

Reviews of Books

RICHARD G. WOOD, Editor

The National Archives
Washington 25, D. C.

Festschrift des Staatsarchivs Basel-Stadt, 1899-1949, Zum 50. Jahrestag des Bezugs des Archivgebäudes an der Martinsgrasse. (Basel. Helbing und Lichtenhahn, 1949. Pp. 114. 16 plates.)

Long before the term "visual aid" had been invented, Waldo G. Leland and Leo F. Stock used a set of lantern slides in their unrelenting efforts to preach to scholarly and civic groups the need for a National Archives of the United States. While some of the slides illustrated the abominable conditions under which Federal records were kept in Washington garages and attics, others demonstrated to the audience what European countries had done to provide housing and care for their archives. One of the slides that most certainly attracted the attention, if not the admiration of the spectators, was that of the new building of the State Archives of the Canton Basel-Stadt in Switzerland. Erected in the rear of the City Hall, the preponderantly Gothic structure conveyed an impressive idea of the value that even a small European state ascribed to its archives and of the financial sacrifice it was ready to make for their effective preservation and administration.

The *Festschrift* here under review is intended to commemorate the fiftieth anniversary of the new archives building of the Canton Basel-Stadt and to take stock of its achievements during the past five decades. To this end, present and former staff members and friends of the State Archives have contributed a number of articles, easily the most important of which is an essay by State Archivist Paul Roth, which deals with the history of the State Archives from the time it moved into its new building. Roth pays due tribute to his predecessor Rudolf Wackernagel, whose term of office from 1878 to 1917 marks the most important epoch in the history of the Basel Archives. It was Wackernagel who, in 1899, organized the hitherto amorphous masses of Basel records into an organic whole, and only six years later, in 1905, published the *Repertorium of the Staatsarchiv in Basel*. In spite of certain concessions to the principles of subject classification, the *Repertorium*, a volume of more than 800 pages, constitutes an outstanding achievement. It has since been supplemented by many lists, indexes, and calendars that testify to the excellent workmanship of the Basel Archives staff, and by documentary publications, such as the *Urkundenbuch der Stadt Basel*, in which the State Archives has participated and still participates. Thanks to effective regulations pertaining to the transfer of records from the offices of origin to the State Archives, issued in 1900, the influx of accessions has been a steady one. As a matter of fact, the archives building has become too small for the present holdings so that storage space in nearby buildings had to be acquired. That the Basel State Archives

was also one of the pioneers in the field of business archives is perhaps not generally known. The Swiss Business Archives was founded in 1910 as an integral part of the State Archives and, under the leadership of Emil Dürr, it developed into a major collection, attracting the attention of archivists in Switzerland and in many European countries. In 1921, however, it was made an independent agency, and it has since moved to premises of its own on Martinsgrasse 6, not far from the State Archives.

In addition to this substantial historical essay, Roth has also contributed a selective list of certain particularly valuable series of the State Archives, entitled *Ein Streifzug durch die Bestände*. Assistant Archivist August Burckhardt discusses reference service rendered by the Archives, and C. A. Müller tells how the historical amateur may use its holdings. Franz Hui deals with the collection of building plans in the State Archives, and D. L. Galbreath gives a description of selected seals. There is also an interesting article by Rudolf Riggenschach on a copper-engraving of *Madame Royale*, daughter of Louis XVI, by Antoine Sergent, a former member of the French Convention, who had found a refuge in Basel. The engraving was made in December 1795, when the princess was exchanged near Basel for a number of distinguished French prisoners of war, the Minister of War de Beurnonville and four emissaries of the Convention. These men had been sent to the headquarters of General Dumouriez, and Dumouriez had delivered them to the Austrians who, in 1795, agreed to "swapping" them for *Madame Royale*. One of them was Armand Gaston Camus,¹ the first Archivist of the French National Archives, which fact might have deserved an explanatory footnote. However that may be, the archival reader will be pleased to see one of the great figures of his profession in so conspicuous a role, appraised as equal to one fifth the value of a princess of the royal house of France. It was a time when, to quote the present Director of the French Archives, the archivist of the Republic "was counted among the most eminent persons of the State."²

ERNST POSNER

The American University

The State Historical Society of Missouri, a Semicentennial History, by Floyd C. Shoemaker. (Columbia. The State Historical Society of Missouri, 1948. Pp. 193. Illustrations, appendixes and bibliography.)

This book is an autobiography of a historical society, written by the man most closely associated with its development, and its director since 1915. He may well be proud of the accomplishments which he enumerates. Its collections, its publications, its sponsorship of county historical societies, and its participation in centennial celebrations have brought to it the largest annual membership of any similar society in the country. The State Historical Society of Missouri is not as old as its brethren in the upper Mississippi Valley, but it

¹ See the article "Camus, Armand Gaston," *La Grande Encyclopédie*, VIII, p. 1155.

² Charles Braibant, *Les Archives de France, hier, aujourd'hui, demain*. (Paris, Imprimerie Nationale, 1949), p. 6.

has quickly taken a place by their side, and in many endeavors it is the leader, a source of inspiration. We may hope, therefore, that this book will inspire more centennial histories of historical societies, which will explain the significance of particular collections, serve as a guide to their use, and describe all the multitudinous activities of historical organizations. Except for the collection of historical pictures by Missouri artists, the museum function is the only usual activity of a historical society which has not been fully developed by the State Historical Society in Missouri.

Some of the facts revealed by Mr. Shoemaker are important to archivist and historical director alike. Did you ever analyze the sources of support of historical work? In Missouri the Society was founded by the Press Association in cooperation with the University, and its growth has become engendered by participation in centennial celebrations, as well as by other popular activities, and the deep interest of various individuals, among whom the lawyers are a noteworthy group. The Society serves as a trustee of the State, and its appropriations received under this legal arrangement compare favorably with other State supported historical agencies of equal importance.

The State of Missouri evidently has no archivist, and the Society has filled this gap as the custodian of records rescued from the burned Capitol in 1911, as well as of other collections received more recently. As a result, a program has been undertaken for the publication of State documents, including the messages of the Governors and the records of the Constitutional Convention. However, these are only a part of the wealth and responsibilities of the Society. The catalog of over 850,000 cards is the key to a great collection of private manuscripts, books on Missouri and the upper Mississippi Valley, and a magnificent collection of local newspapers. From these newspapers have been drawn some of the most effective material for the popularization of local history, and the old files are now the center of an extensive project to microfilm all Missouri newspapers, including those not owned by the Society as well as those currently received. Through a single medium the Society is saving space and preserving the acid pulp papers.

This book is an important contribution to the history of historical societies and should be of interest to other societies faced with the same problem of telling the story of their past. If we had many such readable books, we would have a better picture of historical source materials available in this country, and someone would be able to write a history of historical societies as well as an adequate manual on the administration of a historical organization.

DAVID C. DUNIWAY

Oregon State Archives

The Minnesota Historical Society. Annual Report of the Director for 1949.
(n.p., n.d. Pp. 23.)

Presented in an informal and fluent style unlike that of most official reporting, Harold Dean Cater's account of the activities of the Minnesota Historical Society in 1949 has as its background the Territorial Centennial of Minne-

sota and events associated therewith. The Centennial was both an opportunity and an obligation, and the Society's resources were devoted to it in ways too numerous to recount here. The Society's celebration of its own one-hundredth anniversary on October 20 lent a happy note to the larger event.

Despite needs for additional staff and equipment, the year under review was productive and successful. The program was ambitious and complex, reflecting the responsibilities devolving upon the Society and its affiliates. Twenty-eight active historical societies were organized in as many counties during the year, this notable accomplishment securing for Minnesota the unique position of having a society in each of its eighty-seven counties. The combined membership is over ten thousand persons.

The Director of the Society is ex-officio Secretary of the Minnesota Archives Commission. He reports that the Commission is completing plans for hiring an archivist to organize and administer a public records program in Minnesota. The problem of archives administration in the State is characterized as weighty. Records are accumulating at a constantly accelerating rate in the departments of the State government. They are in dead storage typically, and occupy costly and needed space. Many of the records are candidates for destruction, but along with them are others of great value. The problem is to dispose of the bulk and to make accessible the remainder. An experiment in which State warrants were microfilmed was undertaken in the year. It was found that microfilming was not the total answer to the question of what to do with records.

KENNETH F. BARTLETT

National Archives

American Documentation, 1950, published quarterly by the American Documentation Institute through its Committee on Publications, under the editorship of Vernon D. Tate, Massachusetts Institute of Technology. (Subscription rate, \$5.00 per year; single copies, \$1.50.)

This journal is a new "quarterly review of ideas, techniques, problems and achievements in documentation." Its establishment was the culmination of efforts to revive the former *Journal of Documentary Reproduction*, 1938-1943, which emphasized the photographic, mechanical, and other techniques of documentation. While the term "documentation" had many meanings, as defined by the International Federation for Documentation (of which the American Documentation Institute is the American Affiliate), it refers to "the creation, transmission, collection, classification and use of 'documents'," the latter being defined as "recorded knowledge in any format." In scope, the new journal is to encompass "the totality of documentation."

The use of the term "documentation" in this novel sense is of recent development in the United States, where it received some impetus from the visit of Heer F. Donker-Duyvis, Secretary of the Dutch Institute of Documentation, in 1946. Members of the National Archives staff may well remember his exposition of the work of the Institute in a talk he gave in the Archives auditorium. The history of documentation in Europe goes back to 1892 when

Henry La Fontaine and Paul Otlet of Brussels established the Office International de Bibliographie, and embarked upon a bibliographic project which was to become their life work. Their aim was to collect a comprehensive card subject-index of intellectual literature so that they might furnish to inquirers integrated reference lists on any special subject. Such an ambitious project could be accomplished only through cooperation. The story of the development of this project over the years, how it culminated in the present International Federation for Documentation (FID) with national affiliates in a number of countries, is effectively told for the first time in English in *Documentation*, by S. C. Bradford, President of the British Society for International Bibliography, Vice President of the International Federation for Documentation, and Chairman of the International Commission of the Universal Decimal Classification, published by the Public Affairs Press, Washington, D. C., in 1950.

The tremendous development of science since the establishment of the Office International de Bibliographie gave rise to the need by scientists for ready reference to the ever-growing body of scientific and technological literature, mostly in pamphlet and periodical form, in which the advances in the field were recorded. Much of the work in documentation that has been accomplished so far has been in the scientific field, and the need of the scientist has given impetus to the development of the technique of documentation. Early in its work, the Office International de Bibliographie felt the need of some device for bringing into a common pattern of subject matter the abstracts prepared by the various specialists who were cooperating on the project. The Dewey Decimal system was adopted and extended into an international classification for indexing literature in detail which became known as the Universal Decimal Classification. It was first published in French in 1899. Since then it has run into several editions in French, German, and English. The development of the classification, which must keep pace with the growing body of knowledge, is the responsibility of the International Commission of the Universal Decimal Classification, maintained by the International Federation for Documentation.

The methods developed by the FID and the use of the Universal Decimal Classification have been adopted in many countries of Europe over the last fifty years. The Federation continues to educate the public, to extend its membership and national affiliates, and the number of users of the Decimal Classification. For example, Bradford's book, *Documentation*, referred to above, is a fervent plea for the adoption of the Universal Decimal Classification by all "documentalists." The Classification, however, has not been universally accepted. Opposition has been expressed both to the use of a standard classification, and to the suitability of the Universal Decimal Classification.

The attitude of the American Documentation Institute has been well expressed by Norman T. Ball in a paper presented at the annual meeting of the Institute in Washington on February 9, 1950.¹ To quote Mr. Ball, "The

¹ *American Documentation*, Vol. I, No. 2, p. 61, Spring (April) 1950.

principal criticism which is expressed in discussion of FID is directed to the Universal Decimal Classification System which the parent body sponsors with so much enthusiasm. The actual field of operation for which the FID was formed is much broader and would certainly be greatly influenced by the scope of interest of an active American Chapter." It is not surprising that the American Chapter turned rather to the development of improved methods than to the idea of a standard classification as a means of accomplishing its aims, since the interest of its founders in the broad field of documentation had sprung from an earlier preoccupation with the techniques of reproduction. As Mr. Ball has said, "Development of improved methods will probably come most rapidly when intelligent study is directed to actual operations being carried on in providing services in response to a real and practical demand. We have punched cards, microfilm, magnetic tape, and the "Rapid Selector," and more equipment will appear when the demand is demonstrated. The full usefulness of the equipment will not be realized, however, until it is placed in active, large scale use in supplying services for which a real need exists. . . . The organization could investigate existing collections, develop and organize various guidance tools for publication in order to "documentation" as defined above a reality. (An example might be the preparation and publication of standards of bibliographical entry after substantial agreement between conflicting systems was obtained.)"

At this point the thoughtful archivist will give pause to consider his relation to the new development. Are record documents included in the material to be worked on? — and who are the "documentalists?" The former question is answered by Mr. Ball, who says, "The activities of the world have become too complex and the production of new knowledge of all sorts is proceeding at too fast a pace for the ideal system to provide all of the communication and exchange of information which is required. We have learned to make extensive use of written communication by exchange of letters, publication of journal articles and books, and the preparation of reports. All of these provide the raw material for the activity called "documentation." The value of written communication is in the economical transmission of ideas at a distance and the packing and storage of ideas for selective use at a future time." Surely record documents are included, as well as library material, and both the archivist and the librarian are "documentalists." With the growing need for a job to be done in the social science field comparable to what had already been achieved for the physical sciences, it is important that documentalists work together. Although the librarian and the archivist have many interests in common, each has lived too long in a world apart with too little understanding of the work of the other. Perhaps in this common activity of documentation a way will be found to bring them together.

HELEN L. CHATFIELD

U. S. Bureau of the Budget

Inventaire des Archives de la Famille de Gaiffer-de Levignen, by Ferdinand Courtoy. (Bruxelles. Archives Générales du Royaume, 1949. Pp. 125. Appendix.)

The *fonds d'archives* or archival collection inventoried by Ferdinand Courtoy, Honorary Keeper of the State Archives of Belgium, is the most important acquisition of all private *fonds* in the depot of Namur. It is of special interest to genealogists as it contains information about some families dating as early as 1412. It also supplies important data on the following four Belgian cities of Namur, Liege, Brabant, and Anvers.

In his introduction, the author explains how this *fonds d'archives* was formed through inter-marriages. He also gives its history. The inventory, as the *fonds d'archives* itself, is divided into two sections. The first one consists of four chapters dealing with genealogies, titles of nobility, baptismal, marriage and death certificates, wills, land rights, correspondence, suits, and the like. The seigniorial papers, owned by the various families, are arranged by localities.

This *fonds* includes numerous documents relating to the following families: Gaiffier, Balbani, Blocq, Bois de Sohet, Boron, Cassani, Chesneau, Ciplet, Dave, Dhaem, Favilhon, Feron-Gaillot, Gendron, Goblet, Glymes, La Bawette, La Hamaide, Le Roy, Maucour, Mozet Nève, Nollet, Omalyn, Pierson-Parent, Quarré-de Crehen, Rahier, Solmier-de Waha, Scaillet, Tabollet, Tamison. The order kept in the arrangement of these documents is the same for each family: genealogical information, title deeds, rents and accounts.

Numerous papers on the following seigneuries are also inventoried: Beuterbrugge, Boing, Boisseilles et Celles, Boninne, Boquet (Temploux), Bouvignes, Campenhout et Villeroux, Emeville et Flostoy, Falmignoul, Franquénée, Godinne, Houdoumont, Houx et Bloquemont, Jassogne, Lisogne, Maharenne, Maizeroulle, Mehaigne et Noville, Merdorp, Namèche, Namur, Nieuvenhove, Ochain, Onthaine et Sovet, Oteppe, Purnode, Revin, Rhisnes, Sommière, and Strud. Then we find an analysis of administrative and judicial papers of different Belgian localities. Finally inventoried in this first section are miscellaneous papers of various other families.

The second section of the inventory relates to the *fonds* Lallemand de Levignen: private papers, properties and rents, correspondence and business accounts, and miscellaneous documents. A table of the Levignen family is annexed. Each item of the inventory is numbered consecutively, and the name index at the end refers to these numbers, instead of the page number, thus rendering consultation much easier.

LUCIEN BRAULT

Public Archives of Canada

Inventaire analytique d'un lot d'archives de l'ancien évêché de Tournai revenues de Vienne, by Armand Louaut. (Bruxelles. Archives Générales du Royaume, 1949. Pp. 29.)

In December, 1946, the Archives Générales du Royaume (Belgium) sent to the State Archives at Mons, seven portfolios of manuscripts which orig-

inally belonged to the *fonds* of the Bishopric of Tournai and which had been kept at the Vienna Archives since 1803. These documents make up the remaining part of a precious ecclesiastical *fonds d'archives* which dates as far back as the thirteenth century, and which, in May, 1940, was almost entirely destroyed by German incendiary bombs. The history of this *fonds* is carefully given in a foreword.

The inventory is divided into three chapters: *Généralités*, old social state, and documents of local interest for Bousbecque, Cambrai, Cambrin (Pas-de-Calais), Carvin-Epinay, Comines, Denain, Douai, Englos, Fives, Flines, Lezennes, Lille, Linselles, Loos, Marcq-en-Baroeul, Maubeuge, Menin, Mortagne, Orchies, Peronne, Roye and Montdidier, Ramegnies and Esquermes, Reckem, Roubaix, Seclin, Tourcoing, Tournai, Wattignies, Wavrin, Wez and Willems.

The name and place index at the end of the booklet would be far more useful if the figures referred to the numbers of the items instead of the page numbers.

LUCIEN BRAULT

Public Archives of Canada

Colony of Mauritius: Annual Report of the Archives Office for the Year 1949. Port Lewis, Mauritius. (J. Eliel Felix, Government Printer, 1950. Pp. 24. \$.50.)

This report is divided into two parts: the archives report for 1949 and a list of publications printed in Mauritius in that year and received in the archives office under Ordinance 11 of 1893. In the first, the Archivist, A. Tous-saint, explains the function of the archives office, lists the six general types of records received in the official repository, and then comments briefly about subjects which are normally parts of such reports as personnel, reorganization, accessions, transfers, searches, photostats, and preservation and maintenance. In the second, the archivist lists the publications, usually reports of thirty-five government agencies, one semi-official agency, forty-eight private sources, and twenty-three periodicals.

Of interest were: the accessions during the year consisting of 918 survey memoranda, 6,969 duplicate notarial deeds, 256 local imprints, and issues of twelve newspapers; the official inauguration of a photostat plant; the preparation and publication of a general inventory of material in the archives office; and the publication of the first issue of the *Mauritius Archives Bulletin*.

ROLAND C. McCONNELL

Morgan State College

The Papers of Randolph of Roanoke: A Preliminary Checklist of his Surviving Texts in Manuscript and in Print, by William E. Stokes, Jr., and Francis L. Berkeley, Jr. *University of Virginia Bibliographical Series*, No. 9. (Charlottesville. University of Virginia Library, 1950. Pp. 170. \$2.50.)

The University of Virginia, dedicated by its great founder to the practical

sciences, did not early aspire to the status of an important repository of historical manuscripts, but the diligence of a number of devoted curators has done much to compensate for the handicap of a late start. The University did not enter the game in time to acquire the primary collection for a number of illustrious Virginians, but in certain cases it has set about compiling card "checklists" of all discoverable papers, whether in the University of Virginia or in other repositories. These files have served as guides for the acquisition of microfilm copies by the University Library. The Jefferson checklist has long since proved of the greatest value in connection with the great Princeton project, which has now reached its second volume, and the considerable body of Jefferson Papers at Charlottesville have been described in a printed calendar published in 1950. A checklist of the correspondence of Edgar Allan Poe was issued in mimeographed form in 1941, and its compiler, Mr. John Ward Ostrom, went naturally on to produce a definitive edition of Poe's letters, published by the Harvard University Press in 1948. There are card checklists for Madison and Monroe still in progress, but the time has been thought ripe for publishing the Randolph of Roanoke file. It is termed a "preliminary checklist" because the editors are aware of its incompleteness, and invite amplification and correction. They know of one important group of unrecorded Randolph manuscripts, denied to them because of the restrictions imposed by the House of Representatives upon its archives, and they hope that other papers will now be brought to their attention.

Separate documents, 2762 in number, are listed in a very economical form, with entries seldom exceeding two lines, so that 19 or 20 can be placed on a page. The manuscripts begin in 1781, before Randolph's eighth birthday, and conclude with his undertaker's measurements in 1833. The first 95 antedate March 1799, the beginning of his public career. Manuscripts are listed from twenty-one different repositories, for which the cumbrous Union Catalog symbols are employed. These are necessary to an index covering hundreds of libraries, and standardization is a fine thing, of course, but does CLU bring the University of California to anybody's mind, and will MoSHi ever look like anything but a drunken compositor at work? The University of Virginia emerges as considerably the largest holder of Randolph manuscripts, with the Library of Congress, which has the letters to Richard Kidder Randolph and Joseph H. Nicholson, and Colonial Williamsburg, where the Tucker Papers are deposited, as the only important competitors. The compilers have also made separate entries for Randolph's remarks, reports or motions recorded in the *Annals of Congress*, his letters to the press from files of the *National Intelligencer* or the *Richmond Enquirer*, and some isolated pieces recorded in *American Book-Prices Current* and in some individual sale catalogs. References are given to the documented biographies of Randolph, whether or not the location of the manuscript is known. Indication is given when a photocopy of a manuscript deposited elsewhere is available at the University of Virginia.

Randolph's papers, says Mr. Berkeley, have been scattered among a "multitude of inheritors," but it would be more accurate to say that there are now no Randolph Papers, for there does not exist any considerable group of in-

letters, or letters received, such as ordinarily constitute the bulk of any public man's papers, even when he is meticulous about retaining legible copies of his out-letters. The bulk of "the papers of Randolph of Roanoke," however, consist of long series of his out-letters preserved in separate places by the relatives or close friends to whom they were addressed. In some cases, it would appear, these relatives or friends were able to get back their own letters to Randolph from the genuine Randolph Papers before the dissolution of the latter — such, evidently, was the origin of the "letterbooks" put together by Randolph's near friend, James Mercer Garnett of Essex County, Virginia. It is to these, along with the papers obtained from the Bryan Family, that the University of Virginia owes its priority in Randolph manuscripts. The checklist, doubtless begun some years ago, does not employ the symbol, devised by Mr. Julian P. Boyd, RC for "recipient's copy," which is considerably less ambiguous than ALS for "autographed letter signed." It is therefore not clear whether the letters to Randolph from various members of the Bryan family, now in the University of Virginia, and some series of letters to Randolph held elsewhere, are similarly derived. Two further long series of letters from Randolph, those to Dr. John Brockenbrough, President of the Bank of Virginia, and to Dr. Theodore Dudley, a younger cousin, were published before the Civil War. The originals are now missing, but the *Checklist* cites the texts, in the first instance from Hugh Garland's life of Randolph (Philadelphia, 1850) and, in the second, from *Letters to a Young Relative* published by Dudley himself the year after Randolph's death.

A good proportion of the material in the *Checklist* is unpublished, but it may be doubted whether it is of such a character as to demand a new biography to replace the very elaborate one which William Cabell Bruce published in 1922. Randolph, if not the "lunatic monkey" that Henry Adams thought him, will remain a negative figure, a curiosity of politics, and a rich subject for the speculative psychiatrist. The *Checklist* will nevertheless be of high value to all students of public affairs in the first three decades of the Nineteenth Century, whom it will guide to Randolph's actions, utterances, or relationships at a particular period. It is unfortunate that the *Checklist* has far more misprints than can be excused in a university publication.

DONALD H. MUGRIDGE

Library of Congress

Codification of Depository Policies and Practices, DRB Technical Memo No. 50-5. ([Washington]. AGO, Administrative Services Division, Departmental Records Branch, 28 July 1950. Pp. 54. Mimeographed.)

This publication of The Adjutant General's Office is fundamentally a manual on the management of an archival depository containing military records in the intermediate stage between the originating office and either the National Archives or the scrap heap. It is written primarily for the guidance of personnel working in the Departmental Records Branch and, accordingly, its general value to archivists and records managers is somewhat limited.

First of all, its single-spaced mimeographed copy is rather unprepossessing and its language is a curious combination of a "G.I.-by-the-numbers" and a literary approach. Secondly, the text is full of annoying parenthetical references which tie together repetitious statements made in various places.

The first four sections are the most important; that is, the portions devoted to accessions, description, disposal, and reference. Actually, despite the ungracious presentation, there is a lot of useful material in this paper. To discover it just takes a little digging. Much of the material is a restatement of practices generally accepted in depositories of all kinds — commercial, governmental, international or institutional. Indeed, this manual emphasizes indirectly how universally applicable are the techniques of records management as developed in recent years.

I was particularly interested in a few points of departure from relatively older theory and practice. First, the old definition of "non-record" or "reference" material is questioned and, in this connection, a more practical approach towards conserving reference files is indicated. Also, the approach to reference service is commendably dynamic and positive. It is even recommended that reference information be initiated, before being asked, to meet new defense research needs.

Also, a special word of commendation should be said for the over-all effort, reflected in the manual, to render *service*, not only in regard to reference work, but in regard to the entire functional gamut of a records depository. Stacklists, reference guides, and even subject catalog cards are prepared to be used, and searchers are encouraged to use these guides themselves whenever feasible. A disposal program is pursued vigorously in order to exploit the residue more easily. The depository stands ready to accept records under any reasonable circumstances without giving the offering agency a "hard-time."

I reserve judgment on one other over-all impression that one gets from this manual. The amount of paper control undertaken by the depository to carry on its work seems rather high. Every detailed step in all operations is recorded on this form or that. Transfer offers are registered, catalog entries are made, papers are prepared for transaction folders; large accessions are coded, descriptive summaries are drafted, serial sets of printed documents are cataloged, disposal precedent indexes are maintained, and the like. Small wonder that the records created by the depository are referred to in a special paragraph called "X-86, Records Relating to Records." Perhaps it is all desirable and maybe the various processes appear more formidable in description than they actually are in practice. At any rate, the AGO Departmental Records Branch depository policies and practices are completely set forth in this manual and, thus, one learns how the military manages its intermediate records. The DRB depository does a painstaking, thorough, professional job; in short, its mission is being accomplished.

IRVING P. SCHILLER

United Nations, Archives Section

Disposition of Illinois Records [by Margaret C. Norton], reprinted from *Illinois Libraries*, May and June, 1950. (Springfield, Ill. The Illinois State Library, 1950. Pp. 48.)

Those state archivists who have wished for a manual to aid with what is, perhaps, their most difficult task, the educating of officials in their respective capitals regarding the fundamentals of records management, will be pleased that their dean in service, competence, and prestige, Miss Margaret Norton of Illinois, has produced just such a manual for her local clientele. They may be startled to discover, however, that in doing this she has taken over, with very slight modification, more than half of the manual recently issued by the National Archives under the title *Disposition of Federal Records*. The size has been cut from 8" by 10" to a handier 6" by 9", and the title has been changed to *Disposition of Illinois Records*, with corresponding shifts in legal citations and in illustrative materials; essentially, however, this Illinois pamphlet is the National Archives manual adapted for use at Springfield. There is, of course, a frank note giving credit for the material taken. There is a sparkle, too, in the very considerable portions that are original, which demonstrates anew Miss Norton's ability at clear expression.

Some have held that methods and procedures for records management evolved at Washington can with profit be reduced in scope and adapted by state archivists to local use. This present manual illustrates both the strength and the dangers of such adaptation. Certainly the parent volume possesses merit. Every archivist must admire the compressed bits of archival wisdom which shine so brightly and so frequently in Dr. Schellenberg's discussion, and these gems Miss Norton has transferred bodily, making them available to Illinois officials. She has added a compact and lucid presentation of Illinois legislation governing records, together with a clear statement of the regulations, policies, and procedures of her own organization in dealing with the disposal and transfer of records. Departmental officials at Springfield should find this small volume helpful.

Of the seven chapters, four copy the Federal manual with but trifling deviation, but Chapter 6 contains new material in an excellent discussion of the use of microfilm with records, while Chapters 5 and 7, of necessity, diverge to deal with Illinois legislation, rather than with that of the Federal Government, with the regulations of the Illinois Archives rather than with those of the National Archives. The four chapters which "follow the party line," so to speak, will at times irk "States'-righters," both Southern and Northern. Being written in Washington, originally, there is much reference to "Government agencies" and "Government records," always with the capital G, a usage less familiar in state capitals. There is, also, too frequent reference to such Washington phenomena as the Federal Disposal Act and the National Archives Council. With neither of these will state officials be familiar, and many of them will, almost by instinct, suspect the worst. The bureaucratic jargon regarding "staff and line officers" and "substantive and facilitative functions" will grate upon their ears and raise their hackles.

The blunt truth is that these four chapters taken verbatim from the Schel-

lenberg manual fail to approach the records problem from the angle of the administrator of a State agency; they are written chiefly for persons with archival experience and training. The large Washington agencies have on their staffs archivists trained at the National Archives or who are graduates of Dr. Ernst Posner's splendid courses. During her markedly successful years at Springfield, Miss Norton has, in conference and in the classroom, trained her local records officers. For such trained persons these discussions are well suited; at its best, *Disposition of Federal Records* makes a fine beginning for the much discussed and needed American manual of archives. It does, however, assume a basic understanding of records, and it is too philosophical in its approach, too heavy in its diction, to appeal to an official breaking a routine of county law practice by four or eight years in the service of the state. It is such officials whom state archivists must educate, persuade, and convert to better practices with their records.

Miss Norton can be trusted to know what is required in Illinois, and this manual she has shaped to fit her own needs, but it should not be taken as meeting the necessities of every state. In Vermont and other small states where a major department frequently totals less than a dozen employees, where the existence of the National Archives is news to department heads who stumble over the very pronunciation of "archives" and oftentimes confuse archivists with archaeologists, the archival philosophy and the diction employed are so heavy as to produce an effect of unreality. To a degree, also, it is unreal in those larger states where governments are decentralized, with the bulk of the public business handled at the county seats. Undoubtedly we state archivists can learn much from the National Archives and its publications can serve us as texts, but where agencies are relatively small and headed by unacademic and intensely practical persons who mistrust long words and a deeply philosophical approach such as have come to characterize literary expression at the National Archives, the Federal manual requires far more drastic editing than it has received in Illinois. We can learn from the elephant and admire his strength even while avoiding the adoption of his heavy tread. Miss Norton has produced a pamphlet admirable in many ways, one over which state archivists should ponder, but the day has not yet come when we can each solve their local problems with shears, pastepot, and a long blue pencil.

HENRY HOWARD EDDY

Division of Public Records

Pennsylvania Historical and Museum Commission

Guide to Manuscript Materials Relating to Western History in Foreign Depositories Reproduced for the Illinois Historical Survey, compiled by Marguerite Jenison Pease (University of Illinois, Illinois Historical Survey, Publication Number 1) (Urbana, August, 1950. Pp. vi, 85.)

The Illinois Historical Survey was established at the University of Illinois in 1909 for the purpose of collecting source materials relating to the history of the State and of the West. Under the direction of Clarence W. Alvord,

then a young member of the History Department of the University, the Survey began collecting reproductions from archival and manuscript collections in the United States and abroad. The earliest reproductions from both the British and the French archives were made in longhand, but the bulk of the material was obtained after 1933 under the supervision of the late Theodore C. Pease in the form of photostats, microfilm, or microfilm enlargements.

This mimeographed guide covers reproductions obtained from both archival and manuscript collections. Listed under depository and collection, the entries give the volume number, date, page numbers, names of correspondents, or type of document. The largest group consists of the British reproductions from the records of various colonial administrations in the Public Record Office, manuscript collections in the British Museum and the Royal Society, and the Dartmouth papers. Next in quantity are the French reproductions which were acquired from the archives of the Ministries of Foreign Affairs, Marine, War, Colonies, Hydrographic Service, and the National Library. Included are much briefer lists of materials from Italian and Spanish archives, Canadian archives and libraries, and from the papers of various British officials now in American libraries. Brief introductions to each section of the guide present general data and bibliography. More such guides are needed to the collections of reproductions of other institutions.

HENRY P. BEERS

National Archives

Records of the New Harmony Community: A Descriptive Catalogue of the Manuscript Volumes Preserved in the Working Men's Institute, New Harmony, Indiana, and Elsewhere, and Reproduced Photographically for the Illinois Historical Survey, by Arthur Eugene Bestor, Jr. Illinois Historical Survey, Publication No. 2 (Urbana, Ill. The University, 1950. Pp. 17. Mimeographed.)

In the preface to this catalog, Mr. Bestor says: "The richest collection of manuscripts relating to the New Harmony Community, to the American activities of Robert Owen in the years 1824-1829, and to the educational and scientific work sponsored in the Middle West by William Maclure beginning in 1826 is that preserved in the Working Men's Institute at New Harmony, Indiana." Eleven of the twelve bound manuscript volumes here described are in the Working Men's Institute; the other is in private hands. The materials were arranged and classified by Mr. Bestor, with the assistance of Ian Charles C. Graham, under a grant from the University Research Board of the University of Illinois. Mr. Bestor is author of *Backwoods Utopias: the Sectarian and Owenite Phases of Communitarian Socialism in America: 1663-1829* (Philadelphia, 1950).

Ten of the volumes described are financial records: for example, ledger accounts for each of the several community industries; current accounts of the community store and warehouse; and records of daily sales of dry goods and hardware. The other two consist of "Proceedings of the Preliminary Meeting," 1825-26, and "Minutes of the Convention for Forming a Constitution

for the Society of New Harmony," 1826 (in one volume); and "Community Dances," 1826.

Mr. Bestor points out that the ledgers are too incomplete to permit the drawing-up of a final balance sheet of the enterprise but . . . the fact that the surviving books cover . . . the whole span of the experiment means that a considerable amount of day-to-day information can be derived from them." Anyone who has worked with the fantastically jumbled financial accounts of the early American communistic societies will agree that the homely details which accompany the accounts are more productive of enlightenment than the figures themselves.

The records have been microfilmed for the Illinois Historical Survey in Urbana and will eventually be available for consultation there. One may imagine how the early historians of American communistic societies, Noyes, Nordhoff, and Hinds, would have welcomed such a carefully worked-out aid as this.

The Franklin D. Roosevelt Library

EDGAR B. NIXON

Annual Report of the Historical Commission of South Carolina to the General Assembly of South Carolina at the Regular Session of 1951. (N.p., n.d. Pp. 16.)

This report reveals a desire for expansion of activities. During the year 1949-1950, in response to a request from the State Reorganization Commission, a study was made of the department in terms of internal organization. It was recommended that four divisions be established, namely, Administration, Reference, Preservation and Duplication, and Publication. J. Harold Easterby, the Director, stated in his report that application of this recommendation would be delayed until the size of the staff is increased and the necessary equipment procured. The Commission occupies the ground floor of the World War Memorial Building which, according to the Director's report, is poorly designed for archival use, with only 12,000 cubic feet available for records. The Commission, therefore, recommends that, since a thorough survey of non-current records in the various State offices had not been made, a warehouse for storage be erected and, as soon as possible, a record depository in close proximity to the World War Memorial.

About one fourth of the work year was spent in arranging and indexing loose documents of various collections. The records of Charleston County, the most voluminous set of county records in the State and important because Charleston was the original capital, were microfilmed and the films placed with the Commission. It is the intention of the Commission to encourage other counties to do likewise through an agreement with the Genealogical Society of Utah. The Historical Marker Service was discontinued, but the Commission still checks superficially the proposed inscription submitted by various local organizations whose desire it is to place a marker at some historical spot. The report also contains a list of seven publications issued during the year and three others to be completed.

National Archives

SARA D. JACKSON