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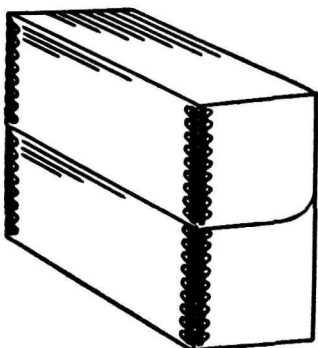
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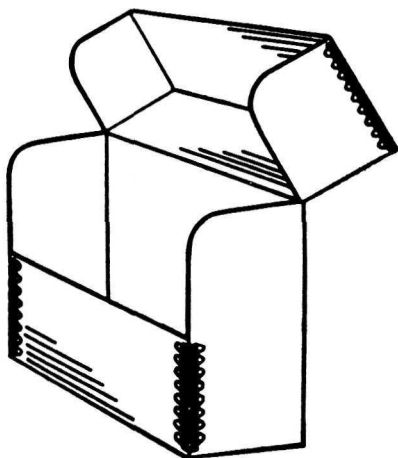
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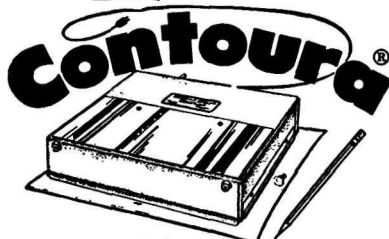


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# News Notes

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 or institutions have been accepted by the council as members of the Society:

William T. Alderson, Tennessee State Archives; Vernon L. Beal, Michigan Historical Commission; John C. Borky, Army Map Service; Raymond B. Clark, Jr., Maryland Hall of Records; Suzanne McLaurin Connell, Veterans' Administration; Walter E. Dorsett, Letterkenny Ordnance Depot; Leone W. Eckert, New York State School of Industrial and Labor Relations; Joseph F. Halpin, Air Force Records Center (Dayton, O.); Francis C. Haber, Maryland Historical Society; Josephine L. Harper, Wisconsin State Historical Society; Henriette Hartman, United Nations; John C. Howerton, National Archives; Olney Walton Hill, Vermont Public Records Commission; Sara D. Jackson, National Archives; Hedda M. Johnson, Louisiana State University; Vijaya Chandra Joshi, National Archives of India; Rev. Emilien Lamirande, Archives Deschiatelets (Ottawa, Canada); Frances A. Markowitz, Pennsylvania Public Records Division; Richard W. Morin, Baker Library; Public Archives of Nova Scotia (Halifax, N. S.); Donald Putnam, Toronto Public Library; Albert A. Rosenfeld, Records Engineering, Inc.; Dorothea M. Stephenson, New York State Archives; Rev. Worth M. Tippy, Office of Archives, DePauw University; and Madeline Willis, Ford Motor Company.

## THE NATIONAL ARCHIVES AND RECORDS SERVICE

A portrait of Robert D. W. Connor, 1878-1950, the first Archivist of the United States, 1934-41, was unveiled in the National Archives conference room on October 10, 1952. Executed by Mrs. Arthur M. Nash of Washington, D. C., well-known portrait artist and long-time friend of the Connor family, the painting was unveiled before a gathering of relatives, friends, and colleagues of the late Archivist by Thomas Connor Murray, a grand-nephew. A tribute to Dr. Connor was read by Dr. Waldo G. Leland, Director Emeritus of the American Council of Learned Societies and sometime president of the Society of American Archivists.

Among records recently received by the National Archives are records of the Federal Board of Hospitalization, 1921-48, certain predecessors and committees of the Central Statistical Board, 1933-40, the Office of the Secretary of the National Defense Advisory Commission, 1940-41, the Liaison Officer for Emergency Management, 1941-43, and the Office of the Director of Liquidation and the Liquidation Advisory Committee, January-June 1946; closed docketed case files of the Indian Claims Commission, 1947-52; maps and graphs created by or acquired by the Forest Service portraying the develop-



ment of the national forest system and the use of forest lands and timber, 1875-1945; and photographs illustrating Army aviation activities at Rockwell Field, Calif., during World War I.

A large exhibit of historic and scientifically significant maps in the National Archives documenting geographical exploration and topographic mapping by the United States Government, 1777-1952, was displayed in the National Archives exhibition hall during July and August. The exhibit was presented on the 175th anniversary of General George Washington's appointment of Robert Erskine, July 27, 1777, as the first surveyor-geographer of the United States. Delegates to the Third Pan American Consultation on Geography of the Pan American Institute of Geography and History attended the opening ceremonies, at which brief papers on the history and significance of Federal participation in exploration and mapping activities were read by Paul A. Siple, leader of polar expeditions and Military Geographer of the Department of Defense, Lyle C. Craine, Assistant Director, Program Staff, Office of the Secretary of the Interior, and Herman R. Friis, Chief, Cartographic Records Branch, National Archives. A limited number of copies of these papers and of the catalog of the exhibit are available upon request.

George Washington's first inaugural address as President of the United States, delivered on April 30, 1789, has been reproduced in facsimile by the National Archives. The eight pages of the reading copy of the address, written in Washington's own hand and signed by him, are reproduced in actual size and presented in a handsome pamphlet, which also includes an account of the events leading up to the inaugural. Copies may be ordered either from the National Archives or from the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C., at 75 cents each.

Finding aids recently published by the National Archives include a preliminary inventory of the records of the Price Decontrol Board and *Reference Information Papers* Nos. 41 and 42 dealing with records in the National Archives relating to the Russian Empire and the Soviet Union and to the Mexican States of Sonora, Sinaloa, and Baja California. A limited number of copies of these publications are available for distribution upon request. Volume 18 of *Territorial Papers of the United States*, presenting official documents relating to the Territory of Alabama, has also been issued and can be obtained from the Superintendent of Documents at \$5.50 per copy.

The National Historical Publications Commission announces the formal establishment of a project for the publication of the papers of John C. Calhoun by the University of South Carolina in cooperation with Clemson College and the Commission. Dr. Robert L. Meriwether, professor of history at the University of South Carolina and director of the South Caroliniana Library, has been named editor. Prof. C. L. Epting of Clemson College is chairman of the publications committee, and Dr. J. H. Easterby of the Historical Commission of South Carolina is its secretary. Persons having information about Calhoun papers that are not readily available in well-known depositories, especially papers in private possession, are urged to communicate with Dr. Meriwether.

On September 25, 1952, the Administrator of General Services informed

all Federal agencies that a new federal records center had been established in the Administration's Region 1 at Boston, Mass. This brings the number of such regional centers to eight, other centers having been established previously at New York, Washington, Atlanta, Fort Worth, Chicago, Denver, and San Francisco. There is also a specialized center at St. Louis for records of former Federal employees.

### LIBRARY OF CONGRESS

Four volumes of the papers of Francis Baron Howard of Effingham (1643-95) have been deposited in the library for consultation only. These papers cover the years that Effingham spent in Virginia as governor of the royal province. Among the papers are several basic records of provincial Virginia — journals of the House of Burgesses, and legislative and executive journals of the Council — which have hitherto been regarded as lost. Lord Effingham's own register of proclamations and other public documents, his letter book of communications with the home government, and a remarkable series of personal letters to his wife afford abundant materials for the study of an administration for which first-hand sources have hitherto been meager.

The papers of Myrtila Miner (1815-64), founder of the school for Negro girls in Washington that has since become Miner Teachers College have been given to the library. This gift of about 400 pieces includes some of Miss Miner's family correspondence, papers and letters pertaining to the development and operation of the school, and letters from or to students, parents, and famous nineteenth-century leaders, including Harriet Beecher Stowe, William H. Beecher, Emma D. E. N. Southworth, President Millard Fillmore, and Gerrit Smith.

Papers relating to President Zachary Taylor and his son Richard constitute another recent gift to the library. This collection of 450 items includes correspondence and business papers, 1847-87, relating to western unrest after the Mexican war and throwing light on such matters as the President's tour of Pennsylvania and New York in August and September 1849, the management of the Taylor cotton and sugar plantations, and the settlement of the President's estate. Particularly noteworthy are letters received from John M. Clayton, George W. Crawford, Jefferson Davis, Abbott Lawrence, Levi Lincoln, William Meredith, Gen. Persifor Smith, and Truman Smith.

Three volumes of papers of Alfred M. Badger (1808-68), nineteenth-century merchant and entrepreneur of Georgetown and Syracuse, N. Y., and 67 manuscript sermons and a few letters of Henry Ward Beecher (1813-87) have also been deposited in the library. The latter supplement Beecher materials previously placed in the library and relate to the Civil War and reconstruction era. The Ulysses S. Grant papers have also been supplemented by a gift of 16 documents, including autographed drafts of the President's second, third, fourth, and fifth annual messages to Congress and special messages on fixing the salary of the President, on affairs in Arkansas (February 8, 1875), on "the slaughter of American citizens in Hamburg, S. C." (July 31, 1876),

on the Santo Domingo question, and other matters concerning National finance and appropriations. The original manuscript diary of Bishop A. J. Tomlinson, founder of the Church of God, covering the period 1901-43 in five volumes, has also been acquired.

The papers of Rear Adm. William F. Fullam have recently been added to the manuscripts deposited in the library by the Naval Historical Foundation. Admiral Fullam commanded the gunboat *Marietta* in Caribbean waters, 1906-7, served as commandant of the Naval Academy, 1914-15, and commanded the reserve and patrol forces of the Pacific Fleet during World War I. Included among his papers, which number approximately 1,500 pieces and cover the period 1883-1926, are memoranda, reports, analyses, manuscripts of articles, and correspondence with Franklin D. Roosevelt, William Snowden Sims, Josephus Daniels, and Gen. William Mitchell.

The president of the James Monroe Memorial Foundation, Inc., Laurence Gouverneur Hoes, has permitted the library to copy his collection of papers of President Monroe. The papers are reproduced on two reels of microfilm, and there are no restrictions on their use. It is believed that, with this accession, all important papers of the fifth President are now available, either as originals or as reproductions, in public depositories — most of them in the Library of Congress.

The library has published a 117-page bibliography of 338 books, articles, and other materials concerning the protection of libraries, museums, and archives. Entitled *Safeguarding Our Cultural Heritage*, copies may be purchased from the Card Division of the library, Washington 25, D. C., for 85 cents per copy.

#### AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY

At the annual meeting of the American Association for State and Local History in Houston, Texas, in October, members heard discussions of "Manuscripts and History" by Justin Turner, president of the National Society of Autograph Collectors, and "American History Research Center" by George M. Waller, chief of that institution. A panel discussion of *American Heritage* was presented by Earle Newton, editor of that magazine, S. K. Stevens, Dorothy Barck, Lester J. Cappon, and Ann Boyer. Howard J. Peckham, director of the Indiana Historical Bureau, served as moderator.

#### AMERICAN DOCUMENTATION INSTITUTE, INC.

A new constitution and by-laws were adopted by the American Documentation Institute at its meeting at the Library of Congress on September 26. Members also heard Jesse H. Shera on "The Education of Documentalists," Ralph R. Shaw on "Instrumentation for Documentation," Maurice Tauber on "Cataloging and Bibliography," Mortimer Taube on "ADI's Publication Program," and Robert Tumbleson on "What Should ADI Do to Stimulate Project Sponsorship in Documentation?"

## AMERICAN STUDIES ASSOCIATION

A 2-day conference dealing with the interpretation of American civilization abroad was called in Washington November 28 and 29 by the American Studies Association, a national society for the study of American civilization, which was organized in the spring of 1951. Three conference sessions were devoted to American studies programs in Europe, experiences of American scholars in Europe, and experiences of European scholars in America. A fourth session dealt with the implications that the findings of the preceding meetings had for American civilization studies programs in the United States. Officers of the ASA are Prof. Carl Bode of the University of Maryland, president; Prof. Merle Curti of the University of Wisconsin, vice president; and Robert Land of the Library of Congress, secretary-treasurer.

## CHURCH ARCHIVES

Church archivists and others who have not seen the recent issues of *The Bulletin: Records and Proceedings of the Committee on Archives of the United Church of Canada* have missed an interesting and useful publication. Number 5 of *The Bulletin*, an issue of 54 printed pages, includes, in addition to interesting reports by the several archives committees of the United Church, good short articles on the United Church archives, the Peter Jones collection at Victoria University, the archives and historical materials at Union College, the French Protestant archives, the Vancouver city archives, and the letters and diaries of certain religious leaders of Canada. *The Bulletin* is one of the most substantial publications of its kind we have seen, and it should serve as a challenge and example to kindred archival organizations here and abroad. It is understood that copies of the periodical can be obtained by addressing E. C. Kyte, Librarian, United Church of Canada, at Wesley Buildings, 299 Queen Street West, Toronto, Ontario.

## GRAPHIC HISTORY SOCIETY OF AMERICA

Founded at a meeting in New York on September 10, the Graphic History Society plans to foster the dissemination of data on picture sources, the encouragement of publication, and the use of pictures in education. Art historians, American antiquarians, and users of modern photographs will be invited to join. The temporary chairman of the society is Paul Vanderbilt, Library of Congress consultant in iconography.

## SHERATON GROUP

The Sheraton Group, organized in Chicago last April, is interested in learning of the existence of collections of business records, of guides to such records, and of research in progress relating to business history, including histories of individual firms. The group plans to serve as a clearing-house for such information, through frequent issues of a news letter. The Business Historical Society has offered its facilities for the collection of this informa-

tion; communications should therefore be sent to Miss Hilma Holton, Secretary of the Sheraton Group, Soldiers Field, Boston 63, Mass.

### TRAINING OF ARCHIVISTS

An administration seminar for records consultants, file supervisors, and executive and research secretaries was held November 17-21 at the LaSalle Hotel in Chicago. The seminar, sponsored by Records Controls, Inc., included lectures and round table discussions covering the scientific principles underlying all records administration, group discussions, field trips, and analyses of students' individual records problems. The faculty for the seminar included Bertha Weeks, director of Records Controls, Inc., and guest lecturers.

The twenty-first annual conference on records management was held in Chicago on October 10. Some 400 office managers, comptrollers, supervisors, and persons in charge of their companies' records attended this one-day session that dealt with every phase of business records management. In addition to Bertha Weeks, managing director of Record Controls, Inc., speakers at the conference were John Erickson, Celotex Corp., Chicago; Edith Sidney, Chicago public school system; Ida Welch, Miller Brewing Co., Milwaukee; Terry Beach, National Archives and Records Service; and H. O. Whitten, Public Service Co. of Indiana.

Dr. A. Bein, deputy director of the Zionist Central Archives in Jerusalem, reports that a training course for archivists sponsored by the Ministry of Education and Culture, the Hebrew University, and the Jewish Historical Society was conducted between October 13 and November 4. Twenty-four persons from the university and from archival institutions in Israel participated. Sessions were held at the university and at the Zionist Central Archives building. Members of the staffs of the university, the archives, the national library, and other government offices served as instructors. In addition to furnishing instruction in the history, theory, and practice of archives administration, the course provided the students with basic knowledge in certain auxiliary sciences — Hebrew and Latin paleography, diplomatics, bibliography, chronology, and librarianship.

### INTERNATIONAL COUNCIL ON ARCHIVES

The secretariat of the International Council on Archives has announced that the Second International Congress on Archives will be held in The Hague from June 16 to 19, 1953. A notice giving the details of the agenda of the congress will be distributed later. Persons wishing to register for the congress should inform the secretariat of the congress at General State Archives, 7, Bleyenburgh, The Hague, before February 1, 1953. The registration fee has been fixed at 10 Dutch guilders to be paid in The Hague, and registration can be for an individual or in the name of an institution which will then be represented by a single member at the congress.

Certain questionnaires pertaining to the development of agenda for the

Congress and to the preparation of a new international guide to archives have also been distributed. American replies to these questionnaires, so far as the Society of American Archivists is concerned, are being prepared by Lester K. Born, chairman of the Society's committee on international relations.

## FOREIGN NEWS

### *Austria*

In honor of Josef Stummvoll, Alois Kisser, and Ernst Trenkler, directors of the Austrian National Library, *Das Antiquariat* published a special anniversary issue (July-August-September 1952). The articles, contributed by colleagues in the library and affiliated fields, deal with library administration, bibliophily and bibliography, archives, art, and historical and literary problems.

### *India*

The National Archives of India continues to accession records from the agencies of the government of India and archival estrays from other parts of the world. In the past few months 20 boxes of records belonging to the late Central India States Agency, covering the period 1822-1912, were received. Twenty-five bound volumes of the revenue survey records belonging to the office of the director of land records and dealing with survey and cartographic work done on the frontiers of the province of Bengal, 1844-59, form an important source of information not only for the student of survey and exploration but also for those interested in the history of the frontier tribes, and their way of life.

Through the local records sub-committee of the Indian Historical Records Commission, valuable information has been revealed about the condition prevailing in the records repositories attached to various ministries of the government of India and their attached and subordinate offices. As a result of this inquiry initiated by the government, information has also been received from some of the state governments. Some of the central government agencies have agreed to have their record-room staffs trained in the National Archives of India; others are being persuaded to do so. Several ministries and departments have agreed to permit their records to be inspected by the director of archives.

### *Italy*

In June 1952 Prof. Robert L. Reynolds of the University of Wisconsin and Prof. Hilmar C. Krueger of the University of Cincinnati completed a 2-year research project at the Archivio di Stato in Genoa. About half of the twelfth and thirteenth century cartularies at Genoa and the cartulary of Arnaldus Cumanus, which is in the Archivio di Stato at Savona, were microfilmed for the Library of Congress. The 50 reels which have been received by the library are a treasure house of information about medieval economic life.

*Korea*

Evelyn B. McCune has returned from a 3-month stay in Japan and Korea sponsored by the Library of Congress and the State Department. Her report on the condition of Korean libraries says in part:

All the great libraries in Seoul are boarded up and are in a state of neglect and confusion. I was able to get into six of these libraries and to make brief surveys of their condition. Many of the more important books from each library were sent to Pusan, where they are now either in storage or in limited use in the colleges and in the Korean War History headquarters. The most interesting collection was that found in the museum of the National University of Seoul. Thousands of books from all libraries had been piled to the ceiling in this room by the Communists during their stay in Seoul in the summer of 1950. Also in this room were about 500 sacks of books, packed by them for removal to the North. With the aid of several assistants, I unpacked about half of these sacks and classified the contents roughly as we unpacked. It was soon evident that the documents had been chosen with great care and knowledge. Rare manuscripts of all kinds and archival material of the greatest value appeared as the unpacking continued. A plan for microfilming was immediately drafted.

*Spain*

On Columbus Day, October 12, the Ambassador of Spain to the United States accepted on behalf of the Spanish National Academy of History a 448-year-old letter, recently identified as having been written by Christopher Columbus. The Library of Congress had purchased the letter as a copy for \$60 in 1945, in order to withdraw it from the market and to call it to the attention of the Spanish academy. The late Spanish scholar, Antonio Ballesteros Beretta, made exhaustive studies of the letter and before he died in 1949 decided that the document is an original. The letter was returned to Spanish custody in keeping with the library's announced policy of restoring, wherever possible, documents in its possession that have been improperly removed from other institutions.

## CALIFORNIA

Unbound back files of California newspapers in the Bancroft Library are being microfilmed for preservation by the newspaper microfilm project of the general library of the University of California at Berkeley. These newspapers are being microfilmed in accordance with the "Proposed Standard for the Microphotographic Reproduction of Newspapers" of the Association of Research Libraries.

A recent gift to the archives of the University of California is the correspondence of John C. Merriam, professor of paleontology and historical geology in the University of California, 1894-1920, and dean of the faculties at the time of his resignation in 1920. The 33 filing cases of letters, cover the years 1904-16. Dr. Merriam was a pioneer in the study of the paleontology of the West. His voluminous correspondence includes letters from scientific workers in his own and allied fields, explorers, and scholars. In 1920 Dr. Merriam left the university to become the president of the Carnegie Institution of Washington; his correspondence of this later period of his life has been deposited in the Library of Congress.



## COLORADO

The Colorado State Archives has microfilmed the records of the board of nurse examiners, the department of agriculture, the game and fish department, and the public utilities commission of the State of Colorado. The microfilming of the State treasurer's records through 1910 is in progress.

## DELAWARE

The Delaware Public Archives Commission has announced the transfer from the Chester County Historical Society of West Chester, Pennsylvania, of the records of the Gilpin family—papers gathered by Vincent Gilpin (1795-1866), a resident of Wilmington and Philadelphia. The Pennsylvania society considered the Delaware archives the proper depository for these records.

## ILLINOIS

The Illinois State Library is microfilming the Kaskaskia records housed at the Randolph County court house in Chester, Illinois. With the completion of this filming, the State library will have reasonably complete file of the early Illinois records, as the Cahokia records are already on film in its archives division.

## MARYLAND

On May 27, 1952, the governor of Maryland issued an announcement to the heads of all State departments, institutions, and agencies, the first two paragraphs of which read as follows:

A recent examination of records and record-keeping practices by State Agencies made by the State Archivist indicates that material economies probably could be effected by changes in current procedures for the management of official records. Pursuant to authorization by the Legislature at its recent session, the Board of Public Works has contracted with a management engineering firm, Records Engineering, Inc. of Washington, D. C., to make a detailed survey of State Records, and to make a report for each State agency covered by the survey.

The object of this survey will be, principally, to develop effective procedures for managing and retiring current and noncurrent records resulting from the conduct of the official business of the State government. It is expected that this phase of the survey will result in a reduction of space occupied by these records and the equipment required to house them; the elimination of duplicate records; and the establishment of schedules that will provide for the automatic retirement of records no longer required for current operations. Another objective of the survey will be to determine the extent, if any, to which microphotography can be employed to advantage in the preservation of State records.

Records Engineering, Inc., the firm that was selected to conduct the survey program for Maryland, has also recently conducted records management projects for the Immigration and Naturalization Service, the government of Montgomery County, Maryland, and such business organizations as B. F. Goodrich Co., Armour and Co., and the Radio Corporation of America.



## MASSACHUSETTS

A new church historical group, the Congregational Christian Historical Society, was organized on October 15, 1952, at Boston. Purposes of the new group include the collection and preservation of historical documents and books, the encouragement of the preservation of historical material, the celebration of historical events, and the preservation of historical sites and monuments. The Congregational Library, 14 Beacon Street, Boston, has been designated a depository for historical material, as has the Hammond Library of the Chicago Theological Seminary. At present the society consists of a board of governors, made up of representatives of national boards of the church, plus a few delegates at large. Its officers include the Rev. Arthur H. Bradford, president; Frederick L. Fagley, secretary; and John A. Harrer, librarian and treasurer.

The Massachusetts State Library has undertaken a program of microfilming "flat files" and records in various State departments to save filing space. Records being filmed include the case files of the department of industrial accidents, the military records of the adjutant general's office, the case records in the department of correction, the old age assistance records in the department of welfare, the personnel records in the office of administration and finance, and the tax records in the department of corporations and taxation. As a defense measure records created during the last 2 years have been microfilmed on duplicate negatives. Bound volumes of records in the archives division of the office of the secretary of state of Massachusetts are being microfilmed by that division.

## NEW JERSEY

William Benedon, formerly associated with the National Records Management Council, has recently been appointed to the staff of the library, archives and history division of the State department of education. In his new position, Mr. Benedon will work with Roger H. McDonough, director of the State library, in developing a sound archival program for the State. To help relieve the present serious space problem confronting almost every major department of the State government, Mr. Benedon is currently engaged in making a detailed survey of all official State records for the purpose of devising disposal and retention schedules for each category of records. In addition, he is working with a committee established by the chief justice of the supreme court to study the county court records in order to determine proper disposal schedules for all counties of New Jersey. It is anticipated that when the committee completes its work it will be possible to make a wholesale attack on the large collections of legal records that have accumulated in the county court houses. As a corollary to the work of this committee a new statute is being prepared that will set up machinery for disposing of these records on a regular basis. It is to be noted that this statute will require approval of the State agency concerned before final disposition is made.

During the past few years, the superior court of New Jersey has been micro-

filming the voluminous records of the former chancery court of New Jersey relating to foreclosure and divorce cases. After exhaustive research, including a series of conclusive tests to determine the efficacy of the film copy of the records, it was decided that the original court records for 1921-29 could be destroyed.

### NEW YORK

To make sure that valuable information, letters, and documents relating to Sigmund Freud and his work will not be lost to mankind, a group of leading psychoanalysts has established the Sigmund Freud Archives, with headquarters at 575 Madison Ave., New York. This institution has entered into an agreement with the Library of Congress to assemble and house at the library the documents and letters it collects. The annual cost of maintaining the archives is estimated at \$24,000, and a fund of \$100,000 is being sought to carry on for 4 years. The founders of the archives request those who knew Freud or who have information about him to get in touch with them.

### NORTH CAROLINA

New members of the staff of the department of archives and history, who are working on the microfilm project, are Beatrice Hardie, Barbara Schettler, June Cherry, and Rose Ennett. The department has recently published the following items in processed form: *Resources Available for In-Service Education From the State Department of Archives and History* and *Bibliography of North Carolina County Histories*, compiled by Eva J. Lawrence and William S. Powell.

### VIRGINIA

The Institute of Early American History and Culture at Williamsburg issued on September 22 the first number of a processed *News Letter* containing information about the institute's activities. Members of the institute's council will receive the *News Letter* automatically; others wishing to receive it should apply to Lyman H. Butterfield, director of the institute.

### WEST VIRGINIA

The University of West Virginia has published its *Fourth Report, Division of Documents, 1951-1952, Collection of West Virginia History*. The report includes detailed descriptions of the documents acquired.

### SPECIAL NOTICE

The Ninth Institute in the Preservation and Administration of Archives at The American University has been scheduled for the period beginning June 22 and ending July 17, 1953. For information write Dr. Ernst Posner, School of Social Sciences and Public Affairs, The American University, 1901 F Street, N.W., Washington 6, D. C.

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# The Society of American Archivists Reports for the Year 1951-1952<sup>1</sup>

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## MINUTES OF THE COUNCIL

October 27, 1952

The Council met in the Primrose Room of the Hotel Lafayette, Lexington, Ky., at 5:45 p.m., October 27, with all members present.

The secretary presented the following names of applicants for admission to the Society: Henriette Hartman, United Nations; John C. Howerton, National Archives; Sara D. Jackson, National Archives; Hedda M. Johnson, Louisiana State University; Vijaya Chandra Joshi, National Archives of India; Madelyn Willis, Ford Motor Company.

*Voted*, to elect those applicants to the Society.

On invitation of President McCain, Dr. Solon J. Buck addressed the Council. After reporting on certain matters pertaining to the National Records Management Council, Dr. Buck presented a proposal of the Librarian of Congress that the Society nominate a representative to serve on an ad hoc committee to study the problems involved in developing cooperation between repositories in the acquisition of manuscripts.

*Voted*, to authorize the president of the Society to appoint a representative to serve on such a committee.

*Voted*, to refer any questionnaire sent by the International Council on Archives to the chairman of the Society's Committee on International Relations.

*Voted*, to authorize the president of the Society to appoint a Committee on Revision of the Constitution that shall report its recommendations in time for the members of the Society to act on them at the 1953 annual meeting.

*Voted*, to recommend that the Society consider proffering, jointly with the Archivist of the United States, a formal invitation to the International Council on Archives to hold its 1956 Congress in the United States.

The meeting adjourned at 7 p.m.

ROGER THOMAS, *Secretary*

## MINUTES OF THE BUSINESS MEETING

October 27, 1952

The Society convened in its annual business meeting in the Gold Room of

<sup>1</sup> Additional reports will be published in the April 1953 issue.

the Hotel Lafayette, Lexington, Ky., at 8:30 p.m., October 27, 1952, approximately 125 members attending.

Miss Dorothy Taylor presented a corsage to Miss Helen L. Chatfield, retiring treasurer, as a token of the Society's appreciation for her long and competent service as treasurer. Miss Chatfield then read her final report in which it was announced that the Society had a surplus of \$1,500. In the absence of Mrs. Elizabeth E. Hamer, chairman of the Auditing Committee, the secretary read that committee's report. The treasurer's report, with that of the Auditing Committee, was accepted and ordered to be placed on file.

The report of the secretary was read, approved, and ordered to be placed on file. The secretary then read, for the information of the Society, the minutes of the Council meeting held at 5:30 p.m., in the Primrose Room of the Hotel Lafayette.

The president referred to the whole meeting the question of resolutions of thanks; it was then *voted*, to authorize the president and secretary to thank the University of Kentucky, its librarian, archivist, and president and the Kentucky Historical Society, the Frankfort Country Club, the Hotel Lafayette, the Local Arrangements Committee, and the Program Committee for their part in making the 1952 annual meeting of the Society a success.

On motion from the floor, it was *voted*, to send letters of condolence to the families of Society members who died during the year. On motion from the floor, it was *voted*, to thank Lester E. Smith, chairman of the Committee on Archival Bibliography, for his work on that Committee.

The vice president took the chair to receive the report of the Committee on Nominations. Leon de Valinger, chairman, presented the following slate:

For president, William D. McCain

For vice president, Theodore R. Schellenberg

For secretary, Roger Thomas

For treasurer, William D. Overman

For council member, for a term of five years ending in 1957, Morris L. Radoff.

No nominations being made from the floor, the slate presented by the Committee on Nominations was voted into office by unanimous ballot.

The remaining council members with terms of office are Dorothy K. Taylor (1953), Christopher Crittenden (1954), Robert H. Bahmer (1955), and Alice E. Smith (1956).

The president announced the membership of the Committee on Nominations for 1953 to be:

Dorothy K. Taylor, chairman

Margaret C. Norton

Leon de Valinger.

The meeting adjourned at 9:30 p.m.

ROGER THOMAS, *Secretary*

## MINUTES OF THE COUNCIL

October 28, 1952

The Council met in the Primrose Room of the Hotel Lafayette, Lexington, Ky., at 8:30 a.m., October 28, 1952, the president, the vice president, the treasurer, the secretary, the editor, Robert H. Bahmer, Christopher Crittenden, Alice E. Smith, and Dorothy K. Taylor attending.

Some discussion of the need for providing an opportunity for certain committees to hold scheduled sessions at annual meetings followed. *Voted*, to approve any action taken by the chairman of the Program Committee to provide for such special sessions of committees at future annual meetings.

The secretary announced that the Society had received invitations to hold its seventeenth annual meeting in Dearborn, Mich., and Williamsburg, Va. Invitations to hold future meetings at Madison, Wis., Ithaca, N. Y., and Washington, D. C., were also noted. *Voted*, that the seventeenth annual meeting be held in Dearborn, Mich., not later than October 15, 1953. The Council authorized the secretary to ascertain whether the American Association for State and Local History would hold its 1953 annual meeting on dates immediately preceding or following those for the Society's meeting in Detroit (or Dearborn), as was the custom in earlier years.

The treasurer submitted the proposed budget for 1952-1953. *Voted*, to approve the budget as submitted.

On motion, *voted*, to extend the privilege of honorary membership to Margaret C. Norton, archivist of Illinois, and M. Charles Braibant, director of the Archives of France.

The meeting adjourned at 9:15 a.m.

ROGER THOMAS, *Secretary*

## ANNUAL REPORT OF THE TREASURER, 1952

It makes me very happy that in this, my last report to you as treasurer, I can assure you that the finances of the Society are again in good condition, and that we have a comfortable working balance in the bank. Our receipts this year amounted to \$801.97 more than our expenditures, and our bank balance at the end of the fiscal year was \$1,522.03. This satisfactory state of affairs has been brought about largely through the continuing campaign of our dynamic Membership Committee and the successful efforts of our editor in securing advertisements for the *American Archivist*, as well as through the increased rate for subscriptions voted at the last annual meeting.

The number of names on our mailing list, which includes members, subscribers, and exchanges has risen from 731 as of October 1951 to 779 as of October 1952, or an increase of 48, of which 13 are members and 34 subscribers. These figures are net, and take into account the deletions from the list. We are, therefore, quite a bit nearer to our goal of 1,000 names. The quarterly mailing list status report is given below.

Classes	Code number	October 1951	January 1952	April 1952	July 1952	October 1952
<b>Members, annual:</b>						
Domestic:						
Individual	(1)	396	412	398	398	407
Institutional	(2)	60	57	56	57	57
Foreign:						
Individual	(3)	47	47	46	46	50
Institutional	(4)	19	18	17	19	19
Members, life	(5)	6	6	6	6	6
Members, honorary	(6)	5	7	7	7	7
Total members		533	547	530	533	546
<b>Subscribers:</b>						
Domestic	(7)	130	133	135	136	145
Foreign	(8)	53	56	60	71	72
Total		183	189	195	207	217
Exchanges	(9)	10	10	10	11	11
Official users	(10)	5	5	5	5	5
Total mailing list		731	751	740	756	779

During the nine years that I have been treasurer, and especially during the last two years in which I have kept the individual accounts, formerly the work of the secretary, I have had an excellent opportunity to observe the working of the Society. Before stepping out of office, I would like to offer a proposal based on ideas growing out of the experience of these years. This proposal takes the form of an agenda for the Long Range Planning Committee, to which I would give responsibility for: (1) a continuing study of the need for amendments to the constitution; and (2) a continuing reconnaissance of our membership and their outstanding professional accomplishments.

It is to be expected that with changing conditions and the growth of our Society, changes in the constitution will be desirable. For example, our constitution does not provide for by-laws. Yet, in my work as treasurer, it has become increasingly apparent that we should have some rules to govern the work of the treasurer, and the treasurer's relationship with the other officers. By-laws would greatly facilitate the Society's business, especially if we follow the formula that has been suggested of limiting the terms of the officers. The Long Range Planning Committee would not take the place of a legislative drafting committee, but might, whenever it seemed desirable, indicate to the president the desirability of the appointment of such a committee.

The treasurer more than any other officer of the Society carries on a continuing correspondence with the membership for the collection of dues and

the maintenance of the mailing list. Prosaic as it may be, this correspondence always brings to mind the work that particular people are doing and the variety and extent of our professional activity. Ours is a developing profession. Many members have made or are making contributions of lasting value to the profession, and our Society should take note of them. Yet we have no focal point in our Society where the "warp and woof" of these outstanding contributions may be woven into a single coordinated pattern of achievement. It seems appropriate, therefore, for the Long Range Planning Committee to undertake such a continuing surveillance and, from time to time, to report their findings to the membership and to make proposals to the Council that honorary memberships be conferred.

With such assignments the Long Range Planning Committee would become an instrument for coordination and continuity of policy in the Society, and should therefore have a membership which does not change with each new president. In view of my proposals, I am sending a copy of this report to the chairman of the Long Range Planning Committee. And now it is time to end this report and to bring to a close this treasurer's business, with all good wishes to the next treasurer.

HELEN L. CHATFIELD, *Treasurer*

BUDGET PROPOSAL, FISCAL YEAR 1953

	FY ending 6/30/51 (actual)	FY ending 6/30/52 (estimated)	FY ending 6/30/52 (actual)	FY ending 6/30/53 (estimated)
1 Cash on hand July 1	\$ 699.08	\$ 720.06	\$ 720.06	\$1,522.03
RECEIPTS				
2 Membership dues:				
Domestic	2,570.00	2,860.00	2,736.00	2,736.00
Foreign	122.17	135.67	132.90	132.90
3 Publications:				
Subscriptions	988.10	1,068.10	1,450.75	1,450.75
Other	497.96	500.00	593.36	593.36
4 Interest on bond	25.00	25.00	37.50	12.50
5 Annual meeting			108.34	
6 Contributions for IAC	142.00			
Receipts annual	4,345.23	4,588.77	5,058.85	4,925.51
Receipts total	5,044.31	5,308.83	5,778.91	6,447.54
EXPENDITURES				
7 Administrative expense:		600.00		800.00
Secretary's Office	381.63		396.52	
Treasurer's Office	259.65		309.78	
Committees	22.00		43.00	
8 Publications:				
Torch Press	3,296.17	4,120.17	3,461.33	3,500.00
Other	97.90	200.00	46.25	500.00
9 Annual meeting	35.40			



10	Contributions & dues to IAC	231.50	50.00	100.00
	Expenditures, annual	4,324.25	4,970.17	4,256.88
11	Cash on hand end of period	720.06	338.66	1,522.03
				1,547.54
	(Sgd.) WILLIAM D. MCCAIN President	(Sgd.) ROGER THOMAS Secretary	(Sgd.) HELEN L. CHATFIELD Treasurer	

Approved by the Council October 28, 1952.

### AUDITORS' CERTIFICATE

We, the Auditing Committee, have made an examination of the transactions and books of the Treasurer of the Society of American Archivists, Miss Helen Chatfield, for the fiscal year ending June 30, 1952, and we hereby certify that:

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

Satisfactory vouchers are on file covering full disbursements.

The balance of cash on hand as of July 1, 1951 and June 30, 1952 was on deposit as of those dates.

In our opinion the attached statements are a full and complete report of the financial activities of the Society for the fiscal year ending June 30, 1952.

ELIZABETH E. HAMER, *Chairman*

LEWIS J. DARTER, JR.

*Auditing Committee*

*Society of American Archivists*

*Washington, D. C.*

October 22, 1952

### REPORT OF THE SECRETARY FOR THE YEAR 1952

This sixteenth annual meeting of the Society of American Archivists finds over 120 members gathered here from our membership of 750—the second largest meeting. We are here to inform ourselves and to meet and greet others in our profession. It is therefore not unfitting for the secretary to recall a few of the larger events in the “archival world,” even though many of you may be familiar with them. Against such “backdrops” most of us play out our smaller story, enlivened and dramatized, perhaps, by such annual meetings as this.

My summary of noteworthy archival events does not pretend to follow a chronological order. The meeting of the Executive Committee of the International Council on Archives brought the director of the Archives of France, M. Charles Braibant, to Washington and Annapolis in the spring. Other events in the following list happened earlier, some later: the formation of the Italian Committee for the Protection of Cultural Resources; the foundation of the National Microphonic Association; the gift by Henry Holt and Co. of 800,000 record items, representing the accumulated documentation of 86 years of publishing, to the Archives of American Letters at Princeton University;

the establishment of archival courses at Hebrew University in Israel; the first assembly of the Ibero-American Congress of Archivists in Madrid; the construction of an atom proof vault in the archives at Ankara, where our present host, Dr. Laurence Thompson, has been advising on archival matters; the disclosure of plans of the Philadelphia Library Company to construct a new depository at a cost of \$1,000,000; and the dedication of Tennessee's new archives building. Since chronology matters little, I may add as a last item the issuance of two new periodicals of interest to archivists everywhere — *Archivum* and *ABCD* (Archives, Bibliothèques, Collections, Documents).

The main activity of the Society, aside from committee activities, was cooperation in the registration of archivists by the American Council of Learned Societies. As a result of the labors of a member of the Society, the ACLS was persuaded to include archivists in the Council's register of persons working in the humanities. Anyone doing archival work who has not received a registration blank should inform the secretary of this Society.

The ACLS project suggests the possibility that your secretary might maintain a similar registration for the Society, using the application blanks of its members. The large number of out-of-date or missing applications has daunted previous secretaries, but it would be pleasant if a re-registration of our membership were authorized so that the secretary could enliven his next report by presenting an analysis of the data that would thus be accumulated.

The long-windedness of last year's report has had in the interim more than one passing notice. This time you shall have a brief, brisk statement. Reports of seven committees are summarized below.

The Committee on Archival Bibliography, Lester W. Smith, chairman, can truthfully point to the adage about "the proof of the pudding." The October issue of the *American Archivist* gives this proof with 445 entries dealing with all phases of archival thinking and action. As the chairman says, "the vigor and variety of the literature" has never been more convincingly shown than this year. The consolidated bibliography, long considered a desideratum by the committee, is still in progress. Members should note that the committee is always ready to aid in the specific study of any appropriate subject.

This year the Committee on Archival Buildings and Equipment, Victor Gondos, chairman, advised with New Jersey authorities on a projected library, museum, and archives building to cost \$1,000,000. The secretary of state of California was given advice on reconstructing for archival use an old building, the State printing plant. This building was particularly fitted for the storage of records because its thick floors were originally built to hold heavy printing machinery. The committee made suggestions on the construction of a small archival vault at Woodstock College; prepared an analysis of space problems for the Civil Service Commission; suggested a file room layout for the Cornell University School of Industrial and Labor Relations; furnished building plans, at cost, to the Massachusetts Building Commission; mailed copies of the committee's booklet, "American Archival Architecture," to Mexico City and to Leicester, England; discussed archival building plans with officials of the Air

University Library; advised on plans for a modular-type building that may be erected in Saskatchewan; and discussed with South Carolina authorities their records storage and equipment problems. As in the past, the chairman of the committee gave lectures on archival buildings and equipment at the American University course on archives administration.

The Committee on Emergency Activities, Vernon Santen, chairman, originally planned to issue a bibliography on the subject of the protection of records in times of emergency. Since the Library of Congress has already issued a bibliography, *Safeguarding Our Cultural Heritage*, the committee has dropped its bibliographical project. The chairman suggests that members of the Society acquire copies of the Library of Congress publication and call to the attention of appropriate Federal, State, and local officials those entries therein of concern to them.

When Francis Berkeley, chairman of the Committee on College and University Archives, accepted a Fulbright appointment, he was succeeded by Rev. Henry J. Browne. The committee sponsored a breakfast session at this annual meeting — a testimony of the committee's activity. Analysis of questionnaires distributed by the committee to colleges and universities is still going on; of 300 institutions circularized, about half have replied. Fifty-six institutions indicate that responsibility for the preservation of archives is divided between the school library and the offices of origin. Library storage is provided in 31 institutions, and in 38 institutions records remain where they are created. Museums, registrars' offices, and bookkeepers guard the records in other institutions. Thirteen schools have committees working on the archival problem. Attention of members of the Society is called to an article in the July issue of *College and Research Libraries* entitled "No Ivory Tower; the Administration of a College or University Archives" by Dwight H. Wilson, a member of the Society's committee.

The Joint Committee on Historical Manuscripts (composed of representatives of this Society, the American Association for State and Local History, and the Library of Congress), Lester Cappon, chairman, reports that the Library of Congress has prepared a plan for a union list or national register of manuscripts. Rules for the cataloging of manuscript collections are in preparation. Cards are to be prepared and issued with a form and style of entry similar to that used by the Historical Records Survey in its guides to manuscript collections. In June the committee met and discussed the cataloging rules and subsequently the rules were revised in certain respects. The committee will aid the Library in advancing the project and it is hoped that the National Society of Autograph Collectors will also participate, particularly in connection with the assembling of data concerning manuscript collections in private hands. So far, the joint committee has communicated with 13 libraries about the project (all libraries are eventually to be canvassed with reference to their manuscript holdings), and a sample letter, filed with the committee's report, shows what points are being emphasized. It is hoped that cards for each manuscript collection or group can be filed with cards describing

other groups in a union catalog. Perhaps annual volumes or 5-year accumulations of entries in the catalog can be printed in book form. Governmental archives material as well as historical manuscripts will be covered by the catalog. Canadian and possibly other foreign collections may eventually be covered as well. The Library of Congress proposes to begin work on its own holdings as soon as possible. For other institutions, tentative entries are planned, at first taken from printed guides; every effort will be made to follow current acquisitions and, as time permits, the older holdings will be listed. The principal libraries must first cooperate as "persuaders" for all to enter; hence the effort to get such libraries in line through the joint committee.

The Committee on International Relations, Lester K. Born, chairman, presented a resolution, adopted at this Society's fifteenth annual meeting, in support of the International Council on Archives in furtherance of the protection of archives in wartime and endorsing the work of the International Committee on Monuments, Historical and Artistic Sites and Archaeological Excavations sponsored by UNESCO. The Archivist of the United States was asked to invite the Executive Board of the International Council on Archives to meet in Washington. He did so and the meeting was held there.

The chairman of the committee read a paper on international cooperation in the preservation of historical source materials before the joint session of the American Historical Association and our Society in New York last December. It was not possible for any committee member to be at the third meeting of UNESCO's branch on archives in January. The State Department was persuaded by the committee, in the name of the Society, to put the *American Archivist* in certain American libraries in Germany and Austria, and efforts were made to get the Department to include archivists in the program for the exchange of persons program. Such exchanges may take place in 1953. SHAPE office was advised as to the interest of archivists in the development of a military organization to protect archives in wartime. The committee's chairman compiled for inclusion in a UNESCO manual on the subject of protection the relevant data about the United States. The committee also considered the possibility of including archivists in the Fulbright program; the continued abstracting of foreign periodicals, once a feature of the *American Archivist*; the preparation of an article for *Archivum* on the genesis of international archives; and a resolution, to be presented to the Council of the Society, about holding the meeting of the International Council on Archives in the United States in 1956. The committee wishes to emphasize that it will, at any time, be glad to act as a clearinghouse for "archival travelers."

The important Committee on Membership, S. J. Pomrenze, chairman, is always too modest to report at length on its invaluable work. Its accomplishments have already been noted, however, in the treasurer's report. As we have now passed the three-quarter mark in our goal of a thousand members, we know how well the committee has done its work. One hundred and fifty letters were sent out to administrators, State libraries, and special libraries. Geographically placed agents, members of the committee, added their efforts.

It is well to recall that *all* members of the Society are also agents to find new applicants, for the Society is exclusive only within its aims, only within the limitations of its constitution.

The secretary regrets to report the death of three members since the fifteenth annual meeting: Victor Hugo Paltsits, E. E. Edwards, and Mrs. A. Norma Kilmartin.

No proper conclusion could be made to the secretary's report without frank admission that his work is the result of forbearing help from the Archivist of the Maryland Hall of Records, the Hall of Records Commission, Miss Elizabeth W. Meade and Mr. John Hively of Annapolis, and, not least of all, the committee chairmen and officers of the Society.

ROGER THOMAS, *Secretary*

### REPORT OF THE JOINT COMMITTEE ON HISTORICAL MANUSCRIPTS

During the past year the Library of Congress has offered a plan for the compilation of a Union Catalog or National Register of Historical Manuscript Collections, to be carried on by that institution. At a meeting in the Library of Congress on June 19, 1952, attended by several members of the joint committee, this project was discussed in detail. The Descriptive Cataloging Division of LC with the cooperation of the Manuscripts Division has prepared "Rules for Descriptive Cataloging in the Library of Congress: Manuscripts." These rules are to be used in the preparation of printed cards by LC for manuscript collections and represent an adaptation of printed cards for printed books. The essential information on each card is to be similar to that incorporated in the entries as developed by the Historical Records Survey years ago for the preparation of its various *Guides* to manuscript collections. At the meeting on June 19 these rules were discussed and as a result they have since been revised.

The Library of Congress proposes to begin work on its own manuscript collections as soon as possible so that printed cards can be prepared and filed as the nucleus for the proposed Union Catalog. Copies of these cards will be available for sale. The library with the help of the joint committee hopes to solicit the cooperation of research libraries throughout the country in sending into the LC the necessary information about their manuscript collections. This information will be edited by LC for the purpose of printing cards. It is planned that the Union Catalog should include governmental archival material on the national and State level as well as historical manuscripts and it is hoped that the necessary information on manuscript collections in private hands can also be obtained through the cooperation of members of the National Society of Autograph Collectors.

The joint committee has sent a statement of this project to thirteen leading research libraries throughout the country for the purpose of soliciting their

support while the undertaking is still in the planning stage. Favorable replies have been received from a number of these libraries. It is hoped that this project can proceed without serious delay from the planning stage into actual operation. The project will be brought to the direct attention of all research libraries at a later date.

I am enclosing herewith a copy of the letter which was sent to the thirteen libraries since this statement gives some aspects of the project in more detail than I have outlined above.

LESTER J. CAPPON, *Chairman*

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