

# The International Congress on Archives, 1953<sup>1</sup>

By WILLIAM J. VAN SCHREEVEN

*Virginia State Archives*

THE Second International Congress on Archives met at Scheveningen — a seaside resort a short distance from the Hague — June 14-21, 1953. In attendance were 400 registrants from 20 countries. Four delegates from the United States attended — Lester K. Born, Secretary-General, and three delegates from the Commonwealth of Virginia.

Registration and various committee meetings were held on June 14. The meeting of the Constituent Assembly was held on the afternoon of the following day. Four minor changes to the constitution were adopted, and dues to the organization were increased from 5 Swiss francs for an individual member to 15 Swiss francs. Association and institutional rates were also increased.

Several resolutions were presented in behalf of the Society of American Archivists. Two of them — one for the preparation of a universal bibliography on archival administration and the other for the preparation of a guide to international archives — were unanimously adopted.

Officers were elected, and D. P. M. Graswinckel, Director General of the Netherlands Archives is the new president of the I. C. A. The next congress will be held in 1956 in Florence, Italy.

Six reports or papers were prepared for delivery at the working sessions of the congress. All the reports were based upon detailed questionnaires that had been prepared in advance. This system prevented the reporter from developing the topic assigned to him in his own way, but it had the advantage of enabling him to digest and report on the various replies he had received. Most reporters indicated that from 20 to 30 replies to the questionnaires had been received from archivists throughout the world. The reports, then, represented the thoughts and opinions of most of the leading archivists of the world as drawn together and summarized by the reporters.

<sup>1</sup> Paper read at the annual meeting of the Society of American Archivists at Detroit, Michigan, September 14, 1953.

The reports, printed in English and in French, were distributed to the delegates at the time of registration. The meeting place fronted on a large and inviting terrace cafe, and it was necessary to pass the hotel bar on the way to the meetings. Inasmuch as the delegates all had the printed versions of the speeches, it is obvious that archivists are made of stern stuff; most of the sessions were well attended. Perhaps, however, the fact that after the opening session curtains were used to cut off the view of the terrace and the fact that the bar was closed during the meetings may have accounted for the attendance.

The inaugural meeting of the congress was held on the morning of June 16. After the usual addresses of welcome, Herman Hardenberg, conservator at the General State Archives of the Netherlands, delivered his report on "Uniformity of Archival Terms." Members of the Society of American Archivists are well aware of the difficulties involved in archival terminology in this country. Hardenberg found that much confusion also existed in European countries. The archivist of the Zurich Canton was of the opinion that uniformity of terminology was impossible even in Switzerland.

There was uniformity of opinion on the definition of *fonds d'archives* or archives unit, and most archivists believed that strayed documents which properly belong in an archives unit should be re-integrated and that documents that do not belong should be removed. Only the English demurred on this point.

In the definition of specific categories Hardenberg found a "real babel." There was no general agreement as to terminology. Charters, diplomas, acts, registers, and so forth, were all defined with different shades of meanings. In Bavaria a register means a volume noting in brief form the entry and the expedition of acts. Elsewhere in Germany the term is used as a synonym of index. In Luxembourg the term register is used for the minutes of a determinate authority. In Italy the term is a common one for those volumes in which are recorded deeds, acts, resolutions, letters, and so on. Even that which Hardenberg calls "an assemblage by sewing or binding papers" and which he feels should uniformly be called a volume is otherwise designated in other countries. A wide diversity of definitions was noted in the usage of such terms as dossier, bundle, lias, cover, pack, file, and envelope. Some of the distinctions are so subtle that they appear to be a definite straining after semantic gnats.

Hardenberg concluded his report by a discussion of three possible ways to arrange archives — chronologically, by subject, and by administrative organizations. Classifying according to adminis-

trative organizations or according to the principle of provenance is followed by some but not all countries. In German Switzerland, for example, the archives units before 1798-1803 are classed by subject groups and chronologically within the subject group. Decimal classifying is seldom used by archivists, but certain current local records in some countries are classed in accordance with a devised decimal classification. As Hardenberg pointed out, such schemes are of so recent a date that the archivist is as yet unable to determine the value of decimal classification. The report ended with the suggestion that the International Council on Archives consider the establishment of a committee on uniform terminology.

The report made on the afternoon of June 16 was given by Camille Tihon, Archivist-General of Belgium. His paper was entitled "Archives and Documentation," and the nature of the questionnaire upon which the report was based indicates that the intent was to determine the archivist's relation to reference work. To the question whether the archivist's duties should include the function of directing research, Tihon found that all answers were in the affirmative. Not only should the archivist be able to guide researchers to the utilization of the collections in his custody, but also he himself should participate in historical research.

In order to guide research and to make the records available to scholars, finding aids are necessary. Guides and inventories are particularly desirable, and Tihon took quiet pride in the fact that Gachard in Belgium had published a guide as early as 1831 and was instrumental in obtaining a royal decree ordering the preparation and publication of inventories of the State Archives. Readers of the *American Archivist* know how often the excellent inventories prepared in Belgium are reviewed in that journal. Indeed, the person who inspects the archives of Europe — and it was my privilege to visit a number of them after the congress — will be struck by the fact that records are seldom made available for research until an inventory has been made. Francis Berkeley, who has recently examined many record depositories in England, likewise finds that the compiled inventory or the contemporary manuscript inventory is the essential working tool of the archivist. Tihon pointed out that the Archives of France have published more than 900 summary inventories, and the speaker categorically stated "the first and main task of the archivist is therefore to establish and to publish inventories."

In answer to the question as to the establishment of card indexes containing ample summaries of the records, Tihon found that all

archivists agreed this would be eminently desirable but probably impossible. It was deemed more essential to arrange and inventory before undertaking the formidable job of indexing. A certain amount of indexing has been done by some institutions; and the reporter mentioned a special name, locality, and subject index made in Belgium, based, however, upon the printed summary inventories.

Most of those answering the questionnaire were of the opinion that the archivist should not only create finding aids for his own collection, but should also be able to furnish the researcher information on material that might be found in other institutions. The collection of useful inventories of other archives was considered especially desirable, as the archivist should be able to guide researchers to those collections that supplement the documents in his custody.

It was not felt necessary or desirable to maintain a file of research projects and of the names of researchers. In Italy it is forbidden to divulge this information, and the former practice in Belgium of printing a list of research topics has been dropped. Tihon suggested that perhaps the only time such information might be divulged is when a researcher unwittingly begins an investigation which has already been pursued by someone else.

Most of the rest of the questionnaire was devoted to contemporary documentation. From the questions it appears that the concern was with an information or documentation center devoted to the dissemination of data on current political, social, economic, and cultural problems. The archivists were asked if recent periodicals, clipping files, and other current data should be collected. Quite properly the answers made by most archivists were summed up by Tihon that such an information center "exceeds absolutely the limits of the mission assigned to archivists." It was pointed out that the functions of the so-called documentation center belong to the librarian. Documentation centers have been established in about 30 departments in France. The archivist of the department directs such centers; and, although the plan has met with some success in that country, Tihon indicated that the majority of archivists with whom he corresponded were strongly opposed to documentation centers under the care of archivists.

The speaker for the third working session was Count Riccardo Filangieri, Inspector-General of the Italian State Archives at Naples. His report was entitled "Archives and History of Art."

The speaker pointed out that in most cases art objects such as illuminated manuscripts, fine bindings, and engravings are to be



found in libraries and museums. The art objects usually found in an archives are seals, maps, and drawings. An archives, however, often contains documentation for art objects. Thus notarial records may record contracts entered into by the artist, and often financial records show payment made to him. Family archives often furnish much data on the works of art that embellished a manor or castle. Wills, deeds, inventories, parish and church records, and other vital statistics all furnish data on the artist's life. Since such records generally fall into established archival units it is unnecessary to make a separate classification for them. The information should, however, be brought out in inventories and indexes. Denmark has issued a publication entitled "Sources for the History of Art," based on the archives of that country.

In addition to listing or inventorying the documentation of the history of art as found in an archives, it is also necessary to catalog the art objects the archives possesses. Thus a chronological inventory of seals should be made — the reporter noted that the Archives Nationales of France has about 100,000 seals. An inventory should also be made of maps and drawings. The speaker called attention to the fact that many archives have objects of art which might be called furnishings of the archives building. These sculptures, paintings, and tapestries, if of artistic merit, should be carefully inventoried. The reporter concluded his remarks by saying that the documentation of the history of art that can be accomplished through the use of archival materials is a most valuable contribution to the history of civilization.

On the morning of June 18, Mlle. Régine Pernould, a staff member of the Archives Nationales of France, presented her report on "Historical Museums of Records." The questionnaire indicates that exhibits of documents was to be the basis of the discussion. Since many of the European manuscript exhibitions are very large (France at one time had 1,444 documents on exhibit) and are often displayed in a separate room or building, the European exhibits tend to be "museums of records." Most of these exhibits are permanent and strive, through the display of documents, to depict the history of the nation or locality. Although the chronological order is followed in most exhibits, there is an increasing tendency to subdivide the chronological span into smaller topical groups. Thus the French museum of records has groupings of documents illustrating the renaissance and the classic period, the revolution, and the "First Empire"; and a group entitled "France in the World" displays

documents about the voyages of discovery and the relations of France to foreign countries.

Aware that continued exposure to sunlight has caused the documents to deteriorate, various archivists have tried different methods of protection. Most institutions use curtains to shield the documents except when they are actually exhibited. Artificial lighting is used by many institutions, although some countries still use natural lighting. The elaborate precautions taken by the United States to protect the Declaration of Independence and the Constitution of the United States are not duplicated for any European documents. Italy is apparently the only country that attempts to control humidity by placing a hygroscopic substance in the display case.

Most European "museums of records" charge a small fee to view the displayed documents, which in practically all institutions are described in a printed catalog. Entrance fees are waived for school children and most institutions encourage visits by teachers and pupils. France has the most elaborate educational program. Through the assistance of the Ministry of Education, an educational service has been established there. Three trained workers in the museum cooperate closely with a representative on the faculty of every educational institution in Paris. These representatives — and there are over 300 of them — arrange the tours of the school children and receive circulars, folders, and other publications prepared by the museum specialists. Facsimiles of documents are sent to the schools, and when the children visit the museum of records they are permitted to handle and attempt to decipher records pertaining to various topics upon which they might be making a special study.

The reporter apologized for devoting so much time to the museum activities in France, and she briefly discussed the work done in other countries. In general she noted an increasing interest on the part of the public in history and believed that, since history is based upon authentic documents, the archivist should strive to present, as attractively as possible, selected documents that both appeal to the public's fancy and describe a part of the nation's history.

Sir Hilary Jenkinson, Deputy Keeper of Records, British Public Record Office, presented his report on the training of archivists at the fifth session. The speaker indicated that in England the higher staff of the Public Record Office consists of the Deputy Keeper, the principal assistant keeper, 5 assistant keepers, and 16 "class 1 and 2" assistant keepers. These keepers are chosen by a selection board on the basis of their having attained high honors in classics, history,

or law and their thorough knowledge of Latin. Successful candidates must serve a probationary period of 2 years in the Record Office. Training courses have been established for those individuals desiring to work in local or county record offices. A 2-year course is offered at the University of London. Candidates for this course are selected by interviews with graduates having honors in the arts. During the first year, classes are given in archival administration, paleography and diplomatics, English administrative history, medieval Latin and Anglo-Norman French. Some of the lectures are given by the assistant keepers of the public records, and others are given by the teaching staff of the university. Three weeks are spent by the classes in various local archives during the first year; and, if a candidate passes his examinations, he spends the second year in an approved archival depository. Here he must prepare a list or calendar of documents; if this compilation is satisfactory he is granted a diploma.

Aside from England, most countries consider a university degree as a necessary qualification for a professional archival position. In addition many require specialized training. In some instances this training is given at the archival establishment, while in other countries established courses in archival history are offered. The best known is the *École des Chartes* in Paris. In Italy, archival courses are offered at various universities; and in Austria technical training may be received at the Institute for Austrian Historical Research at the University of Vienna. The West German Republic has an archives school attached to the State Archives at Munich, which is open in general only to officials. The school connected with the Marburg Archives is open to others.

It appears from Sir Hilary's findings that the higher professional positions invariably demand (1) a university degree and (2) specialized technical training received either from an archives school or through inservice training.

The final report was prepared by Wayne C. Grover, Archivist of the United States, and read in his absence by Lester K. Born. The assigned title of the report reads "Communication With Displacement of Documents," but the nature of the questionnaire and the report indicates that the matter to be discussed was the domestic and international lending of archival material.

American archivists may be somewhat surprised to learn that lending of original material is not an uncommon practice among European archivists. Certain categories of documents — such as fundamental charters, artistically valuable documents, and fragile

records — are excluded from all lending. In some instances certain records, such as church registers, will be lent only once to a particular institution. The director of the archives usually decides which documents can be lent, but in some cases the decision must be made by the ministry of which the archives is a unit. In no instance, however, will documents be lent for those solely engaged in genealogical research. Loans are made not to individuals but to institutions, for the use of the individual scholar. The institution receiving the documents assumes responsibility for them. Lending is done both on an international and on a national basis. Domestic loans outnumber international loans, and Grover found that, in addition to loans for scholarly research, documents were lent to the agencies that had deposited the records in the archives. This occasional withdrawal of records by the agency of origin from the archival depot probably also prevails in most American archival institutions.

In reporting on loans made for exhibit purposes, the reporter found that often many countries would contribute documents in order to create a meaningful exhibit. In the United States the National Archives and other institutions permit the loan of documents for exhibit purposes. The "Freedom Train" exhibit is perhaps the outstanding example of a cooperative exhibit made up of documents borrowed from many institutions and individuals.

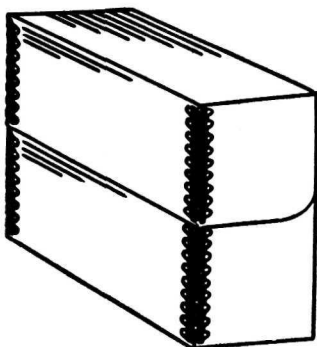
Dr. Grover discussed the slight amount of lending of manuscripts for scholarly purposes by the United States and concluded that the technique of microfilm has made unnecessary the lending of original documents. Thus the microfilm publication program of the National Archives makes available to distant researchers, at a small cost, copies of important bodies of records. European archivists, it appears, are somewhat skeptical of microfilm as an adequate substitute for lending the originals. Lack of microfilm facilities accounts for some of the skepticism, and the feeling that nothing can take the place of the original probably also influences the thinking of some. In any case, Dr. Grover found that microfilm was seldom used as a substitute for lending the originals, and most archivists felt that, if microfilm should be used, the cost should not be paid by the institution doing the copying. Most archivists felt that microfilm copies should be sold, and that lending of microfilm was not feasible. Dr. Grover concluded his report with an eloquent plea for the general accessibility of archival materials "to create an open world for scholarly research."

In addition to the working sessions of the International Congress, the local secretariat arranged an extensive series of trips and

receptions for the delegates and their wives. On the evening of Tuesday, June 16, a reception by the Government of the Netherlands was held at the famed Mauritshuis Museum at the Hague, and on the evening of the following day another reception was held by the Municipality of the Hague at the old Town Hall. On Wednesday, June 17, the delegates had the choice of an excursion to Delft or through the Hague, where the Heemaf-Compactus filing system as used by the Postal Transfer Service was demonstrated. The General State Archives and the Archives of the Royal House were also open to the visiting archivists. On Friday, June 19, an extensive tour by bus was taken to Gouda and ended at the Castle DeHaar, where a reception was held by the Director of the General State Archives. On Saturday, June 20, a tour had been arranged to Haarlem and Amsterdam. In the latter municipality a high spot of the visit was a boat trip through the canals. On Sunday, June 21, an extended trip was arranged for those archivists who remained for this last day of the congress. This all-day excursion was a trip completely around the Zuider Zee. The Noord-Oost Polder — the reclaimed part of the Zuider Zee — was inspected, as well as the barrage of the Zuider Zee.

Other excursions and receptions were planned for the wives of the members; and the local secretariat, headed by Mr. Hardenberg, worked hard and well to make a success of the Second International Congress on Archives.

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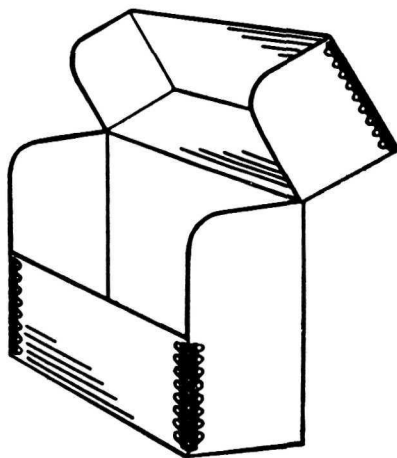
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# The Episode of the Misplaced Commission Records, 1872

By DONALD H. MUGRIDGE

*Library of Congress*

THE four despatches here printed concern an abortive transaction that is trivial enough but that archivists should find amusing as well as gratifying to their professional self-esteem. The British Foreign Office, on the eve of the great Geneva arbitration of the *Alabama* claims, was temporarily unable to locate certain records essential to its argument; and it sought to obtain a more or less surreptitious look at their American counterparts. The despatches are from the records of the British Legation at Washington, in the Public Record Office (F. O. 115, vols. 533 and 539), microfilm copies of which are in the Manuscripts Division of the Library of Congress. Three of the four despatches are telegrams, preserved not in their cipher or deciphered originals but in the form of notifications sent by both the despatching and receiving parties through ordinary diplomatic mail. Oddly enough, not one of the four items could be supplied from the corresponding files preserved at the Foreign Office itself (F. O. 5, vols. 1358 and 1361), which for this period at least are considerably less complete, both for drafts and despatches, than the Legation records.

The despatches are formally between Earl Granville, Secretary of State for Foreign Affairs in the latter years of Gladstone's first administration, and Sir Edward Thornton, British Minister at Washington from 1867 to 1881. How much personal concern Granville had in them is another matter. The Foreign Office telegram notifications are signed by Lord Enfield, the Parliamentary Undersecretary, in Granville's absence, and the telegrams went out on successive Saturday afternoons, when the Earl was probably enjoying a longer weekend than were his subordinates. The chief mover in the matter was undoubtedly the signer of the long despatch. Charles Stuart Aubrey Abbott, third Lord Tenterden (1834-82), had entered the Foreign Office in 1854 and had risen through the clerical grades to the post of Assistant Undersecretary; in the following year he would become Permanent Undersecretary. He was the Foreign Office's key man in the settlement of the post-Civil War difficulties with America. He served as British secretary to



the Joint High Commission, which met at Washington in 1871; with Mountague Bernard, Chichele professor of international law at Oxford, he assisted the Lord Chancellor, Hatherley, in preparing the British case presented to the Geneva Tribunal; and he was the British agent, or political representative, at the tribunal. The tribunal's five arbitrators had held their first meeting at Geneva on December 15, 1871, and had then received the British and American cases. The counter-cases — the British reply to the American case, and the American reply to the British case — became due, under Article 4 of the Treaty of Washington, 4 months later, on April 15, 1872. Lord Tenterden was now at work on the British counter-case, presumably with his previous or other collaborators, although the writer has been unable to find any positive statement about this. (The American case was prepared by J. C. Bancroft Davis, American agent, *solus*; but the American counter-case was prepared by Davis in collaboration with the American counsel, Cushing, Waite, and Evarts.) It will be noted, however, that the caveat against eagerness in the first telegram has no counterpart in the follow-up despatch. Since the latter was doubtless Tenterden's, the former may well have been a precaution of Granville's, or at least of Enfield's.

In any event, to Tenterden fell the responsibility of finding the records of the commissioners under Article 7 of the Treaty of 1794, or Jay's Treaty, as we call it. (The distinction of the article is necessary, because other joint commissions were set up under other articles of Jay's Treaty, concerned with debts or disputed boundaries instead of spoliations.) The records needed were those now classified as F. O. 304 (Archives of Commissions: American Claims, 1794). The substitutes sought in Washington are now in Record Group 76 of the National Archives, Records of Boundary and Claims Commissions and Arbitrations. Of the three subgroups of this group, the claims subdivision is considerably the largest. Two volumes of "Opinions Filed by the Commissioners" segregate the material used by Bancroft Davis and required by Tenterden.

The papers reported as found on January 20 were, without much doubt, the F. O. 304 material. The *Counter-Case Presented on the Part of the Government of Her Britannic Majesty to the Tribunal of Arbitration* (the four volumes of which, one of the case proper and three of appendix, are conveniently if inelegantly reprinted in one as H. Ex. Doc. 324, 42d Congress, 2d sess.) treats, in section 2 of part III, "Violations of American Neutrality in 1793 and 1794" (pp. 45-47 of the American reprint) and prints as a section of the appendix, "Decisions of the Commissioners under the VIIth

Article of the Treaty of November 19, 1794" (pp. 627-654). The decision or opinion in the case of the *Jamaica*, filed May 21, 1798, is published in full, along with two others which were also regarded as unfavorable precedents for the American claims of 1871.

CIPHER TELEGRAM FROM GRANVILLE TO SIR EDWARD THORNTON,  
3:50 P.M., JANUARY 13, 1872

Are the records of the Mixed Commission under the 7th Article of the Treaty of 1794 accessible at Washington, without showing eagerness on the subject? Despatch on the matter sent to you tonight.

LORD TENTERDEN FOR GRANVILLE TO SIR EDWARD THORNTON,  
JANUARY 13, 1872 (RECEIVED JANUARY 29)

You will probably have observed that, at page 132 of the case of the United States on the Alabama Claims, reference is made to a decision of the Commissioners who adjudicated under the 7th Article of the Treaty of 1794 on claims for British Vessels captured by French Privateers fitted out in Ports of the United States.

It seems essential to the preparation of the British counter-case, that the records of the proceedings of the Commissioners should be referred to and examined: but it has been found impossible to trace the copies which should be in the possession of Her Majesty's Government.

The search will be continued, but in the meanwhile I have addressed to you an enquiry by telegraph as to the possibility of obtaining access to the copies in the possession of the Department of State at Washington. If access can be so obtained I should wish that you should cause these papers to be examined by a competent person, and copies or notes to be taken of such papers as may be material.

The examination should be directed to the following points:

1. Whether any claims were made for compensation in respect of British vessels taken or destroyed, *but not brought into any port of the United States.* [Points 2-10 duly follow.]

A full copy of the award in the case of the "Jamaica" referred to in the United States case should of course be furnished if procurable.

CIPHER TELEGRAM FROM THORNTON TO GRANVILLE,  
WASHINGTON, 5 P.M., JANUARY 13, 1872

I fear that the records of the Commission under Article VII of Treaty of 1794 can be found only at the State Department, even if there.

CIPHER TELEGRAM FROM GRANVILLE TO THORNTON,  
JANUARY 20, 1872

With reference to my telegram of the 13th Instant and Despatch No. 11 of the same date, suspend the Enquiry respecting the Claims Commission under the Treaty of 1794.

Some papers have been found here which will probably afford all the information required.

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# News Notes

MARY C. LETHBRIDGE, *Editor*

Assisted by ROY HART, *National Archives*

*United States Information Agency*

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## SOCIETY OF AMERICAN ARCHIVISTS

The following is a list of the committees of the Society, with their current chairmen. Complete membership of committees will be announced in a later issue of this journal.

*Committee on Bibliography.* Lester Smith, Chairman  
*Committee on Archival Buildings and Equipment.* Victor Gondos, Jr., Chairman  
*Committee on Auditing.* Elizabeth Biggert, Chairman  
*Committee on College and University Archives.* Henry J. Browne, Chairman  
*Committee on Local Arrangements, 18th annual meeting.* Lester Cappon, Chairman  
*Committee on Program, 18th annual meeting.* Morris Radoff, Chairman  
*Committee on International Relations.* Lester Born, Chairman  
*Committee on Labor Union Archives.* Paul Lewinson, Chairman  
*Committee on State Records.* David Duniway, Chairman  
*Committee on Membership.* Dolores C. Renze, Chairman  
*Committee on Microphotography.* W. Frank Burton, Chairman  
*Committee on Nominations.* Christopher Crittenden, Chairman

### NEW COMMITTEES

*Committee on Professional Standards.* Solon J. Buck, Chairman  
*Committee on Municipal Records.* Richard Ruddell, Chairman  
*Committee on Business Records.* Chester Conner, Chairman  
*Committee on Church Records.* Edmund L. Binsfield, Chairman  
*Committee on Audio-Visual Records.* Hermine Baumhofer, Chairman  
*Committee on Archives and Office Technology.* Herbert Angel, Chairman

The second annual "conference" of college and university archivists of the Society took place at a breakfast session on September 14, 1953. Despite the early meeting hour of 8 a.m., a dozen were in attendance, representing the following universities: California (Berkeley), Catholic, Cornell, Louisiana State, Pennsylvania, Rutgers, and Texas; and the Harvard School of Business Administration.

The principal matter discussed was the concept of a college or university archives and how from this idea flow its functions. In the light of the varying organizational patterns represented at the meeting, special guest Solon J. Buck of the Library of Congress attempted the definition of a university archives as a depository for official records, for other valuable documents that were not official, such as professors' papers, and for manuscript research materials held by the institution. There was no general agreement on this definition. On the third point some felt that manuscript collections by their very nature have no place in an institution's archives. Hence, in cases where archival and manu-

script functions have been combined in the same office, more inclusive names have been used, such as "regional collection and archives." Faculty papers, however, were defended as belonging without apology in the archives since the men producing them acted at least in part as members of the school organization. In reply it was said that a professor did not produce official records in the same sense as the incumbent of a continuing administrative office.

The microfilming of noncurrent student records at the Catholic University of America was described and discussed. The possibility of learning something from the discussions of business archives that might be applied to colleges and universities was pointed out, since educational institutions have many aspects of business concerns. The plan to develop a newsletter to circulate among this special group of archivists was mentioned.

A part of Jason Horn's article on the archives of Hawaii that appeared in the April 1953 issue of the *American Archivist* was reprinted in the September 1953 number of *Paradise of the Pacific; Hawaii*. The article is illustrated with pictures of the new Archives Building in Honolulu and photographs taken at dedication ceremonies July 31.

### NATIONAL ARCHIVES AND RECORDS SERVICE

For reasons of economy the National Archives has discontinued its former practice of abstracting or summarizing information contained in pension and bounty-land files, census population schedules, and early passenger lists. It will continue to make such records available for public examination in its search rooms, however, and will furnish reproductions of specifically designated documents for a fee. The agency also recently assumed responsibility for handling reference service (formerly handled by the Adjutant General's Office) on military service records in the National Archives, except in cases where an official interpretation of the records by the Department of the Army is legally necessary. Because of budgetary limitations, however, the National Archives staff is unable to abstract or summarize the information contained in these records. It will, of course, make them available for public examination in its search rooms and, in the case of volunteer service records (as distinguished from regular army service records), when summaries of such service have been previously prepared by the Department of the Army, will provide reproductions of the summary cards for a fee.

A system of training and promotion for GS-5 archivists has been instituted at the National Archives. Under this system the GS-5 archivist grade henceforth will be recognized as a training grade, and the basic grade for fully qualified professional archivists in the agency will be grade GS-7. All GS-5 archivists employed in the National Archives are required to take the course of training and tests prescribed. Those who complete the course and pass the tests satisfactorily and whose job performance has been satisfactory will be promoted, with the approval of the General Services Administration Personnel Division, to GS-7 positions. The course consists of lectures, discussion, read-

ing assignments, and work projects under supervision. It provides a general orientation in the work of the four divisions of the National Archives and Records Service, instruction in the principles of archives management, the techniques and methods of each of the several archival functions (appraisal, preservation and arrangement, preparation of finding aids, editing and publication of historical documents, and reference service), the nature and value of the holdings of the National Archives, the library tools of the archivist, and the use of photography in archival work.

Restrictions on the use of records of the House of Representatives that have been transferred to the National Archives have been modified to the extent that any of the House records that are more than 50 years old or that have already been made public now may be made available for use by Government agencies, private organizations, or individuals. The modified restriction went into effect with the passage of House Resolution 288 on June 16, 1953.

An illustrated leaflet written in popular style and describing the National Archives and some of the historic documents on display there has recently been published. A limited number of copies of this publication are available on request.

The National Archives will assist former President Harry S. Truman in surveying, classifying, and selecting his personal papers for deposit with the United States Government. The papers, which are estimated to fill about 1,600 file drawers, are now stored in the Jackson County Court House, Kansas City, Missouri. Work on the papers was begun on September 28 by Philip D. Lagerquist of the National Archives staff under the direction of Wayne C. Grover, Archivist of the United States. It is estimated that the basic preparatory work will be completed in about 18 months. As previously reported, Mr. Truman expects to give his papers to the Nation and to preserve them in a proposed Harry S. Truman Library to be built at Grandview, Missouri. In the event that the library building is not constructed, Mr. Truman has indicated that he will take advantage of provisions in the Federal Records Act of 1950 and deposit his papers in the National Archives.

With the conversion of GSA Records Depositories in Regions 6 and 10 into Federal Records Centers there now are 11 Federal Records Centers strategically located throughout the country. Ten of these are general purpose centers, while the eleventh houses and services personnel folders of Federal employees who have left Government service.

In cooperation with the Records Management Division, interagency records administration conferences, similar to the conference so successfully conducted in Washington for many years, have been established in Atlanta and Dallas. Meetings have been unusually well attended by field service employees of the Federal Government in these areas. Conference organizations are also being set up in San Francisco and Boston, and it is expected that organizations will be worked out for each of the other GSA regions in which Federal Records Centers are now located.



## LIBRARY OF CONGRESS

A large and valuable collection of the papers of Whitelaw Reid (1837-1912), journalist and diplomat, has recently been presented to the Library by his daughter-in-law, Mrs. Helen Rogers Reid, chairman of the board of the New York *Herald Tribune*, and her son, Whitelaw Reid, president and editor of the paper. The approximately 30,000 manuscripts and 170 volumes cover most of Reid's career, from his early journalistic work in Ohio to his ambassadorship to the Court of St. James, 1905-12.

Gen. U. S. Grant's military career, from the time he took command of the Federal forces in the District of Ironton, Mo., on August 8, 1861, until he became President of the United States on March 4, 1869, is documented in a collection of 62 volumes of records given to the Library by U. S. Grant III, grandson of the Civil War commander in chief. These unique records, which were the general's personal property and have been in the possession of his descendants since his death in 1885, have been added to the General Grant papers in the Library and will be available for research use. Some of the documents undoubtedly have never been published.

Some 27,000 papers of Norman H. Davis (1878-1944) have been given to the Library by the Council on Foreign Relations, Inc. The papers cover most of Mr. Davis' public career, beginning with his contributions to the work of the Paris Peace Conference of 1919. They contain valuable materials relating to his services to the League of Nations, his work with organizations concerned with foreign policy, and his years as Assistant Secretary of the Treasury and Undersecretary of State. There are also files relating to several international conferences with which Davis was concerned. The papers will be closed to general research for 2 years, after which most of them will be available under Library restrictions.

Other material received by the Library includes a manuscript volume containing Joseph N. Nicollet's record of astronomical observations on latitude and longitude made at various points along the eastern coast of the United States, 1832-33; and the personal papers of Dr. Cooper R. Curtice, eminent agricultural scientist and parasitologist, who identified the cattle tick as the carrier of "Texas fever" and whose researches led the way for the discoveries of William C. Gorgas and Walter Reed.

The papers of the late Senator Robert A. Taft, which are being deposited in the Library, will be withheld for the time being from public examination and private view.

## U. S. DEPARTMENT OF THE ARMY

Kenneth Munden, formerly archivist with Supreme Headquarters, Allied Powers in Europe (SHAPE), is now assistant branch chief of the Departmental Records Branch, Adjutant General's Office, Department of the Army. Philip Brower has become an archivist in DRB. Seymour J. Pomrenze, formerly branch archivist with DRB, has transferred to the Records Manage-

ment Section, Management Branch, Comptroller Division, Adjutant General's Office; that section is primarily concerned with formulating policies respecting the administration of records throughout the Department of the Army.

## FOREIGN NEWS

### *Canada*

E. C. Kyte, for many years librarian of the Committee on Archives of the United Church of Canada, will retire January 2, 1954. Mr. Kyte has been a member of the Society of American Archivists for some time and has been actively interested in the development of church archives in the United States as well as in his own country. He has been a contributor to the *American Archivist* and has served as editor of the quarterly bulletin issued by the Committee on Archives.

### *France*

A bibliography of current historical research in the field of history has recently been launched by the Archives de France, with the financial support of the Société des Amis des Archives. Issued twice a year, under the title *Bulletin du Centre d'Information de la Recherche d'Histoire de France*, the publication is designed to establish contact and cooperation between historians and to prevent research workers from embarking on fields of investigation already explored. Information is being collected from the French National and Departmental Archives so that a list may be drawn up of the names, addresses, and subjects of all research workers; the material is recorded at the Centre d'Information of the Archives Nationales prior to publication. The first issue of the *Bulletin* gives details of research carried on in 1950 and 1951, still unpublished on January 1, 1953. The 1,173 research projects (genealogical research is not included) are listed in part one of the *Bulletin* under the following headings: scientific aids to history; general history (in periods, with a section for pre-history); biographical and family history; local history; naval, military, and colonial history; economic history, social history, art history, and archaeology. The second part of the *Bulletin* lists the researchers and refers to topics covered in part one. Subscriptions (400 francs for an annual, 200 francs for a half-year subscription) can be obtained from the Société des Amis des Archives de France, rue Vieille du Temple 87, Paris 3<sup>e</sup>, France.

### *Great Britain*

H. J. Habakuk of All Souls College, Oxford University, and Paul Chambers, vice chairman of Imperial Chemical Industries, members of a group sent to the United States by the British Government to study records management and especially the use of microfilm in connection therewith, visited the National Archives and Records Service, the Library of Congress, and other Government agencies in Washington during early October. Their survey of American practices in the records field also took them to a number of other public and private agencies throughout the United States.

*India*

Dr. P. M. Joshi, director of archives for the government of Bombay, India, visited the National Archives in Washington and several State archival institutions on his way to the International Congress of Archivists, held at The Hague in June 1953. Director of the University of Bombay before his appointment as archivist in 1947, Dr. Joshi is also the founder of the library school in Bombay. Besides the government records in his custody, which go back to the seventeenth century, as head of the Secretariat Record Office at Bombay he is also charged with the custody of the records of Baroda, Kolhapur, and Poona. Included in the records at Poona are ancient records of a trading company which had relations not only in India but with Western nations. This collection alone contains 50 million items.

*Israel*

In August 1953 the Zionist Central Archives in Jerusalem staged an exhibit of documents relating to the life and work of the late Dr. Chaim Weizmann, first President of the State of Israel. The exhibit was arranged at the "Rally for Overseas Youth on Courses in Israel," and consisted of 14 frames and one showcase containing both textual and graphic material on Weizmann's career.

## CALIFORNIA

Immediately after Gov. Earl Warren's appointment as Chief Justice of the United States, he set a precedent by depositing his papers in the California State Archives. These papers, covering the period when he was attorney general and governor, 1939-53, are to be sealed for a 10-year period, after which their disposition is at the discretion of the California secretary of state. The secretary of state may exercise this discretionary authority also in the event of Justice Warren's death during this period. The accession measures about 500 feet.

The State Archives began in August a program of cataloging many of the archives series, 1848-1900, pertaining to such subjects as constitutional conventions, Indian wars, militia and the National Guard, and Yosemite Valley.

A grant of \$225,000 from the Ford Foundation to the Hoover Institute and Library on War, Revolution, and Peace is enabling the library to expand its staff to keep up with the influx of documentary materials from Asia and the Middle East. For the next 3 years a large number of catalogers and language specialists will concentrate on the processing of such accessions, eagerly awaited by Western scholars. The library continues to receive additions from all over the world, even from "Iron Curtain" countries and China.

## CONNECTICUT

A new volume of the *Public Records of the State of Connecticut*, May 1797 to October 1799, edited by Albert E. Van Dusen, State historian, has just been

published, and copies are available for \$6.00 from the State Library, Hartford 15, Connecticut. Included in this ninth volume, of 526 pages, are an extensive introduction, an index, and footnote annotations which show many references to archives. An interesting innovation in this volume is a frontispiece map, reproduced from an engraving by Amos Doolittle of "A Correct Map of Connecticut from Actual Survey," 1797.

An important collection of manuscripts relating to the early town of Windsor has been acquired recently by the State library. Noteworthy among the documents are five Indian deeds dated between 1660 and 1687. There are also many letters concerning the management of the English estates of the Allyn family of Windsor before the Revolutionary War. Another acquisition of general interest is a doublefaced frame containing what are said to be original letters relating to the surrender of Louisbourg in 1745, written by General Pepperell of the British Colonial Forces to the French General du Chambon. If not original, these are certainly contemporary copies, endorsed "For Lt. Frye," who was Pepperell's aide at Louisburg and an ancestor of the donor of the frame.

## ILLINOIS

The State Records Commission Act of 1943 was further amended by the Sixty-Eighth General Assembly, meeting in 1953, to authorize the commission "to adopt schedules authorizing the disposal, after the lapse of specified periods of time, of records of a specified form or character that either have accumulated or may accumulate in the custody of any state agency and that will not, after the lapse of the periods specified, have any value, archival, historical or otherwise and should be destroyed or otherwise disposed of." The commission may also "require as a condition for destruction of records by any state agency that the records be first reproduced by microphotography or other photographic process, whether or not resulting in a copy of reduced size."

The attorney general of the State has advised the commission that under section 7, as amended in 1951 and 1953, no State agency can legally dispose of any of its records after July 1, 1951, without authorization of the State Records Commission, any prior legislation to the contrary notwithstanding.

The State Records Commission Act of 1943, which had already placed all destruction of records after microfilming under the jurisdiction of the State Records Commission, was also amended in 1953 to remove obsolete language.

The twenty-second annual conference on records management, sponsored by Records Controls Inc., was held in Chicago on October 9, 1953. This 1-day session focused attention on the practical problems confronting everyone in charge of files. A featured speaker was Ralph Shaw of the United States Department of Agriculture, who spoke on "A New Machine to Sort out Subject Data Mechanically." Other talks on the program were "Measurement and Simplification of Office Work," by Henry C. DeWitt, "Retention Problems in Connection with Old Records," by Harold T. Arnold, "Good Relations in

Business," by William H. Higginbotham; and a panel discussion of "Why Work in a Records Room Appeals to Successful File Supervisors."

Record Controls, Inc., has announced the fourth edition of its *Retention and Preservation of Records, With Destruction Schedules*. It includes the latest revisions of record retention laws and a new section on retention schedules for the Federal Government's noncurrent records. The tabulation of retention periods for common business papers has been expanded, and a detailed index has been added. The booklet can be obtained from Record Controls, Inc., 209 S. La Salle St., Chicago 4, Ill., for three dollars.

### MARYLAND

Soon after completing its survey of Maryland State records (noted in our issues of January and April 1953), Records Engineering, Inc., was retained by the city of Baltimore to prepare record schedules and chart the procedures that result in the receipt or creation of city records. The potential savings to Baltimore in the institution of a records management program will doubtless be proportional to those of the State. J. Millard Tawes, State Comptroller, estimates very great immediate savings through the disposal program and continuing savings of about \$36,000 yearly.

### MISSOURI

Representatives of the Lutheran Church (Missouri Synod) and the Lutheran Women's Missionary League met at the Concordia Historical Institute on the campus of Concordia Seminary, St. Louis, October 6 and 7, 1953, for the purpose of stimulating historical collection and achieving some uniformity of action and planning by the district archivists. Papers were read on the "Function and Activity of District Archives," "The Gathering of Local Materials, Congregational Archives, and Histories," "Problems of the New Archivist," and the "Historical Institute's Relation to District Archives."

### NEW YORK

The archival positions in the Division of Archives and History of the State Education Department have recently been retitled to conform to the public records analyst series established for that division by the State Department of Civil Service. The titles now include junior public records analyst, public records analyst, senior public records analyst, and associate public records analyst. The division is currently engaged in establishing a statewide records administration program in counties, cities, towns, villages, and districts outside of New York City.

Four companies operating in the field of business records have been consolidated under the name of Leahy and Co. The four companies, Records Management Consultants, Business Archives Center, Security Records Center, and Records Management Research Center, have offered related but different services. Now under one head they expect to provide what Leahy and Co. term

"the most complete records management service available to industry and government." The offices of Leahy and Co. are now located at 357 West 27th Street, New York 1, N. Y.

The National Records Management Council has recently issued a leaflet entitled *Applied Science in Records Management: A New Technique*. Copies of this leaflet and of detailed records management audits, described therein, may be obtained by writing to the council at 50 East 42nd Street, New York 17, N. Y.

### NORTH CAROLINA

The Department of Archives and History announces the publication of a revised edition of *Explorations, Descriptions, and Attempted Settlements of Carolina, 1584-1590*, edited by D. L. Corbitt, head of its division of publications. Material included in the edition consists of that part of the third volume of Hakluyt dealing with Carolina and a part of Giovanni da Verrazano's account, written in 1524. Copies may be obtained free by writing the Division of Publications, State Department of Archives and History, P. O. Box 1881, Raleigh, N. C. This division will also supply offprints of the article "Let's Look at Manuscripts," by Christopher Crittenden, which appeared in the *Southeastern Librarian*, vol. 3, no. 2 (Summer 1953).

### OHIO

The trustees of the Rutherford B. Hayes and Lucy Webb Hayes Foundation, meeting in annual session on October 4, 1953, at the Hayes Memorial Library, Fremont, on the 131st anniversary of the birth of Rutherford B. Hayes, approved a program for editing and publishing volumes of source materials from the Hayes papers and other collections in the library. One of the contemplated volumes will be a guide to the library's manuscript collections of about a half million pieces, the nucleus of which is the Hayes papers. Officers and trustees of the foundation are Webb C. Hayes II, president; Lloyd T. Williams, vice president; Watt P. Marchman, secretary; and Webb C. Hayes III, treasurer; Harold Boeschenstein, Arthur B. Hayes, Scott B. Hayes, Frank L. Moore, and A. E. Slessman.

The American Jewish Archives, Cincinnati, has recently uncovered the largest manuscript collection of Jewish Americana yet known on this continent. This is the Henry Joseph collection of Rebecca Gratz papers. The Rev. Dr. Harry J. Stern of Montreal called the archives' attention to this treasure, about 6,000 pages of material. About 2,000 sheets deal with Barnard and Michael Gratz, Philadelphia merchants, 1754-ca. 1800. This material has been microfilmed and is unrestricted. There are about 4,000 pages of letters, sent for the most part to Rebecca Gratz by relatives and friends, among whom are members of the Fenno and Hoffman families. The use of these letters, which are also microfilmed, has been restricted by the family.

## PENNSYLVANIA

During the 2 years just passed the Division of Public Records at Harrisburg has taken over from the State treasurer a great volume of the financial records of Pennsylvania. An inventory of records of the loan and transfer agent of the Commonwealth, 1821-1919, has been completed by Henry J. Young. Until the summer of 1952 these records, bound and loose, which document in detail the issue and redemption of some 60 series of State bonds, filled an obscure bank vault in Philadelphia. As records of State indebtedness they are of especial significance for the 1820's and 1830's, the era of expanding internal improvements, and for the time of the Civil War. The Division has also received the records of the general loan offices (banks) of 1773, 1785, and 1793, and those pertaining to the "new loan" of 1785, under which Pennsylvania assumed a portion of the Federal debt. Also included are most of the record books of the State treasurer, 1776-1930. While as yet only the loan and transfer records are covered by a detailed inventory, all the financial records have been put in order so that they can be readily used.

Three ranges of stacks, with 14-inch adjustable shelves; 30 steel drawers for maps; and a large safe containing 10 additional map drawers have been installed at the Division of Public Records in the Education Building.

The Library Company of Philadelphia, the Ridgway Library, has undertaken a comprehensive recataloging of its collections. A preliminary report by Edwin Wolf II, who is directing the project, indicates that remarkable finds have been made. Materials long lost or unknown have come to light already, and others will probably be forthcoming.

In October 1953 the mayor of Philadelphia announced that the city's Department of Records received \$56,466 more in 1953 than in 1952 but effected savings of some \$125,000 through disposal of 32,500 cubic feet of useless records and the elimination, consolidation, and simplification of forms. The department microfilmed important records, thus saving more than 3,000 cubic feet of storage space, and set up a centralized reference service for records required by the public.

## VERMONT

The Public Records Commission of the State of Vermont has available on microfilm 4 series of Vermont records up to 1850: vital records of all Vermont towns; land records of all Vermont towns; probate records of the 20 probate districts in Vermont; and county land records, which include the Gore and unorganized towns. These microfilms, 1,462 rolls in all, were prepared under a cooperative agreement between Vermont and the Genealogical Society of the Church of the Latter Day Saints, which made available the funds for the project.

## WEST VIRGINIA

Mrs. Roy Bird Cook was succeeded as director of the West Virginia State Department of Archives and History on September 30, 1953, by Mrs. Dale Thomas.



## WYOMING

Herbert J. Salisbury, assistant archivist for the State of Oregon since January 1949, was appointed assistant archivist for Wyoming, effective October 1, 1953. Mr. Salisbury is a member of the Society of American Archivists. For 3 years secretary of the Marion County Historical Society in Salem, Oregon, he is a graduate of the Oregon College of Education. He also attended in 1949 the 4-week intensive training course in the preservation and administration of archives given by American University, Washington, D. C.

## MISCELLANEOUS

The following persons attended the ninth annual institute in the preservation and administration of archives, directed by Dr. Ernst Posner, June 22-July 17, 1953, in Washington, D. C.:

Jessie P. Guzman, Tuskegee Institute; Josephine L. Harper, State Historical Society of Wisconsin; Ruth G. Kluzak, Detroit Edison Co.; Dean F. Krakel, University of Wyoming; Olive Liebman, Departmental Records Branch, Adjutant General's Office, War Department; Luis Merchan, National Archives, Quito, Ecuador; Howard A. Merritt, Jr., State Historical Society of Wisconsin; James V. Mink, University of California; Aimee Devine Sanders, Historical Society of Berks County, Pa.; Emily V. Smith, Temple University; George E. Warren; Peter Haley, Georgetown University Library; Alphin Hines; Frank J. Vaccarella; and Nibza T. Soares, National Library, Rio de Janeiro, Brazil.

The Administrator of General Services announced in July 1953 that a management survey of all Government microfilming operations would be undertaken by Records Engineering, Inc. This survey of the need for and the efficiency and cost of microfilming operations carried on by Federal agencies had as its objectives governmentwide standardization of procedures, more effective equipment use and improved space utilization, and reduced costs for microfilm operations. Questionnaires were issued to all agencies to furnish information concerning their microfilming work, and a sample number of microfilm projects were visited to review operations in progress and to study the results of completed programs.

Does your institution possess any pictures showing American swords? The Corcoran Gallery of Art is interested in learning of any paintings, drawings, or prints showing swords in battle scenes, parades, portraits, and so forth, thus far overlooked in its investigations preparatory to a major loan exhibition, "The Sword in America, 1000-1953," which will be held at the gallery and at the Detroit Institute of Arts between October and March, 1954-55. Address information to the Director, Corcoran Gallery of Art, Washington 6, D. C.

W. L. Williamson of the Graduate Library School, University of Chicago, is writing a dissertation on William Frederick Poole. He will appreciate being notified of manuscript materials pertaining to his subject.

The American Association for State and Local History has its plans well under way for celebrations, 1957-58, of the centennial of the establishment of

the overland mail service. Committees have been established in Missouri, Tennessee, Arkansas, Oklahoma, Texas, New Mexico, Arizona, and California.

The American Institute of Architects' committee on preservation of historic buildings has been reactivated under the chairmanship of Earl H. Reed. More than 40 institute members throughout the country have been appointed as officers, whose duties are to encourage preservation in their respective areas and to assist in a nationwide survey of buildings deemed worthy of preservation. The survey will include buildings of the Victorian era and the age of steel. The previous inventory, made in the thirties, was limited primarily to pre-Civil War buildings.

The American Jewish Historical Society will conduct a historical essay contest to mark the 300th anniversary of Jewish settlement in the United States, Dr. Salo W. Baron, president of the society, has announced. The contest is open to university students on the graduate or undergraduate levels, both Jews and non-Jews. Essays are not to exceed 10,000 words, must be documented, and must not have been published in whole or in part elsewhere. Three prizes, \$500, \$300, and \$200, will be awarded, either in cash or in the form of scholarships at recognized institutions of higher learning. Queries concerning the tercentenary essay contest, which closes September 1, 1954, should be addressed to the Historical Essay Award Committee, American Jewish Historical Society, 3080 Broadway, New York 27, N. Y.

The American Name Society is now issuing a quarterly journal called *Names*. The journal is a vehicle for the dissemination of studies and research on the etymology, origin, meaning, and application of geographical, personal, scientific, commercial, and popular names.

# The Society of American Archivists Reports for the Year 1952-1953

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## MINUTES OF THE COUNCIL

September 14, 1953

The Council met at Fair Lane, Dearborn, Mich., at 5 p.m., September 14, the president, vice president, treasurer, secretary, editor, and council members Christopher Crittenden, Dorothy K. Taylor, Robert H. Bahmer, and Alice E. Smith attending.

The secretary presented the following names of applicants for membership in the Society: Donald F. Danker, Nebraska Historical Society; Frederic W. Fairfield, Ford Motor Company Archives; Herbert H. Fockler, Princeton University Library; Rosalyn Hubbard, Ford Motor Company Archives; Vincent G. Hyland and Kathleen B. Jacklin, Cornell University Collection of Regional History; Ruth G. Kluzak, Detroit Edison Co.; Howard A. Merritt, Jr., Wisconsin State Historical Society; Hazel L. Nickel, Herbert Hoover Archives; Ralph G. Schwarz, Bethlehem Steel Co.; Emily V. Smith, Temple University; Ebert C. Smith, U. S. Air Force Records Center; Julia A. Thompson, U. S. Bureau of Printing and Engraving; and Lawrence E. Yont, Aluminum Company of America. *Voted*, to elect those applicants to the Society.

After some discussion, the following resolution was proposed: That those who are now arrears in their dues and who have not paid before January 1954, shall not receive the January issue of the *American Archivist* or any future issues. *Voted*, to approve this resolution. The meeting adjourned at 5:45 p.m.

ROGER THOMAS, *Secretary*

## MINUTES OF THE BUSINESS MEETING

September 14, 1953

The Society convened in its annual business meeting in the Alexandria Room of the Dearborn Inn, Dearborn, Mich., at 8:30 p.m., September 14, approximately 165 members attending.

The minutes of the previous meeting as published in the January 1953 issue of the *American Archivist*, pp. 85-86, were approved as printed.

The report of the treasurer was read; he reported that the Society was in good financial condition. In the absence of Russell H. Anderson, chairman of the Auditing Committee, Christopher Crittenden read the committee report, which, with the treasurer's report, was accepted and ordered to be placed on file.

The secretary then read for the information of the Society the minutes of the Council meeting held at 5 p.m. at Fair Lane. The report of the secretary was read, approved, and ordered to be placed on file.

Henry H. Eddy then read resolutions directing the secretary to address letters of thanks to the following persons and organizations responsible for the success of the annual meeting: the manager of the Park Shelton Hotel, the Michigan Historical Commission, the William L. Clements Library, the Detroit Public Library and the Burton Historical Collection, the Historical Society of Michigan, the departments of history of Wayne University and of the University of Michigan, and most notably the Ford Motor Company Archives, the Henry Ford Museum, Greenfield Village, Mr. Henry Ford II, and the Ford Motor Company. *Voted*, to adopt these resolutions.

On motion of Henry H. Eddy, it was *voted* to send letters of condolence through the secretary to the family of each of the members who died during the year: Margaret Choppin, Suda Bane, and Hedda Johnson.

On motion from the floor, it was *voted* that the Society express its appreciation of the services of its officers and committees and especially the chairmen of committees in conducting Society affairs so effectively during the past year. It was also moved and *voted* that the secretary present to Victor Gondos, Jr., a certificate of appreciation from the Society for his 10-year chairmanship of the Committee on Archival Buildings and Equipment.

Dorothy K. Taylor, chairman of the Committee on Nominations, presented the following slate:

- For president — Wayne C. Grover
- For vice president — Ernst Posner
- For secretary — Henry E. Edmunds
- For treasurer — William D. Overman
- For council member (term ending 1958) — Emmett J. Leahy

Nominations from the floor being called for, Leon de Valinger, Jr., was nominated for the position of council member, term ending 1958. The nominations being closed, it was moved, seconded, and passed that a unanimous ballot be cast for the persons named by the Committee on Nominations for the positions of president, vice president, secretary, and treasurer. A motion having been adopted to vote by secret ballot on the candidates for council member, the president appointed Sherrod East, William Van Schreeven, and Herbert Keller as tellers. During the balloting, Dolores C. Renze presented a motion to authorize the establishment of a committee to examine and report on the professional qualifications for archival work. After some discussion, it was moved, seconded, and *voted* that the proposal be referred to the Council for appropriate action. The tellers reported to the president that Leon de Valinger, Jr., had been elected to fill the position of council member, term ending 1958. Other council members with their terms of office are: Christopher Crittenden (1954), Robert H. Bahmer (1955), Alice E. Smith (1956), and Morris L. Radoff (1957).

The retiring president, William D. McCain, after addressing a few brief remarks to the membership, turned the chair over to the new president, Wayne

C. Grover. President Grover announced that the Committee on Nominations for 1954 would be composed of Christopher Crittenden, chairman, Robert Lovett, and Philip C. Brooks.

The meeting adjourned at 9:15 p.m.

ROGER THOMAS, *Secretary*

## MINUTES OF THE COUNCIL

September 15, 1953

*Note:* The official minutes of this session of the Council were not received in time to print them in this issue. They will be printed in the April number.

## ANNUAL REPORT OF THE TREASURER, 1953

Your present treasurer took over the books and records of the Society from the former treasurer as of January 1, 1953. He wishes to express his appreciation to Helen Chatfield for the excellent set of books which she turned over at that time.

The following is a combined report for the fiscal year ending June 30, 1953. The first half is Miss Chatfield's report, the latter half is that of the present treasurer.

Receipts for the year totaled \$4,756.55. Of this amount \$2,559.93 was received from membership dues; \$1,504.50 from subscriptions to the *American Archivist*; \$597.72 from the sale of back issues and from advertising in the *American Archivist*; and \$94.40 from other sources, including interest on the Society's bond and a surplus from the 1952 meeting.

Expenditures for the fiscal year were \$4,496.08, which included \$736.89 administrative expense; \$3,618.65 to the Torch Press for printing the *American Archivist*; and \$140.54 other expenses including dues for 2 years to the International Council on Archives.

The difference between receipts and expenditures was \$260.47, representing the net gain to the treasury as of June 30, 1953. The bank balance at that time was \$1,790.49.

The Society had 407 domestic individual members at the beginning of the period and 428 at the end, representing a net gain of 21. It gained 4 new institutional members, making a total of 61. It lost 8 foreign individual members and 1 foreign institutional member. The net gain in the number of subscribers was 3. The Society had 6 honorary members and 6 life members as of June 30, 1953. It added another to the list of life members in July.

The sale of back issues and the diligent work of our editor in securing advertising for the journal is largely responsible for the sound condition of the treasury. The cost of printing is high, and we can maintain our sound condition only if we all assist the Membership Committee in recruiting new members, for we are operating close to the break-even point. Members can reduce operating costs by paying dues promptly so that the treasurer need not send out second notices.

WILLIAM D. OVERMAN, *Treasurer*

BUDGET PROPOSAL FOR THE FISCAL YEAR 1954

	Yr. ending 6/30/52 (actual)	Yr. ending 6/30/53 (estimated)	Yr. ending 6/30/53 (actual)	Yr. ending 6/30/54 (estimated)
1 Cash on hand July 1 (Check No. 144 cancelled)	\$ 720.06	\$1,522.03	\$1,522.03 7.99	\$1,790.49
			1,530.02	
RECEIPTS				
2 Membership dues				
Domestic	2,736.00	2,736.00	2,454.75	2,500.00
Foreign	132.90	132.90	105.18	110.00
3 Publications				
Subscriptions	1,450.75	1,450.75	1,504.50	1,500.00
Other	593.36	593.36	597.72	590.00
4 Interest on Bond	37.50	12.50	12.50	37.50
5 Annual Meeting	108.34		81.90	
Receipts Annual	5,058.85	4,925.51	4,756.55	4,737.50
Receipts Total	5,778.91	6,447.54	6,286.57	6,527.99
EXPENDITURES				
7 Administrative		800.00		800.00
Secretary's Office	396.52		336.31	
Treasurer's Office	309.78		299.29	
Committees, other	43.00		101.29	
8 Torch Press	3,461.33	3,500.00	3,618.65	3,600.00
Other Publ. Exp.	46.25	500.00		
9 Annual Meeting (Refund to AASLH)			40.54	
10 Contributions & Dues to ICA		100.00	100.00	
Expenditures annual	4,256.88	4,900.00	4,496.08	4,400.00
11 Cash on hand at end of period	1,522.03	1,547.54	1,790.49	2,127.99
(Sgd.) WAYNE C. GROVER	(Sgd.) HENRY E. EDMUNDS	(Sgd.) WILLIAM D. OVERMAN		
President	Secretary	Treasurer		

Approved by the Council Sept. 15, 1953.

AUDITORS' CERTIFICATE

The auditing committee has carefully checked the accounts of the two successive treasurers for the past fiscal year, Miss Helen Chatfield and Dr. William D. Overman. They have examined the bank deposit slips, the vouchers and checks, as well as the summary statements and find everything correct and in good order.

We wish to comment upon the excellent form and order in which the Society's accounts are kept and to assure the membership that the present book-keeping system is excellent both for the purposes of auditing and for service to the organization.

While it is not properly the function of the auditing committee, it seems permissible to call attention to the fact that the expense chargeable to the treasurer's office during the second half of the year is low because of the large amount of clerical work which has been performed by Dr. and Mrs. Overman without cost to the Society. Outside assistance has customarily been engaged for this work in the past.

RUSSELL H. ANDERSON, *Chairman*  
WATT P. MARCHMAN  
*Auditing Committee*  
*Society of American Archivists*

September 10, 1953

### REPORT OF THE SECRETARY FOR THE YEAR 1953

With an attendance at this annual meeting of over 165 members, the Society can face the future with some assurance. We are all happy to be guests in so famous a city and of hosts equally well known. In addition, we believe we are seeing here in the Ford Motor Company Archives, the beginning of a most auspicious movement in the history of archival administration.

The work of the Society can be divided into three phases: the *American Archivist*, the work of the Council, and the work of committees. Those of us who are present must remember that for many more of us than are here, the *American Archivist* is the most important of the three. It is unnecessary for the secretary to do more than point out this obvious fact.

Though but lately reported (in the July issue of our quarterly), it may be well to remind all of you of two actions taken by the Council in 1953. On February 9, the executive secretary of the American Historical Association pointed out to your secretary that at the Christmas meeting of the association in Washington, its council had passed a resolution on the nonpolitical character of the position of Archivist of the United States. On March 21, the Council of the Society adopted a resolution on the same subject. The secretary transmitted this resolution to the Hon. Sherman Adams at the White House and on April 24 received an appropriate reply. On March 16, the matter of the Austrian Archives came to the attention of the Society. A report on the condition of the archives had been presented earlier by the chairman of our Committee on International Relations, Lester K. Born. On April 21, the Council passed a resolution on the preservation and maintenance of the treasures of the Austrian Public Records Office. This the secretary transmitted to the Austrian Ambassador, Dr. Max Lowenthal, who replied on May 15.

Some of you have seen the form devised by the secretary, mentioned in the previous report and called a biographical register. The purpose of this form was to get somewhat more up-to-date information about members than that now in the files, some of which was submitted by members as long ago as 1938. One of our Annapolis members, John Hively, perceived that the form had other possibilities, and from 120 forms submitted by 22 per cent of the membership, he compiled some interesting statistics. A few are worth mentioning



in this report; the total results have been placed in the secretary's files, available to those interested.

Mr. Hively found that 25 per cent of us were born in the Midwest, 24 per cent in the Middle Atlantic States, 18 per cent in the South, and 16 per cent in foreign countries. For the "region of employment," however, the percentages change: 44 per cent are employed in the Middle Atlantic States, 13 per cent in the South, 12 per cent in the Midwest, and 11 per cent outside the United States. College archives employ 20 per cent of us, Government agencies (exclusive of the National Archives) 18 per cent, the National Archives 11 per cent, State archives 15 per cent, and foreign archives 7 per cent. Forty-two per cent of the members have master's degrees, 28 per cent have some type of bachelor's degree, 20 per cent have doctor's degrees, and 12 per cent have no degree. The sample indicates that 36 per cent of our members are between the ages of 41 and 51; 27 per cent are between 31 and 40; 23 per cent are between 51 and 60; 6 per cent are under 30, and 76/100 per cent are over 70.

It is with regret that the secretary notes the deaths of three members — Suda Bane, Hedda Johnson, and Margaret Choppin. The Society will miss their alert interest in its activities.

The secretary cannot close his official career without thanking everyone who has cooperated in smoothing his way, especially those who by vote at annual meetings have felt sufficient confidence to elect him in 1950, 1951, and 1952. Of course, he still stands ready to serve in a member's capacity at any time in the future.

ROGER THOMAS, *Secretary*

The reports of committees of the Society, submitted to the editor by the secretary, are printed below, with the exception of the report of the Committee on Labor Union Archives, which is printed *ante*, as an article.

#### REPORT OF THE COMMITTEE ON ARCHIVAL BIBLIOGRAPHY

The committee discharged its major responsibility, the compilation of the "Writings on Archives, Current Records, and Historical Manuscripts, July 1952-June 1953," in a bibliography of 418 items. Published in the October 1953 issue of the *American Archivist*, the product of the committee's work is itself the report of the committee's accomplishment. The coverage of this year's bibliography was altered in two areas: publications concerned with records management and office management received somewhat greater attention; foreign publications, somewhat less. Evidence of the interest of archivists and records management specialists in new indexing techniques, such as coordinate indexing, and in the use of machine techniques in information processing prompted the inclusion of certain items in these fields. The decreased emphasis on foreign publications 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 appeared in *Archivum*, vol.

2 (1952). It is understood that the International Council on Archives plans to give consideration to the matter of the compilation of a consolidated, retrospective bibliography, and its action in this regard will have the close attention of this committee.

In accordance with past practice, the committee made available to various individuals and institutions information concerning specific subjects. Most such requests relate to quite recently published materials and are answered by reference to publications of the current year.

LESTER W. SMITH, *Chairman*

### REPORT OF THE COMMITTEE ON ARCHIVAL BUILDINGS AND EQUIPMENT

This report marks the end of the first decade of the work of the Committee on Archival Buildings and Equipment. A backward glance from this vantage point may not be amiss. The committee was established in 1943, when President R. D. W. Connor appointed the present chairman and empowered him to form the Committee on Archival Buildings. After the first 5 years, when the former Committee on Equipment was terminated in 1949, the name was altered to the present form.

The initial membership of the committee included Margaret Norton, Ernst Posner, William J. Van Schreeven, and Leon de Valinger, Jr. The roster of succeeding members is replete with well-known workers in the archival vineyards: Morris L. Radoff, Charlotte Capers, Henry H. Eddy, William D. Overman, William D. McCain, Everett O. Alldredge, W. Frank Burton, Gust Skordas, and Leonidas Dodson. The last three mentioned are members of the committee during the current year. To all past and present committee members the chairman desires to express his thanks and appreciation. The names are evidence that the members represented a goodly cross section of the archival profession.

Though not all was accomplished that had been hoped for in the beginning, yet a substantial sum of accomplishments can be vouchsafed for the passing years. The committee employed a variety of means for the dissemination of information, including the distribution of publications, personal consultations, correspondence, instructional lectures, and other services. During the period some 200 copies of reprints of the chairman's article on "American Archival Architecture," published by the American Institute of Architects in 1947, were distributed throughout the United States, and to Europe, Latin America, and South Africa. Similarly, National Archives Bulletin No. 6, *Buildings and Equipment for Archives*, was distributed both separately and concurrently with the foregoing publication and went into a second edition. A total of 10 items were published by the committee or its chairman, through the auspices of the *American Archivist*, the National Archives, and the American Institute of Architects.<sup>1</sup>

<sup>1</sup> In addition to these items, the following reviews and articles concerning buildings and equipment appeared in the *American Archivist*: "Postwar Plans for the Vermont

Personal consultations related to over a score of proposed archival projects in America and abroad, including consultations with the following: Thomas F. O'Connor of the Archdiocese of New York; Architects C. C. Zantzinger of Pennsylvania, Norman Sturgis of New York, and William H. Deitrick and Matthews Nowicky of North Carolina; officials of the University of Georgia, the Tennessee Valley Authority, and the United States Air University Library; the State Treasurer of New Jersey; and foreign archivists, including Jagdish Sharma of Delhi University, India, K. D. Somadasa of the University of Ceylon, and Hector García Chuecos of Venezuela.

Inquiries for information by mail were received from gratifyingly diverse sources, such as State, county, church, and university repositories. For example, questions were answered for the Secretary of State of California, Purnendu Basu of India, Dwight Griswold of Nebraska, the Indiana Historical Bureau, Gaston Litton of Oklahoma, Robert Lovett of Harvard, the Massachusetts Public Buildings Commission, Mrs. Maude P. Sandvig of Mexico City, J. H. Easterby of the Historical Commission of South Carolina, Jonathan D. Bingham of Leicester, England, and many others. Descriptions and reports were rendered on developments in State and institutional archival establishments in Alabama, California, Colorado, Connecticut, Indiana, Maine, Nebraska, New Jersey, New York, Oregon, Pennsylvania, Tennessee, Vermont, Wisconsin, and elsewhere.

To increase the committee's knowledge, the chairman made personal visits to the archival establishments in the Colorado State Museum, the Delaware Hall of Records, the William L. Clements Library in Ann Arbor, the University of Kentucky Archives, the Duke University Manuscripts Division, the Maryland Hall of Records, the Massachusetts Institute of Technology Library, the Mississippi State Department of Archives and History, the Southern Historical Collection at Chapel Hill, N. C., the Quebec Provincial Archives, the United Nations Archives, the Virginia State Library Archives Division, the University of Virginia Manuscript Division, the Wisconsin Historical Society, the Business Archives Center in New York City, the New Jersey State Library, and the Historical Society of Pennsylvania.

The committee established an "archival plan collection," now in the care of the National Archives Library, which includes building plans presented by such institutions as the Alabama State Department of Archives and History, the Delaware Hall of Records, the Illinois State Archives, the Maryland Hall Historical Society, "Regents Plan for Postwar Education in the State of New York," and "Postwar Public Works Program for a State Historical Building," in the July 1944 issue (7:210); "Public Records Building for Vermont," in the July 1948 issue (11:234-235); "Annual Report of the Director," Historical Society of York County, in the July 1946 issue (9:242); "New Archives Building for the Archdiocese of New York," in the July 1947 issue (10:280-281); "Good Lighting for People at Work in Reading Rooms and Offices," in the July 1948 issue (11:270); "Planning the University Library Building," in the October 1949 issue (12:422-425); "Records and Fire Protection," in the April 1951 issue (14:155-159); "Safeguarding Our Cultural Heritage," in the July 1953 issue (16:265); and reports of the Committee on Archival Buildings and Equipment, in each January issue for the years 1944-52 (vols. 7-15).

of Records, the Virginia State Library, the Vermont Public Records Office, and the underground Municipal Archives of Stockholm, Sweden.

In its publications, consultations, correspondence, and related services the committee dealt with such archival topics as programming and planning, space allocation for the various facilities, document containers, shelving, vertical vs. horizontal filing, atmospheric vs. vacuum fumigation, fluorescent vs. incandescent lighting, and the like.

The activities of the past year, 1952-53, were characteristic of those preceding. Some copies of the article on "Records and Fire Protection" and another score of copies of the brochure on archival architecture were distributed to interested visitors, members of the course in archival administration, and correspondents. The director of the Dominican Republic Archives, Ramon Lugo Lovatón, was supplied with literature and information on American firms producing library and archival equipment. The committee chairman contributed a review of *Safeguarding Our Cultural Heritage*, a bibliography of works relating to the protection of museums, archives, and libraries in wartime, for the *American Archivist* (July 1953). Correspondence inquiries were answered, and domestic and foreign visitors were assisted. The chairman delivered the eighth annual lecture on archival storage and equipment to the American University summer institute in archives administration.

Reports were requested and received from archivists in the States with respect to the latest developments in archival facilities, and the chairman personally visited the United Nations Archives and the Business Archives Center in New York City. The United Nations Archives Section is located on the nineteenth floor of the great glass-and-steel United Nations Building. The section, directed by Robert Claus, assumes custody both of permanent and temporary noncurrent records of the U. N. There are no fixed walls, but only movable partitions for all enclosed spaces on the floor, giving the maximum of flexibility. Offices and stacks are, of course, air conditioned. The present stack holdings of some 12,000 cubic feet can be increased somewhat. There are small offices, approximately 100 to 150 square feet for the chief, the assistant chief, and the secretary-receptionist, a search room, a processing or work room, and the stack area. Steel shelving is used throughout the stacks. The shelving is about 9 feet high, requiring the use of ladders, and some space is lost through excessive depth of shelves. The steel gage of the shelving, ordered from British and French fabricators, is thinner than that normally used in this country. The containers are of the metal-edge, fiberboard type, and are all of legal size, i.e., 14 x 10 x 5 inches, resting on 16-inch-deep shelves.

Perhaps the most interesting aspect of the equipment is the fire control system, which operates on the "zone system." The area is divided into zones, and to each zone is allotted a certain number of carbon dioxide gas containers sufficient for one flooding of the zone with gas. A "rate of rise" device trips the system into operation at a temperature of 135°F. This has the effect of automatically closing nearby fire doors, closing the air conditioning system, sounding the alarm, and releasing the gas in the affected area. The necessary gas containers are stored in a well-protected concrete loft.

Director Clifford Lord of the State Historical Society of Wisconsin reports that the legislature has provided over \$300,000 for the renovation of the building formerly shared with the university library but now entirely in the possession of the society. In addition to new museum quarters, a combination seminar and meeting room, and a smoking lounge, there will be some 100 study carrells for faculty and student research work; additional work, office, and stack space; and a complete rewiring and relighting of the handsome classic building. The changes will make it possible to have the manuscript collections available from 8:00 a.m. to 10:00 p.m. daily instead of only to 5:00 p.m.

The finest addition to American archival buildings in recent years is the Tennessee State Library and Archives Building, which, with its equipment, cost some two and a half million dollars. In addition to the State Library and Archives, it houses the Tennessee Historical Society and the Historical Commission. The planning and design of this building represents a classic example of the cooperation of archivist and architect. Dan M. Robison, the head of the institution, was appointed early enough to take an active part in the program and to collaborate with the architect, H. Clinton Parrent, Jr., of Nashville, in the development of the plan. In the course of touring archival institutions, Dr. Robison came to Washington and was supplied with data from the Society's plan collection on buildings and equipment. The new building has some 112,000 square feet of floor space, allocated as follows: storage areas, 64,000; special departmental vaults for agencies' semicurrent records, 17,000; work and office areas, 27,000; equipment space, 3,000; and receiving room, 1,000.

The building has two main parts; the front part consists of 4 floors, each 16 feet in height, for the use of the public, the staff, work areas, and the vaults for the semicurrent records of the state agencies; and the rear part, devoted to archival and library stacks, consists of 8 decks, each  $7\frac{1}{2}$  feet high. There are two elevators in the storage area to serve all 8 decks. Incandescent lights are used in all aisles. Two stack decks have been left unequipped, and all can be used interchangeably for books or records. There is the usual cleaning, fumigating, laminating, and photoreproduction equipment of a modern archival institution. Architecturally, the front harmonizes with the famous State Capitol and the Supreme Court Building, and is of white Tennessee marble. It is hoped to include a much more detailed description in a later issue of the *American Archivist*.

On July 31, 1953, the 110th anniversary of the restoration of the sovereignty of King Kamehameha III of Hawaii, the new Territorial Archives Building of the future 49th State was dedicated with suitable ceremonies. It is gratifying to quote Archivist Maude Jones' letter to your committee chairman, "The information you sent me some time ago relating to data on archival buildings was the basis for the plan for our new building." The building cost about a quarter of a million dollars, contains under 10,000 square feet of ground area, or about 25,000 square feet of floor space, and consists of a basement and a first and second floor. The basement contains storage space and the air conditioning equipment. The first floor includes the administrative offices, index room, search room, receiving and processing room, rest room,

microfilm and photographic room, and a lanai (verandah) on two sides of the building. The entire second floor is an air-conditioned vault. The building is of reinforced concrete, equipped with an elevator, a fire alarm system, and an intercommunication system. It is remarkable to note that both the Hawaiian and Tennessee buildings were completed several months ahead of scheduled completion dates. When the promised plans, specifications, and photographs are received by your committee it is hoped to include a more extended description in the Society's journal.

There are some other notable developments in the field of American archival facilities which cannot be detailed here for lack of space but which deserve mention. Working drawings have been completed for a splendid new provincial library and archives building for the Province of Saskatchewan, Canada, by the firm of H. K. Black, architects and engineers of Regina. Plans of this building are also being added to the Society's plan collection. A new records storage building, capable of housing some 140,000 cubic feet of records, is currently being completed for the North Carolina Department of Archives and History. And a stellar achievement in the progress of American business archives facilities is the new Ford Archives in Fair Lane, the converted residence of the great founder of the Ford Motor Company. A beautiful job of conversion was performed on this rock-ribbed, fortress-like edifice, so that the original character of the exterior as well as much of the interior is maintained as it was in the days of Henry and Clara Ford. Archivists from all over the land will have the opportunity to view this interesting structure for themselves, when they make their pilgrimage to this new Mecca on the occasion of the 1953 annual meeting of the Society of American Archivists.

VICTOR GONDOS, JR., *Chairman*

#### REPORT OF THE COMMITTEE ON COLLEGE AND UNIVERSITY ARCHIVES

During the past year this committee has received the usual number of requests for information and assistance. It was particularly of service to the archival cause by supplying data to library officials at Temple University and Clemson College and to the Archivist at DePauw University. There was no formal meeting of the members, but there was some correspondence concerning the possibility of instituting a newsletter, which might serve to bring college and university archivists closer together. The first step in that direction was taken at the annual meeting at Lexington in 1952, when the archivists from educational institutions decided to form a "conference" to meet during each annual meeting of the Society. (The second meeting of the "conference" was arranged as a breakfast session during the 1953 meeting.)

The chairman continued his annual custom of addressing the American University summer institute on archives administration on the subject of the archives movement in American institutions of higher learning. In the 1953 institute, four such institutions were represented.

An article written by the chairman, "An Appeal for Archives in Institutions



of Higher Learning," appeared in the July 1953 issue of the *American Archivist*.

HENRY J. BROWNE, *Chairman*

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

The committee continued to serve in an advisory capacity in the development of plans by the Library of Congress for the National Register of Historical Manuscript Collections to be established in that institution. Committee members made suggestions to the Committee on Manuscript Cataloging of the Library of Congress in the revision of its "Rules for Descriptive Cataloging: Manuscripts," to be applied to manuscript collections and to select individual manuscripts. These rules will soon be in final form for use in this project.

As explained in the previous report of the joint committee (*American Archivist*, 16: 94-95), one of its purposes is to solicit the cooperation of research libraries throughout the country in sending to the Library of Congress the necessary information about their manuscript collections. Gathering information about little-known collections is one phase of this activity. During the past year the chairman of the joint committee has had correspondence with Prof. Henry Dan Piper, who is chairman of the American Literature Group of the Modern Languages Association, which is preparing a census of manuscripts of authors in the United States and abroad. Some correspondence is also being carried on with Miss Frida Pliefke, chairman of a Committee on Historical Material for the Medical Library Association, which has been discussing the possibility of making a directory of manuscript material in medical society libraries. It is hoped that cooperation with both these projects will help eventually to further the work of the National Register to provide a more comprehensive coverage of manuscript collections.

LESTER J. CAPPON, *Chairman*

#### REPORT OF THE COMMITTEE ON STATE ARCHIVES

Members of the committee undertook several studies, the results of which were presented at a breakfast at the annual meeting at Detroit, attended by 23 persons. The text of 3 reports will be distributed to State archivists; a limited number of copies of the reports are available to others on request to the reporters. In summary the basic findings may be of interest.

The salary survey by Morris Radoff of Maryland revealed that there had been no change in the salaries of State archivists in 20 States during the year. One State reported a decrease, several States reported nominal increases, and 2 States reported increases of approximately \$600. In only 2 States, both in the South, were there significant increases, one of \$2,000 and the other of \$1,900. The new increases bring the salaries of the archivists in these States up to \$5,000 a year.



Dolores Renze of Colorado surveyed microfilm projects of the courts. Of the 27 States replying to her questions, 12 use microphotography in county courts. Only in New York are records of the supreme court being microfilmed. The purpose of most of these projects is to preserve the security of the original record and to make records available in more than one place. In 4 States space saving is a reason for the microfilming. In 4 States the recording of current instruments by microfilm is practiced, and in some of these the films are filed with the State Archives. The benefits that might accrue to a State in substituting microfilm for photostats or typed copies in current recording appear to be astronomical, but as yet the application of this technique in recording is limited.

A survey of laws passed in 1951-53 was presented by Mary Givens Bryan of Georgia. Archivists of all 48 States replied to her request for information. In 16, no recent legislation had been passed. General laws establishing or amending archival programs had been passed in Montana, Oklahoma, Tennessee, Utah, Wisconsin, and Wyoming. Laws authorizing the use of microphotography or other photographic copying were passed in Alabama, California, Montana, Ohio, and Vermont. One law relating to microfilming of county records was passed, and one relating to microfilming city records. The admissibility of microphotographic reproductions of records as evidence in court was the subject of 3 laws. General destruction laws were passed or amended in Georgia, Massachusetts, Mississippi, Rhode Island, and Washington. Disposal schedules have been authorized in Illinois and Oregon, and 9 other States passed special destruction acts. The Legislative Reference Bureau of Arizona has been transferred to a Legislative Council; the Delaware Public Archives Commission has added a historic sites project and is represented in a State Archaeology Board; and Nebraska has seen establishment of a Centennial Commission for 1954. Important and interesting to many archivists is the new Maryland law establishing a records program for that State and setting up a Division of Records Management under the Hall of Records Commission. The State of Massachusetts has passed a new law of replevin, and in West Virginia the State Archives has been charged with the distribution of published State documents. In 3 States agencies were discontinued or reorganized and their records and duties were assigned to the State archives. In 2 States special acts were passed affecting bank records.

The committee intends to continue its activities, and hopes that in 1954 a survey of records destruction practices in the States will be completed and a directory of State Archives will be published in the *American Archivist*. The committee is also exploring the possibility of compiling a manual for the use of State archivists, with the idea that it may be of some assistance to archivists in other types of agencies.

In view of the success of the breakfast, another will probably be held in 1954 during the annual meeting of the Society at Williamsburg.

DAVID C. DUNIWAY, *Chairman*

## REPORT OF THE EDITOR

During the past year there have appeared in the *American Archivist* 25 articles. Of these 8 were on problems common to archivists or manuscript custodians, 4 dealt with Federal agencies, 5 with State agencies, 2 with regional work, and 2 with local archives. Two biographical sketches of archival "elder statesmen," an article on microfilming in French departmental archives, and the annual bibliography of the Society's Committee on Archival Bibliography complete the roster of articles. Fifty-one book reviews were published, and 58 pages of news notes and reports.

The editor takes this opportunity to thank the contributors to the magazine and those who have helped him in the unpaid and time-consuming job of editing. He also urges that each individual member of the Society constitute himself a committee of one to solicit new memberships and new subscriptions not only within his institution but within his locality.

The Society is now operating financially at about the break-even point. The treasurer's report, *ante*, shows a net gain of \$260.47 for the year. Were it not for receipts from advertising in the magazine, this net gain would be converted to a loss. Therefore the editor urges members to patronize our advertisers insofar as possible and, when writing to advertisers, to mention the *American Archivist*.

One further point: the editor would like to publish more articles dealing with State and local archival agencies. He cannot, however, publish non-existent scripts. It is his hope that workers in such agencies will submit to him more articles in these fields that are of special interest to so many readers of the *American Archivist*.

KARL L. TREVER, *Editor*



