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Writings on Archives, Current Records, and Historical Manuscripts, July 1952-June 1953

By LESTER W. SMITH

National Archives

THIS annual bibliography is the eleventh compiled under the auspices of the Committee on Archival Bibliography of the Society of American Archivists. Its content and chronological scope are indicated in the title. In addition, it includes a few items dated prior to July 1952 but issued after that date or not available earlier for examination. Like its predecessors, it is a selected list of references that does not include unpublished items, edited documents, publications in microfilm, reports of libraries and historical institutions giving but a few lines to manuscript accessions, and items appearing in news notes, unless unusually important. The coverage of this year's bibliography has been altered in two areas: records-management and office-management publications have received somewhat greater attention; foreign publications, somewhat less. The latter change was made possible by the plan of the International Council on Archives to publish annually in its journal, *Archivum*, a selected international bibliography, the first issue of which is noted below.

The bibliography is classified broadly by subject. An outline of the headings precedes the list. Only one class shows change of subject content. In this year's list, class II B comprises a selection from the very large number of items that appeared during the year relating to machine techniques in office operations and in information processing. The fewer items relating to the protection of current business records against emergency hazards, to which class II A was devoted in the two preceding compilations, have been entered in class II A. It should be noted that, as in former years, items relating to technical aspects of the use of photography and to the reproduction of research materials are placed in class VIII, while items relating primarily to the use of photography for purposes of original recording and records management are entered in class II A.

Such cross references as are necessary are provided at the ends of the several sections of the bibliography. The compiler is indebted to Grace Quimby, Geneva H. Penley, and Eleanor M. Walden of the National Archives for editorial assistance and to Ann McLeod for typing the manuscript.

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I. GENERAL LITERATURE

1. BAUTIER, R-H., *comp.* Bibliographie analytique internationale des publications relatives à l'archivistique et aux archives. *Archivum*, 2:105-226 (1952). A bibliography of about 1,000 items issued in 1950 and 1951 and including items issued in the "two or three years preceding," compiled under the auspices of the International Council on Archives.
2. BIBLIOGRAPHIE de la documentation et de la bibliothéconomie, année 1952. *Revue de la documentation*, 19:107-160 (Dec., 1952). Items relating to archives appear on p. 153-154.
3. [BORN, LESTER K.] Record. *Encyclopaedia Britannica; a new survey of universal knowledge*. [Walter Yust, editor-in-chief] Chicago, Encyclopaedia Britannica [c1953] Vol. 19, p. 15-17. This article on archives in the new *Britannica* appears under the rubric, "record," with a cross reference from "archives." Under the latter term a definition is given.
4. FORMSMA, W. J. AND J. P. W. A. SMIT. Naar een nieuwe Handleiding. *Nederlands archievenblad*, 57:24-32 (1952-53).
5. INTERNATIONAL bibliography of historical sciences. Vol. 19. 1950, including some publications of previous years. Paris, Librarie Armand Colin, 1952. 348 p. Edited for the International Committee of Historical Sciences and published with the assistance of UNESCO. References relating to the auxiliary sciences appear on p. 1-12, to archives, on p. 16-18, and to libraries and museums, on p. 18-19.
6. LORPHEVRE, GEORGE. A contribution of Belgians to the development of the Universal Decimal Classification. *Indian Archives*, 5:141-146 (July-Dec., 1951).

Translated from the original in French. Adaptation of the Dewey Decimal Classification for the classification of materials in bibliography and documentation.

7. MCCAIN, WILLIAM D. The value of records. *American archivist*, 16: 3-11 (Jan., 1953). The presidential address read at the annual meeting of the Society of American Archivists, Lexington, Ky., October 27, 1952. A condensed version, under the title, "The 'value' in valuable records," was published in *Manuscripts*, 5, no. 4: 36-39 (Summer, 1953).
8. MASTERSON, JAMES R., ed. Writings on American history, 1948. [Washington, 1952] 462 p. (American Historical Association, *Annual report for the year 1950*, vol. 2. Also published in 82d Cong., 1st sess., *H. Doc.* 96, vol. 2.) Items relating to historiography and allied disciplines are listed on p. 1-5; to lists and descriptions of historical materials, on p. 10-25; and to repositories and custodians of historical materials, on p. 25-29. This volume continues a series of volumes of which the latest, for 1939 and 1940, was issued in 1949. No volumes have been prepared for the years 1941-47.
9. MUNIZ, ALFREDO. Sistemas y métodos de archivar, por Alfredo Muñoz y Josefina Q. de Gorbea. Cincinnati, South-western Pub. Co. [1952] 130 p.
10. PAPRITZ, JOHANNES. Die Dokumentationsaufgaben der Archive. *Nachrichten für Dokumentation*, 2, no. 3: 88-92 (Sept., 1951). Urges that full documentation of contemporary events requires that archives be supplemented by private papers of statesmen, private citizens, and direct interrogation.
11. PÉREZ GALAZ, JUAN DE DIOS. Elementos de archivología; manual de divulgación. México, Impr. Universitaria, 1952. 182 p.
12. POWELL, LAWRENCE C. The power to evoke. *Manuscripts*, 5, no. 4: 2-8 (Summer, 1953). A paper read before the annual meeting of the Manuscript Society (formerly the National Society of Autograph Collectors), Columbus, Ohio, 1953.
13. SARTON, GEORGE. A guide to the history of science; a first guide for the study of the history of science, with introductory essays on science and tradition. Waltham, Mass., Pub. by the Chronica Botanica Co., 1952. 316 p. The second part of this volume is a "bibliographic summary," which includes occasional references to manuscript materials.
14. SMITH, LESTER W., comp. Writings on archives, current records, and historical manuscripts, July 1951-June 1952. *American archivist*, 15: 337-366 (Oct., 1952).
15. UNGER, W. S. AND B. VAN'T HOFF. Naar een nieuwe Handleiding. *Nederlands archievenblad*, 57: 55-68 (1952-53).

II. FILING TECHNIQUES AND MANAGEMENT OF CURRENT RECORDS

A. General Discussion

16. ALLSMAN, M. F. A classification coding system for all paperwork. *Office*, 37, no. 3: 69-70 + (Mar., 1953).
17. ALLSMAN, M. F. Try pricing your paperwork. *Office*, 37, no. 5: 106, 181-188 (May, 1953).
18. ANGEL, HERBERT E. Federal records management since the Hoover Commission report. *American archivist*, 16: 13-26 (Jan., 1953). Summarizes and appraises progress to date by the National Archives and Records Service in carrying out the recommendations of the Hoover Commission with regard to records management.
19. BANK'S "Arsenal of Security" for vital records. *Office management and equipment*, 13, no. 7: 56-57 (July, 1952). Describes the Chase National Bank's Records Center in Westchester County, N. Y.
20. BARIDON, LESLIE C. A flexible indexing system for subject file classification. *Office*, 37, no. 3: 71-76 (Mar., 1953).
21. BEACH, TERRY. Subject file manuals: the why and how of their development. U. S. Navy Department, Office Methods Branch, *Records management review*,

- 2, no. 5, Enclosure no. 2. p. 105-126 (May, 1952). Reprinted from *American archivist*, 15 (Apr., 1951).
22. BERGIN, WILLIAM E. Assault on records. *Army information digest*, 8, no. 3:22-27 (Mar., 1953). Describes the program of the Army Records Project, Personnel Research and Procedures Branch, Adjutant General's Office.
23. BETTER permanent records. *Town clerk topics*, 11, no. 12:1 (Dec., 1952). Reprinted from Vermont, Public Records Commission, *Information bulletin to city and town clerks*, 1, no. 4 (Sept., 1952).
24. BUSBY, J. C. Operation snowstorm. United States Naval Institute, *Proceedings*, 79:563 (May, 1953). Comments on matter appearing on p. 1067 (Oct., 1952) and p. 317 (Mar., 1953) of the *Proceedings*, relating to the paperwork problem in the Navy.
25. BUSH, R. Techniques for forms study. National Association of Cost Accountants, *Bulletin*, 33:1240-1248 (June, 1952).
26. CALIFORNIA. LEGISLATURE, ASSEMBLY. INTERIM COMMITTEE ON GOVERNMENTAL REORGANIZATION. Management of general service units in California State Government; a Department of General Services; third partial report by the Committee [n. p., n. d.] 82 p. The report of the advisory committee on records management, p. [45]-55, was also published separately.
27. CARMAN, GEORGE R. Forms design and control. *Management guide*, no. 50:54,020-54,021 ([Mar. 16, 1953]). Digested from NOMA Conference Proceedings, May, 1952.
28. CROCKER, HOWARD W. A basic filing system for town clerks — can you find what you are looking for? *Town clerks topics*, 12, no. 3:3-4 (Mar., 1953). The author is Senior State Archivist, New York State.
29. CROCKER, HOWARD W. The problem of protecting local records having historical value. *Town clerks topics*, 11, no. 7:1, 4 (July, 1952).
30. DIXON, RAMON B. Records management in Michigan. Governmental Research Association, *Reporter*, 4, no. 4:6-7 (July-Aug., 1952). A report on the Michigan records management study, which was undertaken by the National Records Management Council.
31. EARL, H. Underground storage vaults conditioned to protect county's microfilm records; Los Angeles county. *Heating, piping, and air conditioning*, 24:112 (Sept., 1952).
32. FLEEGER, DAVID W. Assembly line methods speed U. S. Steel mail. *Office management and equipment*, 14, no. 2:31-32, 77, 79 (Feb., 1953).
33. FURNITURE storage warehouse turns to records storage. *Office*, 37, no. 6:66-70 (June, 1953). Describes records-storage facilities of the City Transfer and Storage Company of San Francisco.
34. GERSACK, DOROTHY H. Management of records in the Federal courts. [n. p., n. d.] [11] p. A paper read before the Federal Court Clerks' Association at its twenty-fourth annual convention, Indianapolis, Ind., August 13, 1952.
35. GILLETTE guards against loss of records in disaster. *American business*, 22:22 + (Aug., 1952).
36. GRAINGER, K. E. Administrative manuals. Undertaken by the International Institute of Administrative Sciences for the United Nations. Brussels, International Institute of Administrative Sciences, 1953. 40 p.
37. GRANT, DANIEL L. Coding office forms for procedural and statistical control. *Office*, 37, no. 3:76-79 + (Mar., 1953).
38. GREGORY, BEN F. A continuing audit program for current files. *Office*, 36 no. 3:63-72 + (Sept., 1952). A detailed report of the work involved in a program of auditing files, including samples of work sheets. The author is on the Office Methods Staff, Tennessee Valley Authority.
39. GREGORY, BEN F. Quit being just a file clerk. *Office*, 37, no. 6:6-10, 142-143 (June, 1953).

40. GRIEVE, P. M. Practical approach to forms control. National Association of Cost Accountants, *Bulletin*, 33:1234-1240 (June, 1952).
41. HOLLIS, E. H. A problem of sorting and filing. *O & M bulletin*, 7, no. 6:6-10 (Dec., 1952). A summary of the methods used in sorting and filing large numbers of cards in the Traffic Index section of the Aliens Department of the Home Office.
42. HUGHES, J. W. How Los Angeles County controls its office forms. *Office*, 36, no. 5:86-88, 163-164 (Nov., 1952).
43. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Documenting Civil Service employment. [Washington, 1953] 20 p. Proceedings of the meeting of January 23, 1953, at which Donald J. Biglin and Andrew Rud-dock of the Civil Service Commission, James W. Crossland of the General Accounting Office, and Everett O. Alldredge of the National Archives and Records Service were the speakers, Joseph F. Vaughan of the Office of Defense Mobilization presiding.
44. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Manage-ment of research and technical records from the operating official's viewpoint. [Washington, 1952] 18 p. Proceedings of the meeting of December 19, 1952, at which Dr. James M. Hundley of the National Institute of Health and G. Howard White of the Naval Research Laboratory were the speakers, Joseph F. Vaughan presiding.
45. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Quality controlled paperwork and record keeping. [Washington, 1953] 20 p. Proceed-ings of the meeting of February 20, 1953, at which Arthur Barcan, National Records Management Council, Bennet B. Murdock, Prudential Insurance Com-pany of America, and Frank P. DiPlasi of the Navy Department were the speakers, Emmett J. Leahy, National Records Management Council, presiding.
46. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Relation-ship of records management to filing equipment and space utilization. [Wash-ington, 1953] 22 p. Report of the meeting of March 20, 1953, at which Arthur E. Young of the General Services Administration, Francis P. Collins of the Reconstruction Finance Corporation, and R. Bruce McNair of the Census Bu-reau were the speakers, Joseph F. Vaughan presiding.
47. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Security procedures (under Executive Order 10290) — their effects on records manage-ment. [Washington, 1952] 22 p. Proceedings of the meeting of October 17, 1952, at which Raymond P. Whearty and Col. Sidney S. Rubenstein of the Interde-partmental Committee on Internal Security and Commander C. L. Coombs and C. A. Sterman of the Navy Department were the speakers, Samuel Heller presiding.
48. INTERNATIONAL FORUM: the 1952 Conference on Administrative Practices. *O & M Bulletin*, 7, no. 4:35-40 (Aug., 1952). A summary account of the meetings of the Committee on Administrative Practices and the Supervisory Committee of the International Institute of Administrative Sciences.
49. JACKSON, RUSSELL. Why not streamline your records? *Office management and equipment*, 14, no. 1:26-28; no. 2:28-30; no. 3:23 + (Jan., Feb., Mar., 1953). The author is senior methods analyst of Socony-Vacuum Oil Co.
50. KLEINSCHROD, WALTER A. The trend is to decentralize filing with centralized control. *Office management and equipment*, 13, no. 7:22-23 + (July, 1952). A description of methods used in controlling the records of the Lever Bros. Co. in New York. Abstracted in *Management review*, 41:602-603 (Sept., 1952).
51. KROMNOW, ÅKE. Problems of filing business records. *Tidskrift för dokumentation*, 8:25-30 (1952). In Swedish, with English summary. Considers needs of his-torical research as well as everyday uses of business records.
52. KRONVALL, B. Appropriate forms; a report on the technique of designing forms, and on the use and control of forms, under the direction of C. Tarras Sällfors.

- Undertaken by the International Institute of Administrative Sciences for the United Nations. Brussels, International Institute of Administrative Sciences, 1953. 49, [1] p., forms.
53. LARSON, JESS. Space control pays off in Federal offices. *Office management and equipment*, 13, no. 12:24-25, 62, 64-65 (Dec., 1952). Speech given at the "Office of the Year" awards luncheon, New York City, October 20, 1952.
 54. LEAHY, EMMETT J. Office management. Holtzman, Robert S. and A. Kip Livingston, ed. *Big business methods for the small business*. New York, Harper & Bros. [1952] 323 p. p. 242-261. Chapter 11 of the book. Records management is discussed on p. 244-257. Office layout is discussed on p. 243-244; office equipment, on p. 257-259; paperwork cost controls, on p. 259-261.
 55. LEAHY, EMMETT J. AND BARCAN, ARTHUR. Cost-cutting controls in records management. *Office management and equipment*, 13, no. 7:28-29; no. 8:33; no. 9:30-31 (July, Aug., Sept., 1952). Also published in the item directly above.
 56. LEE, FITZHUGH. Operation snowstorm. United States Naval Institute, *Proceedings*, 78:1067-1071 (Oct., 1952). A short article on the enormous amount of paperwork encountered by Navy officers.
 57. LIBBEY, CHARLES. Paper tells your story. *Office management and equipment*, 14, no. 2:26-27; no. 4:34; no. 5:31 + (Feb., Apr., May, 1953).
 58. McDONALD, ANN. A realistic approach to records management. *Special libraries*, 44:93-95 (Mar., 1953). The author is records coordinator, Lennen and Newell, Inc., New York City. A discussion of the filing and control of current records.
 59. McMAHON, J. A. Photographing municipal and county records. *American city*, 67:119 (Dec., 1952).
 60. MARTIN, R. F. L. Tray elevators in new government buildings. *O & M bulletin*, 8, no. 2:44-48 (Apr., 1953). Describes mechanical conveyor systems for transporting papers in Government offices.
 61. MILES, ARNOLD. Central O & M offices: what they do and where they are. Undertaken by the Committee on Administrative Practices of the Institute for the United Nations Organization. Brussels, International Institute of Administrative Sciences, 1951. 20 l.
 62. MURDOCK, BENNET B. A program for clerical quality control. *Management guide*, no. 52:50,614-50,617 ([June, 1953]). Digested from *Office executive*, Jan., 1953. The author is senior methods analyst, Prudential Insurance Company of America.
 63. MURPHY, LAWRENCE P. A vertical file classification system for a special library. *Special libraries*, 44:179-181 (May-June, 1953). Describes the filing system developed by the Oceanography Library of the University of Washington at Seattle.
 64. NATIONAL RECORDS MANAGEMENT COUNCIL. Manual of procedures and operations, valve-controlled record keeping, City of New York; prepared for the Mayor's Committee on Management Survey. [n. p., n. d.] 11 p., forms.
 65. NATIONAL RECORDS MANAGEMENT COUNCIL. Quality controlled paperwork and record keeping. New York [1953] 32 p. (*Technical information service bulletin*). Discusses applications of statistical quality control to paperwork and record keeping.
 66. NATIONAL RECORDS MANAGEMENT COUNCIL. Streamlining and safeguarding property recording; a report to the [New York City] Mayor's Committee on Management Survey, April 30, 1951. [n. p.] 1951. 49 p.
 67. NATIONAL RECORDS MANAGEMENT COUNCIL. Valve-controlled record keeping; a report of the installation of record keeping control for the [New York City] Mayor's Committee on Management Survey, October 31, 1951. [n. p., n. d.] 20 p.
 68. NEW YORK (CITY) BUREAU OF THE BUDGET. The City of New York records management program; manual of procedures. [n. p., 1952] var. pag. A manual prepared jointly by the Bureau of the Budget, Office of the Comptroller, and

the Mayor's Municipal Archives Committee to standardize procedures for maintenance of a city-wide records management program and use of facilities and services of the Municipal Archives and Records Center.

69. NICHOLS, W. E. Extensive microfilming of Miami's records. *American city*, 67: 167 (June, 1952).
70. PAYROLL work in the Ministry of Supply. *O & M bulletin*, 7, no. 3: 3-13 (June, 1952). Use of the three-in-one manual system for payroll records.
71. RECORDS go underground for safety; U. S. Steel stores valuable paperwork in worked-out coal mine. *Iron Age*, 170: 94 (Nov. 13, 1952).
72. RECORDS MANAGEMENT CONFERENCE. *Office management and equipment*, 13, no. 12; 59, 67-68 (Dec., 1952). A news note on the twenty-first annual conference on records management held in Chicago in the Fall of 1952. Sponsored by Record Controls, Inc., of Chicago and New York.
73. TERRACINO, M. V. A structural-functional manual produced in the office. *Office*, 38, no. 1: 49-55, 64-69 (July, 1953). The author is supervisor, Organization and Directives Branch, U. S. Naval Supply Depot, Bayonne, N. J.
74. U. S. BUDGET BUREAU. LIBRARY. Records management and administration: selected references. Rev., Oct. 1952. [Washington, 1952] 7 p.
75. U. S. GENERAL SERVICES ADMINISTRATION. Regulations. Title 3. Federal records. Washington, 1951. Regulations promulgated by the General Services Administration and the Federal Records Council to implement the statutes governing the records of Federal agencies.
76. U. S. JUSTICE DEPARTMENT. COMMUNICATIONS AND RECORDS DIVISION. Rules, regulations, and general information on correspondence, records, and files. Washington, 1952. 31 p.
77. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. A records program for the District of Columbia Government. Prepared for the Government of the District of Columbia, Committee on the Microfilming and Disposal of Obsolete Records. [Washington] 1952. 31, 5, 5, 6 p.
78. U. S. SUPPLIES AND ACCOUNTS BUREAU (NAVY DEPARTMENT). Bibliography for the organization and methods analyst. [Washington] 1952. 11 p.
79. THE USE of a visible index in sorting claims. *O & M bulletin*, 8, no. 1: 14-18 (Feb., 1953). Describes a procedure developed in Great Britain by the Custodians of Enemy Property (World War II).
80. WEHR, P. N. Ways to control, establish, or eliminate paperwork in modern business procedure. *Journal of accountancy*, 94: 74-77 (July, 1952).

See also 2, 111, 116, 125, 148, 221, 224, 355-356, 379.

B. Machine Techniques in Office Operations and in Information Processing

81. AMERICAN MANAGEMENT ASSOCIATION. Electronics in the office: problems and prospects; with a paper on the status of the white-collar worker. New York [1952] 36 p. (*Office management series* 131). Contents. — E. J. Cunningham, "A case study in electronic accounting," p. 3-8; "Building a checklist for decision on electronic accounting: an exploratory dialogue," p. 9-13; John A. Sonnichsen, "Streamlining operations," p. 14-22; William B. Worthington, "Business decisions by electronic choice," p. 22-29; C. Wright Mills, "A look at the white collar," p. 30-36.
82. BUNKER, L. H. The machine in the office. *O & M bulletin*, 7, no. 5: 41-47 (Oct., 1952). Contents. — I, "Hand or machine?," p. 41-44; II, "The typewriter," p. 44-47. Pt. I outlines considerations to be met before undertaking mechanization.
83. DWYER, EDMUND D. The Navy is studying electronic computers. *Office*, 37, no. 2: 82-85, 133-137 (Feb., 1953).
84. FAIRBANKS, RALPH W. Electronics in the modern office. *Harvard business review*, 30: 83-98 (Sept., 1952).

85. FAIRBANKS, RALPH W. Electronics moves into the office. *Office management*, 14, no. 6: 20-23, 62, 64, 67 (June, 1953).
86. HYSLOP, MARJORIE R. Documentalists consider machine techniques. *Special libraries*, 44: 196-198 (May-June, 1953). A summary of the symposium on "Machine techniques in scientific documentation," held at the Welch Medical Library of the Johns Hopkins University, March 3, 1953.
87. KENT, R. C. Punched cards in the R.A.F. Record Office: an assignment in the Air Ministry. *O & M bulletin*, 8, no. 1: 3-11 (Feb., 1953).
88. KING, GILBERT W. Information; the surprising discovery that it is subject to the same statistical treatment as heat facilitates its storage and handling in automatic control systems. *Scientific American*, 187, no. 3: 132-148 (Sept., 1952). Includes discussion of the Rapid Selector. This entire issue of *Scientific American* is devoted to subject of automatic control, chiefly in industry, with articles by Ernest Nagel on self-regulating machines, "Automatic control," p. 44-47, and by Louis N. Ridenour, "Role of the computer," p. 116-118.
89. KLEINSCHROD, WALTER A. AMA conference debates: how will electronics affect our offices? *Office management and equipment*, 13, no. 12: 26-28, 60 (Dec., 1952).
90. MACDONALD, C. R. Punched cards in the Northern Ireland Civil Service. *O & M bulletin*, 7, no. 3: 27-34 (June, 1952). Application of punched cards in a small department.
91. MACHINE servicing methods in some governmental offices. *Office*, 37, no. 5: 108-117 (May, 1953).
92. MCPHERSON, JAMES L., SAMUEL N. ALEXANDER, H. BURKE HORTON, AND EZRA GLASER. Information processing in social and industrial research. *Scientific monthly*, 76: 100-108 (Feb., 1953). McPherson is machine development officer of Census Bureau; Alexander, chief of the Electronic Computer Section, National Bureau of Standards; Horton, chief of Air Force Interindustry Research Office; Glaser, with Office of Statistical Standards of Budget Bureau.
93. PERRY, JAMES W. Superimposed punching of numerical codes on handsorted punch cards. *American documentation*, 2: 205-212 (Oct., 1951).
94. SHAW, RALPH R. The use of photography for clerical routines; a report to the American Council of Learned Societies. Washington, D. C., American Council of Learned Societies, 1953. 85 p. A report on a cooperative experiment in the substitution of photographic (full-size) for manual copying in twelve libraries, supported by a grant from the Carnegie Corporation of New York to the American Council of Learned Societies. Describes applications in many clerical operations of the use of the "Photoclerk," a simplified camera, working similarly to the photostat and requiring no photographic experience to operate. Estimated savings in the cooperating libraries totaled some \$36,000.00 during the year of the experiment.
95. THE USE and future of automatically controlled computers. *O & M bulletin*, 8, no. 2: 30-39 (Apr., 1953). Based on a talk given by E. A. Newman of the National Physical Laboratory (Great Britain).
96. WISE, CARL S. Multiple word coding vs. random coding for the Rapid Selector; a reply to Calvin N. Mooers. *American documentation*, 3: 223-225 (Oct., 1952). Includes a short bibliography.

See also 333, 369.

III. HISTORY, ORGANIZATION, AND CURRENT ACTIVITIES OF ARCHIVAL AGENCIES, MANUSCRIPT DEPOSITORIES, AND RELATED ORGANIZATIONS

A. United States in General and Federal Government

97. AMERICAN DOCUMENTATION INSTITUTE, INC. Articles of incorporation, constitution, and by-laws. *American documentation*, 3: 193-198 (Oct., 1952).

98. AMERICAN DOCUMENTATION INSTITUTE, INC. Minutes of the special meeting, Sept. 26, 1952; minutes of the trustees' meetings, July 7, Aug. 6, and Sept. 26, 1952; minutes of the council meetings, Sept. 26 and Oct. 22, 1952. *American documentation*, 3:198-205 (Oct., 1952).
99. AMERICAN HISTORICAL ASSOCIATION. Annual report for the year 1951. Vol. I. Proceedings. Washington [1953] 207 p. Of particular interest are the reports of the Executive Secretary, p. 9-14; the Committee on the Publication of the *Annual report*, p. 32-33; the Committee on the Littleton-Griswold Fund, p. 37; the Committee on Government Publications, p. 38-39; the Committee on Documentary Reproduction, p. 39-55 (including, as Appendix A, "Microfilm copies of the unpublished inventories of the Archives Nationales, Paris, in the Library of Congress, suggestions concerning their use and misuse," by Howard C. Rice, Jr., p. 41-47; Appendix B, "Microfilming in the Archives of France for the Library of Congress and for the Bancroft Library," by A. P. Nasatir, p. 47-49; Appendix C, "Position report as of June, 1951, on reproduction of notarial archives, 'Archivio di Stato,' Genoa, Italy," by Robert L. Reynolds, p. 49-54; Appendix D, "Report of the Special Committee for Greece," p. 54-55); and the Ad Hoc Committee on Historians and the Federal Government, p. 55-60. The volume also contains the membership list of the Association as of July 1, 1952, with supplementary list to Nov. 1, 1952.
100. AMERICAN HISTORICAL ASSOCIATION. COMMITTEE ON THE HISTORIAN AND THE FEDERAL GOVERNMENT. Report and recommendations. [n. p., n. d.] 27 l. A report submitted for consideration at the annual meeting of the American Historical Association, December, 1952.
101. BRAND, KATHARINE E. Developments in the handling of recent manuscripts in the Library of Congress. *American archivist*, 16:99-104 (Apr., 1953).
102. CAPPON, LESTER J. The archival profession and the Society of American Archivists. *American archivist*, 15:195-204 (July, 1952). A paper read at the annual meeting of the Society of American Archivists, Annapolis, Md., October 15, 1951.
103. FLEMING, JOHN. Dr. A. W. S. Rosenbach, 1876-1952. *Autograph collectors' journal*, 5, no. 2:48-49 (Winter, 1953).
104. GROVER, WAYNE C. National Archives and Records Service. *The Americana annual*, 1953 (New York, Americana Corp. [1953]), p. 472.
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See also 18, 34, 75, 77, 367, 386, 396.

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See also 26, 30, 68, 218, 291, 346, 394.

C. Foreign Countries

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See also 229, 375, 393, 413.

D. International Organizations

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215. UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATION. [Papers from the Executive Board of UNESCO] 33 EX/12. 3 April, 1953. Intergovernmental conference for the adoption of an international convention for the protection of cultural property in the event of armed conflict. [Paris, 1953] var. pag. Includes several annexes: Annex 1, Inter-governmental conference . . . Provisional agenda, 1 p.; Annex 2, Intergovernmental conference, 1 p.; Annex 3, Inter-governmental conference . . . Rules of procedure, 5 p. An addendum to 33/EX 12, dated 15 April 1953, was also issued (Paris, 1953. 2 p.), with the same title, "Intergovernmental conference for the adoption of an international convention for the protection of cultural property in the event of armed conflict."

See also 2.

IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

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See also 136, 239, 349, 411.

V. APPRAISAL, ACCESSIONING, AND DISPOSAL OF RECORDS
AND HISTORICAL MANUSCRIPTS

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See also 18, 34, 167.

VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS
AND HISTORICAL MANUSCRIPTS

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226. BARROW, WILLIAM J. Procedures & equipment used in the Barrow method of restoring manuscripts and documents [Richmond, 1952] 14 p. Includes bibliography.
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- 81 (1952). Includes abstracts in French, English, and Spanish. Relates to dating of documents through study of watermarks.
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VII. ARRANGEMENT AND DESCRIPTION OF RECORDS AND HISTORICAL MANUSCRIPTS, INCLUDING PUBLISHED FINDING AIDS

A. General Discussion

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See also 4, 15, 86, 92, 96, 181, 400, 402, 407-408, 410.

B. United States in General and Federal Government

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251. COLUMBIA UNIVERSITY. BUREAU OF APPLIED SOCIAL RESEARCH. Guide to captured German documents. Prepared by Gerhard L. Weinberg and the WDP staff under the direction of Fritz T. Epstein. Prepared under contract AF 18 (600-1). [Maxwell Air Force Base, Alabama, Air University, Human Resources Research Institute, 1952] 90 p. (War Documentation Project, *Study* no. 1). A survey of captured, non-technical German World War II documents in the National Archives, the Library of Congress, the Hoover Institute and Library, the Centre de Documentation Juive Contemporaine, the Netherlands State Institute for War-Documentation, and the Yiddish Scientific Institute and Library. Contains a bibliography of materials containing information relating to captured German documents.
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254. FRIIS, HERMAN R. Geographic exploration and topographic mapping by the United States Government, 1777-1902, as reflected in official records; discussion by Herman R. Friis in connection with Third Pan American Consultation on Geography, July 25 to August 4, 1952; given July 27, 1952, at National Archives exhibit. [n. p., n. d.] 8 p. A paper read at the opening of the National Archives exhibit, the catalog of which is listed as item 267, below. Issued also in Spanish.
255. HARRISON, JOHN P. The archives of United States diplomatic and consular posts in Latin America. Washington, National Archives, 1953. 16 p. 2 maps in pocket. (Reprinted from *Hispanic American historical review*, 33:168-183. Feb., 1953). Describes records in the National Archives.
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260. U. S. CONGRESS. 82d Cong., 2d sess. SENATE. History of the Senate seals; a history of the seals used by the Senate of the United States, 1804-1952. [Washington, 1953] 34 p. (*S. Doc.* 164). Based mainly on data gathered by Emery L. Frazier, Chief Clerk of the Senate, including materials supplied by Joseph M. Whelan and Thomas C. Williams of the Senate Library staff.
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262. U. S. LIBRARY OF CONGRESS. Ohio, the sesquicentennial of statehood, 1803-1953; [catalog of] an exhibition in the Library of Congress, Washington, D. C., January 8, 1953, to April 8, 1953. Washington, U. S. Govt. Print. Off., 1953. 76 p. The exhibition included items lent by the National Archives.
263. U. S. LIBRARY OF CONGRESS. Washington, centennial of the Territory, 1853-1953; an exhibition in the Library of Congress, Washington, D. C., May 14, 1953, to August 31, 1953. Washington, 1953. 66 p. Catalog of the exhibition, which included items lent by the National Archives.
264. U. S. LIBRARY OF CONGRESS. CARD DIVISION. List of titles of motion pictures and filmstrips for which Library of Congress cards are available. Washington, 1952. 128 p. A list of approximately 4,600 films, half of which are films produced by Federal agencies. The list is arranged by film titles in alphabetical order.
265. U. S. NATIONAL ARCHIVES. Charters of freedom: the Declaration of Independence, 1776, the Constitution of the United States, 1787, the Bill of Rights, 1791. Washington, 1952. [12] p. Facsimiles of the documents.
266. U. S. NATIONAL ARCHIVES. The formation of the Union, an exhibit; the Declaration of Independence, the Constitution, and the Bill of Rights, together with other documents reflecting events that led to American independence and the establishment of the Federal Union. Washington [1952] 30 p.
267. U. S. NATIONAL ARCHIVES. Geographical exploration and topographic mapping by the United States Government, 1777-1952; catalog. [Washington, 1952] 52 p. Description of documents in the National Archives exhibition, July 27 through September, 1952.
268. U. S. NATIONAL ARCHIVES. Lists of wage stabilization cases acted on by the headquarters office of the National War Labor Board, 1942-45. Part I. Cases arranged by issue involved. Part II. Cases arranged by industry involved. Comp. by Estelle Rebec, Arthur Hecht, and Paul Flynn. Washington, 1953. 162 p. (*Special list* no. 10).
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270. U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to the Mexican States of Sonora, Sinaloa, and Baja California. [Washington, 1952] 16 p. (*Reference information paper* no. 42) A paper prepared to be read at the meetings of the Congreso Mexicano de Historia held at La Paz and Ensenada, Baja California in January and February 1952.
271. U. S. NATIONAL ARCHIVES. National Archives accessions. No. 49-50. [Washington, 1952] Issued quarterly as a supplement to the *Guide to the records in the National Archives* (Washington, 1948).

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273. U. S. NATIONAL ARCHIVES. Preliminary inventory of the cartographic records of the Federal Housing Administration (Record Group 31). Comp. by Charlotte Munchmeyer. Washington, 1952. 57 p. (*Preliminary inventory* no. 45). Includes a map, compiled by Charlotte Munchmeyer and Herman R. Friis, indicating city or area for which there are cartographic records of the Federal Housing Administration in the National Archives.
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275. U. S. NATIONAL ARCHIVES. Preliminary inventory of the "old loans" records of the Bureau of the Public Debt (Record Group 53). Comp. by Philip D. Lagerquist, Archie L. Abney, and Lyle J. Holverstott. Washington, 1953. 91 p. (*Preliminary inventory* no. 52).
276. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Bureau of Agricultural Engineering (Record Group 8). Comp. by Nathan Reingold. Washington, 1953. 28 p. (*Preliminary inventory* no. 53).
277. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Office of Censorship (Record Group 216). Comp. by Henry T. Ulasek. Washington, 1953. 16 p. (*Preliminary inventory* no. 54).
278. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Office of Labor of the War Food Administration (Record Group 224). Comp. by Harold T. Pinkett. Washington, 1953. 18 p. (*Preliminary inventory* no. 51).
279. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Price Decontrol Board (Record Group 251). Comp. by James J. Fleischmann and Victor Gondos, Jr. Washington, 1952. 4 p. (*Preliminary inventory* no. 46).
280. U. S. NATIONAL ARCHIVES. Records in the National Archives relating to the Russian Empire and the Soviet Union. [Washington, 1952] 77 p. (*Reference information paper* no. 41). Compiled by Elizabeth H. Buck.
281. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. FEDERAL RECORDS CENTER, *St. Louis, Mo.* Guide to microfilm personnel records of Civil Works Administration, Federal Emergency Relief Administration, Works Projects Administration, Public Works Reserve (WPA), National Youth Administration, Public Works Administration, Wartime Civil Control Administration. St. Louis [1953] 39 p. A list of some 63,500 reels of microfilm.
282. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. FEDERAL RECORDS CENTER, *St. Louis, Mo.* Personnel records of the Veterans Administration. [n. p.] 1953. 18 l. (Reference Service Branch, *Monograph* no. 1) Describes Veterans' Administration personnel records in custody and also indicates the general nature of current personnel records maintained in offices of the Administration.

See also 348, 352, 397-398.

C. State and Local

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288. CARSON, JANE. Historical manuscripts in Williamsburg. *Manuscripts*, 5, no. 4: 9-15 (Summer, 1953). The author is assistant to the Director of the Institute of Early American History and Culture.
289. COLORADO. STATE HISTORICAL SOCIETY. ARCHIVES DIVISION. Guide to microfilm of the Louis McLane Manuscript Collection (1795-1894). [Denver, 1952] [3], 3 p. (*Bulletin* no. 5, Aug. 1952).
290. CONNECTICUT. STATE LIBRARY, Hartford. List of church records on deposit at Connecticut State Library as of September 1, 1951. 2d ed. Hartford, 1951. 11 p.
291. CORNELL UNIVERSITY. COLLECTION OF REGIONAL HISTORY. Fifth and sixth annual reports of the curator, 1948-1950. [n. p., n. d.] 111 p. A catalog of accessions, which are described in considerable detail. Includes materials in the University Archives.
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293. DILLON, RICHARD H. Random notes on Sutro Library's autographs and manuscripts. *Autograph collectors' journal*, 4, no. 4:49-51, 64 (Summer, 1952).
294. DOSTER, JAMES F. The Shelby Iron Works collection in the University of Alabama Library. Business Historical Society, *Bulletin*, 26:214-217 (Dec., 1952).
295. EAST, ERNEST E. Historical treasures of Randolph County. *Illinois libraries*, 35: 161-170 (Apr., 1953). A general description of certain early Illinois records microfilmed by the Illinois State Library.
296. EAST, ERNEST E. AND MARGARET C. NORTON. Randolph County records: an inventory of microfilm copies in the Illinois State Library. *Illinois libraries*, 35:256-262 (June, 1953).
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302. MICHIGAN. UNIVERSITY. MICHIGAN HISTORICAL COLLECTIONS. Report, 1951-1952. Ann Arbor [n. d.] 8 p. Preprinted from the President's *Report*, University of Michigan.
303. MISSOURI. UNIVERSITY. WESTERN HISTORICAL MANUSCRIPTS COLLECTION. Guide to the Western Historical Manuscripts Collection. Columbia, Mo., 1952. 125 p. (*Bulletin* no. 6).

304. ONEIDA HISTORICAL SOCIETY, *Utica, N. Y.* A catalogue of the manuscript holdings at the Oneida Historical Society at Utica, New York. Glenn E. Thompson, curator, Francis W. Cunningham, assistant curator. Vol. 1, no. 1, June 1, 1952. Prepared under the sponsorship of the Munson-Williams-Proctor Institute. Utica, N. Y., John F. Barnard, 1952. 63 p.
305. PHOTOSTATS of important documents collected by Grant Foreman. *Chronicles of Oklahoma*, 30:470-473 (Winter, 1952-53). Lists photostatic copies of documents from Federal and State archives deposited in the Oklahoma Historical Society and the Oklahoma Agricultural and Historical College.
306. PRATT, HARRY E. Manuscripts in the Illinois State Historical Library. *Autograph collectors' journal*, 5, no. 2:38-41 (Winter, 1953). A report on the Library's holdings of Lincolniana and Civil War materials.
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308. REED, DORIS M. Manuscripts in the Indiana University Library. *Indiana magazine of history*, 49:[191]-196 (June, 1953). A summary description of the collections, with an alphabetical list of individuals and organization represented.
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310. SLOSSER, GAUIS J. Appreciation of the Rev. Edward Burgett Welsh, D.D. Presbyterian Historical Society, *Journal*, 30:9-10 (Mar., 1952). Lists records of synods and presbyteries, mostly from Ohio, which have been transcribed, indexed, and deposited in the Presbyterian Historical Society, the Upper Ohio Valley Presbyterian Historical Society, and the Western Theological Seminary.
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312. STEVENS INSTITUTE OF TECHNOLOGY, *Hoboken, N. J.* A classified guide to the Frederick Winslow Taylor collection, arranged and compiled by Elizabeth Gardner Hayward. Hoboken, Stevens Institute of Technology [1951] 45 p. The collection includes some manuscript materials.
313. STORM, COLTON. Recent acquisitions at the Clements. *Manuscripts*, 5, no. 4:54-56 (Summer, 1953). Describes briefly recent important acquisitions of the William L. Clements Library.
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315. SYRACUSE UNIVERSITY. LIBRARY. The Leopold von Ranke manuscripts of Syracuse University, the first one hundred titles dealing primarily with the Republic of Venice in the 16th, 17th, and 18th centuries, its colonial possessions, and its relations with other powers. Compiled by the Ranke Bibliography Committee: Howard O. Brogan, Antonio Pace [and] Adolph Weinberger. [Syracuse, N. Y.] Syracuse University Press [1951?] 150 p.
316. SYRACUSE UNIVERSITY. LIBRARY. Special collections in the Syracuse University Library. [n. p.] 1952. 9 p. Briefly describes the collections, which include a variety of manuscript materials.
317. TEXAS. UNIVERSITY. LIBRARY. Calendar of the Manuel E. Gondra manuscript collection, the University of Texas Library, prepared by Carlos Eduardo Castañeda and Jack Autrey Dabbs. México, Editorial Jus, 1952. 467 p.
318. YALE UNIVERSITY. LIBRARY. 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, Yale University Press, 1952. 398 p.

See also 259.

D. Foreign Countries

319. ACCESSIONS to manuscripts [during the year 1951] *Historical studies; Australia and New Zealand*, 5:174-182 (May, 1952). Includes accessions of archival agencies.
320. BAUTIER, R-H., comp. Bibliographie sélective des guides d'archives. *Journal of documentation*, 9:1-41 (Mar., 1953). Expands and brings up to date the information contained in the International Council on Archives' *Répertoire sélectif de guides des archives* (Paris, Unesco, [1950]), which in turn was issued as a supplement to the *Guide international des archives*, t. I, *Europe* (1934).
321. BOND, M. F. The manuscripts of the House of Lords. *Indian archives*, 5: no. 1: 34-41 (Jan.-June, 1951). Describes holdings of the Record Office of the House of Lords.
322. CANADA. PUBLIC ARCHIVES. MANUSCRIPT DIVISION. Inventaire provisoire. Fonds des manuscrits no. 1. Archives nationales, Paris; Archives des colonies. [Ottawa] 1952. 21 p.
323. CANADA. PUBLIC ARCHIVES. MANUSCRIPT DIVISION. Preliminary inventory. Manuscript group 11. Public Record Office, London; Colonial Office papers. [Ottawa] 1952. 61 p.
324. DENMARK. RIGSARKIVET. Danske Gesandter og Gesandtskabspersonale indtil 1914. Comp. by Emil Marquard. Copenhagen, I. Kommission hos Ejnar Munksgaards Forlag, 1952. 493 p. A guide to documents in the Rigsarkivet relating to envoys of Denmark through 1914.
325. HILL, ROSCOE R. Archival publications. *Handbook of Latin American studies*: 1949. No. 15. Gainesville, Univ. of Florida Press, 1952. 289 p. p. 123-124.
326. HISTORICAL MANUSCRIPTS. London, University, Institute of Historical Research, *Bulletin*, 25:236-238; 26:103-124 (Nov., 1952; May, 1953). Lists (1) accessions of manuscripts reported by public or corporate body repositories; (2) migrations of manuscripts by sale or change of private ownership.
327. MEXICO (CITY) MUSEO NACIONAL DE HISTORIA. Catálogo de los fondos del Centro de Documentación del Museo Nacional de Historia, en el Castillo de Chapultepec. Catalogación por Berta Ulloa Ortiz. México, 1952. 62 p.
328. NETHERLANDS. RIJSARCHIEF. De Rijksarchieven in Nederland; overzicht van de inhoud van de Rijksarchiefbewaarplaatsen. 's-Gravenhage, 1953. 404 p. A guide to the holdings of the General State Archives at the Hague and of its provincial depots, accomplished by means of a detailed listing of published and unpublished inventories and other finding aids.
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330. SPAIN. MINISTERIO DE EDUCACIÓN NACIONAL. DIRECCIÓN GENERAL DE ARCHIVOS Y BIBLIOTECAS. Guía de los archivos de Madrid. Madrid, 1952. 592 p. A survey of the archives of governmental offices, ecclesiastical authorities, and philanthropical societies in Madrid, with an introduction by Francisco Sintés y Obrador.
331. U. S. LIBRARY OF CONGRESS. PROCESSING DEPARTMENT. Unpublished bibliographical tools in certain archives and libraries of Europe; a partial list, compiled by Lester K. Born, special assistant on microfilm program. Washington, 1952. 25 p. Provides basic information on the "location, nature, size and, in some cases, quality of unpublished catalogs, calendars, inventories, guides, indexes and similar bibliographical works which are the keys to unpublished or rare and unusual published materials available for research in approximately 100 libraries and archives in eight countries of western Europe."
332. UPTON, ELEANOR S., comp. Guide to sources of English history from 1603 to 1660 in Reports of the Royal Commission on Historical Manuscripts. By Eleanor

Stuart Upton, research assistant and reviser, Yale University Library. With the collaboration of George P. Winship, Jr., professor of English, King's College. Washington, D. C., Scarecrow Press, 1952. 151 p.

See also 251.

VIII. APPLICATION OF PHOTOGRAPHIC PROCESSES TO WORK WITH RECORDS AND HISTORICAL MANUSCRIPTS

333. ADAMS, SCOTT. Facsimile for Federal libraries. *Special libraries*, 44:169-172 (May-June, 1953). Discusses the flat bed facsimile transmitter and its application to library use.
334. ARKIV-och Biblioteksfilming; Betänkande Avgivet av 1949 års Sakkuniga Rörande Arkiv-och Biblioteksfilming. Uppsala, Appelbergs Boktryckeri, 1951. 113 p. (*Statens Offentliga Utredningar* 1951:36. Ecklesiastikdepartementet) A report of a committee authorized by the Swedish Parliament in 1949 to investigate the possibility of the systematic employment of microphotography in Swedish archives and libraries. Includes a study by H. Bäckstrom on the permanence of photographic records, p. 75-108, with a bibliography, p. 109-[114].
335. BAUDOT, M. Perspectives d'emploi du microfilm dans les dépôts d'archives. *Archivum*, 2:89-92 (1952). Includes abstracts in English and Spanish.
336. BOARD ON RESOURCES OF AMERICAN LIBRARIES. COMMITTEE ON COOPERATIVE MICROFILM PROJECTS. Statement of principles to guide large scale acquisition and preservation of library materials on microfilm. U. S. Library of Congress, *Information bulletin*, 12, no. 10, Appendix, 8 p. (Mar. 9, 1953).
337. BORDEN, MILTON. A new consideration for the archivist. *American archivist*, 15:263-265 (July, 1952). Describes the author's experiences in the use of the Contoura Photo-copier.
338. BROWN, SANBORN C. A physicist looks at manuscripts. *Autograph collectors' journal*, 5, no. 1:23-25 (Fall, 1952). Describes the author's use of modern methods (ultra-violet and infra-red equipment) in studying manuscripts in the course of the preparation of a life of Benjamin Thompson, Count Rumford, 1753-1814.
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340. ELLSWORTH, R. S. New horizons with microfilm. *American documentation*, 2:221-228 (Oct., 1951). Also published separately.
341. HODGSON, JAMES G. The use of xerography in libraries; a preliminary examination of what may be a tool of great importance to libraries, prepared for the consideration of librarians who use the Bibliographical Center for Research, Rocky Mountain Region. Fort Collins, Colorado A. & M. College Library, 1952. n. p.
342. HOLMES, DONALD C. Mechanical methods of enlargement print production and related processes in use at the Library of Congress. *American documentation*, 2:216-219 (Oct., 1951).
343. HUEBNER, WILLIAM C. The Photronic Reproducer. *American documentation*, 2:238-240 (Oct., 1951). Describes the Photronic Reproducer, developed at the Huebner Laboratories, Mamaroneck, N. Y.
344. LIEBERICH, HEINZ. Rechtsfragen zum Problem Archive und Dokumentation. *Archivalische Zeitschrift*, 47:53-78 (1951). Relates to legal questions arising in the use of microphotography in archives.
345. LUTHER, FREDERIC. The earliest experiments in microphotography. *American documentation*, 2:167-170 (Aug., 1951). Reprinted from *Isis*, v. 41, p. 277-281 (1950). Includes a bibliography.

346. MARCUS, JACOB R. The West India and South America expedition of the American Jewish Archives. *American Jewish Archives*, 5:5-21 (Jan., 1953). Describes an expedition sponsored by the American Jewish Archives in June and July 1952 to the Caribbean and to northern South America for the purpose of collecting and photostating Jewish historical materials.
347. ORIGINAL versus microphotographed editions of documents. *American documentation*, 2:150-166 (Aug., 1951). Consists of five papers delivered at the seventy-fifth Annual Meeting of the American Library Association at Chicago in July, 1951. *Contents*.—Albert Boni, "Microprint," p. 150-152; Fremont Rider, "The possible correlation of all forms of microtext," p. 152-157; Eugene B. Power, "Microfilm as an edition process of documentary reproduction," p. 157-159; Roy Eastin, "The point of view of the Division of Public Documents," p. 160-162; Jerome K. Wilcox, "The point of view of the librarian," p. 162-166.
348. PHILADELPHIA BIBLIOGRAPHICAL CENTER AND UNION LIBRARY CATALOGUE. Union list of microfilms. Rev., enl. and cumulated ed. Supplement, 1949-1952. Ann Arbor, J. W. Edwards, 1953. 995 cols.
349. SHAW, RALPH R. A simple book holder. *American documentation*, 4:65-66 (Apr., 1953). Describes a book holder for microfilm and photostat cameras.
350. SOCIETY OF AMERICAN ARCHIVISTS. COMMITTEE ON STATE ARCHIVES. Survey of microphotography in State agencies. [n. p., 1952] 3, [2] p. A report prepared by Dolores C. Renze, State Archivist of Colorado, completing a survey begun by John Baxendale of Vermont.
351. TRANSLUCENT stationery and the diazo method. *O & M bulletin*, 8, no. 2:39-44 (Apr., 1953). Based on a talk given by C. Mundy of the Azoflex Department of Messrs. Ilford, Ltd.
352. U. S. LIBRARY OF CONGRESS. Annual reports on acquisitions: Microreproduction. *Quarterly journal of current acquisitions*, 10, no. 1:21-32 (Nov. 1952). Prepared by Lester K. Born, Coordinator of Microreproduction Projects, the report describes the development and administration of the Library's microreproduction program and discusses its accomplishments and plans for future operations.
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354. V[ERRY], H. R. Microcards. *O & M bulletin*, 8, no. 1:44-47 (Feb., 1953).
355. VERRY, H. R. Relative costs of duplicating and photocopying. *O & M bulletin*, 7, no. 5:38-41 (Oct., 1952). A comparison of typing and duplication costs in relation to the reproduction costs of the diazo processes.
356. VERRY, H. R. Reproduction processes and their costs. *O & M bulletin*, 7, no. 2:28-33 (Apr., 1952). Brief outline of the new processes from which prints are made on diazo paper.
357. VERRY, H. R. Reproduction processes of the future. *O & M bulletin*, 8, no. 1:18-22 (Feb., 1953). A discussion of recent developments in the field of photocopying.
358. VERRY, H. R. Semi-dry processing. *O & M bulletin*, 7, no. 4:47-48 (Aug., 1952). A description and evaluation of the process.
359. VERRY, H. R. Translucent masters for reproduction. *O & M bulletin*, 7, no. 6:29-34 (Dec., 1952). A report on the uses and advantages of translucent masters for document reproduction.
360. VOLLMER, BERNHARD. Die Photographie und Mikrophotographie als Hilfsmittel der Archive. *Archivalische Zeitschrift*, 47:211-215 (1951).

See also 59, 69, 94, 99, 144, 281, 289, 295-296.

IX. SERVICE, USE, AND PUBLICATION OF RECORDS
AND HISTORICAL MANUSCRIPTS

361. AMERICAN CATHOLIC HISTORICAL ASSOCIATION. COMMITTEE ON THE JOHN CARROLL PAPERS. Report. *Catholic historical review*, 39:40-42 (Apr., 1953). A report on the Committee's work in 1952, by Father Henry J. Browne, secretary. The proposal to publish the papers of John Carroll has the endorsement of the National Historical Publications Commission.
362. ASSOCIATION OF RESEARCH LIBRARIES. COMMITTEE ON THE USE OF MANUSCRIPTS BY VISITING SCHOLARS. Report. *Autograph collectors' journal*, 5, no. 1:46-48 (Fall, 1952). Reprinted from *College and research libraries*, 13:58-60 (Jan., 1952).
363. BASLER, ROY P. Collecting "The Collected Works." *Autograph collectors' journal*, 5, no. 3:37-38 (Spring, 1953). Describes problems and procedures in compiling the *Collected works of Abraham Lincoln* (Rutgers University Press, 1953).
364. BASLER, ROY P. Works of Lincoln. *Library journal*, 78:123-125 (Jan. 15, 1953).
365. BROWN, HENRY D. Manuscripts in a historical museum. *Autograph collectors' journal*, 5, no. 3:27-31 (Spring, 1953). The author is Director of the Detroit Historical Museum. The Museum works closely with the Burton Historical Collection in its exhibit program and provides facilities for the latter's exhibits.
366. BROWNE, HENRY J. A new historical project: editing the papers of Archbishop John Carroll. *American ecclesiastical review*, 127: 341-350. (Nov., 1952). Reviews briefly the American Catholic pattern of documentary publication and describes the project of publishing the papers of Archbishop John Carroll.
367. CARTER, CLARENCE E. Historical editing. [Washington, 1952] 51 p. (National Archives, *Bulletins*, no. 7) A manual of historical editing covering all stages in the process from the search for and selection of documents through their transcription, annotation, preparation of copy, proofreading, indexing, and book manufacture.
368. CROSS, HAROLD L. The people's right to know; legal access to public records and proceedings. New York, Columbia Univ. Press, 1953. 405 p. A report to the American Society of Newspaper Editors prepared under the auspices of its Committee on Freedom of Information. A systematic and comprehensive treatment of the matter of access to public records at the local, State, and Federal levels and embracing both judicial and administrative records. Appendixes list pertinent statutes, court decisions, and administrative determinations.
369. DAVIS, ALBERT S. Legal aspects of machine documentation. *Special libraries*, 44: 5-10 (Jan., 1953). Comments on the admissibility of microfilm records in evidence and proceeds to a consideration of certain issues implicit in the use of digital computers, electronic selectors, and the like.
370. DE VALINGER, LEON. Preparation of annual reports. *American archivist*, 16:161-163 (Apr., 1953). A paper read at the annual meeting of the Society of American Archivists, Lexington, Ky., October 27, 1952, urging the importance of the preparation and dissemination of effective annual reports.
371. DOANE, GILBERT H. Ancestor hunting. *Wisconsin magazine of history*, 35:267-272 (Summer, 1952).
372. FORD MOTOR COMPANY ARCHIVES. Rules governing use of Ford Motor Company Archives. Dearborn, Mich., 1953. [12] p. (*Bulletin* no. 2).
373. GILLE, BERTRAND. Les archives d'entreprises. *Review historique*, 208:185-204 (Oct.-Dec., 1952).
374. GREAT BRITAIN. BOARD OF TRADE. COPYRIGHT COMMITTEE. Report. London, H. M. Stationery Off. [1952] 129 p. (Great Britain, Parliament, *Papers by command*. cmd. 8662) Paragraphs 32-35 (p. 11-12) and 53-54 (p. 21-22) relate to conditions of access to and copying of manuscript and archival materials.
375. GREAT BRITAIN. HISTORICAL MANUSCRIPTS COMMISSION. [Deposit agreement form] [n. p., 1950] 4 l. A suggested standard form agreement between local record

- offices and private owners wishing to deposit records, developed by the National Register of Archives.
376. HISTORY of Parliament and its members. *William and Mary quarterly*, 3d ser., 9: [581]-584 (Oct., 1952). Discusses the project to compile a history of the British Parliament.
 377. HORN, ANDREW H. The university archivist and the thesis problem. *American archivist*, 15:321-331 (Oct., 1952).
 378. How to display autographic material. *Manuscripts*, 5, no. 4:28, 61 (Summer, 1953). Describes a loan exhibit at the Minneapolis Public Library of the manuscripts of Allyn K. Ford.
 379. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Records management and history programs — partners in documentation. [Washington, 1952] 21 p. Proceedings of the meeting of April 17, 1953, at which Clarence Danhof of the Budget Bureau, George W. Auxier of the National Production Authority, Henry Dater of the Office of the Secretary of Defense, and Charles M. Wiltse of the National Production Authority were the speakers, Herbert H. Rosenberg of the Office of Defense Mobilization presiding.
 380. JACKSON, JOSEPH G. Records of research. Patent Office Society, *Journal*, 35:239-258 (Apr., 1953). Urges the importance of keeping adequate records of research in the field of invention.
 381. LACY, GEORGE J. Questioned document specialists. *Indian archives*, 5:21-25 (Jan.-June, 1951). The author is secretary, American Society of Questioned Document Examiners.
 382. LANCASTER, JOAN C. Recent record publications of local societies. *Archives*, no. 9:11-19 (Lady Day, 1953).
 383. LEVRON, J. Archives privées et archives économiques. *Mercure de France*, 315: 563-566 (July, 1952).
 384. MAHIEU, BERNARD. L'information historique et les archives. *Archivum*, 2:55-64 (1952). Includes abstracts in English and Spanish.
 385. MEERBEECK, LUCIENNE VAN. Les archives d'entreprises. *Archives, bibliothèques, et musées de Belgique*, 23:209-212 (1952).
 386. [MISSISSIPPI VALLEY HISTORICAL ASSOCIATION.] Report of business meeting of the Association, April 18, 1952. *Mississippi valley historical review*, 39:394-401 (Sept., 1952). The resolutions of the Association with regard to encouraging the documentary publications programs of the State Department and of the *Territorial Papers* of the United States are presented on p. 398-399.
 387. THE NEWBERRY Library Conference on Indian Studies. Newberry Library, *Bulletin*, 3:30-36 (Oct., 1952). A conference held to illuminate the differences between the methodology of the historian and that of the anthropologist.
 388. POMEROY, EARL. Frederic L. Paxson and his approach to history. *Mississippi valley historical review*, 39:673-692 (Mar., 1953). Contains an account of Paxson's note-keeping practices and describes his research files, which amounted to about 80 drawers of 3 x 5 slips (now in Bancroft Library, Berkeley).
 389. RATNER, SIDNEY. The economic history of the second World War. *Journal of economic history*, 12:263-270 (Summer, 1952). Stresses the value of archival sources.
 390. REDLICH, FRITZ. The beginnings and development of German business history. 82 p. (Business Historical Society, *Bulletin, Supplement*. Sept. 1952.) Section VII relates to business records and private papers of business leaders, p. 54-61.
 391. REYNOLDS, ROBERT L. Origins of modern business enterprise: Medieval Italy. *Journal of economic history*, 12:350-365 (Fall, 1952). Observations on records and account-keeping practices appear on p. 353-354. Includes reference to Federigo Melis, *Storia della ragioneria* (Bologna, C. Zuffi, 1950), a 1-vol. work on accounting practices of the period.
 392. ROSENTHAL, FRANZ. A history of Muslim historiography. Leiden, E. J. Brill, 1952.

- 558 p. Chapter 4, section 7, "The use of documents, inscriptions, and coins," p. 105-113, contains observations on the use of documents.
393. SAMARAN, CHARLES. Une belle reconstitution d'Archives détruites: les registres angevins de Naples. *Archivum*, 2:83-87 (1952). Includes abstracts in English and Spanish. Relates to reconstitution of registers destroyed during World War II.
394. SHELLEY, FRED. The publication program of the Maryland Historical Society. *American archivist*, 15:309-320 (Oct., 1952).
395. SMITHERS, NINA W. Cooperation between the town historian and the town clerk. *Town clerks topics*, 12, no. 3:1, 2, 4 (Mar., 1953).
396. U. S. NATIONAL ARCHIVES. Regulations for the public use of records in the National Archives. [Washington, 1953] 3 p. Reprinted from the *Federal register*, 18:1754-1756 (Mar. 28, 1953).
397. U. S. NATIONAL ARCHIVES. Washington's inaugural address of 1789. Washington, 1952. 14 p. (*Facsimiles*, no. 22).
398. U. S. NATIONAL ARCHIVES. Washington's official map of Yorktown. Washington, 1952. 5 p., map. (*Facsimiles*, no. 21.)
399. WHAT should I do with my collection? *Manuscripts*, 5, no. 4:16-27 (Summer, 1953). A symposium, edited by Colton Storm, of papers presented at the annual meeting of the Manuscript Society (formerly the National Society of Autograph Collectors), Columbus, Ohio, 1953. Includes papers by Joseph E. Fields, Robert F. Metzdorf, Thomas R. Adams, Forest H. Sweet, and Cecil K. Byrd and discusses alternatives to be considered in disposing of a manuscript collection.

See also 43, 47, 51, 99, 114, 164, 167, 173, 220, 269, 325, 347, 414.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

400. AMERICAN GEOGRAPHICAL SOCIETY OF NEW YORK. Manual for the classification and cataloging of maps in the Society's collection. 2d rev. ed. by Ena L. Yonge and Elizabeth Harzell. New York, 1952. 62 p.
401. BAUMHOFER, HERMINE M. Picture prospectors: general surveys of picture collections. *Eye to eye*, 1, no. 1:11-20 (June, 1953).
402. DEAN-SMITH, MARGARET. Proposals towards the cataloguing of gramophone records in a library of national scope. *Journal of documentation*, 8:141-156 (Sept., 1952).
403. RAY, THOMAS W. Naval aviation photographs in the National Archives. *Military affairs*, 15:207-209 (Winter, 1951).
404. SIRCAR, D. C. Ancient Indian cartography. *Indian archives*, 5:60-63 (Jan.-June, 1951). Information on early Indian map-making.
405. UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATION. Establishment of photographic archives of works of art. Report. By M. Jean Prineth, Assistant Curator of the Print-Room of the Bibliotheque Nationale, Paris, France. Paris, 1951. 78 p. (UNESCO/CUA/31).
406. U. S. LIBRARY OF CONGRESS. Annual reports on acquisitions: Prints and photographs. *Quarterly journal of current acquisitions*, 10, no. 1:45-60 (Nov., 1952). A report prepared by Alice Lee Parker and staff, Prints and Photographs Division.
407. U. S. LIBRARY OF CONGRESS. DESCRIPTIVE CATALOGING DIVISION. Rules for descriptive cataloging in the Library of Congress; motion pictures and filmstrips. 2d prelim. ed. Washington, 1952. 18 p.
408. U. S. LIBRARY OF CONGRESS. DESCRIPTIVE CATALOGING DIVISION. Rules for descriptive cataloging in the Library of Congress; phonorecords. Prelim. ed. Washington, 1953. 10 p.

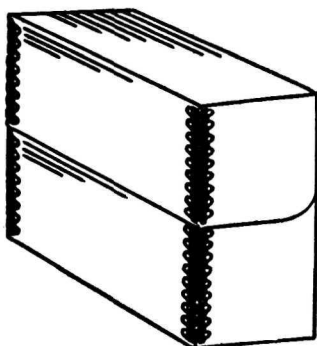
409. VANDERBILT, PAUL. The Graphic History Society of America and its aims. *Eye to eye*, 1, no. 1: 1-10 (June, 1953). The Society is a new organization of persons interested in collecting and publishing prints, paintings, photographs, and other graphic materials from the standpoint of the subjects they represent. This article appears in the first issue of its quarterly bulletin, *Eye to eye*.
410. VAUGHAN, EVELYN L. Cataloging recordings in the Illinois State Library. *Illinois libraries*, 35: 79-85 (Feb., 1953). A description of the cataloging of sound recordings in the Illinois State Library, with a list of the subject headings used.
411. WINKLER, J. FRED. One solution for the map-handling problem. *American archivist*, 15: 259-261 (July, 1952). Describes a truck designed to carry a wide variety of map items more efficiently and safely than is possible with the ordinary library book truck.

See also 123, 254, 264, 267, 273.

XI. THE RECRUITMENT AND TRAINING OF ARCHIVISTS, CUSTODIANS OF MANUSCRIPTS, AND RECORDS OFFICERS

412. AMERICAN UNIVERSITY. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS. Announcement of courses in record and archives administration, 1952-53. Washington [n. d.] 7 p.
413. BRAIBANT, CHARLES. Le Stage Technique International d'Archives. *Archivum*, 2: 27-29 (1952). Includes abstracts in English and Spanish. Relates to the training program offered by the Archives Nationales in Paris.
414. MAJOR, KATHLEEN. Record publications and the teaching of diplomatic. *Archives*, no. 9: 20-25 (Lady Day, 1953).
415. MIROT, A. The International Course on Archives, 1951-52. *American archivist*, 16: 165-167 (Apr., 1953). Abstract of a paper translated from the French by Alexander Mavro. Relates to the Stage Technique International d'Archives.
416. PAPRITZ, JOHANNES. Der erste Stage International Technique d'Archives in Paris, 1951-1952. *Der Archivar*, 6: cols. 31-41 (Feb., 1953).
417. QUINN, DOROTHY M. The École des Chartes. *Indian archives*, 5: 147-159 (July-Dec., 1951). Reprinted from *American archivist*, 13: 271-283 (July, 1950).
418. TESSIER, GEORGES. La diplomatique. [1. éd.] Paris, Presses universitaires de France, 1952. 125 p.

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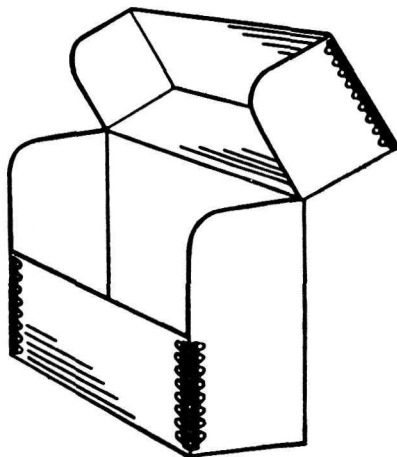
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SOCIETY OF AMERICAN ARCHIVISTS

The Society of American Archivists will hold its annual joint luncheon session with the American Historical Association at the association's meeting in Chicago in December. Wayne C. Grover, Archivist of the United States, will read a paper entitled "The National Archives at Age 20." William D. McCain, Director of the Mississippi State Department of Archives and History, will preside at the session.

Guy A. Lee, who was designated as one of the representatives of the Society at the Second International Congress on Archives, was unable to attend. William J. Van Schreeven, the other representative of the Society, did attend, however, and introduced certain resolutions on its behalf that are printed elsewhere in this issue.

NATIONAL ARCHIVES AND RECORDS SERVICE

Finding aids recently issued by the National Archives include preliminary inventories of the records of selected Foreign Service posts and of the Bureau of Pensions, the Office of War Information, the Federal Writers' Project, the Court of Claims, the Senate Committee Investigating the Disposal of Surplus Property, 1945-48, the Senate Committee to Investigate Petroleum Resources, 1944-46, and the Senate Committee on Atomic Energy. A special list of photographs made by the Office of War Information at the United Nations Conference on International Organization at San Francisco, 1945, was also published. A limited number of copies of these publications are available on request.

Recent acquisitions of manuscript materials by the Franklin D. Roosevelt Library include the personal working papers of William H. McReynolds for the period 1939-45, when he was administrative assistant to the President; personal papers of Frederic A. Delano and other members of the Delano family; certain Democratic National Committee files, chiefly for the campaign of 1944; additional correspondence of Mrs. Franklin D. Roosevelt, 1949-52; and the personal correspondence of Henry Morgenthau, Jr., 1932-45. The Morgenthau materials may be used only on the authorization of Mr. Morgenthau. The photographic holdings of the library were enriched by the accession of more than 2,000 photographs from the files of the Democratic National Committee for the period 1932-45.

LIBRARY OF CONGRESS

The second volume of the projected five-volume *Catalogue of the Library of Thomas Jefferson*, compiled by E. Millicent Sowerby, has been published by the Library. The first volume appeared in 1952, and the last three are nearing completion. Volume five will be primarily an index to the other four volumes.

Lt. Gen. Ira Clarence Eaker, United States Air Force, Ret., has presented his personal papers to the Library of Congress as a gift to the Nation. The materials, which weigh about a ton, comprise correspondence, reports, photographs, and other items relating to the General's 30-year career as a distinguished leader in military aviation. Aside from their own historical value, the Eaker papers complement, and thereby enhance the value of, other aeronautical manuscripts in the Library. These other collections include those of the Wright brothers and Generals Spatz, William (Billy) Mitchell, Frank M. Andrews, Hugh J. Knerr, Frank S. Lahm, and Henry (Hap) Arnold.

The National Committee on Atomic Information has given to the Library its files, 1945-48. Through the cooperation of various American organizations the committee in a little more than 3 years spent approximately \$225,000 in its program to promote understanding of the implications of atomic energy.

AGRICULTURAL HISTORY SOCIETY

The Agricultural History Society has announced the establishment of two annual awards of \$50 each in memory of E. E. Edwards, to be given to authors of articles appearing in *Agricultural History*. One award will be given to a student, the other to a more advanced scholar. Mr. Edwards was a founding member of the society, active in its membership throughout his life, and a charter member of the Society of American Archivists.

AMERICAN HISTORICAL ASSOCIATION

Boyd Carlisle Shafer has been selected to succeed Guy Stanton Ford as executive secretary of the association and editor of the *American Historical Review*. Dr. Shafer has been professor of history and head of the department at Stout Institute, lecturer at Columbia University, expert employed by the Finance Committee of the United States Senate, captain in the Army Air Forces, member of the staff of the Historical Division of the War Department, and professor of history at the University of Arkansas. He has held a Fulbright research fellowship, is the author of a number of articles in historical journals in this country and in France, and is about to publish a book entitled "Nationalism; Myth and Reality."

THE MANUSCRIPT SOCIETY

As was noted in our last issue, the National Society of Autograph Collectors has become the Manuscript Society. With the Summer 1953 number (vol. 5,

no. 4) the former *Autograph Collectors' Journal* became *Manuscripts*. Colton Storm of the University of Michigan was elected president of the society at its sixth annual meeting; David C. Mearns, Nathaniel E. Stein, and Robert W. Waitt, Jr., vice-presidents; and Richard Maass, secretary-treasurer. The society has released its *Manuscript Collectors Directory*, which is now available at \$2 to members, \$4 to nonmembers, from the secretary, Mr. Maass, at 285 Madison Avenue, New York City.

NATIONAL RECORDS MANAGEMENT COUNCIL

Robert A. Shift was recently appointed executive vice president of the National Records Management Council. The council has been reorganized to facilitate an expansion of its research and professional consulting service, and Mr. Shift will direct the expanded activities. At the same time the resignation of Emmett J. Leahy, former president and member of the board of directors, was announced.

PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY

The Commission on History of the Pan American Institute of Geography and History has issued the first three of a number of publications in its "Program for American History," a project financed by the Rockefeller Foundation to make better known to Americans the history of the Americas. These first three publications are working papers prepared for discussion at the commission's meeting in Havana in January 1953. By 1955 the commission expects to produce a number of volumes presenting a comprehensive view of the history of the New World from aboriginal times to the present.

SECOND INTERNATIONAL CONGRESS ON ARCHIVES¹

The International Council on Archives, founded in 1948 largely through American effort, sponsored its Second International Congress on Archives at The Hague during the week June 14-21, 1953. Sunday, June 14, was given over to committee meetings. The Standing Committee on the Constitution recommended four minor but administratively desirable changes in the language of the constitution, which subsequently were adopted. The Editorial Board of *Archivum* spent most of its time over the selection of a new editor to succeed M. André Artonne who had asked (on very short notice) to be relieved for reasons of health. The board (Sir Hilary Jenkinson, Dr. D. P. M. Graswinckel, and Dr. L. K. Born) unanimously chose M. Pierre Marot, professor at the École des Chartes, who has accepted the responsibilities. The chairmen of two professional committees (Microphotography, Accessibility of Archives) which had been established by action taken at the First Congress at Paris in 1950 had not formed their committees. The remaining two committees (Pro-

¹ Contributed by Lester K. Born, Secretary General, International Council on Archives.

tection of Archives in Time of War, Bibliographic Activities) met to put in final form their report of activities conducted entirely by correspondence.

Monday, June 15, was given over to the annual meeting of the Executive Board in the morning, and the regular business meeting of the Constituent Assembly in the afternoon. Upon the recommendation of its Committee on Admission to Membership, the board elected 27 applicants. The total membership of the ICA now is 188, and it is drawn from 11 associations, 29 national institutions, 44 other institutions, and 104 individuals from 37 countries. The Finance Committee approved the accounts and the budget of the treasurer, and recommended increased rates of dues (which would include subscriptions to *Archivum*) for all categories of members. The new rates, which were endorsed by the Executive Board and established by the Constituent Assembly, effective from January 1, 1954, are as follows: associations — 75 Swiss francs (vice 30 S frcs); national institutions — 75 S frcs (vice 30); other institutions — 25 S frcs (vice 15); individuals — 15 S frcs (vice 5).

The Constituent Assembly met without a break from 3:15 to 7:45. It elected as president, Jonkheer Dr. D. P. M. Graswinckel, Director General of the Archives of the Netherlands; as vice presidents, Dr. Ingvar Andersson, Director General of the Archives of Sweden, and Dr. William K. Lamb, Dominion Archivist, Canada; as members of the Executive Board, Mr. D. Evans (UK), Count Riccardo Filangieri (Italy), and Dr. Wayne C. Grover (USA). The new Executive Board subsequently reelected the only two officers eligible for reelection: M. Guy Duboscq (France) as treasurer, and Dr. Lester K. Born (USA) as secretary general. The assembly likewise approved the constitution of a joint committee composed of three representatives each from the ICA, the FID, and IFLA as a medium for united action before such bodies as Unesco; set the date and place of the Third Congress in 1956 at Florence, Italy; heard and accepted reports of officers and committees; and dealt with similar routine but essential items. It approved the Executive Board's referral to the appropriate committees of the suggestions presented by Dr. Philip C. Brooks, former president of the SAA, as interventions offered by an individual member under provision of par. 13 of the constitution, and it accepted enthusiastically the five resolutions offered by the SAA through its one delegate present, Mr. William Van Schreeven. These resolutions, printed below, were referred to the Executive Board for action. No others were introduced.

The new Executive Board, which met, as required, immediately after the close of the congress on June 19, endorsed in the name of the ICA the report offered by the ad hoc committee established by the assembly to consider the questions relative to large-scale microfilm operations laid before it by Unesco. (The committee report is printed below.) The new board also accepted the referrals made by the congress, which has no independent authority; namely, that the ICA establish a committee to consider the preparation of a glossary (English, French, German, Italian, Dutch) of archival terms and that (on the basis of Dr. Grover's proposal) the ICA establish minimum standards of security for international loans of archives.

RESOLUTIONS ADOPTED

Whereas archival professional periodicals are the index to the activities of archivists and of archival administrations; and

Whereas the archival profession is unprovided with international bibliographical tools which list and assess these periodicals; and

Whereas, therefore, access to information on the existence, nature and state of activity of archival professional periodicals is not readily gained;

Therefore, be it resolved, by the Constituent Assembly of the International Council on Archives, that the editor of *Archivum* be instructed to include in the next available volume of *Archivum* an article on the archival professional periodicals of the world.

Whereas the modern profession of archivist and of archival administration is something more than 150 years old; and

Whereas an extensive body of laws, doctrines, and general professional literature has developed in many countries; and

Whereas one of the basic objectives of the International Council on Archives is "to advance all aspects of the professional administration of archives by providing greater opportunities for the exchange of all ideas and information on problems concerning archives;"

Therefore be it resolved, by the International Council on Archives, meeting in the Second International Congress of Archivists at The Hague, June 1953, That the ICA study the feasibility of compiling a selected, annotated, universal bibliography on archival administration; and

Be it further resolved, That this study be referred to the Committee on Bibliographic Activities, or to such other committee as the Executive Board may decide, that the Committee report its interim findings to the Executive Board, and that the Executive Board be authorized to take such action in implementation of the recommendations as it considers practical.

Whereas the records of international government sponsored conferences and the records of non-governmental international conferences sponsored by non-continuing bodies are most likely to be left in the country host to the conference and hence, in the aggregate, to be scattered over much of the world; and

Whereas the permanent historical value of these collections makes them important for administration or for research; and

Whereas information on these records is nowhere available in a centralized location or in a published guide;

Therefore be it resolved, by the Constituent Assembly of the International Council on Archives meeting in the Second International Congress of Archivists at The Hague in June 1953, That the ICA study the feasibility of compiling a universal guide of such international records, and that in implementation of this resolution the Executive Board be directed to refer the matter to an appropriate committee and to take such other action as may in its judgment be most appropriate.

Whereas the assistance given to researchers who come to an archival agency and the responses to inquiries for information which can be supplied only after research on the part of the staff are especially important elements in the extension of the usefulness of archives on a national and an international level; and

Whereas the practice of charging fees for this reference service is general but widely diverse in detail; and

Whereas the international handbooks which contain information on this essential point are approximately twenty years out of date;

Therefore be it resolved, by the Constituent Assembly of the ICA, That the Executive Board be instructed to have compiled the data on fees for research and reference services in the archives of the world, and that it further be instructed to cause the compiled information to be published in *Archivum*, or otherwise as considered most possible and advantageous, at the earliest practical date.

Whereas the International Council on Archives has convened two international congresses of archivists at which general reports have made available to persons throughout the world résumés of facts and of practices in many countries on topics of universal interest and of major professional significance; and

Whereas the presentation of such general reports makes necessary plenary sessions which impose limits of time and space; and

Whereas, albeit the well spring for such general reports has not yet been exhausted, there are significant topics of worldwide concern not necessarily of universal individual professional interest which merit discussion;

Therefore be it resolved, by this Constituent Assembly of the International Council on Archives, That the organizing committee of the Third International Congress of Archivists be instructed to give thought to the planning of sectional meetings and to the presentation of major papers which are not necessarily general reports.

REPORT OF THE AD HOC COMMITTEE ON MICROFILMS

The International Council on Archives, meeting at the Second International Congress on Archives, took notice of the resolution of the General Conference of Unesco at its September session, asking the advice of competent international organizations on the questions raised by the Italian delegation concerning the reproduction of documents preserved in libraries and archives. The council named a committee composed of Messrs. Bolsée (Belgium), Born (United States), François (France), Hayes (Eire), and Sir Hilary Jenkinson (United Kingdom), chairman. The committee held a meeting on June 18, 1953.

The members of the committee recognized unanimously that the greatest possible degree of microfilming of manuscripts and documents should be authorized, in order to foster the diffusion of culture and to promote fruitful cultural exchanges among the nations of the world. The members found themselves in accord on the following proposals, which in their opinion represent at this time the best means of gaining the desired end.

1. The actual state of the technique does not permit the expectation that an international agreement, or even bilateral agreements between governments, can be successfully concluded at present.
2. On the other hand, bilateral agreements between archival institutions of different countries are possible and have already been put in practice with success.
3. These agreements ought to be concluded solely for the purpose of aiding scientific research, and to that end the price of microfilms should be established and maintained as low as possible. All possible precautions should also be taken to prevent any commercial exploitation of the microfilms produced as a result of such agreements.
4. In order to increase the number of agreements of this sort and to aid in general the development of good relations among archival establishments, the committee proposes that a copy of any agreement be deposited with the secretary of the International Council on Archives, who will endeavor to establish an information service for the members in their particular fields.

FOREIGN NEWS

Denmark

Svend Waendelin, the Archivist of the Danish Emigrant Archives, visited the National Archives of the United States July 8 to 10. Founded 4 years ago, the Danish Emigrant Archives is devoted exclusively to the collection of archives and published materials relating to the achievements of emigrants to all parts of the world. Through generous gifts and contributions of funds, the Archives is now housed in the manor house of Sohngaardsholm, Aalborg, and

offers sleeping accommodations for researchers who may wish to stay at the Archives for some time.

East Germany

According to word received at the Library of Congress, the Government of the German Democratic Republic on April 2 issued stringent regulations concerning the export of books, manuscripts, and works of art. The new order provides that exports of cultural works will be permitted only when there will be no loss to the national art possessions or learning. Autographs; single and first editions of works of domestic and foreign writers, poets, composers, and scholars; medieval manuscripts and incunabula; important recent learned manuscripts; all bibliophilic editions; and libraries left by outstanding artists or scholars and separate pieces from such libraries are specifically protected.

Federation of Malaya

C. Northcote Parkinson, professor of history at the University of Malaya, has discovered that insects are doing serious damage to records in Malaya. He has urged the Malayan Government to establish at once a National Archives to preserve and service the important documents before they are damaged beyond possibility of repair.

Great Britain

Employment opportunities in the Public Record Office in London were recently noted in the *Times*. Applicants for the position of assistant keeper must be between the ages of 22 and 26 (veterans excepted), must possess a good knowledge of Latin and French, and must have a First or Second-Class Honours Degree in classics, law, or history. The starting salary is £440.

The fifth York summer school of archives and historical research was held at St. John's College, York, August 8 through 22. The Rev. J. S. Purvis, director of the Borthwick Institute of Historical Research, was director of the summer school, and Sir Hilary Jenkinson, Deputy Keeper of the Records, was among the lecturers. Emphasis was directed toward York as an ancient city, the archival depositories in York, buildings of unusual architectural interest, and the reading and interpretation of medieval manuscripts.

Haiti

At the Second International Congress on Archives held at the Hague, June 16-21, the Republic of Haiti requested that a search be made in archives and libraries of the world for the original document of the Haitian *Acte de l'Indépendance*. It also asked to be informed about any important documents in European and American archives that relate to Haiti. The Republic will celebrate the 150th anniversary of its independence in January 1954.

Mauritius

The Colony of Mauritius has instituted a program to publish important archives relating to the history of Mauritius. The second publication under this program, to be issued in the near future, will be devoted to early relations

between Mauritius and the United States. Consular correspondence, a calendar of American ships calling at Mauritius between 1786 and 1810, and a history of early United States-Mauritius relations written by A. Toussaint, Chief Archivist, will be included in the volume.

ALABAMA

Marie Bankhead Owen, director of the Department of Archives and History for the past 33 years, has announced her intention of resigning in 1955. Although Mrs. Owen, 84, has not recently attended the annual meetings of the Society of American Archivists, she is well known to many of our members.

CALIFORNIA

The Bancroft Library has obtained microfilm copies of the hitherto secret archives of the German Foreign Ministry for the Bismarck era. The archives, among the captured German records now in England, were microfilmed with the cooperation of British, French, and American officials in London. About 900 volumes have been filmed.

Among recent accessions of the library are diaries of William B. Lake, a Bay area businessman, covering the years 1853-99; the Henry M. Yerlington papers; an 1849 diary of Tipton Lindsey; and the papers of Robert Walker Kenney, who before retiring in 1946 served in many major posts in California, including that of attorney general.

DELAWARE

The Annual Report of the Public Archives Commission of the State of Delaware for the fiscal year 1951-52 (reviewed in this issue of the *American Archivist*), is now being distributed. Other recent publications of the commission are *Approved List of Writing Materials*, noted in our last issue, and accessions lists for the last several quarters.

DISTRICT OF COLUMBIA

The records of the earliest nationwide Catholic organization, the National Catholic War Council, are being preserved at the Department of Archives and Manuscripts of the Catholic University of America. The transfer of the old files of the council, covering especially the years 1917-21, from the warehouse of its successor organization, the National Catholic Welfare Conference, to the university was recently completed. In these papers are to be found the most complete evidence of American Catholic participation in World War I: the parish listings of servicemen, brought together from every diocese in the country by the historical records bureau of the war council and put on 3,000 feet of microfilm; 100 feet of original records of the work of Catholic guest houses and community houses at home and abroad; papers documenting the wartime efforts of schools and other organizations; and records of employment and social service agencies that carried on various types of postwar reconstruction

work. The preservation of these war records at the university was decided on by the administrative committee of the National Catholic War Council as early as 1918.

MARYLAND

The general assembly in its 1953 session passed an act (Chapter 436, Acts of 1953) giving the Hall of Records Commission the duty of supervising the records management activities of all Maryland State agencies. The commission further was given power to review all requests for records equipment and services. A staff of three has been set up as a division of the Hall of Records to implement the law.

Work has begun on Hall of Records *Publication No. 10*. This volume, the *Calendar of Maryland State Papers No. 4*; *The Red Books, Part 3*, will conclude the *Rainbow* series calendars, a project begun in 1941.

MASSACHUSETTS

For a number of years the Baker Library of Harvard University's Graduate School of Business Administration has been collecting material issued by or relating to the Harvard business school. This collection, known by the class mark "Archives," is administered as a part of the manuscript division. It has now grown large enough to warrant the listing of certain sections and, with the approaching fiftieth anniversary of the business school, publications by and about the Baker Library were selected for listing in the 18-page *Archives Bibliography No. 1*, issued in June by the business school. The first part of the bibliography lists publications by the library concerning its acquisitions, bibliographies, and classification schemes; guides to the library as a whole; guides to those departments of the library which issue their own guides; and finally guides to special collections. The second part of the booklet is devoted to comment on the library as a whole, on classification schemes, and on special collections. Included in the special collections about which comment has been published are the many deposited in the library by the Business Historical Society. Titles that may be obtained from the library are indicated.

MICHIGAN

The Ford Motor Company Archives at Fair Lane, the former home of Henry Ford, was formally dedicated on May 7, 1952, in simple yet impressive ceremonies. Representatives from many archival institutions, libraries, and museums were in attendance. Wayne C. Grover, Archivist of the United States, was the guest speaker, and his address has been printed by the Ford Motor Company Archives. Copies of it and other publications issued on the occasion of the dedication, several of which are reviewed in this issue of the *American Archivist*, may be obtained by writing to Henry E. Edmunds at Fair Lane, Dearborn, Mich.

On June 29 and 30 a statewide museum conference was held at Mackinac

Island under the auspices of the Historical Society of Michigan. Among the speakers were Fred L. Rath, Jr., director of the National Trust for Historic Preservation, and Arthur Stenius of Wayne University, who spoke on visual education and the museum.

"A Short List of Select Subject Headings" (*Service Manual* No. 6) has been prepared by Philip Mason of the Michigan Historical Collections, University of Michigan, for the use of catalogers of small manuscript collections. It may be obtained by writing the Michigan Historical Commission, Lansing 13, Mich.

Howard H. Peckham, director of the Indiana Historical Bureau, has been named director of the William L. Clements Library of Americana at the University of Michigan, effective September 1, 1953. Mr. Peckham assumes the post left vacant by the death on January 4, 1951, of Randolph B. Adams, who had been director since the library opened in 1923.

MINNESOTA

The Minnesota State Archives Commission has authorized the transfer of certain noncurrent warrants or checks from the State auditor's vaults in the capitol to the State Archives now located in the Minnesota Historical Society Building. Warrants for miscellaneous expenses and for education from approximately 1849 through June 30, 1928, will be received and serviced by the State Archives staff. Among the earlier warrants are letters, notes, and other manuscript material from public officials. State bonus warrants for Spanish American and World War I veterans of Minnesota will be included in the transfer. Attached to each warrant is the serviceman's military record, giving dates of birth, entrance into military service, and discharge. These records are used for a variety of purposes including veterans' service disability and other claims.

NEW MEXICO

Miss J. Vivian Hedgcock, head librarian, New Mexico Highlands University, Las Vegas, has announced the appointment of William S. Wallace to fill the new post of assistant librarian and archivist. A consulting archivist in the business and institutional fields, Mr. Wallace is the author of the recently published biography, *Antoine Robidoux, 1794-1860; a Biography of a Western Adventurer*.

NEW YORK

The Rev. John-Marie Cassese has been assigned as archivist of the Franciscan Province of the Immaculate Conception. He will work at the Provincial Curia, 147 Thompson Street, New York City.

Dean Albertson, assistant director of the oral history research office at Columbia University, has been interviewing former Government officials in Washington during the past year, recording their views for the archives of the university. Conceived by Allan Nevins several years ago, the project was started

in 1948 and more than 300 men and women have been interviewed since that time. Their tape-recorded remarks are transcribed, and the manuscript pages are put into locked steel boxes in the university's archives, not to be opened until at least 5 years after the commentator's death. It is believed that the project will overcome the difficulties of future historians in finding records of contemporary history in this age of the telephone call. The interviews take the place of the diaries and long letters that are available for the study of American history up to the twentieth century.

NORTH CAROLINA

The general assembly in 1953 made available for the State Department of Archives and History \$152,718 for 1953-54 and \$151,474 for 1954-55, as compared to \$106,264 for the fiscal year just completed. In addition it voted a 10 percent salary increase for State employees (with a few exceptions), retroactive to July 1, 1952. The increased appropriation provides for one additional employee in the Hall of History, four in the Division of Archives and Manuscripts, and one in the director's office. A bill to authorize a bond issue of \$1,596,095 for a new archives and history building failed to pass, but it is hoped that the necessary funds will be appropriated in the future.

Among other actions of the assembly was the establishment of a Historic Sites Commission to screen requests for State aid in historic restoration and preservation. The director of the State Department of Archives and History is ex officio secretary of this commission.

OKLAHOMA

Gaston Litton, archivist of the University of Oklahoma, was invited to assist in training the staff and in other matters relating to the new library building in Curitiba, capital of the State of Paraná, Brazil. Mr. Litton is familiar with the Latin American library scene, having worked in several Latin American countries, including Mexico and Nicaragua.

OREGON

A fumigation chamber for the joint use of the Oregon State Archives and the Oregon State penitentiary has been completed at the latter institution. It takes one truck load of records, measures 8 by 6 feet, with an 8-foot ceiling, and was constructed by prison labor. The chamber is designed so that gases which are heavier than air may be used for archival purposes; and gases lighter than air may be used for the purposes of the penitentiary. Initial fumigations began in June, with notable success.

The 1953 Oregon State legislature has amplified the State records destruction law. The State Board of Control may now grant continuing authorizations for the disposition of State records. Such authorizations are subject to periodic review by the State auditor and the State Archivist, who may recommend to the board changes in authorizations, should these appear desirable.

PENNSYLVANIA

A checklist of the Jane Addams papers at Swarthmore College has been completed and may be had on request addressed to the Curator, Swarthmore College Peace Collection, Swarthmore, Pa. The papers comprise records of Miss Addams' background and activities. Besides her correspondence, books, pamphlets, and speeches, they include family records, pictures, clippings, reference material, and books from her library. They occupy 115 document cases on 75 linear feet of shelf space.

TENNESSEE

Tennessee's new State Library and Archives Building was formally opened on June 17 in the presence of leading citizens of Tennessee, the Archivist of the United States, the Librarian of Congress, and other distinguished guests. Dedicated as a "lasting memorial to the citizens of Tennessee who served in World War II," this \$2,500,000 structure is designed to house the State's library services, its archives, and its historical agencies.

Preliminary plans for the building were submitted in 1950 and the building contract was let in 1951. All the working areas of the structure are designed for efficient use and provided with the most modern facilities. The archives search room has a seating capacity of 22 and includes 2 small offices to be used by visiting scholars. The library reading room has a seating capacity of 80. The restoration laboratory has a Barrow Laminator No. 12, and the photographic laboratory will be equipped with the most modern microfilm and photostat facilities available. Books and records are kept under ideal temperature and humidity by the latest in air-conditioning equipment.

The archives division of the State Library and Archives is under the direction of Robert T. Quarles, Jr. Other permanent members of the staff include William T. Alderson, assistant archivist, Robert Sharp, archives assistant, and James Pike, in charge of the restoration laboratory.

TEXAS

At the fifty-seventh annual meeting of the Texas Historical Association, held in Austin April 24-25, Vito Alessio Robler discussed "Important Contributions of United States Historians to the History of Mexico," and Lewis Hanke spoke on "Materials for Research on Texas History in European Archives and Libraries."

VIRGINIA

The Institute of Early American History and Culture has issued its announcement of annual grants-in-aid of research to scholars working in the field of American history prior to 1815. As in the past the grants are made in conjunction with the publication program of the institute. The institute has also announced the opening of the second annual competition for the \$500 book prize for books published during 1953 on any phase of American history prior to 1815. Winner of the first award was David J. Mays for his work *Edmund*

Pendleton, 1721-1803; a Biography (Harvard University Press, 1952). Requests for information concerning either the grants or the book prize should be addressed to the Director, Institute of Early American History and Culture, P. O. Box 1298, Williamsburg, Va.

Among the recent accessions to the Alderman Library at the University of Virginia are letters of Thomas Jefferson and Albert Gallatin and several miscellaneous items relating to Walter Reed and Camp Lazear. Additional memoranda sent to the library from England by curator of manuscripts Francis L. Berkley, Jr., and mimeographed for distribution to interested persons are:

Transportation of the Poor to Virginia, 1631. 1 p.

Berkshire Record Office. Virginia, 1617. 1 p.

Blair-Locke-Nicholson Letters. Consideration of Virginia Affairs, 1697-1699. 1 p.

Capture of Blackbeard the Pirate or Virginia *versus* North Carolina, 1718. 2 p.

DEATHS

The Society of American Archivists lost an old friend with the death of Herbert E. Bolton on January 30. Professor Bolton was an early member of the society, and although not a member during recent years, his interest in archival work remained constant. His own research in the Mexican archives nearly 50 years ago was a pioneer effort and demonstrated the importance of foreign archives to historians in the United States.

Adelaide Hasse died in Washington in July at the age of 84. Perhaps the best known work of this bibliographer and specialist in public documents was her organization of the records of the War Industries Board, 1919-21, and her monumental *Index of Economic Material in Documents of the States of the United States*. She did research work for several temporary Government agencies during and after World War I and became bibliographer to the Institute of Economics in Washington in 1923. From 1933 to 1936 she was a member of the faculty of George Washington University, and until last year she was a consultant in the compiling and indexing of United States documents.

Margaret B. Choppin, records administration officer of the United States Treasury Department, died in Washington in July at the age of 53. She had been a Treasury employee for nearly 17 years, and she compiled the Department's records administration manual. Active in records circles in Washington, she will be greatly missed by her Federal colleagues.

MISCELLANEOUS

Of interest to archivists and librarians is the opinion of W. E. Higman, United States Customs Bureau, who wrote to the director of libraries at the University of Kansas as follows:

... it is the opinion of the Bureau that microfilms may be entered free of duty under paragraph 1631, Tariff Act of 1930, as photographs, if imported ... by an institution or society established or incorporated solely for educational, literary, philosophical, religious or scientific purposes or for the encouragement of the fine arts, by a public or State library, or by a school, for its own use or for the encouragement of the fine arts, and not for sale, upon compliance with the applicable regulations.

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