

Reviews of Books

RICHARD G. WOOD, *Editor*¹

National Archives

Seventeenth Annual Report of the Archivist of the Hall of Records, State of Maryland, for the Fiscal Year July 1, 1951, Through June 30, 1952. (Annapolis, Hall of Records, 1952. Pp. 57.)

Fifth Report of the Saskatchewan Archives Board, for the Period June 1, 1950, to May 31, 1952. (Regina, Minister of Education, 1952. Pp. 32.)

These two reports present interesting similarities in spite of the striking contrast in the age and size of the agencies. The Maryland Hall of Records represents a well-established agency now in its seventeenth year with an able staff of 17. The Saskatchewan Archives, on the other hand, now in its fifth year, struggles with a staff of 3 full-time and 2 part-time employees.

Both agencies are responsible for certain nonarchival work. The Maryland Hall of Records, for instance, has been given responsibility for editing the *Maryland Manual*. The Saskatchewan Archives publishes *Saskatchewan History*. Other publications of both agencies are the usual guides to their record collections.

In contrast to the National Archives, each of these agencies may add material of historical value and interest to their holdings even though it is non-record or obtained from private sources. The Saskatchewan Archives makes a special attempt to get personal papers from early settlers of the territory and even goes to the trouble of interviewing living pioneers and recording such interviews. Among the many new accessions of nonofficial material of the Maryland Hall of Records are the letters of David Ridgely, first State librarian, and the vital records of the Evangelical Reformed Church of Frederick. Through the cooperation of the State library, the Hall of Records also received the original Convention Journal of August 14-November 11, 1776, containing the proceedings of the convention that drew up and adopted the first constitution of the State.

It is interesting to note that both Saskatchewan and Maryland are in the process of developing and adopting general schedules governing the disposal of forms and routine documents common to most departments of their governments. The Maryland General Assembly of 1952 appropriated \$48,000 to provide for a survey of records and record-keeping practices of the State government. This survey has been made by Records Engineering, Inc., of Washington, D. C.; and the Archivist promises a detailed account of its re-

¹ Readers of this magazine, especially the newer members of the Society of American Archivists, will be interested to know that this section has been edited by Mr. Wood since late in 1943. The first section of book reviews to appear under his editorship was that in our issue of January 1944. He has served longer on the editorial staff than any other present editor.

ports in his 1953 annual report. He feels that if its recommendations are carried out much will be done toward solving the Hall of Records' problems of space, disposal, microfilming, and the like.

Both Saskatchewan and Maryland have active microfilm programs. The Archivist of Saskatchewan reports that practically all the files of Saskatchewan papers established before 1905 and most weekly newspapers published between 1943 and 1948 have been copied. Progress has also been made in copying early municipal records and the earliest records of representative school districts. The Maryland Hall of Records has now completed its project of photostating all county land records to 1788. Any further copying of land or county records will be on microfilm. As in the past, the filming of county records was in the hands of Records Engineering, Inc. Most of the proceedings of the orphans' courts were filmed, but the filming of all the records to 1950 was not completed because of lack of funds. Beginning with July 1, 1952, microfilming of county records will be done by the new microfilm division of the Hall of Records. Both Saskatchewan and Maryland anticipate that the increased use of microfilm in the future will help to relieve the space problem which faces all archivists.

One of the important contributions of the Maryland Hall of Records to the archival profession is the part it plays each summer in the course in archival administration given by the American University, in which the National Archives and the Library of Congress also cooperate. This year the Hall of Records staff gave instruction in calendaring, indexing, and photographic and repair work. The staff also spent a day with the genealogy class.

The Province of Saskatchewan first became a self-governing province in 1905; whereas the State of Maryland has governed itself since 1776. Yet despite the difference that such a factor alone creates in regard to records, these two reports show how similar are the problems of space, records disposal, and microfilming that face all archivists and how alike are the solutions.

GENEVA H. PENLEY

National Archives

State Papers of Vermont. Volume Eight, General Petitions, 1778-1787, edited by Edward A. Hoyt. (Montpelier, Secretary of State, 1952. Pp. xxiv, 437. \$4.)

This volume is one of a series of the State Papers of Vermont, each volume of which, except the first (an *Index to the Papers of the Surveyor General*), embodies reproductions of original papers relating to various aspects of Vermont history — *Charters Granted by the State of Vermont, Journals and Proceedings of the General Assembly*, and *Petitions for Grants of Land*, among others. The present volume is an integral part of the series in question and contains petitions for the years 1778 to 1787, inclusive, "addressed to the General Assembly, to the Governor, to the Council, to combinations of these, and to the Council of Censors." Petitions are viewed broadly — and correctly — by Mr. Hoyt; memorials, addresses, representations, and remonstrances equate with petitions, since requests are contained in all of them.

The papers (about 163 items) are drawn from the bound volumes of manuscript Vermont State papers in the office of the secretary of state. The volume and the page numbers where the original of each petition will be found is placed immediately below the editorial caption, or title, at the head of each item.

Other phases of Mr. Hoyt's editorial technique are worthy of mention. Papers previously printed are properly excluded. The placement of the documents is chronological, also a sound practice. A paper without date is placed at the beginning of the month in which the context, or other evidence, discloses that it probably belonged. Material found on the reverse side of the manuscript, or on a separate sheet, which indicates official action taken, is printed as part of the document; irrelevant or unintelligible language so found is omitted. When the manuscript contains only the text of the petition, the words "No Additional Material" are placed within brackets at the end. But there is an exception to this routine: endorsements found on the originals are omitted from the printed text whenever equivalent official information has already been printed in previous volumes of the series of *State Papers of Vermont*. Such data are assembled, with appropriate citations, in footnotes.

Other footnotes are appended from time to time to supply data concerning the original manuscript, and to cite additional printed or manuscript materials. Biographical data are excluded from the footnotes for good and sufficient reasons. A usable index follows the text.

Perhaps more important than any of the editorial devices already described is the expressed purpose to supply a literal reproduction of the originals. Mr. Hoyt of course has recognized that complete literalism, short of the facsimile process, is unattainable in the printed text. I am, however, in full agreement with the effort to retain as much as possible of the peculiarities and idiosyncrasies of both the writer and the age; conversely, I am quite out of sympathy with the modernization of old writings which is currently undertaken by a good many editors. The modernists would erase significant facets of the culture of another era as portrayed by the original written record.

The subject matter of this volume is of intrinsic importance. In the absence, to a large extent, of newspapers, political parties, and an efficient mail service, petitions constituted the principal means of informing assemblies of the desires and needs of the people. And so, in a real sense, the petitions here reproduced afford glimpses of the life of the people in a remote but important period in the history of Vermont. The historian, the genealogist, and the writer of historical fiction will find in the book a veritable storehouse of useful information. Compensation for war services and losses, roads, ferries, bridge building, land titles, disputed elections, establishment of town lines, squatters' rights, town charters, abatement of taxes, enlargement of counties, redress of grievances, judicial reforms, discharge from debts, and lotteries are representative subjects concerning which petitioners appealed to the constituted authorities. It is pertinent, moreover, to observe that the textual matter thus generally described is not, in one sense, unique — similar objects were the subjects of petition throughout the whole of frontier America for more than a

century subsequent to 1787. Mr. Hoyt's edition thus forms a component part of the documentary sources illustrating the practical workings of American democracy.

CLARENCE E. CARTER

National Archives

Quality Controlled Paperwork and Record Keeping. Technical Information Service Bulletin. (New York, National Records Management Council, 1953. Pp. 32. \$2.00.)

The importance of statistical techniques in the control of paperwork and record keeping is one of the most important applications of statistical quality control in business. The use of statistical techniques in this line is new. Its first application, made in 1940 in the censuses of population and agriculture, was reported in the *Journal of the American Statistical Association* in two papers in 1942 and 1943. The idea spread in due time into business and the bulletin under discussion is a review of the methods and results in several business concerns.

This bulletin consists of five chapters. After an inspiring foreword by Emmett J. Leahy of the National Records Management Council, there is a brief introduction by the great master, Harold F. Dodge of the Bell Telephone laboratories; it consists of lines excerpted by the editor from an address that Mr. Dodge had earlier delivered in Milwaukee. The five chapters, written by Arthur Barcan, William M. Wilkerson, and Bennett B. Murdock, cover many different types of records and production. The explanations are excellent and the results of statistical quality control are said to be extremely pleasing — a speedier flow of work, fewer errors, and better allocation of human effort, all at less cost.

One remarkable omission from the content is a chapter that might have been written by Dale Lobsinger of United Airlines, who has made a remarkable improvement in service and in record keeping, with continually decreasing costs.

Another unwritten chapter might have been on the sampling of records for valuable statistical information. In a recent application, for example, a consultant in sampling made a study of a list of 220,000 accounts to discover how many of these accounts are over \$2000, how many are between \$1,000 and \$2,000, and so forth, with the result that a sensible approach could be made in the collection of the accounts, with savings that will run into hundreds of thousands of dollars. The total cost of the sampling job was less than \$1,700, including overhead and the consultant's fee, and the main results were ready in 3 days.

The ideas contained in this pamphlet and in others of its nature bring to management a tool that is destined to become within a few years so very important that management should do something at this time toward introducing the study of mathematical statistics and statistical techniques into schools of business administration and management.

The principle of the control of variability is not difficult, but it is diametri-

cally opposite to the training in engineering and many other disciplines, which teach that variability is always a sin. The fact is that there is and will always be variability in product, whether it comes from a machine or by direct human effort. There are two kinds of variability, however, controlled and uncontrolled variability. It will not be profitable to try to determine the cause of individual variations when the variability is controlled, but it will be profitable to try to determine and to remove the cause of uncontrolled variability.

The statistical device that is employed for distinguishing between controlled and uncontrolled variability is the Shewhart control chart, which is exceedingly simple. There is no other tool, but, fortunately, anyone can learn to make and use a control chart in a few days. Results often show themselves within a few weeks after the first application. Further applications of more difficult statistical techniques are equally fruitful. The mastery of statistical techniques means traveling a long road in education and experience.

The reviewer takes pleasure in recommending this pamphlet to managers and supervisors, even those with no statistical background. This recommendation contains only one reservation, perhaps a picayunish one. Both on the title page and in the chapter by Mr. Barcan the word "installing" is used. The cover-page starts off with "installing," as if the statistical control of quality were to be installed overnight or over a weekend, like a new carpet or a new lighting fixture. The fact is that the statistical control of quality begins from tiny seeds and grows. The growth must be like that of stalactites and stalagmites — from both top and bottom. The engineer or supervisor or even plant manager is helpless to improve his work or to introduce new methods for doing so unless he has active support and understanding from his superiors at the top. Fortunately, this pamphlet may be appreciated at all levels from the executive down.

It is very important for executives to understand that the statistical control of quality is NOT installed. Statistical knowledge is a scarce commodity. Like any scarce material, it should be used. It will bring forth results, and is doing so, in every human activity. It is up to management to use statistical knowledge in all types of work, and not just let nature take its course. Statistical knowledge does not just grow on trees. It comes with study; it requires support, nurture, patience. People of supervisory grade should be urged by management to take courses in statistical theory. A big company can make a good investment by sending one or two men of high caliber and proper mathematical background to some statistical teaching center for a year or two, or even to procure the Doctor's degree. No investment could yield such high dividends. Management itself must learn the use of statistical principles, or be beaten by competition.

W. EDWARDS DEMING

U. S. Bureau of the Budget

First Five Administrators of Texas A. and M. College, 1876-1890, by David Brooks Cofer, College Archivist. (College Station, Tex., Association of Former Students of Texas A. & M. College, 1952. Pp. 48, illus., biblio.)

Early History of Texas A. & M. College Through Letters and Papers, by David Brooks Cofer, College Archivist. (College Station, Tex., Association of Former Students of Texas A. & M. College, 1952. Pp. 143, illus.)

These two first publications of the department of college archives, established in August 1950, are the work of its first head. Professor Cofer has taught at Texas A. & M. College since 1910 and is now both professor of English and college Archivist. In these two titles he begins a record of the history of the college, 1876-90; in the first through brief life stories of early presidents and faculty chairmen; and in the second by printing skillfully arranged documents that reveal significant and typical activities of the period, involving not only administrators but board and staff members, students, and even college friends. The college archives department plans two similar publications for 1953, one to be called *Fragments of Early History of Texas A. and M. College* and the other, *Second Five Administrators of Texas A. and M. College*. The goal of the department is to collect material for the writing of a well-documented history of the college by 1976, its centenary year. Professor Cofer as a college archivist believes that the publication of these booklets will aid in acquiring additional archival material by showing former students, especially those in early classes, what is needed in the form of documentary evidence for a college history. These publications also will unquestionably bring forth corrections and authentications.

Wholly unpretentious in format, the printing and paper are excellent, while the pictures, whether portraits, landscapes, or document reproductions, are numerous and clear. As a biographer Professor Cofer is factual, quoting extensively from letters and newspapers. The *Early History* will be the booklet of more purely professional interest to archivists elsewhere as to material and method. It is arranged by type of source: (1) Of Administrators; (2) Of Board Members; (3) Of Staff Members; (4) Of Students and Ex-Students; (5) Of Others. Under each heading, items are in chronological order; they consist chiefly of letters, some in photographic facsimile, but they also include affidavits, printed announcements, programs, a diploma, and similar materials. Professor Cofer's industry in gathering and arranging these materials is a distinct archival service. That they do not always carry a story line for the casual reader and that it is sometimes necessary to go from one group to another for clarification of significance — these are not defects in the light of Professor Cofer's goals.

It is impossible for an officer in another agricultural and mechanical institution not to admire the Texas A. & M. archival program. The materials, presented tellingly and typically, illustrate the struggles and problems of higher and technological education in the postbellum expansion common to all the midcontinent, not only to Texas. These materials will be ready to be fitted into a larger and widely significant synthesis that is crying to be written, describing the effect of Americans on education and of education on Americans.

JOHN H. MORIARTY

Purdue University

Safeguarding Our Cultural Heritage, compiled by Nelson R. Burr. (Washington, Library of Congress, 1952. Pp. x, 117, intro., index. Processed. 85 cents.)

As the subtitle states, this is a bibliography on the protection of museums, works of art, monuments, archives, and libraries in time of war. It presents, in 5 groups, annotated descriptions of 338 titles. The 5 groups include the following: (1) Bibliographies; (2) General Literature, listing titles on general protection, fire protection, shelter construction, packing and transportation, and war damage insurance; (3) Museums, Works of Art, and Monuments, with items relating to the protection of museums, international conventions, conditioning of shelters, and cleaning, repair, and restoration; (4) Archives, with entries relating to protection of archives, paper salvage hazard, the salvage of damaged records, and film records; and (5) Libraries, listing materials similar to the foregoing groups. An author index is included.

The bibliography was compiled in response to many inquiries received by the Library of Congress with respect to methods of protection against the destructiveness of possible large-scale war. Most of the titles are of the period between the Spanish Civil War of 1936 and the end of World War II hostilities in 1945. There are, however, some entries representing the thought and production of the World War I era and of the latter day "atomic age." The 338 entries are ably annotated to afford the searcher an insight as to the significant items he may wish to consult for light on his particular problem. More than four score entries, those numbered 233 through 316, are devoted specifically to the protection of archives; and every important work in this field is listed here.

A cursory inspection of the annotations reveals that, substantially, there are four principal methods of protection: (1) the removal and dispersal of records to apparently safe areas; (2) microfilming of records to provide security copies for placement in alternate depositories; (3) the construction and use of underground vaults; and (4) the installation or initial construction of bomb-resisting and fire-resisting structural safeguards for buildings above ground. Some of the works cited, especially the British entries, deal importantly with methods of evacuation, and infrared-ray and other means of retrieving charred records.

Well represented in the number of the titles are the British Records Association and the *American Archivist*. Articles by several members of the Society of American Archivists are listed, including Karl L. Trever, Ernst Posner, Adelaide L. Minogue, Waldo G. Leland, Emmett J. Leahy, Arthur E. Kimberly, Oliver W. Holmes, Collas Harris, Henry H. Eddy, and this reviewer. This bibliography is well done and, considering the token price, every archivist can well afford to have it on his bookshelf.

VICTOR GONDOS, JR.

National Archives

Rules for Descriptive Cataloging in the Library of Congress; Phonorecords. (Preliminary ed., Washington, Library of Congress, 1952. Pp. iv, 10. Free.)

The Library of Congress rules for descriptive cataloging, first published in

1947, intentionally omitted special sections on sound recordings, motion pictures, manuscripts, prints and photographs, and books for the blind. The work of preparing such sections has since been pressed ahead, rules for particular categories being issued separately as they are ready, as is the case here. All of the special types of material being covered, except books for the blind, present serious problems for archivists.

In the field covered by this pamphlet and related rules for cataloging music the titling of works is so anarchic that librarians have had to apply "conventional titles" consisting largely of quasi-scientific "species" designations. The solution achieved is of great interest because anarchic titling of filing series creates an analogous problem for archivists.

A prominent feature of this pamphlet is its abandonment of the current awkward and chaotic terminology of physical forms in favor of a systematic nomenclature of coined words (phonorecord, phonodisc, phonocylinder, phonotape, phonowire, phonofilm, phonoroll) and a distinction between "aural" and visual versions of the same work. In such features the rules reflect a very respectable intellectual wrestling with the underlying taxonomic problems involved. The technical competence in the handling of minutiae is of course what can always be expected of the staff of the Library of Congress.

DALLAS IRVINE

National Archives

A Catalogue of Manuscripts in the Collection of Western Americana Founded by William Robertson Coe, Yale University Library, compiled by Mary C. Withington. (New Haven and London, Yale University Press and Oxford University Press, 1952. Pp. x, 398, index. \$10.)

A guide to manuscripts relating to the trans-Mississippi West in Yale University Library, this volume was prepared by a research associate of that library. The manuscripts consist principally of the collections assembled by William Robertson Coe and Winlock W. Miller, Jr. Mr. Coe, for many years an insurance company executive, gathered manuscripts and publications concerning the West with the aid of Edward Eberstadt, a dealer in Western Americana, and in 1942 began presenting his collections to Yale University Library. Though Mr. Coe did not specialize on the Southwest, there are some materials on that region. Mr. Miller, after his graduation from Yale in 1928, undertook the collection of original materials on the Pacific Northwest, of which he was a native, and after his death in 1939 his collections were presented to Yale. Manuscripts from other sources are also included in the catalog, except the Henry R. Wagner collection on the Southwest and Texas, concerning which, however, some information is presented in the introduction.

The catalog describes the groups of papers under an alphabetical arrangement according to the name of the author or collector, or according to the subject matter. The entries give the full name of the writer, the subject, or a group heading. If the manuscript has a title, it is quoted. Information is also included as to the number of volumes or pages, the size in centimeters, and the different types of material. At the expense of much research, the usefulness

of the catalog has been greatly enhanced by the inclusion of biographical information, of descriptions of subject matter, and of information on the provenance of papers and the place of publication, if any. For the papers of individuals the entries contain lists of letters by the writer, letters to him, and other manuscripts. The materials described in this catalog are exceedingly varied in subject matter, geographical distribution, and type. Most of the groups of papers are small, but there are several sizable ones of considerable importance for the Hudson's Bay Co., the Mormons, missions in the Pacific Northwest, and prominent individuals such as Granville Stuart, Isaac I. Stevens, Elwood Evans, H. Miles Moore, and John W. Geary. Particularly numerous are overland journals and diaries of the midnineteenth century. There are papers of importance for the history of the Territories, except those of the Southwest, and other papers relating to military expeditions, surveys, campaigns, and army posts. Besides letters, journals, and diaries, there are a variety of business records and cartographical and pictorial materials. In date the manuscripts range from the middle of the eighteenth century to well into the twentieth, but the mass of the documents pertain to the nineteenth century. An index of names and subjects, which is not completely analytical, enhances the value of the catalog for reference purposes. The collections described in this catalog have something for almost everyone; students of the trans-Mississippi West cannot afford to neglect them.

HENRY P. BEERS

National Archives

Merchant Steam Vessels of the United States, 1807-1868; "The Lytle List," compiled by William M. Lytle from official Merchant Marine documents of the United States and other sources; edited with an introduction by Forrest R. Holdcamper. [Steamship Historical Society of America, *Publication* no. 6.] (Mystic, Conn., the Society, 1952. Pp. xiii, 294.)

Occasionally some decadent relic of the nineteenth century will protest the extraordinary attention given to science in these fantastic years, complaining that already the beast has attained a size and strength that threatens our control over it. Similarly, records accumulate at a rate that at times defies the capacity of archivists to reduce them and keep them in some kind of usable order. The historian accordingly turns with grateful relief to that rare bird who cares not a whit who writes the nation's monographs but gives his undivided attention to putting a segment of its paperwork in easily usable form. Having completed half a century in the Federal civil service, William Lytle devoted the greater part of his 12 years in retirement to compiling and perfecting this list of merchant steam vessels of the United States, from the *Clermont (North River)* in 1807 until 1868, when the Department of Commerce began the publication of its annual *List of Merchant Vessels of the United States*.

The main list is arranged in alphabetical order and gives for each vessel not only name, tonnage, and place and year of building, but also rig, first home port, and date and manner of disposition. Three supplementary lists add

materially to the interest and usefulness of the volume. These give for the same period and class of vessels: losses of vessels; vessels converted to steam; and vessels mentioned in other sources but not found in Federal records.

Steamboat fans, who appear to be legion as well as ardent, and Federal archivists, predestined to answer tens of thousands of vessel queries, will give thanks for this book. The gratitude will deservedly go not only to the civil servant whose name it quite properly bears but also to Forrest Holdcamper, who with the aid of John Nolen and Bradford Mitchell checked and edited the lists, and to the Steamship Historical Society of America, which arranged for and financed the publication. A determined effort to find fault with the manner of execution enables the reviewer to offer only one minor suggestion for improvement — a table of contents to aid the reader in finding the beginning of each of the several lists.

LOUIS C. HUNTER

American University

Duplicated Pamphlets, by M. F. Bond, Clerk of the Records, Record Office, House of Lords, Westminster. (Nos. 1-8, London, 1951-53. Processed.)

As tall as or taller than the Clock Tower housing "Big Ben," the exquisite Victoria Tower, 75 feet square, was intended to serve a utilitarian as well as a decorative purpose; its interior was planned as a prosaic ventilating shaft for the new Palace of Westminster, built during the nineteenth century as the home of the Parliament of Britain. As a ventilation shaft the tower proved unsatisfactory. But since 1946, when the clerk of the Parliaments established an archival records office there for the House of Lords, its interior has been reconditioned and even airconditioned (to 60° F.); and in the tower — not 2 miles away from the Public Record Office, where are kept the pre-1500 records of Parliament — are now stored the bulk of the surviving modern records: roughly speaking, the original acts and other basic legislative records from the time of Columbus to our day.

Nearly all the original House of Commons material up to 1834, except for the Commons journals and incidental Commons items in the House of Lords records, was destroyed by fire in that year. Partly because of this misfortune, but perhaps principally because the Lords have constitutionally held the superior role in record making and record keeping, the extant original records of the upper House at Westminster overshadow both in amount and in quality the extant original records of the lower House. Inasmuch as noncurrent Commons records are preserved in the Victoria Tower in close proximity to the noncurrent Lords records, it is useful to know that the record office of the Lords, headed by M. F. Bond, will even undertake to advise searchers as to the availability of Commons material.

These 8 stenciled handouts, each mimeographed on legal-size white paper and none more than 13 pages in length, were issued for the practical benefit of the increasing number of scholars who come to use the manuscripts at Westminster. In transmitting a set of the leaflets at the request of the reviews editor of this magazine, their sponsor spoke of them as duplicated pamphlets

highly ephemeral in nature and probably not worth a note here. One reason for leaning toward this pessimistic view may be the utter nonconformity with which the stencil cutters appear to have handled such details as dates, sub-headings, punctuation, pagination, and so forth.

No. 1 of the series is an introduction to the various classes of legislative records; no. 2 is a bibliographical list of the more than a score of volumes, only two now out of print, published between 1871 and 1949 to calendar or reproduce manuscript materials of the Lords; no. 3 catalogs documents displayed in the record office in Victoria Tower and lists the 17 famous documents that have long been exhibited in the library of the Lords; no. 6 analyzes the types of material currently being produced and brought after about 18 months into archival custody; and no. 7 describes a collection of fugitive manuscripts that after 300 years have been returned to the files.

Nos. 4, 5, and 8, which are annual reports for 1950, 1951, and 1952, trace the archival narrative for those calendar years. From the reports the reader can judge that the main papers of the Lords are being repaired and incorporated into bound files; that plans, presumably including maps, that accompany acts are being cleaned, repaired, and mounted; and that a program is being pushed for the chemical control of fungi.

In the United States of America — where Jefferson's *Manual of Parliamentary Practice*, based largely on British precedent, continues to be printed at such length in the official manuals for the guidance of the Senate and the House of Representatives — legislators and archivists, if not citizens at large, hold something akin to proprietary interest in Parliamentary law, history, and record keeping. In short, these leaflets may border on the ephemeral, but, happily for Western civilization, the records of Parliament do not.

H. B. FANT

National Archives

Guide to Sources of English History From 1603 to 1660 in Reports of the Royal Commission on Historical Manuscripts, by Eleanor Stuart Upton and George P. Winship, Jr. (Washington, Scarecrow Press, 1952. Pp. xxviii, 151. \$3.50.)

This guide is a subject-matter index to the materials on English history from 1603 to 1660 to be found in the first nine reports made on individual collections by inspectors for the Royal Commission on Historical Manuscripts. References to later reports which more fully describe manuscripts noted in the first nine are also included. Printed parliamentary proceedings and manuscripts stated in the reports to be in print are omitted as are those not privately owned. For the purposes of this index English history is defined as the political, military, social, economic, cultural, and ecclesiastical history of England, Wales, and the English colonies. Material dealing with foreign countries is excluded unless it throws light on English history; so are matters of purely local and personal interest and most legal and literary documents. Because they are taken care of in the indexes to the reports, place and personal names are omitted except as they are necessary to identify or limit a subject-matter

entry. The listings in the guide are brief but distinctive; the great majority contain dates and there is considerable cross referencing. The entire index is short enough to be scanned by anyone uncertain of the exact heading under which to look for a particular subject.

Within the limits they have set for themselves Miss Upton and Mr. Winship seem to have done a competent piece of work. Until the guide has been used by scholars working in the period its utility cannot be adequately tested. Undoubtedly the omissions will prove annoying to some, but the variety of topics listed suggests that many will find it useful. Scholars whose fields of interest are not included may well be envious of those who can turn to this guide for assistance in using some of the reports of the commission.

In their brief introduction the authors explain the scope of the guide and their system of notation and abbreviation. They also indicate the organization and character of the various kinds of reports issued by the commission and the contents of the aids to their use which they list at the end of the introduction. Although they have not traced the migrations of the manuscripts to which the index makes reference, they have in their discussion of these aids provided some help for those who wish to see the original documents.

The volume is attractively printed in photo offset and should prove easy to use.

ELISABETH G. KIMBALL

Princeton, New Jersey

Guide to the Berkshire Record Office, prepared for the County Records Committee by Felix Hull, County Archivist, with a foreword by H. J. Thomas, Chairman of the Berkshire County Council. (Reading, Berkshire County Council, 1952. Pp. xv, 117, illus.)

Unobtrusive scholarship and a comprehensive knowledge of the latest developments in British record management have combined to make this *Guide* a useful handbook for historians and archivists alike. In adapting the classification systems used for the *Guide to the Surrey Records*, 1929, and the *Guide to the Essex Record Office, part 1*, 1940, Dr. Hull and his assistants have grouped and described the Berkshire record office holdings in a manner that reveals the evolution of local government by statute, local regulation, custom, and the sheer force of economic and social pressures.

It cannot have been an easy task. Dr. Hull was appointed county Archivist in 1948. He was faced with an accumulation of county, borough, parish, and estate records and papers, as well as those of defunct statutory authorities. These papers owed their preservation to 12 years of work on the part of members of the county council and others and to donations or deposits by private owners, solicitors and estate agents, municipal and parochial authorities. The breakup of large estates due to the existing system of taxation has also contributed to the volume of county records, for with commendable foresight and the cooperation of the British Records Association such property records as those of the Earl of Craven have been sent by his solicitor to the respective counties in which his estates lay, while papers dealing with the Berkshire

properties of the Neville family have been transferred to these county archives from the Essex County record office where they had been preserved.

In these circumstances the records have been arranged under four heads: county records, which are listed under the title "official," a not too happy differentiation; borough records; parish records; and "unofficial deposited archives" consisting of estate and family papers, solicitors' and estate agents' collections, and records of charities. The usual catastrophes from fire, flood, and negligence are noted with some explanation as to the extent of losses, but a widely representative collection remains. Financial records show the greatest loss, but there are splendid opportunities to observe the development of the enclosure system and the evolution of roads and highways. Prereformation manorial material is not to be expected in any quantity since Berkshire was chiefly monastic and forest estate, but the donations of family and estate papers for the postreformation period have been classified so that the incidence of public service is apparent and, as one might expect, there are glimpses of the overseas interests and service in which the typical land-owning families participated. Town records are listed with those of the boroughs. Here, Hungerford provides a sample of the tenacious struggle for the preservation of "liberties," since the Hock-Tide Court still supervises the commons and fishing rights and, we may presume, presides over the picturesque Easter revels from which the name was drawn. Records of this court, 1582-1937, have been preserved. Parish records would seem to have presented the greatest challenge even though the archivists point out that Berkshire lacks some of the 200 types of records created by the poor law guardians. Nevertheless the public responsibilities, education, and charitable duties of the parish appear in this guide, together with such purely parochial matters as glebes, tithes, warden's accounts, and the care of the church fabric.

Information as to the whereabouts of related collections is given throughout the text and some more important repositories are listed on page 99. The regulations governing facilities to students are printed. There is an index. Printing and illustration are of good quality.

It appears that Dr. Hull has recently accepted the office of Archivist for the Kent County Council. One can only look forward with keen anticipation to the day when, with equally fine assistance, another such *Guide* will appear.

NORAH STORY

Public Archives of Canada