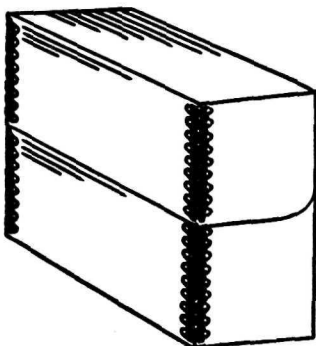


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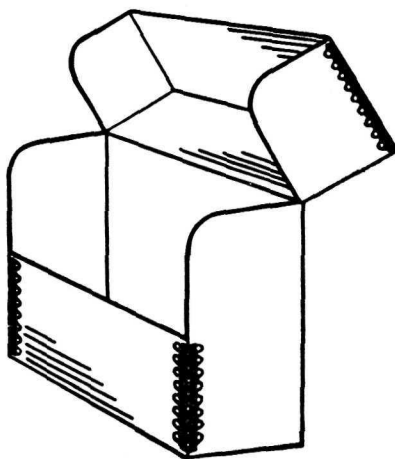
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Directory of State and Territorial Archival Agencies¹

THIS directory has been compiled from data assembled by the Society's Committee on State Archives in 1951 and brought up to date by the editor in 1954.² It supersedes both the mimeographed directory of October 1951 and the directory compiled by Lester J. Cappon, published in the July 1947 *American Archivist*. The difficult and time-consuming task of developing the tabular form of the present directory and of putting the materials into proper editorial style was done on her own time by Mary M. Johnson of the National Archives.

The performance of archival functions was the determining factor in selecting the agencies named in the directory. In some States more than one agency performs such functions, and in these instances the principal agency is listed in the text with a footnote reference to the other.

Citations to laws defining agency duties are given as nearly as possible in the form in which they were submitted to the editor. The number of employees indicated supposedly refers to "archival" employees only, but it appears that in some instances employees engaged in other functions have been included.

In compiling the data for columns 6-8, the editor has made every effort to interpret the information submitted by an agency in terms comparable to those used by other agencies without losing or distorting essential facts in the process. Because the information for these columns was supplied by the agencies in such widely varying terminology, complete accuracy could have been achieved only by visiting each State and Territory to study the situation at first hand.

Suggestions for additions to and changes in the directory should be sent to the editor of the *American Archivist*, Room G-10, National Archives, Washington 25, D. C.

¹ Reprints are available at 25c per copy from William D. Overman, SAA Treasurer, 31 Mull Ave., Akron 13, Ohio.

² Members of the State Archives Committee in 1951 were: David C. Duniway, chairman, Jesse Boell, Leon de Valinger, Jr., Margaret C. Norton, Dolores C. Renze, and William J. Van Schreeven.

	(1) State or Terr.	(2) Name and Address of Agency	(3) Name and Title of Archival Official	(4) Laws Defining Duties	(5) No. of Archival Employees
1	Alabama	State Dept. of Archives & History, War Memorial Bldg., Montgomery 5	Mrs. Marie B. Owen, Director	Title 55, sec. 262 (1405) (799) Code, 1940	12
2	Alaska	Secretary of Alaska, ¹ Federal Bldg., Juneau	Waino E. Hendrickson, Secretary	Title 6, vol. 1, Comp. Laws Annot., 1949	2
3	Arizona	Dept. of Library & Archives, 309 State House, Phoenix	Mulford Winsor, Director	2-504, 2-505, 2-505a, 2-506, and 2-508, Code, 1939	3
4	Arkansas	History Commission, Old State House, Little Rock	Ted R. Worley, Exec. Secy.	304, Acts 1909; 355, Acts 1911	1
5	California	Archives & Central Records Depository, ² 1108 R St., Sacramento 3	Paul J. O'Brien, State Arch. & Mgr.	Secs. 12220-12229 and 12260-12263, Gov. Code	11
6	Colorado	Div. of State Archives, State Historical Soc., 306 State Museum, Denver 2	Mrs. Dolores C. Renze, State Archivist	CSL 1951, ch. 280, Pub. Records Act	7
7	Connecticut	Archives Dept., State Library, Hartford 15	Mary E. Smith, Archivist	Secs. 1633 & 1634, Gen. Stat. Rev., 1949	3½
8	Delaware	Public Archives Commission, Hall of Records, Dover	Leon deValinger, Jr., State Archivist	Code of 1953, title 29, ch. 33, secs. 3301 & 3374	14
9	Florida	State Library, Tallahassee	Dorothy Dodd, State Librarian	Sec. 257.10, Stat., 1953	1
10	Georgia	Dept. of Archives & History, ² Rhodes Memorial Hall, 1516 Peachtree St., N.W., Atlanta 3	Mrs. Mary Givens Bryan, Director	Annot. Code, 1933, 40-801 to 40-811	6

¹ Under U. S. Department of the Interior. There is no central records depository; reports of the Governor, 1885-date, records of Territorial elections, 1918-date, and Session Laws of Alaska, 1913-45, are in the Secy's custody.

² Under the Secretary of State.

	(6) Kinds of Records (a) Official (b) Private	(7) Methods of Acquiring Archives (a) State or Terr. (b) Local	(8) Nonarchival Functions (a) Historical (b) Nonhistorical	(9) Types of Photoduplication Service
1	(a) State & local archives; (b) mss.; photogs., etc.	(a) & (b) Voluntary	(a) Hist. markers; li- brary; publications, etc.; (b) museum; advice on current records; gen'l li- brary & extension; legis. ref.	Microfilm & photostat
2	(a) Territorial archives; (b) none	(a) Deposit by law; (b) none	(a) & (b) None	None
3	(a) State & local archives; (b) mss.	(a) & (b) Voluntary	(a) Library; (b) museum	Microfilm
4	(a) State & local archives; (b) mss.	(a) Deposit by law; (b) voluntary	(a) Library; publica- tions, etc.; (b) museum	None
5	(a) State archives; (b) none	(a) Some, deposit by law with Sec. of State; some, voluntary; (b) none	(a) None; (b) advice on current records	Microfilm & photostat
6	(a) State & local archives; (b) mss.; photogs., etc.	(a) Requisition or order & voluntary; (b) voluntary	(a) Publications, etc.; (b) interne training	Microfilm, photocopy & photographic
7	(a) State & local archives; (b) mss.; photogs., etc.	(a) & (b) Deposit by law, voluntary & by purchase	(a) Library; publica- tions, etc.; (b) museum; advice on current rec- ords; law library; legis. reference	Photostat
8	(a) State & local ar- chives & security films; (b) mss.; photogs., etc.	(a) & (b) After 75 yrs. or if agency has been terminated, deposit by law	(a) Hist. markers; li- brary; publications, etc.; (b) museum; advice on current records; State microfilm service	Microfilm, photostat & photographic
9	(a) State archives; (b) mss.; photogs., etc.	(a) & (b) Voluntary	(a) None; (b) gen'l li- brary & extension	Commercial photostat
10	(a) State & local ar- chives & security films; (b) mss.	(a) & (b) Voluntary	(a) Library; (b) mu- seum	Microfilm, photostat, Portagraph & Copyfix

	(1) State or Terr.	(2) Name and Address of Agency	(3) Name and Title of Archival Official	(4) Laws Defining Duties	(5) No. of Archival Employees
11	Hawaii	Board of Commissioners of Public Archives, ¹ Iolani Palace Grounds, Honolulu 13	Maude Jones, Archivist	Ch. 1, secs. 31 and 33, Rev. Laws, 1945	11
12	Idaho	State Historical Society, 610 Parkway Dr., Boise	Mrs. Gertrude McDevitt, Historian	House Bill 206, Session Laws, 1947	3
13	Illinois	Archives Division, ² State Library, Springfield	Margaret C. Norton, Archivist	Ch. 128, secs. 12.1-12.17, 1939; ch. 116, secs. 39-43.3 (as amended 1953), 1943	12
14	Indiana	State Library, ³ 140 N. Senate Ave., Indianapolis 4	Margaret Pierson, Archivist	Ch. 219, p. 1035, Acts, 1935	6
15	Iowa	State Dept. of History & Archives, Historical Bldg., Des Moines 19	Claude R. Cook, Curator	Ch. 303, Code, 1951	6
16	Kansas	State Historical Soc., Memorial Bldg., Topeka	Robert W. Richmond, Archivist	Gen. Stat., 1949, 75-2701 to 2713, 75-3502 to 3504, and 75-3508	3+
17	Kentucky	Historical Society, Old State House, Frankfort	Bayless E. Hardin, Sec.-Treas.	4	4
18	Louisiana	Dept. of Archives, ⁵ Louisiana State Univ., Univ. Sta., Baton Rouge	V. L. Bedsole, Head	Title 17, 1541-1543, Rev. Stat., 1950	4
19	Maine ⁶	None	None	None	None
20	Maryland	Hall of Records Commission, Hall of Records, Annapolis	Morris L. Radoff, Archivist & Records Administrator	Ch. 18, 1935; ch. 431, 1941; ch. 248 & 896, 1945; ch. 651, 1947; ch. 663 & 755, 1949; ch. 436, 1953	17 (incl. rec. mgmt. staff)
21	Massachusetts	Archives Div., Office of the Sec. of the Commonwealth, 438 State House, Boston 33	Richard Dunstan Higgins, Chief	State Constitution, ch. 2, sec. 4, pt. 2	11

¹ Secretary of the Territory is Chairman of the Board.

² State Library is a department of the Office of the Secretary of State; the Secretary is State Librarian.

³ Indiana Commission on Public Records has legal authority concerning preservation or destruction of archives. The Governor is Chairman of the Commission, the Director of the State Library is Secretary, and the Secretary of State is a member of the Commission.

⁴ Senate Bill 138, passed by the recent Kentucky General Assembly, abolished the Department of Library and Archives and made the Kentucky Historical Society an independent agency of the State government, effective July 1, 1954.

⁵ Printed State documents are deposited by law (Title 25, 121-124, Rev. Stat. 1950) with the Office of the Secretary of State, Capitol Station, Baton Rouge: Margaret T. Lane, Recorder of Documents.

⁶ All official State records are kept in the departmental files. Inquiries concerning State records can be addressed to either Harold I. Goss, Secretary of State, or Mrs. Marion B. Stubbs, State Librarian.

	(6) Kinds of Records (a) Official (b) Private	(7) Methods of Acquiring Archives (a) State or Terr. (b) Local	(8) Nonarchival Functions (a) Historical (b) Nonhistorical	(9) Types of Photoduplication Service
11	(a) Terr. & local; (b) mss.; photogs., etc.	(a) Voluntary; (b) voluntary & deposit by law	(a) Library; publications, etc.; (b) none	Microfilm & photostat
12	(a) State archives; (b) mss.; photogs., etc.	(a) & (b) Requisition or order	(a) Library; (b) museum	Commercial photostat
13	(a) State & local archives & security films; (b) none	(a) Deposit by law & voluntary; (b) voluntary	(a) Publications, etc.; (b) none	Microfilm, photostat & photographic
14	(a) State & local archives; (b) photogs., etc.	(a) & (b) Requisition or order	(a) State newspapers; (b) advice on current records	Microfilm & photostat
15	(a) State archives; (b) mss.; photogs., etc.	(a) Voluntary; (b) none	(a) Library; publications, etc.; (b) none	Microfilm
16	(a) State & local archives; (b) mss.; photogs., etc.	(a) & (b) Voluntary	(a) Library; publications, etc.; (b) museum	Microfilm & commercial photostat
17	(a) State & local archives; (b) mss.; photogs., etc.	(a) & (b) Voluntary	(a) Library; publications, etc.; (b) museum	Microfilm, photostat & photographic
18	(a) State & local archives; (b) mss.; photogs., etc.	(a) & (b) Voluntary	(a) Publications, etc.; (b) none	Microfilm, photographic & commercial photostat
19	None	None	None	None
20	(a) State & local archives & security films; (b) mss.; photogs., etc.	(a) To 1788 & printed docs., deposit by law; others, voluntary; (b) to 1788, deposit by law; others, voluntary	(a) Publications, etc.; (b) State Yearbook; advice on current records	Microfilm & photostat
21	(a) State archives; (b) none	(a) Deposit by law; (b) none	(a) & (b) None	Microfilm & photostat

	(1) State or Terr.	(2) Name and Address of Agency	(3) Name and Title of Archival Official	(4) Laws Defining Duties	(5) No. of Archival Employees
22	Michigan	Historical Commis- sion, Lansing 13	Vernon L. Beal, Archivist	Ch. 399, Comp. Laws, 1948	3
23	Minnesota	State Archives Com- mission, ¹ Minn. His- torical Soc. Bldg., St. Paul 1	Robert M. Brown, State Archivist	Stat., 1953, secs. 138.13 through 138.23	2
24	Mississippi	Dept. of Archives & History, War Me- morial Bldg., Jackson 5	William D. McCain, Director	Code, 1942, secs. 8180-6191	8
25	Missouri	State Historical Soc., ² Columbia	Floyd C. Shoemaker, Secretary	Not reported	Not reptd.
26	Montana	Not reported	Not reported	Not reported	Not reptd.
27	Nebraska	State Historical Soc., 1500 R St., Lincoln 8	John B. White, Librarian	Title 82-104 to 82- 107, 84-713, Rev. Stat.	3
28	Nevada ³	None	None	None	None
29	New Hampshire	State Historical Soc., ⁴ Concord	Elmer Munson Hunt, Director	None	5
30	New Jersey	Bur. of Archives & History, State Li- brary, State House, Trenton 7	William Benedon, Supervisor of Pub. Records	Title 47: 3-15-32	6
31	New Mexico	History & Publica- tions, ⁵ Museum of New Mexico, Palace of the Governors, Santa Fe	Arthur J. O. Ander- son, Assoc. in Chge.	3-915 to 3-918, Stat., 1941	2
32	New York	Div. of Archives & History, ⁶ 330 Educa- tion Bldg., Albany 1	Albert B. Corey, Director	Secs. 140-150, Educa- tion Law; secs. 65A & 65B, Pub. Officers Law; Art. 13, Finance Law	5

¹ Local archives and private manuscripts are deposited voluntarily (Minn. Stat., 1953, sec. 138.03 and 138.04) with the Manuscript Division, Minnesota Historical Society, St. Paul 1: Lucille M. Kane, Curator of Manuscripts.

² State or local military records are voluntarily deposited with the State Adjutant General's Office, P. O. Box 481, Jefferson City: Gilbert Knipmeyer, Archivist.

³ All official State records are kept in the departmental files.

⁴ A few State and local archives, together with published State documents, are in the State Library, Concord: Mrs. Mildred Peterson McKay, State Librarian. State documents are deposited here by law, other State and local archives are deposited voluntarily (ch. 90, Laws, 1943).

⁵ Published State documents are deposited by law in the State Law Library, Supreme Court Bldg., Santa Fe: Harrison McDonald, State Librarian and State Law Librarian.

⁶ The Division of Archives and History and the State Library are under the State Department of Education.

	(6) Kinds of Records (a) Official (b) Private	(7) Methods of Acquiring Archives (a) State or Terr. (b) Local	(8) Nonarchival Functions (a) Historical (b) Nonhistorical	(9) Types of Photoduplication Service
22	(a) State & local archives; (b) none	(a) & (b) Voluntary	(a) Publications, etc.; museum; (b) none	None
23	(a) State archives; (b) none	(a) Requisition or order; (b) none	(a) & (b) None	Microfilm
24	(a) State & local archives; (b) mss.	(a) & (b) Voluntary	(a) Hall of Fame; li- brary; publications, etc.; museum; (b) none	Commercial photostat
25	(a) State archives res- cued from capitol fire in 1911; (b) mss.; photogs., etc.	(a) Voluntary; (b) none	(a) Library; publica- tions, etc.; (b) none	Not reported
26	Not reported	Not reported	Not reported	Not reported
27	(a) State & local archives; (b) mss.; photogs., etc.	(a) & (b) Deposit by law	(a) Library; publica- tions, etc.; museum; (b) none	Photocopy & commercial photostat
28	None	None	None	None
29	(a) State archives (incl. those deposited by the State); (b) histor. records rel. to N. H.	(a) & (b) Gifts, pur- chase, deposit	(a) Library; exhibits; publication issued to members; (b) none	None
30	(a) State & local archives; (b) limited number	(a) & (b) By law and voluntary	(a) Library; (b) State recs. program; micro- film unit; recs. center	Microfilm & Contoura
31	(a) State & local archives; (b) mss.; photogs., etc.	(a) & (b) Voluntary	(a) Library; publica- tions, etc.; museum; (b) none	Commercial photostat
32	Not reported	Not reported	(a) Hist. markers; (b) advice on current records	Not reported

	(1) State or Terr.	(2) Name and Address of Agency	(3) Name and Title of Archival Official	(4) Laws Defining Duties	(5) No. of Archival Employees
33	North Carolina	Dept. of Archives & History, Education Bldg., Box 1881, Raleigh	W. Frank Burton, State Archivist	Ch. 55, Pub. Laws, 1945	9
34	North Dakota	State Historical Soc., Liberty Memorial Bldg., Bismarck	Margaret Rose, Librarian	Rev. Code, 1943	Not repta.
35	Ohio	State Archaeological & Historical Soc., ¹ Ohio State Museum, Columbus 10	Mrs. Elizabeth R. Martin, Curator of History & Archives	Rev. Code, secs. 149.31 (1465-114), 149.32 (1465-115), 149.33 (1465-116), 149.34, 149.35 (1465-117), 149.381, 307.71 (2459), & Amended House Bill 325	Not repta.
36	Oklahoma	State Historical Soc., Historical Bldg., Oklahoma City	Mrs. Rella Looney, Staff Archivist	None	1
37	Oregon	State Archives, Oregon State Library, Salem	David C. Duniway, State Archivist	ORS 358.010-358.080; 192.070-192.170; 43.410	4
38	Pennsylvania	Div. of Public Records, Pennsylvania Historical & Museum Commission, Rm 222, Educational Bldg., Harrisburg	Henry Howard Eddy, State Records Officer	Sec. 2801 A, Administrative Code, Rev. 1945, and subseq. acts	7
39	Puerto Rico	Not reported	Not reported	Not reported	Not repta.
40	Rhode Island	Department of State, 314 State House, Providence 2	Mary T. Quinn, Asst. to Sec'y of State for Archives	Ch. 5, sec. 22; ch. 9, sec. 16, Gen. Laws, 1938	1
41	South Carolina	Archives Dept., World War Memorial, Columbia 1	James H. Easterby, Director	Archives Act, Mar. 26, 1954	8
42	South Dakota	State Historical Soc., Soldiers Memorial, Pierre	Will G. Robinson, Secretary	Ch. 29.0102 & 29.0125, Rev. Code, 1939	4

¹ The State Records Commission, State Office Bldg., Columbus, authorizes disposition of State records; the County Records Commission, at the county courthouse of each county, authorizes the disposition of county records; the Archaeological and Historical Society selects State records that have been submitted by State and county agencies to records commissions for destruction or upon request from the agencies for a change of custody, maintains custody over them, and services them.

	(6) Kinds of Records (a) Official (b) Private	(7) Methods of Acquiring Archives (a) State or Terr. (b) Local	(8) Nonarchival Functions (a) Historical (b) Nonhistorical	(9) Types of Photoduplication Service
33	(a) State & local archives & security films; (b) mss.; photogs., etc.	(a) & (b) Voluntary	(a) Hist. markers; publications, etc.; museum; (b) advice on current records; State microfilm service; interne training	Microfilm, photostat & photographic
34	(a) State archives & docs.; (b) mss.	(a) Deposit by law; (b) none	(a) Library; (b) none	Microfilm
35	(a) State & local archives; (b) mss.	(a) & (b) See footnote 1	(a) Research and publications; museum; hist. sites & bldgs.; research library; (b) none	Photographic, photostat & microfilm
36	(a) Local and Indian archives; (b) mss.; photogs., etc.	(a) None; (b) Five Civ. Tribes, deposit by law; others, voluntary	(a) Library; publications, etc.; (b) none	None
37	(a) State & local archives & security films; (b) mss.; photogs., etc.	(a) By requisition; security films by law; (b) 50 yrs. old or noncurrent, by requisition; security films, by law	(a) Publications, etc.; (b) advice on current records; interne training	Microfilm, photostat & photographic
38	(a) State archives; (b) mss.	(a) & (b) Voluntary	(a) Publications, etc.; (b) none	Microfilm & photostat
39	Not reported	Not reported	Not reported	Not reported
40	(a) State & local archives; (b) mss.	(a) Deposit by law & voluntary; (b) voluntary	(a) & (b) Not reported	Photostat
41	(a) State archives & security films; (b) mss.	(a) Compulsory in case of defunct agencies; voluntary in case of others; films, voluntary; (b) none	(a) Hist. markers; publications, etc.; (b) none	Microfilm & commercial photostat
42	(a) State census recs. & pub. State docs. only; (b) mss.; photogs., etc.	(a) Deposit by law; (b) none	(a) Library; museum; (b) advice on current records	Photocopy

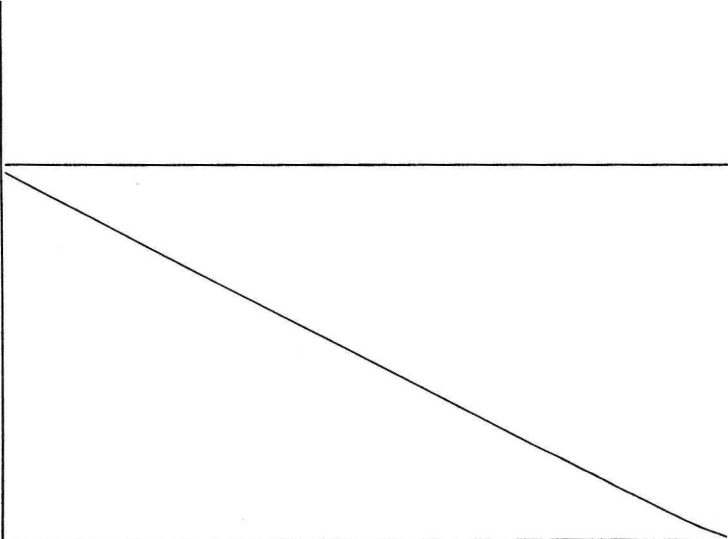
	(1) State or Terr.	(2) Name and Address of Agency	(3) Name and Title of Archival Official	(4) Laws Defining Duties	(5) No. of Archival Employees
43	Tennessee	Div. of Archives, State Library & Ar- chives Bldg., Nashville 3	Dan M. Robison, State Lib. & Archivist	Ch. 197, Pub. Acts, 1951	7
44	Texas	Archives, Texas State Library, Highway Bldg., Austin 11	Seymour V. Connor, Archivist	Rev. Civil Stat. 1925 (1953), art. 256	5
45	Utah	State Historical Soc., State Capitol, Salt Lake City 1	Arlington R. Morten- sen, Exec. Secy.-Ed.	Code Annot., 1953, secs. 64-5-2, 64-5-3, 64-5-4, 64-5-6	1
46	Vermont	Public Records Com- mission, State House, Montpelier	Olney W. Hill, Dir. of Pub. Records	Sec. 4174-4177, Stat., Rev. 1947	3
47	Virgin Islands	Not reported	Not reported	Not reported	Not reptd.
48	Virginia	Archives Div., Vir- ginia State Library, Richmond	Wm. J. Van Schree- ven, State Archivist	Title 42, art. 4, Code, 1950	16
49	Washington	State Archives, Dept. of Public Institutions, Public Lands — Social Security Bldg., Olympia	Robert C. Nesbit, State Archivist	Title 40, Rev. Code, and ch. 145, Laws, 1951	3
50	West Virginia	Dept. of Archives & History, Capitol Bldg., Charleston 5	Mrs. Dale Thomas, Director	Ch. 29, art. I, secs. 1-4, as amended by 1953 Legislature	5
51	Wisconsin	Div. of State Ar- chives, State Histori- cal Soc., 816 State St., Madison 6	Jesse E. Boell, Chief Archivist	Secs. 18.03, 44.08- 44.10, 59.716, 59.717, Stat. 1951 (1953 Stat. will be the same)	5
52	Wyoming	State Archives & His- torical Dept., State Office Bldg., Cheyenne	Lola Homsher, Director	Ch. 143, sec. 11, 1953	3

	(6) Kinds of Records (a) Official (b) Private	(7) Methods of Acquiring Archives (a) State or Terr. (b) Local	(8) Nonarchival Functions (a) Historical (b) Nonhistorical	(9) Types of Photoduplication Service
43	(a) State & local archives; (b) Tenn. Hist. Soc. mss. collection	(a) & (b) Voluntary	(a) Admin. of mss. of Tenn. Hist. Soc.; publi- cations; (b) none	Microfilm, photostat & Varifax
44	(a) Archives of Repub. of Tex.; recs. of Span. & Mex. Govts.; recs. of State agencies to 1900 (excl. Gen. Land Off.); (b) mss.; photogs., etc.	(a) Deposit by law & voluntary; (b) voluntary	(a) Ref. library; hist. research; publications, etc.; (b) none	Photostat
45	(a) State & local archives; (b) mss.	(a) & (b) Voluntary	(a) Library; publica- tions, etc.; (b) none	None
46	(a) State & local archives; (b) those re- lated to public affairs	(a) Voluntary or by order; (b) voluntary	(a) Publications, etc.; (b) recs. mgmt.; forms standardization	Microfilm & wet process prints from reader en- largements
47	Not reported	Not reported	Not reported	Not reported
48	(a) State & local archives; (b) mss.; photogs., etc.	(a) & (b) Voluntary	(a) & (b) None	Microfilm, photostat & photographic
49	(a) State archives; (b) none	(a) Voluntary; (b) none	(a) & (b) None	Microfilm
50	(a) State archives; (b) mss.	(a) Documents, deposit by law; others, volun- tary; (b) voluntary	(a) Publications, etc.; museum; (b) none	Microfilm & commercial photostat
51	(a) State & local archives; (b) bus. recs. in depositories	(a) Requisition or order of Commission on Public Records; (b) deposit by law or voluntary	(a) & (b) None	Microfilm & photostat
52	(a) State & local archives; (b) none	(a) & (b) Requisition or order	(a) Publications, etc.; museum; (b) none	None

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CONSULTANT and
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A Note on Record Containers¹

By VICTOR GONDOS, JR.

National Archives and Records Service

THROUGH the years there has been considerable argument over the respective merits of vertical and horizontal filing. There is no intention here to choose sides in that interesting controversy, as it is not believed that either point of view has a monopoly of the truth. Nor is there any intention to question the usefulness of many types of containers that are not mentioned here. Rather, this note has the modest purpose of describing the two types of record containers which have become, through the test of time, the established standards in the practice of the National Archives and Records Service of the General Services Administration, hereafter referred to as NARS.

In answering a recent inquiry from a foreign source, addressed to the Society's Committee on Archival Buildings and Equipment, it was borne in upon this writer that through the attritive experience of the past dozen years two well-differentiated concepts of noncurrent records storage have gained acceptance in NARS. These concepts are respectively exemplified by the National Archives document container and the Records Center carton.

In the matter of packing, storing, or filing textual records of the letter and legal size (8" x 10½" and 8" x 14" respectively), NARS recognizes, however, that fundamentally there are three basic types of containers, each of which is most useful for the particular purpose served: (1) the National Archives document container, (2) the Records Center carton, and (3) the 4- and 5-drawer steel filing cabinet and its cheaper variant, the stackable steel transfer drawer.

All three types of these basic filing units have necessarily undergone a lengthy evolutionary process. There is, of course, ample literature about the steel filing cabinet. This type of container is mentioned because some archival institutions in the United States still prefer to use the 5-drawer steel cabinet for archival purposes, and some records depositories use the steel transfer drawer. The steel filing unit is undoubtedly the most efficient type if the records

¹ The author of this article is chairman of the Committee on Archival Buildings and Equipment of the Society of American Archivists.

are frequently referred to and if reference speed and instant accessibility are vital considerations. But the steel filing cabinet and the transfer drawer are considerably more costly forms of storage per cubic foot of records. Assuming the cost symbol of the Records Center carton with its full shelf assembly at 1, then the cost ratios for the document container with its shelving, the steel transfer drawer, and the steel filing cabinet would approximate 2, 4, and 12, respectively.

The earliest equipped stack areas in the National Archives sported that lordly, expensive, fire-resistant container unit, the heavy gauge steel tray. Cost in the mid-1930's was no object, particularly as all prices were low. But the rise in prices due to the outbreak of war in Europe, as well as the fact that the steel tray was less than an outstanding success in practice, caused the National Archives to experiment with various types of containers of varying materials for use in the then partially or wholly unequipped areas. Cost, convenience, and ease of handling, combined with adequate records preservation qualities, decided the issue in favor of the paperboard container. The reader who wishes to pursue further the grail-like quest for the ideal container can find a definitive description of its characteristics in Arthur E. Kimberly's article in the July 1950 number of the *American Archivist*.²

DOCUMENT CONTAINER

Behind the paperboard document container lurks the ghost of the once puissant Woodruff file box, which it so largely displaced. The presently favored container was evolved for the National Archives when, during the crisis of the Second World War, that institution was desperately in need of large amounts of storage units, but when its supply sources were not in position to guarantee the delivery of the customary heavier makes. Finally, after some trial and error and from samples and bids submitted by the manufacturers, an acceptable paperboard container was procured, though of much thinner stock than any then in use.

Although originally thought of as only a wartime expedient, the container proved to be so sound, practically and economically, that it was adopted as a postwar standard. Today the observant archival tourist can find the same type of container, or its aluminum-foil-clad variant, in such widely separated institutions as the Ford

² See "New Developments in Record Containers," by Arthur E. Kimberly, in *American Archivist*, 13:233-236 (July 1950).

Archives in Dearborn, Mich., and the United Nations Archives in New York City.³

The specification requirements are for 100% Kraft stock, 300 lbs. minimum bursting strength, .060 inches thickness, a minimum opening and closing test of 250, and adherence to water soluble adhesive. The box is cut and scored from a single piece of paper-board, with a cover hinged along the full length of the back wall as indicated in the accompanying illustration. The National Archives now standardizes this container in two sizes:

(1) Letter size, with inside measurements of 12 $\frac{1}{4}$ " long, 10 $\frac{1}{4}$ " high, and 5" wide, with a rated capacity somewhat less than $\frac{1}{3}$ cubic foot, and with a weight variation, fully packed, of 9 to 11 pounds, depending on the kind and density of material packed.

(2) Legal size, with inside measurements of 15 $\frac{1}{4}$ " long, 10 $\frac{1}{4}$ " high, and 5" wide, with a rated capacity somewhat over $\frac{1}{3}$ cubic foot, and with a weight variation, fully packed, of 10 to 12 pounds, depending on the kind and density of material packed.

The unit cost of these containers varies with the number ordered. The letter-size container costs 49c apiece in lots of 1,000, to 62c in lots of 10. The legal size container costs 53c apiece in lots of 1,000, to 66c in lots of 10. At least for present National Archives purposes this type of container is believed to be the optimum combination of economy and efficiency for normal archival storage and reference use. It has the qualities of light weight, sufficient durability, protection against dust and dirt, relatively moderate cost, and easy handling by female as well as male personnel; and it is a convenient unit for reference control.

The container is not fire resistant, but a variant has been developed (see Kimberly, *supra*) which is different only in that the container is covered with a thin skin of aluminum foil, both inside and out. This adds practically nothing to weight, but it affords considerable protection against a quickly extinguishable flash fire and against water damage, so that these boxes may be safely used in conjunction with a standard sprinkler system. The cost of aluminum-clad type containers is about 50 to 90% more than the unclad type. It should be noted that the experimental use of these aluminum-clad containers is in progress. Three drawbacks, however,

³ As the National Archives type of container, though of unusual longevity, is a relatively nonstandard box and requires closeness of detail in cutting and overlapping, many container manufacturers do not make it. It can be obtained from such suppliers as the National Metal Edge Box Company, Philadelphia, Pa., and the Hollinger Corporation, 3834 S. Four Mile Run Drive, Arlington, Va.

besides the higher price, limit their extensive use at present: (1) an optically unpleasant glare, (2) the need for a special base for gluing labels, and (3) the tendency of the foil to wear off at the corners with moderate use. Undoubtedly these difficulties can be solved.

RECORDS CENTER CARTON

The Records Center carton is also a progeny of the Second World War. It was initially developed and used at the several Naval Records Centers during Emmett J. Leahy's term as head of the Navy's Office of Records Administration. Since then its use has spread to some other Federal agencies, but more especially to the NARS Records Centers, established under the direction of Leahy's former associates, Herbert E. Angel and Everett O. All-dredge.

The fiberboard Center cartons are of the slotted type, and of one-piece construction.⁴ Shipped flat to the user, they can be stored easily in a comparatively small space until needed. Only the lapped joint is used. In this joint one edge of the corrugated board overlaps the adjacent edge not less than $1\frac{1}{4}$ inches, and is secured by staples or stitching wire spaced not more than $2\frac{1}{2}$ inches apart. The cartons are standardized in one principal size, 15" long, 12" wide, and 10" high. Because of its length and width the carton can be used for either letter or legal size documents without waste of space.

The Records Center carton has a rated capacity of approximately one cubic foot, with weight variation — depending on the packing density and kind of material — fully packed, of 25 to 30 pounds. In large lots, and in knockdown form, the cost of each carton is about 10 to 12c, plus about 1c for the cost of assembly. It is obvious that the unit cost varies with the size of an order, but the cost of the carton, assembled, should be in a range of from 11 to 15c.⁵

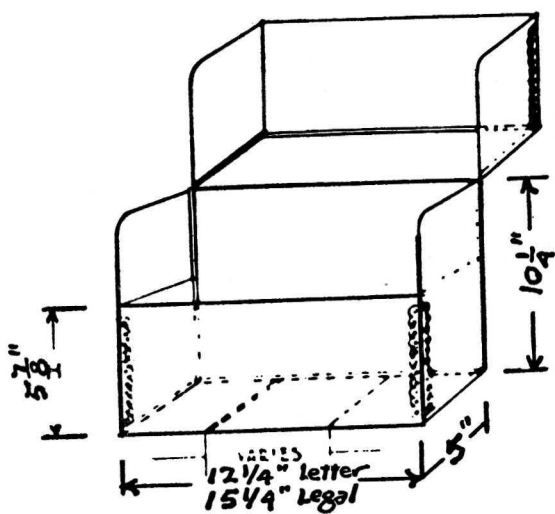
At the present time this type of container, together with its simple shelving, is considered as the optimum in economy and efficiency for intermediate record storage. It is the lowest in cost of any

⁴ See Federal Specification LLL-B-631c, 13 March 1951; obtainable from the Superintendent of Documents, Government Printing Office, Washington 25, D. C.

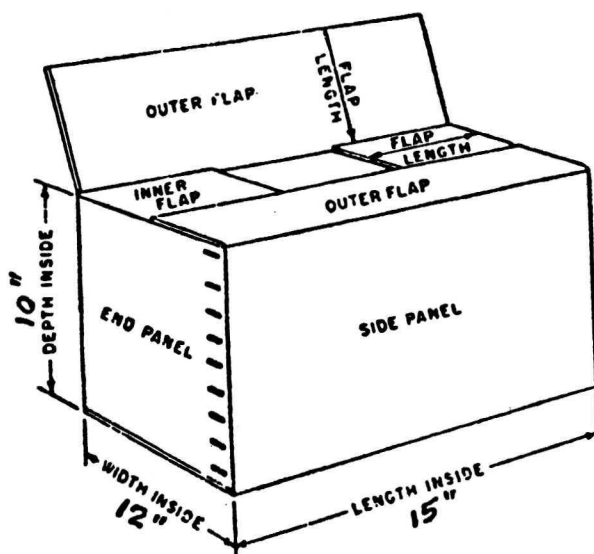
⁵ The Records Center carton can be obtained from such supply sources as the Container Corporation of America in Chicago, Ill., the Kieckhefer Company in Camden, N. J., and the Gaylord Container Corporation in St. Louis, Mo. It is, however, not a specialized product, such as the document container; therefore it can be obtained from any manufacturer in the cardboard-container industry.

known type of storage unit and assembly; it is sufficiently durable; it protects against dust and dirt; and, although it is considerably heavier and bulkier than the container unit believed best for archival purposes, it can be used with a fair degree of convenience for reference handling. It should be noted, however, that the Records Center carton, especially when placed on a high shelf, is obviously less convenient to service with female personnel than is the archival type. Reference calls on some types of records in Records Center custody, housed in these cartons, are quite numerous; but, in the main, the Center carton is best suited for records in inactive storage, awaiting the expiration of retention periods before their disposal by sale or destruction. In the matter of disposal, because of their cheapness the cartons can be disposed of *in toto*, along with the contained records, thus saving on the labor cost of removing and preparing the records for transportation.

Thus, because of its advantages of lowest cost and largest relative storage capacity, as well as the additional advantage of ease of disposal, the Records Center carton is eminently suited for use in an intermediate record depository.



DOCUMENT CONTAINER



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For the utmost in preservation and protection of valuable books, newspapers, records, and other documents, we suggest that they be laminated with Cellulose Acetate film. This film is transparent, thin, tough, and flexible and will not discolor, crack, or peel with age.

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News Notes

MARY C. LETHBRIDGE, *Editor*

United States Information Agency

Assisted by ROY HART

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The eighteenth annual meeting of the Society of American Archivists will be held in Williamsburg, Virginia, on September 12-14, 1954, with headquarters at the Williamsburg Lodge. The College of William and Mary, Colonial Williamsburg, and the Institute of Early American History and Culture will be the hosts. Advance notice will be sent to each member regarding registration, hotel reservations, and transportation facilities. Lester J. Cappon, Box 203, Williamsburg, Va., is chairman of the Local Arrangements Committee.

The program arranged by Chairman Morris L. Radoff and his associates is as follows:

SUNDAY, SEPTEMBER 12

4:00 p.m. — Registration begins

7:00 p.m. — Dinner, compliments of Colonial Williamsburg

MONDAY, SEPTEMBER 13

9:30 a.m. — Records Management Session, Herbert E. Angel, Director, Records Management Division, National Archives and Records Service, as chairman

“Planning a Records Survey,” Irving Zitmore, Vice President-General Manager, Records Engineering, Inc.

“How to Organize and Operate a Records Management Program,” Chester L. Guthrie, Records Management Officer, General Services Administration

Panel Discussion: Edwin C. Zepp, Director, Ohio State Archaeological and Historical Society; Philip R. Peck, Director, Office Services Division, Michigan Department of Administration; William Benedon, New Jersey Supervisor of Public Records; Edward N. Johnson, Records Analyst, U. S. Post Office Department

1:00 p.m. — Luncheon Session, chairman to be announced

“Archival and Manuscript Activities in Virginia,” John M. Jennings, Virginia Historical Society

2:30 p.m. — Sightseeing: Colonial Williamsburg, William and Mary College, Jamestown, Yorktown, Colonial Williamsburg Educational Building

7:00 p.m. — Annual Dinner and Business Meeting
Presidential Address, Wayne C. Grover

TUESDAY, SEPTEMBER 14

- 10:00 a.m. — National Archives Anniversary Session, Solon J. Buck, Assistant Librarian of Congress, as chairman
 "National Archives After Twenty Years," Ernst Posner, Dean, School of Social Sciences and Public Affairs, American University; Robert H. Bahmer, Assistant Archivist of the United States; and Boyd C. Shafer, Executive Secretary, American Historical Association
- 1:00 p.m. — Luncheon Session, William J. Van Schreeven, Virginia State Archivist, as chairman
 "Recent Developments in Municipal Archives," Richard Ruddell, Assistant Archivist, Ford Motor Company
- 2:30 p.m. — State Records Session, Margaret C. Norton, Archivist, Illinois State Library, as chairman
 "North Carolina State Records Center," Christopher Crittenden, Director, North Carolina Department of Archives and History
 "Microfilming State Records; a report of the S. A. A. Committee on Microphotography," W. Frank Burton, North Carolina State Archivist
 Panel Discussion: Leon de Valinger, Jr., Archivist of Delaware; Charles W. Dickens, Assistant Archivist of Delaware; Beryl E. Gardner, Senior Archivist, Maryland Hall of Records; Daniel F. Noll, Records Specialist, Management Office, District of Columbia Government

The Society's Committee on International Relations is investigating the possibility of arranging a short study tour for a limited number of American archivists in connection with the Third International Congress of Archivists, which will be held at Florence, Italy, at some time in 1956. The committee hopes to have preliminary information ready in time for the Williamsburg meeting. In the meantime the committee will be glad to hear from members who may be interested.

NATIONAL ARCHIVES AND RECORDS SERVICE

On May 15, 1954, the Region 3 Federal Records Center at Alexandria, Va., accessioned its millionth cubic foot of records. In September 1950, when the center was established, it was housed in one of the warehouse buildings in the old Naval Torpedo Plant; and for the first 9 months, since no steel shelving could be obtained, records were kept in the original filing equipment. Now, less than 4 years later, the center has expanded to occupy 421,625 square feet of warehouse space, in several buildings, where records are stored in inexpensive cardboard cartons on steel shelving — 2½ cubic feet of records to 1 square foot of floor space. The transfer of records has released for other use over 100,000 valuable filing cabinets and transfer cases and over 750,000 square feet of office and storage space. Since 1950, 120,000 cubic feet of records have been disposed of by congressional authorization and 67,000 cubic feet of records have been transferred to the National Archives, the Records Center at St. Louis, and other centers.

The National Historical Publications Commission met at the National Archives on March 1. At the meeting approval was given to the printing,

after some further revisions, of the Commission's final report to the President entitled *A National Program for the Publication of Historical Documents*. President Eisenhower has appointed Wilfred E. Binkley, professor of history and political science, Ohio Northern University, as a member of the commission at the expiration of Richard H. Shryock's term.

LIBRARY OF CONGRESS

On April 22 the President sent to the Senate the nomination of Lawrence Quincy Mumford of Cleveland, Ohio, to the post of Librarian of Congress. At the present writing no action has yet been taken on the nomination.

The Library has received further papers of Benjamin F. Butler, Union soldier, Member of Congress, and Governor of Massachusetts. Butler's own letters, 1875-93, fill 41 letter books, and there are about 10,000 letters to him, received chiefly in the 1880's.

A small group of papers of George F. Becker (1847-1919), of the United States Geological Survey, was received by transfer from that agency, and Mrs. Becker also contributed valuable papers, including a number of personal and family letters. The collection covers more than 100 years, ca. 1814-1928, although most of the material is dated from 1870 to 1919.

The first shipments of the papers of Wallace H. White, Jr., Congressman and Senator from Maine, have come to the Library as a gift from Mrs. White; those received date from 1917 to 1931. Mrs. James Hamilton Lewis of Chicago has given the Library two groups of papers of her late husband, Senator from Illinois, 1913-19 and 1931-37.

Some 5,000 papers of Jo Davidson, sculptor, have been received from Mrs. Davidson; and the papers of William Torrey Harris, Commissioner of Education, 1898-1906, have been given by his daughter. The Harris manuscripts cover an important period in the history of American education, ca. 1865-1907.

An inventory of a Library microfilm collection, *Checklist of Archives in the Japanese Ministry of Foreign Affairs, 1868-1945* (Washington, 1954. 262 pp.) is available for \$2.25 from the Photoduplication Service, Library of Congress, Washington 25, D. C.

DEPARTMENT OF STATE

Fred Shipman has become chief of the Division of Library and Reference Service in the Office of Libraries and Intelligence-Acquisition of the State Department. Kenneth Hoover has been appointed as acting assistant chief for records of the Department's Division of Communications and Records.

TRAINING

During the spring semester the School of Commerce of Northwestern University, in cooperation with the National Records Management Council, offered a noncredit course in records and archives management. Joseph W.

Ernst, formerly of the council and now in the business history department of the university, conducted the course; and specialists in records control made guest appearances. Student attendance was limited to 40.

The National Records Management Council has announced a new series of grants for part-time research in the various fields of records management and archives administration. Each grant provides \$600 for 3 months of part-time study and research. Applications for the first of these fellowships were restricted to persons already enrolled as full-time students at a college or university in the New York City area. Future fellowships will be open to students or qualified persons employed by industry or Government, throughout the country. The objective of the program is to provide trained personnel to industry and Government and to develop new approaches to the problems of records management.

INTERNATIONAL NEWS

UNESCO

An intergovernmental conference on the protection of cultural property in the event of armed conflict was convened in The Hague on April 21; it will be reported later. The United States was represented by delegates from the Departments of State and Defense. For a manual on this subject, see *France*, below.

At a meeting in Paris of the organizing committee of the International Congress of Libraries and Documentation Centres, the committee accepted an invitation to hold the first congress at Brussels in September 1955. In addition to meetings discussing the general organizational and bibliographical problems facing all libraries in this period, three plenary meetings will deal with documentary reproduction by photograph and microfilm.

FOREIGN NEWS

France

Michel François recently resigned his position as chief of the division of microfilm and business (private) archives at the Archives Nationales to become professor of the history of institutions at the École des Chartes. He is succeeded by Jacques Monicat, formerly in charge of the notarial archives.

Lester Born reports in the Library of Congress *Information Bulletin* of April 19, 1954, that M. André Noblecourt, conseiller technique du Service de Sécurité des Musées de France, delivered a paper entitled "La protection des objets de musée durant les conflits armés" (28 pp., processed) at the Third General Conference of the International Council on Museums last July. Much of the material is obviously applicable also to archives and libraries. The approach is realistic and the remarks are practicable. Professors Noblecourt and H. Lavachery of the University of Brussels are coauthors of a forthcoming UNESCO manual on the protection of cultural properties.

India

The thirtieth session of the Indian Historical Records Commission was held at the Central Records Office, Hyderabad, February 1-3. The National Archives of India had prepared 51 exhibits illustrating different aspects of British Indian and Hyderabad history and a special section showing records damaged by various insects together with the remedial and preventive methods adopted in the National Archives.

The National Committee of Archivists concurrently held its first meeting in Hyderabad and discussed routine technical matters concerning archival work.

Israel

The Jewish National and University Library, Jerusalem, is sponsoring the publication of a *Catalogue of Arabic Manuscripts in Public Libraries of Israel*, a descriptive catalogue of about 500 items, compiled by Eli Ashtor, keeper of oriental books in the Jewish National and University Library. The catalog, of about 150 pages, will probably cost \$3 and may be ordered from the Jewish National and University Library, P.O.B. 503, Jerusalem, Israel.

Pakistan

The second session of the Pakistan Historical Records and Archives Commission was held at Peshawar, February 26-March 1. Papers based on research among the archives and manuscripts were read, and the care and management of records was discussed.

Paraguay

Dr. Roscoe R. Hill visited Paraguay in April and lectured at the Binational Center in Asunción and at the National University on archival and historical topics.

CALIFORNIA

The University of California at Los Angeles has been given the entire literary and graphic estate of Richard J. Neutra, internationally known architect. The gift includes funds for the support of the collection. Since Mr. Neutra will need to refer to the materials for his work, he will retain possession of them during his lifetime, but students and researchers may have access to them now. At his death the materials will be removed to the university. A native of Vienna, Mr. Neutra came to the United States in 1923 and became an American citizen.

The Bancroft Library has received correspondence and other papers of the novelist Gertrude Atherton from her daughter, Muriel Atherton Russell of San Francisco.

Some of the gaiety and frivolity of San Francisco Bohemia before the earthquake is reflected in the papers of Gelett Burgess, recently acquired by the Bancroft Library. Writer, humorist, and cartoonist, Burgess, of "purple cow" fame, edited *The Lark*, a humorous magazine, between 1895 and 1897. He also wrote serious novels, social studies, and articles.

CONNECTICUT

The Yale University Library has received from Robert L. Barlow his collection of 5,000 items of musical-comedy literature. The earliest item in the collection is the original published vocal score of *Floradora*, produced on Broadway in 1900.

DISTRICT OF COLUMBIA

The Catholic University of America has received the personal papers of the late Francis J. Haas, former dean of the university's School of Social Science, from the Diocese of Grand Rapids. The papers include letters, scrap-books, and personal records touching on many aspects of Haas's work, in Wisconsin, Washington, D. C., and Michigan. While in the capital he worked with the National Labor Relations Board and the National Recovery Administration, was a member of the National Resources Planning Board, and was head of the Fair Employment Practices Commission.

The Folger Library is frequently asked what readers are privileged to use the resources of the library. In the *Report From the Folger Library*, May 1, 1954 (vol. 5, no. 1), appears a statement of unrestricted use, made by the trustees of Amherst. Reaffirming their liberal policy, the trustees further state that the library "does not try to impound material for the special use of its own staff. The Library takes the position that learning is best served if qualified persons have free access to all documents." The report also notes the purchase from Loseley House of additional papers, all of interest to students of Tudor and Stuart history.

LOUISIANA

The Howard-Tilton Memorial Library of Tulane University recently held a full-scale exhibition commemorating the sesquicentennial of the Louisiana Purchase. The library's collection was augmented by loans of notable items from several important private and institutional collections of early materials concerning the Louisiana Territory.

NEW YORK

On April 19 Herbert Cahoon became curator of autograph manuscripts and later printed books at the Pierpont Morgan Library. He had formerly been first assistant in the rare book room of the New York Public Library and is the author of several bibliographical studies.

The New York Historical Society is again holding its annual seminar at Cooperstown, July 6-13. Among the seminar topics are techniques in historical exploration, teaching local history, and using local history.

The Society's recent acquisitions include a manuscript map of the country between Albany and Oswego, N. Y., drawn for Sir William Johnson in 1756; a group of early steamboat papers; a file of French newspapers, 1873-83, propagandizing Jules Leroux's Utopian communities in Iowa, Kansas, and

California; and 200 rolls of architectural records of the firm of John Butler Snook, which designed the W. H. Vanderbilt mansion and the Grand Central Station. Recently the society exhibited material from its newly acquired Lathrop Colgate Harper Spanish-American War collection. The war as seen by the people at home is well portrayed by the massive collection, which dates from the *Maine* disaster to 1902. Attendance at the society in 1953 reached 88,257, the highest in the history of the 150-year-old organization.

NORTH CAROLINA

Albert Barden, Raleigh commercial photographer, bequeathed his 25,000 negatives to the State Department of Archives and History. The collection is a mirror of life in North Carolina during the first half of the twentieth century, for Barden photographed many commercial, scenic, historical, and newsworthy subjects. Because of its size and the incomplete identification of many negatives, the problem of cataloging has been difficult. To date approximately a fifth of the collection has been filed.

The department has announced the following publications: *The First Half Century, The North Carolina Department of Archives and History — a Record of Achievement, 1903-1953* (free); Ann Beal, *Hall of History Railroad* (free); and William S. Powell, *The Carolina Charter of 1663* (pp. vi, 80. \$1.00). They may be ordered from the Division of Publications, State Department of Archives and History, Box 1881, Raleigh.

OHIO

Colton Storm, formerly assistant director of the Clements Library, University of Michigan, assumed on June 1, 1954, his new duties as director of the Western Reserve Historical Society, Cleveland. Howard E. Peckham is the new director of the Clements Library.

PENNSYLVANIA

More than 100,000 manuscripts of Gottfried Wilhelm von Leibniz are being microfilmed in Hanover, Germany, under a project developed by Leibniz scholars John W. Nason and Paul Schrecker and by Charles W. David of the University of Pennsylvania Library, financed by a grant in aid from the Rockefeller Foundation. The Lower Saxony State Library and the State authorities are cooperating in the project. The microfilm will be deposited at the University of Pennsylvania Library. An account of the project appeared in the University of Pennsylvania Library *Chronicle*, Winter 1954.

In this section of the April 1954 *American Archivist*, reference was made to a nonexistent "Philadelphia Records Commission." Charles E. Hughes, Jr., city archivist, has written to correct the error. The archival agency of Philadelphia is the Department of Records.

RHODE ISLAND

The Annmary Brown memorial collection of medieval and renaissance books, paintings, and manuscripts is now under the direct supervision of the John Hay Library, Brown University, with Lydia M. Gooding as its curator. Established in 1907 by Gen. Rush C. Hawkins of Civil War fame, the collection has been the property of the university since 1948 but has had its own librarian and board of management.

UTAH

S. George Ellsworth, professor of history at Utah State Agricultural College, has prepared a guide to the manuscripts in the Bancroft Library relating to the history of Utah. Scheduled for publication in the current (July 1954) *Utah Historical Quarterly*, the guide is divided into sections, with a brief introduction to each section and with entries arranged alphabetically. Each entry gives a detailed description of the manuscripts covered. The April 1954 issue of the *Quarterly* contained Dr. Ellsworth's article "Hubert Howe Bancroft and the History of Utah," which serves as an introduction to the guide. Reprints of the guide and introduction, bound together, may be bought for one dollar from the Utah State Historical Society, 337 State Capitol Building, Salt Lake City.

VIRGINIA

Among the recent accessions of the Alderman Library at the University of Virginia are a journal, 1767-72, of Joseph Whitney's voyages from New England to the West Indies and Maryland, and a transcript of the diary (1777-99) and memorandum book (1774-77) of Zuriel Waterman, Rhode Island physician, Revolutionary War surgeon, and prisoner of war.

WISCONSIN

On June 26 the State Historical Society formally opened the papers of Robert LaFollette the elder, which had been under seal. To mark the occasion, the American Town Meeting of the Air held a forum that evening on progressivism in America today. The papers cover the period of LaFollette's life before he became a Senator.

MISCELLANEOUS

The labor historians are now publishing a mimeographed quarterly bulletin, which will be of interest to those dealing with the records and history of organized labor. The editor is L. H. Arky, Institute of Labor and Industrial Relations, University of Illinois, Champaign.

The National Microfilm Association's annual meeting was held on April 1 and 2, 1954, at Cleveland, Ohio. The program included discussions of industrial microfilming procedures, film and paper processing and the technique of microfilm enlarging by Xerography.

