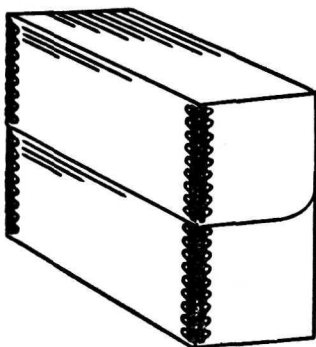


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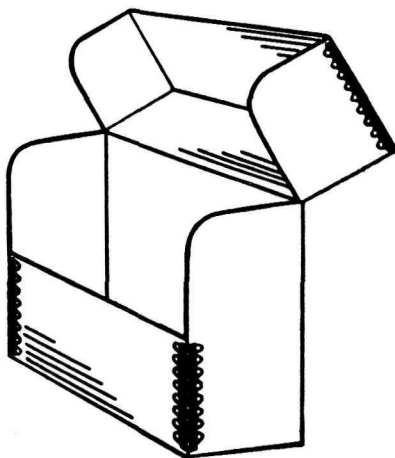
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The Archivist's Code

(Prepared for Use in the National Archives Inservice Training Program)

1. The archivist has a moral obligation to society to preserve evidence on how things actually happened and to take every measure for the physical preservation of valuable records. On the other hand, he has an obligation not to commit funds to the housing and care of records that have no significant or lasting value.

2. The archivist must realize that in selecting records for retention or disposal he acts as the agent of the future in determining its heritage from the past. Therefore, insofar as his intellectual attainments, experience, and judgment permit, he must be ever conscious of the future's needs, making his decisions impartially without taint of ideological, political, or personal bias.

3. The archivist must be watchful in protecting the integrity of records in his custody. He must guard them against defacement, alteration, or theft; he must protect them against physical damage by fire or excessive exposure to light, damp, and dryness; and he must take care to see that their evidentiary value is not impaired in the normal course of rehabilitation, arrangement, and use.

4. The archivist should endeavor to promote access to records to the fullest extent consistent with the public interest, but he should carefully observe any established policies restricting the use of records. Within the bounds of his budget and opportunities, he should work unremittingly for the increase and diffusion of knowledge, making his documentary holdings freely known to prospective users through published finding aids and personal consultation.

5. The archivist should respond courteously and with a spirit of service to all proper requests, but he should not waste time responding in detail to frivolous or unreasonable inquiries. He should not place unnecessary obstacles in the way of those who would use the records, but rather should do whatever he can to spare their time and ease their work. Obviously, he should not idly discuss the work and findings of one searcher with another; but where duplication of research effort is apparent, he may properly inform one searcher of the work of another.

6. The archivist should not profit from any commercial ex-

ploitation of the records in his custody, nor should he withhold from others any information he has gained as a result of his archival work in order to carry out private professional research. He should, however, take every legitimate advantage of his favored situation to develop his professional interests in historical or other research.

7. The archivist should freely pass on to his professional colleagues the results of his own or his organization's research that add to the body of archival knowledge. Likewise, he should leave to his successors a true account of the records in his custody and of their proper organization and arrangement.

Reports of State Archivists

By CHRISTOPHER CRITTENDEN¹

North Carolina Department of Archives and History

IN undertaking to review the reports of State archivists throughout the Nation (and one from Hawaii), the writer is impressed by the lack of uniformity of the programs of the different States — in interest, in financial backing, in scope and efficiency, and in many other ways. The impression has been gained that, while a few of the States are doing topnotch work, many others still have a long way to go. The point that stands out in many of the reports is the pressing need for more space.

The reports differ widely. Some are typed, some processed, some printed. Some archives reports are issued separately, but many are merely parts of the reports of larger agencies. Some present a well-rounded and reasonably complete picture of what has been accomplished during the period under review, but many do not. First of all, it would seem, a report of this type ought to contain a comprehensive statement and at least fairly detailed information regarding the overall program. The lack of such a statement and of such information makes it impossible to gain an adequate idea of what has been accomplished.

While no national organization has or should have the authority to tell the State agencies just how they must prepare their reports, it seems that at least some degree of uniformity would be helpful. Certain data regarding budget, salary ranges, number of staff members, accessions, and other pertinent topics probably should be included in all reports. It would be useful if we could agree on our basic terminology — for example, on some unit for measuring records (the cubic foot would perhaps be best) — and not use such diverse terms as “boxes,” “new boxes,” “card boxes,” “storage boxes,” “manuscript boxes,” “linear feet,” and the like. It may be that the president of the Society of American Archivists will wish to refer this matter to a committee to study and report.

Of course the reviewer has been compelled to limit his attention

¹ The author, a past president of the Society of American Archivists, has been director of the North Carolina State Department of Archives and History (formerly the North Carolina Historical Commission) since 1935. In 1936-37 he was also State director of the Historical Records Survey for North Carolina, and in 1946-47 he was assistant director of the World War II records project of the National Archives.

to the reports that were sent him, a total of 26. From one-fourth of the States no reply was received. Eight States (Alabama, California, Connecticut, New York, North Dakota, Oklahoma, Pennsylvania, and Rhode Island) replied that they issue no reports. Two States (Georgia and Missouri) had no copies available to send at the time. The report from Mississippi arrived too late for inclusion in this discussion.

The comments that follow emphasize programs in the fields of archives and manuscripts and make no effort to present a complete picture of all the activities of every agency.

From ARIZONA comes the report (17 pp., processed) of the Department of Library and Archives, Mulford Winsor, director. The first 10 pages summarize the history of the library, which reached a climax with the provision of space in a new building in the late 1930's. The law authorizes State agencies, counties, and cities to transfer their noncurrent records to the department; and a considerable quantity has been transferred (though no exact figures are given), with the result that the department is now pressed for space.

Dolores C. Renze, State Archivist of COLORADO, reports (17 pp., processed) that the Division of State Archives and Public Records of the State Historical Society has continued its excellent program. During the year records administration has been emphasized. The chief need at present is for additional space.

The Public Archives Commission of DELAWARE, Leon de Valinger, Jr., State Archivist reporting (56 pp.), has carried forward one of the best rounded and most effective archives and records administration programs in the entire Nation — an example of what many of the rest of us ought to be doing.

The report (17 pp.) of the FLORIDA State Library Board, Dorothy Dodd, State librarian, mentions a few archives that have been acquired, but there is no real archival agency or program in that State.

The HAWAII Board of Commissioners of Public Archives, Agnes C. Conrad, Archivist (successor to Maude Jones, deceased), sends a three-page typed report which, though brief, indicates marked progress. The archives are being moved into a new building, where it is expected that the agency can much better serve the public. "National Archives methods will be used." The problem of disposal is also being faced. The present disposal committee is too large, and a smaller one would be more efficient.

The report (37 pp.) of the IDAHO State Historical Department,

Gertrude McDevitt, historian, contains biographical sketches of a number of Idaho writers, a statement regarding the rivers of the State, a list of historical markers, and finally, in the last six pages, lists of Idaho State archives (whether the total holdings of the Department or only those transferred during the biennium is not indicated) and of museum items, books, manuscripts, and newspapers accessioned during the biennium. The report is attractive in appearance, but to the present reviewer it gives no adequate picture of the program and accomplishments of the department.

In eight double-column pages of *Illinois Libraries*, March 1955, Margaret Norton, ILLINOIS State Archivist, tells of her accomplishments and also of her problems. The very large accessions during the biennium have necessitated the preparation of a completely new shelf list. Indexing of the records has been continued. Requests for service totaled 12,161, of which more than 63 percent were for State business — a proportion probably much larger than in many State archival agencies. The photographic laboratory has actively continued its program; and the State Records Commission, of which the Archivist is a member, has made progress in its program of records administration. The chief problem is that of space; a part of the archives building has been taken over for other purposes, so that the work of the division is badly cramped. The report, by one of our leading archivists, gives a good picture of what is going on in Illinois.

Margaret Pierson, Archivist of the INDIANA State Library, sends her typed draft (6 pp.) for the 1953-54 report. There are statistics on requests for service, archives received, newspapers, and the photographic laboratory. The chief needs appear to be for more space and additional personnel.

The reports (in *Kansas Historical Quarterly*, Winter 1954, pp. 288-304) of the secretary and the treasurer of the KANSAS State Historical Society, of which Kirke Mechem is the executive head, give a good picture of the society's activities. For the archives division the transfer of a number of important series and the acquisition of other records are reported; for the manuscript division, major accessions of the year; and for the microfilm division, the continuation of its work. The reports for these and other divisions indicate that the society is conducting an active and well-rounded program.

Bayless E. Hardin, secretary-treasurer of the KENTUCKY Historical Society, reports briefly (in *Register of the Kentucky Historical Society*, Jan. 1955, pp. 86-89) the accession of a few manu-

scripts and the completion "this month" of the "microfilming of the tax books, 1787-1875, for all the counties of Kentucky." Of particular significance, the Kentucky General Assembly has made the Kentucky Historical Society an independent agency of the State Government, has abolished the Department of Library and Archives and the Legislative and Law Library, has established a State Law Library, and has "made the University of Kentucky the central depository for public books and documents after June 30, 1950."

Morris L. Radoff makes his usual excellent report (62 pp.) for the MARYLAND Hall of Records. The chief new development has been the inauguration of a full-scale records management program, administered by the Hall of Records Commission. Evidently a great deal of progress has been made. One query: Is it worth while to fill more than 10 pages with a complete list of every volume, whether important or trivial, rare or common, that has been acquired by the library?

The report (30 pp.) of Secretary of the Commonwealth of MASSACHUSETTS, Edward J. Cronin, includes 18 lines for the Archives Division, concluding with the statement, "It is imperative that additional space be allocated to the Archives." Nearly a page is given to the public records division.

The fine report of the NEBRASKA State Historical Society, James C. Olson, superintendent (in *Nebraska History*, Dec. 1954, pp. 305-326), evidences an active and far-reaching program, which was greatly stimulated by the occupation of the society's new building. The only references to archives and manuscripts, direct or indirect, that the present reviewer has noted are statements that the Archivist made 8 addresses during the year and that the manuscript division of the library processed 54 collections, which are listed.

The report (15 pp.) of the director of the NEW HAMPSHIRE Historical Society is in the form of an address to the society. It makes good reading, but gives very little information regarding the program and accomplishments of the year.

As for NEW JERSEY, of the 10 mimeographed pages of the Division of State Library, Archives and History, State Department of Education, three and a half pages are devoted to the Archives and History Bureau (William Benedon, supervisor of public records; James M. Birch, supervisor of microfilm services). Actually, the report of this bureau is concerned almost exclusively with records administration—legislation, the State records center, records surveys, the program in local records, and microfilm operations.

This program appears to be active and effective. As to the field of archives proper, the report says practically nothing.

The report (76 pp.) of the NORTH CAROLINA Department of Archives and History, Christopher Crittenden, director, is dressed up in a slick blue cover with a picture and bears the title "Preserving North Carolina History." The report, which includes a number of illustrations, gives information on the department's program in the fields of historical markers, archives and manuscripts, museums, and publications, with 24 appendixes containing detailed factual data. The division of archives and manuscripts has continued its orthodox archival activities and has been active also in records management. Notable has been the occupation of the department's new, specially designed records center.

Erwin C. Zepp of the OHIO Historical Society (until 1954 the Ohio State Archaeological and Historical Society) presents a good picture (41 pp.) of the various activities of that organization. Insofar as archives are concerned, they began to be accepted by the society as early as 1927 but for many years no active program was undertaken. During the year under review the society has made a determined effort to enter actively the archives field.

From OREGON's Archivist, David C. Duniway (State Library), we have a unique eight-page printed report, "Oregon's Public Records; Their Management for Control, for Use; a Report of Activities for 1953-1954." The report shows in brief, eye-catching form the services rendered by the Archives, the advantages of microfilm and records administration, and the needs that should be met. It should be useful for selling the program to State and local officials and the general public.

Most thought-provoking of all the reports is that (37 pp.) of the SOUTH CAROLINA Archives Department (formerly Historical Commission), J. Harold Easterby, director. The General Assembly in 1954 passed a new basic act for the department, and Dr. Easterby discusses in detail the background for the various provisions of this act and the meaning of these provisions. The department has accomplished a great deal in several allied fields, especially in publishing. Its great and very pressing need is for a new building.

From the Archives Division (Robert T. Quarles, director) of the TENNESSEE State Library and Archives, we have four quarterly processed reports. A full-scale archives and records management program is just getting under way — on the right foot, it appears. Of particular interest is the procedure, authorized and begun in 1955, of sound-recording the proceedings of both houses of the

legislature. The division has made use of a considerable number of temporary (frequently also part-time) employees, and the present reviewer cannot but wonder how efficient such a procedure will prove over a long-time period.

Seymour V. Connor, Archivist of the Archives Division, TEXAS State Library, sends carbon copies of the seven typed pages which constitute the division's report. When Dr. Connor took over on September 1, 1953, he found the archives in considerable disorder, and since that time he has obtained at least overall control through the preparation of an inventory. The report includes an "Analysis of Archival Functions," which presents a good bird's-eye picture of the division's program. A series of publications of the archives of Texas is planned, by "low-cost multilith offset process."

The UTAH State Historical Society reports (12 pp.) that the State Archivist was not appointed until the day after the close of the reporting year. This agency is just getting started on a program in the field of archives and records administration. More space for archives is badly needed.

For the VERMONT Public Records Commission Olney W. Hill, the director, presents an attractive and adequately prepared 32-page report. The commission is conducting the State's recently initiated records administration program and appears to be rendering a very real service. The most essential need is for a new building. The report includes a sketch of the plans for one.

Two of the 14 pages of the report of the VIRGINIA State Library cover the Archives Division, headed by William J. Van Schreeven. The program, one of the best in the Nation, has been carried on according to its previous high standards. To the present reviewer it seems unfortunate that more detail is not included and that the report is printed in type so small.

The report of the Division of Archives (Robert C. Nesbit, supervisor), Department of Public Institutions, State of WASHINGTON, fills only 1½ pages of a 237-page report. The division has been concerned for the most part with records administration—microfilming, disposal, and other similar activities. Careful attention is being paid to the preservation of records of historical value.

The Archives Division, State Historical Society of WISCONSIN, J. E. Boell, Chief Archivist, has sent only 3 typed pages to cover an 11-month period, but these pages are packed with information concerning a program that is just getting under way but that already

is becoming one of the best in the country. The division is operating in the fields of both archives and records management for State and local government units and also is setting up the archives of the University of Wisconsin.

Lola M. Homsher, director of the WYOMING State Archives and Historical Department and the State Museum, has presented an attractive 20-page report. With a staff of only four full-time employees, the department is endeavoring to function through three separate divisions. In the field of archives and records administration, Dorothy K. Taylor has conducted a survey and has made a number of pertinent and useful recommendations. The Archives Division, "as yet in its infancy," is seeking to put these into effect.

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General Legislation for Presidential Libraries

By ELIZABETH HAWTHORN BUCK¹

National Archives

ON August 12 last, President Eisenhower signed a joint resolution to provide for the acceptance and maintenance of presidential papers and libraries, a piece of general legislation of great interest to archivists, librarians, and scholars.² The Franklin D. Roosevelt Library, the first such repository to be administered by the Federal Government, was accepted by special legislation applying only to that library.³

The new legislation amends the Federal Property and Administrative Services Act of 1949 by authorizing the Administrator of General Services

to accept for deposit . . . the papers and other historical materials of any President or former President of the United States, or of any other official or former official of the Government, and other papers relating to and contemporary with any President or former President of the United States, subject to restrictions agreeable to the Administrator as to their use; and . . . to accept for . . . the United States, any land, buildings, and equipment offered as a gift to the United States for the purposes of creating a Presidential archival depository, and to take title to such land, buildings, and equipment on behalf of the United States, and to maintain, operate, and protect them as a Presidential archival depository.

Still more broadly, the law authorizes the Administrator to enter into agreements

with any State, political subdivision, university, institution of higher learning, institute, or foundation, to utilize as a Presidential archival depository land, buildings, and equipment . . . to be made available . . . *without*⁴ transfer of title to the United States, and to maintain, operate, and protect such depository as a part of the national archives system.

The resolution provides, however, that the Administrator shall submit to Congress a written report concerning any proposed de-

¹ Mrs. Buck, a member of the National Archives staff since December 1948, has been associate editor of the *American Archivist* since 1952.

² Public Law 373, 84th Cong., 1st Sess.

³ 53 Stat. 1062.

⁴ Italics supplied.

pository, with a description of the property and of the papers involved and an estimate of the cost of any additional necessary equipment and the annual cost to the United States for maintaining the depository. This report is to lie before Congress for 60 days before the Administrator may take title to property or enter into any agreement concerning it. Presumably, if Congress has not by the end of that period enacted legislation preventing the Administrator's further action, he may proceed to take title to the property or agree to administer it.⁵

Three identical resolutions embodying this legislation were introduced in the House of Representatives — by John W. McCormack, of Massachusetts, majority leader; Joseph W. Martin, Jr., of Massachusetts, minority leader; and Edward H. Rees, of Kansas.⁶ On June 13, 1955, a hearing on these resolutions was held before the special subcommittee on donable property, of the Committee on Government Operations.⁷ The subcommittee consisted of Representative McCormack, chairman; John E. Moss, of California; and Charles R. Jonas, of North Carolina; members ex officio were William L. Dawson, of Illinois, chairman of the Committee on Government Operations, and Clare E. Hoffman, of Michigan, ranking minority member of the committee. Representatives Dawson and Hoffman were not present at the hearing.

Testifying in favor of the resolutions were Representative Rees; James N. Milne, administrative assistant to Representative Martin; Edmund F. Mansure, Administrator of General Services; Wayne C. Grover, Archivist of the United States; and David D. Lloyd, executive director of the Harry S. Truman Library, Inc. Present at the hearing and commenting on legal problems were Robert F. Keller, Assistant to the Comptroller General; and Maxwell H. Elliott, General Counsel of the General Services Administration.

Letters and statements on behalf of the proposed legislation were submitted for the record by the following men: Henry Steele Commager, professor of history at Columbia University; Elmer Ellis, president of the University of Missouri; Sam Heller, president of the Eisenhower Foundation; Franklin D. Murphy, chancellor of the University of Kansas; Basil O'Connor, president of the

⁵ Statement of Robert F. Keller, Assistant to the Comptroller General, in Special Subcommittee of the House Committee on Government Operations, 84th Cong., 1st Sess., *Hearing . . . on . . . Bills to Provide for the Acceptance and Maintenance of Presidential Libraries . . .*, June 13, 1955, p. 48.

⁶ H. J. Res. 330, 331, and 332, respectively.

⁷ The printed hearing, cited above in note 5, is a pamphlet of 64 pages.

Harry S. Truman Library, Inc.; and Boyd C. Shafer, executive secretary of the American Historical Association. Other documents printed in the record include a list of the extant papers of all United States Presidents, giving their location, the number of items in each group of papers, and any restrictions on their use; statistics on the research use of the papers in the Franklin D. Roosevelt Library and the number of visitors to the museum of the library; and lists of 51 published works based in considerable part on research in that library and of 40 completed and accepted unpublished doctoral dissertations based in whole or in part on such research. Readers of the *American Archivist* will be interested to know that the entire article by David D. Lloyd on the Harry S. Truman Library (published in the April 1955 issue) is also among the documents printed by the subcommittee.

The following excerpt is from a statement filed by Representative McCormack:

The principal benefits of the proposed legislation are as follows:

1. It provides a system for the preservation and use of Presidential papers that accords with our Constitution and traditions;
2. It enables the Government to acquire, as gifts, expensive archival depositories and equipment that can be used not only for Presidential papers, but also for the preservation of valuable Federal records accumulated outside of Washington;
3. By establishing important collections of manuscript sources in other parts of the Nation than the Capital, thereby giving local scholars easier access to them, it will stimulate interest in our history and Government; and
4. It takes into account the growing need for the dispersion of research facilities resulting from the existence of nuclear weapons.⁸

During the hearing the Administrator of General Services made the following statement:

These resolutions are history-making — in more ways than one.

They propose a foundation for the systematic preservation and use of the papers of the American Presidency. As the first proposal for general legislation of this kind, these resolutions are historic . . .

As a matter of ordinary practice, the President has removed his papers from the White House at the end of his term. This has been in keeping with the tradition and the fact that the papers are the personal property of the retiring Presidents. One unfortunate consequence has been that important bodies of Presidential documents have been dispersed and destroyed, particularly prior to the 20th Century.

All this is recognized in this legislation; there is nothing mandatory in the proposal. It is not an ill-conceived attempt to bind any future President of the

⁸ *Hearing*, p. 58.

United States. Instead, it will provide the vehicle by which the President is assured the integrity of his papers, their proper and orderly arrangement, and their eventual availability to the people as the historical record of his administration.

Thus, these resolutions have a simple purpose. They will establish in law a system whereby Presidential papers, in their entirety, may become a part of the National Archives, by gift or by agreement. Presidential libraries financed by private contributions may be included. In those instances, the National Archives will receive not only the all-valuable papers, but also the land, buildings, and equipment essential to their preservation and use. In every case, the decision to make the gift will continue to rest with the former President and his heirs and friends.⁹

A major part of the testimony at the hearing was given by the Archivist of the United States. In his concluding remarks he said that the legislation "provides a system for gradually expanding the archival facilities of the United States at the least expense to the Federal Government and with the greatest benefits nationally to scholarship."¹⁰

The first library to be given to the United States under the new law will probably be the Harry S. Truman Library at Independence. Plans are in preparation, however, for the Eisenhower Library, to be built near the Eisenhower Museum and birthplace at Abilene.

The main holdings of each such library will of course be the papers of the President by or in whose name the papers and the building have been given to the Nation. The libraries, however, will in effect be field branches of the National Archives. They will receive for deposit copies of microfilm and other publications of the National Archives, and they will provide facilities for preserving historically valuable noncurrent regional records of Federal agencies, now housed in Federal records centers that were not designed for permanent holdings.

The estimated cost of operating a presidential library, making the papers accessible to scholars, maintaining exhibit rooms, and guarding and cleaning the building is \$150,000 a year. This estimate is based on the costs of the Franklin D. Roosevelt Library. Of this amount some \$50,000 will come from admission fees paid by tourists and from the reproduction of library documents. (The Roosevelt Library has about 200,000 visitors a year.)

In a recent statement of policy for the Truman Library's ad-

⁹ *Hearing*, p. 14.

¹⁰ *Hearing*, p. 47.

visory committee ¹¹ Dr. Grover cautioned against setting any very specific or inflexible criteria for acquisitions at this time. He said:

These policies can only be worked out in detail over a period of time, but three guiding principles should be followed:

(1) As a Federal institution, the Library should avoid competition with State or local historical societies in the acquisition of historical materials. It should properly restrict its acquisitions in the field of regional or local history to Federal records, to historical materials acquired from organizations in which Mr. Truman has been active, to Truman family papers, and to materials collected by Mr. Truman and reflecting his personal interests.

(2) As a national institution, it should concentrate on the development of collections relating to national and international affairs, particularly for the period of Mr. Truman's service in the Senate and the White House.

(3) As an archival institution, it should devote itself primarily to the acquisition of original source materials, both in paper form and on microfilm, rather than printed materials.

It will be some years before the very large collection of Mr. Truman's own papers, books, and mementos are properly arranged and indexed. First priority should be given during this period to the collection of the personal papers of Mr. Truman's official associates and contemporaries.

¹¹ The members of the advisory committee, in addition to Dr. Grover, are Theodore C. Blegen, dean of the graduate school, University of Minnesota; Henry Steele Commager, professor of history at Columbia University; Clarence R. Decker, former president of the University of Kansas City; Elmer Ellis, president of the University of Missouri; Earl J. McGrath, president of the University of Kansas City; Franklin D. Murphy, chancellor of the University of Kansas; Arthur M. Schlesinger, Jr., professor of history at Harvard University; and Boyd C. Shafer, executive secretary of the American Historical Association.

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Writings on Archives, Current Records, and Historical Manuscripts, June 1954-May 1955

By LESTER W. SMITH

National Archives

THIS annual bibliography is the thirteenth compiled under the auspices of the Committee on 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 June 1954 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, historical documentary publications, reports of libraries and historical institutions giving but a few lines to manuscripts accessions, and items appearing in news notes, unless unusually important. This year's bibliography continues to give records-management and pertinent office-management publications somewhat greater attention, on a highly selective basis. The listing of foreign archival publications continues to be highly selective also, in view of the international bibliography being published in *Archivum*.

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.

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

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II. FILING TECHNIQUES AND MANAGEMENT OF CURRENT RECORDS

A. General Discussion

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- See also* 122-123, 126, 128, 138, 145, 225, 228, 230, 232, 352-353, 376, 390, 419, 421-423, 425.

B. Machine Techniques in Office Operations and in Information Processing

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87. AMERICAN MANAGEMENT ASSOCIATION. A new approach to office mechanization. New York [1954]. 62 p. Integrated data processing through common language machines. The U. S. Steel Corporation program.
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See also 35, 65, 240-242.

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

A. United States in General and Federal Government

98. AMERICAN HISTORICAL ASSOCIATION. Annual report for the year 1953. Vol. I. Proceedings. Washington [1954] 52 p. Of particular interest are the reports of the Executive Secretary and Managing Editor, Boyd C. Shafer, p. 8-13; the Committee on Documentary Reproduction, p. 36-40 (including, as Appendix, "Russian historical sources: priority list No. 1, for microprint project," p. 39-40); and the Committee on Historians and the Federal Government, p. 42-43.
99. BERKELEY, FRANCIS L. History and problems of the control of manuscripts in the United States. American Philosophical Society, *Proceedings*, 98, no. 3: 171-178 (June 15, 1954). A paper read in the symposium on the manuscript sources of

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100. BUTTERFIELD, LYMAN H. Archival and editorial enterprise in 1850 and in 1950: some comparisons and contrasts. American Philosophical Society, *Proceedings*, 98, no. 3: 159-170 (June 15, 1954). A paper read in the symposium on the manuscript sources of American history: problems of their control, use, and publication, November 12, 1953. Includes bibliography.
 101. FISHBEIN, MEYER H. Records management in the Bureau of Corporations. *American archivist*, 18: 161-167 (Apr., 1955).
 102. GROVER, WAYNE C. Archives: society and profession. *American archivist*, 18: 3-10 (Jan., 1955). Presidential address read at the annual meeting of the Society of American Archivists, Williamsburg, Virginia, September 13, 1954. Discusses advantages of broader membership base for the Society and points out present value to both archivists and records managers in having membership in common in a professional society.
 103. HALL, ARDELIA R. U. S. program for return of historic objects to countries of origin, 1944-54. State Department, *Bulletin*, 31: 493-498 (Oct. 4, 1954). Bibliographical footnotes. Describes recent accomplishments under the United States postwar program for the restitution of cultural property, including the recovery and return of Dutch archives of the Netherlands East Indies dating from 1767 to 1939; German archives of the 15th and 17th centuries, mainly from the town of Grebenstein in Hesse; a 10th-century codex containing one page of the Hildebrandslied from the Landesbibliothek at Kassel; and a 14th-century codex "De Africa" by Petrarch, from the Biblioteca Civica of Trieste.
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 105. KLEIN, ARTHUR G. Scholars fear United States will return Nazi archives before full study; extension of remarks of Hon. Arthur G. Klein, of New York, in the House of Representatives. *Congressional record*, 101, no. 47: A1812-A1813 (Mar. 16, 1955). Includes an article from the *New York Times*, Mar. 7, 1955, of the same title, by Anthony Leviero.
 106. LELAND, WALDO G. The creation of the Franklin D. Roosevelt Library: a personal narrative. *American archivist*, 18: 11-29 (Jan., 1955). Based in part on materials in the author's file, kept as chairman of the Executive Committee, which will be transferred to the National Archives in due time.
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 108. MEARNs, DAVID C. Comments on the symposium on the manuscript sources of American history: problems of their control, use, and publication. American Philosophical Society, *Proceedings*, 98, no. 3: 185-188 (June 15, 1954).
 109. PHILLIPS, HELEN C. Signal Corps historical collection. *Military affairs*, 18: 88-89 (Summer, 1954). A note on the Historical Branch of the Signal Corps Center, Fort Monmouth, New Jersey, since designated the Signal Corps Museum. Its collections include "signal equipment, memorabilia, and archival and reference materials."
 110. SCHELLENBERG, THEODORE R. The finding aid programme in the National Archives, U. S. A. *Indian archives*, 8: 1-7 (Jan.-June, 1954). Discusses goals and accomplishments in the systematic program of records description.
 111. SOCIETY OF AMERICAN ARCHIVISTS. Reports for the year 1953-1954. *American archivist*, 18: 46-52 (Jan., 1955).

112. U. S. CONGRESS. HOUSE. A bill to amend the Federal Records Act of 1950 to improve the microfilming services available to Federal agencies. [Washington, 1955] 3 p. (84-1, *H. R.* 5821).
113. U. S. CONGRESS. HOUSE. Joint resolution to provide for the acceptance and maintenance of Presidential libraries, and for other purposes. [Washington, 1955] 7 p. (84-1, *H. J. Res.* 330). Amends the Federal Records Acts of 1950 by authorizing the Administrator of General Services to accept for deposit the papers and other historical materials of any President of the United States, to accept gifts of land or buildings for Presidential archival depositories, and to enter into other agreements to use land or buildings for such depositories without transfer of title to the United States. *H. J. Res.* 331 and 332 and *S. J. Res.* 81 are to the same effect. Approved as *Pub. Law* 373, 84th Cong.
114. U. S. CONGRESS. HOUSE. APPROPRIATIONS COMMITTEE. Independent offices appropriations for 1956. Hearings . . . 84-2. Pt. 2. Washington, 1955. p. 799-1,706. Hearings on the National Archives and Records Service appear on p. 927-941.
115. U. S. CONGRESS. HOUSE. FOREIGN AFFAIRS COMMITTEE. The Pan American Institute of Geography and History; report. [Washington, 1954] 11 p. (83-2, *H. Rept.* 2524). A favorable report on a resolution (*H. J. Res.* 565) authorizing continued United States membership in the Pan American Institute of Geography and History and increasing the annual appropriation. The resolution was approved as *Pub. Law* 736, 83rd Cong.
116. U. S. CONGRESS. SENATE. APPROPRIATIONS COMMITTEE. Creation and management of United States Government records; report of the Investigations Division of Senate Appropriations Committee, July 1954. Washington, 1954. 31 p. (83-2, *S. Com. print*).
117. U. S. CONGRESS. SENATE. APPROPRIATIONS COMMITTEE. Independent offices appropriations, 1956. Hearings . . . 84-1. Washington, 1955. 571 p. Hearings on the National Archives and Records Service appear on p. 148-158, including report on records and paperwork management surveys performed under contract.
118. U. S. CONGRESS. SENATE. APPROPRIATIONS COMMITTEE. Legislative-judiciary appropriations, 1955. Hearings . . . 83-2. Washington, 1954. 147 p. Discussion of the motion-picture collection of the Library of Congress appears on p. 40-46, and a compilation of Congressional enactments relating to the use of the Library of Congress, 1802-1952, appears on p. 99-127.
119. U. S. CONGRESS. SENATE. APPROPRIATIONS COMMITTEE. The supplemental appropriation bill, 1955. Hearings . . . 83-2. Washington, 1954. 1,366 p. Hearings on *H. R.* 9936. Testimony relating to the "creation and management of records" appears on p. 928-945. The Senate report was favorable (83-2, *S. Rept.* 2034) and the bill was approved as *Pub. Law* 663, 83rd Cong.
120. U. S. CONGRESS. SENATE. GOVERNMENT OPERATIONS COMMITTEE. Amending the Federal Property and Administrative Services Act of 1949, as amended, and for other purposes; report. [Washington, 1955] 3 p. (84-1, *S. Rept.* 272). A favorable report on a bill (*S.* 1007) that would establish the General Services Administration as a central statutory depository for agreements or compacts between the several States. The legislation is permissive and not mandatory.
121. U. S. CONGRESS. SENATE. RULES AND ADMINISTRATION COMMITTEE. Nomination of Lawrence Quincy Mumford to be Librarian of Congress. Hearing . . . 83-2. Washington, 1954. 147 p. The appendix, p. 29-147, consists of background material prepared for use by the Committee, including statistical and other data on the history and present status of the Library's operations.
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mittee also organized the Texas Historical Foundation, a private, nonprofit foundation chartered by the State.

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See also 45, 53, 251, 291, 351, 368.

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D. International Organizations

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See also 115, 172.

IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

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See also 31.

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

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See also 44, 174, 177.

VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

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See also 163, 301, 393.

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

A. General Discussion

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B. United States in General and Federal Government

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247. EPSTEIN, FRITZ T. Zur Quellenkunde der neuesten Geschichte. Stuttgart, Deutsche Verlags-Anstalt [1954] p. 513-525. (Sonderdruck aus dem Juli-Heft 1954, *Vierteljahrshefte für Zeitgeschichte*). A German version of an article published in the *American archivist*, July, 1954, including annotations and notes not in the English version.
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252. LAND, ROBERT H. The National Union Catalog of Manuscript Collections. *American archivist*, 17: 195-207 (July, 1954).
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254. MARCHMAN, WATT P. Acquisitions, gifts, and collections. *Manuscripts*, 7: 53-57 (Fall, 1954). Describes manuscript additions to institutional collections.
255. PECKHAM, HOWARD H. Manuscript repositories and the national register. *American archivist*, 17: 319-324 (Oct., 1954). A paper read at a joint meeting of the Mississippi Valley Historical Association and the Society of American Archivists at Madison, Wisconsin, April 24, 1954. Relates to the National Union Catalog of Manuscript Collections in the Library of Congress.
256. PINKETT, HAROLD T. Records of the first century of interest of the United States Government in plant industries. *Agricultural history*, 29: 38-45 (Jan., 1955). A description of records in the National Archives.
257. REINGOLD, NATHAN. The National Archives and the history of science in America. *Isis*, 46: 22-28 (Mar., 1955). A description of records in the National Archives.
258. ROTHWELL, C. EASTON. Resources and research in the Hoover Institute and Library. *American archivist*, 18: 141-150 (Apr., 1955). A paper read at the annual meeting of the American Historical Association in Chicago, December 29, 1953.
259. U. S. FEDERAL RECORDS CENTER, *St. Louis, Mo.* Guide for servicing inquiries relating to annual and sick leave records. Prepared by Research and Coordination Section. St. Louis, Mo., 1953. 71 l. (Reference Service Branch, *Monograph* no. 4.)
260. U. S. FEDERAL RECORDS CENTER, *St. Louis, Mo.* Personnel records of the Department of Agriculture. St. Louis, Mo., 1955. 148, [14] l. (Reference Service Branch, *Monograph* no. 9.)
261. U. S. FEDERAL RECORDS CENTER, *St. Louis, Mo.* Personnel records of the Department of Labor. Prepared by Research and Coordination Section. St. Louis, Mo., 1953. 63 l. (Reference Service Branch, *Monograph* no. 3.)
262. U. S. FEDERAL RECORDS CENTER, *St. Louis, Mo.* Personnel records of the Department of the Army—Department of the Air Force—Office Secretary of Defense. St. Louis, Mo., 1954. var. pag. (Reference Service Branch, *Monograph* no. 8.)
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264. U. S. FEDERAL RECORDS CENTER, *St. Louis, Mo.* Personnel records of the General Services Administration. St. Louis, Mo., 1953. 38 l. (Reference Service Branch, *Monograph* no. 5.)
265. U. S. FEDERAL RECORDS CENTER, *St. Louis, Mo.* Personnel records of the Housing and Home Finance Agency. St. Louis, Mo., 1955. 56 l. (Reference Service Branch, *Monograph* no. 10.)
266. U. S. LIBRARY OF CONGRESS. Annual reports on acquisitions: manuscripts. *Quarterly journal of current acquisitions*, 12: 113-143 (May, 1955). Describes personal papers, presidential papers, private archives, journals and diaries, miscellaneous manuscripts, literary manuscripts, and reproductions added to the holdings of the Manuscripts Division. Manuscripts in the fields of law, music, maps, and Orientalia, Renaissance books and codices in manuscript, and reproductions of manuscripts not of specific interest for United States history are described elsewhere in the *Journal*.
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268. U. S. NATIONAL ARCHIVES. Federal population censuses, 1840-80; a price list of microfilm copies of the original schedules. Washington, 1955. 73 p.

269. U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to the Middle East. [Washington, 1955] 96 p. (*Reference information paper* no. 44.)
270. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Bureau of the Second Assistant Postmaster General, 1814-1946 (Record Group 28). Comp. by Arthur Hecht. Washington, 1955. 40 p. (*Preliminary inventory* no. 82)
271. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Commission of Fine Arts (Record Group 66). Comp. by Richard S. Maxwell. Washington, 1955. 38 p. (*Preliminary inventory* no. 79)
272. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the House Committee on the Civil Service pertaining to the investigation of civilian employment in the Federal Government, 1942-46 (Record Group 233). Comp. by George P. Perros. Washington, 1954. 12 p. (*Preliminary inventory* no. 69)
273. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Joint Congressional Aviation Policy Board, 1947-48 (Record Group 128). Comp. by Watson G. Caudill and George P. Perros. Washington, 1954. 26 p. (*Preliminary inventory* no. 74)
274. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Military Affairs Committee of the House of Representatives relating to an investigation of the War Department, 1934-36 (Record Group 233). Comp. by George P. Perros. Washington, 1955. 21 p. (*Preliminary inventory* no. 80)
275. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the National War Labor Board (World War II) (Record Group 202). Comp. by Estelle Rebec. Washington, 1955. 188 p. (*Preliminary inventory* no. 78)
276. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Select Committee of the House of Representatives Investigating National Defense Migration, 1940-43 (Record Group 233). Comp. by George P. Perros. Washington, 1954. 30 p. (*Preliminary inventory* no. 71)
277. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Select Committee of the House of Representatives on Post-War Military Policy, 1944-46 (Record Group 233). Comp. by George P. Perros. Washington, 1954. 6 p. (*Preliminary inventory* no. 70)
278. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Senate Committee on Interstate Commerce: Subcommittee to Investigate Interstate Railroads, 1935-43 (Record Group 46). Comp. by Albert U. Blair and John W. Porter. Washington, 1954. 10 p. (*Preliminary inventory* no. 75)
279. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Wage Adjustment Board (Record Group 236). Comp. by Leonard Rapport. Washington, 1954. 9 p. (*Preliminary inventory* no. 72)
280. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the War Relocation Authority (Record Group 210). Comp. by Estelle Rebec and Martin Rogin. Washington, 1955. 45 p. (*Preliminary inventory* no. 77)
281. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of United States participation in international conferences, commissions, and expositions (Record Group 43). Comp. by H. Stephen Helton. Washington, 1955. 161 p. (*Preliminary inventory* no. 76)
282. U. S. NATIONAL ARCHIVES. Records in the National Archives concerning age and citizenship. [Washington, 1955] 4 p.

See also 20, 109-110, 149-150, 239, 332, 383, 389, 397, 405, 411-415.

C. State and Local

283. ABAJIAN, JAMES de T. [Preliminary listing of manuscript collections of more than fifty leaves each in the library of the California Historical Society]. California Historical Society, *Quarterly*, 33: 372-376 (Dec., 1954). A list, compiled in response to a request by the National Historical Publications Commission, of

- personal papers, business papers, organizational and miscellaneous papers, and ships' logs or journals.
284. CAMPBELL, IVAH F. Resources of the Wisconsin State Historical Library. Rochester, N. Y., Univ. of Rochester Press for the Association of College and Reference Libraries, 1954. (ACRL *Microcard series* no. 29). 2 cards (38 l.)
 285. COLONIAL WILLIAMSBURG, *inc.*, *Williamsburg, Va.* Guide to the manuscript collections of Colonial Williamsburg. Comp. by Lynette Adcock. Williamsburg, Va., 1954. 58 p.
 286. ELLSWORTH, S. GEORGE. A guide to Utah manuscripts in the Bancroft Library, with an introduction to Hubert Howe Bancroft and the history of Utah. [Salt Lake City, Utah State Historical Society, 1954]. p. 99-124, 197-247. Reprinted from *Utah historical quarterly*, 22 (Apr., July, 1954).
 287. ERMATINGER, CHARLES J. A partial list of catalogues, inventories, and indices, both printed and handwritten, on file in the Vatican Manuscript Depository of the Knights of Columbus Foundation [in St. Louis, Mo.]. *Manuscripta*, 1, no. 2: 8-23 (Oct., 1954).
 288. FRIDLEY, RUSSELL W. The *Writings* of Jonathan Carver. *Minnesota history*, 34: 154-159 (Winter, 1954). Describes the collection of books and manuscripts in the Minnesota Historical Society relating to activities of Jonathan Carver (1710-80), in Minnesota country, chiefly 1766-67.
 289. GENERAL John Charles Black's papers. Illinois State Historical Society, *Journal*, 47: 330-332 (Autumn, 1954). Describes the papers of Black (1839-1915), Civil War soldier, orator, lawyer, Commissioner of Pensions under President Cleveland, and president of the Civil Service Commission under President Taft, which have recently been deposited in the Illinois State Historical Library.
 290. HILL, ROBERT W. The Liebmann Collection of American historical documents. New York Public Library, *Bulletin*, 58: 386-391 (Aug., 1954). Reprinted in *Manuscripts*, 6: 210-214 (Summer, 1954).
 291. HISTORICAL AND PHILOSOPHICAL SOCIETY OF OHIO. Annual report of the Director. *Bulletin*, 13: 62-68 (Jan., 1955). Contains data on manuscript accessions.
 292. KANE, LUCILE M. The papers of John Harrington Stevens. *Minnesota history*, 34: 144-148 (Winter, 1954). In Minnesota Historical Society. Contains data on experiences of Stevens family in Lower Canada, Illinois, Tennessee, and Minnesota, from 1839 to 1890.
 293. MICHIGAN. UNIVERSITY. MICHIGAN HISTORICAL COLLECTIONS. Report, 1953-1954. Ann Arbor [1955?] 8 p. Preprinted from the president's report.
 294. PHELAN, JOHN L. The Philippine Collection in the Newberry Library. Newberry Library, *Bulletin*, 3: 229-236 (Mar., 1955). Largely inspired by the gift of Edward E. Ayer, the collection comprises both printed and manuscript materials.
 295. POWELL, WILLIAM S. The Carolina charter of 1663, how it came to North Carolina and its place in history, with biographical sketches of the proprietors. Raleigh, State Dept. of Archives and History, 1954. 79 p. Includes data on steps taken to establish authenticity of the document and to determine whether the London bookseller from whom it was purchased could offer clear title to it.
 296. WALKER, MARY A. India and Ceylon in the Archives of the American Board of Foreign Missions. *Indian archives*, 7: 95-99 (July-Dec., 1953). Describes records on deposit in the Harvard College Library and in the Andover-Newton Theological School, Newton Center, Massachusetts.
 297. WEAVER, WARREN. The mathematical manuscripts of Lewis Carroll. Princeton University. Library, *Chronicle*, 16: 1-9 (Autumn, 1954).
 298. WISCONSIN. STATE HISTORICAL SOCIETY. Accessions, manuscripts. *Wisconsin magazine of history*, 38: 125-126 (Winter, 1954-55). Contains information on the several special collecting projects of the Society.

299. WOODRESS, JAMES. The [Booth] Tarkington papers. Princeton University. Library, *Chronicle*, 16: 45-53 (Winter, 1955).

See also 53, 137, 143, 335, 337, 351, 364, 368, 372, 401, 416.

D. Foreign Countries

300. AUSTRIA. STAATSARCHIV. Inventar des Kriegsarchivs Wien. Verfasst von den Beamten des Kriegsarchivs. Wien, Druck und Verlag: Ferdinand Berger in Horn, N.-Ö., 1953. 2 vols. in 1.
301. BARTHELEMY, D. Discoveries in the Judean desert, Qumran Cave I. By D. Barthelemy and J. T. Milik. New York, Oxford Univ. Press, 1955. 178 p. Translation of and commentary on the Dead Sea Scrolls, including accounts of the finding, the method used for separating the layers of leather, the constitution of the ink, and the archeological evidence for the dating. Text in French, English, and Aramaic.
302. BRITISH RECORDS ASSOCIATION. Handlist of Scottish and Welsh record publications. The Scottish section by Peter Gouldesbrough and A. P. Kup; the Welsh section by Idwal Lewis. London, 1954. 34 p. (*Publications pamphlet* no. 4). Supplements the Association's *Handlist of record publications*, 1951, which dealt exclusively with England.
303. BROME COUNTY HISTORICAL SOCIETY. Collections; preliminary inventory. Published by the Public Archives of Canada in cooperation with Brome County Historical Society. [Ottawa] 1954. 99 p. Compiled by Homer A. Mitchell, President of the Society and edited by the Public Archives, as part of a joint program that will include microfilming the Society's manuscripts by the Public Archives according to the arrangement of the inventory.
304. CANADA. PUBLIC ARCHIVES. MANUSCRIPT DIVISION. Preliminary inventory. Manuscript group 18. Pre-conquest papers. [Ottawa] 1954. 41 p.
305. CANADA. PUBLIC ARCHIVES. MANUSCRIPT DIVISION. Preliminary inventory. Manuscript group 19. Fur trade and Indians, 1763-1867. [Ottawa, 1954] 30 p.
306. CANADA. PUBLIC ARCHIVES. MANUSCRIPT DIVISION. Preliminary inventory. Manuscript group 21. Transcripts from papers in the British Museum. [Ottawa] 1955. 31 p.
307. CANADA. PUBLIC ARCHIVES. MANUSCRIPT DIVISION. Preliminary inventory. Record group 19. Department of Finance. [Ottawa] 1954. 41 p.
308. LES COLLECTIONS militaires polonaises à l'étranger. *Revue internationale d'histoire militaire*, 1952, no. 12: 563-567. Describes holdings of the Bibliothèque Polonaise de Paris (founded 1838) and of the Institut Sikorski at London (founded 1945). The former has a Section des Manuscrits et Archives, the latter has an Archives and a Museum.
309. ELLIS, ROGER. The Novello and Cowden Clarke papers. *Archives*, 2, no. 12: 205-210 (Michaelmas, 1954). Describes the valuable family archives discovered in the Casa Gigliucci at Fermo, Italy, and recently presented to the University of Leeds.
310. FRANCE. ARCHIVES NATIONALES. Le fonds du Comité de sûreté générale (AF II*, F7, Dxlili) par Pierre Caron. Paris, Impr. nationale, 1954. 185 p.
311. FURBER, HOLDEN. The East India Company's financial records. *Indian archives*, 7: 100-114 (July-Dec., 1953). Observations based chiefly on the Company's home office records in London and the Madras (field office) ledgers and journals now in the Madras Record Office.
312. GAGNEBIN, BERNARD. Le cabinet des manuscrits de la Bibliothèque de Genève. Genève, 1954. 53 p.
313. GUILLÉN, JULIO F. Independencia de America, indice de los papeles de expediciones de Indias. Madrid, Instituto Histórico de Marina, 1953. 3 vols.
314. GUILLÉN, JULIO F. Indice de los papeles de la sección de corso y presas, 1784-

- 1838 [Archivo General de Marina Don Alvaro de Bazán] Madrid, Imprenta del Ministerio de Marina, 1953-54. 2 vols.
315. JONES, PHILIP E., *ed.* Calendar of plea and memoranda rolls preserved among the archives of the Corporation of the City of London at the Guild Hall, A.D. 1437-1457. Cambridge, Eng., University Press, 1954. 229 p. The fifth volume in a series, the first four of which covered the period 1323-1437.
 316. JONG, C. T. de. Études et recherches néerlandaises. *Revue d'histoire de la deuxième guerre mondiale*, 4: 143-147 (1954). Relates chiefly to study of German deportations and to the National Institute for War Documentation and the Dutch Red Cross, including list of primary source materials in the latter.
 317. KELLAWAY, WILLIAM. The archives of the New England Company. *Archives*, 2, no. 12: 175-182 (Michaelmas, 1954). Describes the records of the oldest protestant missionary society still in existence, now in the Guildhall Library.
 318. KRISTELLER, PAUL O. Pt. II. A tentative list of unpublished inventories of imperfectly catalogued extant collections. *Traditio*, 9: 393-418 (1953). A list of more than 100 inventories covering collections in 245 cities of nearly 20 European countries. Supplements the author's "Latin manuscript books before 1600: a bibliography of the printed catalogues of extant collections" (*Traditio*, 6: 227-317. 1948).
 319. LINDSAY-MACDOUGALL, K. F. Manuscripts at the National Maritime Museum. Pt. 1. *Mariner's mirror*, 40: 223-226 (Aug., 1954).
 320. MACEDO SOARES, JOSÉ C. de. Fontes da Historia da Igreja Católica no Brasil. Rio de Janeiro, 1954. 338 p. Includes chapters on archival material in Europe, Brazil, and the rest of the Americas. Also listing of records in national, state, and ecclesiastical archives and manuscript collections in national and state libraries.
 321. MAJOR, KATHLEEN, *comp.* A handlist of the records of the Bishop of Lincoln and of the Archdeacons of Lincoln and Stow. London, Geoffrey Cumberlege, Oxford Univ. Press, 1953. 122 p. Catalogs the principal classes of one of the most extensive collections of ecclesiastical records in England.
 322. MALININ, G. A. Gosudarstvennyi arkhiv saratovskoi oblasti. *Voprosy istorii*, 1954 (10): 174-176. A brief account of materials in Saratov's regional archives.
 323. NEW ZEALAND. INTERNAL AFFAIRS DEPARTMENT. ARCHIVES DIVISION. Preliminary inventory no. 4. Archives of the Provinces of New Ulster and New Munster and of the Civil Secretary's Office. Wellington, Department of Internal Affairs, 1954. 15 p.
 324. NORTHAMPTONSHIRE ARCHIVES COMMITTEE. Summary guide to the Northamptonshire Record Office. By P. I. King, with a foreword by Frank Lee. Northampton, J. Stevenson Holt, Ltd., Printers, 1954. 24 p. The Record Office was established in 1952 to take over the archival functions of the Northamptonshire Record Society. The guide comprises the history and rules of the Office, the identity of its more important finding mediums, and descriptions of the six principal classes of holdings.
 325. PURVIS, JOHN S. Records of the Diocese of York. *Contemporary review*, 187: 205-208 (Mar., 1955).
 326. SCROGGS, EDITH S. The records of Rochester Bridge and the New College of Cobham. *Archives*, 2, no. 12: 183-191 (Michaelmas, 1954).
 327. SURATTEAU, J. Archives de la période révolutionnaire en Suisse. *Annales historiques de la révolution française*, 27: 59-60 (Jan.-Mar., 1955).
 328. TAGAROV, Z. Gosudarstvennyi arkhiv irkutskoi oblasti. *Voprosy istorii*, 1954 (7): 183-184. A brief account of materials available in the Archives at Irkutsk.
 329. TUDELA, JOSÉ. Los manuscritos de America en las bibliotecas de España. Madrid, Ediciones Cultura Hispánica, 1954. 586 p.
 330. WICKBERG, EDGAR B. Spanish records in the Philippine National Archives. *Hispanic American historical review*, 35: 77-89 (Feb., 1955).

331. WILSON, EDMUND. The scrolls from the Dead Sea. *New Yorker*, 31, no. 13: 45-121 (May 14, 1955). A more popular treatment of the matter discussed in item 301, above.
See also 168, 172-173, 175, 185, 191, 199-200, 204, 217, 237, 341, 348, 359, 367, 382, 388, 391, 402.

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

332. BORN, LESTER K. Annual reports on acquisitions: microreproduction. U. S. Library of Congress, *Quarterly journal of current acquisitions*, 12: 33-36. (Nov., 1954). A report on developments in policy and practice and a summary of significant acquisitions in microfilm, by the Coordinator of Microreproduction Projects.
333. BORN, LESTER K. Some animadversions on European standards and practices. *American documentation*, 5: 160-162 (Aug., 1954). Discusses the lack of standardization in the techniques, sizes, and equipment employed in the microphotographic reproduction of documents in Europe and the United States.
334. BRÉE, RUDOLF. Mikrofilm im Archivwesen. *Der Archivar*, 7: cols. 101-108 (1954).
335. CHURCH of Jesus Christ of Latter Day Saints microfilming project in Mexico. *Hispanic American historical review*, 35: 91 (Feb., 1955).
336. CLAPP, VERNER W., FRANCIS H. HENSHAW, DONALD C. HOLMES. Are your microfilms deteriorating acceptably? *Library journal*, 80: 589-594 (Mar. 15, 1955). Studies at Library of Congress indicate need for testing and sampling microfilm products prior to purchase. Suggests specific testing methods.
337. FISHER, MARY A. Preliminary guide to the microfilm collection in the Bancroft Library. Berkeley, Calif., Univ. of California, 1955. 28 l.
338. GILLE, BERTRAND. Exquisse d'un plan de normalisation pour le microfilmage des archives. *Archivum*, 3: 87-104 (1953). Abstracts in English and Spanish.
339. GREAT BRITAIN. PUBLIC RECORD OFFICE. Microphotography and archives, being a memorandum from the Public Record Office. *Archivum*, 3: 81-86 (1953). Abstracts in Spanish and French.
340. HAWKEN, WILLIAM R. New methods for photocopying. *Library journal*, 79: 1115-1124 (June 15, 1954).
341. ILA, BÁLINT. I. Országos levéltár. 9. Filmtár. Budapest, Levéltárak országos központja, 1954. 227 p. (*Levéltári alapelektárak*). A survey of microfilming activities in the National Archives of Hungary. Résumé in French, p. 223-227.
342. MASON, RUTH E. What "ASA" and "Z39" mean to librarians. *Special libraries*, 46: 191-195 (May-June, 1955). Discusses work of the American Standards Association as represented by its Sectional Committee Z39, Standardization in the Field of Documentation and Library Practice, and its Committee PH5, on Photographic Reproduction of Documents.
343. TATE, VERNON D. Annual meeting, National Microfilm Association. *American documentation*, 5: 173-174 (Aug., 1954).
344. TATE, VERNON D. Photographic and other scientific aids of the editor and curator. American Philosophical Society, *Proceedings*, 98: 179-184 (June 15, 1954). A paper read in the symposium on the manuscript sources of American history: problems of their control, use, and publication, November 12, 1953.
345. TYLER, A. W., W. L. MYERS, AND J. W. KUIPERS. The application of the Kodak minicard system to problems of documentation. *American documentation*, 6: 18-30 (Jan., 1955).
346. VIELLIARD, J. The photographing and reproducing of manuscripts. *Unesco bulletin for libraries*, 8, no. 10: [E 109]-E 113 (Oct., 1954). The head of the Institut de Recherche et d'Histoire des Textes, Paris, discusses briefly national

and international microfilm services and various kinds of equipment used in microfilming.

347. WEBB, THOMPSON, JR. Microcopy, near-print, and the new film composing machines. *Library quarterly*, 25: 111-124 (Jan., 1955).

See also 32, 98, 108, 112, 126, 268, 287.

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

348. BARRACLOUGH, GEOFFREY. The historian and his archives. *History today*, 4: 412-420 (June, 1954). A discussion of the value of multi-archival research, drawing on the author's experience in the use of materials in the Vatican Archives, the Archives of the Crown of Aragon in Barcelona, and the Archives of the Teutonic Knights (formerly at Koenigsberg, since 1944 at Goslar).
349. BELL, WHITFIELD J. Franklin's papers and *The papers of Benjamin Franklin. Pennsylvania history*, 22: 1-17 (Jan., 1955). Discusses the history of the Franklin manuscripts, their earlier editorial treatment, and the problems involved in editing them according to present canons of historical documentary publication.
350. BLAINEY, GEOFFREY. Review article: Scissors and paste in local history. *Historical studies, Australia and New Zealand*, 6: 339-344 (Nov., 1954). Includes comments on importance and availability of local records.
351. BOMBARD, OWEN W. A new measure of things past. *American archivist*, 18: 123-132 (Apr., 1955). An essay on the techniques of oral history by the supervisor of the Oral History Section of the Ford Motor Company Archives.
352. BRAYER, HERBERT O. Why tell your business history? *American business*, 24: 28 + (Apr., 1954).
353. BROEHL, W. G. Should your company publish its history? *Management review*, 43: 831-833 (Dec., 1954).
354. BROOKS, PHILIP C. The historian's stake in Federal records. [n. p., n. d.] II 1. A paper read before the annual meeting of the Pacific Coast Branch, American Historical Association, December 27, 1954.
355. BROWNE, HENRY J. Raiding labor records. *American archivist*, 17: 262-264 (July, 1954). Urges that historians join archivists in urging upon labor organizations in the United States the importance of effective preservation of their records.
356. CLARK, ALEXANDER B. A word about exhibitions. *Manuscripts*, 6: 234-236 (Summer, 1954). The author is curator of manuscripts at the Princeton University Library.
357. COCHRAN, THOMAS C. Railroad leaders, 1845-1900: the business mind in action. Cambridge, Harvard Univ. Press, 1953. 564 p. "Biographical data and correspondence," including extracts from office letters preserved in the railroads' archives, p. 231-501.
358. CROON, HELMUTH. Sozialgeschichtsforschung und Archive. *Der Archivar*, 7: cols. 243-254 (1954).
359. DYBDAHL, VAGN. Oversigt over industrihistorisk litteratur, 1945-54. Ved Vagn Dybdahl, Andreas Jorgensen og Finn H. Lauridsen. [Aarhus?] Erhvervsarkivet, 1955. 23 p.
360. THE ECONOMICS of collecting. *Manuscripts*, 6: 229-233 (Summer, 1954). Two papers read at the annual meeting of the Manuscript Society, New Haven, May 7-9, 1954. *Contents*.—Richard Maass, The growing demand; Gordon Banks, Dwindling supply of manuscript material.
361. GATES, PAUL W. Research in the history of American land tenure. *Agricultural history*, 28: 121-126 (July, 1954). A review article on the literature of public land disposal, urging the need of further research in the records and the publication of documentary materials relating to the original distribution of the public lands.

362. GRIEVE, HILDA. Illustrations in record publications. *Archives*, 2, no. 11: 131-135 (Lady Day, 1954).
363. GROVER, WAYNE C. Genealogy and American scholarship. National Genealogical Society, *Quarterly*, 42: [105]-107 (Sept., 1954). Abstract of an address before the National Genealogical Society.
364. HABER, FRANCIS C. Robert Gilmor, Jr. — pioneer American autograph collector. *Manuscripts*, 7: 13-17 (Fall, 1954). Describes the part of the Gilmor autograph collection in the Maryland Historical Society.
365. HELFERS, M. C. The United States Army's history of World War II. *Military affairs*, 19: 32-36 (Spring, 1955). A note on the Army's program for preparing official history of World War II.
366. HOLMES, OLIVER W. Some reflections on business archives in the United States. *American archivist*, 17: 291-304 (Oct., 1954).
367. JOHNSON, L. C. Historical records of the British Transport Commission. *Journal of transport history*, 1: 82-96 (Nov., 1953).
368. KELLAR, HERBERT A. A case study in evaluating sources for local history. *American archivist*, 17: 243-255 (July, 1954).
369. KERR, CHESTER. Publishing historical sources. American Philosophical Society, *Proceedings*, 98, no. 4: 273-278 (Aug., 1954). A paper read in the symposium on the manuscript sources of American history: problems of their control, use, and publication, November 12, 1953. Includes bibliography.
370. LABAREE, LEONARD W. The papers of Benjamin Franklin. *Manuscripts*, 7: 36-39 (Fall, 1954). Describes the program of the American Philosophical Society and Yale University to publish the papers of Benjamin Franklin, with financial assistance by Time, Inc., on behalf of *Life Magazine*.
371. LONG, GAVIN. The Australian war history tradition. *Historical studies, Australia and New Zealand*, 6: 249-260 (Nov., 1954). Discusses Australian activity dating from 1919 in the writing of official contemporary history.
372. LUTZ, ALMA. Facts the historians missed. *Independent woman*, 33: 125-126, 156 (Apr., 1954). A brief description of the Sophia Smith Collection at Smith College, the Radcliffe Women's Archives, and other collections.
373. MALONE, DUMAS. The pen of Douglas Southall Freeman. In Freeman, Douglas Southall, *George Washington, a biography*. Vol. 6. New York, Scribner, 1954. 529 p. p. xi-xxxi. An appreciative essay on Freeman's research methods.
374. MANUSCRIPT SOCIETY. The 1954 Manuscript Society meeting. *Manuscripts*, 6: 221-222 (Summer, 1954).
375. MIXER, CHARLES W. New insurance for library collections. *Library journal*, 79: 1539-1543 (Sept. 15, 1954). Description of a new "valuable papers" policy, applicable either to rarities, or to nonrarities, or to both.
376. NEVINS, ALLEN. Business and the historian. American Petroleum Institute, *Proceedings*, 33 (1): 85-89 (1953).
377. OVERBURY, BERTHA V. Collecting American women authors. *Manuscripts*, 7: 104-108 (Winter, 1955). Describes the author's collection of books by women that has expanded to include manuscript materials.
378. PAPERS of great listed for study. *Manuscripts*, 7: 100-101 (Winter, 1955). A note on the recently published report of the National Historical Publications Commission.
379. PUBLISHING the papers of great men; a session at the sixty-ninth annual meeting of the American Historical Association, 30 December 1954. By Walter M. Whitehill, Julian P. Boyd, Leonard W. Labaree, Lyman H. Butterfield, Wilmarth S. Lewis, and Waldo G. Leland. *Daedalus*, 86: 47-79 (May, 1955). Addresses by the editors of the Jefferson, the Franklin, the Adams, and the Walpole papers, with comments by Messrs. Whitehill and Leland.
380. QUARTERMASTER Corps historical program. *Military affairs*, 18: 111 (Summer, 1954). A note on the current historical program of the Quartermaster Corps.
381. SANBORN, HERBERT J. Exhibition catalogs. By Herbert J. Sanborn and Nelson R. Burr. *American archivist*, 17: 265-271 (July, 1954).

382. SCHELLENBERG, THEODORE R. The approach to historical source materials, with particular reference to the Archives of Tasmania. Tasmanian Historical Research Association, *Papers and proceedings*, 3: 57-60 (June, 1954). A paper read before a meeting of the Association, March 31, 1954.
 383. SHELLEY, FRED. Ebenezer Hazard: America's first historical editor. *William and Mary quarterly*, 3d ser., 12: 44-73 (Jan., 1955). Discusses Hazard's widely used documentary publication, *Historical collections* (1792-94) and places him in the first rank of American antiquaries.
 384. SMITH, LOUIS C. The copying of literary property in library collections. Pt. II. *Law library journal*, 47: 204-208 (Aug., 1954). Relates only to matters involving copyrighted materials, not to the common law right of literary property. A condensed version of this article and its predecessor in the *Law library journal* for August 1953 appeared in the *Library journal*, 80: 23-27 (Jan. 1, 1955).
 385. STUTLER, BOYD B. John Brown's letters and documents. *Manuscripts*, 7: 4-12 (Fall, 1954). A discussion of the nature, quantity, and market value of autographs of John Brown.
 386. U. S. CONGRESS. SENATE. JUDICIARY COMMITTEE. Establishment of a commission to celebrate the two hundredth anniversary of the birth of Alexander Hamilton. Hearing . . . 83-2, on S. J. Res. 140. Washington, 1954. 13 p. Among other items the proposed Commission would interest itself in promoting the publication of a comprehensive edition of the writings of Alexander Hamilton.
 387. U. S. NATIONAL HISTORICAL PUBLICATIONS COMMISSION. A national program for the publication of historical documents: a report to the President. Washington, 1954. 106 p. Outlines a cooperative program for the publication of (1) papers of individual leaders in varied fields and (2) papers relating to subject areas. Lists 361 individuals whose papers have been recommended to the Commission as worthy of publication, to 112 of whom it has given special study. Announces the Commission's own plan to publish documentary histories of the ratification of the Constitution and the Bill of Rights and of the work of the First Federal Congress. Includes a selective list of documentary historical publications of the United States Government.
 388. WALSH, H. H. Research in Canadian church history. *Canadian historical review*, 35: 208-216 (Sept., 1954). Mentions the need for information on unpublished sources, citing *Bulletin* of the Committee on Archives of the United Church of Canada.
 389. WILEY, BELL I. Historians and the national register. *American archivist*, 17: 325-330 (Oct., 1954). A paper read at a joint meeting of the Mississippi Valley Historical Association and the Society of American Archivists at Madison, Wisconsin, April 24, 1954. Relates to the National Union Catalog of Manuscript Collections in the Library of Congress.
 390. WOHL, R. RICHARD. The significance of business history. *Business history review*, 28: 128-140 (June, 1954).
- See also* 15, 63, 98-100, 108, 136-137, 143, 163, 173, 204, 225-226, 229, 248, 250, 253, 286, 301, 331.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

391. BASCAPÈ, GIACOMO C. La sigillografie in Italia. Notizia. Saggio bibliografico. *Archivi*, 2d ser., 21: 191-243 (1954).
392. BLASCHKE, KARLHEINZ. "Bildstücke" im Archiv. *Der Archivar*, 7: cols. 191-196 (1954).
393. BOUSSE, A. La restauration et le moulage des sceaux aux Archives du Royaume à Stockholm. *Archives, bibliothèques et musées de Belgique*, 25: 220-230 (1954).

394. CALIFORNIA. UNIVERSITY. LIBRARY. Duties of the clerk assigned to phonorecord cataloger. Berkeley, 1953. 50 l.
395. CALIFORNIA. UNIVERSITY. LIBRARY. Manual for the phonorecord cataloger. Berkeley, 1953. iii, 51, [35] p.
396. DESHPANDE, C. D. A note on Maratha cartography. *Indian archives*, 7: 87-94 (July-Dec., 1953).
397. DEXTER, LORRAINE. American collections of stereoscopic photographs. *Eye to eye*, no. 5: 3-23 (June, 1954).
398. FISHER, ALLAN C. Eastman of Rochester: photographic pioneer. *National geographic magazine*, 106: 423-438 (Sept., 1954).
399. FRIIS, HERMAN R. Cartographic and geographic activities of the Lewis and Clark Expedition. Washington Academy of Sciences, *Journal*, 44: 338-351 (Nov., 1954). Extensive bibliographical notes indicate locations of records of the expedition.
400. GOODMAN, MARIE C. Map collections in the United States and Canada. *Surveying and mapping*, 15: 30-35 (Jan.-Mar., 1955). A review article on the directory, *Map collections in the United States and Canada* (New York, Special Libraries Association, 1954).
401. GRAPHIC HISTORY SOCIETY OF AMERICA. Survey of picture collections relating to individual states. *Eye to eye*, no. 4: 24-28 (Mar., 1954). Covers Alabama, Colorado, Kansas, and Nebraska.
402. JENKINSON, SIR HILARY. Guide to seals in the Public Record Office. London, H. M. Stationery Off., 1954. x, 67 p.
403. LONDON. NATIONAL FILM LIBRARY. CATALOGUING DEPARTMENT. Rules for use in the Cataloguing Department of the National Film Library. 3d rev. ed. London, British Film Institute, 1954. 40 l.
404. MESERVE, FREDERICK H. My experience in collecting historical photographs and how that life-time adventure led to great friendship. *Lincoln herald*, 56: 2-20, 30 (Spring-Summer, 1954). Describes the author's experiences in building up the "Meserve Collection" of photographs of Abraham Lincoln and of the Civil War period.
405. SLA Picture Division Issue. *Special libraries*, 45: 267-300. Pt. contents.— Josephine Cobb, The still picture program at the National Archives, p. 269-273; Hermine M. Baumhofer, Pictorial documentation, p. 274-276.
406. TERVEEN, FRITZ. Der Film als historisches Dokument. *Vierteljahrshefte für Zeitgeschichte*, 3: 57-66 (Jan., 1955).
407. TERVEEN, FRITZ. Vorschläge zur Archivierung und Wissenschaftlichen Aufbereitung von historischen Filmdokumenten. *Geschichte in Wissenschaft und Unterricht*, 6: 169-177 (Mar., 1955).
408. TIETZE-CONRAT, F. Documentary prints. *Eye to eye*, no. 4: 18-24 (Mar., 1954).
409. UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATION. International standard system for the cataloguing of educational, scientific, and cultural films and filmstrips. [n. p.] 1954. 53 l. A draft edition of April 1954.
410. U. S. LIBRARY OF CONGRESS. Comment on Unesco's *International standard system for the cataloguing of educational, scientific, and cultural films and filmstrips*, April 1954. [n. p., n. d.] 14 l.
411. U. S. LIBRARY OF CONGRESS. PRINTS AND PHOTOGRAPHS DIVISION. Pictorial Americana, a select list of photographic negatives in the Prints and Photographs Division. 2d ed. Washington, 1955. 68 p. A list of photographic negatives available for reproduction, arranged under three broad groupings—"History (through 1899)," "views," and "General Subjects."
412. U. S. NATIONAL ARCHIVES. List of cartographic records of the Bureau of Indian Affairs (Record Group 75). Comp. by Laura E. Kelsay. Washington, 1954. 127 p. (*Special lists*, no. 13).
413. U. S. NATIONAL ARCHIVES. Preliminary inventory of the cartographic records of the Office of the Secretary of the Interior (Record Group 48). Comp. by Laura E. Kelsay. Washington, 1955. 11 p. (*Preliminary inventory* no. 81)

414. U. S. NATIONAL ARCHIVES. Preliminary inventory of the cartographic records of the United States Marine Corps (Record Group 127). Comp. by Charlotte M. Ashby. Washington, 1954. 17 p. (*Preliminary inventory* no. 73)
415. WHEAT, CARL I. Mapping the American West, 1540-1857; a preliminary study. American Antiquarian Society, *Proceedings*, 64: [19]-194 (1954). Bibliographical notes provide many references to archival and manuscript sources in numerous repositories.
416. WHITEHILL, WALTER M. The Boston Athenaeum collection of topographical and architectural view of Boston and vicinity. *Eye to eye*, no. 4: 11-17 (Mar., 1954).

See also 118.

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

417. ALTMAN, HENRYK. La formation professionnelle des archivistes dans la République populaire de Pologne. *Archivum*, 3: 41-44 (1953). Includes abstracts in English and Spanish.
418. AMERICAN UNIVERSITY. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS. Institutes on Records Management and Archives Administration. [n. p., n. d.] Folder. An announcement of the second Institute on Records Management, June 20-July 1, 1955, and of the first Institute on the Preservation and Administration of Archives: advanced, July 5-16, 1955.
419. [ANGEL, HERBERT E. Tehran University course on archives and records management, 1954. n. p., 1954] var. pag. Lectures given during the author's consultantship mission to Iran under the technical assistance program of the Foreign Operations Administration. In Farsi.
420. BATTELLI, GIULIO. La Scuola d'archivistica presso l'Archivio segreto Vaticano. *Archivum*, 3: 45-49 (1953). Includes abstracts in English, French, and Spanish.
421. BROOKS, PHILIP C. Archival heritage meets modern records in Panama. *American archivist*, 18: 151-159 (Apr., 1955). Describes the author's consultantship mission to Panama, Jan.-July 1954, under the technical assistance program of the Foreign Operations Administration.
422. BROOKS, PHILIP C. El manejo de archivos y documentos; curso dictado por el Dr. Philip C. Brooks, bajo los auspicios del Gobierno Nacional de la República de Panamá y la Universidad de Panamá, con la cooperación del Instituto de Asuntos Interamericanos. [Panama City, 1954] var. pag. Cover title. Lectures given during the course described in the immediately preceding item.
423. FAHLSTROM, JAN M. Kurs för industriarkivarier. *Tidskrift för dokumentation*, 10: 41-44 (1954). Describes course for industrial archivists. Includes abstract in English.
424. MAROT, PIERRE. La formation de l'archiviste en France. *Archivum*, 3: 51-60 (1953). Includes abstracts in English and Spanish.
425. NEW YORK UNIVERSITY. GRADUATE SCHOOL OF BUSINESS ADMINISTRATION. 1st annual conference on records management, Monday and Tuesday, September 20-21, 1954; records management — a new science comes of age. [New York, 1954] Folder. The program of the conference, presented by New York University in cooperation with the National Records Management Council.
426. PAPRITZ, J. Die Archivschule Marburg. *Archivum*, 3: 61-75 (1953). Includes abstracts in English, Spanish, and French.
427. RADCLIFFE COLLEGE. Institute on historical and archival management; second annual session, June 20-August 12, 1955. [n. p., n. d.] Folder. At head of title: Radcliffe College and the Department of History, Harvard University.
428. SALETORRE, B. A. Professional archives training in India. *Archivum*, 3: 77-80 (1953). Includes abstracts in Spanish and French.

See also 42, 55, 163.

News Notes

MARY C. LETHBRIDGE, *Editor*

United States Information Agency

SOCIETY OF AMERICAN ARCHIVISTS

The *American Archivist* is one of the journals noted in two new reference works on periodicals. *Contents in Advance*, which reproduces tables of contents of current periodicals in the library and documentation field, carried in its volume 1, nos. 4-5, the table of contents of our April 1955 issue. The *H. A. Bulletin; a Companion Publication to Historical Abstracts Quarterly* published abstracts of selected articles from our journal in its first issue.

William D. Overman, treasurer, 346 Castle Blvd., Akron 13, Ohio, will for a limited time pay \$1 per copy for the following issues of the *American Archivist* in good, clean condition: vol. 1, nos. 1-4; vol. 2, nos. 1-4; vol. 3, nos. 2-4; vol. 4, nos. 1-2; vol. 10, nos. 1-4; vol. 11, nos. 1, 2, 4; vol. 13, nos. 3-4; vol. 14, nos. 1-4; and vol. 15, nos. 1-2. He will pay 50 cents each for the following issues in good, clean condition: vol. 6, nos. 1-3; vol. 7, nos. 1-4; vol. 8, no. 3; vol. 9, nos. 1-4; vol. 11, no. 3; vol. 12, nos. 1-4; vol. 13, nos. 1-2; vol. 15, no. 4; vol. 16, nos. 1-4; and vol. 17, nos. 1-4. Offers will be filled as received. *Do not ship issues* you wish to sell until you have written the treasurer about them.

Have you changed your address recently? Please notify the treasurer at once so that issues of the *American Archivist* will reach you promptly and at least cost to the Society.

NATIONAL ARCHIVES AND RECORDS SERVICE

Preliminary inventories have recently been issued describing the cartographic records of the Office of the Secretary of the Interior and the records of the Office of the Pardon Attorney, the Extension Service, the President's Commission on Migratory Labor, and the Select Committee of the House of Representatives to Investigate Acts of Executive Agencies Beyond the Scope of Their Authority, 1943-46.

The Commission on the Organization of the Executive Branch of the Government (Hoover Commission) unanimously endorsed the records management activities of the General Services Administration which are carried on by the National Archives and Records Service. The Commission recommended that GSA be given authority and support necessary to supply staff guidance for a Government-wide paper work management program and to perform specific tasks in that field. Part II of the Commission's Task Force report on paperwork management and Part II of the Commission's report to Congress on the same subject can be purchased from the Superintendent of Docu-

ments at 25 cents and 15 cents respectively. The reports bear the title "The Nation's Paperwork for the Government — An Experiment."

The Office of the Governor of New York and the New York State Library have placed in the Franklin D. Roosevelt Library on an "extended loan basis" the official correspondence of Franklin D. Roosevelt as Governor of New York and Herbert Lehman as Lieutenant Governor. The Library has also received on loan from Mrs. Roosevelt and her children several thousand "family letters" that were not included in the original gift of Roosevelt papers. Myron Taylor has given the Library his personal papers relating to his mission to the Vatican and to his work on the international refugee problem. The Roosevelt "family letters" are open for use only upon authorization of the family, and the Taylor Vatican papers are not yet available for research.

LIBRARY OF CONGRESS

Herbert Putnam, Librarian of Congress from 1899 to 1939, and Librarian Emeritus by act of Congress, died on August 14 at the age of 93. His services to the Library and the world of scholarship were so distinguished and are so well known to our readers that to repeat them here would be a redundancy.

The papers of Douglas Southall Freeman, more than 50,000 pieces, 1931-52, have been presented to the Library. They document not only Dr. Freeman's historical and biographical interests but also his association with Columbia University as a professor of journalism and with the Army War College as a lecturer. When the papers have been organized they will be available by special permission, which should be requested through the chief of the Manuscripts Division.

About 30,000 papers, 1915-48, of Otto S. Beyer, consulting engineer, economist and specialist in labor-management relations have been given to the Library. During Mr. Beyer's military service in World War I, he developed an effective program of union-management cooperation in Army arsenals. For some 13 years thereafter, he was a consulting engineer both for unions and management of railway systems and industrial concerns, and he later held a number of advisory posts in the Federal Government.

Judge Learned Hand has presented to the Library 25 volumes of manuscript notes kept while he was U. S. District Judge of the Southern District of New York. Entitled "Minutes of Trials," they contain concise summaries of trials in criminal, civil, and admiralty courts presided over by Judge Hand from November 1909 to October 1924.

Fleet Admiral William D. Leahy has given the Library his diaries, 1897-1952. The 15 volumes contain personal notes made by the Admiral for his own reference and include original letters, photographs, and signed documents. The material antedating 1941 is available for reference use but not for publication; later diaries may be studied only by special permission, which should be requested through the Chief of the Manuscripts Division.

Copies of a 262-page *Checklist of Archives in the Japanese Ministry of*

Foreign Affairs, Tokyo, 1868-1945, which were microfilmed for the Library, are now available from the Chief of the Photoduplication Service of the Library for \$2 each.

FOREIGN NEWS

Italy

Word has been received of the establishment in Rome of new headquarters for the Institute of the Pathology of the Book. The \$150,000 building will house activities looking into "the ills of books and what can be done to prevent their decay." Founded by the late Alfonso Gallo in 1938, the institute is now under government supervision. In addition to conducting research in biological, microbiological, chemical, and physical fields, the institute runs its own paper mill and coordinates anti-termite "warfare" in some 500 major libraries and archives in Italy.

Spain

The Dirección General de Archivos y Bibliotecas has issued since 1952 the following guides to archives: *Archivos de Madrid* (1952), *Archivos de Barcelona* (1952), *Guía del Archivo General de Navarra* (1954), and *La Sección de Universidades del Archivo Histórico Nacional* (1953). It has also published the *Catálogo de la Documentación de la Cancillería Regio de Pedro de Portugal*, vol. 1 (1953), and the *Inventario General de Manuscritos en la Biblioteca Nacional*, vol. 1, nos. 1-55 (1953).

CALIFORNIA

The Bancroft Library of the University of California has issued a 28-page mimeographed *Preliminary Guide to the Microfilm Collection in the Bancroft Library*. Prepared by Mary Ann Fisher, it describes briefly the various archives from which film has been received; gives an indication of the extent of the subject matter and inclusive dates of material from each source; and lists a few bibliographic aids which have been found helpful in working with the film. The library has carried on filming programs in recent years in archives in France, Great Britain, Mexico, the Netherlands, Portugal, and Spain.

Issues of *Bancroftiana*, published by the Friends of Bancroft Library, are often filled with information useful to archivists and manuscript curators as well as to librarians and historians. The May 1955 number, for instance, describes important additions to the Jedediah Smith family papers, the William Alexander Carter papers, and the Elbert P. Jones papers — all important collections for the history of California and the West; announces the transfer from the Baker Library of Harvard University of the papers of Albert Dibble, pioneer San Francisco merchant (1821-95); and mentions the purchase of 142 letters relating to the conquest of California and naval operations off the Pacific coast of Mexico. The last are chiefly the papers of Lt. Theodorus

Bailey while in command of the U. S. S. *Lexington*, 1846-48. The last three pages of the number are devoted to part 2 of a useful survey of the Thomas W. Norris papers in the Bancroft Library.

The University of California General Library at Berkeley is making available microfilm copies of unpublished materials from the German Foreign Ministry files. Over 400,000 pages of documents, chiefly for the Bismarck era, have been filmed by the university from among the ministry files that were moved to England during the Berlin blockade.

KANSAS

Senate Bill No. 300 establishes the Eisenhower Presidential Library Commission of five members for the purpose of providing a site in Abilene for a library building to house the presidential papers of Dwight D. Eisenhower. The legislation includes an appropriation of \$50,000 to buy a site adjacent to the President's boyhood home and the Eisenhower Museum and authorizes the commission to accept contributions toward the construction of a library building on that site. (The Eisenhower Foundation, a nonprofit Kansas corporation, has already spent \$350,000 in developing the Eisenhower Museum, which now contains more than 2,400 items valued at more than \$1,500,000.) The legislation assumes that the National Archives and Records Service will operate and maintain the Eisenhower Library when it is completed.

Nyle H. Miller has been appointed secretary of the Kansas State Historical Society.

LOUISIANA

John C. L. Andreassen, former Director of Administration at the Library of Congress and member of the Society of American Archivists, has been named associate director of the Louisiana Archives Survey. Authorized by the State legislature, the survey will collect data on colonial, territorial, and State records, and those of parishes and municipalities as well, and will make recommendations for their future preservation. Wade O. Hampton, Jr., is director and Edwin Davis, head of the department of history at Louisiana State University, is chief consultant.

MARYLAND

The war records division of the Maryland Historical Society has reached a long sought goal in acquiring the individual military service records of the more than 200,000 Marylanders who served in World War II. In April the division received permission to take custody of them. Harold R. Manakee is director.

MASSACHUSETTS

The Women's Archives at Radcliffe College has issued a leaflet reporting some of its acquisitions and accomplishments during the year. Elizabeth

Borden is director and Mary E. Howard is archivist of the rapidly growing depository.

MICHIGAN

The Detroit Records Management Association has elected the following officers for 1955-56: president, John F. X. Britt, Ford Motor Co.; first vice-president, Vernon L. Beal, Michigan Historical Commission; second vice-president, Warren A. Cook, Michigan Bell Telephone Co.; recording secretary, Clara McLaughlin, McLouth Steel Corp.; and corresponding secretary, Grace Gardner, Harper Hospital. Executive board members elected include Grace McIntosh, American Natural Gas Service Co.; Carolyn D. Starkweather, Standard Accident Insurance Co.; and John E. Miller, Michigan State Records Center.

MINNESOTA

Russell W. Fridley, former assistant director and recently acting director of the Minnesota Historical Society, has been appointed director of the society.

MISSISSIPPI

Charlotte Capers, research and editorial assistant in the Mississippi State Department of Archives and History since 1938, has been elected director of the department, to succeed William D. McCain. Dr. McCain, past president of our Society, resigned as director of the Department of Archives and History to become the president of Mississippi Southern College, Hattiesburg. Miss Capers has acted as director of the department on three occasions when Dr. McCain was called into military service. She is managing editor of the *Journal of Mississippi History* and a member of the Society of American Archivists.

MISSOURI

The Concordia Historical Institute, which houses the Missouri Synod Lutheran Church archives, has begun to issue monthly "messages from headquarters," to supplement its formal quarterly. Director Suelflow reports that since Jan. 1, 1955, more than 17,000 pieces have been accessioned by the institute and that during 1954 more than 3,000 visitors and 180 researchers called at its quarters.

NEBRASKA

The papers of J. Sterling Morton, Secretary of Agriculture in Cleveland's cabinet and founder of Arbor Day, have been transferred from the University of Nebraska to the State Historical Society. The society has begun a project, sponsored by the Norden Club of Lincoln, to collect source materials on the Scandinavians in Nebraska.

NEW JERSEY

Princeton University announced in May the acquisition of the André de-Coppet collection of American historical manuscripts. Valued at more than \$270,000, the manuscripts date from 1566 to 1942, but chiefly from the establishment of the United States through the Civil War. The collection is an "autograph collection" in the sense that it consists largely of manuscripts from the hands of important national figures. It includes over 170 papers of Washington, 150 of Lincoln, more than 100 each of Grant and Wilson, 40 of John Adams, and 29 of Jackson.

The archives of the American Civil Liberties Union will be preserved at Princeton University Library after they have been microfilmed by the New York Public Library. Until now the materials for 1917-46, in some 3,000 large scrapbooks, have been housed in the New York Public Library. The fully cataloged microfilm in the New York Public Library and the original records at Princeton are unrestricted.

NEW YORK

Columbia University is planning the comprehensive publication of the papers of Alexander Hamilton, to be edited by Harold Syrett of its history faculty under an editorial board of which John A. Krout is chairman. Grants for the project, which will cost some \$200,000, have been made by the Rockefeller Foundation and Time, Inc. Hamilton is one of the "Big Five" whose papers the National Historical Publications Commission recommended for extensive and priority publication.

Dorothy C. Barck has been appointed librarian of the New York State Historical Association at Cooperstown. She succeeds James Taylor Dunn, who recently became librarian of the Minnesota Historical Society. Miss Barck has served successively as editor-librarian of the New York Historical Society of New York City and as superintendent of Washington's Headquarters and Museum at Newburgh, N. Y.

During the week of September 18-24, the New York Historical Association presented a short course on "historic housekeeping" at Cooperstown in cooperation with the National Trust for Historic Preservation. Between June 26 and July 9 the association also conducted its eighth annual seminars on American culture. One of these dealt with "local historians and local historical societies," and another considered the topic "first aid to paintings." The popularity of the association's training programs is reflected in the wide support they have received.

The Spring 1955 issue of the University of Rochester *Bulletin* contains two articles on the Thomas E. Dewey papers, recently acquired by the university. G. G. Van Deusen tells briefly how the papers came to be given to the university, and Margaret Butterfield describes them in a companion article.

The National Records Management Council announces the removal of its offices to 555 Fifth Avenue, New York 17. Recent publications of the

council are an *Index to Federal Record Keeping Requirements* (32 p., \$2), a reprint from the January 1955 issue of *Office* of an article by Robert Shiff entitled "Operation Time Capsule; a Technique to Preserve the Memory of Business," and *Standards for Filing Engineering Drawings*.

The second annual conference on records management sponsored by the National Records Management Council was held at New York University September 19-20. This year's conference highlighted integration of paper-work controls, with particular emphasis on the role of electronic equipment.

The 1955 NRMC fellowships for advanced study in records management and archives administration have been awarded to John W. Porter, chief of the Federal Records Center in Boston; Paul T. Veillette, acting records officer for the State of Connecticut; and William L. Wrigg, chairman of the social studies department in the Elmont, Long Island, junior high school. The \$1,000 awards provide for 3 months intensive study under the supervision of the council.

NORTH CAROLINA

Recent legislation authorizes the governing bodies of counties and municipalities to appropriate nontax revenues for the support of historical associations, museums, or similar organizations. Such funds may be spent for preserving historic sites or buildings, publishing materials, establishing and maintaining museums, and so forth. The law also permits governing bodies to allot space in local public buildings for use by such organizations.

The basic act of the Department of Archives and History was revised by the last legislature. Although most changes involved clarification and rephrasing, one new provision gives to the department the administration of the State's historic and archeological properties.

The department's Division of Archives has received microfilm copies of Chowan County deeds, 1745-48; Wake County deeds, 1785-88; and Currituck County wills, 1792-1810.

OHIO

The Cincinnati Bar Association and the University of Cincinnati Law School have established a project for the location and publication of the papers of John Marshall, Chief Justice of the United States, 1801-35. Irwin S. Rhodes of Cincinnati, who is general chairman of the project, will work closely with the National Historical Publications Commission.

PENNSYLVANIA

The editor and council of the Pennsylvania Historical Association announce that the "Livingston Indian records," owned by Mrs. William H. Osborn and deposited with the Franklin D. Roosevelt Library in Hyde Park, N. Y., will be published in the January 1956 issue of *Pennsylvania History*. These papers are chiefly copies and drafts of the transactions of Robert Livingston

(1654-1728) as Secretary for Indian Affairs of New York Colony. Beginning in 1666, they antedate any previously published sources on the relations between the Iroquois and the English. The manuscripts are being edited for publication by Lawrence H. Leder, fellow in history at New York University.

Solon J. Buck and Henry Eddy recently spent a day at Bethlehem examining Moravian archives and serving as consultants to the Archives Committee of the Moravian Church in America, Northern Provinces.

The project sponsored by Yale University and the American Philosophical Society, to publish the first comprehensive edition of the papers of Benjamin Franklin, sends out a call for help. Because the papers of Franklin are widely scattered, persons knowing of the existence of any letter to or from Franklin or any manuscript by him are urged to contact the assistant editor, Whitfield J. Bell, Jr., 117 S. Fifth St., Philadelphia 6.

RHODE ISLAND

Brown University recently acquired some original notebooks and documents of John Hay, which contain Hay's observations on events during the Lincoln administration.

TEXAS

Dorothy W. Knepper (Mrs. David W.), director of the Museum of History Association, San Jacinto Monument, sends a processed list of available publications of the association. Its free mailings include a *Bulletin*, begun in 1953 and issued about twice a year.

VIRGINIA

Lester J. Cappon has been elected director of the Institute of Early American History and Culture, succeeding Lyman H. Butterfield. Dr. Cappon formerly was editor for the institute and secretary of the Society of American Archivists.

Gen. George C. Marshall plans to present his papers and mementos for preservation in a special library at the Virginia Military Institute. Organizations, public and private, are being urged to cooperate with sponsors of the project.

John M. Hemphill of the University of Virginia has been in England discovering hitherto unknown American manuscripts. Reports of his activity are available from Edward M. Riley, director of research, Colonial Williamsburg. Hemphill's first report describes the letter-books of William Cuninghame & Co., 1767-74.

Mimeographed reports on manuscript accessions of the University of Virginia Library are prepared by Francis Berkeley, Jr. Major accessions reported are usually described in our news notes section, but because Mr. Berkeley frequently reports the addition of dozens of important single items

or small groups of papers that cannot be economically mentioned in our pages, our readers may wish to request copies of his releases.

William Runge has succeeded James A. Bear, Jr., as assistant in Manuscripts at the University Library.

As a part of Virginia's 350th anniversary celebration in 1957, a project to locate, list, and microfilm Virginia's colonial records in British depositories and elsewhere has been established. Funds have been made available for a 2-year operation of the project, which is under the direction of William J. Van Schreeven, Virginia State Library, and Francis L. Berkeley, Jr., University of Virginia Library. A series of survey reports prepared by George R. Reese, now in London, are being issued as records are identified. These will be sent to individuals and institutions who request them from the University of Virginia Library, Charlottesville. Correspondence concerning the project should be addressed to Mr. Van Schreeven at the Virginia State Library, Richmond 19.

*The American
Archivist*

Volume XVIII

JANUARY TO OCTOBER, 1955

Published quarterly by
THE SOCIETY OF AMERICAN ARCHIVISTS

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