeper of Manuscripts and Lewis M. Stark, Chief of the Reserve Division, in the *Bulletin* of the New York Public Library, December 1950, p. 585-594.

The University of Buffalo has just announced that it is the recipient of the James Joyce collection, which has been donated by Mrs. Phillip J. Wickser in memory of her husband, who was a distinguished Buffalo lawyer and an active leader in the city's civic and cultural affairs. The collection consists of 600 items, among which are books from Joyce's library; presentation copies of books by his various friends, among them T. S. Eliot, W. B. Yeats, Ernest Hemingway; copies of his own books, many of which are inscribed to members of his family; notebooks full of experimental writings; manuscripts of various kinds; letters to him; his own collection of press clippings about his work; and other items of a miscellaneous but personal nature, for example, his spectacles, passports, etc.

About 100 photographs and drawings tracing the work of the New York

architectural firm of McKim, Mead and White from 1879 to the present were placed on exhibition Wednesday, January 10th, at The New-York Historical Society, Central Park West at 77th Street. In addition to presenting a pictorial record of the achievements of the firm, the exhibition graphically reflects the changing architectural tastes of this period as illustrated by the many magnificent homes they planned for the socially prominent and wealthy, and the many buildings of the city which have become landmarks during the past seventy-five years.

Though usually remembered for their many imposing structures, the exhibition shows that McKim, Mead and White, in their early days were among the pioneers of modern architecture, as illustrated by photographs of the W. G. Low plain shingled cottage at Bristol, R. I., the Robert Goelet home, Newport, the Tiffany house, formerly standing at 72nd Street and Madison Avenue, and the casinos at Newport and Short Hills.

Later the firm became engaged in designing in the Renaissance style and in this period their most imposing masterpieces were constructed. Included as examples of this period are photographs and drawings of the old Madison Square Garden, the Herald Building, formerly at Herald Square, Pennsylvania Station, the Harvard University and Metropolitan Clubs, Columbia University buildings, the Cyrus Hall McCormick residence at Richfield Springs, New York, the Clarence H. Mackay mansion, Roslyn, the Henry Villard residence, New York City, and many others.

The more recent work of the firm is represented by drawings of the New York Municipal Building, Statler Hotel, Savoy Plaza, and the U. S. Post Office.

Material for the exhibition is drawn from the almost complete records of the firm recently presented by them to the Society and comprising almost 300 bundles of specifications, 350 transfer cases and files, 500 tubes of drawings, and 250 glass negatives. The exhibition will remain on view until April 8th.

NORTH CAROLINA

The Division of Archives and Manuscripts of the Department of Archives and History has installed a laminating shop which includes a Barrow laminating machine and facilities for neutralizing the acidity in papers. With this new equipment the Department has begun an expanded program of repair and restoration.

PENNSYLVANIA

The Catholic Historical Society of Western Pennsylvania on October 8, 1950, dedicated a new depository for its manuscripts, newspapers, and museum materials. This archives will have for its purpose the collection and preservation of all types of materials relevant to the history of the Catholic Church in Western Pennsylvania. It is located in the Duquesne University Library, Pittsburgh. Additional work is being done in Pittsburgh by the Reverend Fr. Francis A. Glenn, archivist and historian of the Diocese of Pittsburgh since

January 1949, who is putting in order the diocesan records of the last twenty years.

Over 100 friends of the Reis Library, Allegheny College, gathered at Meadville last Lincoln's Birthday to mark the opening of the Tarbell Balcony. Furnished by Mr. and Mrs. Everett D. Walker and family of Erie, the balcony will house the personal papers and manuscripts, with the exceptions of the previously collected Lincoln material and investigations of the American oil industry of Ida M. Tarbell, who was an alumna of Allegheny College.

TENNESSEE

Plans for the new State Library and Archives Building were approved in August by the Library building commission, consisting of Governor Gordon Browning, Attorney General Roy H. Beeler, and State Librarian and Archivist Dan M. Robison. The architect, H. Clinton Parrent, Jr., of Nashville, is preparing the working drawings, specifications, and other data needed for taking bids, and it is hoped that the contract may be let early this spring if war conditions do not interfere.

VIRGINIA

Among recent manuscript accessions to the University of Virginia Library the following may be noted: correspondence and other papers of the Brown family, 230 items, 1754-1888, and of the Hart family, 500 items, 1814-1927, of Albemarle County, Va.; store ledger of King William Court House, Va., 1773; papers of the North American Land Company, 722 items, 1790-1854, founded by William Morris, James Greenleaf, and John Nicholson for the sale of six million acres of land in the southeastern states, including correspondence, ledgers, deeds, plats, and surveys; autograph album containing previously unknown letters of 28 leading figures of the Revolutionary period, collected about 1800-1820 by Julia M. Dickinson Tayloe, of the Octagon House, Washington, D. C. (microfilmed); 15 additional manuscripts of John Randolph of Roanoke, 1803-1820; 20 additional manuscripts of Thomas Jefferson, 1806-1817; papers of the Gaines, Watkins, and related families of Charlotte County, Va., chiefly of Col. Richard Venable Gaines, C.S.A., 1800 items, 1810-1905; 1,000 additional papers of Gen. John Hartwell Cocke, chiefly correspondence for the years 1820-1840; 35 additional manuscripts of James Madison, 1801-1817; 300 additional papers of Col. Sir Henry Wemyss Feilden, British explorer and soldier-of-fortune, and officer in the Confederate States Army, 1860-1920; 5 boxes of the personal and legal papers of Justice James Clark McReynolds (1862-1946); 45 boxes of correspondence, literary manuscripts, diaries, and other papers of Mary Johnston (1870-1936), historical novelist and leader in the woman's suffrage movement; papers of the late Wilbur E. MacClenny, of Suffolk, Va., antiquarian and writer on the history of Mansemond county and the churches of southeastern Virginia, 5,000 items, 1880-1945; 15 boxes of papers of the late Judge George Scott Shackelford of Orange county, Va., 1885-1930.

William J. Van Schreeven, Virginia's state archivist, John Cook Wyllie, curator of rare books, and Francis L. Berkeley, Jr., curator of manuscripts at the University of Virginia, were recently named by President Dodds of Princeton University to the Advisory Committee of the Papers of Thomas Jefferson.

Raymond E. Clark, Jr., formerly of the Sterling Library at Yale, and Russell M. Smith have been appointed assistant archivists at the University of Virginia Library, succeeding Mrs. Constance E. Thurlow, Frank E. Evans, and James A. Bear.

NECROLOGY

Clarence E. Walton, at one time in charge of the University archives of Harvard University, died in Miami, May 25, 1950, at the age of 51. When Mr. Walton was order librarian at Harvard in 1931, he drew up and applied a classification for the archival part of the University's collection which is still in use. From 1938 to 1940 he taught a course in historical archives, principles and practice, one of the first such courses to be given anywhere in this country. Since leaving Harvard in 1946 he had been employed by the War Department and the Department of State in Washington.

Grace Gardner Griffin, who retired last May from her Library of Congress position as assistant in charge of the collection of reproductions of manuscripts from abroad relating to American history, died on November 4, 1950. Miss Griffin will be remembered for many years to come as the editor of *Writings on American History* under the auspices of the American Historical Association.

Thomas F. O'Connor, associate professor of history in St. Louis University, died suddenly on September 15, 1950. In recognition of his attainments in the field of American Catholic history St. Bonaventure University conferred upon him the honorary degree of doctor of laws in June 1947, and in 1946 he was elected President of the American Catholic Historical Association.

Dr. John Paul Selsam, head of the history department at Pennsylvania State College, and at one time director of the Historical Source Materials Survey in Pennsylvania, died in May 1950.

Randolph G. Adams, director of the William L. Clements Library, University of Michigan, died on January 4, 1951.

IMPORTANT NOTICE

The annual meeting of the Society will be held in Annapolis, Maryland, on October 15-16, 1951. The Maryland Hall of Records will be host. Plan now to attend.

REPORT OF THE EDITOR

By resolution of the Council adopted September 19, 1949, the editor is required to publish his annual report in the *American Archivist*. The present report covers editorial activities and problems, October 1949-July 1950 (4 issues).

The four issues under consideration contain 433 pages of text and 1 illustration. Twenty-five formal articles filled 244 pages, or slightly more than 56% of the total text. Of these articles, 19 were *new* materials solicited by the editorial staff and 5 represented papers read at Society meetings. Authors were drawn from 6 States (North Carolina 2, Maryland 1, New York 2, California 1, Mississippi 1, Pennsylvania 1), 4 foreign countries (Wales 1, Canada 2, France 1, Switzerland 1), 7 authors were members of the National Archives staff, and 5 others were residents of the District of Columbia. The subject matter span of published articles is shown in the following table:

Archival theory and practice — 1 article (identification of series)
Archives and war — 1 article (Germany: Ministerial records)
Biography — 1 article (Connor)
Conference of Archivists — 1 article
Foreign archival activities — 2 articles (Wales, International Labour Office)
Institutional archives — 2 articles (university, church)
Manuscripts — 3 articles (Duke University procedures, Bancroft Library collections, presidential papers)
National Archives — 2 articles
Records Management — 2 articles (Canada, history of record system)
Special types of records — 1 article (cartographic records)
State and local archives — 2 articles (New York, Mississippi)
Technical topics — 3 articles (microfilm files, record containers, document press)
Training — 1 article (Ecole des Chartes)
Use of records — 3 articles (genealogy, certification, picture collections)

In addition to the subjects treated in the formal articles, attention was focused on business records and historical manuscripts in two signed critical bibliographies published under the heading of "The Archivist's Bookshelf." Filler dealt with the National Historical Publications Commission and the Federal Records Act of 1950. The remainder of the four issues was taken up with such regular features as reviews of books, news notes, "Writings on Archives and Manuscripts," "Have You Seen," "The President's Page," and advertisements.

The News Notes section, under the energetic editorship of Mrs. Mary C. Lethbridge continued to be a popular feature of each issue. A total of 62 pages of news was presented, supplying news items from 32 states (Alabama, California, Colorado, Connecticut, Delaware, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Jersey, New Hampshire, New York, North Carolina, Ohio, Oklahoma, Oregon, Pennsylvania, Tennessee, Texas, Virginia, Vermont, West Virginia, Wisconsin), the District of Columbia, and 8 foreign countries (England, South Africa, France, Pakistan, Dominican Republic, Ireland, Portugal, Canada). In addition, news items covered the ac-

tivities of the Society of American Archivists, international archival agencies, the American Documentation Institute, and such Federal agencies as the National Archives and Records Service, the Library of Congress, the Department of Defense and its constituent units, the Department of State, the Federal Security Agency, and the Interagency Records Administration Conference. Activities in the fields of training of archivists and college and university archives were also noted. Much of the information published by Mrs. Lethbridge is derived from replies to questionnaires sent out by her, but a great percentage of it results from her conscientious, time-consuming examination of published and unpublished material received at the National Archives. Questionnaires are sent out on a "rotating basis" to selected members believed to be in a position to supply significant information, but the editor urges all members to send news items to Mrs. Lethbridge, whether or not they receive questionnaires. Obviously Mrs. Lethbridge could readily expand her department were it not for the space limitation which the editor is forced by necessity to impose all too frequently.

During the year the review editor, Dr. Richard G. Wood, published 43 reviews as against 48 last year. Of these, 24 were written by members of the Society and 19 by non-members. In terms of geographical distribution, 21 reviewers hailed from the District of Columbia (10 National Archives, 11 other Washington sources) and 22 from outside the Federal city. Thus the reviewers from Washington nearly equalled the remaining contributors throughout the country. It is a matter of regret that there were but two foreign reviewers (England, Canada). On the other hand, there were 18 reviews of foreign material. In his quest to obtain representative reviewers, Mr. Wood admits that his greatest temptation is to "call up someone in Washington instead of writing to some more remote possibility" and, although he says he is "as weak-willed as the next fellow, he sees his path of duty in the matter of distribution." He realizes he must also resist the temptation to overwork those contributors who perform ably and willingly but he is always on the look-out for new talent. Unfortunately, no "review cards" have been received by Mr. Wood from new members since December 1948 and he is at loss to account for this "evidence of mass modesty." Perhaps through misunderstanding the Secretary has not been sending out these cards to new members. If so, the deficiency should be corrected at once in order that Mr. Wood can find new recruits with a minimum of effort. Mr. Wood's chief complaint, however, is directed at certain individuals, who are eminently suited to write a particular review because of their position in the archival or scholarly world, and agree to contribute but thereafter cannot be persuaded either to complete the assignment with promptness, thus spoiling the timeliness of the review, or to return the book so that Mr. Wood can assign the work to a new victim. The editor sympathizes with Mr. Wood in this matter and urges each member to "put the shoe on if it fits." The matter of abstracting foreign periodical literature is being considered by the editor and will be undertaken if a person or persons can be persuaded to undertake the abstracting.

The compiler of the "Writings on Archives and Manuscripts" is submit-

ting a separate report to the Secretary. It is believed that the calibre and importance of the "Writings," prepared by Mr. Lester W. Smith, make further discussion of it unnecessary. Our debt to him for this annual feature, as well as for the useful "Have You Seen" column, is great indeed. Thanks should also be rendered to the President of the Society for his interesting and timely contributions found in "The President's Page."

In the distribution of bouquets, perhaps the largest should be tendered to Mr. Paul R. Strain and The Torch Press. Relations with our publisher have been eminently satisfactory. Issues have always been distributed in the month due, one number being printed and mailed in less than three weeks after Mr. Strain had received corrected galley. The typographical and proof reading work of the Press is of such a high standard that the editor rarely finds printer's errors that have not been previously caught by Mr. Strain's staff. Indeed, much time has been saved because the editor has found by experience that it is unnecessary to receive and read page proof after corrected galley has been submitted.

Turning to the problems faced by the editor, perhaps the most important is the space limitation imposed by the Society's present publications budget. Within this budget (\$3,000), it should be possible, if printing costs remain stable, to publish three 96-page issues and one 128-page issue. The cost of the four issues, this year was as follows:

October 1949	\$ 890.82
January 1950	693.45
April 1950	697.06
July 1950	833.55
	<hr/>
	\$3114.88

By confusing the fiscal year with the publishing year in his estimates, the editor regrets that he permitted the publication expenses to exceed the current budget by \$114.88. Furthermore, in establishing the budget for this year the Council failed to take into account the cost of the annual volume title page and table of contents (\$30), the cost of establishing the addressograph system (about \$60), and the cost of operating the mailing system (about \$46). Thus the actual annual cost of the *American Archivist* this year was about \$3,200. Stationery and petty cash funds of the editorial staff apparently are charged to the Secretary's budget.

The editor now has on hand or can obtain readily sufficient worthwhile material to publish two and probably four 128-page issues per year. The numerous compliments received on the scope and interest of the articles in the July 1950 issue makes him eager to be able to do this. It is believed that a budget of \$3,300 could be stretched to pay for at least two 128-page issues, two 96-page issues, a few interesting illustrations (which cannot now be published for lack of funds) and all incidental costs. It is hoped that the Council can see its way clear to provide this amount for the coming year, for the editor believes that an enlarged and useful journal is the Society's best advertisement.

A second problem concerns the editorial board. This body should play a

vital role in the Society's publication program but, because the editor does not and probably will never have on hand large numbers of articles requiring review by the Board, the Board may seem to have little real responsibility. As a former member of the Board, the editor is certain that the present members must resent this situation. Actually, however, in addition to reviewing articles when called upon, the Board can aid the editor and the Society: (1) by appraising volumes 1-13 of the *American Archivist* to determine (a) what subject fields have been covered, (b) what subject fields have not been treated or have been dealt with inadequately, and (c) what persons might be approached to prepare articles to fill obvious gaps in our literature; (2) by serving as a body for the recruitment of articles and news items for submission to the editor and his staff; and (3) by planning, developing, and directing the publication of a long projected and much needed series of studies on the present status of archives administration and records management in the several states. Although some articles on individual states have been published, none has presented a complete story nor is it now possible to get anywhere a comparative picture of the overall situation as between states. A series of reports developed in accordance with a carefully thought out plan and prepared, possibly on a regional basis, by competent scholars selected by the Board would provide archivists everywhere with an invaluable reference tool. It is proposed that such a program be worked out between the editor, the Board, and the Council as a part of the Society's long-range publication program.

The advertising program has not prospered. Our efforts have resulted in securing but three clients. One client is most pleased with the results obtained, but the others have not indicated what business their ads have developed. Mr. Overman recently resigned as advertising manager and the editor is presently trying to fill the vacancy. It is believed, however, that once we learn the proper techniques and apply them energetically to all likely sources of advertising, we will fare better in this field.

A major task confronting the editor and the Board is to develop and actively pursue, in cooperation with the Secretary, a subscription campaign directed at American and Canadian college and university libraries and historical societies. We have many such subscriptions, but it is obvious that this relatively undeveloped source of revenue should be more fully exploited. A letter or advertising brochure should be developed and broadcast to such institutions, calling their attention to the importance of the *American Archivist* to both administrators and scholars who use the library and manuscript materials in their custody.

The editor once more appeals for the periodic issuance of a Society membership list, perhaps every third year, in processed form. The mailing list is certainly an inadequate substitute for such a list. Furthermore, he is sure that the nominating committee will agree that it is imperative that such a list be available if nominations for officers are to be secured efficiently from our members. Even President Brooks has felt the lack of such a list on several occasions!

The *American Archivist* has secured considerable free "advertising" result-

ing from the private reprinting and distribution of several articles published therein. The editor regrets, however, that no one saw to it that issues of our journal were on display at the International Congress of Archivists in Paris, although copies were made available for public examination at a recent archival conference held in Cuba.

Finally, the indexing of the first ten volumes has been completed. Sample pages have been typed up and submitted to The Torch Press for estimating costs of printing. It is believed that if possible the work should be done by The Torch Press in order that members and subscribers may have an index that will have the same format and typography as the issues it covers and can easily be bound up with them. This cannot be accomplished, however, unless most of the members of the Society purchase the index.

KARL L. TREVER
Editor

