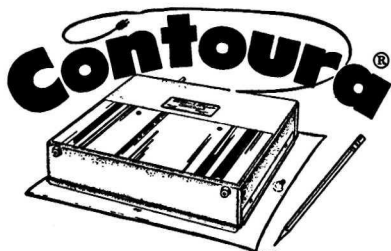


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Preparation of Annual Reports¹

By LEON DE VALINGER, JR.

Delaware State Archives

THE archivist's annual report can be many things to many people. Some may regard it as an annual "headache," a legal requirement to be fulfilled, or a necessary evil demanding the expenditure of much valuable time at a busy season of the year. Others recognize in the annual report their best ambassador of good will. It provides the medium for giving a report of the administration of an archival agency to interested constituents, whether they are citizens of a nation, state, county or municipality, members of a historical society or religious denomination, or stockholders of an industrial corporation. This is probably the best medium the archivist has available to recount officially the progress of his agency's efforts, its deficiencies, and its future plans or requirements. The press and radio are usually interested in obtaining local news of this nature and will give it sympathetic treatment. Obviously the more the public reads or hears about an archival agency the better informed it is about what the agency is and does. Many advantages in the way of new accessions and increased support can thus accrue.

Granted that the annual report is an asset to an archival establishment, what should be the nature of such a report? Should it be a comprehensive, summarizing, or statistical account? The answer lies with the archivist, who can decide, under the local conditions prevailing, what type of report will best serve his agency's needs. It is usually a wise policy to recount as much of his archival activities as will interest the public and to introduce the names of donors and others who have cooperated in his efforts.

As there are different kinds of reports there are also different methods of compilation. Some archivists do nothing toward the preparation of the report until that part of the year known as "annual-report time" arrives. Then all other duties are suspended and after a search through correspondence, accessions lists, financial records, and other sources the material for the report is collected and the writing begins. Other administrators carefully keep office

¹ Paper read at the annual meeting of the Society of American Archivists, Lexington, Kentucky, October 27, 1952.

diaries of daily events, as well as running notes under the separate categories of their annual reports so that when the end of the fiscal or calendar year arrives their research at least is done and they have a good idea of the material in hand for writing their reports. Still others prepare drafts of sections of the annual reports as events occur during the year. At the conclusion of the 12-month period much of the text of the report is at hand, and it is not too difficult a task to weed out extraneous material and insert essential data needed to complete the report. The two last methods of report preparation are certainly recommended.

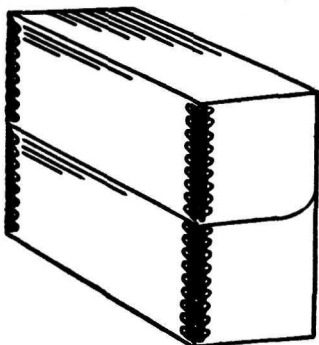
In his consideration of the contents of the annual report the archivist has to decide, within the limitations of printing space and available publishing funds, how much is to be included in the report. Having made this determination he then decides within those bounds what is to be included and what is most essential. His constituents, whether they comprise the public, officers of the society, or the board of directors of an industry, will wish to know what he has done in the past year, how much it cost, and — if a project is not completed — how long it may take and how much more it will cost. The archivist, on the other hand, will wish to report some additional information. He will, of course, wish to tell what has been accomplished, what he plans to do, and what additional assistance he may need to continue the work. If the limitations of publication do not restrict him he will desire to describe the outside assistance received either from donors or from volunteer workers; he will wish to give details of the work methods devised for classification, repairing, microfilming, and other aspects of the work. He may also wish to give detailed information about the collections or about legislation passed during the year affecting the archives.

Having determined all of the preceding points, the archivist is then confronted with deciding on the format or the style in which the annual report is to be published for distribution. Archival agencies of limited budgets may at first only be able to distribute typed copies to the officers or commissioners of their agency. In most cases they will discover that the reception is enthusiastic and they will be urged to find means to make more copies of their reports available. They will then either find the means for having their reports printed or avail themselves of duplicating equipment, so that their reports can reach the public and other interested persons. In designing the format it is well for the archivist to keep in mind that many hours of his and his staff members' time have gone

into the preparation of this report and that it should make as good an impression as possible upon the readers. Just as the archivist has learned much from industry in aspects of record keeping, micro-filming, and other techniques, he can also profit by the experience of industry in the preparation of annual reports. Not so long ago corporate reports were dull, uninteresting publications distributed merely to fulfill legal requirements. Industrialists soon realized, however, that if they were to obtain new investment capital it would be necessary to explain to the small investor what their companies were manufacturing and how the companies operated. They were aware that their former reports were not being read. The result was an entire change in the annual-report aspect of their public relations, with the result that most industrial firms now issue attractive, colorful reports, plainly written and well designed, with enough pictures, graphs, and charts to help the reader visualize their message. Few archival agencies would have the funds to issue such reports, but they can certainly learn something from the successful methods of industry in presenting these reports to their constituents.

A perusal of the back number of the *American Archivist* reveals that astonishingly few archival agencies of this country have submitted reports to be reviewed in the journal of this Society. It cannot be that those submitted are from the only archival agencies in the country that prepare annual reports. If the others do not make their reports public, let us hope that they will plan to do so; there are undoubtedly interesting features of the work of each agency, which others would like to know about. Archival establishments throughout the country are coming into being or maturing with each year. Those administering them are avid for information on the proper methods of procedure. The annual reports of others would be invaluable to these new agencies in making decisions involving the selection of methods and equipment. Let us hope that an increasing number of archivists will prepare their reports and publish them so that the fund of archival knowledge in this country may thus be enriched.

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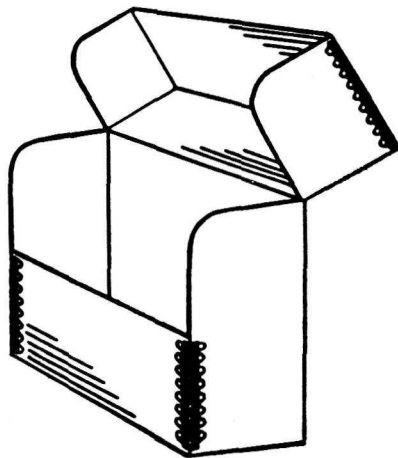
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The International Course on Archives, 1951-52¹

THE international course on archives held its first meeting at the Archives Nationales on November 5, 1951. This happy step in international cooperation was due primarily to Charles Braibant, Director of the Archives of France and President of the International Council of Archives.

The International Council on Archives was established in the realization that there should be a common bond between all archives — of Europe, the Americas, Africa, and even Asia — in order that archivists might get acquainted, compare their methods, and agree upon archival procedures. The council sponsored international congresses of archivists, the first in Paris in 1950. Both at meetings of the council and during sessions of this first congress, M. Braibant was struck by the different archival practices with respect to organization, methods of classification and inventorying, and terminology. In order to end these differences, to reach a common viewpoint, and to develop intellectual cooperation, he decided to establish an international course on archives. This course would review matters pertaining to records, would permit national representatives already informed on archival questions to expand their knowledge, and would help representatives from newly created states to resolve the problems involved in the classification and use of large masses of records. To M. Braibant, the Archives Nationales in Paris seemed designed to provide the setting for this course.

In France, the administration and organization of archives is highly centralized and standardized. All French archivists, having had the same training at *École des Chartes*, apply uniform methods in their work. Because the depositories in their custody serve both historical and administrative needs, they work directly with the ministries and prefectures, and are thus enabled to provide solutions to current records problems. M. Braibant thought that these characteristics of French archival procedure were sufficient to give

¹ Abstract of a paper by A. Mirot, Archives Nationales, Paris, translated by Alexander Mavro of the National Archives in Washington. It is here printed for the information of persons in the United States who may be interested in enrolling for the course in the fall of 1953.

France the role of educator. In the course he secured the participation of distinguished professors of the Collège de France, the University of Paris, the Law School, and the École des Chartes and of distinguished administrators in the government service.

Actually the program of instruction necessitated such participation. To begin with, the evolution of French archives and the history of foreign archives would have to be covered. After the study of the historical evolution of these archives would come lectures on archival organization, both in France and other nations. It was planned also to discuss the expansion of French archives; the classifying, inventorying, and listing of records; their protection against destructive agents; their repair, reproduction on microfilm, and their availability for use on the spot or through loans. Nor could documentation centers be overlooked, either those in Paris or those in the departments. The course would necessarily outline roughly the organization of public administration in France. Within the history and organization of the archives would be treated the content of archives, limited, because of the vastness of the subject, to French archives. The desire was to bring out the richness of archival documents for studying various fields of history — religious, literary, economic, colonial, military, maritime, social, and modern political history.

To realize so broad a program the course was divided in two parts — first, lectures reserved for archivists and foreign students from the first of November to mid-January; and second, lectures from mid-January to mid-March open to archivists, foreign students, and graduates of the École des Chartes. Actually these last attend a seminar at the Archives Nationales after their graduation, to supplement, in certain technical aspects, the knowledge acquired at the École des Chartes and to learn administrative practices that are indispensable in the performance of their functions. The second part of the course permitted foreign archivists and École des Chartes graduates to become acquainted, to increase their points of contact, and to develop the spirit of collaboration and mutual confidence.

This course opened at the Archives Nationales in November 1951 with more than eight nations represented. All the lectures were in French. The classes met in the morning, usually for an hour and a half, and devoted the rest of the morning to the exchange of views between the lecturer and the students. A few afternoon sessions discussed archival terminology — the meaning of fonds, sous-fonds, series, subseries, dossiers, liasses (bundles), and regis-

ters. Also discussed were the distinctions between *états sommaires*, *inventaires sommaires*, *inventaires analytiques*, *répertoires numériques*, and *répertoires numériques étendus*. Each student gave his definitions of these terms and then the definitions were compared in order to arrive at definitions satisfactory to all. Account was taken here of practical matters. Each student had to prepare an inventory of records in the Archives Nationales relating to his own country. These inventories, undertaken with enthusiasm and satisfactorily completed, have become useful tools for the Archives and the searchers who frequent the institution.

This first course was a real success. All the foreign archivists in attendance expressed their satisfaction at getting such instruction, conceived in a truly international spirit. The course can and should be of service to the cause of archives by helping to standardize methods and harmonize doctrines. It is hoped that all informed nations will send archivists to take the course and to work, like those who came in 1951, side by side with their French colleagues, in the development of archival science.

W. J. BARROW

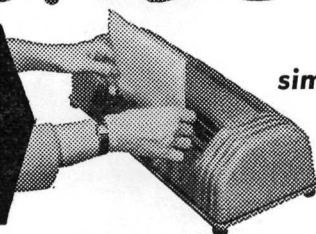
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News Notes

MARY C. LETHBRIDGE, Editor

Assisted by ROY HART, *National Archives*

*Department of State
Washington, D. C.*

SOCIETY OF AMERICAN ARCHIVISTS

The secretary reports that the following persons or institutions have been accepted by the council as members of the Society: Lyle H. Miller, secretary of the Kansas Historical Society, Topeka, Kansas; John P. X. Britt, Ford Motor Company; Miriam E. Loveland, archivist of the First Church of Christ Scientist, Boston, Massachusetts; Raymond P. Flynn, National Archives; Jay R. McKee, archivist of the Firestone Tire and Rubber Company, Akron, Ohio; the Archives of Depauw University, Greencastle, Indiana; and Records Engineering, Inc., Washington, D. C.

The Society will hold its seventeenth annual meeting in Dearborn, Michigan, on September 14-15, 1953. Members attending the meeting will, if they so desire, be able to attend the sessions of the American Association for State and Local History, since that organization is holding its annual meeting in Detroit on days just preceding the Society's meeting.

Members who have not already done so are urged to return the form "Biographical Register," properly filled out, to the secretary at Box 131, Annapolis, Maryland, as soon as possible.

The following committee assignments have been made to date by President McCain:

Committee on Archival Bibliography — Lester W. Smith, Chairman; Lester K. Born, Edna L. Jacobson, Ernst Posner, Alice E. Smith.

Committee on Archival Buildings and Equipment — Victor Gondos, Jr., Chairman; Leonidas Dodson, Gust Skordas, W. Frank Burton.

Committee on Auditing — Russell Anderson, Chairman; Watt Marchman.

Committee on College and University Archives — Rev. Henry J. Browne, Chairman; Leonidas Dodson, Gaston Litton, Clifford K. Shipton, Lewis G. Vandervelde, Dwight H. Wilson.

Joint Committee on Historical Manuscripts (with the Library of Congress and the American Association for State and Local History) — Lester J. Cappon, Chairman; Philip C. Brooks, Edith M. Fox.

Committee on Local Arrangements, Seventeenth Annual Meeting — Henry Edmunds, Chairman.

Committee on Program, Seventeenth Annual Meeting — Emmett J. Leahy, Chairman; Wayne C. Grover, Vice Chairman.

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

Committee on Labor Union Archives — Paul Lewinson, Chairman; Elizabeth W. Meade.

Committee on Revision of the Constitution—William D. McCain, Chairman; Morris L. Radoff, Helen L. Chatfield, Wayne C. Grover, Sherrod East, Leon de Valinger.

Committee on State Archives—David C. Duniway, Chairman; Morris L. Radoff, Dolores C. Renze, Mary G. Bryan, Robert Brown, Henry H. Eddy.

The annual joint luncheon of the Society and the American Historical Association was held on Dec. 29, 1952. President William D. McCain presented certificates of life membership in the Society to Margaret C. Norton, Archivist of Illinois, and, through the secretary, to M. Charles Braibant, Director of the Archives of France, who was unable to be present. Morris L. Radoff, Archivist of Maryland, spoke on the subject "What the Archivist Expects of the Historian." About 90 persons attended the luncheon.

Robert M. Hill of the New York Public Library represented the Society at the inauguration of Buell Gordon Gallagher as president of the City College of New York on Feb. 19, 1953.

REPORT OF THE COMMITTEE ON STATE ARCHIVES FOR THE YEAR 1952

Members of the Committee on State Archives undertook studies of a number of topics, and the results were presented at a breakfast at the annual meeting at Lexington, Kentucky. The full text of three of the reports will be distributed to all State archivists. In summary their basic recommendations may be of interest to others.

The salary survey by Morris Radoff of Maryland revealed that the lowest salary received by a State archivist was \$2,178 and the highest, \$8,250. Two of the three lowest salaries were for positions that were restricted, and bear no real resemblance to the duties and responsibilities of other State archivists. There were only 7 out of 33 State archivists who received a salary of more than \$6,999. There was an average advantage of \$500 in favor of archivists with full administrative responsibility as against those whose duties were not as broad. Greater variations existed from east to west, the Middle Atlantic States averaging \$7,238, and the South West and Far West averaging less than \$5,000.

The survey of microphotography in the States by Mrs. Dolores Renze of Colorado, was based upon an initial survey undertaken by John Baxendale of Vermont in 1951. It was found that 196 departments in 43 States utilize microphotography. There are 16 States where there is a central microfilming agency, although control and effective utilization varies greatly. Microphotography is generally done on a reimbursable basis. In only a few cases is rigid control vested in the central agency. In the majority of cases the agency is a service bureau. As a result many records appear to have been needlessly microfilmed. Thirty-two States have departments employing more than one full time operator. Camera equipment of all major manufacturers is in use, although Recordak installations are definitely in the majority. Bureaus of Vital Statistics in 33 States use microfilm, undoubtedly due to

the cooperative program worked out with the Federal Government. However, in most instances the equipment is in use only from a week to 3 days a month and is otherwise idle. In some instances the work is scheduled by the central agency. Archival or historical agencies use microphotography in 24 States for a wide range of projects. Revenue and finance agencies and employment, security, and welfare agencies in 22 States, motor vehicle departments in 15 States, highway departments in 13 States, and personnel, civil service, or retirement agencies in 10 States all use microphotography for a variety of projects. Other departments using the process vary greatly. An overall summary reveals that 15 State agencies in Oregon utilize microfilm, 11 in California and New York, 10 in Illinois, 9 in Massachusetts, 8 in Colorado, and 7 in Alabama, Michigan, and Pennsylvania.

The survey of laws governing archival agencies, undertaken by Mary Bryan of Georgia, resulted in gathering recent legislation from a number of States, a summary of functions based upon previous surveys by Lester Cappon, and the Committee's 1951 directory and a brief bibliography. It was recommended that all State archivists furnish the committee with copies of laws passed in 1953 which affect their functions. A survey of records destruction in the States, undertaken by Leon de Valinger of Delaware, was based on the former work of the committee in gathering information for the 1951 directory.

In view of the success of the work of the committee in gathering data, it is recommended that a breakfast be held again this next year in connection with the annual meeting of the Society at Detroit.

DAVID C. DUNIWAY, *Chairman*
JESSE BOELL
MARY GIVENS BRYAN
LEON DE VALINGER
MORRIS L. RADOFF
DOLORES RENZE

THE NATIONAL ARCHIVES AND RECORDS SERVICE

On December 15, 1952, the Declaration of Independence, the Constitution of the United States, and the Bill of Rights were formally enshrined in the Exhibition Hall of the National Archives. Chief Justice Vinson presided at the colorful ceremonies, which were attended by about 500 Federal officials and representatives of national organizations. Following an address by President Harry S. Truman, the roll of the States was called by Governor Carvel of Delaware, during which women of the Armed Forces of the United States massed the flags of the States on either side of the shrine. Luther H. Evans, Librarian of Congress, and Wayne C. Grover, Archivist of the United States, unveiled the enshrined documents. As reported in a previous issue of the *American Archivist*, the transfer of the Declaration and the Constitution from the Library of Congress to the National Archives was made possible by an agreement reached between the Librarian and the Archivist and approved by the Joint Congressional Committee on the Library on April 30, 1952. Now,

for the first time in many years, the three documents are displayed in the same place.

To provide safe storage for the three great charters when they are not on display or in case of emergency, a fireproof and bombproof vault has been constructed some 20 feet below the shrine. Located almost in the center of the Archives Building, the vault is of steel and reinforced concrete more than a foot thick. Four solid masonry walls stand between it and the street on all sides, and above it are five floors and a roof of reinforced concrete, their combined thickness being about four feet. An electrically operated mechanism capable of lowering the documents, along with their supports, into the vault and closing the massive lid at a moment's notice is provided. A stand-by battery system supplies electricity for the mechanism in case of power failure.

The Bill of Rights has been sealed in helium by the National Bureau of Standards in the same manner that the Declaration and Constitution were sealed in 1951. Thus all three documents are protected from harmful dust, moisture, heat, and chemicals in the air. Further, they are shielded from damaging light rays by special filters installed in the glass covers of the shrine case and in the spotlights that illuminate them.

On either side of the shrine there have been placed on permanent display some of the most significant documents that led to American independence and the establishment of the Federal Union. In the semicircular gallery adjacent to the Exhibition Hall, displayed in cases that once graced the Freedom Train, there are on exhibit more than 200 documents, maps, and pictures illustrative of the history of each of the 48 States.

Finding aids recently published by the National Archives include *Reference Information Paper* No. 43, dealing with materials in the National Archives relating to historical programs of civilian Government agencies during World War II, and preliminary inventories of the central office records of the National Resources Planning Board, the "old loans records" of the Bureau of the Public Debt, and the records of the Court of Claims Section of the Department of Justice, the Special Committee of the Senate to Investigate the National Defense Program (1941-48), the President's Air Policy Commission, and the Office of Labor of the War Food Administration. A limited number of copies of these publications is available upon request.

The National Archives has also published a bulletin entitled *Historical Editing*, by Clarence E. Carter, which contains a general discussion "of certain problems that commonly arise in connection with the editing of historical materials and the most approved methods for solving them." The bulletin may be obtained from the Superintendent of Documents at 20 cents a copy. Other recent publications include *Charters of Freedom*, a 16-page booklet which contains readable facsimiles of the Declaration of Independence, the Constitution of the United States, and the Bill of Rights, pictures of the murals in the National Archives Exhibition Hall, and short texts giving the background of the three great documents; and *The Formation of the Union*, a 30-page illustrated catalog of exhibited documents reflecting events that led

to American independence and the establishment of the Federal Union. Either publication is available from the National Archives at 25 cents a copy.

LIBRARY OF CONGRESS

The executors of the estate of Gen. John J. Pershing have formally transferred title in the Pershing papers to the Library of Congress. The value of this large group of papers, some 147,000 pieces, can scarcely be overemphasized. They relate, it is believed, to every major phase of Pershing's long and distinguished career, from the time he was a young officer in the Apache Indian campaigns in the Southwest through the years of his outstanding service as Commander-in-Chief of the American Expeditionary Force in World War I. Public notice will be given when the papers are ready for use, and requests for permission to consult them may be submitted at that time to the chief of the Manuscripts Division.

The Hon. Tom Connally of Texas has presented to the Library his personal papers, which consist of a series of 42 scrapbooks recording his activities from 1916-52, and more than 100,000 unbound pieces relating to his legislative career during the same period. The collection includes a vast amount of general correspondence, as well as special correspondence files on constituents and veterans, and on such subjects as political campaigns, immigration, tidelands oil, national defense, and atomic energy. The Senator's correspondence as chairman of the Senate Foreign Relations Committee is not with his papers, but remains in the custody of the clerk of that committee.

The personal papers of Dr. Harvey W. Wiley, chemist, author, and lecturer, have been received by the Library as a gift from Mrs. Wiley. Numbering nearly 70,000 pieces, the papers reflect all three phases of Wiley's career: as a student and teacher of chemistry; as chief of the Bureau of Chemistry (1888-1912), in which post he spent over 20 years fighting for a pure food law and another 5 years fighting for its enforcement; and, later, as author, lecturer, and director of the Bureau of Food, Sanitation, and Health of *Good Housekeeping Magazine*. The Wiley papers may be consulted under "Library Restrictions" as soon as their preliminary processing has been completed.

John P. Frey, retired labor leader and editor, has presented his papers (ca. 5,000 pieces) to the Library. They concern especially his long-time connection with the American Federation of Labor and his 24 years as editor of the *International Moulder's Journal*; they evidence, in addition, his close relations with outstanding labor leaders in the United States, England, Germany, and elsewhere. Mr. Frey's significant service at the International Economic Conference at Geneva in 1927 is documented, as is the part he played before and during World War II in the ironing out of labor controversies, especially in the country's shipyards.

Some 10,000 pieces have been added to the main body of Woodrow Wilson papers by Mrs. Wilson; there are notes and drafts for college lectures and addresses, early manuscripts of books and articles, and a good deal of correspondence, much of which falls within 1910, a year which has been rather

sparsely documented up to this time. Dr. Karl A. Meyer of Chicago has given the Library a series of 90 remarkable letters from Woodrow Wilson to his Princeton classmate and life-long friend, Robert Bridges, 1877-1923, two-thirds of which, it is believed, have never before been available for research. Other additions to the Woodrow Wilson collection include a group of manuscripts relating to Wilson, given by Dr. James H. Taylor, pastor emeritus of the Central Presbyterian Church of Washington, D. C., which Wilson attended when he was President of the United States; and photostats, from originals in the Alderman Library of the University of Virginia, of 20 letters from Wilson, 1880-1917, addressed for the most part to Charles W. Kent, a friend of his law school days.

Other material added to the holdings of the Library includes: a collection of 800 papers of the Morris and Popham families, 1667 to 1892, comprised of papers of several generations of Morrisses, beginning with the first Lewis Morris (1671-1746) and papers centered about Maj. William Popham (1752-1849) and members of his immediate family; and a diary kept by Asher B. Hinds from 1895 to 1900, when he served as clerk at the Speaker's table in the United States House of Representatives.

The original photographic negative of "The Universal Lincoln," the portrait of the sixteenth President that appears on the \$5 bill, has been presented to the library by Louis M. Rabinowitz of New York. Taken by the famous Civil War photographer, Mathew Brady, this is the best known and most valuable of the many portraits of Lincoln. Inquiries concerning photographs derived from this negative should be addressed to the Library's Photoduplication Service.

AMERICAN HISTORICAL ASSOCIATION

Edgar L. Erickson, chairman of the Committee on Documentary Reproduction, states in his mimeographed report submitted recently to the association that during 1952 the committee's activities were centered on microfilming foreign source materials, in cooperation with the Library of Congress, and microprinting basic printed source materials. The report reviews the filming of records in Greece and Italy by Fulbright research scholars and mentions the publication of articles by Fulbright scholars in the *American Archivist*. During 1953 Edgar B. Wicksberg of the University of California at Berkeley, who is in the Philippines on a Fulbright scholarship, will survey the badly damaged archives of that country with a view to arranging for the microfilming of unpublished catalogs and inventories.

A feature of the association's 1952 annual meeting was the exhibit of materials from the archives of the Ford Motor Company and the Firestone Tire and Rubber Company. The Ford exhibit included tape recordings of the voices of persons closely associated with the Ford story, selected private papers of Mr. Ford, and business papers of the Ford Motor Company. The Firestone exhibit displayed documents relating to the history of the Firestone Company and the rubber industry generally. A small leaflet describing the

history, organization, and services of the Firestone Archives was distributed to all who visited the Firestone exhibit.

TRAINING OF ARCHIVISTS AND RECORDS ADMINISTRATORS

Through inadvertence a note on the 1952 Institute on the Preservation of Archives, conducted by the American University in cooperation with the National Archives, the Library of Congress, and the Maryland Hall of Records, has not been published. The following students enrolled in the course:

William T. Alderson, Tennessee State Archives; Sister M. Kostka Baker, Sisters of St. Joseph, Baden, Pa.; Rev. Edmund L. Binsfeld, St. Charles Seminary, Carthagena, O.; Sarah M. Davis, Burton Historical Collection, Detroit Public Library; Evelyn L. Eager, Archives of Saskatchewan; Leone W. Eckert, Industrial & Labor Relations School, Cornell University; Archie F. Flucke, British Columbia Archives; Francis C. Haber, Maryland Historical Society; Sister M. Consuelo Heaps, Sisters of St. Joseph, Baden, Pa.; Olney W. Hill, Vermont Public Records Commission; Rev. Emilien Lamirande, Archives Deschatelets, Ottawa, Canada; Rev. John Lapensee, Archives of Oblate of Mary Immaculate, Montreal, Canada; Orval O. Lilejquist, Milwaukee Public Library; Mary L. McIntosh, Washington, D. C.; Joseph V. Pitner, Departmental Records Branch, Adjutant General's Office, Alexandria, Va.; Dolores C. Renze, Colorado State Archives; Vernon B. Santen, New York State Archives; Martha L. Simonetti, Pennsylvania Historical and Museum Commission; Dorothea Stephenson, New York State Archives; Jean Stephenson, Washington, D. C.; Rev. Worth M. Tippy, DePauw University Archives.

A highlight of the 1952 Institute was the visit of the students to the White House on June 18, where President Truman spoke to them in the Rose Garden. The remarks of Mr. Truman, in part, were as follows:

I am very glad to have you visit the White House. I am very much interested in what you are doing. In fact, I am highly interested in it because the papers of some of our Presidents of the United States, and of the Cabinet officers and of some of our Departments have been scattered from one end of the country to the other.

We finally did establish an Archives Building here . . . and I think we are on the way now to the proper preservation of the official papers of the Government of the United States.

And your organization has been very helpful in giving us the right sort of a start on that thing. I am personally interested because I want to see the state papers of President Roosevelt and myself properly cared for.

Princeton has had some experience in trying to assemble the official papers of Thomas Jefferson. They had to go from one end of the country to the other in order to get the fundamental documents that formed the policies of his administration. That shouldn't have to be done. They ought to be accessible in one place—the President's papers should be accessible where the scholars and archivists can get to them without difficulty. I hope we will have that in the future.

I am glad that you are continuing your school. I hope that you will continue to inform the people in Government in what they ought to do for the preservation of state papers. Just the other day, Mr. Leslie Biffle in cleaning out an old dust-covered bookcase in the Senate Library found some original documents signed by Washington and Jefferson and Polk, Madison, and Monroe. There was one there where Washington in his own handwriting was calling a special session of the United States Senate,

he wanted to address a special session of the United States Senate. It's in the original form and should never have been thrown around as that paper was. . . . That is what in the past has happened to papers of Presidents of the United States, and it should not happen. You can prevent it from happening.

The National Records Management Council in cooperation with the Business Administration Extension, University of California, is conducting a records management training program in San Francisco between February 17 and June 16, 1953. Instruction will be under the direction of Emmett J. Leahy and Arthur Barcan of the National Records Management Council, and guest lecturers will preside over a number of meetings. Topics to be studied in the course include: planning and organizing for records management; case studies—the “how, when, and where” of actual installations; streamlined controls on record making; forms, reports, correspondence; controlled record keeping; record center planning and operation; vital records protection; microfilming: when and how to use it; quality control of paper work and record keeping; “specialized” record systems for “specialized” offices; and the archivist in business records. Field trips will be made to noteworthy records installations and archival agencies. The registration fee to cover class sessions and field trips is \$100.

INTERNATIONAL ARCHIVAL ACTIVITIES

At its meeting at the Hague in June 1953 the Second International Congress on Archives will discuss the following topics: uniformity of archival terms, archives and documentation, archives and the history of art, the professional training of archivists, historical museums of records, and communication by loan of documents. To obtain as much information as possible on each topic in advance of the sessions, the program committee has circulated questionnaires dealing with each field to all member countries of the International Council on Archives and to archival institutions and associations throughout the world. 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. All correspondence concerning the Congress should be addressed to the Secretariat of the International Congress on Archives, General State Archives, 7 Bleysburg, The Hague, Netherlands.

The First Ibero-American Congress of Archivists, Librarians, and Copyright Experts was held in Madrid October 20-28, 1952. The section on archives considered such topics as the care and service of archival materials and the cooperative compilation of guides to historical and genealogical documents in Hispanic collections.

Dr. Roscoe R. Hill has contributed a review of information about Latin American archives and archivists to the *Hispanic American Historical Review*. Entitled “Latin American Archivology, 1950-1951” it appears in the August 1952 issue of the *Review*, actually published in October.

FOREIGN NEWS

Canada

The archives of the old Seminary of Quebec has launched, through the editorial services of the Presses Universitaires Laval, a program for the publication of historical documents selected from the Seminary's collections. Announcement has just been made of the publication of number one of the series, *Papiers Contrecoeur et autres documents relatifs au conflit anglo-français sur l'Ohio, de 1745 à 1756*, a large volume critically edited in cooperation with the Pennsylvania Museum and Historical Commission. The next publication, soon to be released, will be the Trudeau manuscripts relating to the exploration of the Missouri Valley. This program is of interest to American scholars, for few have had an opportunity to learn of the significant documents that are preserved at the Seminary. To carry on its work, the Seminary is seeking the support of learned institutions and foundations. Inquiries should be addressed to the Rev. Honorius Provost, Assistant Archivist, Archives of the Seminary of Quebec, Laval University, Quebec.

India

The National Archives of India has agreed to accept from the Indian embassy in Nepal the old British Residency Records up to 1921. These records, which doubtless will prove of special value for research in India's relations with Nepal in the nineteenth century, will have to be examined, sorted, arranged, and indexed before they can be made available for reference use.

Turkey

In connection with the celebration of the 500th anniversary of the capture of Constantinople by the Turks, the Near East Society *Bulletin* for November 1952 carried an article on "Archival Repositories of Istanbul," by Kerim K. Key. Reprints are available as long as the supply lasts from the author at 2430 Pennsylvania Avenue, N.W., Washington, D. C.

COLORADO

The Colorado State Archives Division is sorting, identifying, and arranging some 10,000 pictures in the Denver and Rio Grande Railroad Company archives in its custody. A guide to the collection is planned for publication in 1953. The archives has also been assigned the task of processing the Rio Grande Southern Railway materials, which were purchased by the Colorado Historical Society. This work will continue until the fall of 1953, when the papers will be transferred to the State Historical Library and made available for reference use. A guide to these records will be published later by the archives.

The microfilming unit of the archives is filming, in addition to State records, the following newspapers: the *Rocky Mountain News*, 1859-1950, the Colorado Springs *Gazette*, and the Boulder *Camera*. Filming of the first is jointly supported by the publishers, the State Historical Society, and the

Denver Public Library; the second and third projects are being carried out in cooperation with the Colorado Springs Public Library and the State Historical Society, respectively.

Ralph Sorvig, formerly of the University of Denver, has joined the archives staff as archives assistant, replacing Richard Stank, resigned. Mrs. Dolores C. Renze, State Archivist, assisted by Mr. Sorvig and Mr. Wenger of the Archives staff, presented a radio program dealing with State archives over Station KOA on January 24.

DELAWARE

The *Accessions List* for the quarter ending December 31, 1952, is the longest yet issued by the Public Archives Commission. The 32-page list reflects not only the nature and extent of the materials deposited in the Hall of Records, but also the effectiveness of the work of the Archivist and his staff.

The third and final volume of *A Calendar of Ridgeley Family Letters, 1742-1899*, will probably go to press late this year.

ILLINOIS

The University of Illinois Library has issued as No. 31 in its series of *Occasional Papers* a "Guide to the Map Collections in the University of Illinois Library." Prepared by William M. Woods, map librarian and instructor in library science, it discusses and evaluates the library's cartographic and supplementary materials. Copies may be obtained by writing the Editor, *Occasional Papers*, University of Illinois Library School, Urbana, Illinois.

Vera A. Avery has been named chief analyst and records consultant in the Records Analysis Division recently established by the Stivers Office Service of Chicago. The new division will specialize in records management surveys as well as in supplying experienced records clerks to meet temporary needs for personnel in the file and records departments of local organizations.

KANSAS

Robert W. Richmond succeeded Edgar Langsdorf as State Archivist on October 1, 1952. Mr. Richmond was formerly associated with the Nebraska State Historical Society. Mr. Langsdorf is now assistant secretary of the Kansas State Historical Society.

Recent accessions to the Archives Division of the Kansas State Historical Society include: correspondence files of the governor, 1947-49; statistical rolls of cities and counties, 1944-45, from the State Board of Agriculture; 2,099 volumes of records of insurance companies operating in the State (these have now been microfilmed), from the Insurance Department; correspondence and other files of the budget director, 1932-46; and engineering applicants' records, 1931-51 (microfilmed), from the Registration and Examining Board for Professional Engineers. Records were also received from the Labor Department, the Commission of Revenue and Taxation, the Department of Civil Service, and the Board of Health.

The society has recently moved into the field of county records. Although the importance of county records has long been realized, the society has had little opportunity in the past to assist county officials in records matters. When Johnson County officials recently moved into a new courthouse, the society cooperated with them by removing many of the older records for screening and inventorying. Those of permanent value will be preserved by the society. It is hoped that this project will serve as a starting point for large-scale work with county records.

MARYLAND

The Hall of Records in Annapolis has just issued Hall of Records *Publication No. 8, Calendar of Maryland State Papers Number 4 Part 2 The Red Books*. On June 1 *Publication No. 9* will be ready. It is a documentary history of building in Annapolis on the part of the State from 1697 to the present. The volume will be illustrated and will contain a full name index. The annual report of the Archivist from July 1, 1951, through June 30, 1952, is now ready for distribution.

On July 1, 1952, the Microfilm Division of the Hall of Records was set up, composed of three employees who are to microfilm current deeds, mortgages, and mortgage releases in the counties for deposit with the Commissioner of the Land Office of Maryland. In addition, the staff will make security copies of proceedings of the Orphans' Courts in various counties for deposit in the Hall of Records. These records cover the span of a century, 1850-1950.

A survey of records management in the State offices has just been completed by Records Engineering, Inc. The Archivist of the Hall of Records was appointed by the governor as chairman of a special commission to supervise the survey, and a new member was added to the Hall of Records staff as Public Records Examiner to implement the program recommended by the surveying consultants.

The Maryland Historical Society has received, partly by gift and partly by purchase, a number of documents relating to the early history of the Baltimore and Ohio Railroad. The purchase was made possible by a contribution from the railroad itself. Included in the collection are letters written by Roger B. Taney, Gov. Levi Lincoln of Massachusetts, Lincoln's Secretary of War Stanton, and many officials and engineers of the railroad. The society has also called for the return of two large groups of papers deposited with the Harvard Business Library in 1924. Among these are the James P. Stabler papers, most of which relate to the B & O Railroad. It is planned that these papers will soon be cataloged and accessible to students.

MICHIGAN

After the fire in the State Office Building in Lansing on February 8, 1951, the salvaged archives of the State were transferred to quonset huts on the Michigan State College campus, where they remain.

Vernon L. Beal joined the staff of the Michigan Historical Commission as

records administrator in September 1951. The State had had no archivist or records officer since the depression years. As a result of legislation passed in 1952, a State records management program was authorized and funds were provided to rent a new building for a State records center. A portion of this building will be set aside for the establishment by the Michigan Historical Commission of a proper State archives. The building was occupied in the fall of 1952 and historically valuable records are being transferred to it rapidly.

At a meeting of the Michigan Aviation Historical Committee recently, Peter Altman, chairman, announced that the first object will be to collect source material to serve as a nucleus for a research library on aviation in Michigan. Simultaneously, a survey of libraries throughout the State will be made to determine the availability of materials that might prove useful in writing a history of aviation in the State.

MISSOURI

Since his return to private life former President Harry S. Truman has looked over the Truman home farm at Grandview to select a possible site for the Truman Memorial Library and Museum. Several hundred file cases of the private correspondence of Mr. and Mrs. Truman are already in storage awaiting the building of the repository. Basil O'Connor is chairman of the committee planning the library, which is expected to be similar in scope to the Franklin D. Roosevelt Library at Hyde Park, N. Y.

NEBRASKA

The new building of the Nebraska State Historical Society, which will house the State archives, is nearing completion in Lincoln. James C. Olson, the society's superintendent, announces that the building will be dedicated September 27, 1953, the 75th anniversary of the society's founding.

NEW YORK

The New-York Historical Society's Gallatin collection was increased lately by nearly 1,000 manuscripts, bequeathed by Albert Eugene Gallatin, great-grandson of the famous Secretary of the Treasury.

The Oneida Historical Society at Utica, N. Y., has acquired most of the operating records of the Julliard Textile Mills, formerly the New York Mills at Utica. The records cover plant operations from about 1815 to 1915 and consist of 185 manuscript volumes. Glenn E. Thompson, instructor in history and college archivist at Utica College, has been elected president of the society and Francis W. Cunningham has been named its curator of historical collections.

NORTH CAROLINA

The Advisory Budget Commission has been asked to include in the State budget for 1953-55 the sum of \$1,596,095 for a specially designed building

to provide the State Department of Archives and History with adequate space for records, exhibits, and a variety of historical activities. At present the department is housed in an office building, which seriously limits the service that the department can give to the public.

On December 5, 1952, a specially designed case containing the original charter of Carolina, granted by Charles II to the Lords Proprietor in 1663, was officially installed in the Hall of History. The charter was purchased and presented to the Department of Archives and History by a group of citizens of the State in 1949. The new display case permits the charter to be seen at close range by the public yet provides protection against theft, vandalism, fire, moisture, and excessive light.

The Southern Historical Collections at the University of North Carolina has accessioned the papers of R. D. W. Connor, first Archivist of the United States. The papers include correspondence with President Franklin D. Roosevelt, 1934-41, speeches, and other documents relating to Connor's position as archivist.

OHIO

In May the Ohio State Archaeological and Historical Society will publish a *Guide to the Manuscript Collections in the Ohio State Archaeological and Historical Society Library*, by Elizabeth C. Biggert, manuscripts librarian. It will contain brief descriptions of all collections acquired from the beginning of the society to 1951, and will be available in both cloth and paper editions. Inquiries should be addressed to the society at 15th and North High Streets, Columbus 10, Ohio.

The society has added the following important collections to its holdings: the Backus-Woodbridge collection on the Scioto Land Company and the settlement of Marietta; the Maj. John Fuller diary and letters of travel in the Ohio Country and Mississippi Territory; the papers of Robert Neil, who was active in the stage coach, railroad, and real estate business in Columbus; John Sherman's "Notes written . . . while . . . studying law in Mansfield. . ."; and the Wildman family papers on land speculation and business in the Sandusky area in the early 1800's. Small groups of letters of James A. Garfield, Warren G. Harding, William H. Taft, and John Cleves Symmes were also received.

The Firestone Tire and Rubber Co., of Akron, has published an attractive booklet describing the company archives and library. The archives contain the papers of Harvey S. Firestone, Harvey S. Firestone, Jr., and John W. Thomas, constituting an unbroken series of top management records of the company since 1900. The Firestone papers have been cataloged. In addition, the archives holds the records of permanent historical or administrative value created in all departments and in all phases of the company's operations. The archives now contain some 560,000 documents, 150,000 photographic negatives, thousands of feet of microfilm, and 400 recordings. A disposal program has been developed for the orderly destruction of records of temporary

value. William D. Overman, treasurer of the Society of American Archivists, has been head of the Firestone Archives and Library since its creation in 1943.

PENNSYLVANIA

The Pennsylvania State Government Survey Committee, appointed by Gov. Fine a year ago, presented a report in January urging the complete overhaul of the Commonwealth's records program. Savings of at least \$1,500,000 a year are envisioned by the committee if its proposals are adopted. The report was largely based on the findings of a survey conducted by Thomas Amelia, assistant director of the southwestern division of the Pennsylvania Economy League, Inc. The experience of the State of Michigan was also cited as an example of savings to be effected by the adoption of a modern system of State records management. Gov. Fine followed up the report of the committee by requesting in his budget message, delivered to the General Assembly on January 26, 1953, an increase in the appropriation for his office in order to finance a division of records management. The division is now being established along the general lines recommended by the survey committee. At first emphasis will be placed on forms control and management policies rather than on archival practices.

SOUTH CAROLINA

The Historical Commission, the State archives agency, has acquired a Barrow Laminator. The machine was put into operation on November 18, 1952.

TERRITORY OF HAWAII

Miss Maude Jones, Archivist of the Board of Commissioners of Public Archives, reports that the new \$300,000 archives building now under construction will probably be ready for occupancy in September 1953. The ground breaking ceremonies were held on November 10, 1952. The building will have a basement, a main floor for offices, and a second floor air-conditioned vault for the preservation of records.

TEXAS

Texas Agricultural and Mechanical College Archives celebrated its second anniversary on August 1, 1950. Prof. D. B. Cofer of the English Department is serving as college archivist, and there is an archives committee of eight members headed by E. J. Howell as chairman. Two historical works based on materials in the archives have been published by Prof. Cofer recently, and these will be reviewed in the *American Archivist*.

VIRGINIA

Lester J. Cappon, editor of publications at the Institute of Early American History and Culture, reports that two years after the publication of the *Virginia Gazette Index, 1736-80*, twenty issues of this newspaper during 1755-

56, printed by William Hunter, no copies of which had hitherto been known, have come to light in private hands. Photostat copies are available in the Virginia State Library and a microfilm master negative of all the issues in this collection is in the Library of Congress. The newspapers themselves have been retained by the owner. The twenty issues, hitherto unknown, are as follows:

1755: June 6, 13, 20, 27; July 4, 11, 17; August 1, 8, 15, 29; November 21, 28; December 5, 26.

1756: January 2, 9, 16, 23, 30.

This collection also includes a perfect copy of the issue of May 16, 1755. This issue is in the microfilm file of the *Virginia Gazette*, but pp. 3-4 of the copy microfilmed were somewhat mutilated.

A collection of petitions and memorials to the Virginia House of Delegates, 1776-82, has been returned to the Virginia State Archives by the Cornell University Collection of Regional History. In return for these documents, which had been removed from the State during the Civil War, the University of Virginia has given to Cornell its collection of anti-Masonic broadsides, gathered by Dr. Samuel Bordley in Monroe County, N. Y., after 1827. Mrs. Edith M. Fox, curator of the Cornell Collection of Regional History, and Francis L. Berkeley, curator of manuscripts at the University of Virginia, carried out the exchange.

WEST VIRGINIA

At the December 6 meeting of the executive committee of the West Virginia Historical Society a project was approved to complete the copying of the birth and death records up to 1917, so as to fill the gap between early records and the vital statistics files now maintained in the State Department of Health. At the same time, marriage and will records up to 1925 will be copied. The copying of such court records was begun by the West Virginia Commission on Historic and Scenic Markers, the Works Progress Administration, and the Federal Emergency Relief Administration during the 1930's. Copies were filed at the Department of Archives at Charleston, the West Virginia University Library at Morgantown, and the Daughters of the American Revolution Library at Washington, D. C. Copies were also left in the hands of county officials. The active assistance of the Daughters of the American Revolution, the Colonial Dames, the Huguenot Society, and local historical units is being solicited for the current project.

WYOMING

More than three tons of correspondence and reports which make up the personal files of Joseph C. O'Mahoney, who represented Wyoming for the past 19 years in the United States Senate, have been given to the University of Wyoming's library. University Archivist Dean Krakel reports that the collection, which arrived in over 100 mail bags and boxes, is the largest and most valuable private collection ever received by the university. The files are well-organized and reflect the former Senator's efficient management of his office.

