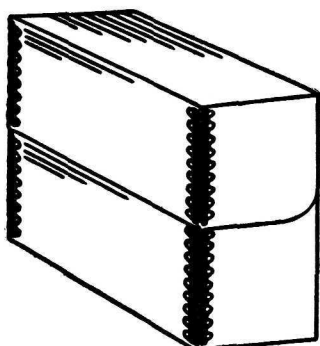


# FIBREDEX



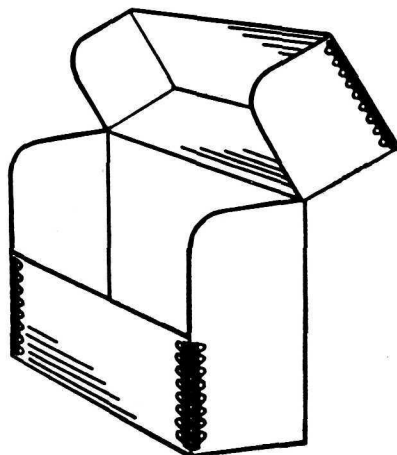
Better containers for  
Display, Handling and  
Storage of Library Materials

**Unique Metal Edge Construction** Strongest by any test.  
**Super Fibre Board** Toughness and Durability unequalled.  
**No Paste or Glue to Attract Vermin**

## Document Case

Used extensively by the National Archives, the Library of Congress, State Archives, and Historical Societies.

ONE PIECE CONSTRUCTION  
HINGED LID, REINFORCED  
BOTTOM, SUPER FIBRE, DARK  
BLUE AND LIGHT GRAY.



*Write for free circular illustrating other Fibredex cases*

## THE HOLLINGER CORP.

3834 S. Four Mile Run Drive  
ARLINGTON, VIRGINIA

# Writings on Archives, Current Records, and Historical Manuscripts, July 1953-May 1954

By LESTER W. SMITH

*National Archives*

THIS annual bibliography is the twelfth compiled under the auspices of the Committee on Archival Bibliography of the Society of American Archivists. Its content and chronological scope are indicated in the title. In addition, it includes a few items dated prior to July 1953 but issued after that date or not available earlier for examination. Like its predecessors, it is a selected list of references that does not include unpublished items, edited documents, publications in microfilm, reports of libraries and historical institutions giving but a few lines to manuscript accessions, and items appearing in news notes, unless usually important. This year's bibliography, like last year's, gives records-management and office-management publications somewhat greater attention; foreign publications, considerably less. The latter change has been made possible by the plan of the International Council on Archives to publish annually in its journal, *Archivum*, a selected international bibliography.

The bibliography is classified broadly by subject. An outline of the headings precedes the list. It should be noted that, as in former years, items relating to technical aspects of the use of photography and to the reproduction of research materials are placed in class VIII, while items relating primarily to the use of photography for purposes of original recording and records management are entered in class II A. Class VII B contains, as in former years, certain items relating to United States government document bibliography.

Such cross references as are necessary are provided at the ends of the several sections of the bibliography. The compiler is indebted to Grace Quimby for assistance in compilation and to Eleanor M. Walden for typing the manuscript.

- I. General Literature
- II. Filing Techniques and Management of Current Records
  - A. General Discussion
  - B. Machine Techniques in Office Operations and in Information Processing
- III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
  - A. United States in General and Federal Government
  - B. State and Local

- C. Foreign Countries
- D. International Organizations
- IV. Buildings and Equipment for Archival and Manuscript Depositories
- V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts
- VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts
- VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Finding Aids
  - A. General Discussion
  - B. United States in General and Federal Government
  - C. State and Local
  - D. Foreign Countries
- VIII. Application of Photographic Processes to Work With Records and Historical Manuscripts
- IX. Service, Use, and Publication of Records and Historical Manuscripts
- X. Special Physical Types of Records and Historical Manuscripts
- XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Records Officers

#### I. GENERAL LITERATURE

1. [BORN, LESTER K.] Archives. *Encyclopaedia Britannica*. [Walter Yust, editor-in-chief] Chicago, Encyclopaedia Britannica [c1954] Vol. 2, p. 288-292.
2. BRENNEKE, ADOLF. Archivkunde: ein Beitrag zur Theorie und Geschichte des europaischen Archivwesens. Assembled and edited by Wolfgang Leesch. Leipzig, Koehler and Amelang, 1953. xix, 542 p. Includes a bibliography.
3. THE CARE of records by the private owner. By Lord Leconfield, Earl Spencer, and Ivor P. Collis. *Archives*, 2, no. 10: 74-85 (Michaelmas, 1953). Includes appendix, "The care of documents in private muniment rooms," p. 81-85.
4. CRITTENDEN, CHRISTOPHER. Let's look at manuscripts. *Southeastern Librarian*, 3: 41-46 (Summer, 1953). A paper read before the College and University Section, SELA conference, November 1, 1952.
5. HARVARD guide to American history. [By] Oscar Handlin, Arthur M. Schlesinger, Samuel E. Morison, Frederick Merk, Arthur M. Schlesinger, Jr., Paul H. Buck. Cambridge, Mass., Belknap Press, 1954. 689 p. The successor to Channing, Hart, and Turner's *Guide to the study and teaching of American history* (1912). Chapters 1-5 are devoted to the methods, resources, and materials of American history. Chapters 6-30 consist of detailed reading lists arranged with reference to historical periods.
6. MASTERSON, JAMES R., ed. Writings on American history, 1949. [Washington, 1954] 636 p. (American Historical Association, *Annual report for the year 1951*, vol. 2. Also published as 82d Cong., 2d sess., *H. Doc. 267*, vol. 2.) Items relating to historiography and allied disciplines are listed on p. 1-5; to lists and descriptions of historical materials, on p. 13-27; and to repositories and custodians of historical materials, on p. 30-37.

7. MUNDEN, KEN. Personal documentation in the cold war. *American archivist*, 17:141-148 (Apr., 1954). A paper read at a meeting of the social studies group of the Alexandria, Va., Branch of the American Association of University Women, February 25, 1953.
8. NOBLECOURT, ANDRÉ. La protection des objets de musée durant les conflits armés. [n. p., n. d.] 28 p. A paper delivered at the third general conference of the International Council on Museums, July 1953, containing information applicable also to archives and libraries.
9. PARKER, WYMAN W. How can the archivist aid the researcher? *American archivist*, 16:233-240 (July, 1953). A paper read at the annual meeting of the Society of American Archivists, Lexington, Kentucky, October 27, 1952, discussing the role and responsibilities of the archivist.
10. RENSHAW, MARY A. A university archive repository. *Library association record*, 56:75-80 (Mar., 1954). The author, Archivist of the University of Nottingham, develops the view that the university repository is complementary to the county record office and should serve as a local replica of the British Museum manuscript department.
11. ROY, SOURINDRANATH. The problem of archival estrays. *Indian archives*, 7: 14-28 (Jan.-June, 1953).
12. SMITH, LESTER W., comp. Writings on archives, current records, and historical manuscripts, July 1952 - June 1953. *American archivist*, 16:321-350 (Oct. 1953).
13. SOCIETY OF LOCAL ARCHIVISTS. Local records, their nature and care. Edited by Lilian J. Redstone and Francis W. Steer for the Society of Local Archivists, acting in conjunction with the County Councils Association and the Library Association. London, G. Bell and Sons, Ltd., 1953. 246 p. A handbook covering the character, preservation, publication, and repair of local archives; problems of staff and training; relationship between the archivist and the public; and cooperation with libraries and other organizations. Includes a bibliography.
14. UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATION. Les techniques de protection des biens culturels en cas de conflit armé, par H. Lavachery et A. Noblecourt. [Paris, 1954] 222, 48 p. (*Musées of monuments*, VIII). Thoroughly detailed, profusely illustrated, technical descriptions of protective measures recommended, and applied in a number of countries, against war hazards that threaten museum, library, and archival property, movable and immovable. Notes especially specific effects of various kinds of bombs (up to 1952 when this study was completed). Bibliography: p. 215-216.

## II. FILING TECHNIQUES AND MANAGEMENT OF CURRENT RECORDS

### A. General Discussion

15. ALUMINUM COMPANY OF AMERICA. Records control manual. Comp. by C. C. Conner, Archivist, assisted by D. L. Uplinger. Pittsburgh, Pa. [1953] 48 l (looseleaf).
16. AMERICAN MANAGEMENT ASSOCIATION. Reports to top management for effective planning and control. New York [1953] 117 p.
17. ARGENT, C. A. J. Evaluation of typing work. *O & M bulletin*, 8, no. 5:26-32 (Oct., 1953).
18. THE ARMY'S Kansas City Records Center. *Office*, 39, no. 5:6-9 (May, 1954).
19. BEACH, TERRY. Centralized files vs. decentralized files. *Office*, 39, no. 5:67-76 (May, 1954). The author is Chief, Current Records Branch, Records Management Division, National Archives and Records Service.
20. BLIVEN, BRUCE. The wonderful writing machine. New York, Random House [1954] 236 p. A history of the typewriter.
21. CADMUS, WESLEY S. A forms manual, containing some of the basic information



- presented in a course of forms standardization and design. Unionville, Conn., 1953. 1 vol.
22. CARBORUNDUM finds microfilming current accounts ends record storage problems. *Office management*, 15, no. 3:36 (Mar., 1954). Describes program of the Carborundum Company of Niagara Falls, N. Y.
  23. CINCINNATI is microfilming city records. *American city*, 68:127 (Aug., 1953).
  24. CURRENT, RICHARD N. The typewriter and the men who made it. Urbana, University of Illinois Press, 1954. 149 p.
  25. DAVIS, K. Management communication and the grapevine. *Harvard business review*, 31:43-49 (Sept., 1953).
  26. DISTRICT OF COLUMBIA. GENERAL ADMINISTRATION DEPARTMENT. MANAGEMENT OFFICE. Office of the Secretary, an organization survey report. [Washington] 1953. 50 l. Recommends simplification of the record-keeping practices of the Secretary's Office and improved methods of publishing and distributing official regulations of the District Government.
  27. FARRAR, LARSTON D. He counts his offices by the thousand. *Office management*, 15, no. 5:12-14, 80, 82 (May, 1954). An article on Edmund F. Mansure, Administrator of the General Services Administration, describing his multifold responsibilities for the Federal Supply Service, National Archives and Records Service, Emergency Procurement Service, and Public Buildings Service.
  28. HACK, JOHN A. Operation bottleneck. United States Naval Institute, *Proceedings*, 79:842-845 (Aug., 1953). Deals with the problem of shipboard paperwork.
  29. HAGEN, E. C. Square D Co. saved by having stored records microfilmed. *Office*, 39, no. 5:126-132 (May, 1954). The author is supervisor of administrative services and systems, Square D Co., Detroit.
  30. HEFTI, WILMA C. How to keep real estate office records. New York, Prentice-Hall, 1954. 178 p.
  31. HOLLY, PAUL. Office work measurement makes for more profitable management. *Office*, 39, no. 5:109-121 (May, 1954). The author is manager, Clerical Service Operations, Aldens, Inc., Chicago.
  32. HOLMSTROM, JOHN E. Facts, files, and action in business and public affairs. Pt. 2. Filing, indexing, and circulation. London, Chapman & Hall, 1953. 277 p.
  33. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Managing property records. [Washington, 1954] 24 p. *Proceedings of the meeting of January 15, 1954*, at which George Saunders of Federal Supply Service and Francis Hargy of Office of Comptroller, General Services Administration, were the speakers, Arthur E. Young, General Services Administration, presiding.
  34. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* The meaning of records management. [Washington, 1954] 22 p. *Proceedings of the meeting of February 19, 1954*, at which William Oncken of the Army Department, Edmund D. Dwyer of the Navy Department, and Sam Heller of the Interior Department were the speakers, Arthur E. Young of the General Services Administration presiding.
  35. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Records management in agency liquidation or reduction. [Washington, 1953] 16 p. *Proceedings of the meeting of October 16, 1953*, at which Charles F. Fridrich, National Production Authority, Dorothy M. Luttrell, Internal Revenue Bureau, Alice Ritter, Reconstruction Finance Corporation, and Joseph F. Vaughan, Office of Defense Mobilization, were the speakers, Arthur E. Young presiding.
  36. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Where is records management heading? [Washington, 1953] 14 p. *Proceedings of the meeting of December 4, 1953*, at which Edmund F. Mansure, Administrator of General Services, and Edward T. Miller, Congressman from Maryland, were the speakers, Arthur E. Young presiding.
  37. KEHL, M. MARGARET. General principles of filing pamphlets. *Special libraries*, 45:17-19 (Jan., 1954).

38. KNIGHT, D. Records management; the newest profession: abstract. *Management review*, 42:716-717 (Dec., 1953).
39. KRIEG, J. G. Case for microfilming city records. *American city*, 68:118 (Dec., 1953).
40. KYLE, LYLE C. Record survey, County Clerk's Office, Johnson County. Prepared by Lyle C. Kyle [and] Horace M. Mason. [Lawrence, Governmental Research Center, University of Kansas] 1953. 14, 62 l. Alphabetical listing of records in Johnson County Clerk's Office: 1 [1]-35.
41. LIMBERG, HERMAN. New York City's forms control program. *Office*, 39, no. 4: 57-63 (Apr., 1954).
42. LINTON, CALVIN D. How to write reports. New York, Harper, 1954. 240 p.
43. LUCAS, JOSEPH W. More profit—less paper, through work simplification; office survey techniques used in Standard Oil Company of California. [Prepared] with the assistance of other members of the Department on Organization, Standard Oil Company of California. [n. p., 1953] 59 p. Published also in *Office management*, 14, no. 9:24-28; no. 10:30-34; no. 11:62-64; no. 12:24-28; 15, no. 1:30-31 (Sept.-Dec., 1953; Jan., 1954).
44. MARTIN, R. F. L. Cumulative sorting in the central ordnance depots of the War Office. *O & M bulletin*, 8, no. 4:35-39 (Aug., 1953).
45. MICHIGAN. ADMINISTRATION DEPARTMENT. Records memorandum. Lansing. 1. Initiation of the records management program. [1952] 4 p. 2. Non-record materials, general schedule no. 1. [1953] 2 p. 3. Records disposal, general schedule no. 2. [1953] 4 p.
46. MICHIGAN. ADMINISTRATION DEPARTMENT. Report on 5 months' operation of the Records Center. [Lansing, 1953] 3 p.
47. NAIRNE, P. D. Director's instructions at the Admiralty. *O & M bulletin*, 8, no. 4:13-17 (Aug., 1953).
48. NEW JERSEY. EDUCATION DEPARTMENT. STATE LIBRARY, ARCHIVES, AND HISTORY DIVISION. Records management program; rules and regulations, December 4, 1953. Trenton [1953] 15 l.
49. NEW JERSEY. EDUCATION DEPARTMENT. STATE LIBRARY, ARCHIVES, AND HISTORY DIVISION. Records retention schedule for municipal and county officers. Trenton [1954?] 4 l. (*Schedule M C - 1*)
50. NEW JERSEY. LAWS, STATUTES, ETC. Chapter 410, Laws of 1953 (Destruction of public records act). An act concerning the destruction and unlawful possession of public records, revising chapter three of Title 47 of the Revised statutes, and repealing certain statutes relating thereto. [n. p., n.d.] 6 p. An act approved September 18, 1953. Provides for a State Records Committee, consisting of the State Treasurer, the Attorney General, the State Auditor, the Director of the Division of Local Government, and the Head of the Bureau of Archives and History or their designated representatives. The Committee is empowered to adopt regulations for the disposal of records, to approve schedules for systematic retention and disposal, and to approve procedures for microfilming.
51. NEW YORK (CITY) BUREAU OF THE BUDGET. Manual of form design. [New York, Bureau of the Budget, 1953] var. pag.
52. NEW YORK (CITY) BUREAU OF THE BUDGET. ANALYSIS DIVISION. The records management program of the City of New York; based on a review and evaluation of recommendations made by the Mayor's Committee on Management Survey. New York, 1953. var. pag.
53. NEW YORK (STATE) LAW REVISION COMMISSION. Act, recommendation and study relating to certification of microfilm or other photographic reproduction of records and other papers kept in public offices. Albany, Williams Press, 1953. 20 p. (New York (State) [Legislature] Legislative document, 1953, no. 65 (N))
54. NEW YORK (STATE) LAW REVISION COMMISSION. Act, recommendation and study relating to destruction of old public files and records of chattel mortgages and

- conditional sales. Albany, Williams Press, 1953. 20 p. (New York (State) [Legislature] Legislative document, 1953, no. 65 (B))
55. NEWNS, L. A. C. Instructions to regional offices; the procedure in the Board of Trade. *O & M bulletin*, 8, no. 4:3-8 (Aug., 1953).
  56. ODELL, MARGARET K. Information files: a method for automatic disposal of obsolete material. *Special libraries*, 45:199-202 (May-June, 1954). Urges pre-determining the retention period for vertical file materials.
  57. PACIFIC TELEPHONE AND TELEGRAPH COMPANY. Records management in Pacific Telephone. [n. p.] 1953. 16 p.
  58. PATTON, W. G. Microfilming can cut record storage costs. *Iron age*, 172:142-144 (July 16, 1953).
  59. PISCATELLA, TONY. American Airlines' system of office work measurement. *Office*, 39, no. 2:68-74, 89-92 (Feb., 1954).
  60. PRENTICE-HALL, Inc., New York. Handbook of business forms, compiled by the editorial staff. New York, 1953. 393 p.
  61. RAINES, IRVING I. Better communications in small business. Washington, Small Business Administration, 1953 [i. e. 1954] 39 p. (U. S. Small Business Administration. *Small business management series*, no. 7) Bibliography: p. 35-39.
  62. RECORD CONTROLS, Inc. Retention and preservation of records, with destruction schedules. [rev. ed.] Chicago [1953] 38 p.
  63. RECORDS ENGINEERING, Inc., Washington, D. C. Survey of Government microfilm operations; a summary of reports, February 12, 1954. Washington [U. S. General Services Administration, 1954] 5, [1] p. Report of findings of a microfilm survey undertaken by Records Engineering, Inc., for the General Services Administration.
  64. REDFIELD, CHARLES E. Communication in management; a guide to administrative communication. Chicago, Univ. of Chicago Press, 1953. 290 p.
  65. ROSS, H. JOHN. How to make a procedure manual. 2d ed. Miami, Fla., Office Research Institute, 1953. 123 p.
  66. RUSSELL, H. F. Protection of vital corporate records. National Association of Cost Accountants, *Bulletin*, 35:579-586 (Jan., 1954).
  67. SAGER, G. DONALD. Effective protection against destruction of collector's records. *Town clerks topics*, 12, no. 12:1-3 (Dec., 1953). A paper read before the annual meeting of the Association of Towns, February 1953.
  68. SAMSTAG, N. Filesmanship. *Management review*, 43:31-33 (Jan., 1954).
  69. SHACHTMAN, BELLA E. Current serial records—an experiment. *College and research libraries*, 14:240-242, 248 (July, 1953). Contains data on the use of visible file equipment as compared with the use of conventional 3 x 5 card files.
  70. SHAW, RALPH R. Photoclerical routines at USDA. *Library journal*, 78:2064-2070 (Dec. 1, 1953). Describes photoclerical routines in use in the Department of Agriculture Library, stemming from the experiments recorded in *The use of photography for clerical routines* (Washington, D. C., American Council of Learned Societies, 1953).
  71. SHIFF, ROBERT A. A records audit technique to save management money. *Office*, 39, no. 1:76-77, 180-181 (Jan., 1954). The Executive Director, National Records Management Council, New York City, describes the Council's new record management audit service.
  72. SHURTER, ROBERT L. Effective letters in business. 2d ed. New York, McGraw-Hill, 1954. 250 p.
  73. SHURTER, ROBERT L. Techniques in report writing. *Special libraries*, 45:15-16 (Jan., 1954).
  74. A SPLIT platen typewriter. *O & M bulletin*, 8, no. 5:32-33 (Oct., 1953).
  75. STUMPFIG, WILLIAM F. Dow's new Office Services Department. *Office*, 38, no. 4:72-88 (Oct., 1953). Describes office management program of Dow Chemical Company, Midland, Michigan.
  76. TOPHAM, W. H. Pacific Telephone's records management program. *American*

- archivist*, 17:111-121 (Apr., 1954). A paper read at the annual meeting of the Society of American Archivists at Detroit, Mich., September 15, 1953.
77. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. Records problems in the Patent Office. Prepared for the U. S. Patent Office by Daniel F. Noll, Records Management Division, National Archives and Records Service. [Washington] 1952. 43 p., forms.
  78. U. S. NEWS & WORLD REPORT. MARKET RESEARCH DIVISION. How business forms are bought and used, a market study, January 1954. [Washington, D. C., 1954] 7, [5] l.
  79. WEIL, R. E. Cutting records costs; a new method; abstract. *Management review*, 42:389-390 (July, 1953).
  80. WHITE, D. L. Do you have to file all reports? *Office*, 39, no. 5:23-26 (May, 1954).
  81. WYLIE, H. L. Ten ways to save filing time. *American business*, 24:22-23 (Jan., 1954).
  82. WYLIE, H. L. Ten ways to save paper. *American business*, 23:14-15 (Oct., 1953).
- See also 110, 115, 120, 128, 137, 191, 298, 304.

#### B. Machine Techniques in Office Operations and in Information Processing

83. ALDEN, WILLIAM L. The automatic office; a study of the application of electronic digital computer principles to the automatization of clerical and accounting routines, by William L. Alden [and others]. A report submitted to Professor Georges F. Doriot in partial fulfillment of the requirements for the second year course in manufacturing at the Harvard Graduate School of Business Administration. Westboro, Mass., 1953. 46 l.
84. AUTOMATION [a bibliography]. *Business information sources*, 24, no. 4:12-16 (July-Dec., 1953).
85. BAILEY, M. F., B. E. LANHAM, and J. LEIBOWITZ. Mechanized searching in the U. S. Patent Office. Patent Office Society, *Journal*, 35:566-587 (Aug., 1953). Report of a pilot project and study conducted in May and June 1950. "The system has not, as yet, been put into use in the Patent Office."
86. BROWN, R. HUNT. Office automation: beginning of an era. Pt. 1. *Office management*, 15, no. 5:24-25 (May, 1954). The author is automation supervisor, Management Services Division, Ernst and Ernst, New York City.
87. FERNSLER, ROBERT A. How to determine effectiveness of a punched card installation. *Office*, 38, no. 4:67-69, 177-186 (Oct., 1953).
88. INTEGRATING the office for automation. *Office*, 39, no. 4:66-80+ (Apr., 1954). Contents. — H. F. Van Gorder, "Fundamentals of integrated data processing"; H. W. Moore, "Data origination"; James Thomson, "Data calculation and distribution"; L. W. Calkins, "High speed processing"; R. W. Baridon, "Communications."
89. LESSING, LAWRENCE P. Computers in business. *Scientific American*, 190:21-25 (Jan., 1954). "The large electronic machines, heretofore found only in the computation laboratory, are now being applied to the automatic handling of entire office procedures." Cites General Electric's, Metropolitan Life's, and Franklin Life's use of UNIVAC, among others.
90. U. S. STEEL sets up automatic office. Pt. 1-2. *Office management*, 15, no. 3:24-27+; no. 4:19-21+ (Mar., Apr., 1954). Report of a special conference of the American Management Association, February 25-26, 1954, featuring speakers from the Methods Planning Division of United States Steel and outlining a program "to automatize repetitive clerical operations."
91. VERRY, H. R. Rapid selectors. *O & M bulletin*, 8, no. 5:43-46 (Oct., 1953).
92. WARHEIT, I. A. The librarian and the development of machines. *Special librar-*

ies, 44:272-273 (Sept., 1953). Emphasizes the dangers in the unrealistic assumption that operational costs may be based on the theoretical capacity of a machine.

93. WAYGREN, EDWARD. Automation: no easy answer. Pt. 1-2. *Office management*, 15, no. 3:32-33+; no. 4:24-25 (Mar., Apr., 1954). The author, vice president, McDonald Bros., Inc., Management Engineers, New York, attempts to analyze cost factors in the use of electronic computers.

See also 202.

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

#### A. United States in General and Federal Government

94. AMERICAN HISTORICAL ASSOCIATION. Annual report for the year 1952. Vol. I. Proceedings. Washington, 1954. 61 p. Of particular interest are the reports of the Executive Secretary (Guy Stanton Ford's final report), p. 9-15; the Committee on the Littleton-Griswold Fund, p. 40; the Committee on Government Publications, p. 40-41; the Committee on Documentary Reproduction, p. 41-47 (including, as Appendix A, "Progress report, as of July 1952, on reproduction of notarial cartularies, Archivio di Stato, Genoa, Italy," p. 43-46; and Appendix B, a report on the microfilming of the greater part of the unpublished *Kataloge*, *Zettelkataloge*, and *Verzeichnisse* of Austrian collections of manuscripts, incunabula, and early printed books (before 1600), by Professor George B. Fowler of the University of Pittsburgh, the negative film having been deposited in the Library of Congress, p. 47); the Ad Hoc Committee on Historians and the Federal Government, p. 47-48; and the report of the Delegate to the American Documentation Institute, recommending that the Association no longer be represented officially in the Institute, p. 53-54.
95. ASHBY, CHARLOTTE M. The Cartographic Records Branch in the National Archives. Special Libraries Association, Geography and Map Division, *Bulletin*, no. 16:6-10 (Apr. 16, 1954).
96. FITZGIBBON, WILLIAM. President's papers. *New York Times magazine*, Apr. 4, 1954, p. 34. A brief note on the disposition of the papers of the Presidents.
97. FRIIS, HERMAN R. W. L. G. Joerg, 1885-1952. Association of American Geographers, *Annals*, 43:255-283 (Dec., 1953). A review of the life and work of W. L. G. Joerg, for many years Chief of the Cartographic Records Branch of the National Archives.
98. FRIIS, HERMAN R. W. L. G. Joerg (1885-1952). Obituary. Arctic Institute of North America, *Journal*, 6:278-279 (1953).
99. GROVER, WAYNE C. National Archives and Records Service. *The Americana annual*, 1954. (New York, Americana Corp. [1954]), p. 480.
100. GROVER, WAYNE C. The National Archives at age 20. *American archivist*, 17:99-107 (Apr., 1954). A paper read at the joint session of the American Historical Association and the Society of American Archivists at Chicago, December 29, 1953. Also published separately (Washington, 1954. 8 p.).
101. KENNEDY, MARGUERITE K. The Archives of the Historical Division, USAF. *American archivist*, 17:123-134 (Apr., 1954). Describes development and holdings of the Archives Branch, United States Air Force Historical Division, Research Studies Institute, Air University, Maxwell Air Force Base, Ala.
102. KENT, JOHN L. Safeguarding the Nation's historical documents. *American mercury*, 78, no. 363:47-48 (Apr., 1954). A short article on the National Archives.
103. LEWINSON, PAUL. The archives of labor. *American archivist*, 17:19-24 (Jan., 1954). A report by the chairman of the Committee on Trade Union Archives

- of the Society of American Archivists, describing the present status of information concerning records relating to organized labor and indicating the Committee's hope to make available for publication an extensive list of archival and manuscript materials relating to labor.
104. MANUSCRIPT SOCIETY. Manuscript collectors directory. New York, 1953. 100 p. An alphabetical listing of private collectors, dealers, private institutions, and public depositories, followed by a geographical listing and a classified listing of special fields.
  105. MELINAT, CARL H. Library and archive workers. *Library journal*, 78:1296-1297 (Aug., 1953). Contains classification and salary data (for employees of the Federal Government) abstracted from the U. S. Bureau of Labor Statistics *Bulletin* no. 117, *Federal white-collar workers: their occupations and salaries*, June 1951 (1953).
  106. RAIDING the White House files; papers sold, burned, hidden, given to the world. *U. S. news and world report*, 35, no. 22:29-31 (Nov. 27, 1953). Describes briefly the disposition of the papers of the Presidents.
  107. SABBE, ÉTIENNE. Les archives des États-Unis d'Amérique. *Archives, bibliothèques, et musées de Belgique*, 24:183-214 (1953). A general survey of the archival situation in the United States, by the Conservateur des Archives de l'État à Anvers.
  108. SOCIETY OF AMERICAN ARCHIVISTS. Reports for the year 1952-1953. *American archivist*, 17:83-96 (Jan., 1954).
  109. U. S. CONGRESS. HOUSE. APPROPRIATIONS COMMITTEE. Independent offices appropriations for 1955. Hearings . . . 83-2. Pt. 2. Office of Defense Mobilization, General Services Administration, Veterans' Administration. Washington, 1954. p. 1175-2036. Hearings on the National Archives and Records Service appear on p. 1617-1645.
  110. U. S. CONGRESS. SENATE. APPROPRIATIONS COMMITTEE. Independent offices appropriations for 1955. Hearings . . . 83-2. Washington, 1954. 945 p. Discussion of microfilming studies and of legislation to vest in the General Services Administration control over all Government microfilming operations appears on p. 248-250.
  111. U. S. INTERDEPARTMENTAL COMMITTEE ON PROTECTION OF CULTURAL PROPERTY. Explanations of the proposed U. S. revision of the convention for the protection of cultural property in the event of armed conflict. [Washington, 1953?] 18 l. Relates to the item listed directly below.
  112. U. S. INTERDEPARTMENTAL COMMITTEE ON PROTECTION OF CULTURAL PROPERTY. Recommended revision of [Unesco] CL/717 annexes, December 1953. Annex I. Draft convention for the protection of cultural property in the event of armed conflict. Annex II. Draft regulations for the execution of the convention for the protection of cultural property in event of armed conflict. [Washington, 1953?] 35 l. The proposed United States revision of the Annexes to Unesco Circular letter no. 717, prepared for presentation at the conference at The Hague, Spring 1954.
  113. U. S. NATIONAL ARCHIVES. The National Archives, Washington, D. C. [Washington, 1953] Folder. A folder describing the functions of the National Archives. Illustrated.
  114. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. Annual report on the National Archives and Records Service, from the annual report of the Administrator of General Services for the year ending June 30, 1953. Washington, 1954. 25 p.
  115. U. S. SELECTIVE SERVICE SYSTEM (1948- ). Annual report for the fiscal year 1953. Washington, 1954. 115 p. Discusses the records program of the System on p. 47-49. Appendixes 27 and 28, p. 106-107, provide information on the reference-service workload.
  116. U. S. TREATIES, ETC. Release of German libraries and properties in Italy. Agree-



ment between the United States of America and other Governments signed at Rome April 30, 1953, entered into force May 1, 1953. [Washington, 1954] 3 p. (*Treaties and other international acts series*, 2785).

See also 18-19, 27, 35-36, 63, 77, 166, 191, 209, 234, 289, 318-319, 329, 336.

### B. State and Local

117. BURTON, PATRICIA O. Clarence Monroe Burton, Detroit's historian; a biographical sketch. Detroit, Burton Abstract & Title Co. [1953] 77 p. A sketch of the founder of the Burton Historical Collection of the Detroit Public Library.
118. CLARK, STANLEY. Grant Foreman. *Chronicles of Oklahoma*, 31:226-242 (Autumn, 1953). A biographical sketch of Grant Foreman (1869-1953), historian, member of the Board of Directors of the Oklahoma Historical Society, and a key figure in promoting the Federal legislation authorizing the transfer of the records of the Five Civilized Tribes to the Oklahoma Historical Society in 1934.
119. DRAPER, LYMAN. Lyman Draper's account of lost western manuscripts. Edited by William B. Hesseltine and Larry Gara. Historical and Philosophical Society of Ohio, *Bulletin*, 11:192-204 (July, 1953).
120. GEORGIA. LAWS, STATUTES, ETC. Georgia laws governing archives, history; records disposition, retention, control, and management; photostatic and photographic copies and microphotography in State and county government. Ben W. Fortson, Jr., Secretary of State. Comp. by Mrs. Mary Givens Bryan, State Historian and Director, Department of Archives and History. Atlanta, 1953. 47 p.
121. HAFEN, LEROY R. History of the State Historical Society of Colorado [1880-1950]. Pt. 1-3. *Colorado magazine*, 30:161-185, 283-310; 31:37-68 (July, Oct., 1953; Jan., 1954). Contains information on the growth and nature of the Society's manuscript collections.
122. HEIGES, GEORGE L. Lancaster County remembers. *Pennsylvania history*, 21:63-66 (Jan., 1954). The president of the Lancaster County Historical Society sketches the history of the Society, which has manuscript collections in custody.
123. HENRY E. HUNTINGTON LIBRARY AND ART GALLERY, *San Marino, Calif.* Twenty-sixth annual report, July 1, 1952 - June 30, 1953. San Marino, 1953. 31 p.
124. HESSELTINE, WILLIAM B. Lyman Draper and the South. *Congressional record*, 99, no. 149:A5429-A5434 (Aug. 14, 1953). Reprinted from the *Journal of southern history*, 19:20-31 (Feb., 1953) as an extension of remarks by Congressman Charles Raper Jonas of North Carolina, in recognition of the Draper centennial celebration to occur early in 1954. Includes also Hesseltine's "Lyman Copeland Draper, 1815-91," reprinted from the *Wisconsin magazine of history*, 35:163-166, 231-234 (Spring, 1952) as an extension of remarks by Congressman Glenn R. Davis of Wisconsin.
125. HESSELTINE, WILLIAM B. Pioneer's mission; the story of Lyman Copeland Draper. Madison, State Historical Society of Wisconsin, 1954. 384 p.
126. HESSELTINE, WILLIAM B. The return of Louisiana documents. *Library quarterly*, 23:284-286 (Oct., 1953). Describes efforts in 1878 by Lyman C. Draper to return to the Louisiana Historical Society certain documents that had been seized during the firing of the Louisiana State House at Baton Rouge during the Civil War and subsequently presented to the State Historical Society of Wisconsin.
127. HORN, JASON. Archives of Hawaii. *Paradise of the Pacific*, 65, no. 9:22-23 (Sept., 1953). A brief abstract of an article published in the *American archivist*, 16:105-114 (Apr., 1953). Includes photographs of new Public Archives building, completed in July 1953.
128. HORN, JASON. Municipal Archives and Records Center of the City of New York. *American archivist*, 16:311-320 (Oct., 1953).
129. INDIANA HISTORICAL SOCIETY. LIBRARY. Annual report for 1952. Indianapolis,

1953. [23] p. Annual report on the William Henry Smith Memorial Library, including description of manuscript accessions.
130. MANUSCRIPT collecting by local societies. *Wisconsin magazine of history*, 36: 245-246 (Summer, 1953). A short note on the regional depository system for manuscripts being established by the Wisconsin State Historical Society, using State colleges and public libraries in each district.
131. MARYLAND. HALL OF RECORDS. Eighteenth annual report of the Archivist of the Hall of Records, July 1, 1952, through June 30, 1953. [n. p., n. d.] 60 p. Includes the text of the Records Management Act (Chapter 436), passed during the 1953 session of the General Assembly to implement the State's records-management program.
132. NORTH CAROLINA. STATE DEPARTMENT OF ARCHIVES AND HISTORY. The first half century, the North Carolina Department of Archives and History; a record of achievement, 1903-1953. [Raleigh, 1953] 26 p.
133. OLSON, JAMES C. The Nebraska State Historical Society in 1953. *Nebraska history*, 34:289-303 (Dec., 1953). The report on the Library and Manuscript Division appears on p. 300-302.
134. OVERMAN, WILLIAM D. The Firestone Archives and Library. *American archivist*, 16:305-309 (Oct., 1953).
135. PETERSEN, WILLIAM J. The State Historical Society of Iowa, 1951-1953. *Iowa journal of history*, 51:193-210 (July, 1953). The report on the Library, p. 201-207, includes description of manuscripts on microfilm.
136. ROGERS, JAMES G. President's annual report, State Historical Society of Colorado. *Colorado magazine*, 31:1-18 (Jan., 1954). Activities relating to historical manuscripts and State archives are described on p. 10-11 and 17, respectively.
137. SOCIETY OF AMERICAN ARCHIVISTS. COMMITTEE ON STATE ARCHIVES. 1952-1953 survey of laws governing archives and records management in the forty-eight States. [n. p., 1953] 18, [2] l. Prepared by Mrs. Mary Givens Bryan, Director, Georgia Department of Archives and History.
138. SOCIETY OF AMERICAN ARCHIVISTS. COMMITTEE ON STATE ARCHIVES. Report on the survey of salaries of State archivists—September 1953. [n. p., 1953] 1 l. Prepared by Morris L. Radoff, Archivist of Maryland.
139. STROUPE, HENRY S. The North Carolina Department of Archives and History—the first half century. *North Carolina historical review*, 31:184-200 (Apr., 1954).
140. VIRGINIA. STATE LIBRARY. Report for the year ending June 30, 1953. Richmond, 1953. 15 p. The report of the Archives Division appears on p. 8-10.
141. WISCONSIN. STATE HISTORICAL SOCIETY. Proceedings, one hundred and sixth year of the Society. Madison, 1953. 96 p. Reports on the Archives Division appear on p. 14-15 and 85-86.
142. WISCONSIN. STATE HISTORICAL SOCIETY. Proceedings, 1952-1953. Madison, 1953. 48 p. Covers the 107th year of the Society's operations. The report of the Archives Division appears on p. 27-30; of the McCormick Collection, on p. 35-36; and of the Director on p. 5-13.
143. WOOD, RICHARD G. Richard Bartlett, minor archival prophet. *American archivist*, 17:13-18 (Jan., 1954). Describes the efforts of Richard Bartlett (1792-1837) of New Hampshire to rouse the conscience of State and Federal records keepers of his time to the importance of their responsibilities.

See also 40, 45-46, 48-50, 52, 186, 236, 250, 280, 299, 315, 321, 338.

### C. Foreign Countries

144. BIELIŃSKA, MARIA. Działalność naczelnej dyrekcji archiwów państwowych w latach 1950 i 1951. *Archeion*, 21: [219]-225 (1952). Annual report on the activities of the Head Office of the State Archives. Discusses the acts and regulations of 1950-51, which provided the basis for a new organization of the archival service in Poland.

145. BLACK, CLINTON V. The archives of Jamaica. *Caribbean quarterly*, 3:130-135 (Dec., 1953).
146. BRAŃSKA, EUGENIA. Działalność archiwów państwowych w latach 1950-1951. *Archeion*, 21: [226]-241 (1952). Report on the activities of the State Archives, including organization of new district archives, large-scale reorganization of old collections, the accumulation and cataloguing of materials for Polish history, and their preparation for publication.
147. BRITISH RECORDS ASSOCIATION. Twenty-first report of Council, accounts, and list of members for the year ending 31 August 1953. [n. p.] 1953. 30 p.
148. BRITISH RECORDS ASSOCIATION. RECORDS' PRESERVATION SECTION. Report for the year 1952-53. [n. p., n. d.] 6 p.
149. BRITISH RECORDS ASSOCIATION. RECORDS' PRESERVATION SECTION. The smaller muniment room and its use by searchers. [n. p., Apr., 1953] [2] p. (*Memo-randum* no. 15). Includes "Rules for the muniment room." Also published in *Archives*, 2, no. 10: 96-97 (Michaelmas, 1953).
150. CANADA. PUBLIC ARCHIVES. Report for the year 1952. Ottawa, 1953. 39 p.
151. GREAT BRITAIN. HISTORICAL MANUSCRIPTS COMMISSION. Bulletin of the National Register of Archives. No. 4. 1953. [London] H. M. Stationery Office, 1953. 47 p.
152. GREAT BRITAIN. PUBLIC RECORD OFFICE. 114th report of the Deputy Keeper of the Records. London, 1954. 30 p. Covers the year 1952.
153. HAGUE. ARCHIEF DER GEMEENTE. Verslag over het jaar 1952. 's-Gravenhage [n. d.] 6 p.
154. HILL, ROSCOE R. Latin American archivology, 1951-1953. *Hispanic American historical review*, 34:256-279 (May, 1954).
155. INDIA. HISTORICAL RECORDS COMMISSION. Proceedings. Vol. 30. Pt. 2. Hyderabad, February 1954. [Delhi, Manager of Publications, 1954] 160 p. Papers read at the thirtieth meeting, Hyderabad, February 1-3, 1954.
156. INDIA. NATIONAL ARCHIVES. National Archives of India, 1948-1952; a quinquennial review. [New Delhi, 1954?] 54 p.
157. IRELAND. PUBLIC RECORD OFFICE. Fifty-eighth report of the Deputy Keeper. Dublin [n. d.] 119 p. Covers the period 1931-50.
158. L'ISTITUZIONE dell'Archivio Nazionale d'Italia. *Archivi*, 2d ser., 20:341-342 (1953).
159. JAMISON, C. The work of the Records Preservation Section of the British Records Association. *Indian archives*, 7:29-40 (Jan.-June, 1953).
160. LAMBERT, JULES. La revue "Archives, bibliothèques, et musées de Belgique" de 1923 à 1952. *Archives, bibliothèques, et musées de Belgique*, 24:79-86 (1953).
161. LODOLINI, ELIO. Archivi e pubblicazioni archivistiche dell'America Latina. *Archivi*, 2d. ser., 20: 84-105, (1953) 269-297 (1953).
162. LODOLINI, ELIO. I bilanci degli Archivi di Stato negli ultimi cento anni (I). *Notizie degli Archivi di Stato*, 13: 67-81 (May-Aug., 1953).
163. LONDON. UNIVERSITY. INSTITUTE OF HISTORICAL RESEARCH. Thirty-second annual report, 1 August 1952 - 31 July 1953. [n. p., n. d.] 21 p.
164. MAURITIUS. ARCHIVES. Annual report for the year 1952. Port Louis, Mauritius, 1953. 29 p.
165. MILLARES CARLO, AGUSTÍN. Notas bibliográficas acerca de archivos municipales, ediciones de libros de acuerdo y colecciones de documentos concejiles. Madrid, Dirección Servicio de Publicaciones del Ministerio de Educación Nacional, 1952. 172 p.
166. MUGRIDGE, DONALD H. The episode of the misplaced Commission records, 1872. *American archivist*, 17:47-49 (Jan., 1954). Relates to records of the British Commissioners under Article 7 of the Treaty of 1794.
167. NETHERLANDS (KINGDOM, 1815- ) RIJKSARCHIEF. Verslagen omtrent 's Rijks oude archieven, 1952. 's-Gravenhage, 1953. 102 p.
168. NOVA SCOTIA. PUBLIC ARCHIVES. Report for the year 1952. Halifax, 1952. 66 p.

169. PAKISTAN. NORTH-WEST FRONTIER PROVINCE. CENTRAL RECORD OFFICE. Report for the year 1951-52. Peshawar, 1953. 9 p.
170. PUGH, R. B. The future of the Public Records Office Acts. *Indian archives*, 6: 21-23 (Jan.-Dec., 1952).
171. RAMM-HELMSING, HERTA von. Schicksal, Verbleib und Organisation der öst-deutschen Archive im Rahmen der polnischen Archivgesetzgebung (II. Teil). *Der archivär*, 6: cols. 209-234 (Dec., 1953).
172. RODEN, GÜNTER v. Archivverordnungen und -richtlinien im Gebiet der Deutschen Bundesrepublik. A. Verordnungen und Richtlinien zum staatlichen Archivwesen und zur landschaftlichen Archivpflege von 1945 bis 1953. *Der archivär*, 7: cols. 29-50 (Mar., 1954).
173. SALAVERT ROCA, VICENTE. Formacion de archivos historicos provinciales (notas y sugerencias). *Revista de archivos, bibliotecas y museos*, 59: [71]-83 (1953).
174. SCOTLAND. GENERAL REGISTER HOUSE. Annual report of the Keeper of Records of Scotland for the calendar year 1953. Edinburgh, 1954. 11 p.
175. SOMERSET, ENG. COUNTY COUNCIL. COUNTY RECORDS COMMITTEE. Report, 9th December 1953. [n. p., n. d.] 1 p.
176. SOMERVILLE, R. Local records: work of the British Records Association. Library Association, *Record*, 55: 215-216 (July, 1953).
177. SOUTH AUSTRALIA. LIBRARIES BOARD. Annual report, 1st July 1952, to 30th June 1953. Adelaide, 1954. 11 p. The report of the Archives Department appears on p. 8.
178. SWEDEN. RIKSARKIVET. Meddelanden för åren 1951-1952. Stockholm, 1954. 222 p.
179. THE TWENTY-NINTH session of the Indian Historical Records Commission. *Indian archives*, 7: 52-58 (Jan.-June, 1953).
180. WÓJCIK, ZBIGNIEW. Uwagi archiwisty o Archiwum Koronnym Warszawskim. *Archeion*, 22: [88]-102 (1954). On the Diplomatic Archives of the former Rzeczpospolita of Poland, known as the Warsaw Crown Archives, constituting a problem for "reorganizing" and inventorying.
181. ZIONIST ORGANISATION. ZIONIST CENTRAL ARCHIVES. The Central Zionist Archives. Jerusalem [1954?] 19 p. Describes the history, organization, and functions of the Archives. "List of archives and collections of documents kept in the Central Zionist Archives," p. 13-16.

See also 3, 116.

#### D. International Organizations

182. INTERNATIONAL CONGRESS ON ARCHIVES. 2d, *The Hague*, 1953. Liste des membres (arrêtée le 10me juin 1953). La Haye, 1953. 32 p.
183. INTERNATIONAL CONGRESS ON ARCHIVES. 2d, *The Hague*, 1953. Reports. The Hague, 1953. 95, 9 p. Contents. — I. Uniformity of archival terms, by H. Hardenberg. II. Archives and documentation, by C. Tihon. III. Archives and the history of art, by Riccardo Filangieri di Candida Gonzaga. IV. Historical museums of records, by Régine Pernoud. VI. Communication with displacement of documents, by Wayne C. Grover. [V. Training of archivists, by Hilary Jenkinson, issued separately].
184. THE SECOND INTERNATIONAL CONFERENCE ON ARCHIVES. *Archives*, 2, no. 10: 94-95 (Michaelmas, 1953). A summary report on the meeting.
185. VAN SCHREEVEN, WILLIAM J. The International Congress on Archives, 1953. *American archivist*, 17: 37-45 (Jan., 1954). Report on the Second International Congress on Archives at The Hague, June 14-21, 1953.

See also 8, 14, 111-112, 290, 350.

#### IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

186. CRITTENDEN, CHRISTOPHER. The Carolina charter case. *American archivist*, 17:

110 (Apr., 1954). Describes a case designed for the display of the Charter of Carolina, 1663, granted by Charles II to the eight Lords Proprietors. Illustrated.

See also 8, 14.

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

187. THE ECONOMICS of collecting. *Manuscripts*, 6:76-80 (Winter, 1954). Three expressions concerning the disposition of records, presented in anticipation of the discussion of the subject at the annual meeting of the Manuscript Society to be held in New Haven in May 1954. "The first consists of information derived from publications of the National Archives on the disposition of federal records. The second comprises a statement by Christopher Crittenden, Director of the North Carolina Department of Archives and History, on 'Records Disposal by the States.' The third is a summary by David O. Ives in the *Wall Street Journal* for September 18, 1953, (reprinted by permission) of an address by Emmett J. Leahy on the management of business records."
188. GERSACK, DOROTHY H. Disposal of records of the U. S. courts. [n. p., n. d.] 6 l. A paper read before the Federal Court Clerks' Association at its twenty-fifth annual convention, Denver, Colo., August 10, 1953, with accompanying discussion.
189. MUNDELL, N. HAROLD. Transfer of inactive court records to the Federal records centers. [n. p., n. d.] 6 l. A paper read by the Deputy Regional Director, Records Management Service, General Services Administration, Denver, Colorado, before the Federal Court Clerks' Association at its twenty-fifth annual convention, Denver, Colo., August 10, 1953.
190. SWEET, FOREST H. Economics of collecting. *History news*, 8:35-36 (July, 1953). Discusses the sources of manuscripts for dealers and collectors as affected by the authorized destruction of records by businesses and archival agencies.
191. U. S. CONGRESS. SENATE. GOVERNMENT OPERATIONS COMMITTEE. Activities of the Senate Committee on Government Operations; report. Eighty-third Congress. Washington, 1954. 14 p. (83-2, S. Rept. 852). Lease-purchase agreements are discussed on p. 7-8, and S. 2505 is discussed on p. 11-12, a bill to amend the Federal Records Act to provide authority for emergency disposal of records and for contractors to destroy war contract records.

See also 45, 54, 62.

#### VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

192. BRACEY, P. and F. BARLOW. Urea-formaldehyde resin as a vehicle for semi-permanent insecticidal and fungicidal coatings on bookbindings and book cases. *Journal of documentation*, 9:157-168 (Sept., 1953).
193. HUGHES, A. W. MCKENNY. Protection of books and records from insects. *Indian archives*, 7:41-43 (Jan.-June, 1953). Author is principal scientific officer, Department of Entomology, British Museum.
194. KISHORE, RANBIR and O. P. GOEL. Preservation of pencil writing. *Indian archives*, 6:34-35 (Jan.-Dec., 1952).
195. KREMER, ALVIN W. The preservation of wood pulp publications. *College and research libraries*, 15:205-209 (Apr., 1954). Describes the sizing, silking, tissue, lamination, and "print transfer" processes.
196. LABARRE, E. J. Dictionary and encyclopaedia of paper and papermaking, with equivalents of the technical terms in French, German, Dutch, Italian, Spanish & Swedish. 2d ed., rev. and enl. Amsterdam, Swets & Zeitlinger, 1952. 488 p.

Also published in London by the Oxford University Press. Includes a bibliography, p. xi-xx.

197. LANGWELL, W. H. The permanence of paper records. *Library Association, Record*, 55:212-215 (July, 1953). Relates to the embrittlement of paper and its causes: the presence of metallic impurities in the paper, together with the presence of sulphurous impurities in the atmosphere.

See also 14, 333.

## VII. ARRANGEMENT AND DESCRIPTION OF RECORDS AND HISTORICAL MANUSCRIPTS, INCLUDING PUBLISHED FINDING AIDS

### A. General Discussion

198. ASKLING, JOHN. Words at work. *Library journal*, 78:1879-1882 (Nov. 1, 1953). An article on indexing techniques.
199. EAST, SHERROD. Describable item cataloging. *American archivist*, 16:291-304 (Oct., 1953). Describes the cataloging system employed in the Departmental Records Branch of the Adjutant General's Office.
200. GULL, C. D. Alphabetic subject indexes and coordinate indexes: an experimental comparison. *College and research libraries*, 14:276-281 (July, 1953). Published also as *Technical report no. 5*, by Documentation, Inc., Washington, D. C.
201. JILLSON, WILLARD R. The indexing of historical materials. *American archivist*, 16:251-257 (July, 1953). A paper read at the annual meeting of the Society of American Archivists, Lexington, Ky., October 27, 1952.
202. TAUBE, MORTIMER. Studies in coordinate indexing, by Mortimer Taube and associates. [Washington, D. C.] Documentation, Inc., 1953. 110 p. *Contents*. — Theory and practice of documentation; The functional approach to bibliographic organization; Specificity in subject headings and coordinate indexing; Unit terms in coordinate indexing; The choice of terms for a uniterm coordinate index; Alphabetic subject indexes and uniterm coordinate indexes; Classification and categorization in information systems; Logical structure of coordinate indexing; Substitutes for the card catalog; Evaluation of information systems for report utilization.

See also 334-335.

### B. United States in General and Federal Government

203. BUREAU OF RAILWAY ECONOMICS, *Washington, D. C. LIBRARY*. Railroads in defense and war, a bibliography. Comp. by Helen R. Richardson, reference librarian. Washington, D. C., 1953. 262 p. A bibliography covering the period 1828-1953, and listing a few items in the National Archives and a few manuscript items in other repositories. International in scope.
204. BURR, NELSON R. Sources for the study of American church history in the Library of Congress. *Church history*, 22:227-238 (Sept., 1953). Describes published materials, manuscript materials, and photographic reproductions of foreign archival materials.
205. EASTIN, ROY B. Central indexing and distribution of U. S. Government documents. *College and research libraries*, 15:33-37 (Jan., 1954).
206. EATON, DOROTHY S. A voyage of "fifshinge and Discovery." Library of Congress, *Quarterly journal of current acquisitions*, 10:181-184 (Aug., 1953). This "contemporary copy of the commission authorizing the voyage [to the newly founded colony at Jamestown], given to John Cornelis, Samuel Argall, and Robert Tyndall by the Council of Virginia in London on April 2, 1609," is the first contemporary manuscript bearing on the Jamestown settlement that the Library has acquired in nearly a century and a quarter.



207. EATON, VINCENT L. The American Academy of Arts and Letters Collection. Library of Congress, *Quarterly journal of current acquisitions*, 10:190-193 (Aug., 1953). Describes a collection of more than 400 manuscripts recently deposited in the Library of Congress. The collection includes letters by most of the major nineteenth century American and British authors and its coverage extends also to statesmen, artists, musicians, scientists, and inventors.
208. FENTON, WILLIAM N. Calendar of manuscript materials relating to the history of the Six Nations, or Iroquois Indians, in depositories outside of Philadelphia, 1750-1850. American Philosophical Society, *Proceedings*, 97:578-595 (1953).
209. KAHN, HERMAN. World War II and its background: research materials at the Franklin D. Roosevelt Library and policies concerning their use. *American archivist*, 17:149-162 (Apr., 1954). A paper read at the annual meeting of the American Historical Association in Chicago, December 29, 1953. Also published separately by the National Archives (1954. 12 p.).
210. KIRKPATRICK, L. H. Public document charges. *Library journal*, 79:733-735 (Apr. 15, 1954). Relates to the billing of depository libraries for postal charges for United States Government documents received by them.
211. LAND, ROBERT H. The Shelby Family Papers. Library of Congress, *Quarterly journal of current acquisitions*, 11:140-153 (May, 1954). Describes the papers (1738-1865) of Isaac Shelby (1750-1826) and his family, recently deposited in the Library of Congress.
212. LODOLINI, ELIO. Gli "inventari preliminari" dell'Archivio Nazionale degli Stati Uniti. *Archivi*, ser. 2, 20:184-194 (1953).
213. LURIE, EDWARD. Some manuscript resources in the history of nineteenth century American science. *Isis*, 44:363-370 (Dec., 1953).
214. MCFARLAND, MARVIN W. The papers of Ira C. Eaker. Library of Congress, *Quarterly journal of current acquisitions*, 11:63-68 (Feb., 1954). Describes the papers of General Eaker, which have been recently deposited in the Library of Congress.
215. MOOLMAN, H. M. Archival research in the United States: a South African's mission. *American archivist*, 17:135-140 (Apr., 1954). The author, director of the Union of South Africa Government Information Office, describes the search of Dr. C. F. J. Muller of the University of South Africa for source materials in the United States relating to South Africa. Reprinted, with slight changes, from *South African-American Survey*, 1953-54. "The project aims at supplementing the South African Government archives, by microfilm or other copies of material of historical interest relating to South Africa."
216. MORTON, LOUIS. The bibliography of a defeat: the search for records on the loss of the Philippines. *American archivist*, 16:195-212 (July, 1953). An abridgment of the bibliographical chapter entitled "The sources" in the volume entitled *The fall of the Philippines*, in the series *The U. S. Army in World War II* in preparation by the Office of the Chief of Military History, Department of the Army.
217. THALKEN, THOMAS T. The papers of Charles Evans Hughes. Library of Congress, *Quarterly journal of current acquisitions*, 11:1-6 (Nov., 1953).
218. ULLMAN, MORRIS B. The indexing and distribution of Census publications. *College and research libraries*, 15:37-42 (Jan., 1954).
219. U. S. COMMISSION OF FINE ARTS. Art and government; report to the President . . . on activities of the Federal Government in the field of art. Washington, 1953. 141 p. A description of records in the National Archives relating to Federal Government activities affecting art appears on p. 46-50.
220. U. S. FEDERAL RECORDS CENTER, St. Louis, Mo. Personnel records of the Department of Justice. St. Louis, Mo., 1954. 44 l. (Reference Service Branch, *Monograph* no. 6).
221. U. S. FEDERAL RECORDS CENTER, St. Louis, Mo. Personnel records of the Department of State. St. Louis, Mo., 1954. 56 l. (Reference Service Branch, *Monograph* no. 7).

222. U. S. LIBRARY OF CONGRESS. Annual reports on acquisitions: manuscripts. *Quarterly journal of current acquisitions*, 11:155-179 (May, 1954).
  223. U. S. LIBRARY OF CONGRESS. Kansas and Nebraska, centennial of the Territories, 1854-1954; an exhibition in the Library of Congress, Washington, D. C., February 3, 1954, to April 26, 1954. Published in cooperation with the Kansas Territorial Centennial Committee and the Nebraska Territorial Centennial Commission. Washington, 1954. 71 p. Catalog of the exhibition, which included items lent by the National Archives.
  224. U. S. LIBRARY OF CONGRESS. Louisiana Purchase Sesquicentennial, 1803-1953; an exhibition in the Library of Congress, Washington, D. C., September 11, 1953, to December 31, 1953. Washington, 1953. 47 p.
  225. U. S. NATIONAL ARCHIVES. The map collection in the National Archives. [Washington, 1954] Folder. A brief description of the holdings of the Cartographic Records Branch, which comprise about 800,000 different maps, of which about 500,000 are manuscript or annotated.
  226. U. S. NATIONAL ARCHIVES. Preliminary inventory of the cartographic records of the American Commission to Negotiate Peace (Record Group 256). Comp. by James Berton Rhoads. Washington, 1954. 11 p. (*Preliminary inventory*, no. 68).
  227. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of certain Committees of the House of Representatives investigating the disposal of surplus property, 1946-48 (Record Group 233). Comp. by George P. Perros. Washington, 1954. 21 p. (*Preliminary inventory* no. 65).
  228. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Bureau of Plant Industry, Soils, and Agricultural Engineering (Record Group 54). Comp. by Harold T. Pinkett. Washington, 1954. 49 p. (*Preliminary inventory* no. 66).
  229. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the regional offices of the National Resources Planning Board (Record Group 187). Comp. by Virgil E. Baugh. Washington, 1954. 47 p. (*Preliminary inventory* no. 64).
  230. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Select Committee of the House of Representatives to Investigate Air Accidents, 1941-43 (Record Group 233). Comp. by George P. Perros. Washington, 1954. 13 p. (*Preliminary inventory* no. 67).
  231. U. S. NATIONAL ARCHIVES. Select list of documents in the records of the National Recovery Administration (Record Group 9). Comp. by Homer L. Calkin and Meyer H. Fishbein. Washington, 1954. 190 p. (*Special lists*, no. 12).
  232. WHERE do manuscripts go? *Manuscripts*, 6:100-105 (Winter, 1954). Notes on recent acquisitions by some of the institutional members of the Manuscript Society.
  233. WILCOX, JEROME K. New guides and aids to public documents use, 1949-1952. *Special libraries*, 45:29-36 (Jan., 1954). Guides to published Federal and State documents are listed on p. 32-35.
  234. WOOD, RICHARD G. The National Archives as an institution for historical research. *West Virginia history*, 14:118-125 (Jan., 1954).
- See also 101, 279, 282, 285-286, 289, 296-297, 301-302, 311.

### C. State and Local

235. ADAMS, THOMAS R. The Samuel J. Randall Papers. *Pennsylvania history*, 21:45-54 (Jan., 1954). Describes the papers of Samuel J. Randall (1828-90), Congressman from Philadelphia, which are now in the University of Pennsylvania Library.
236. BABB, JAMES T. Collecting Western Americana. *American Antiquarian Society, Proceedings*, 63:24-36 (1953). A paper read before the semi-annual meeting held in Boston, April 15, 1953. Relates chiefly to the William Robertson Coe Collection of Western Americana at Yale University.

237. BROWN, VERNON L. Numismatics in the field of business Americana. *Manuscripts*, 6, no. 1:6-11 (Fall, 1953). Describes the Chase National Bank's Museum of Monies of the World. The Museum's holdings include manuscript material.
238. CALIFORNIA. UNIVERSITY. BANCROFT LIBRARY. Guides to the manuscript collections. [no.] 1- [Berkeley, 1953- ] 1. A guide to the Mariano Guadalupe Vallejo documentos para la historia de California, 1780-1875, by Doris Marion Wright. 1953. 264 p.
239. COBB, GWENDOLIN B. Bancroft Library microfilm: Portugal and her empire. *Hispanic American historical review*, 34: [114-125] (Feb., 1954). A description and list of Portuguese films in the Bancroft Library microfilm collection. The films, acquired under a grant from the State of California, consist of "general documentation relating to Brazil, and to some extent to other Portuguese colonies, heavily concentrated between the late sixteenth and the early eighteenth centuries."
240. EASTBURN, WALTER N. The newest set of signers. *Manuscripts*, 6, no. 1:17-21 (Fall, 1953).
241. GREENE, EVARTS B. and RICHARD B. MORRIS. A guide to the principal sources for early American history (1600-1800) in the city of New York. 2d ed., rev. by Richard B. Morris. New York, Columbia University Press, 1953. 400 p.
242. GRIFFIN, LLOYD W. The John Pendleton Kennedy manuscripts. *Maryland historical magazine*, 48:327-336 (Dec., 1953). Describes a collection in the Library of the Peabody Institute in Baltimore, comprising the papers of John Pendleton Kennedy (1795-1870), who served in legislatures of both Maryland and the United States and was Secretary of the Navy at the time of Perry's expedition to Japan.
243. HARVARD UNIVERSITY. GRADUATE SCHOOL OF BUSINESS ADMINISTRATION. BAKER LIBRARY. Archives bibliography no 1. 1953. 18 p. A list of publications by and about the Library, relating to its acquisitions, holdings, classification schemes, and special collections.
244. KANE, LUCILLE M. The autograph collection. *Minnesota history*, 33:298-300 (Autumn, 1953). Describes the autograph collection of the Minnesota Historical Society.
245. LOPEZ, JEANNE B. The Louis Wiley Collection. University of Rochester, Library, *Bulletin*, 9:4-11 (Autumn, 1953). Describes the Library's collection of the papers of Louis Wiley, business manager of the *New York Times*, 1906-35.
246. LOUISIANA STATE MUSEUM, *New Orleans*. Louisiana Purchase, an exhibition prepared by Louisiana State Museum in co-operation with the Louisiana Landmarks Society [in] the Cabildo, New Orleans. [New Orleans, Louisiana Landmarks Society] 1953. 96 p.
247. LOVETT, ROBERT W. Business manuscripts in Baker Library; the Pierson Collection: life in an early company town; the Rockport Granite Company Collection. Business Historical Society, *Bulletin*, 27:260-263 (Dec., 1953). Describes records of Pierson & Company, dealers in iron and makers of nails and screws, at Ramapo, N. Y., and of the Rockport Granite Company of Rockport, Mass.
248. METZDORF, ROBERT F. Manuscripts at Yale. *Manuscripts*, 6:81-85 (Winter, 1954). Describes some of the manuscript holdings of the Yale University Library.
249. MICHIGAN. UNIVERSITY. WILLIAM L. CLEMENTS LIBRARY. Guide to the manuscript collections in the William L. Clements Library. Comp. by William S. Ewing. 2d ed. Ann Arbor, 1953. 548 p.
250. NORTON, MARGARET C. The resources of the Illinois State Archives. *Illinois libraries*, 36:33-41 (Jan., 1954).
251. OHIO STATE ARCHAEOLOGICAL AND HISTORICAL SOCIETY. LIBRARY. Guide to the manuscript collections in the Library of the Society. By Elizabeth C. Biggert, Manuscripts Librarian. Columbus, 1953. 153 p. Describes collections received through 1950, and includes a "title list" of the outstanding collections acquired during 1951 and 1952. Arrangement is alphabetical by title of collection.

252. PIERPONT MORGAN LIBRARY, *New York*. Italian manuscripts in the Pierpont Morgan Library; descriptive survey of the principal illuminated manuscripts of the sixth to sixteenth centuries, with a selection of important letters and documents. Catalogue compiled by Meta Harrsen and George K. Boyce; with an introd. by Bernard Berenson. New York, 1953. 79 p.
253. PRATT, HARRY E. Lincolniana in the Illinois State Historical Library. Illinois State Historical Society, *Journal*, 46:373-400 (Winter, 1953).
254. RUSSELL, JOHN R. The William E. Werner Collection. University of Rochester, Library, *Bulletin*, 9:21-28 (Winter, 1954). Describes the Library's collection of books and manuscripts of Judge William E. Werner (1855-1916).
255. SMITH, DWIGHT L. The problem of the historic Indian in the Ohio Valley: the historian's view. *Ohio State archaeological and historical quarterly*, 63:172-180 (April, 1954). Includes mention of library and archival materials and collections.
256. SNYDERMAN, GEORGE S. Preliminary survey of American Indian manuscripts in repositories of the Philadelphia area. American Philosophical Society, *Proceedings*, 97:596-610 (1953).
257. STANFORD UNIVERSITY. HOOVER INSTITUTE AND LIBRARY ON WAR, REVOLUTION, AND PEACE. The Hoover Library collection on Russia. By Witold S. Sworakowski. [Stanford] Stanford University Press [1954] 42 p. (*Collection survey* no. 1). Neither a bibliography nor merely a list of the materials within the collection, but a topical and chronological description of holdings, with an attempt to evaluate the collection for research purposes. Includes description of manuscript materials.
258. SWARTHMORE COLLEGE, *Swarthmore, Pa.* PEACE COLLECTION. Checklist of the Jane Addams papers. [n. p., n. d.] 4 l.
259. WADE, LOUISE C. The Graham Taylor collection. Newberry Library, *Bulletin*, 3:109-121 (Oct., 1953). Describes the papers, recently presented to the Newberry Library, of Graham Taylor (1851-1938), founder of the Chicago Commons Settlement House.
260. WEST VIRGINIA. UNIVERSITY. DIVISION OF DOCUMENTS. Fifth report, 1952-1953. Collection of West Virginia history. Morgantown, 1953. 45 p. (*Bulletin*, ser. 54, no. 4-3).
261. [WISCONSIN. STATE HISTORICAL SOCIETY] Accessions, manuscripts. *Wisconsin magazine of history*, 37:62-64 (Autumn, 1953). Lists over 40 groups of records received in the Society's labor history collection.

See also 40, 121, 129, 134-135, 280, 295, 299, 300, 337-340, 347.

#### D. Foreign Countries

262. ATIYA, A. S. The Codex Arabicus of Mt. Sinai. *Indian archives*, 7:1-2 (Jan.-June, 1953). Describes the tri-lingual quintuple palimpsest discovered by the Library of Congress-University of Alexandria Mount Sinai Expedition. It may be contemporary with the fourth century Greek Codex Sinaiticus, or even earlier.
263. CANADA. PUBLIC ARCHIVES. MANUSCRIPT DIVISION. Inventaire provisoire. Fonds des manuscrits no. 2, Archives de la Marine; no. 3, Archives Nationales; no. 4, Archives de la Guerre, Paris. [Ottawa, 1953] 34 p.
264. CANADA. PUBLIC ARCHIVES. MANUSCRIPT DIVISION. Preliminary inventory. Record group 1, Executive Council, Canada, 1764-1867. [Ottawa, 1953] 28 p.
265. CANADA. PUBLIC ARCHIVES. MANUSCRIPT DIVISION. Preliminary inventory. Record group 4, Civil and Provincial Secretaries' offices, Canada East, 1760-1867. Record group 5, Civil and Provincial Secretaries' offices, Canada West, 1788-1867. [Ottawa, 1953] 25 p.
266. CHAR, S. V. DESIKA. The First Indian Law Commission. *Indian archives*, 7:48-51 (Jan.-June, 1953). Describes the Commission and its records, very few of which are extant.

267. EXHIBITIONS in Coronation year. *Archives*, 2, no. 10:70-73 (Michaelmas, 1953).
268. GIFFORD, DAPHNE H. The coronation in the public records. *Archives*, 2, no. 10: 65-69 (Michaelmas, 1953). Describes the Exhibition of Coronation Records in the Public Record Office.
269. HEPWORTH, PHILIP and MARY GRACE. Local archives of Great Britain: VIII. The Norwich Central Library. *Archives*, 2, no. 10:86-93 (Michaelmas, 1953).
270. HISTORICAL manuscripts. London. University. Institute of Historical Research, *Bulletin*, 26:231-237 (Nov., 1953). Lists (1) accessions of manuscripts reported by public or corporate body repositories; (2) migrations of manuscripts by sale or change of private ownership.
271. KELLEY, A. R. The archives of the Church of England in the Diocese of Quebec. *Bulletin des recherches historiques*, 49:91-104 (Apr.-June, 1953).
272. LAGÜFA, CÉSAR T. Catálogo de los pergaminos, y documentos insertos en ellos, existentes en el Archivo de la S. I. Catedral de Teruel. Teruel, 1953. 421 p.
273. MEILINK-ROELOFSZ, M. A. P. A survey of archives in the Netherlands pertaining to the history of the Netherlands Antilles. *De West-Indische Gids*, 35:1-38 (Apr., 1954).
274. MEXICO (CITY) MUSEO NACIONAL DE HISTORIA. Catálogo de los fondos del Centro de Documentación del Museo Nacional de Historia, en el Castillo de Chapultepec. Catalogación por Berta Ulloa Ortiz. México, 1952. 62 p.
275. NEW ZEALAND. INTERNAL AFFAIRS DEPARTMENT. ARCHIVES DIVISION. A guide to the Dominion Archives. Wellington, 1953. 27 p.
276. NEW ZEALAND. INTERNAL AFFAIRS DEPARTMENT. ARCHIVES DIVISION. Preliminary inventory no. 2. Archives of the New Zealand Company. Wellington, 1953. 16 p.
277. NEW ZEALAND. INTERNAL AFFAIRS DEPARTMENT. ARCHIVES DIVISION. Preliminary inventory no. 3. Archives of the Army Department. Wellington, 1953. 16 p.
278. SALETORRE, B. A. Mediaeval Hindu archives. *Indian archives*, 7:3-7 (Jan.-June, 1953). Describes early stone inscriptions.

See also 94, 151, 154, 180-181, 215, 279, 285-286, 288, 295, 302, 322.

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

279. BEAL, EDWIN G. Microfilmed archives of the Japanese Ministry of Foreign Affairs. Library of Congress, *Quarterly journal of current acquisitions*, 11: 7-11 (Nov., 1953).
280. BENNETT, ARCHIBALD F. The record copying program of the Utah Genealogical Society. *American archivist*, 16:227-232 (July, 1953). A paper read at the annual meeting of the Society of American Archivists, Lexington, Kentucky, October 28, 1952. Describes the extensive microcopying program of the Society.
281. BOARD ON RESOURCES OF AMERICAN LIBRARIES. COOPERATIVE COMMITTEE ON MICROFILM PROJECTS. Proposed statement of principles to guide large scale acquisition and preservation of library materials on microfilm. *College and research libraries*, 14:288-291, 302 (July, 1953).
282. BORN, LESTER K. Annual reports on acquisitions: microreproduction. Library of Congress, *Quarterly journal of current acquisitions*, 11:41-45 (Nov., 1953). A report on developments in policy and practice and a summary of significant acquisitions in microfilm, by the Coordinator of Microreproduction Projects.
283. BROWN, W. BURLIE. Microfilm and the historian. *Mississippi Valley historical review*, 40:513-518 (Dec., 1953). A discussion of major finding aids to the existence of microfilmed materials of interest to the historian in the United States.
284. CLAPP, VERNER W. Standards in photographic reproduction of documents. Library of Congress, *Information bulletin*, 12:12-13 (May 25, 1953). Relates to

- activities of the American Standards Association and the International Standards Organization.
285. CLARK, KENNETH W. Checklist of manuscripts in St. Catharine's Monastery, Mount Sinai, microfilmed for the Library of Congress, 1950. Prepared under the direction of Kenneth W. Clark, general editor of the Mount Sinai Expedition, 1949-50. Washington, Library of Congress, 1952. 53 p.
  286. CLARK, KENNETH W. Checklist of manuscripts in the libraries of the Greek and Armenian Patriarchates in Jerusalem, microfilmed for the Library of Congress, 1949-50. Prepared under the direction of Kenneth W. Clark, director and general editor of the Jerusalem Expedition, 1949-50. Washington, Library of Congress, 1953. 44 p.
  287. CORRELATION of forms of microtext for library use. *College and research libraries*, 14: 298-302 (July, 1953). A consideration of the problems raised by the production of microtext in two basically different forms, microfilm and micropaper, with further variation within each form as to manner of production and shape, sizes, and page arrangements.
  288. DOWD, DAVID L. The French Departmental Archives and the Fulbright microfilm project. *American archivist*, 16: 241-249 (July, 1953).
  289. ERICKSON, EDGAR L. General program of the Committee on Documentary Reproduction, American Historical Association. *College and research libraries*, 14: 303-306, 316 (July, 1953). A paper read at the annual meeting of the American Historical Association, Washington, D. C., December 29, 1952.
  290. FRONTARD, R. Present position and prospects of international standardization in the field of microcopying. *Unesco bulletin for libraries*, 8, no. 5-6: E i - E ix (May-June, 1954). The author, Administrative Director, French Association for Standardization, discusses the current work of the International Organization for Standardization (ISO) as regards microcopying. ISO has thus far published no formally approved recommendation on the subject of microcopying.
  291. GUPTA, R. C. Recent developments in microreproduction. *Indian archives*, 7: 44-47 (Jan.-June, 1953).
  292. GUPTA, R. C. A review of developments in microphotography. *Indian archives*, 6: 30-33 (Jan.-Dec., 1952).
  293. HARKINS, WILLIAM G., FRED L. DIMOCK, and MARY E. HANSON. Microfilm in university libraries: a report. *College and research libraries*, 14: 307-316 (July, 1953). A report to the American Library Association's Serials Committee by Subcommittee C, attempting the "evaluation of the acceptance of microfilm by the clientele of college, university, and research libraries."
  294. INTERNATIONAL FEDERATION FOR DOCUMENTATION. Manual on document reproduction and selection. Pts. 1 and 2. The Hague, 1953. 2 vols. An attempted comprehensive survey of the many devices and processes for the "reproduction and selection of study and research documents." The *Manual*, to be kept up to date by loose-leaf supplements, is composed of short introductory articles for each special type of reproduction and selection, followed, as the case may be, by illustrations and a bibliography, by a survey of apparatus and producing firms, and by announcements supplied by some firms concerning their products. Text in French and English.
  295. MANUSCRIPTA; the Knights of Columbus Foundation Vatican Manuscripts Depository at Saint Louis University. Vol. 1, no. 1. April 1, 1954. 15 p. A publication intended to serve as a medium for disseminating information concerning the Depository, to be published approximately quarterly. Lists the codices available on microfilm, April 1, 1954, p. 3-15.
  296. MICROFILM CLEARING HOUSE. Bulletin no. 32. Microcopies of U. S. Government Publications. Library of Congress, *Information bulletin*, 13, no. 9, Appendix. 2 p. (Mar. 1, 1954). Lists various series of Federal documents now available currently on microfilm, microcards, and microprint.
  297. MICROFILM notices. *Mississippi Valley historical review*, 40: 593-595 (Dec., 1953).



- Inaugurates a new section of this journal, designed to keep readers currently informed on historical materials available on microfilm.
298. POWER, EUGENE G. Employment of sheet film for newspaper clippings. *Special libraries*, 45:111-114 (Mar., 1954). Describes a procedure for converting "morgue files" to microfilm.
  299. SOCIETY OF AMERICAN ARCHIVISTS. COMMITTEE ON STATE ARCHIVES. Report on status, microfilming of court records in various States. [n. p., 1953] 2, 8 l. Prepared by Dolores C. Renze, Archivist of Colorado.
  300. TOTH, MARGARET K. Microphotography in the Library. University of Rochester, Library, *Bulletin*, 9:12-17 (Autumn, 1953). Describes microcopy holdings in the University of Rochester Library.
  301. U. S. NATIONAL ARCHIVES. List of National Archives microfilm publications, 1953. Washington, 1953. 98 p. Supersedes the *List of file microcopies of the National Archives* published in 1950.
  302. UYEHARA, CECIL H., comp. Checklist of archives in the Japanese Ministry of Foreign Affairs, Tokyo, Japan, 1868-1945; microfilmed for the Library of Congress, 1949-1951. Comp. by Cecil H. Uyehara under the direction of Edwin G. Beal. Washington, Library of Congress, 1954. 262 p. Lists 2,116 reels of microfilm, reproducing more than 2 million pages.
  303. VERRY, H. R. Colour response in document reproduction processes. *O & M bulletin*, 8, no. 4:43-45 (Aug., 1953).
  304. V[ERRY] H. R. The cost of microfilm. *O & M bulletin*, 8, no. 5:34-39 (Oct., 1953).
  305. VERRY, H. R. Photocopying and duplicating processes. *Aslib proceedings*, 5:313-315 (Nov., 1953).

See also 22-23, 29, 53, 63, 66, 70, 94, 110, 135, 204, 215, 239.

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

306. ADAM, HERBERT. How to take care of your autographs. *Manuscripts*, 6, no. 1: 38-39 (Fall, 1953).
307. AMERICAN CATHOLIC HISTORICAL ASSOCIATION. COMMITTEE ON THE JOHN CARROLL PAPERS. Report. *Catholic historical review*, 40:51-52 (April, 1954). The Committee is working, with the endorsement of the National Historical Publications Commission, on a project to publish the papers of John Carroll.
308. BEALE, HOWARD K. The professional historian: his theory and his practice. *Pacific historical review*, 22:227-255 (Aug., 1953). Includes discussion of the matter of availability of official records and the value of "official history."
309. BROWNE, HENRY J. An appeal for archives in institutions of higher learning. *American archivist*, 16:213-226 (July, 1953). Reprinted, with slight changes, from *Discipline and integration in the Catholic college*, ed. by Roy J. Deferrari (Washington, D. C., Catholic University of America Press, 1952).
310. DATER, HENRY M. Needed — the history of American aviation. *Military affairs*, 17:191-194 (Winter, 1953). Includes a discussion of the importance of laying the "documentary foundations" so that the materials necessary for the writing of the history of aviation will be available.
311. FARRELL, JOHN T. An abandoned approach to Philippine history: John R. M. Taylor and the Philippine Insurrection records. *Catholic historical review*, 39:385-407 (Jan., 1954). Discusses Taylor's unpublished narrative history in the records of the Bureau of Insular Affairs in the National Archives.
312. FIFER, C. N. Editing Boswell: a search for letters. *Manuscripts*, 6, no. 1:2-5 (Fall, 1953). A note on problems faced in compiling and editing a complete correspondence.
313. GREENFIELD, KENT R. The historian and the Army. New Brunswick, Rutgers University Press, 1954. 93 p. The Brown and Haley Lectures, 1953, given at

- the College of Puget Sound, Tacoma, Wash. Ch. 1, "An adventure in contemporary history," p. 3-14, discusses some of the problems and techniques involved in the writing of contemporary official history.
314. HAMILTON, J. G. DE ROULHAC. History in the South—a retrospect of half a century. *North Carolina historical review*, 31:173-181 (April, 1954). Includes a brief summary of activities in the collection and preservation of archives and manuscripts.
  315. HAZARD, SAMUEL. The archives of Pennsylvania: a glimpse at an editor's problems. Edited by William B. Hesseltine and Larry Gara. *Pennsylvania magazine of history and biography*, 77:328-331 (July, 1953). The edited text of a letter from Hazard to Lyman C. Draper, August 23, 1851, relating to the former's plans for editing the *Pennsylvania archives*.
  316. HERZOG, L. W. Romance in abstract of title. *Wisconsin magazine of history*, 37: 11-13 (Autumn, 1953). Describes types of information that may be found in abstracts of title.
  317. HISTORICAL programs of the Army's Technical Services. *Military affairs*, 17: 220-222 (Winter, 1953).
  318. HUMPHREY, RICHARD. The "official" scholar: a survey of certain research in American foreign policy. *Essays in honor of Conyers Read*. Edited by Norton Downs. [Chicago] University of Chicago Press [1953] 304 p., p. 30-51. Describes the development and present (1953) scope of the historical research and publication activities conducted by the Department of State.
  319. KRAUS, MICHAEL. The writing of American history. Norman, University of Oklahoma Press [1953] 387 p. A revision of the author's *The Writing of American History* (New York, 1937). Chapter 5, "Gathering the records—awaiting the national historian," p. 89-107, is a brief summary of early Federal and State projects of documentary publication.
  320. LAMB, J. P. The report of the Copyright Committee: how it might affect libraries. *Library Association record*, 54:388-395 (Dec., 1952).
  321. MARYLAND. HALL OF RECORDS COMMISSION. Buildings of the State of Maryland at Annapolis. By Morris L. Radoff. Annapolis, 1954. 140 p. A "documentary account of the life of public buildings" in Annapolis, 1695 to date, based on contemporary records, chiefly to be found in the Hall of Records.
  322. MIDDLETON, ELIZABETH. Essex records as material for study of the English language. *Essex review*, 63:33-52 (Jan., 1954). To be continued.
  323. NEVINS, ALLAN. New lamps for old in history. *American archivist*, 17:3-12 (Jan., 1954). A paper read at the annual meeting of the Society of American Archivists at Dearborn, Mich., September 14, 1953. Reprinted in *North Carolina historical review*, 31:240-251 (Apr., 1954). Urges that the history of American business be rewritten. See also item 325, below.
  324. SHERA, JESSE H. Historians, books, and libraries: a survey of historical scholarship in relation to library resources, organization, and services. Cleveland, Western Reserve University Press, 1953. 126 p.
  325. SHOULD American history be rewritten? A debate between Allan Nevins and Matthew Josephson. *Saturday review*, 37, no. 6:7-10, 44-46 (Feb. 6, 1954). Contents: Yes, by Allan Nevins (an article adapted from his address before the Society of American Archivists; see item 323, above); No, by Matthew Josephson.
  326. SMITH, LOUIS C. The copying of literary property in library collections. *Law library journal*, 46:197-206 (Aug., 1953). Discusses existing law and the problem of the extent to which materials in library collections may be reproduced without violating copyright or the common law literary property right.
  327. TURNER, JUSTIN G. Manuscripts and history. [n. p., n. d.] 8 p. An address delivered at the annual meeting of the American Association for State and Local History, Houston, Tex., October 24, 1952, and published in part in *Autograph collectors' journal*, 5, no. 2:31-33 (Winter, 1953).
  328. UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATION. Manual

- of travelling exhibitions. By Elodie Courter Osborn. [Paris, 1953] **III** p. (*Museums and monuments*, V (a)).
329. U. S. CONGRESS. SENATE. APPROPRIATIONS COMMITTEE. Supplemental hearings on Departments of State, Justice, and Commerce appropriations for 1954. Hearings . . . 83-1. Washington, 1953. 42 p. Includes, p. 24-29, a discussion of the production schedule for the State Department's *Foreign relations* volumes, with particular reference to publishing the records of the international conferences of World War II and to expediting the program generally.
330. U. S. PRESIDENT, 1953- (EISENHOWER) Executive Order 10501. Safeguarding official information in the interests of the defense of the United States. *Federal register*, 18:7049, 7051-7054 (Nov. 10, 1953). Text of the order, dated November 5, 1953, effective December 15, 1953.
331. WILH, GEORG. Die Archive zwischen Verwaltung und Wissenschaft. *Der Archivar*, 7: cols. 1-12 (Mar., 1954).
- See also 85, 94, 149, 160, 198, 201, 209, 215-216, 255, 301, 341.

#### X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

332. BENDER, CHARLES. Mr. Bender's sad story. *Eye to eye*, no. 3:9-12 (Dec., 1953). Relates to destruction of certain photographic glass-plate negatives, including some alleged Brady negatives.
333. BRECKENRIDGE, JAMES D. Have you looked at your pictures lately? *American archivist*, 17:25-36 (Jan., 1954). The author, on the staff of Corcoran Gallery of Art, Washington, D. C., discusses the care, handling, and storage of works of art.
334. CONFERENCE ON INTERNATIONAL STANDARDS FOR FILM CATALOGING, 1953. Summary report of Conference, Whittall Pavilion, Library of Congress, and Congressional Hotel, Washington, D. C., May 11 and 12, 1953. [n. p., n. d.] 34 l. "List of documents and related publications available for inspection and study," 30-31 (chiefly UNESCO documents); "Excerpts from Proceedings, International Film Cataloging Conference, Rochester, N. Y., 1951," 32-34.
335. CRONE, G. R. Notes on the classification, arrangement and cataloguing of a large map collection. *Indian archives*, 7:8-13 (Jan.-June, 1953). The author is Librarian and Map Curator, Royal Geographical Society Library, London.
336. GRAPHIC HISTORY SOCIETY OF AMERICA. Society affairs. *Eye to eye*, no. 2:1-7 (Sept., 1953). Describes the organization and purposes of the newly formed Society, with list of members.
337. GRAPHIC HISTORY SOCIETY OF AMERICA. A survey of picture collections relating to individual States. *Eye to eye*, no. 2:36-40; no. 3:1-8 (Sept., Dec., 1953). A description and the first installment of a project of the Graphic History Society of America to list the major collections or depositories of pictures devoted to a particular subject or area. The first installment covers Minnesota, North Carolina, and Oregon.
338. JENKINS, JOHN W. and HARRY E. LICHTER. Wisconsin today—the contemporary scene in a pictorial record. *Eye to eye*, no. 3:35-39 (Dec., 1953). The authors, members of the staff of the Museum of the State Historical Society of Wisconsin, describe the Society's annual photographic competition, a project undertaken to provide photographic documentation of life in Wisconsin as it is today.
339. McDONALD, GERALD D. The Mortimer and Anna Neinken collection of antique seals. New York Public Library, *Bulletin*, 58:159-161 (Apr., 1954). Describes a collection of about 14,000 seals (wax impressions), covering the period ca. 1650 to 1850, now in the Manuscripts Division of the New York Public Library.
340. NEWHALL, BEAUMONT. Minnesota daguerreotypes. *Minnesota history*, 34:28-33 (Spring, 1954). Describes items in Minnesota State Historical Society.

341. RISTOW, WALTER W. Cartographic exhibits. [n. p., n. d.] 10 p. A discussion of principles and techniques for map exhibits. Reprinted from *Surveying and mapping*, 14:18-25 (Jan.-Mar., 1954).
342. SOULE, GARDNER. Photography and the President. *Eye to eye*, no. 2:29-36 (Sept., 1953). Describes background and procedures in producing the pictorial biography, *This Is Ike* (1952).
343. SPECIAL LIBRARIES ASSOCIATION. GEOGRAPHY AND MAP DIVISION. MAP RESOURCES COMMITTEE. Map collections in the United States and Canada, a directory. Marie Cleckner Goodman, chairman. New York, 1954. 170 p. A brief description of the holdings of the Cartographic Records Branch of the National Archives is given on p. 34-35.
344. TAFT, ROBERT. Artists and illustrators of the Old West, 1850-1900. New York, Scribner, 1953. 400 p. "Sources and notes": p. 249-381. Includes a note on the general importance of pictorial records as historical sources, p. 249-252, and material on the illustrators employed by the Pacific Railroad Surveys.
345. U. S. LIBRARY OF CONGRESS. MAP DIVISION. A guide to historical cartography; a selected, annotated list of references on the history of maps and map making, compiled by Walter W. Ristow and Clara E. LeGear. Washington, 1954. 14 l.
346. VANDERBILT, PAUL. Two photographs of Abraham Lincoln. Library of Congress, *Quarterly journal of current acquisitions*, 10:185-189 (Aug., 1953). The Library of Congress has been given two original photographic plates showing Lincoln, one of which is an ambrotype made by Calvin Jackson in 1858, the other the negative of the photograph known as "The Universal Lincoln," probably made on Feb. 9, 1864, by Mathew B. Brady, which appears engraved on the United States 5-dollar bill.
347. VAN RAVENSWAAY, CHARLES. The Missouri Historical Society's photographic collection. *Eye to eye*, no. 2:8-15 (Sept., 1953).

See also 225, 237.

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

348. AMERICAN UNIVERSITY. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS. Announcement of courses in record and archives administration, 1953-54. Washington, D. C. [n. d.] 7 p.
349. AMERICAN UNIVERSITY. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS. Institute on Records Management. [Washington, D. C., 1954] Folder. Describes the Institute on Records Management, June 21 - July 2, 1954.
350. BRIET, S[UZANNE]. Rapport à la Commission Mixte de l'Enseignement et du Statut Professionnels des Archivistes des Bibliothèques, des Conservateurs de Musées et des Documentalistes. *Review of documentation*, 20:49-56 (June, 1953).
351. SCUFFLAIRE, ANDRÉE. Le stage technique international d'archives, 1952-1953. *Archives, bibliothèques et musées de Belgique*, 24:[3]-12 (1953).

---

# REPAIR, PRESERVATION, and PROTECTION OF DOCUMENTS

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.

This firm is equipped to process documents by a method similar to that used by the National Archives and the Library of Congress. No adhesives of any kind are used and leaves up to size 20 x 24" can be processed.

A copy of our sample booklet and price schedule will be gladly sent upon request.

**THE ARBEE COMPANY**  
95 Summit Avenue  
SUMMIT, NEW JERSEY

---

## *Producing*

BOOKS : CATALOGUES : PUBLICATIONS

and other types of printing for almost  
fifty years

Serving some customers for over  
twenty-five continuous years

THE TORCH PRESS  
324 3d St., S.E.  
CEDAR RAPIDS, IOWA

# News Notes

MARY C. LETHBRIDGE, *Editor*

*United States Information Agency*

Assisted by ROY HART

*National Archives*

---

## SOCIETY OF AMERICAN ARCHIVISTS

The Council met in room 319, Park Shelton Hotel, Detroit, Mich., at 8 a.m. September 15, 1953, the president, vice president, treasurer, secretary, and Council members Smith, de Valinger, Crittenden, Bahmer, and Trever attending.

The Finance Committee submitted to the Council through William D. Overman a budget proposal for the fiscal year 1954, which was approved by the Council as submitted.

The president appointed a subcommittee of the Council to consider revision of Society dues and to report to the Council with recommendations not later than June 30, 1954. Ernst Posner, chairman, William D. Overman, Christopher Crittenden, and Robert H. Bahmer were appointed to this *ad hoc* committee.

After considering several sites for the 1954 annual meeting the Council voted to accept the invitation of Colonial Williamsburg, allowing the host to fix the meeting dates within the first half of September.

The membership at the business meeting on September 14, 1953, voted that the Council take appropriate action respecting the establishment of a committee to examine and report on professional qualifications for archival work. The president, with the approval of the Council, established such a committee. The president reserved appointments to this committee, however, indicating that he hoped all past presidents of the Society could be prevailed upon to serve.

The Council agreed that a directory of membership was desirable and that the editor of the *American Archivist* and the secretary should formulate plans for its early issuance.

The meeting adjourned at 9:45 a.m.

HENRY E. EDMUNDS, *Secretary*.

The secretary announced that Mrs. Elizabeth E. Hamer and Morris Rieger have been added to the membership of the Committee on Labor Union Archives.

The secretary reports that the following persons and organizations have been elected to membership in the Society since September 1953: Joseph A. Ashwell, Homes & Narver, Inc.; Rex Beach, North Carolina Department of Archives and History; Pauline Beers, Duke University Library; Kathleen Blank, Thomas Edison Foundation;



Emma H. Busey, Los Alamos Scientific Laboratory; Canadair Limited (Mrs. B. W. G. Holt); Stephen Chow, Federal Records Center (Calif.); Finley N. Clapper, U. S. Army; Seymour V. Connor, Texas State Library; Frank Davies, International Monetary Fund; Myles S. Fischer, International Textbook Co.; Sidney Forman, U. S. Military Academy; Herbert G. Geiger, Adjutant General's Office; Joseph A. Greene, Beekins Van & Storage Co.; Royal V. Hart, National Archives; Richard Dunstan Higgins, Massachusetts Archives; Blanche LeOrz Jenkins; A. Kieser, South African Archives; Mills Memorial Library, Rollins College (Mrs. Alice Hansen); Blanche L. Moore, Federal Records Center (D. C.); Alan C. Negus, National Records Management Council; Earle W. Newton, Radcliffe-Harvard Institute; Harold F. O'Neil, General Services Administration (Region 1); Radcliffe Women's Archives (Mary C. Moses); Toivo Rinne, Archives Provinciales á Turku, Finland; Mattie Russell, Duke University Library; Robert C. Sharman, Tasmanian State Archives; Mohammad Siddiq, Pakistan Archives; Mildred M. Stateham, Los Alamos Scientific Laboratory; Daniel W. Sparkman, Naval Records Management Center (Calif.); Lionel W. Van Kersen, Los Angeles Public Library; George E. Warren, Colorado State Archives; Rev. George Zoen, S. J., Maryland Province Society of Jesus.

A meeting of the Council was held at the National Archives in Washington on July 24, 1954. Topics on the agenda included committee structure and functions, committee programs, a society directory, dues and subscription fees, and State or local society chapters. Minutes of the meeting will be published in a later issue of the *American Archivist*.

### NATIONAL ARCHIVES AND RECORDS SERVICE

The National Archives became an illuminated public building for the first time on August 29. General Services Administration and National Archives officials joined with Arthur J. Connell, National Commander of the American Legion, in special ceremonies appropriate for the occasion. Henceforth, the building and the flags that fly before it will be lighted each night until 10 p. m., as a sign that the Declaration of Independence, the Constitution of the United States, and the Bill of Rights are on public display. The lighting of the building carries into effect plans of the architect, John Russell Pope, to focus public attention, through illumination, on the importance of the building and the records preserved and displayed within its walls.

In 1953 the records of the General Accounting Office, 1776-1900, were offered for deposit in the National Archives. By June 30, 1954, some 12,000 cubic feet of these records had been appraised as of enduring value, and about 3,000 cubic feet of the older central fiscal management records had been transferred to the National Archives building.

Large additions recently made to record groups already in the National Archives include foreign post records, 1795-1950; records of the Government of the Danish West Indies (now the Virgin Islands), 1814-1917; and records of the Post Office Department, 1855-1952. Audiovisual materials received include over 1,900 negatives made by William H. Jackson, John K. Hillers, and other photographers of the western scene, 1869-78, and cartographic materials include maps and plans produced or used by the nineteenth-century French canal companies operating in Panama. Recent events are reflected in

the accession of records of the 1953 Inaugural Committee and the United States copy of the 1953 Korean armistice agreement.

Herbert E. Angel, Director of the Records Management Division, has been appointed to serve as a member of the task force on paperwork management of the Commission on Organization of the Executive Branch of the Government (the Hoover Commission). The task force will make a special study of the large volume of paper work and record keeping required of corporations, small businesses, and individuals by Federal agencies, and will seek to devise methods of reducing it. Emmett J. Leahy is chairman of the task force; other members of the group are B. H. Harper, secretary, Northern Natural Gas Co.; Thomas F. Conroy, manager, New York Office, Pan American World Airways; Matson Holbrook, vice president of Leahy and Co.; and Edmund Dwyer, Office Methods Staff, Navy Department.

Between October and December 1954, Mr. Angel will be in Iran, where he will serve as American specialist on archives and records management under the international educational exchange program of the Department of State. Mr. Angel will study and make recommendations concerning the records and archives problems of the Government and the National University. For about the same period Arthur E. Young, deputy director for records management, Region 3, General Services Administration, will be in the Philippines as a records management consultant. Mr. Young's work is sponsored by the Foreign Operations Administration through a contractual arrangement between the University of Michigan and the University of the Philippines and is a continuation of the program in which Thomas Pugliese, records officer of the Atomic Energy Commission, participated last spring.

The Records Management Division has issued the first edition of a records management bibliography, and an instructional pamphlet on the development and use of form letters is in press.

Holdings of the Federal Records Centers amounted to over 2 million cubic feet as of June 30, 1954. During the fiscal year, 591,000 square feet of office and storage space and 84,000 filing and transfer cases were released for reuse.

The Franklin D. Roosevelt Library recently accessioned the papers of Morris Llewellyn Cooke, 1910-53, and some 4,500 photographs of scenes and personages at Hyde Park, 1888-1920.

### LIBRARY OF CONGRESS

L. Quincy Mumford, former director of the Cleveland Public Library, was sworn in as Librarian of Congress on September 1. Mr. Mumford is the eleventh Librarian to take the oath in the Library's 154-year history and the first to be a graduate of a library school.

On June 12 the University of Minnesota, which has given only 33 honorary degrees since its establishment 103 years ago, conferred on Solon J. Buck an honorary degree of Doctor of Laws. Dr. Buck retired from his post as

Assistant Librarian in the Library on August 31. He is to be the Library's honorary consultant on materials for research in American history.

The Library of Congress has begun to prepare a checklist of the 15,000 or so titles, almost entirely manuscripts, that were copied on some 2,600 rolls of microfilm in Great Britain during the war years. The British Manuscript Project, from which these films resulted, was sponsored jointly by the American Council of Learned Societies and the Library and was financed by a grant from the Rockefeller Foundation. The checklist, to be issued next summer, will be compiled from the "content cards" prepared at the University of Michigan for the manuscripts on all but 600 rolls of film and from entries for items on those 600 rolls on cards prepared at the Library of Congress. An introduction on the inception and operation of the project and an index of names will complete the checklist.

Mrs. Edward Denison Gallaudet of West Hartford, Conn., has given the Library the first installment of the papers of the Gallaudet family, pioneers in the education of the deaf in America. These are the papers of Thomas Hopkins Gallaudet, who founded the American School for the Deaf in 1817. Later the Library will receive the papers of his son, Edward Miner Gallaudet, director of the institution known today as Gallaudet College. The Gallaudet papers will be restricted for 5 years.

From the Department of Agriculture the Library has received the papers of Frank Lamson-Scribner, agrostologist and expert on exhibits, who served as chief of the Insular Bureau of Agriculture in the Philippines, 1901-4, and as special agent for the Department of Agriculture, 1904-22, in charge of the preparation of Government exhibits at fairs and expositions in the United States and in South America.

The Ewing papers in the Library have been increased by a gift of papers dating 1769 to 1949 relating to Gen. Charles Ewing, lawyer and soldier, and Thomas Ewing, Senator from Ohio and Secretary of the Treasury under Presidents Harrison and Fillmore.

Records of the War Service Office of the American Library Association during World War I, in the Library, reveal the service of this organization to the American Expeditionary Forces. A separate file deals with the organization of the American Library in Paris, whose holdings were in the beginning made up of books assembled by the American Library Association.

Gen. Peyton C. March has presented to the Library the first installment of his papers, consisting mainly of correspondence in the 1930's and the manuscript of his book, *The Nation at War*, which was published in 1932. The main body of the General's papers will come to the Library in the near future.

A small but valuable addition to the papers of Philander C. Knox has been received. The correspondence (ca. 70 pieces, 1896-1921) includes letters from Presidents McKinley, Theodore Roosevelt, Taft, and Harding—as well as scattered letters from Mark Hanna, Whitelaw Reid, Elihu Root, Charles J. Bonaparte, Frank B. Kellogg, and others. Also included is a scrapbook of newspaper clippings, 1903-4, on Attorney General Knox's argument

in the Northern Securities case before the Supreme Court of the United States.

Nine volumes of the diary of George von Lengerke, covering his years as Ambassador to Italy, 1901-5, and to Russia, 1905-7, as well as his later service as Postmaster General in Theodore Roosevelt's Cabinet and his first few months as Secretary of the Navy in the Taft administration also have been received.

Recently acquired materials, 1798-1850, include approximately 1,500 business papers of George Redington and of his son and executor, James, of Waddington, New York. The elder Redington acted as land agent for several influential proprietors in the Waddington-Ogdensburg area, operated several lumber mills, and took an active part in the arrangements for construction of the Northern Railroad line from Ogdensburg to Rouse's Point. Most of the papers consist of correspondence dating from about 1820 to 1860.

Registers descriptive of the following groups of personal papers or collections of records are now available for interlibrary loan:

American Public Relations Association (16 p.), Ray Stannard Baker, Series I (20 p.), Marion Glass Banister (3 p.), Rev. James D. Barbee (5 p.), George F. Becker (11 p.), Sir Francis J. Campbell (5 p.), Thomas Capek (10 p.), Thomas Henry Carter (3 p.), Charles J. Dewey (5 p.), John P. Frey (15 p.), Edmond C. Genet (23 p.), Leland Harrison (42 p.), John Hay (11 p.), Raoul Heilbronner (5 p.), Interparliamentary Union (10 p.), Thomas A. Jenckes (10 p.), Thomas S. Jesup (6 p.), James Laurence Laughlin (7 p.), League of Women Voters (107 p.), Charles L. McNary (15 p.), John Purroy Mitchel (7 p.), Roland S. Morris (5 p.), Naval Historical Foundation (116 p.), Burton E. Stevenson (33 p.), Harvey W. Wiley (24 p.), and George M. Wunderlich (11 p.).

## TRAINING

The first Institute on Records Management presented by the American University in cooperation with the National Archives and Records Service was conducted from June 21 to July 2, 1954. The following persons completed the course:

William T. Alderson, Tennessee State Archives; Med Applewhite, Jr., Sunray Oil Corp.; Richard L. Bolster, Medical Service Corps, USN; Robert B. Bolton, Departmental Records Branch, AGO, Department of the Army; Dorothy A. Bond, Washington Suburban Sanitary Commission; Fred M. Bosmann, United Nations Archives; Frances J. Bowen, Departmental Records Branch, AGO, Department of the Army; Maynard J. Brichford, State Historical Society of Wisconsin; Elsie J. P. Burnstad, Veterans Administration; Emma H. Busey, Los Alamos Scientific Laboratory; F. W. Charles, Joint Chiefs of Staff, Department of Defense; Finley N. Clapper, Walter Reed Army Medical Center; Samuel B. Cooper, Foreign Operations Administration Participant; Everett G. Danley, Walter Reed Army Medical Center; Leone W. Eckert, Cornell University School of Industrial Relations; Madeleine Garrison, United Nations Archives; Herbert G. Geiger, Department of the Army; Jose Goerra, Foreign Operations Administration Participant; Auni H. Hekimoglu, Foreign Operations Administration Participant; Msgr. Frederic G. Heles, Archdiocese of Dubuque; William E. Hilbert, Blue Glass Corp.; Olney W. Hill, Vermont Public Records Office; Eunice V. Hutton, Federal Trade Commission; Concepción Irigoyen, Mexico North Western Railway; Ferdinand T. Johnson, National Security Agency; Douglas W.

Kidd, Ford Motor Company of Canada; Francis E. Kidwell, Washington Post Office; Robert W. Lamberson, National Bureau of Standards; Michael Lanosz, National Institutes of Health; Elizabeth G. Lee, Standard Oil Company of New Jersey; Joseph E. Lowe, U. S. Air Forces in Europe; Carl J. McDonald, U. S. Naval Records Center (Alexandria, Va.); Paul A. Magloire, Foreign Operations Administration Participant; Sue M. Moreland, Diamond Ordnance Fuze Laboratories; William F. Muenchow, Veterans Administration; William J. Oxley, General Services Administration; Allen E. Parmenter, Argonne National Laboratory; Thettus E. Sims, U. S. Air Force; Beverly L. Walker, Department of the Army; Doris E. Weaver, California State Department of Finance; Abraham M. Willms, Public Archives of Canada; Joseph A. Zielinski, Bekins Van & Storage Company; and Rev. George Zorn, S. J., Maryland Province.

The program for the training of archivists and records administrators inaugurated by the American University in cooperation with the National Archives in the fall of 1939 enters its sixteenth consecutive year this fall. Ernst Posner is offering a course on the history and administration of archives, and Helen L. Chatfield one on organization and procedure for handling Government records.

The Graduate School of Business Administration at New York University has joined with the National Records Management Council to sponsor the first annual Conference on Records Administration. The theme of the conference, which was held at the University on Monday, September 20, and Tuesday, September 21, was: Records Management — A New Science Comes of Age. The program was designed to provide an opportunity for persons responsible for the records program in their organizations to exchange ideas and gather information about new research and new developments in the field. Speakers included: Robert H. Bahmer, Assistant Archivist of the United States; Robert E. Weil, director of records planning, Bethlehem Steel Co.; and Howard Kenyon, director of administration, State of Rhode Island.

### CALIFORNIA

Volume 4 of the *Larkin Papers*, edited by George P. Hammond, has recently been published by the University of California Press. This volume covers the period 1845-May 1846 and documents the activities of Thomas O. Larkin as confidential agent of the Department of State and his efforts to win over the Californians to the idea of separation from Mexico and the peaceful annexation of California by the United States.

Dale L. Morgan has joined the staff of the Bancroft Library and will prepare a guide to the manuscript collections in the library.

Among the most important recent accessions of the Bancroft Library are the papers of Col. Robert Bradford Marshall, chief geographer of the Topographical Section of the U. S. Geological Survey from 1908 to 1918. Marshall was the originator of the plan to divert the surplus waters of the Sacramento Valley into the San Joaquin Valley, a task that was accomplished following the passage of the Central Valley Project Act of 1933. The Smith family papers, including documents relating to Jedediah Smith, were recently

acquired by the library, as were the collections made by Thomas W. Norris and manuscripts and other documents of Herbert E. Bolton.

### CONNECTICUT

The *New York Times* revealed on July 10 the extent of the program being carried out to safeguard town records in Connecticut. Stored in the cellar of the Ridgefield Savings Bank in Ridgefield are microfilms of town records from Greenwich, Darien, Norwalk, and other places on the Fairfield County shore line. Banks in New York as well as Connecticut are making use of this storage and lawyers come each week with films of their own and true copies of wills and other important documents.

The inventor of the microfilming machine, George Lewis McCarthy, died July 9 at his home in Greenwich. He was at the time of his death chairman of the board of directors of the Recordak Corp., a subsidiary of the Eastman Kodak Corp. founded in 1928 to distribute and service the microfilming machines that McCarthy had invented a few years previously. Born July 18, 1887, McCarthy was a bank executive at 39 and originally conceived the microfilm idea as a method of preserving bank records of checks. The twenty-fifth anniversary of the first installation of his machine was celebrated last year.

### DELAWARE

In July the Public Archives Commission reported the transfer of a group of Sussex County land records from the Swaanendael Museum. The Wilmington Institute Free Library earlier transferred to the commission's custody a collection of 10 notebooks of correspondence, pamphlets, clippings, and photographs relating to Delaware's participation in World War I.

### ILLINOIS

Dorothy Daggett has been named records analyst in the records management department of Stivers Office Service, 7 South Dearborn St., Chicago. Formerly with Records Controls, Inc., and Griffenhagen and Associates, Miss Daggett has had wide experience in business firms as well as extensive tours of duty with both State and Federal Government agencies in streamlining records management systems. She is a member of the Society of American Archivists and past president of the Records Management Association of Chicago.

### MASSACHUSETTS

The work of the Business Historical Society, which was for many years substantially financed by the Harvard Graduate School of Business Administration, has been taken over by personnel at the Harvard school. This change has not meant any alteration in the general policy under which the Business

Historical Society operates; members have merely become subscribers. There has been, however, a considerable expansion of the quarterly journal which the society used to publish as *Bulletin of the Business Historical Society*. The new title is *Business History Review*.

#### MICHIGAN

The Archives of American Art has been established by the Detroit Institute of Arts. The archives will consist of original records or reproductions of records preserved permanently in other collections, which will be arranged in five sections: artists; collectors; dealers; critics and historians; and museums, societies, and institutions. The records of collectors, dealers, critics, and historians will be selected for their pertinence to American art, and those of institutions and societies will be chosen for their concern with art and artists. Mr. and Mrs. Lawrence A. Fleischman of Detroit have provided funds for a preliminary survey of available material in leading institutions by the institute's librarian, Arline Custer, and have also made an initial gift of original letters from American artists, which they have received in connection with their notable collection of American paintings.

#### MISSOURI

The Knights of Columbus Foundation at St. Louis University has issued vol. 1, no. 1 (April 1, 1954) of *Manuscripta*, a journal which will spread information about the Vatican manuscript depository of the foundation. So far there are available at the foundation more than 3,000 microfilm copies of the 60,000 codices in the manuscript collection of the Vatican Library. The project is a continuing one and scholars are urged to submit their requests and inquiries to the secretary of the Knights of Columbus Foundation, 221 North Grand St., St. Louis 3, Mo.

Basil O'Connor, chairman of the board of trustees of the proposed Harry S. Truman Library, announced recently that the library would be built on a 13½-acre tract in Independence, Mo. Architects have been authorized to prepare plans, and a 3-man committee will let contracts for the \$1,750,000 building. It has been reported that more than \$800,000 in cash and pledges have been received toward financing the structure.

#### NEW MEXICO

William S. Wallace, university archivist, announces that a program is now underway at Rodgers Library, New Mexico Highlands University, for the microfilming of documents relative to the history of the Southwest, documents of record in the University Archives, and the Mills collection of nineteenth-century newspapers.





