

# Reviews of Books

RICHARD G. WOOD, *Editor*

*National Archives*

*Annual Report of the Secretariat Record Office, Bombay, for the Year 1953-1954*, by P. M. Joshi, Director of Archives. (Bombay, Government Central Press, 1954. Pp. ii, 66, illus. Annas 13 or 1s. 4d.)

This report summarizes, for the year 1953-54, the administration of the records offices at Bombay, Poona, Baroda, and Kolhapur, and the museums at Kolhapur and Aundhl, all of which are under the Director of Archives, Government of Bombay. In each principal category of archival management, progress is noted. The accessions of records for the year totaled nearly 50,000 items, including files and compilations, volumes, publications, and gazettes. Requisitions of records for governmental use amounted to a few more than 3,000. Correspondence slightly exceeded 9,000 pieces, of which outward letters made up approximately a half.

Of special significance for filling gaps in the archives at Bombay in the early history and development of India were the acquisitions of reproductions of certain records in London and Paris. Photostats of two Persian manuscripts, *Insha-i-Shah Tahir* and *Anwal-i-Asad Beg*, important sources of medieval Deccan history, were acquired from the British Museum. Microfilms of documents in the India Office Library, London, and the Archives Nationales, Paris, pertaining to the military and commercial relations of India with Great Britain and France were also acquired. Local records continue to be turned over to central repositories, as in the case of the records of the Kagil Jagir, which were deposited at the Kolhapur Record Office.

The examination and listing of the public departmental diaries, 1813-17, remained the major operations in cataloging and listing. Publications for the year included volume 1 of the *Persian Records of Maratha History-Delhi News-Letters*. Dusting, fumigating, and repairing documents against the ravages of age and insects is a constant task. Naphthaline bricks are still helpful in repelling insects, and chiffon is used effectively for repair work. Historical sites and ancient monuments were inspected by the Director of Archives, and coins and other artifacts of days long passed were added to the museum collections.

Included in the report are the recommendations of the Indian Historical Records Commission and the Research Publication Committee. The forthcoming fruit of one recommendation, the preparation of a handbook of Indian archival repositories, upon which the government has acted favorably, is eagerly anticipated.

Extensive appendixes include a list of students using the records office and their subjects, historical sketches of museums, lists of coins and books recently

acquired, and five pages of photographs of unique items acquired during the year. The use of this report is further facilitated by a detailed table of contents and an index.

ROLAND C. McCONNELL

*Morgan State College*

*Annual Report of the National Archives of India for the year 1953.* (Delhi, Albion Press, n. d. Pp. 26.)

This annual report of the Director of Archives, Government of India, shows the continued awareness by that government of the need and the value of good archival practices and records administration. The report details the progress made in 1953 within the National Archives of India with respect to the regular functions of archival management: accessioning, rehabilitation and preservation, arrangement, appraisal for disposal, microfilming, checklisting, and reference service; reviews the status of the publications program; and summarizes the proceedings of various records and historical committees and conferences attended by officials of the Archives.

Priority in accessioning was given to the noncurrent records of the various departments of the Government of India not completely transferred; and, despite a shortage of storage space, 40,700 files and 5,987 bound volumes were received. Among the more significant acquisitions were 12 volumes from the surveyor general of India containing journals (in Hindi) of Nain Singh, Kishen Singh, Hari Ram, Ganga Ram, and other Indian explorers of the Himalayan regions who mapped for the first time parts of Central Asia and Tibet. Hitherto only abstract English translations of these journals have been available.

Accessions acquired by gift or purchase included materials used by Col. R. H. Phillimore in preparing his *Historical Records of the Survey of India, Volume III*; Maratha records for the period 1641-1741 from the Vaidya collection; and six Persian manuscripts, including the *Tarikh-Makhzan-i-Afghani* by Niamatullah, a history of the Afghani written about 1612-13. The acquisition of microfilm copies of important series of records relating to India in foreign depositories was continued.

Records checklisted included three series of the Legislative Department records that document activities of eminent political leaders and records of the Central Board of Revenue, including various salt proceedings, opium papers, and Indian Munitions Board proceedings, important for evaluating the general revenue policy of India.

In the field of records administration, records of several departments were appraised for retention or disposal, and advice on methods of appraisal was furnished to the Patiala Government and to the East Punjab States Union.

The research laboratory constantly experimented with methods to combat deterioration of documents. To ensure the preservation of manuscript holdings of the Archives and to provide a wider access to rare works, the Government approved a plan for the free distribution of microfilm copies on loan to selected institutions.

It is interesting to note that to encourage research among the records in the Archives of India, the Government approved the establishment of six scholarships to be awarded to postgraduate students. Training courses of 3 months' and of 1 year's duration were conducted to promote efficiency in "archive-keeping." Also, a documentary film on the activities of the National Archives of India was released to the public and created much interest.

Progress in all the plans to publish selected records, the status of each project, and the arrangements for its publication was reported. Volume 1 of the *Fort William-India House Correspondence* (Home Department, 1748-56) was ordered printed and four other volumes of this correspondence were prepared for the press. Other publications in process included the correspondence of Major Browne, envoy at Shah Alam's court (1712-85), a volume of Persian *Akhbars* (news letters) 1773-1803, and volumes of Hindi, Marathi, Telugu, Tamil, and Kannada letters.

The meetings of the Indian Historical Records Commission, the Research and Publication Committee, the Local Records Sub-Committee, the National Committee of Archivists, and the Inter-Ministry Conference on improving methods of records administration are reported briefly.

The report contains as appendixes a list of the Government of India records accessioned in 1953, names of central agencies about which data concerning administrative history and archival holdings were collected, a list of inquiries answered, names of research scholars permitted to consult records, and names of foreign corresponding members of the Indian Historical Records Commission.

FORREST R. HOLDCAMPER

#### *National Archives*

*Index to Federal Record Keeping Requirements* (New York, Technical Information Service, National Records Management Council, 1955. Pp. 32. \$2.)

"Guide to Records Retention Requirements, Title 1, Appendix A — Code of Federal Regulations," (*Federal Register*, 20; 2217-2273, Apr. 8, 1955.)

One of the principal areas of activity in the development of a records management program is the organization of the proper controls for the maintenance of records, from active office use to final disposition. The most effective device for this control is the records retention schedule, which presents in alphabetical sequence a listing of all types of records processed or maintained by a department or agency. For each category, the schedule indicates the length of time the record is retained in the office area, when it may be transferred to storage, and when and if it may be destroyed. Further refinements of a retention schedule may include a listing of forms contained in each records category as well as some explanatory comments regarding the function of the records concerned.

Of the many factors involved in the establishment of an effective records retention schedule, one of the most challenging is that of conformance with legal requirements. Most of the other factors are based upon internal decisions;

namely, administrative or operational value, historical value, or value from the standpoint of vital document protection. These latter elements are based upon company experience and internal needs and can often be determined from direct consultation with operating personnel. An analysis of legal requirements, however, calls for a knowledge of regulations originating in Federal or local governments. The sources of such information are widespread and require constant investigation to insure proper compliance.

Many attempts have been made to assist industry in its desire to become informed of existing requirements and the extent to which it is responsible for records retention. Until recently this assistance was primarily in the form of articles or occasional interpretations from Government agencies. Some textbooks on office management and filing devoted several pages to a listing of some of the statutes. Unfortunately, their emphasis was on the more obvious requirements — those for payroll records and tax records. The number of such requirements is excessive from the standpoint of record-keeping, yet they constitute but a segment of the total number of requirements. The second Hoover Commission Report, completed last year, added much to the charting of the legal maze. An entire section of the report was devoted to an evaluation of records retention requirements imposed upon industry by the government. The report clearly expressed the need for a more understandable interpretation of requirements and for the revision and deletion of many current records clauses. The publications under consideration here are devoted to Federal records retention requirements. There is little doubt that they will soon be followed by similar reports for State and local requirements. This is the first time, however, that any publications have gone into such detailed coverage of retention requirements, and it is gratifying to note that there are relatively few omissions.

The National Records Management Council's *Index* lists in alphabetical subject order areas covered by requirements and gives, for each subject listed, citations to the official publication containing the complete text of the regulation. Each citation is followed by a few words describing the nature of the materials covered. It is truly an index, and the main reason for this is indicated in one of the opening statements in the report, as follows: "The complete text of the regulation, if printed in full, would result in a volume too bulky and unwieldy for easy reference. Paraphrasing the rules likewise would be unsatisfactory, since a regulation must be studied in its entirety to be interpreted properly." This is a well-intended precautionary approach; the Federal Register's *Guide*, however, does make use of paraphrasing and condensations with great effectiveness. The *Guide* covers retention requirements by presenting Government departments, commissions, boards, and other regulatory bodies in alphabetical sequence and by listing, under each such group, the pertinent regulations. Each citation is prefaced by a statement as to the affected persons or organizations. Then follows a description of the content of the regulation; namely, the types of records involved, the actual retention requirement, and, finally, its related citation. If the regulation does not specify the retention period, this too is indicated.

The introduction to the *Guide* gives a better indication of its coverage, pos-

sible shortcomings, and additional sources of information than the *Index*, by specifically stating the omissions and areas not covered. No evaluation can be made as to the particular number of items covered. The Federal Register's publication cites approximately 1,000 references; the council's, about 1,800. As the latter contains many cross references, both are nearly balanced in actual coverage. The main basis of comparison between the two publications, therefore, is principally one of format and technical value.

The *Index* has the decided advantage of being immediately applicable by the user in that he need only know the subject matter in which he is interested. To find the subject wanted is an easy task because of the excellent introductory explanation on how to find materials and interpret citations. In using the *Guide* one must be familiar with the organization of Government agencies to trace a particular activity. The *Index* is both clear and legible. The *Guide* becomes very involved in abbreviations and cross references to page numbers, and there is a constant need to shift back and forth in pamphlet. The effectiveness of the *Guide* could have been considerably enhanced had it been issued as a separate report and had more space been provided for the materials contained.

The Federal Register's *Guide* has the advantage of giving a more meaningful coverage of statute content. It also enables the reader to isolate his general field of interest and obtain a better insight into what materials require further study.

Both the National Archives and the National Records Management Council deserve praise for their continued efforts to develop materials of direct and specific benefit to persons in the field of records management and to foster a better understanding of the field itself. Each has published, in this instance, a report of great merit.

WILLIAM BENEDON

*Lockheed Aircraft Corporation*

*The American Collector; Four Essays Commemorating the Draper Centennial of the State Historical Society of Wisconsin, 1954*, edited by Donald R. McNeil. (Madison, The Society, 1955. Pp. 61. \$2.)

Anyone who may have been led by its sponsorship of Professor Hesseltine's curiously unsympathetic biography of Lyman C. Draper (reviewed in *American Archivist*, 18: 69-70, Jan. 1955) to suppose that the State Historical Society of Wisconsin is deficient in piety or undervalues the achievement of its founder will be pleasantly relieved by this handsome little volume. It prints the papers read at the Founders Day celebration of January 1954, marking the appointment of Draper as first superintendent of the society. In the first three, two distinguished visitors, Lyman H. Butterfield and Roy P. Basler, join Mr. McNeil in a symposium on the American collector, while in the fourth, Alice E. Smith of the society, evaluates "The Draper Manuscripts" in her address at the centennial banquet. The four essays, as the editor says, "have one strong thread of continuity — dedication to one of the greatest collectors of all time, Lyman C. Draper."

Dr. Butterfield, in "Draper's Predecessors and Contemporaries," a char-

acteristically well-made and gracefully phrased essay, places in perspective the earliest American historical editors, societies, and collectors, rendering full justice to men who have been too much belittled by their academic and "critical" successors: "If a filiopietistic enthusiasm had not pervaded the age and driven men like Force and Sparks and Draper on in their incredibly laborious pursuits, the materials for writing American history would be extraordinarily scarce." It was the accumulations and the editions of them and their fellow zealots that rendered possible "the immense advance made by American history in the nineteenth century." Dr. Butterfield has even a kind word for the much-ridiculed autograph collector, who, if at times absurd and even destructive, "also often acted as a lifesaver, rescuing from neglect, destruction and 'the waste of time' materials that we would not willingly have lost." The autograph fad speedily became nationwide, and developed strong ties among its devotees, thus fostering "a taste for history, or at least for American antiquities, up and down and across the land."

Dr. Basler, in "The Modern Collector," discusses high prices, the dealer, specialization, and the dwindling of *lebensraum* as factors affecting both private and institutional collectors, and summarizes his own experience in making the approximately complete collection of photocopies that formed the basis of his magisterial edition of the *Collected Works of Abraham Lincoln*.

Mr. McNeil, in "The Wisconsin Experiments," describes the active methods of "systematic, selective collecting" pursued by the State Historical Society in recent years: the employment of three traveling field representatives; the maintenance of a "central lead file," with cards for all materials spotted; systematic manuscript surveys of labor, medicine, and business; and the circularization of members of the State legislature. Mr. McNeil is not dismayed by Dr. Basler's bogey, elephantiasis of the documentary system, because of Wisconsin's regional depository system, which extends to "signed agreements with several public libraries and state colleges whereby they provide space, cataloging and care of the collections for their area, with the State Historical Society retaining title."

In "The Draper Manuscripts," Miss Smith provides an excellent, concise description of a collection which has been more exploited than analyzed. She indicates the areas, the periods, the themes, the figures, and the kinds of information covered by Draper's collections, and mentions some of the publications to which they have led. Although warfare before, during, and after the Revolution is the major subject, there is much on peaceful Indian relations, the early land companies, the pioneer settlers and their families, and the incidents of pioneer life. "Those who have the desire and the patience to make the search can still find little-known or unworked material in the 486 volumes that constitute the Draper Manuscript Collection," she concludes, and much of what is taken to be known will bear reassessment in the light of later and deeper knowledge.

DONALD H. MUGRIDGE

*Library of Congress*

*Organization and Management; Theory and Practice*, by Catheryn Seckler-Hudson. (Washington, D. C., American University Press, 1955. Pp. x, 324, illus., bibliog. \$5.)

One of the more active writers and teachers in the field of government and public administration has brought together systematically in this volume a statement and an analysis of the principles and processes of organization and management, particularly as applied to government. Of the three chapters on principles, the one reviewing the differences between management in government and management in business is particularly significant, noting a dozen or more distinctions that should be better understood by bureaucrat and tycoon alike. The chapters on processes deal with policy formation, authority, planning, organizing, budgeting, staffing, operating, reporting, and controlling. These chapters are supplemented by an outline prepared by the Budget Bureau, which lists the principles and techniques to be followed in conducting a management survey. There is also an extensive annotated bibliography of government documents, periodicals, and books.

Archivists, records management specialists, and others who believe that organization and management revolve around records and paperwork will have their humility restored by this book. Archives, records, and paperwork appear nowhere in the index and rarely elsewhere in the volume. Record and accounting systems are mentioned in passing as operating processes; the Budget Bureau outline urges analysts to study existing records; and the 500-item bibliography does list the *American Archivist* and Philip C. Brooks' *Public Records Management* (1949) as good sources of information. In short, members of our Society may learn the rudiments of organization and management from this useful work, but the executives, specialists, practitioners, and students for whom it is written must go somewhere else to learn what we contribute to public administration.

HERBERT E. ANGEL

#### *National Archives*

*A Survey of Forest History Resources for the St. Croix River Valley, Minnesota-Wisconsin*, by Helen McCann White. [Forest History Report No. 1.] (St. Paul, Forest History Foundation, 1955. Pp. 18.)

To the economic historian who has long wailed over the destruction of numerous business records, this report should be an inspiration. To all researchers who have been faced with large gaps in or downright paucity of source materials, the results obtained by the author in a 10-week survey should be encouraging. If by chance the researcher is interested in the history of the St. Croix River Valley or in the lumbering and forest-related activities that were the major industries of this valley, he will find his work already begun.

The survey described in this report was undertaken to explore primary source materials dealing with the history of the St. Croix Valley, in east central Minnesota and northwestern Wisconsin. The purposes of the report were not only to make known the source materials discovered, but to describe the meth-

ods and techniques utilized, in the hope that they might be found useful in other areas. The project was sponsored by the Forest History Foundation.

The information gathered in this survey was obtained by personal and telephone interviews and by letters, some of which were of a followup nature. A few of the oral history interviews were recorded on tape and later transcribed, typed, and approved by the person interviewed. The author attempts to evaluate the methods used and offers suggestions based on her experiences. In her inventory of source materials she indicates the method or methods utilized in obtaining the information. She also lists materials which her survey showed were destroyed and potential interviewees whom she was unable to contact in her limited time.

The purposes of this survey were accomplished. Perhaps an equally important contribution of this and similar surveys is that they may awaken the public to the historical value of records still in private possession.

MABEL E. DEUTRICH

*National Archives*

Maryland Hall of Records Commission. *Calendar of Maryland State Papers, Number 4: The Red Books, Part 3*. Publication Number 10. (Annapolis, Hall of Records Commission, 1955. Pp. x, 314. \$2.00.)

This volume continues and completes the calendar of that assemblage of early Maryland state papers known by the color of their bindings as the Red Books. The two preceding volumes of the Red Books calendar were published respectively in 1950 and 1953.

As I have pointed out in a review of volume two of the calendar, the compilers have followed the calendaring procedures recommended by Morris Radoff in his "Practical Guide to Calendaring" (*American Archivist*, 11: 123-140, 203-222, Apr., July 1948). The abstracts of the documents appear to be uniformly good, and a reference to any printed version of the text in a selective series of published compilations is appended to each entry.

The physical arrangement of the documents in their bound condition, disregarding *respect des fonds*, necessitates in each calendar entry a specific reference to the volume and item number of the corresponding document as it is bound in the Red Books. Appended to the calendar is a finding list that keys the volume and item numbers of the bound documents to the corresponding calendar entries, thus facilitating cross references between Red Book and calendar. The present volume of the calendar covers volumes 21 through 33 of the series, a total of 1,679 documents, with a chronological span from 1748 to 1825, but with concentration in the period from 1778 to 1781. The documents consist of executive papers, mainly military in character.

I am somewhat inclined to question the advisability of beginning a new serial numbering of the entries in each of the three volumes comprising the calendar. Since the collection of 33 volumes of documents, bound as 50, is apparently destined for all time to be known — not unpleasantly, to be sure — as the Red Books series, it would appear that the serial numbering of the

calendar entries for its components should be consecutive and continuous, even though the calendar does appear in three printed volumes.

Dr. Radoff and his assistants at the Maryland Hall of Records cannot be too highly commended for now having completed, with one exception, the task of calendaring the volumes of their Rainbow Series (the Red, Blue, Brown, and Black Books). The accomplishment is all the more extraordinary in view of Doctor Radoff's statement in the foreword to the present volume that the calendars "have been produced by pooling the time and effort which several members [of the staff of the Maryland Hall of Records] could spare from their routine tasks." Such an admission might be censured by his peers were Dr. Radoff a member of some other union. That little phrase "routine tasks" is likely to evoke hectic visions in the minds of many archival administrators on the Federal and State levels. The example set by the Maryland Hall of Records can be emulated, perhaps, only under the conditions that prevail in that admirable establishment. In most cases, archival agencies are so understaffed that they can barely cope with the volume of services required in their search rooms and the volume of retired records flowing onto their archival shelves.

If, as has been alleged, there is a pot of gold at the foot of the rainbow, then Dr. Radoff and his colleagues richly deserve a reward in the form of high praise for having calendared all of their Rainbow Series. Under any set of circumstances, this is a massive achievement.

JOHN MELVILLE JENNINGS

*Virginia Historical Society*

National Records Management Council. *Proceedings of the Second Annual Conference on Records Management, September 19-20, 1955*, edited by H. W. MacDowell. (New York, New York University, 1955. Pp. 79. \$2.)

A conference that may well come to play an increasingly larger part in helping the United States understand the significance of records management is one being held in the Fall each year in New York. Jointly sponsored by the National Records Management Council and the Graduate School of Business Administration of New York University, the conference attracts over a hundred participants, including a representative from each of many well-known American corporations.

The *Proceedings* of the second annual conference consist of reports of 11 sessions, 7 of them presumably verbatim, the others in summary style, built around the conference theme of "Integrated Controls over Business Records." A roster of those in attendance concludes the *Proceedings*, but which ones were the "records officers" or "archivists" of their companies is not indicated.

Records management, inferentially at least, was described in broad terms at the conference. Charles Stauffacher identified its connection with electronic data processing. There were seminars on records retention and records center operations; organizing records for business memory; forms, reports, and cor-

respondence controls; managing records programs; and the preservation and protection of vital records. Such a program represents the approach of those who equate records management with paperwork management.

The speakers were, for the most part, a distinguished group. In addition to Mr. Stauffacher, already mentioned, Alfred Pelham, Timothy Costello, Robert Bascom, John J. Rutherford, James L. Gear, William Benedon, and Peter F. Drucker addressed the conference. Gear's talk on "The Preservation and Protection of Vital Records" contains much material not elsewhere easily available.

Each reader will undoubtedly find different items in the *Proceedings* that interest him. Phrase makers may like Robert Shiff's statement that paperwork is management's juvenile delinquent. Others may be struck by this opinion of Peter Drucker: "By selecting what records to retain, what records to suppress, and what to eliminate, you decide, in effect, the scope of managerial imagination, managerial knowledge, and managerial information."

Readers primarily seeking facts will learn that during the last 30 years individual farm productivity has increased 228 percent, individual factory productivity is up 205 percent, but individual clerical productivity has risen only 116 percent. On page 37 they will also learn, of records center operations, "One clerk should be able to service 10,000 feet of records." These are isolated examples, quoted simply to indicate the flavor of the book and its possible uses.

EVERETT O. ALLDREDGE

#### *National Archives*

*Guide Letters, Records Management Handbook.* (Washington, National Archives and Records Service, 1955. Pp. ii, 23. Processed.)

This is an efficiency handbook designed to save time and effort for the dictator who must handle a large volume of correspondence. It is based on the theory that letters coming to a given department are often quite similar in content and require similar answers. The theory is not new. It has been recognized for many years by mail-order houses and various other business institutions. Even jokes have been written on the subject—witness the "Bed-bug Letter" story that was current many years ago.

What the author has done here, and done well, is to give clear and very readable instructions for developing a system of handling a burdensome and boring chore. She takes the reader through seven logical steps of analyzing his mail, sorting out repetitive subjects, writing suitable paragraphs of reply and putting them into a compact, well indexed desk file for easy reference. Suggestions are given for making improvements in the wording of the paragraphs and for determining the savings that the system effects. There are plenty of examples, plenty of illustrations, and plenty of "sell" throughout the booklet. If you are skeptical and do not want to be convinced, you had better not read it; otherwise the author will convert you.

CHESTER C. CONNER

#### *Aluminum Company of America*

*Virginia Antiquary: Volume I, Princess Anne County Loose Papers, 1700-1789*, edited by John Harvie Creecy. (Richmond, Va., Dietz Press, 1954. Pp. xi, 221. \$6.)

Sometime between 1924 and 1930 (the editor is not more specific) about 25,000 loose papers were transferred from the courthouse of Princess Anne County, Virginia, to the State Library at Richmond. There they have been arranged in rough chronological order and placed in labeled boxes; and in this form they have been available to searchers. What Mr. Creecy has done is to abstract a selection of the papers most useful for genealogists and local historians. He has prepared a full name index to persons and land tracts.

The value of this work to genealogists is obvious. The archivist might hesitate to select from court papers, as the editor has done, but in his heart he must recognize that the mass of such papers which have survived is too great ever to be printed in toto, even if, as Mr. Creecy prays, funds may be found outside of government.

The editor, who is a specialist in genealogy, is to be commended for making a start. It is his purpose to continue if the response to the first volume is sufficiently encouraging. In Maryland, such court papers are disappearing every day under the eyes of the historians and archivists, and no doubt our experience is being repeated elsewhere. Can Mr. Creecy shame us into doing something more than deplore our helplessness?

MORRIS L. RADOFF

*Maryland Hall of Records*

Michigan, Department of Administration, Office Services Division. *Records Management Program; State Records Center* (Lansing, 1954. Pp. 14.)

Michigan, Department of Administration, Office Services Division. *Records Management Program; Procedures Manual* (Lansing, 1955. Pp. 16.)

These two processed publications from Michigan are additions to the growing list of State government issuances from all regions of the country that tamp down the now well-marked trail of contemporary records management practices. The trail, in fact, is becoming a four-lane divided highway; pouring out in one direction as current records; and returning in the other through intermediate records centers, from whence the stream splits off to two terminal destinations, the waste-paper pulp mills, and the archival depository. The records management movement, though only about a decade old, already has witnessed the full achievement of this cycle in the Federal Government, for in 1955 as large a volume of records was removed from current status as was created in the various Federal agencies. Now the State governments, one after the other, are establishing similar facilities and procedures to accomplish a like cycle in that most important of government commodities — records.

In general, the necessary State laws, regulations, facilities, and procedures are closely patterned on the Federal Government model; and, as portrayed in these issuances, Michigan is no exception. The 1954 issuance is devoted mainly to the new State Records Center at Lansing; that of 1955 details the pro-

cedures, steps, and forms in executing the records management program. Both publications are clean-cut jobs, simply but effectively organized, refreshingly free of administrative gobbledygook, easy to read and easy to digest, and unmistakably pointing out the way to action. Graphic illustrations and appropriate photographs ably support the text. In short, these are intended to be, and are, action documents.

The records center building follows the trend toward well-marked differentiation from the permanent archival depository. Archival plans and structures tend to be rather complex, in keeping with the more subjective motives that spark their establishment. Conversely, all recent American records centers, including the Michigan example, are simple rectangular storage enclosures with an attached oblong for housing irreducible office and reception spaces. The Michigan ratio is typical: 21,500 sq. ft. (100' x 215') for records storage area, as against 5,520 sq. ft. (40' x 138') for all office and processing areas. Thus the records are stored in one large, unpartitioned area completely filled with some 4 dozen ranges, 10 shelves high, each shelf carrying 3 of the now familiar records-center standard-size, low-cost, corrugated-cardboard containers, 10" high, 12" wide, and 15" deep. The attached oblong area houses offices, loading and receiving area, a microfilm room, a search or reference room, and some storage space.

This reviewer believes that the records storage area should be divided into three parts by two firewalls for greater safety. Too much dependence appears to be placed on a sprinkler system which, experience indicates, is likely to be more injurious to records than the fire itself. To confine the area of a spot blaze by suitable construction features is of fundamental importance. The A.D.T. system is depended upon for forcible entry alarm. Fluorescent fixtures are used throughout for lighting, both in the storage and in the processing and office areas; and these areas also have acoustical ceilings, asphalt tile flooring, and movable steel partitions. But the planning of the office and processing areas appears rather inchoate, without recognizable form or pattern. It is unfortunate, too, that the search or reference room is not permitted outside light by way of windows, which still remain the best antidote for claustrophobia. It is also questionable whether the unfinished cinder block construction of the walls will prove adequate for protecting records and personnel against the seepage of hard driving rains and other inclement weather.

The 1955 issuance, the *Procedures Manual*, is divided into five sections which deal with the well-recognized elements of a records program such as the records inventory and appraisal, retention and disposal procedures, the preparation of records for transfer from the agency to the records center, and reference procedures. In the main these procedures are patterned on those developed by the National Archives and Records Service, especially with respect to the forms used, such as "Request for Authority to Dispose of Records" (Form DA-503), "Retention and Disposal Schedule" (Form DA-504), the "Transmittal of State Records" (Form DA-501), and the "Container Label" (Form DA-502). It is also interesting to note that the evaluation scheme is similar to that which has evolved in Federal practice: the respective State

agencies and fiscal authorities are responsible for determining administrative, fiscal, and legal values; but the determination of historical and general research values are the "duty and function of the Michigan Historical Commission" (p. 6) which, in this respect, is the counterpart of the National Archives. These Michigan publications should be useful models for other States contemplating the establishment of complete records programs.

VICTOR GONDOS, JR.

*National Archives*

*Buildings of the State of Maryland at Annapolis*, by Morris L. Radoff. [Hall of Records Commission, State of Maryland, Publication No. 9.] (Annapolis, The Commission, 1954. Pp. xi, 140. Illus., appendix, index.)

This account of the buildings erected by the Colony and State of Maryland in Annapolis, from the establishment of the capital there in 1695, is a fascinating social history of changing taste and the impact of political and economic events upon public monuments. The study was the outgrowth of a request from Gov. William Preston Lane, Jr., to Dr. Radoff, State Archivist, to co-operate in the restoration of the Old Treasury Building on State Circle. This building was one so confused with another that a study of both was indicated — with results that radically changed the tradition dating the structure back to the seventeenth century. As Dr. Radoff says, "No valid reason was ever given to support this extremely early date, but like so many other traditions it became in time unassailable."

This study having proved so valuable, it was extended first to all "colonial" buildings and finally to those of recent date. There proved to be less documentation for the later than for the early buildings, as delegation of function to other branches of government resulted in less careful record keeping.

For each of the 22 buildings, which are treated in chronological order, there is a well-written historical sketch based primarily on documents in the Hall of Records. This is supplemented by valuable material from the *Maryland Gazette*, which dates back to the first third of the eighteenth century and has had almost continuous publication since. A careful selection has been made from personal reminiscences. Forty-two plates, including early maps, old prints and views, photographs, and modern drawings, materially help the interpretation.

The first two buildings erected were the State House and St. Anne's Church, the removal from the Catholic St. Mary's City being dictated more by religious motives than by the remoteness of location and hardship of travel stated officially in the preamble of the act of the General Assembly for removal. Other needs were then met — for a school, a prison, a record repository, a powder magazine, a public necessary, a governor's mansion. By the time of the Revolution, the city was well embarked on two major projects, a new State House and a new church, which were completed after the war. Then economic forces brought about by a shift of population and commerce to Baltimore, one of the new Nation's leading ports, left State authorities little incentive or need for building until 1858.

Dr. Radoff in his preface ably traces the major historic trends that affected the State's building in Annapolis as the capital evolved from a city of commerce and industry to one of government and education, the seat of the U. S. Naval Academy and of St. John's College. The preface records, too, the depression years, when federally aided public works construction in the 1930's left its impress on the city, particularly in the construction of the Hall of Records.

To the archivist this work represents a pioneer project that would be difficult, if not impossible, to duplicate in most of the other 13 original States. In some it would involve a study of one or more different capitals; in others the State buildings were engulfed in great cities and the sheer bulk of buildings to be accounted for would be overwhelming; in still others there is no such long unbroken documentary record, because of losses from fire, war, and other causes.

But it is not to the archivist alone that Dr. Radoff's book presents a challenge. The architectural historian finds much matter for reflection in this compilation. The colonial architecture of Maryland was a brick architecture in a well-ordered Georgian taste. When the nineteenth century contributed a governor's mansion it was a sound Victorian structure with mansard roof and projecting bays, and the third St. Anne's Church of that period was in the prevailing Gothic taste. The contribution of the 1880's to the State House was an "annex" far larger than the original building. Then came the era of restoration, and architects of this generation had an opportunity to "turn back" certain of the colonial and early Federal buildings, and even, elaborately and expensively, to translate the Victorian governor's house into an imposing Georgian country mansion.

The architectural history concludes with an account of three of the most recent buildings serving such modern functions as a heating-plant and armory, in which a devout but not always effective effort has been made to emulate Georgian elegance. This striving culminates in the State Office Building (1938-39), and quite fittingly Dr. Radoff concludes his documentation with the architect's own account of his sources. These include "a combination of the spirit of all the houses of Annapolis — the Chase House, the Hammond-Harwood House and the Brice House," a tower inspired by Sir Christopher Wren, and wrought-iron work and entrance gates derived from those at Westover, Virginia.

HELEN DUPREY BULLOCK

*National Trust for Historic Preservation*

*A Report by the Department of Archives and History on Archival, Historical and Museum Activities in Georgia, on the State and Local Level*, compiled by Mrs. Mary Givens Bryan. [Atlanta, the Department, 1955. Pp. [68]. Processed.]

Mrs. Bryan, Director of the Department of Archives and History, State of Georgia, prepared this compilation on Georgia's archival and historical programs and museum activities on both the State and local level for distribution

in mimeographed form to members of the Society of American Archivists and the American Association for State and Local History.

Although Georgia does not as yet have a fireproof archives building or a records management program and is at present using a warehouse as an unofficial records center for its noncurrent and overflow records, a movement is well under way to secure legislative sanction and the requisite appropriation for the secretary of state to employ "a specialist or organization of specialists in the field of records management to conduct a survey of records of the State of Georgia relating to more efficient and economical methods of creating, managing, keeping and disposing of Georgia's records."

A careful perusal of the progress report for Georgia archives will show that while the "Empire State of the South" is still a long way from its goal, it has made substantial strides during the past 36 years, under the leadership of Lucian Lamar Knight, 1919-25; Mrs. Ruth Blair, 1925-37; the late Mrs. J. E. Hays, 1937-51; and Mrs. Bryan, 1951 to date, successively directors of the Department since its establishment in 1918.

The first decade (1919-29) was spent principally in assembling the State's archives, classifying, inventorying, cataloging, codifying, and shelf-listing them. The next decade (1929-39) was spent in performing a like service for a number of its county records. During this period Georgia observed its two-hundredth anniversary, and by "Georgia Day, 1933," 36 of the 159 counties had placed published and unpublished county histories in the Department. The third decade (1939-49) was marked by the historical index project of the WPA and the State records microfilm project undertaken by the Library of Congress in association with the University of North Carolina. During the present decade, the Director, with one assistant, has been attending to the transfer and inventorying of the records of the land-grant office and the surveyor-general's department.

In the long-range county program significant progress has been made in inventorying, repairing, rebinding, indexing, and microfilming about 15 percent of the records of the lands in 48 counties distributed by the headright, bounty, and lottery systems.

Compiled here are reports of publications by the Department, 1919-55; of the restoration and lamination division, 1941-55; of the microfilm division, 1951-55; and of the Historical Commission, 1951-55; the State Museum, 1955; the Historical Society, 1955; the Society of Historical Research, 1955; the Atlanta Historical Society; the Dekalb Historical Society; and the Richmond County Historical Society.

This is an excellent report of State and local archival, historical, and museum activities, with no discussion of projects sponsored by the Federal Government in Georgia.

ELMER O. PARKER

*National Archives*

Central African Archives. *Archives in a New Era, a Report by the Chief Archivist for the Period 1 January 1949 to 30 June 1954*. (Lusaka, Northern Rhodesia, Government Printer, 1955. Pp. viii, 81, illus., appendixes.)

With notable clarity and literary style V. W. Hiller describes the flowering of an institution of which American archivists have read with interest since it was established, in 1935. Initially set up for the self-governing colony of Southern Rhodesia, the Archives has now been expanded to serve the new Federation of Rhodesia and Nyasaland. The depth of understanding that comes of a philosophical approach and experience wisely tested is here applied to an unusually broad range of activity. Traditional concepts and modern methods are blended with rare judgment.

Seasoned practitioners as well as students could profit from Mr. Hiller's remarks on the responsibility of archivists to scholars, the public, and government. On the familiar problem of arrangement of records to suit various demands, his facility of expression is evident: "the archivist must be all things to all men, and the only way he can be so is to give his first service to the archives themselves; the rest will follow."

While he reports impressive accomplishments, Mr. Hiller is candid about his problems. They are principally shortages of staff and of space and the failure of agency officials to follow through on transfer and disposal programs once established, all familiar to us. Mr. Hiller plans to meet these problems by territorial records centers. Records will pass to the control of the Archives promptly, but the valuable ones will remain in the centers in Northern Rhodesia and Nyasaland for 30 years and in Southern Rhodesia for 15 years before passing to the Central African Archives itself.

The Archives has been seeking to fill the gaps in its public records and to complete its documentation of the period before responsible government; that is, before 1923. This has meant chiefly collecting manuscripts and microfilm copies representing the British South Africa Company, as well as invaluable additions to the papers of David Livingstone, Cecil Rhodes, and other early leaders.

The broad aspect of the Archivist's work is seen in his responsibility for the library, publication, and exhibit activities. The research library, in addition to supplementing the records in research, performs for the Federation the task that the British Museum performs for the United Kingdom. Notable acquisitions are mentioned, as is the importance of the technical library on archives and records administration. The character of the map collection is highlighted by the gift of a map prepared by Livingstone and an associate in 1851, giving the approximate location of Victoria Falls.

The emphasis on records management is based upon "the inflation in the value of many written documents" resulting from mass paperwork. The archivist's role in this field is seen as part of the application of his specialized knowledge to the whole life of the records. Archivists alone, Mr. Hiller says, are qualified to look after the national heritage of records, which to future generations will constitute the living past. And they can fulfill the obligation only if they take their part in the management of the semicurrent records. Yet he

recognizes that the archivist will be performing two distinct and separate functions, records management and research activities.

Among technical developments the classification of records by a number scheme is of interest. This scheme, by record groups, major classes, and organizational units, governs the overall arrangement but does not affect that within the files themselves.

The service of the Archives is being extended to local governments, and Mr. Hiller and his staff have given technical assistance to several other African territories. Thus it is evident that he is contributing notably to the development of the cultural heritage not only of the Federation but of the whole continent.

PHILIP C. BROOKS

*Federal Records Center, San Francisco*

National Archives of India. *Studies in Dextrine Paste*. [Technical Bulletin No. 1] (New Delhi, 1955, Pp. 5. Mimeo. Appendix and bibliog.)

The preface to this bulletin contains a brief discussion by the Director of Archives, Government of India, relative to the repairing and rehabilitation of records and manuscripts undertaken by the National Archives. It also outlines the project of the Research Laboratories of the National Archives of India to determine the cause of the yellowing of old records repaired with chiffon and dextrine paste.

In the course of their research, accelerated aging tests (heating for 72 hours at 100° C.) were employed in the evaluation of experimental specimens of manuscripts repaired with chiffon and fine muslin and dextrine paste and with cellulose acetate adhesives. Test data indicated that specimens repaired with muslin and dextrine paste showed no discoloration or yellowing, whereas specimens repaired with chiffon and dextrine paste developed a distinct yellowish color.

The effect of the paste composition on the yellowing of chiffon-repaired specimens was investigated and the rather strong acidic nature of the paste was suspected as the cause of this condition. White arsenic, added to the dextrine paste as an insect deterrent, was observed to accelerate the aging of chiffon. Several other chemicals were therefore investigated as replacements for this ingredient of the paste. Dextrine paste formulas containing 1% by weight of lead carbonate and barium carbonate as insect deterrents were found to increase the pH value of the dextrine paste and reduce the yellowing effect on chiffon-repaired specimens. The lead carbonate additive was chosen as the most satisfactory of the chemicals tested, and the complete dextrine-paste formula containing lead carbonate as replacement for white arsenic is given.

An appendix contains the various formulations used in the experimental work and several tables of test data.

Librarians and others engaged in the preservation and rehabilitation of records and manuscripts, by means of the chiffon or crepeline method, should find this bulletin of much interest.

M. S. KANTROWITZ

*United States Government Printing Office*

*Early American Trade with Mauritius*, edited by A. Toussaint. (Port Louis, Mauritius, Esclapon Ltd., 1954. Pp. 86.)

The Chief Archivist of the Mauritius Archives, A. Toussaint, has selected 38 documents concerning American trade with the French colony of Île de France (now the British possession of Mauritius) from 1793 to 1803 for publication in the second volume issued by the Mauritius Archives Publication Fund. Thirteen of the documents are from the records of the Republican Government of Île de France, preserved in the Mauritius Archives, and 25 are from the consular despatches to the Department of State, in the National Archives of the United States. The editor states (p. 17) that all these documents are published for the first time, but three letters—of July 8, August 10, and December 12, 1799—from the acting United States Consul in Île de France to Secretary of State Timothy Pickering (Nos. 17, 22, and 24) have been published in full in *Naval Documents Related to the Quasi-War Between the United States and France*, the first in the volume on *Naval Operations from April, 1799, to July, 1799* (pp. 476-478) and the last two in *Naval Operations from August, 1799, to December, 1799* (pp. 56-57 and 531-533). Some words in these letters which Dr. Toussaint has indicated that he omitted from his text, perhaps because of the difficulty of reading the photocopies from which he apparently worked, are to be found in these volumes of naval documents. The latter transcribe the consul's name as "George Haily" or "Hally," whereas Dr. Toussaint gives it as "Stacey."

Dr. Toussaint also includes a valuable "Calendar of American Voyages to Île de France from 1786 to 1810," compiled from the *Calendriers des Îles de France et de Bourbon*, fairly complete for 1775-1790; from the *Rapports de mer* for 1786-1810 made by shipmasters to the admiralty courts of Île de France, preserved in the Mauritius Archives; and from the occurrence-books of the municipality and central police office of Port Nord-Ouest (Port Louis) for 1794-1810, in the same archives. The list gives for each year the dates at which American ships touched at Île de France, their American ports of embarkation, and the names of their captains. Beginning with one ship, the *Grand Turk* from Salem, in the year 1786, the number grew to 87 for the years 1786-1793 and 111 for 1796-1798, and reached a peak of 98 in 1805. From 1804 to 1807 American ships constituted half the neutral ships touching at the island, but their numbers declined after 1808.

In the introduction the editor traces briefly the development of the foreign trade of Île de France and summarizes the contents of the documents. This is in large part a reprint of his interesting article, "Early American Trade with Mauritius," in the *Essex Institute Historical Collections*, 87: 373-387 (Oct. 1951).

The Mauritius Archives should be congratulated upon its interest in the publication of this rather inaccessible material, and it is to be hoped that additional volumes will be forthcoming. It is to be regretted, however, that the editor does not describe more fully the resources of these archives or indicate what principle he followed in selecting these few documents. He declares in the preface that the years 1793-1803 "were the most significant in the history

of early American ventures in the Indian Ocean," and yet states (p. 13) that American trade with Île de France continued to be great from 1804 to 1807. The documents selected for publication consist chiefly of protests by American shipmasters and consuls against French restrictions upon American trade, such as an embargo, customs duties, and confiscation of ships or cargoes in two periods: from 1793 to 1795 after the outbreak of war between Great Britain and France, and again from 1798 to 1800, during the undeclared naval war between France and the United States. They reveal the generally favorable attitude of Governor Malartic towards the Americans, perhaps because of the island's growing dependence upon American food as well as because of the Franco-American commercial treaty of 1778; the opposition of "the Jacobins" in the island to American trade; and some information about commodities, prices, and American consular practice. Some editing of the documents would have made references to local conditions more intelligible.

On the whole, this somewhat fragmentary collection of documents and calendar of American voyages does bring together interesting and valuable material for the study of early American trade in the Indian Ocean from 1786 to 1810 and reveals something of the extraordinary enterprise of American shipowners and captains as well as the reasons for the fluctuating policies of the colonial administration and assembly in Île de France.

EVELYN M. ACOMB

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Northamptonshire Archives Committee *Annual Report, 1954-1955*. (Northampton, 1955.)

Worcestershire Achivist *Annual Report for 1954-1955*. (Worcester, 1955.)

National Register of Archives, Worcestershire Committee *Seventh Annual Report, 1954-1955* (Worcester, 1955.)

Worcestershire Photographic Survey Council *Fifth Annual Report, 1954-1955*. (Worcester, 1955).

These four reports bear witness to the amount of time and effort spent in England in discovering and preserving local records and to the extent to which these records are becoming available to the public. Local historical and antiquarian societies have existed in England for many years and interest in the preservation of local records is not new. Activity in these areas has been stimulated, however, by the work of the National Register of Archives, a division of the Historical Manuscripts Commission, which functions through county committees like the Worcestershire committees noted above. Although this activity may result in a number of separate county organizations, the Worcestershire reports show that such organizations work closely together. Also, although in Worcestershire and probably elsewhere, records will continue to be housed in various repositories, not always under ideal conditions, nevertheless efforts are being made to improve the care of such records and to make their existence known.

Members of the Worcestershire Committee of the National Register of Archives are engaged in listing and reporting to the Register documents in private hands and in cataloging those in public libraries in the county. The Worcestershire Photographic Survey Council, with the aid of the local societies of which it is composed, is collecting photographs that relate to the county. Expeditions to take new pictures are encouraged, and anyone having interesting or important photographs is urged to deposit copies in the Shirehall collection.

By far the most informative of these reports are those of the two county archivists, that for Northamptonshire constituting the greater part of the report of the Northamptonshire Archives Committee. The setup in these counties is the result of a widespread movement that has resulted in the staffing of many county record offices with trained archivists, in place of interested antiquaries with little or no training. These reports show the kind of work that goes on and the problems that must routinely be met in a county record office under such direction. Both offices are in need of new quarters, which it is hoped can be acquired shortly. In each county the work of listing, cataloging, and repairing both new and old collections goes steadily forward. The Northamptonshire office has this year published a guide to its records so that scholars may know what is there. Both offices report that their facilities are used by local people and by historians and others from farther afield; both offices are prepared to supply copies of records and answer queries. As a means of encouraging local interest staff members during the year have prepared exhibits illustrating their work and have given lectures to local groups. There is evidence of considerable cooperation with local historical societies and other local organizations. Similarly both archivists have given what time they could to those in charge of ecclesiastical, borough, and town records and to private individuals who have records in their possession.

The significance of these reports lies not in their detail but in the information they afford about the discovery and preservation of local records, work in which, as these reports indicate, local groups play a vital part. If all local records were taken to London, interest in them and in other records as yet unreported would undoubtedly lessen and thus many important documents would be lost, or remain to all intents and purposes lost, because of their inaccessibility. It is through reports such as these that local interest is kept alive and that scholars can learn of these local repositories and the facilities they offer.

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*Erhvervshistorisk Årbog. Meddelelser fra Erhvervsarkivet*, Vol. 7, 1955. (Aarhus, Denmark, Rosenkilde og Bagger, 1955. Pp. 152. 16.25 kr.)

This is the seventh yearbook published by the Danish Erhvervsarkivet or Business Archives in Aarhus. It consists of four scholarly articles, followed by a short account of archival activities for the 12 months ending March 31, 1955.

The first article, by Poul Enemark, tells of the attempts of the Danish nobility in the sixteenth century to profit from the purchase of steers for export, a lucrative, privileged business, which the Crown had reserved for native cattle dealers only. The second and longest article is by Troels Fink. It discusses economic questions in Schleswig-Holstein during the years 1773-1807, a period which later historians regarded as fortunate for the duchies. The treatment rests upon printed sources which the author admits must be handled with caution. Included are such broad topics as the monetary, bank, and credit systems, taxes, customs duties, agricultural problems, industry and handicraft, commerce, and shipping. The complaints of the time have a surprisingly modern ring. The currency was not stable. There were too many representatives abroad and too many pensioners at home. The State meddled too much in business, and government expenditures should be reduced. Home industry should be encouraged and protected from foreign competition. Taxes naturally were a sore point. Yet the economy of Schleswig-Holstein was on the upswing, and those who grumbled generally had a private ax to grind.

Archivist Finn H. Lauridsen's contribution is based upon the Schou family archives (1812-1919), accessioned in 1954. This collection is unusual because it contains the handwritten notes of the well-known grain dealer, Hans H. Schou, on his transactions in the years 1831-42, 1844, 1849, and 1851. From a modest start Schou built up an impressive and profitable grain-export business. His notes, here reproduced, reveal a shrewd and careful observer of the weather and its effect on crops, the prevailing prices, and the fluctuating market for grain.

Lastly, Archivist Vagn Dybdahl offers a penetrating study of the values and uses of anniversary publications, including business histories. He reviews critically a recent Danish bibliography in this field, which is of limited utility because of the chronological listing of titles and the absence of any topical approach. Dybdahl sees educational and informational values in anniversary publications. But to be worthwhile they must have a sound historical and economic basis and be well and interestingly written. The necessary archival sources must be preserved and sufficient time allowed for thorough preparation.

During the past year Erhvervsarkivet received about 2,000 volumes and packages of records, of which a large part represented additions to earlier accessions. The sources of these records included banks, commercial houses, law firms, and a liquidated Danish affiliate of the German I. G. Farben concern. The task of arranging the archives continued, and the library increased its holdings.

Apart from this yearbook, members of the staff have been active in turning out several publications, including the memoirs of the late Rasmus Berg, who produced many trade and craft histories, and the projected five volumes of letters, articles, and essays of the historian and statistician, Marcus Rubin. As in the past, Erhvervsarkivet has had financial support from both public and private funds.

HAROLD LARSON

*Air University Historical Liaison Office*

*Album de Paleografía Hispanoamericana de los siglos XVI y XVII.* By Agustín Millares Carlo and José Ignacio Mantecón. [Instituto Panamericano de Geografía e Historia, Comisión de Historia, 46.] (México D. F., Editorial Fournier S. A., 1955. 3 vols. Pp. x, 187; xv, 93 plates; xvi, 132.)

Scholars and archivists who have occasion to work with records of the sixteenth and seventeenth centuries have need for a knowledge of the science of paleography. Thus the "Album of Hispanic American Paleography of the 16th and 17th Centuries," issued by the Commission on History, is a technical manual of great value for persons interested in Spanish American archivology. The work is divided and bound in three parts. The first, "Introducción," has a preliminary statement dealing with definitions, methods, and bibliography. Then follows a study of the evolution of Latin and Spanish writing before the fifteenth century and a more detailed consideration of Spanish writing from the fifteenth century onward. This latter treatment gives special attention to forms of letters, paper, writing instruments, abbreviations, and numerals. The three final chapters contain information on writing in colonial Spanish America, notes of the archives, and principles of transcription and publication of documents. Scattered through this part are numerous illustrations of letters and forms of writing. Also at the end there are illustrations of hundreds of letters, signs, and abbreviations found in Spanish American writing, with an indication of the meaning in each case. This part is truly a valuable introduction to and history of Hispanic American paleography.

Part two, "Laminas," comprises 93 excellent photographic reproductions of documents. The first 14 are illustrative of documents from Spain of the twelfth to the fifteenth centuries. The remainder are selected documents from various Spanish American countries, dating from 1500 to 1643. These facsimiles serve to illustrate the types and character of the records found in archives relating to those countries. Part three, "Transcripciones," contains the printed texts of the documents included in "Laminas." The location of the original and an indication of any publication are given in each instance. There is also a paleographic commentary on each document, detailing all the special features of the letters, signs, and abbreviations employed in the writing.

Agustín Millares Carlo and José Ignacio Mantecón, as well as the Commission on History of the Pan American Institute of Geography and History, are to be congratulated on making available this comprehensive and important treatise on Hispanic American paleography.

ROSCOE R. HILL

*Washington, D. C.*