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# The Archivist's Book Shelf

RICHARD G. WOOD, *Editor*

*National Archives*

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## GRAPHIC PRESENTATION OFFERS A NEW APPROACH TO THE ARCHIVIST'S FINDING AIDS PROGRAM

Graphic presentation, one of man's earliest forms of the written record, offers the archivist a nearly limitless medium of expression, yet he rarely uses it. Perhaps it is because he has set up certain habit patterns and thus unintentionally has excluded this medium from his otherwise full professional tool kit. That this has happened is understandable, perhaps even excusable, when one learns that the *science* of graphic presentation is largely a product of this century. Economists, sociologists, statisticians, cartographers, and geographers particularly have done much to further the science of graphic presentation as, indeed, the growing complexity of their profession has needed to be simplified in graphic form if the lot of mankind is to understand it.

Archivists by now have become past masters in preparing the several kinds of descriptive textual finding aids to their records and materials. For the most part, informative as these finding aids are, they nevertheless are static. Use of the graphic approach to description of those records and materials, either as supplementary aids or as *the* form of presentation, should go far in many instances in giving life and relationship to the records described. Many different mediums of expression are available as, indeed, so are combinations of these mediums. It is largely the responsibility of the archivist to determine the best approach as to medium or combination of mediums.

Of course, it is true not all records or materials are susceptible to nor are they flattered by graphic presentation. Generally such records or materials as reflect area, distribution, volume and space are susceptible to this form of presentation. So, for example, a map of the United States showing the distribution of cities and places for which there are records of the National Recovery Administration is more revealing and in fact more intelligible than an alphabetical list. This medium can be further enhanced in value by showing through series of graduated or proportional circles the relative volume of the records for each city and place. The combinations and permutations of graphic mediums are practically limitless and tax only the imagination and intelligence of the archivist.

The archivist would do well to examine a few of the readily available publications on the science of graphic presentation and note carefully the different mediums, such as the map, cartogram, diagram, graph, and similar forms available, as well as the combinations of colors and symbols that enhance and give life to the presentation. A few of the standard readily available publications are as follows:

- Thomas W. Birch: *Maps, topographical and statistical*. Oxford, Clarendon Press, 1949. 240 pp. illus., maps.
- Heinz Bosse: *Kartentechnik*. Ergänzungsheft Nr. 243, 245 zu *Petermanns geographische Mitteilungen*, Gotha, J. Perthes, 1951. 2 vols. illus., maps.
- Willard C. Brinton: *Graphic presentation*. New York City, Brinton Associates, 1939. 512 pp. illus., maps, diagrs.
- William E. Brown and A. W. Coysh: *The map approach to modern problems*, 1919-1939. London, University Tutorial Press, Ltd., 1940. 64 pp. illus., maps.
- John Bygott: *An introduction to mapwork and practical geography*. London, University Tutorial Press, Ltd., 1942. 246 pp. illus., maps, diagrs.
- Frederick E. Croxton: *Workbook in applied general statistics*. New York City, Prentice-Hall Inc., 1941. 181 pp. illus., maps, diagrs.
- Max Eckert: *Die kartenwissenschaft; forschungen und grundlagen zu einer kartographie als wissenschaft*. Berlin, 1921-1925. 2 vols. illus., maps.
- John P. Goode: *Suggestions for the use of base maps in the various fields of study and research*. Chicago, the University of Chicago Press, 1920(?). 17 pp. maps, illus., diagrs.
- Rudolph Modley and Franz C. Hess: *How to use pictorial statistics*. New York, Harper and Brothers, 1937. 170 pp. illus., maps, diagrs.
- John H. Myers: *Statistical presentation*. Ames, Iowa, Littlefield, Adams, 1950. 68 pp. diagrs.
- Erwin J. Raisz: *General cartography*. New York, McGraw-Hill, 1948. 354 pp. maps, illus.
- John R. Riggleman and Ira N. Frisbee: *Business statistics*. New York, McGraw-Hill, 1951. 818 pp. illus., maps.
- Thomas G. Rose: *Business charts; a clear explanation of the various types of charts used in business and of the principles governing the correct presentation of facts by graphical methods*. London, Pitman, 1949. 126 pp. illus.
- Louis E. Smart and Sam Arnold: *Practical rules for graphic presentation of business statistics*. Columbus, Ohio State University, 1951. 137 pp. illus.
- United States. National Resources Committee: . . . *Suggested symbols for maps and charts*. Washington, 1936. 57 pp. illus., maps.
- John K. Wright and others: *Notes on statistical mapping with special reference to the mapping of population phenomena*. American Geographical Society, New York City and the Population Association of America, Washington, 1938. 37 pp. diagrs.

HERMAN R. FRIIS

*National Archives*



American, European, Far Eastern, and Latin American history, as well as in local history and genealogy. Compiled by Albert H. Leisinger, Jr., of the Exhibits and Publications Section of the National Archives, this publication lists 3,478 rolls of 35 mm. master negatives which have been completed as a result of nearly two hundred microfilm projects.

Instituted in 1940 by the Archivist of the United States, the File Microcopy Program of the National Archives has as its purpose the microphotographic reproduction of selected records of the Government in order to make valuable sources available to investigators at a distance from Washington. Although a comprehensive development of the program has never been possible, special reference service requests have included the filming of several items of particular interest. Among these are the *Revolutionary War Prize Cases, 1776-87*; *Records of the Russian-American Company, 1802-67*; *Records Relating to the Wilkes Expedition, 1836-42*; materials relating to diplomatic relations between the United States and the Far East through 1906; the *Journal of Charles Mason during the Survey of the Mason and Dixon Line*; and a World War II collection of seized enemy records.

For the most part, arrangement of the list is according to the organization of the Government. The following information is given for each microcopy: title, inclusive dates, total number of rolls filmed and total footage, the file microcopy number, a general descriptive or explanatory note when needed, and a list of rolls, giving numbers, dates, and footages. The films themselves include appropriate title pages and introductory notes. In some cases they also show tables of contents, indexes, and special lists of the records microcopied.

Positive prints of one or more rolls are available at a cost of \$4.00 for each 50 feet of film to the nearest 50 feet, the cost to be calculated on the total footage of each order. A copy of the *List* may be obtained free from the National Archives, Washington 25, D. C.

DONALD C. HOLMES

*Library of Congress*

#### REPORT OF THE JOINT COMMITTEE ON HISTORICAL MANUSCRIPTS

The need has long been urged by historians and archivists for a guide to historical manuscripts on a nation-wide basis which would be somewhat comparable to the Union Catalogue of Printed Books established and administered by the Library of Congress. The field of manuscripts presents special difficulties in bringing essential information under control because of the very nature and diversity of the materials. The scholar wants to know whether certain records are in existence; if so, where they are located; and then, having located them, he asks first what period they cover, how extensive they are, and what information is readily available on the nature of their content. This brief essential information he can already obtain from the published guides of certain institutions, but these are few in number, although most of them are of high quality, thanks chiefly to the work of the Historical Records Survey in this field over a decade ago.

Recognizing this long-felt need and convinced that the problem should be met with the broad perspective of a national undertaking, the Society of American Archivists and the American Association for State and Local History set up a Joint Committee on Historical Manuscripts (including a representative of the Library of Congress) three years ago to explore the possibility of establishing a national project for a union catalogue or register of historical manuscripts. Information was gathered on institutions interested in housing and administering the register, on costs of operation and sources of funds, and on prospective publication in near-print form.

The present report is designed to emphasize the main points in the operation and mechanics of the project, because we believe that the function of the joint committee is to act in an advisory capacity to whatever institution or agency may be directly responsible for the administration of the register and the results achieved.

1. National register and regional registers. In the mid-1940's, Herbert A. Kellar, chairman of the American Historical Association's Committee on Historical Manuscripts, drafted a plan for the operation of a union catalogue of manuscript collections which failed to materialize. Later, the present joint committee began its study of the problem. Meanwhile, the idea of regional projects has won some verbal support, promoted by the belief that a national undertaking does not seem likely to come into being and that the regional approach is more practical. Dr. Lancaster Pollard of Oregon, for example, hopes to get a grant for a regional union catalogue of manuscripts in the Pacific Northwest. The joint committee should inform itself on all such developments, actual or in prospect, of a regional character, since there should be cooperation between regional projects and the national project. In the case of any regional project which actually gets under way, duplication of effort ought to be avoided; but the material in such a regional register should be incorporated into the national register. In other words, the national project should follow a constructive policy of cooperation within reasonable limits. On the other hand, once the national register goes into operation, it might bring about the abandonment of other regional projects which had not yet developed beyond the planning or discussion stage. A single project, on a national scale, would be most desirable.

One of the chief dangers in the operation of two or more independent projects is lack of uniformity in the data collected and in its presentation. There ought to be some mutual understanding as to objectives and procedures. The joint committee might serve as a clearing-house of information, in part for this purpose.

2. The national register should be restricted to manuscript *collections*.

This limitation is necessary for all practical purposes in such a large-scale project. Perhaps exception can be made in the case of certain manuscripts of unusual historical importance not belonging to a collection, but the rule of "collections only" will have to be rigorously enforced. The investigator is not justified in expecting detailed information on individual manuscripts. Inclusion of collections in private hands should be carefully considered, to augment

the value of the register, although they present special problems. The cooperation of the National Society of Autograph Collectors could doubtless be secured.

3. The data on each collection in a repository will be typed on a 4" x 6" card, using *only one side* of the card, with a second (continuing) card if necessary. Use of only one side of the card will facilitate the making of photographic copies for publication (see sec. 8 below). The form of card entry will be similar to that adopted by the Historical Records Survey for its guides to manuscripts:

CAMPBELL (CHARLES) PAPERS, 1740 (1770-1879) 1935. 1,358 items, 5 vols. Virginia. NcD.

Copies of historical documents and letters, and personal papers of Charles Campbell (1807-1876), historian, editor, antiquarian. Original letters of P. T. Barnum, Virginus Dabney, B. T. Johnson, D. H. Maury, and Pierre Soule are included. Copies of letters and papers of Theodorick Bland, Jr. and Sr., R. H. Lee, Arthur Lee, Edgar Allan Poe, John Smith, and George Washington. MSS of Campbell's writings; as principal of Anderson Academy, Petersburg, Va. Transcript of Minute book of city council, Richmond, Va., July 1782-March 1795.

Geographical designation is to be by State, city, or county, or a combination thereof. Location of the collection is to be by symbol, using the system developed by the HRS. The descriptive paragraph must be concise and condensed; selected names of correspondents will be very useful.

4. The cards in the register will be arranged alphabetically by names of collections; thus collections of the same person, family, or institution that are in different repositories will fall together for convenient reference. This is the most simple arrangement, somewhat analogous to the Union Catalogue of the Library of Congress, filed by author. A geographical or subject arrangement would be impractical because collections do not lend themselves to subject-classification, and innumerable cross-references would be necessary.

A sounder argument could be made for filing the cards from each repository as a unit. In many cases, that unit would have some geographical connotation because State and local historical societies preserve mostly the records of their own areas. Such segregation, however, would counteract one of the national features of the register by which widely scattered related collections may be brought together alphabetically insofar as they may bear the same name or closely related names. Nevertheless, there is an advantage in keeping a separate record of all collections in each repository because of the relation of many of them to the locality or State where they are preserved. A file of "short-title" lists (names and dates only) of the collections in each repository, as an auxiliary reference to the register, might be maintained.

5. A list of repositories throughout the United States will be compiled by the office of the national register. The inclusion of Canadian institutions ought to be seriously considered because of manuscript collections in each country with material of common interest to scholars in both. The *Handbook of Historical Societies*, published by the American Association for State and Local History, and other reference works will be helpful in compiling this list. The National Historical Publications Commission has already assembled the

names and addresses and some other information about more than 1,300 depositories with a view to the compilation and publication of a directory of depositories of archives and manuscripts. The NHPC is preparing soon to circularize these depositories for information for inclusion in the directory. This directory could be made available before publication, if necessary, to the national register.

6. A nucleus of the register can be prepared from guides to manuscript collections in various repositories already published. In most cases these guides provide all essential data for the cards to be made for the register.

7. Cooperating institutions. It is hoped that advance publicity and discussion of the national register in historical and archival circles will arouse sufficient enthusiasm and support to win the cooperation of most repositories in supplying voluntarily the necessary data on their collections. Most advantageous to the register office would be the receipt of data from each repository on 4" x 6" cards, according to specifications shown on samples illustrating various types of material. These cards would be ready for filing after the suggested "short-title" lists (cf. sec. 4, 2d par.) were typed.

The extent of this cooperation will vary greatly, of course, from one institution to another. This voluntary provision of data will have to be supplemented by *field work* from the register office. In many instances the necessary information will be forthcoming in no other way. Some data derived on a cooperative basis may have to be checked for accuracy. As a matter of fact, the more field work that can be done by competent staff members the more reliable the results, but this is expensive business.

8. Publication of the register. The value of this reference tool would be greatly enhanced by photographic reproduction of the cards and their printing in book form, like the Library of Congress book catalogue. The joint committee has already given some thought to this possibility, with the idea that by the end of five years the register would represent sufficient coverage of manuscript collections to justify publication; that perhaps the subscription price would pay for the cost of publication. The cooperation of the National Historical Publications Commission raises the question whether the whole cost of publication might be underwritten by the U. S. Government through the Government Printing Office.

The printing of the register as of a certain date would necessitate setting up a supplementary card file which might be published later as Supplement No. 1, to be followed by others from time to time. After Supplement No. 1 is published these cards could be interfiled in the main body of the register; meanwhile the file of Supplement No. 2 would be maintained separately until its publication. Thus, not more than two separate card files would be necessary at any one time.

9. The location of the register will depend upon the source of funds for the project, upon facilities available in a particular institution, and perhaps upon a combination of these two factors and others. The joint committee of our two societies and the Library of Congress feels duty-bound to emphasize that a national register must be national in its policy of administration as

well as in the substance of its basic materials; that whatever institution becomes the headquarters of the national register will have an unusual opportunity to increase its prestige among institutions of learning, along with a serious responsibility to serve the national and international community of scholars.

10. Financial problems are not included in this report. Some estimates have been made previously by the joint committee, and Mr. Kellar prepared a tentative five-year budget in his report to the American Historical Association. As indicated in sec. 9 above, the location of the register will have some bearing on finances. During the past six months, the prospect of a sizable gift to the State Historical Society of Wisconsin for this purpose has developed. If this should materialize, it might be unnecessary to request aid from one of the foundations. Meanwhile, the joint committee feels it can do some constructive work in giving thought to the internal procedural problems and mechanics of the project, as well as to some matters concerning its perspective and objectives.

The members of the Joint Committee are Mrs. Edith M. Fox, Dan Lacy, Clifford L. Lord, Colton Storm, and

LESTER J. CAPPON, *Chairman*

#### *Addendum*

The chairman of the joint committee received too late to circulate among the other members a suggestion from Mr. Lacy that the national register might be set up in the Library of Congress as a subsidiary of the National Union Catalogue. Uniform rules would be established for catalogue cards of manuscript collections. The Library of Congress would print cards for its own manuscript collections and edit and print also cards from copy submitted by other repositories. Multiple copies of each card would be cheaply available, so that other institutions could set up their own union catalogues to meet local needs. The Library of Congress might issue as an annual supplement to its *Author Catalogue* a book catalogue of all cards concerning manuscript collections received in the preceding year and offer it for sale at a reasonable price. The publication of periodic cumulations would also be possible.

This is a brief summary of Mr. Lacy's suggestion, which the joint committee should pursue further.

# News Notes

MARY C. LETHBRIDGE, Editor

Assisted by ROY HART, *National Archives*

*Department of State  
Washington, D. C.*

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## SOCIETY OF AMERICAN ARCHIVISTS

The Secretary reports that the following persons have been accepted by the Council as members of the Society: Robert E. Burke, Elizabeth H. Buck, Katherine H. Davidson, Katherine W. Kearney, Rose M. McGrath, Nancy H. Mattila, Gladys E. Nauman, Rita Schifter, Jane F. Smith, William B. Wiswell, Julia H. Macleod, Mildred P. McKay, Joseph W. Ernst, James H. Easterby, Doris O. Wondel, Hope H. Grace, and Lionel Croteau.

President McCain has named some committee members, but the following list is incomplete:

*Committee on Archival Bibliography*—Lester W. Smith, Chairman; Ernst Posner, Donald R. McCoy, Alice E. Smith, Lester K. Born, Edna L. Jacobsen.

*Committee on Archival Buildings and Equipment*—Victor Gondos, Jr., Chairman; Everett O. Alldredge, W. Frank Burton, Jr., William D. Overman, Gust Skordas.

*Committee on Audio-Visual Records*—(Not yet named).

*Committee on Auditing*—Elizabeth E. Hamer, Chairman; Lewis J. Darter, Jr.

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

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

*Joint Committee on Historical Manuscripts* (with the Library of Congress and the American Association for State and Local History)—Lester J. Cappon, Chairman; Mrs. Edith M. Fox, David C. Mearns, Clifford L. Lord, Colton Storm.

*Committee on Institutional and Business Archives*—Henry E. Edmunds, Chairman; Ruth M. Rush, Reynold Wik.

*Committee on International Relations*—Lester K. Born, Chairman; Oliver W. Holmes, Ernst Posner, Fred W. Shipman.

*Committee on Labor Union Archives*—Robert W. Hill, Chairman; Elizabeth Meade.

*Committee on Local Arrangements, 16th Annual Meeting*—Jacqueline Bull, Chairman.

*Committee on Long Range Planning*—Christopher Crittenden, Chairman; Henry H. Eddy, Robert H. Bahmer, Lester J. Cappon, Leon deValinger, Jr., Herbert A. Kellar, Ernst Posner; William D. McCain and Roger Thomas, *ex-officio*.

*Committee on Membership*—Seymour J. Pomrenze, Chairman; Beatrice Decker, Thornton W. Mitchell, Lola Homsher, James C. Olson, Virgil L. Bedsole, W. Edwin Hemphill, Jean R. McNiece, Leo Flaherty, George W. Spragge, Herbert Fine, John Gross, Albert Whimpey, Robert Beets.

*Committee on Microphotography*—Daniel F. Noll, Chairman; Gust Skordas, Ernest E. East, Charles Dickens.

*Committee on Program, 16th Annual Meeting*—William J. Van Schreeven, Chairman.

*Committee on State Archives*—David C. Duniway, Chairman; Jesse E. Boell, Leon de Valinger, Jr., Mary G. Bryan, Dolores Renze, Morris L. Radoff.

The annual joint luncheon of the Society with the American Historical Association on the occasion of the Association's sixty-sixth annual meeting took place December 28, 1951, at 12:30 p.m., in the Hotel Statler, New York City. Presiding was Wayne C. Grover, acting on behalf of the Society's President, Col. William D. McCain who was detained on Army duties. Life memberships in the Society were presented to Solon J. Buck and Roscoe R. Hill, after which Lester K. Born, Secretary-General of the International Council on Archives, spoke on the subject, *International Cooperation to Preserve Historical Source Materials*. About fifty persons attended.

The sixteenth annual meeting of the Society will be held in Lexington, Kentucky, Monday and Tuesday, October 27 and 28, 1952. Registration will be at the Hotel Lafayette with meetings there and on the campus of the University of Kentucky.

Members of the Society who do not wish to keep complete files of the *American Archivist* are asked to sell unwanted issues to the Secretary. Especially needed are issues from 1938 to July 1941; also those for April 1947, July 1950, and January, April, and July 1951. Seventy-five cents will be paid for each issue. Communicate with either the Secretary or the Treasurer before sending copies.

### THE NATIONAL ARCHIVES AND RECORDS SERVICE

The Administrator of General Services on December 6, 1951, issued Chapters I and IV of Title 3, Federal Records, Regulations of the General Services Administration. Issued pursuant to Public Law 152, 81st Congress, as amended, and other laws, these regulations contain policy directives, procedural regulations, and general delegations of authority, affecting agency records management programs, records control schedules, disposal of records, transfers of records, and agency records centers. Chapters of Title 3 affecting records creation and the maintenance and use of current records will be issued later.

Several provisions of these regulations are of special interest. Existing Federal agencies are required to complete records control schedules no later than June 30, 1954. The approval of the National Archives and Records Service is required for interagency records transfers. Operating agencies are made responsible for determining the records-retention periods necessary to satisfy their administrative, legal, or fiscal requirements, while records appraisal by NARS "is limited to review for possible value to other agencies of the Government, and for research or historical value." Agencies desiring to establish or to relocate in another city an agency records center are required to obtain NARS approval. Subject only to specified broad policy requirements, agencies may authorize the transfer of records otherwise approved for destruction to non-Federal custody without, as hitherto, obtaining prior approval of the Archivist of the United States.

On June 30, 1951, the Government held a total of 23.5 million cubic feet of records, of which 22 million were in the agencies themselves, and 1.5 million were in the National Archives and Federal records centers. Records are being created at the rate of 3.4 million cubic feet a year, while the disposal



rate is only 2.1 million cubic feet a year. NARS efforts are being directed toward swinging the pendulum in the other direction; as long as a backlog of valueless records remains, disposal should equal or even exceed the rate of records creation.

On December 12, 1951, the National Historical Publications Commission authorized its staff to begin work on documentary histories of the ratification of the Constitution, the proposal and ratification of the first ten amendments to the Constitution, and the work of the first Federal Congress. It also approved plans for the compilation and publication of a directory of custodians of manuscripts in the United States, and it assumed responsibility for the preparation of future volumes of the *Writings on American History*. James R. Masterson and Forest L. Willams have been appointed to serve respectively as editor and assistant editor of the *Writings*. Work on the volume for 1950 is now in progress.

Among records recently deposited in the National Archives are those of the President's Commission on Internal Security and Individual Rights (the Nimitz Commission), January-November 1951; correspondence of the Federal Farm Loan Board with Federal land banks pertaining to the organization and operation of the banks, 1916-26; legislation files of the Office of the Secretary of the Interior, 1907-30, which complete the central files of the Office for that period in the National Archives; and additional correspondence and record books (3,600 cubic feet), of varying dates within the period 1803-1949, of the State Department's foreign service posts throughout the world.

W. L. G. Joerg, chief of the Cartographic Records Branch of the National Archives since 1937, died suddenly on January 7, 1952. Mr. Joerg played a prominent role in the activities of numerous Federal scientific agencies and was widely known for his studies on polar geography, exploration, and geographic place names.

A recently completed inventory of certain classes of materials in the Franklin D. Roosevelt Library reveals that on December 1, 1951, the Library had 46,605 photographs, 18,313 museum objects, and 25,626 books. Positive microfilm prints of the correspondence between Franklin D. Roosevelt and Josephus Daniels in the period 1913-33, comprising 1,000 pages, may now be purchased from the Library. An illustrated folder giving the information about the Library that is most frequently requested by the general public is now available.

### INTERNATIONAL COUNCIL ON ARCHIVES

Charles Braibant, Director of the Archives of France and President of the International Council on Archives, has notified Dr. Wayne C. Grover, Archivist of the United States, that a meeting of the Council's Executive Board will be held in Washington, April 9-11. Dr. Grover is Council Vice President for the Western Hemisphere and a member of the Executive Board. Other members of the board, which manages Council affairs in the interim between sessions of its Constituent Assembly, are: Dr. D. P. M. Graswinckel, Director General of the Royal Netherlands Archives; Sir Hilary Jenkinson,



Deputy Keeper of Public Records, Great Britain; Dr. Lester K. Born, Secretary-General of ICA; Guy Duboscq, Treasurer of ICA and Conservateur Adjoint at the National Archives in Paris; Gustav Vaucher, Director General of the Cantonal Archives in Geneva, Switzerland; Dr. Emilio Re, Inspector General of the Archives of State in Rome; Dr. Purnendu Basu, Director of the National Archives of India, now on leave to serve as Assistant Archivist of the United Nations in New York; Dr. Hector Garcia Chuecos, Director of the General Archives of the Nation, Venezuela; and Dr. Solon J. Buck, Assistant Librarian of Congress.

The first issue of *Archivum*, journal of the International Council on Archives, was scheduled for December 1951. Edited by M. André Artonne, Honorary Librarian of the French Ministry of Foreign Affairs, it will include major articles of international scope, shorter communications, news and notes, a bibliography of bibliographies, notes on technological developments, notices of new collections, and book reviews. The Editorial Policy Board is composed of Sir Hilary Jenkinson, Dr. D. P. M. Graswinckel, and Dr. Lester K. Born. Subscriptions should be sent to the Presses Universitaires de France, 108 Boulevard Saint-Germain, Paris VIe. The price for the annual volume has been set at 600 francs for France and at 700 francs elsewhere.

### TRAINING OF ARCHIVISTS

Attention again is called to the fact that the American University's eighth Institute in the Preservation and Administration of Archives will open in Washington, D. C., on June 16 and continue through July 11. In addition to lectures, the Institute provides laboratory experience in the National Archives, the Manuscripts Division of the Library of Congress, and the Maryland Hall of Records. Special lectures and laboratory experience will be provided for those concerned mainly with the administration of current records. Dr. Ernst Posner, Professor of History and Archives Administration at American University, will be director of the Institute.

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

A recent pamphlet issued by the Direction des Archives de France, entitled *Stage technique d'archives, réservé aux élèves de l'École des Chartes et aux archivistes et étudiants étrangers*, describes a new course of study offered under the joint auspices of the Direction des Archives de France and l'École des Chartes to students of the École and to foreign archivists and students. The course is intended to instruct the student in the techniques of modern archival administration, in the theory of administrative organization, and in fields of documentation and economics. The intensive course will be offered from the middle of January to the middle of March of each year, to be preceded, beginning in the fall of 1951, by a 3-month background course for foreign archivists and students.

## THE LIBRARY OF CONGRESS

The papers of William Howard Taft and certain papers of other members of the Taft family, which have been on deposit in the Library of Congress, have now been given to the United States by the children of the late President. Until January 1, 1960, access to the papers will continue to be given only to those scholars who, through the Chief of the Manuscripts Division, have received permission from a representative of the family. Thereafter the papers will be administered directly by the Librarian of Congress or his authorized representative.

The papers of Colonel George B. McClellan, Jr., have been presented to the Library by Mrs. McClellan. Beginning with scrapbooks he kept during his college days at Princeton, the papers, numbering about 4600 pieces, include an account book of the New York-Brooklyn Bridge Company (1889-1893), of which McClellan was Treasurer; records covering his four terms as member of Congress from New York (1895-1903) and his years as mayor of the City of New York (1903-1909); a diary kept during his military service in World War I; and 15 letters from his father, the Civil War General, whose papers have been in the Library of Congress for a number of years.

A group of papers composed mainly of the military diaries of General August Valentine Kautz (1828-1895) have been transferred to the Library by the Army War College. The diaries, spanning the years from 1857 to 1895, cover all but the earliest part of General Kautz's long and active military service. There are, in addition, a two-volume journal for the Civil War period; a volume of military orders; and eight scrapbooks of newspaper clippings dating from the 1860's to the 1890's.

Ninety-five field notebooks kept in 1887 and 1888 by engineers in the hydrographic, boring, and surveying parties of the Nicaragua Canal Construction Company have been received from the Chase Safe Deposit Company of New York City. These notebooks contain the most minute information about the physical features of the area through which it has recently been proposed to build a second interoceanic canal.

## FOREIGN NEWS

*Austria*

On May 7, 1951, the Österreichische Gesellschaft für Dokumentation und Bibliographie was established to act as a coordinating center for documentation in Austria and as a link in international relations. One of its first tasks will be to publish a guide book to Austrian documentation centers. Dr. L. Kirste of the Technical University is President of the Society, the Vice-Presidents are Dr. J. Stummvoll of the National Library and Dr. R. Kloss, and the General Secretary is Dr. S. Frauendorfer of the School of Agronomy. The Society recently became an associate member of the International Federation for Documentation.

### Cuba

Chronological lists of transcripts of documents of Cuban interest in the Archivo General de Indias at Seville are published in *Misiones Cubanas en los Archivos Europeos*, by Manuel Moreno Fraginals, issued by the Commission on History of the Pan American Institute of Geography and History (Mexico, D.F., 124 p.). The transcripts here listed are in the Archivo Nacional de Cuba. Included also are a brief statement about El Instituto Hispano Cubano de Historia de America, established in Seville in 1928, and a bibliography.

### France

*A.B.C.D. Archives, bibliothèques, collections, documentation*, a long-awaited French review, is now published bi-monthly with the support of the Association Professionnelle des Archivistes Français, the Association des Bibliothécaires Français, the Association Générale des Conservateurs de Collections Publiques de France, and the Union Française des Organismes de Documentation. It will contain leading articles, news and notes on organization, administrative problems, methods and techniques, and studies on archives, libraries, and documentation in France and abroad. A bibliography of bibliographies will also be a regular feature. Short synopses of the main articles are given in French and in English. Subscriptions are available for 1800 francs outside France from 65 rue de Richelieu, Paris. Single copies cost 275 francs.

Microfilms that supplement the collections of documents at the Archives Nationales in Paris are the subject of a brief but detailed list, entitled *Repertoire des Microfilms de Complément Conservés aux Archives Nationales et Communicables au Public* (Paris, Imprimerie Nationale, 1951. 16 p.). According to a note in the Library of Congress *Information Bulletin*, January 14, 1952, the films are divided into five groups: inventories, family archives, economic archives, foreign archives, and miscellaneous. Lists of the collections of moving picture films and sound recordings will follow. In the present *Repertoire* the following data for each film is given in tabular form: nature of original, inclusive dates, origin, date of accession, call number, condition of access, length of film (in meters), size (35 or 16mm.), and type (negative or positive).

### India

Among interesting acquisitions recently made by the National Archives of India are 21 historical documents in Persian received for custody from the Regional Records Survey Committee of the Uttar Pradesh. The work of these committees is financed by a Government of India grant. In addition to the continuing work of arranging and checklisting of records already in custody, the Archives is continuing to locate documents in private custody and collect information on materials of Indian interest in foreign repositories.

### Israel

The Director of the Zionist Central Archives, Dr. G. Herlitz, in his report to the 23d Zionist Congress, reported that because of the special emergency precautions taken the Archives withstood the war of liberation and the siege

of Jerusalem without damage. Much progress has been made since the establishment of the State of Israel. Records have been accessioned from headquarters of the Zionist movement throughout Europe, classified, and stored in modern, newly-equipped areas allocated to the Archives in the Jewish Agency's building.

#### *Japan*

In August 1949 a Microphotography Committee was established in the National Diet Library to study the techniques and uses of microfilm. Members of the committee were selected from scholars and research workers in photography as well as from microfilm users. Through the activities of the committee a microfilm reader has been designed and will soon be placed on the market by the Toho Kogaku Seiko Kabushiki Kaisha (Toho Optical Co., Ltd.). A fine-grain film will also be placed on the market, and microcards are being produced as an experiment. The existence of the committee has been brought to the attention of all organizations, libraries, and government offices that engage in documentary reproduction, and as a result the National Diet Library has become an information center for all matters concerning photocopying for Japan.

#### *Mexico*

The Archivo General de la Nacion, Mexico City, can now provide microfilm copies of records in that institution upon request.

### COLORADO

The Colorado State Archives has completed or is nearing completion the work of placing on microfilm the records of the Board of Nurses Examiners, Department of Agriculture, Game and Fish Department, and the Public Utilities Commission. Underway is a large project, that of microfilming the State Treasurer's records through 1910.

### DELAWARE

The Public Archives Commission of Delaware has begun to publish a quarterly *List of Accessions* to the Hall of Records, Dover. The first issue, October 1951, announces that the purpose is to give the public as soon as possible current information about accessions that were formerly reported only in the Commission's *Annual Report*.

### DISTRICT OF COLUMBIA

In January the District Commissioners approved the expenditure of \$2,000 for a three-month study by Daniel F. Noll, consultant on microphotography at the National Archives, on which records could be destroyed. The Commissioners' Committee on Microfilming and Disposal of Obsolete Records has urged since the end of the war a continuing and centralized program of reducing the volume of old city records. Noll is also supposed to advise on the establishment of a microfilming program.

## ILLINOIS

Important amendments to the laws governing the management of records at the State and local levels were enacted by the last Illinois General Assembly. County authorities may now safely destroy obsolete records approved for destruction by a board appointed to make recommendations, since "any finding and order of the board authorizing petitioner to destroy records shall be a bar to any action against the petitioner because of the destruction of such records." The legal status of microfilm was clarified and any county, municipality, or other political sub-division in the State may now destroy records which have been microfilmed, after due notice and a public hearing. This does not apply to records at the State level.

The State Records Commission was reorganized and given the power to authorize any State agency to destroy any records the destruction of which is not prohibited by law. Formerly the State Records Commission was merely advisory to the General Assembly. An attempt is being made to set up a general disposal schedule for "housekeeping" records similar to the general schedules established by the National Archives.

## MICHIGAN

The Executive Committee of the Clements Library Associates has announced that Dr. Luther H. Evans, Librarian of Congress, has been appointed Randolph G. Adams lecturer for 1952. He will deliver the first lecture in Ann Arbor on October 8, 1952. The Randolph G. Adams Memorial Fund was established in 1951 for an annual lectureship by the Clements Library Associates and other friends of the late Director of the Clements Library.

## MINNESOTA

The Forest Products History Foundation, associated with and housed by the Minnesota Historical Society, is described in a recent pamphlet, *Retracing the Blazed Trail*, as "the national repository of American forest history." The foundation will establish a great bibliography of American forest products industry; collect and preserve the records of the American forest products industry; provide a record service program; help all companies in the field of forest products to deal with the growing accumulations of business records; develop a publication program; and write company histories; and promote an educational program.

## NEBRASKA

The Nebraska Historical Society has received from the State an initial appropriation for the development of a long-term program to microfilm its Nebraska newspapers, some dating from Territorial days. The Society will, for the most part, microfilm newspapers published outside the larger cities, leaving the task of microfilming newspapers published there to the publishers and

local libraries. Copies of all newspapers microfilmed under this program will be made available to other libraries at cost. Inquiries should be addressed to Mr. John B. White, Librarian, Nebraska State Historical Society, Lincoln 9, Nebraska.

### NEW YORK

The University of Rochester has acquired, by the will of the late W. H. Seward III, some 100,000 documents of William Henry Seward and members of his family. All the extant correspondence of the Secretary of State, except letters from President Lincoln, were among the documents, together with legal papers, diaries, account books, and other manuscript records. The arranging of the correspondence in chronological files is nearly completed, but the indexing will require several years. The records have been housed in a special room in the University Library and are now available for use by qualified scholars.

### NORTH CAROLINA

William S. Powell, former researcher for the Department of Archives and History, is now on the staff of the University of North Carolina Library.

The largest body of records pertaining to a single organization ever to be deposited in the Archives of the Historical Foundation of the Presbyterian and Reformed Churches at Montreat, North Carolina, was received when the books of the Home Mission Committee of the Synod of North Carolina covering the years 1887 to 1947 were accessioned. Church records and private papers continue to arrive at the Archives, which is by now one of the outstanding centers of church history in the United States. Representatives of the Library of the University of Kentucky recently spent a week at the Archives micro-filming certain Kentucky records and manuscripts.

### OHIO

Recent accessions by the Ohio State Archaeological and Historical Society at Columbus include 10 boxes of papers, 1830-1949, of Dr. Albert Gallatin Byers, first Secretary of the Ohio Board of State Charities, and his son, Joseph P. Byers, noted penologist; 211 original cartoons by J. Hal Donahey, the *Cleveland Plain Dealer*, 1920-1940; 25 letters, 1916-1921, of Warren Gama-liel Harding, and 9 holograph speeches, 1910-1922; 2 boxes of papers of the Ohio Civil War General Theodore Jones, 1860-1900; 112 boxes of papers, 1914-1949, of the Lake Shore Electric Railway Company, Sandusky; papers of Mrs. Mary Brown Lee, prominent Republican, John Patterson MacLean, author and archaeologist, Ohio Revolutionary Memorial Commission, Robert C. Schenck, Separatist Society of Zoar; and a diary of Robert C. Shute on a trip through Ohio in 1838.

The American Jewish Archives, on the campus of the Hebrew Union College-Jewish Institute of Religion, Cincinnati, has announced the acquisition

of the Jacob H. Schiff papers and the Felix M. Warburg papers. These collections will be described in the near future in the quarterly, *American Jewish Archives*.

### OKLAHOMA

The Oklahoma Historical Society is planning a project designed to strengthen the Society's holdings by acquiring microfilms of historical materials concerning the Oklahoma region in other depositories. The Board of Directors has indicated that certain documents in the National Archives may be filmed as the first step in the new program.

### OREGON

Willamette University and the Oregon State Archives have been experimenting in the possibilities of interne training for students in the social sciences. One graduate student in Education has received credit for a study and inventory of Vocational Education records relating to war service training during World War II. Another has prepared a calendar of the political papers in the Asahel Bush collection, and is now preparing a study and inventory of the records of the Reconstruction Advisory Board of the 1930's. The experiment has been satisfactory to all concerned and both institutions plan to enlarge the program.

The 1951 legislature of the State of Oregon revised the law relating to the microfilming of official records. The changes for the most part affect the microfilming of county records and make possible a major change in the record keeping process. Documents no longer need to be recorded in separate files but now may be recorded in one series by filming in order as received. It is expected that this change in the law will also affect the keeping of court records. At the same time, provision has been made for the filing of security microfilm copies of records with the State Archivist and for their legal use in case the originals are destroyed.

### VERMONT

The Church of the Latter Day Saints is undertaking to microfilm all vital records prior to 1850 existing in the Office of the Secretary of State and in every town in the State of Vermont at no expense to the State. Mr. and Mrs. Lloyd Hughes of Plainfield, Vermont, are doing the work.

### VIRGINIA

Mr. James A. Bear, Jr., recently on military leave, has returned to his post as assistant archivist at the University of Virginia Library.

Under the auspices of the National Historical Publications Commission a committee has been formed under the chairmanship of David J. Mays of Richmond to consider plans for the publications of James Madison's papers. Other



members of the committee are Lyman H. Butterfield, director of the Institute of Early American History and Culture at Williamsburg, and Francis L. Berkeley, Jr., of the University of Virginia.

### WISCONSIN

One of the most important and largest collections of American manuscripts still in private hands, the unique McCormick collection, containing more than 1,000,000 manuscripts and 20,000 printed pieces, has been acquired without cost by the State Historical Society of Wisconsin. The assembling of the collection was instituted in 1912 by the McCormick Historical Association, originally composed of the children of Cyrus Hall McCormick.

The collection will be housed as a separate entity in the Society's building in Madison and will be available for study and research as soon as it is shelved and arranged. The University of Wisconsin is the residual beneficiary in case the State Historical Society ever ceases to exist or moves from the campus area at Madison. Dr. Herbert A. Kellar, curator of the collection since 1915, has been named coordinator of the collection.

### MISCELLANEOUS

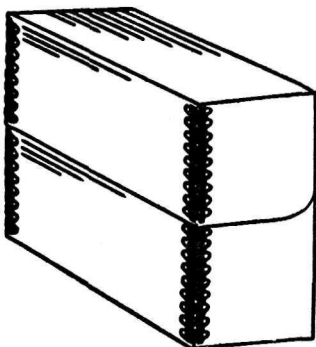
The Joint Committee on the Safeguarding of Library Materials in an Emergency at its January 11th meeting heard reports on the World War II experience of the Committee on Conservation of Cultural Resources and on the plans that the Army Medical Library and the Library of Congress have made for the safeguarding of their collections. The Committee concluded that the Society of American Archivists, the National Research Council, and the American Association of Museums should be invited to join the Committee; that the chairman should appoint an executive committee to represent libraries, archives, research councils and museums; and that the executive committee should prepare a statement of objectives for consideration of the full Joint Committee.

Reprints of the valuable "Guides to American History Manuscript Collections in Libraries of the United States," compiled by Ray Allen Billington and published in the *Mississippi Valley Historical Review* for December, 1951 (p. 467-496), are now available for purchase at the editor's office, Tulane University, New Orleans 18, Louisiana. The 206 entries in the bibliography cover both manuscript collections in Federal depositories and manuscript collections in the libraries of the States.

Members of the Society working in the field of current records management will be interested in *The Bulletin* issued by the Records Management Association of Chicago. The December 1951 issue contains an interesting article by Robert S. Sponhour of the Chicago Operations Office of the Atomic Energy Commission entitled "Records Management — the Dollar and Time Saver of the Management Field." For information on membership write the Records Management Association of Chicago, P. O. Box 651, Chicago 90, Illinois.



# FIBREDEX



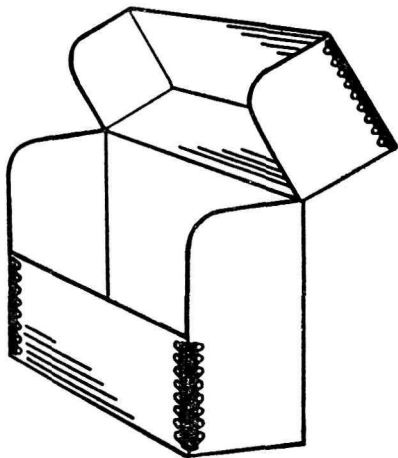
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