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CONTENTS OF VOLUME XIX

NUMBER 1, JANUARY 1956

What Should Bind Us Together.....	MORRIS L. RADOFF	3
Legislative Recording by the Tennessee Archives.....	WILLIAM T. ALDERSON	11
The Case of the Clark Papers.....	ROBERT H. BAHMER	19
Growing Pains of a Records Management Program.....	BEN F. GREGORY	23
Applying Archival Experience Abroad.....	T. R. SCHELLENBERG	33
Some Changes in the Handling of Business Records at Baker Library	ROBERT W. LOVETT	39
State Labor Agencies: Where Are Their Records?.....	PAUL LEWINSON	45
The Illinois Records Management Survey.....	MARGARET C. NORTON	51
Archives of the Allied High Commission for Germany and Connected Tripartite Agencies.....		58
Recent State Archival Legislation.....	MARY GIVENS BRYAN	63
Reviews of Books.....		69
News Notes		79

NUMBER 2, APRIL 1956

R S V P		99
Historical Manuscripts as Archives: Some Definitions and Their Application	LESTER J. CAPPON	101
The Archivist's Role in Records Management.....	ROBERT A. SHIFF	111

Defense of Archives Against Human Foes.....	ROBERT H. LAND	121
Comments by Lucile Kane.....		133
Comments by Richard Dunstan Higgins.....		136
Planning the Tennessee State Library and Archives Building	DAN M. ROBISON	139
Herbert Anthony Kellar, 1887-1955..	MARGARET C. NORTON	151
Reviews of Books.....		155
News Notes		177

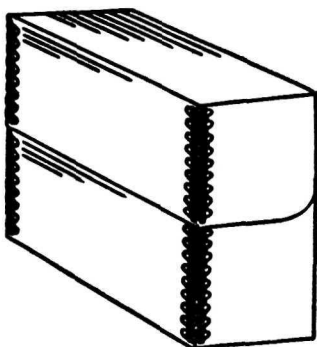
NUMBER 3, JULY 1956

John Franklin Jameson.....	WALDO G. LELAND	195
The Archives of the French Foreign Ministry: Opportunities for Research in American History.....	ABRAHAM P. NASATIR	203
The State Archivist and the Researcher.....	CHRISTOPHER CRITTENDEN	215
Aiding the Scholar in Using Manuscript Collections.....	HOWARD H. PECKHAM	221
A Historian Looks at Archives and Manuscripts.....	FRONTIS W. JOHNSTON	229
Film Records Management.....	HERMINE M. BAUMHOFER	235
Building a Records Filing System for New York State Schools	HOWARD W. CROCKER and KENNETH L. BROCK	249
Reviews of Books.....		261
News Notes		275

NUMBER 4, OCTOBER 1956

Cataloging Rules in the Departmental Records Branch.....	KEN MUNDEN	291
The Era of the Woodruff File.....	VICTOR GONDOS, JR.	303
Canada's New Record Centre.....	A. M. WILLMS	321
Reviews of Books.....		325
Writings on Archives, Current Records, and Historical Man- uscripts.....	LESTER W. SMITH	337
News Notes		370

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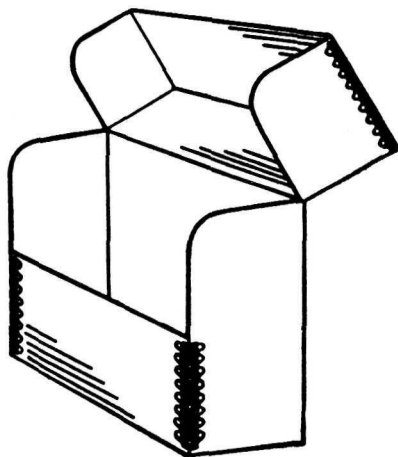
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Writings on Archives, Current Records, and Historical Manuscripts, June 1955-May 1956

By LESTER W. SMITH

National Archives

THIS annual bibliography is the fourteenth 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 1955 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 careful 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

I. GENERAL LITERATURE

1. ANNALES DES ANTILLES. No. 1. 1955- . Fort-de-France, Martinique, Société d'Histoire de la Martinique, 1955- . A new journal published for the Society at the Archives of Martinique.
2. ARCHIVES and manuscripts; the journal of the Archives Section, the Library Association of Australia. Vol. 1, no. 1. Nov. 1955- . Canberra, Archives Division, Commonwealth National Library, 1955- . To be published semi-annually.
3. BALIGA, B. S. The importance of archives for national reconstruction. *Indian archives*, 8:95-99 (July-Dec., 1954). Urges the value of archives for governmental administration at the planning level.
4. [BAUTIER, R.-H.] Bibliographie analytique internationale des publications relatives à l'archivistique et aux archives, publications parues en 1953. *Archivum*, 4:217-289 (1954).
5. BAVARIA. ARCHIVVERWALTUNG. Mitteilungen für die Archivpflege in Bayern. 1955, Heft 1/2. München, 1955- . First issue in expanded form.
6. BORN, LESTER K. The *De Archivis Commentarius* of Albertino Barisoni (1587-1667). *Archivalische Zeitschrift*, 50/51:13-22 (1955). Suggests that this work, published in 1737, was written between 1619-36, perhaps 1625-31, and therefore was possibly the first separate work on archives, antedating Baldassare Bonifacio's *De Archivis*, 1632.
7. BUSINESS ARCHIVES COUNCIL OF AUSTRALIA (NEW SOUTH WALES BRANCH). Bulletin. [No. 1]. May 1956- . Sydney, 1956- . To be published semiannually, the *Bulletin* is intended to report news of the Council's activities, plans for future development, and progress in research in business history.
8. CAPPON, LESTER J. Historical manuscripts as archives: some definitions and their application. *American archivist*, 19:99-110 (Apr., 1956).
9. ELLIS, ROGER AND WILLIAM KELLAWAY. A bibliography of the writings of Sir Hilary Jenkinson. *Archives*, 2, no. 14: 329-343 (Michaelmas, 1955).
10. FACIUS, FRIEDRICH. Amtliche Drucksachen; ein Grenzgebiet zwischen Archiven und Bibliotheken. *Der Archivar*, 8:col. 209-226 (July, 1955). Discusses the relationship between published government documents and government archives, with particular reference to the Bundesarchiv at Coblenz.

11. GERMANY (DEMOCRATIC REPUBLIC, 1949-). STAATLICHE ARCHIVVERWALTUNG. Archivmitteilungen. 5. Jg., Heft 1. 1955- . Berlin, 1955- .
12. [GROVER, WAYNE C.] The archivist's code. *American archivist*, 18:307-308 (Oct., 1955).
13. GROVER, WAYNE C. Government records for research. *Responsible freedom in the Americas*. Ed. by Ángel del Río. New York, Doubleday & Co., 1955. 554 p. p. 303-313. (Columbia University, *Bicentennial conference series*, "Man's Right to Knowledge and the Free Use Thereof.") A paper read at a conference held in October 1954 as part of the bicentennial program of Columbia University. Discusses factors in the historical development of access to public records, chiefly with regard to those of the United States Government, and the present situation with regard thereto.
14. HARLOW, NEAL. Managing manuscript collections. *Library trends*, 4:203-212 (Oct., 1955). Relates to the management of manuscript collections in libraries.
15. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Observations on records practices in other countries. [Washington, 1955] 20 p. Meeting of May 20, 1955. Speakers: Theodore R. Schellenberg and Herbert E. Angel of the National Archives and Records Service and Arthur E. Young of the Records Management Service, Region 3, General Services Administration. Reports on experiences as lecturers in, respectively, Australia, Iran, and the Philippines.
16. INTERNATIONAL bibliography of historical sciences. Twenty-first volume, 1952. Paris, Librairie Armand Colin, 1954. 351 p. Edited for the International Committee of Historical Sciences. References relating to archives appear on p. 19-21, and to libraries and museums on p. 21-23.
17. KANE, LUCILE. A guide for collectors of manuscripts. *History news*, 11, no. 2:11-13 (Dec., 1955); no. 3:19-21 (Jan., 1956). A revision of the 1951 version.
18. KOWNATZKI, HERMANN. Archivgesetz und Stadtarchive. *Archivalische Zeitschrift*, 50/51:207-215 (1955).
19. KROMNOW, ÅKE. Arkivhandböcker; Nordisk litteratur. *Tidskrift för dokumentation*, 10, no. 4:48 (1954). A brief discussion of Scandinavian manuals on archives.
20. MASTERSON, JAMES R., ed. Writings on American history, 1951. Comp. for the National Historical Publications Commission. [Washington, 1956] 544 p. (American Historical Association, *Annual report for the year 1953*, vol. 2. Also published as 83d Cong., 2d sess., *H. Doc.* 477, pt. 2). Items relating to historiography and allied disciplines are listed on p. 1-5; to lists and descriptions of historical materials, on p. 11-38; and to repositories and custodians of historical materials, p. 38-46.
21. MEISNER, HEINRICH O. Archive, Bibliotheken, Literaturarchive. *Archivalische Zeitschrift*, 50/51:167-183 (1955). A discussion of similarities and differences between archives, libraries, and literary archives.
22. MEISNER, HEINRICH O. Grundzüge einer deutschen Archivterminologie. Referententwurf des Ausschusses für deutsche Archivsprache, bearbeitet von Heinrich Otto Meisner und Wolfgang Leesch. [Berlin, Deutscher Zentralverlag, 1955] 14 p. ("Beilage zu: 'Archivmitteilungen' [herausgegeben von der staatlichen Archivverwaltung in der Deutschen Demokratischen Republik] V. Jahrgang 1955, Heft 4.") A glossary of archival terminology. Comments by the compiler and others on problems of definition appear in *Der Archivar*, 8: col. 347-360 (Dec., 1955).
23. MIKOLETZKY, HANNS L. Ein Brief Heinrich von Sybels über Aktenentlehnung. Probleme zur Diskussion. *Archivalische Zeitschrift*, 50/51:223-225 (1955).
24. PANHUYSEN, G. De verhouding van de archivaris ten aanzien van het zogenaamd "lopend" archief, dat onder het beheer van de administratie wordr gevormd [with comments by 9 others and rejoinder by the author]. *Nederlands archievenblad*, 60: 22-28, 45-78 (1955/56). Discusses the relation of the

- archivist to the current records that will eventually come under his authority, and the problems of management of records by different offices at different stages of record-keeping.
25. RADOFF, MORRIS L. What should bind us together. *American archivist*, 19: 3-9 (Jan., 1956). The presidential address read at the annual meeting of the Society of American Archivists, Nashville, Tenn., October 10, 1955, discussing the relationship between the archivist and the records manager.
 26. SCHELLENBERG, THEODORE R. Applying American archival experience abroad. *American archivist*, 19: 33-38 (Jan., 1956). An address delivered at the annual meeting of the Society of American Archivists, Nashville, Tennessee, October 11, 1955, based on the author's observations in Australia, New Zealand, and Europe.
 27. SCHELLENBERG, THEODORE R. Modern archives; principles and techniques. Melbourne, F. W. Cheshire [1956] 248 p. A treatise on the care of modern public records both in current use by the government and in archival custody. An outgrowth of the author's Fulbright lectures in Australia.
 28. SCHIFF, ROBERT A. The archivist's role in records management. *American archivist*, 19: 111-120 (Apr., 1956). A paper read at the annual meeting of the Society of American Archivists, Nashville, Tenn., October 10, 1955, discussing the relationship between the records manager and the archivist.
 29. SMITH, LESTER W., comp. Writings on archives, current records, and historical manuscripts, June 1954-May 1955. *American archivist*, 18: 348-376 (Oct., 1955).
 30. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. Glossary of records terminology. [Washington] 1956. 31 p. A preliminary draft.
 31. VOLLMER, GISELA, comp. Bibliographie zum Archivwesen für die Jahre 1953 und 1954. *Der Archivar*, 9: cols. 97-120 (May, 1956).

II. FILING TECHNIQUES AND MANAGEMENT OF CURRENT RECORDS

A. General Discussion

32. AMERICAN MANAGEMENT ASSOCIATION. Controlling office production: methods, machines, systems. New York [1955] 63 p. (*Office management series*, no. 140).
33. AMERICAN MANAGEMENT ASSOCIATION. Improving office reports, manuals, and records; with a paper on office communication. New York [1955] 54 p. (*Office management series*, no. 141).
34. ATTACHMENT makes diazo duplicates of microfilm. *Product engineering*, 27: 221 (Mar., 1956).
35. BAIRD, D. G. There's money in forms control; Ford Motor Company. *American business*, 26: 12-13 + (Mar. 17, 1956).
36. BARCAN, ARTHUR. Records management and the "paperwork age." *Business history review*, 24: 218-226 (Sept., 1955). Describes the "controlled record keeping program" developed by the National Records Management Council, employing the techniques of the "time capsule," the "continuity profile," and the "time capsule index."
37. BEACH, TERRY. "Physical location of active records." [n. p.] 1955. 15 l. A training lecture prepared in August 1955, suitable to use with slides or flip charts, by the then chief, Current Records Branch, Records Management Division, National Archives and Records Service.
38. BROOKS, PHILIP C. Banco Nacional de Panama; informe sobre los archivos (incluye esquema, indice y explicaciones), Panamá, 19 de Noviembre de 1955. Panama, 1955. [35] l. Prepared by the author as "Asesor en el Manejo de Archivos, Misión de la Universidad de Tennessee." Comprises new filing scheme for the institution, with index, recommendations, explanations, and sample disposition schedule.

39. BROWN, LELAND. Effective business report writing. Englewood Cliffs, N. J., Prentice-Hall, 1955. 446 p. Includes bibliographies.
40. CANADA. CIVIL SERVICE COMMISSION. Manual of forms design and control, prepared by Organization and Methods Service. Ottawa, 1955. 61 p.
41. CANADA. CIVIL SERVICE COMMISSION. Manual on filing services, prepared by Organization and Methods Service. Ottawa, 1955. 42 p.
42. CARRITHERS, W. M. Installing a clerical quality control program; A. B. Dick Company. *Management review*, 44: 366-367 (June, 1955).
43. CONFERENCE ON RECORDS MANAGEMENT, *New York University*, 1955. Proceedings of the second annual Conference on Records Management, September 19-20, 1955. Ed. by H. W. MacDowell. [New York] New York Univ. [1955] 79 p. (New York University, *Business series*, no. 25). Sponsored jointly by the University and the National Records Management Council. Contents. — The stake of top management, by R. A. Schiff; The electronic age of the paperwork era, by C. B. Stauffacher; A case study in integrated controls, by A. M. Pelham; The human factors in implementing and integrating records control, by T. W. Costello; A report of seminars on new developments in records management: A, Controlled record keeping: records retention and records center operations; B, Organizing records for business memory and history; C, Forms, reports, and correspondence controls; D, "Managing" records management (progress reports, evaluation, and follow-up); Protection of vital records — a panel: Effects on records of nuclear explosion, by R. J. Bascom; Integrated controls over business records, by J. J. Rutherford; The preservation and protection of vital records, by J. L. Gear; Audi-visual aids in records management, by W. Benedon; The future role of records control in management policy, by P. F. Drucker.
44. CONNOR, JOHN M. The need for documentation to Government specifications. *Special libraries*, 47: 152-155 (Apr., 1956). Urges that Government contracts for research should include, along with their other specifications, a brief statement setting forth physical and bibliographical requirements in the preparation and publication of reports. Includes sample draft of such a statement.
45. COPE, DENMAR A. Adequacy of business records for legal purposes. Lawrence, Kan., School of Business, Bureau of Business Research, University of Kansas, 1955. 45 p.
46. CORRESPONDENCE in the Federal Government, October 15, 1954. [Washington, 1954?] 12, [2], 6 p. A staff report submitted by the Work Group on Correspondence to the Task Force on Paperwork Management of the Commission on Organization of the Executive Branch of the Government. Not a Commission or Task Force report.
47. CROWLEY, J. R. Improving office methods; a six-point program. *Management review*, 44: 814-815 (Nov., 1955).
48. THE DESIGN OF forms. I. Making one form do the work of nine. II. How six million envelopes a year were saved. *O & M bulletin*, 2, no. 1: 15-20; 2: 20-21 (Feb., Apr., 1956).
49. DETER, A. A. Effective records control begins with records creation. *Office management*, 16, no. 11: 28 + (Nov., 1955).
50. DEVEREUX, R. D. Tightening controls with less paperwork. *American business*, 25: 22-23 + (Apr., 1955).
51. FAHERTY, B. T. A work study of reproduction processes. *O & M bulletin*, 10, no. 5: 36-41 (Oct., 1955).
52. FILLMORE, WARREN I. The duplicating function in a large office. *Office*, 43, no. 4: 67-75 + (Apr., 1956).
53. FRENCH, M. SKF cuts paperwork to size. *American business*, 25: 22-23 (Dec., 1955).
54. GERSACK, DOROTHY H. [The management of the records of the Federal courts]. Washington, General Services Administration [n. d.] 35 p. A training lecture

- delivered at the Federal Records Center, Alexandria, Va., June 24, 1955, with reference to General Services Administration *Manual GS 7, Federal Records Management*, Volume GS 7-2, *Records Centers*.
55. GHERTNER, A. S. Executive and the paperwork. *American business*, 25: 30 + (Sept., 1955).
 56. GRIEVE, P. M. Can you profit from clerical work standards? *Management review*, 45: 194-202 (Mar., 1956).
 57. GUNDERS, H. Clerical work measurement. *Journal of accountancy*, 101: 38-44 (Feb., 1956).
 58. HEILAND, R. E., and W. J. RICHARDSON. Work-sampling works for a small office staff. National Association of Cost Accountants, *Bulletin*, 36: 1157-1167 (May, 1955).
 59. HOLLY, P. Making office work measurement pay off. *Management review*, 44: 869-870 (Dec., 1955).
 60. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* 1. Annual report of Chairman. 2. Showing of motion picture, "Paperwork Management in the Navy." [Washington, 1955] 4 p., [2] 1. Meeting of June 24, 1955. Speaker: William Rice, Navy Department.
 61. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Developing, organizing, and controlling a records management program. [Washington, 1956] 18 p. Meeting of January 20, 1956. Speakers: Thomas J. Pugliese of the Atomic Energy Commission; Seymour J. Pomrenze of the Army Department; William T. Luman, Agriculture Department.
 62. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Development and use of performance and production standards. [Washington, 1955] 18 p. Meeting of January 21, 1955. Speakers: Hartly G. Fleming, Naval Personnel Bureau; Andrew E. Ruddock, Civil Service Commission; W. Robert Moore, Paul B. Mulligan & Co. Work measurement in clerical operations.
 63. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* The Hoover Commission paperwork management reports. [Washington, 1955] 10 p. Meeting of April 15, 1955. Speakers: Emmett J. Leahy and Edward Freel of Leahy and Co., Inc.
 64. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Indispensable records program in emergency relocation planning. [Washington, 1956] 13 p. Meeting of November 18, 1955. Speakers: W. Kenneth Hoover, General Services Administration; Edward J. Cox, Defense Mobilization Office; William W. Sullivan, Post Office Department.
 65. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Overseas records programs and problems. [Washington, 1956] 21 p. Meeting of February 17, 1956. Speakers: Lewis J. Darter, Navy Department; Frances T. Bourne, State Department; Frederick T. Smith, International Cooperation Administration.
 66. JAFFAR, S. M. Classification of records, Pakistani system, progressive plan. Peshawar, [West Pakistan] S. Muhammad Sadiq Khan, 1955. 20 p.
 67. KAHN, GILBERT. Progressive filing [by] Gilbert Kahn [and] Theodore Yerian. 6th ed. New York, Gregg Pub. Division, McGraw-Hill [1955] 151 p. First published by the Library Bureau in 1925 under title: Progressive indexing and filing for schools.
 68. KNIGHT, D. E. Central control of decentralized records. *Management review*, 45: 164-165 (Mar., 1956).
 69. KNOX, FRANK M. Forms control gives cost control. *Office management*, 17, no. 1: 31-33 + (Jan., 1956).
 70. LEAHY, EMMETT J. The new approach to records management. *Office management*, 17, no. 1: 34-36, 190-191 (Jan., 1956). Stresses need for greater emphasis on tighter management of current records and of records creation, as distinguished from problems of scheduling, transfer, and disposal.

71. LITTLEFIELD, CLEATICE L. Modern office management [by] C. L. Littlefield [and] R. L. Peterson. Englewood Cliffs, N. J., Prentice-Hall, 1956. 562 p.
72. LONERGAN, THOMAS F. Housecleaning the corporate records. National Association of Cost Accountants, *Bulletin*, 37: 767-773 (Feb., 1956). Discusses briefly the problem of business records appraisal, scheduling, and disposal.
73. LOSO, FOSTER W. Clerical office practice. 2d ed., by Peter L. Agnew, James R. Meehan [and] Foster W. Loso. Cincinnati, South-western Pub. Co. [1955] 566 p.
74. MCKENNA, FRANK J. A delegation of Federal disbursing functions. *Public administration review*, 16: 37-39 (Winter, 1956). Describes pilot-project at U. S. Railroad Retirement Board in Chicago, resulting in substantial reduction of paperwork and duplicate recordkeeping.
75. MARIEN, RAY. Decentralized forms control for decentralized offices. *Office*, 43, no. 4: 78-82 (Apr., 1956).
76. MORTON, H. C. Better business writing; company programs pay off. *Management review*, 44: 790-798 (Nov., 1955).
77. NELSON, W. L. Technical filing system. *Oil and gas journal*, 54: 111 (Oct. 24, 1955).
78. NEW YORK (STATE) EDUCATION DEPARTMENT. ARCHIVES AND HISTORY DIVISION. A basic school filing system. Albany [1954] 54 p.
79. NEW YORK (STATE) EDUCATION DEPARTMENT. ARCHIVES AND HISTORY DIVISION. A basic town filing system. Albany, 1956. 78 p.
80. NEWCOMB, ROBERT. Developing effective supervisory newsletters; a guide to better communications, by Robert Newcomb and Marg Sammons. New York, American Management Association [1956] 90 p. Includes bibliography.
81. ODIE, H. V. Effective programs of correspondence improvement; New York Life and Mutual Life. *Burroughs Clearing House*, 39: 38-39 + (May, 1955).
82. OFFICE MANAGEMENT ASSOCIATION. How to design a procedure; a report produced by an organisation and methods study group of the Office Management Association. London [1955] 37 p.
83. PHILADELPHIA. RECORDS DEPARTMENT. Annual report, 1955. [n. p., n. d.] 54 p.
84. PIETERSE, J. Les archives administratives: pour l'organisation rationnelle des services du courrier. *Archivum*, 4: 179-183 (1954). A discussion of improved practice in registry offices.
85. POUNDERS, J. R. and C. H. DUGGINS. Records management for your company. National Association of Cost Accountants, *Bulletin*, 36: 1149-1156 (May, 1955).
86. SMITH, H. W. Laying the groundwork for clerical cost control. *Management review*, 44: 381-382 (June, 1955).
87. STATISTICAL sampling in O and M investigations. III. Sampling practice. *O & M bulletin*, 10, no. 4: 4-12 (Aug., 1955). The last of a series. Concludes that in the application of sampling to everyday problems there is a conflict between the theoretically desirable and the practically admissible, to be "adjudicated" by the statistician.
88. STEINBERG, E. R. Thinking through a letter-writing program. *Management review*, 44: 614-617 (Sept., 1955). Bibliography.
89. STRONG, EARL P. How to increase office productivity. State College, Pa., Trico Service Co., 1956.
90. SURGEN, OLIVE R. The records section: space, location, and layout. *American archivist*, 18: 231-240 (July, 1955).
91. U. S. AGRICULTURE DEPARTMENT. PERSONNEL OFFICE. Correspondence manual. Rev. June 1955. Washington, 1955. 1 vol. (looseleaf) (*Administrative series*, no. 2).
92. U. S. AIR FORCE DEPARTMENT. Correspondence; correspondence preparation procedures. 1 March 1956. [Washington] 1956. 65 p. (AFM 10-1).
93. U. S. CIVIL SERVICE COMMISSION. [Classification standards] Management analysis series. GS-303-o. [Washington] 1955. Looseleaf. New classification standards

promulgated by the Commission for use in determining the grade allocation of positions in the Management Analysis Series, superseding the Organization and Methods Examiner Series. Includes standards for positions in the field of records management.

94. U. S. COMMISSION ON ORGANIZATION OF THE EXECUTIVE BRANCH OF THE GOVERNMENT (1953-55). Paperwork management. Part II. The Nation's paperwork for the Government—an experiment; a report. [Washington] 1955. 18 p.
95. U. S. COMMISSION ON ORGANIZATION OF THE EXECUTIVE BRANCH OF THE GOVERNMENT (1953-55). TASK FORCE ON PAPERWORK MANAGEMENT. Report on paperwork management. Part II. The Nation's paperwork for the Government—an experiment. Prepared for the Commission on Organization of the Executive Branch of the Government. [Washington] 1955. 69 p.
96. U. S. CONGRESS. SENATE. GOVERNMENT OPERATIONS COMMITTEE. Reorganization of the Passport Office; report. Washington, 1956. (84-2, S. Rept. 1604). 27 p. Includes data on accomplishments in streamlining paperwork operations, as recommended by the National Archives and Records Service.
97. U. S. FEDERAL CIVIL DEFENSE ADMINISTRATION. Protection of vital records and documents. [Washington, 1955] 4 p. (*Civil defense technical bulletin*, TB-16-2, May 1955). A brief outline of defense methods for business concerns. Includes bibliography.
98. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. Guide letters. [Washington, 1955] 23 p. (*Records management handbook. Managing correspondence*).
99. U. S. NAVY DEPARTMENT. Navy management review. Vol. 1, no. 1. Jan. 1956-. A new periodical, which will include the type of materials formerly published in the *Records Management Review*, as well as information on data processing.
100. THE USE of diazotype for Parliamentary estimates. *O & M bulletin*, 2, no. 1: 45-46 (Feb., 1956).
101. VAN DEUSEN, E. L. Coming victory over paper. *Fortune*, 52: 130-132+ (Oct., 1955).
102. WALTZ, LOREN E. Should your office use open shelf files? *Office management*, 16, no. 9: 23+ (Sept., 1955). Abstract in *Management review*, 44: 730-731 (Oct., 1955).
103. WASON, R. A. Find documents easily with unit term indexing. *Tool engineer*, 35: 116-118 (July, 1955).
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See also 43.

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

A. United States in General and Federal Government

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- H. Rept.* 998. Debate in the House appears in the *Congressional Record*, 10: 9934-9938 (July 5, 1955).
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See also 12-13, 15, 25-27, 54, 60-65, 93-99, 308, 444, 451, 472, 478, 507, 513.

III. B. State and Local

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See also 78-79, 83, 138, 271-272, 276, 300, 370, 448, 458, 465.

III. C. Foreign Countries

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 203. BRITISH RECORDS ASSOCIATION. Twenty-third report of Council, accounts, and list of members for the year ending 31 August 1955. [n. p.] 1955. 29 p.
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See also 159, 171, 174, 357, 426, 429, 468, 496.

VII. D. Foreign Countries

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See also 126, 220-221, 314, 429, 438, 454, 469-470.

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

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See also 34, 51, 100, 126, 143, 486.

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

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- See also 7, 10, 23, 36, 43, 45, 87, 126, 142-144, 150, 163, 169, 175, 186, 192, 194, 202, 206, 234-235, 305, 311, 357, 387, 433, 488, 500.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

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See also 154A, 202, 321A-322, 418, 440, 446.

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

506. AMERICAN UNIVERSITY. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS. Institutes on Records Management and Archives Administration. [n. p., n. d.]. Folder. Announcement and program of the summer institutes, 1956.
507. BAUER, G. PHILIP. Recruitment, training, and promotion in the National Archives. *American archivist*, 18: 291-305 (Oct., 1955). A description of the purposes, methods, and results of the National Archives basic training course as offered in 1954 and 1955 and its coordination in 1956 with the academic program in records and archives administration offered by the American University in cooperation with the National Archives and the Maryland Hall of Records since 1939. Includes mention of the seminar conference program of advanced inservice training.
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509. BROOKS, PHILIP C. "El manejo de archivos y documentos." Curso dictado . . . bajo los auspicios del Gobierno Nacional de la República de Panamá y la Universidad de Panamá. Con la cooperación del Instituto de Asuntos Interamericanos. [n. p., Ministerio de Educacion, 1955?] 213 p. Bibliography, p. 201-206.
510. CENCETTI, GIORGIO. Archivi e Scuole d'Archivio dal 1765 al 1911; I precedenti storici e legislativi di un discusso problema. *Rassegna degli Archivi di Stato*, 15: 5-31 (1955). Discusses the early history of state instruction in paleography, diplomatics, and archival science in Italy.
511. LOS CURSOS para la formación técnica de archiveros, bibliotecarios y arqueólogos, 1955-1956. Spain, Dirección General de Archivos y Bibliotecas, *Boletín*, 4, no. 32: 28-38 (Sept., 1955).
512. GASSER, PETER. Die Ausbildung der Archivare in Österreich. *Archivum*, 4: 7-34 (1954).
513. POSNER, ERNST. Archival training in the United States. *Archivum*, 4: 35-47 (1954). A thorough-going survey of the history and development of archival training to date.
514. RADCLIFFE COLLEGE. Institute on Historical and Archival Management, third annual sessions, June 25-August 3, 1956. [n. p., n. d.] Folder. Program of the Institute, which is cosponsored by the Department of History, Harvard University.

See also 27.

News Notes

H. B. FANT, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The secretary announces that the following persons or institutions have become individual or institutional members of the Society:

T. D. S. Bassett, Earlham College; Cornelia A. Bates, Washington, D. C.; John P. Boxhus, State Mutual Life Assurance Co.; W. B. Dunn, Minute Maid Corp.; Ruth W. Franta, Federal Reserve Board; John H. Graham, Service Pipe Line Co.; Bruce C. Harding, National Records Management Council; Amy G. Knowlton, Strategic Air Command; Freida A. Kraines, Chicago Park District; Alma K. Ledig, Shaw-Walker Co.; William C. Lowe, the Haloid Co.; James E. Primas, National Archives; Jorge M. Serrano, Empresa de Acueducto de Bogotá D.E.; Nelson Springer, Mennonite Church Memorial Library; Virginia H. Taylor, Texas State Archives Division; the Committee on Archives, Victoria University, Toronto; the Hagley Foundation, Inc., University of Vermont; the Glenbow Foundation, Calgary, Alberta; and the New Zealand Archives in Wellington.

If you have not filled out and returned to the secretary the questionnaire for the Society's directory, please do so at once. This important publication will go to the printers shortly, and the Society and its individual members will be served by it only to the extent that it is complete in its coverage.

The news notes editor, H. B. Fant of the National Archives, needs the full cooperation of all members if news of the profession is to be effectively presented in his columns. He reports that during 1956 no news items were received from 11 of the States and Territories. If your organization, State, or Territory has not been represented by news notes in recent issues, why not send Mr. Fant a summary of the newsworthy activities meriting his attention?

MINUTES OF THE COUNCIL

May 29, 1956

The Council was called to order by President Posner at 4 p.m. in Room G-10 of the National Archives Building. All officers, the editor, and Council members De Valinger, Grover, Renze, and Smith were present.

Minutes of the previous meeting as printed in the April 1956 issue of the *American Archivist* were approved. The secretary reported that 325 questionnaires for the Society's directory had been returned. Following a discussion of editorial problems and printing costs, the Council authorized the secretary to proceed with a third mailing of questionnaires and to consult with the president and the editor on all questions connected with final publication of the directory.

The secretary gave a brief summary of program activities initiated by the

various standing committees. The activities of the special committee on the filming of Confederate military records were outlined in some detail, but the Council decided to make no recommendations with respect to the committee proposals until the final report is received.

The president reported that pledges of financial support received for the so-called "three year program" amounted to about \$1,000 each year for 3 years. This amount did not constitute sufficient support to initiate plans for a permanent secretariat, he said, but it did indicate the possibility of obtaining greater support for the Society through the device of memberships of different classes. The treasurer then submitted a list of 4 classifications of memberships, with proposed dues for each. After discussion, particularly of the necessity of using the term "institutional membership," it was moved that the president and the treasurer submit a reworded resolution to the Council on this subject in time to notify the membership of the proposals before the October meeting, as required for a constitutional amendment.

The tentative program for the annual meeting, October 11-12, was read by the President, and a report was presented by Wayne C. Grover, chairman of the local arrangements committee. The secretary was instructed concerning the mailing of informational data on the meeting to the membership. He was advised to ask the secretary of the American Association for State and Local History if an announcement of the Society's meeting could be included in a mailing of that group in return for sending out one of its convention announcements in the Society's mailing.

Plans for the Columbus, Ohio, meeting of the Society in 1957 were discussed in the light of a conflict of dates with the meeting of the American Association for State and Local History in the same city. It was voted to rescind the Council's earlier selection of October 7-8 as the days of the 1957 meeting in favor of October 5-6, which would schedule the meeting on the Friday and Saturday preceeding the Association's sessions. It was voted to defer consideration of invitations to hold the 1958 meeting at Jackson Hole, Wyoming, and Denver, Colorado.

A resolution submitted by the State records committee concerning a widely circulated publication of the National Association of State Libraries was discussed. The text of the resolution submitted by the committee was ordered to be revised in several particulars, resubmitted to the Council, and upon approval, dispatched by the secretary. The wording of the resolution as finally adopted is as follows:

Whereas, The National Association of State Libraries in February 1956 published and distributed a pamphlet entitled, "The Role of the State Library," in which the statement was made that "the preservation, administration and servicing of the archives is a function of the State Library"; and

Whereas, the archival and library professions, while sharing the common objective of making information available effectively and economically, differ basically as to (1) the nature of the materials with which they deal, and (2) the methods that are required for handling those materials; and

Whereas, because of these differences study of librarianship and library work experience, while pertinent, cannot provide adequately professional training and work

experience for effective archival administration, disproving the library's exclusive right to jurisdiction in matters archival; and

Whereas, in twenty-nine States the archives department or agency has no connection with the State library as opposed to fourteen states in which the archival agency is a division or department of the State library, thus further refuting the above claim of the National Association of State Libraries;

Be it therefore resolved, that the Council of the Society of American Archivists request the National Association of State Libraries to revise in future printings that portion of its aforesaid pamphlet entitled "Archives," so as not to be injurious to the archival profession and the State archival agencies that are not part of their respective State libraries.

The president reported on the status of the Society's project for the preparation of a manual for the users of archives and manuscripts, which is to be developed by Philip C. Brooks. The president noted that informal discussions with the executive secretary of the American Historical Association indicated that, although the Society could not look to the Association for financial assistance with the project, the Association would be able to provide considerable assistance in publicizing the completed work. Following detailed discussion of the project, the Council passed the following resolutions:

That the Society's editorial board be responsible for reviewing, with the help of such consultants as might be necessary, the Brooks manuscript and for recommending to the Council as to its publication under the auspices of the Society.

That the president address a letter to Dr. Brooks specifying the terms of the arrangement, including reference to budget and deadlines for completion of the work; assuring him that the completed manual will be published under auspices of the Society, when it has been accepted by the Council; and assuring him that royalties and all other benefits over and above publication costs will go to him as author.

The proposal to sell microfilm copies of the *American Archivist* to be made from master negatives at the Colorado State Archives was discussed. A committee consisting of Mr. Overman, Mrs. Renze, and Mr. Trever was directed to work out details for such an arrangement and report to the next regular meeting of the Council.

Mrs. Renze reported on a recent meeting of members of the Society in the Denver area. It was moved that a formal report and any recommendations that she wished to make on her proposal for local Society chapters be presented at the next meeting of the Council.

The following resolution was submitted to the Council and unanimously approved for transmittal by the secretary to appropriate officials of the State of Louisiana:

Whereas, the Legislature of Louisiana under the provisions of Act No. 381 of 1954 authorized the secretary of state to conduct a survey of State, parish, municipal, colonial, Territorial, and Federal records in Louisiana and to report his findings in such survey and his recommendations in regard thereto; and

Whereas, the secretary of state appointed Edwin A. Davis, head of the department of history, Louisiana State University, and John C. L. Andreassen, recently Director of Administration in the Library of Congress, to serve under his direction as director and associate director, respectively, of the said survey; and

Whereas, Edwin A. Davis and John C. L. Andreassen conducted such thorough

survey of records in Louisiana; compiled a report of their findings (Louisiana Archives Survey, *Report No. 1; Survey of Public Records*) containing such comprehensive information concerning State, parish, municipal, colonial, Territorial, and Federal records in Louisiana that it will serve for years to come as a valuable tool for archivists and records administrators, as well as for government officials and researchers in various fields; and submitted recommendations, including proposed legislation, of such a practical and professionally sound nature as to deserve the commendation and appreciation of the archival profession:

Therefore be it resolved, That the Council of the Society of American Archivists, in session in the city of Washington, D. C., on this 29th day of May, 1956, commends—

(1) The Legislature of Louisiana for having passed Act No. 381 of 1954;

(2) The Hon. Wade O. Martin, Jr., secretary of state of the State of Louisiana, for his supervision of the said survey, for his wise judgment in having appointed Edwin A. Davis and John C. L. Andreassen to conduct the survey, and for his support of their findings and recommendations; and

(3) Edwin A. Davis and John C. L. Andreassen for the comprehensive and efficient manner in which they discharged the important task assigned to them; and

Be it further resolved, That the Council expresses the hope that the Legislature of Louisiana may see fit to enact the pending bill creating a State Archives and Records Commission and establishing an Archives and Records Service in the Office of the Secretary of State.

The need for recognizing through some formal citation or award the best writings in the field of archives was discussed. The president and the editor were instructed to report a definite proposal at the next Council meeting.

With reference to a permanent secretariat and the possibility of securing foundation aid for the purpose, the president again requested advice from Council members and stated that he would make a definite proposal on the matter before his term of office expired.

The meeting adjourned at 6:45 p.m.

HENRY J. BROWNE, *Secretary*

David Duniway, Archivist of Oregon, and Solon J. Buck, past president of the Society of American Archivists, will officially represent the Society at the third International Congress on Archives at Florence, Italy, Sept. 25-29.

NATIONAL ARCHIVES AND RECORDS SERVICE

The appellate cases of the Supreme Court of the United States, 1792-1831, have been deposited in the National Archives. These records, which include such notable cases as *McCulloch vs. Maryland*, reflect the early development of the Court as interpreter of the Constitution. They are of especial significance to the National Archives because they constitute the first accession of original records from that body.

Other textual records recently accessioned include letters and accounts sent by factors at trading posts to the Superintendent of Indian Trade and transcripts of journals kept at these posts, 1810-22; additional records of the Danish Government of the Virgin Islands, 1790-1917; correspondence of the Bureau of Printing and Engraving, 1862-1912; budget and accounting records of the Department of Agriculture, 1868-1921; records of the second Hoover Commission, 1953-55; and top-level administrative records of the Small De-

fense Plants Administration, 1951-53. Among photographic and cartographic records received are 558,000 news photographs, 1900-50, purchased by the Government from the Paris office of the New York Times; and a record set of published maps of the Geological Survey, 1869-1956.

The training program at the National Archives has been extended to include a series of monthly seminar conferences for employees in the lower and middle supervisory grades. The papers presented at these sessions, when published, will result in a substantial contribution to the literature of the profession.

John P. Harrison, Latin American specialist at the National Archives, returned in May from an extended tour of the principal archives of Hispanic American countries. His trip was jointly sponsored by the Department of State and the National Archives. It served to inform archivists and scholars in the countries visited about the important holdings of the National Archives relating to those nations; to explain archival administration and techniques as practiced in the United States to archivists and interested Government officials in the several countries; to provide the National Archives with information on Latin American archival establishments that is needed to meet effectively the research needs of Latin Americanists; and to establish closer working relationships between archivists throughout the Americas.

More than 2,000 records officers and other officials of Federal agencies in the field attended the records management clinics, mentioned in the July issue of the *American Archivist*.

The recent establishment of an Interagency Records Administration Conference in the Minneapolis-St. Paul area brought to 12 the number of these useful, informal organizations devoted to the exchange of professional information.

The National Archives and Records Service in cooperation with the Federal Supply Service is effectively working toward the development of improved standards for office equipment and supplies needed by the Federal Government. Of particular importance in the records field was the publication in February of *Federal Standard No. 95*, establishing 5-drawer filing cabinets as standard for Governmentwide use.

LIBRARY OF CONGRESS

Personal papers recently received by the Library are those of Gen. Hoyt S. Vandenberg, late Air Force Chief of Staff; the main bulk of the papers of Gen. George Van Horn Moseley, who held many high commands in World War I; the papers of Gen. Charles P. Summerall, who also performed notable service in World War I, was Chief of Staff, 1926-30, and was president of the Citadel at Charleston, S. C., 1931-53; the papers of James J. Davis, Secretary of Labor, 1921-30, and Senator from Pennsylvania, 1931-45; and a small collection of papers of Col. William Cattron Rigby that cover his years as counsel for the Government of Puerto Rico, 1935-42. Many transcripts of documents in the Archives at Simancas and other Spanish repositories are among 4,500 manuscripts of the late Hispanic American scholar, William R.

Shepherd, which were recently presented to the Library by Roscoe R. Hill of Washington, D. C.

The following statement was published in a recent issue of the Library's *Information Bulletin*:

As a long-term measure, the Library [has] decided to adopt a system of marking its manuscripts. It did this with reluctance, since the practice gives offense to some as a defacement of historic manuscripts. Others, however, insist that a well-designed stamp, carefully applied in a good ink, can embellish a document. In any case a mark of ownership serves as a deterrent to thieves, who might otherwise offer unmarked manuscripts for sale; failure to mark not only provides no such deterrent but also leads to the victimizing of bookdealers, who may purchase stolen manuscripts in good faith.

The study of a marking system began at once. A principal consideration, of course, was the sheer number of items to be marked. Accordingly, automatic or mechanical methods of marking were explored. Perforation of manuscripts, which could have marked hundreds of sheets at a time, was rejected at an early stage because, aside from the fact that it constituted an immediate physical mutilation, it could result in many cases in the loss of text and destruction of documentary value.

Experimentation with inks for stamping began. The two basic requirements were that the ink should be permanent and indelible and that it should have a considerable degree of transparency in case the stamp should be superimposed at some time, either necessarily or accidentally, on the text of a document. (In the case of documents written with lead pencil, although a rare occurrence, obscuring of the text could easily occur.)

Inks were mixed at the Government Printing Office. The Library prepared sample manuscripts, using various kinds of writing inks and pencils and papers. A stamp was designed, and the sample "manuscripts" were stamped and allowed to await the test of time.

Late in April an ink and a stamp were accepted, and the work began. The stamp itself is a slight modification of the existing Library of Congress seal; the stars between the words "Library of Congress" were struck out to permit reduction in size, and a thin circle was added. Six simple hand stamps are now being used; later a self-inking stamper will be employed, but in each case the stamp will be applied to documents individually; no automatic self-feeding stamping machine has so far been found to do the job satisfactorily for materials which are as variable in size, thickness, area of inscribed surface, and sturdiness as the individual components of a collection of manuscripts. New materials will be stamped as they are accessioned by members of the Manuscripts Division staff; to begin inroads on the millions of documents in the present collections, one staff member has been assigned full-time duty in stamping these materials.

Joseph C. Vance, formerly assistant professor of history at Clinch Valley College of the University of Virginia, assumed the duties of head of the Recent Manuscripts Section of the Manuscripts Division on August 1.

About 2 years ago the descriptive cataloging committee of the American Library Association's division of cataloging and classification approved the tentative draft of a set of rules for cataloging manuscripts. These rules have now been tested and revised at the Library of Congress and are nearly ready for resubmission to the committee. A pilot project for preparing copy for a national union catalog of manuscript collections is in operation, and eventually will evolve into a full-scale program.

PROTECTION OF RECORDS FROM DISASTER HAZARDS

During the second session of the 84th Congress, a series of hearings on the subject of civil defense for national survival were conducted by the military operations subcommittee of the House Committee on Government Operations. On May 31 Harold L. Sunderland, a director of the Records Management Co. of California and of Sunderland and Associates, told the subcommittee that in the vital field of safeguarding business records in time of emergency, "in general, the efforts are haphazard, without proper direction, and therefore, uncoordinated and often fruitless in expense of time and money."

As the result of inquiries from several State archivists, the National Archives recently asked the Federal Civil Defense Administration about its program for assisting States and local subdivisions to microfilm certain records. In replying to this inquiry the Administration described the status of its plans as follows:

The Federal Civil Defense Administration is developing a program whereby the Federal Government will pay one-half the cost of approved projects for the micro-filming of certain State, county, and municipal records. These records are limited to those regarded as essential for the continuity of the respective governments if the original records were destroyed as a result of enemy attack.

This activity is a part of the Contributions Program under which this Agency pays one-half the cost of approved projects. The applications are submitted to the Federal Civil Defense Administration Regional Offices directly by the State governments or through them by the local governments. These projects cover various fields of civil defense, such as warning devices, training and education, communications, and continuity of State and local government. The preservation of essential records is a part of the Continuity of Government Program, which is in the developmental stage. It is planned to publish definite standards and criteria for this phase of the program in the near future. Meanwhile, each Project Application is being evaluated on its individual merits.

The State archivists should contact their respective State civil defense directors, who are responsible for this program . . .

Robert A. Shiff, president of the National Records Management Council, has publicized in the *Harvard Business Review*, July-Aug. 1956, the results of tests which the NRMC directed for the Federal Civil Defense Administration on the protection of records from disaster hazard. Mr. Shiff's article, "Protect Your Records from Disaster," constitutes an action-provoking injunction to every custodian of indispensable records.

FOREIGN NEWS

Belgium

Documents relating to Belgium in French and Austrian archives are being microfilmed under the auspices of the Commission Interuniversitaire du Microfilm, established by the Fonds National de la Recherche Scientifique. Copies of the film are deposited at four Belgian universities.

Denmark

The *Decorah-Posten* of July 26, 1956, reported that the Danish Emigrant Archives (Udvandrerarkiv) in Copenhagen, which is currently celebrating its

twenty-fifth anniversary, is to be moved back to Aalborg in northeast Jutland. The original archives building in Aalborg was destroyed during World War II. The Aalborg city council will provide quarters for the archives in a new building now under construction. Unfortunately Archivist Svend Waendelin, who visited the United States in 1954, did not live to see the archives returned to the Aalborg site.

Finland

Marjatta Syvanen, librarian-archivist of the Geological Survey of Finland, is in the United States. While enrolled as a student in the University of Denver Library School, she is interning in the archives-records management program of Colorado's Division of State Archives and Public Records.

France

Perhaps the most modernistic archival building in the world is in southern France, where the records of the Department of Haute-Garonne are housed in an 8-story structure supported at the ground level by a series of massive pylons. The novel building, which has a records storage capacity of over 75,000 linear feet, was dedicated on November 7, 1955.

The archivist-historian Charles Schmidt, who retired from the Archives Nationales in 1942, died on February 6, 1956, at the age of 84.

A professional archivist designated by the École des Chartes has begun work on the Lafayette materials discovered last fall by Count René de Chambrun and his wife in the fifteenth-century Chateau de la Grange. The castle is closed to the public but transcripts of the papers are being made.

Germany

An Associated Press despatch from Bonn, April 21, 1956, quoted the Foreign Office West Germany as saying that the United States, Great Britain, and France have agreed to return German Foreign Office archives in Britain. Records of the years 1867-1913 and 1937-45 will be repatriated without delay, but records for the period 1914-36 will not be returned until after December 31, 1958.

Helmut Loetzke, director of the East German Central Archives in Potsdam, is author of an article entitled "The Significance of German Archival Materials Returned by the Soviet Union for German Historical Research," published in *Zeitschrift für Geschichts-Wissenschaft*, 1955, no. 5, p. 775-779. A rough translation of this article, prepared by Joseph Mehl of the National Archives in Washington, indicates the general nature of the repatriated files. Apparently many of the records were not in the Central German Archives before World War II. Materials returned include records of the Political, Political-Commercial, Legal, and Press Sections of the German Foreign Office; records of German missions and consulates in the Soviet Union; records of the German colonial administration, especially of the Imperial Colonial Office, 1907-18; and papers of the German Colonial Society. Records of the internal administration of the Reich included are represented by files of the Chancel-

lery; of the ministries of Interior and Justice, Occupied Areas, and Public Enlightenment and Propaganda; and of the Commissar for Supervision of Public Order. Some records of the German East Europe Institute and of the Prussian Landtag and the Berlin Polizeipraesidium also were returned.

Great Britain

William Angus, Keeper of the Registers and Records of Scotland, died recently. He furthered the concentration of Scottish records that was envisioned in Parliamentary legislation of 1937.

The sixth conference of the National Register of Archives was held in London on March 22, 1956.

The Lady Day 1956 issue of *Archives* contains John Shearman's "The Archives of Motoring," Francis W. Steer's "The Historian and Local Record Repositories," H. F. Tottle's "Strong-Room Climate," and an interesting exhibit catalog edited by Sir Hilary Jenkinson.

India

The Indian Historical Records Commission on February 11, 1953, formed a National Committee of Archivists. Four meetings of the committee have since been held. At the 1956 meeting a resolution was adopted to publish the proceedings of all four meetings, and accordingly mimeographed reports aggregating 24 pages have been recently distributed. They reveal effectively the many professional and technical problems faced by Indian archivists. For example, because carton boxes attract insects, most Indian archivists keep records tied up in plywood, teakwood, or other hard boards on open shelves so that light and ventilation will reduce the hazards of such pests.

Mexico

Enrique L. Morales Rosas, general director of the Society of Mexican Archivists and chief of the Department of Correspondence and Archives in the Mexican Ministry of Communications and Public Works, headed a group of five Mexican officials who participated in a records management training conference in Washington, D. C., May 14 to June 20. The International Cooperation Administration and the General Services Administration arranged the conference program.

Paraguay

Francisco Sevillano Colom, secretary of the Archivo de la Corona de Aragón in Barcelona, Spain, is directing the filming of the sixteenth-century archives of Paraguay as the first step in a UNESCO program to microfilm those archival resources of Hispanic America that are in danger of physical destruction. From Asunción, Dr. Sevillano will proceed to Costa Rica, Nicaragua, Honduras, and British Honduras.

Yugoslavia

An extensive review of archival developments in Yugoslavia, by Prof. Ferdinand Hauptmann of Sarajevo, was published in the December 1955 issue of the German journal, *Der Archivar*, p. 364-371.

CALIFORNIA

The papers of Frank Finley Merriam have been deposited in the Bancroft Library. They pertain to his career as a journalist and Republican politician in Iowa and Indian Territory as well as to his political career in California, where he defeated Upton Sinclair for the governorship in 1934. The Library has also received from Harvey Fergusson, novelist and historian of the Southwest, a collection of personal papers and literary manuscripts.

Sunderland and Associates, a Los Angeles firm which offers consultant services in the field of records management, reports that its president, Harold L. Sunderland, participated in the development of a code of professional ethics for business and industrial consultants that is published in a directory recently issued by the Los Angeles Chamber of Commerce.

COLORADO

The Division of State Archives and Public Records has completed microfilming the inactive incorporation papers and annual report files of the Secretary of State. Microfilming of the closed estate files of the Division of Inheritance Tax, the closed and inactive case files of the State Department of Parole, the X-ray files of the University of Colorado Medical Center, and the personnel files of the State Civil Service Commission is in progress. A checklist of Territorial and State publications, which will be published in time for Colorado's centennial celebration, is in preparation.

The City and County of Denver have established a Records Management Committee. Under Colorado's State archives and public records program, the committee is responsible for the management and disposition of all inactive Denver records.

CONNECTICUT

A research associate at Yale University has presented to the Yale University Library an early manuscript copy of Charles I's Great Charter of 1638 to the City of London. Among papers recently given to the Yale Library by a member of the class of 1935 was found an item bearing the very rare signature of Button Gwinnett, one of the Georgia signers of the Declaration of Independence.

DISTRICT OF COLUMBIA

The Woodrow Wilson Centennial Celebration Commission, Department of the Interior, Washington 25, D. C., requests readers of the *American Archivist* to cooperate in its commemorative program by supplying it with the following: (1) copies or titles of Wilson materials published in 1956 and manuscripts of unpublished addresses, papers, and sermons bearing on Wilson for the Commission's use in preparing a guide to such literature and in developing a special Wilson centennial collection; and (2) information on programs and activities relating to the Woodrow Wilson centennial, such as

lecture series, discussion forums, exhibits, TV or radio programs, and musical or dramatic presentations, together with information on the date and place, the sponsoring group, participants, and the size of the audience for each event.

HAWAII

Archivist Agnes C. Conrad reports that the Archives of the Territory of Hawaii will cease trying to build up a library of Hawaiiana in order to give more attention to control of government records. By law the archives will continue to be a depository for local government publications; and a well-indexed, extensive file of newspapers will be retained. Part of the institution's holdings of printed materials already have been distributed to local libraries.

ILLINOIS

A United Press dispatch from Chicago, June 20, disclosed that Ralph G. Newman, the Lincoln scholar, had purchased for a substantial sum a collection of manuscripts that had been quietly assembled by Dr. Ellsworth Eliot, Jr., between 1895 and 1945. Newman states that the collection contains "over 50 George Washington letters, 30 by John Adams, a large collection by Lincoln, letters by Lee, Grant, Stonewall Jackson, Benjamin Franklin, Thomas Jefferson, John Paul Jones, John Hancock, Alexander Hamilton, Generals Sherman and Sheridan, [and] Lafayette."

INDIANA

The Indiana State Library, where the chief archivist is Margaret Pierson, has been allotted \$16,750 for each year of the 1955-57 biennium for its photographic laboratory. Of the 50,300 feet of film exposed in the fiscal year ending June 30, about half, some 27,900 feet, were used in reproducing files of defunct Indiana newspapers. The remaining footage was used to reproduce Public Service Commission records and Indiana county records.

Irene M. Strieby, archivist of Eli Lilly and Co., was awarded the 1956 professional award of the Special Libraries Association on June 6.

The 1955-56 report on the archives of DePauw University and Indiana Methodism, by Worth M. Tippy, has been published.

IOWA

The new building of the State Historical Society, to be located three blocks east of the Old Stone Capitol at Iowa City, will be a 2-story structure, 110 feet long and 72 feet wide. Plans provide more than 21,000 square feet of floor space, over twice that available in the Society's present quarters.

KANSAS

Carl Deal has joined the staff of the Kansas State Historical Society as an assistant archivist.

KENTUCKY

Bayless E. Hardin, who had been secretary-treasurer of the Kentucky Historical Society since 1947, died on April 15, 1956, from injuries suffered in an automobile accident. Mr. Hardin was editor of the quarterly *Register of the Kentucky Historical Society* and chairman of the selections committee for Kentucky historical markers, the committee for preservation of Kentucky's architectural assets, and the Kentucky records control committee.

MARYLAND

The Sunpapers of Baltimore have presented to the Maryland Historical Society the fine Brewington collection of ship models, tools, decorations, charts, and manuscripts relating to shipbuilding on Chesapeake Bay. Among other materials acquired are the papers of the Maryland lawyer and merchant William Cooke (d. 1817), the papers of the Dulany family, and the tobacco business papers of William Lamping (d. 1882). The society owns the original manuscript of the Star Spangled Banner and sells a facsimile of it for a dollar and a pamphlet about it for fifty cents.

Kurt Glaser, formerly with Records Engineering, Inc., has become a member of the department of government and politics at the University of Maryland.

MASSACHUSETTS

Harriet S. Tapley, veteran editor of the *Essex Institute Historical Collections*, has been succeeded by Benjamin W. Labaree, a teaching fellow at Harvard.

The Women's Archives at Radcliffe College is the subject of an interesting and informative illustrated pamphlet compiled by Elizabeth B. Borden, director of the archives.

MICHIGAN

The William L. Clements Library at the University of Michigan has acquired a large collection of fiscal documents covering the regional affairs of what is now the Mexican state of Zacatecas, principally for the period 1561-1821.

The rapidly growing Detroit suburb, Huntington Woods, recently destroyed three large truckloads of useless records. Disposal was authorized by the Michigan Historical Commission after a records survey by a management firm.

MINNESOTA

Various operating departments of the Northern Pacific Railroad Co. maintain their own records, but the general archives of the company are preserved in a warehouse at the Como Shops in North St. Paul. The railroad's assistant secretary maintains an index to the general archives and controls their use.

The Minnesota Archives Commission is in process of moving the archives from the historical society's building to the new State Office Building, also near the Capitol in St. Paul. The move will benefit both the Archives and the Minnesota Historical Society as it will provide greater space for both.

NEBRASKA

James C. Olson, director of the Nebraska State Historical Society until August 1, has been appointed professor of history and chairman of the department of history at the University of Nebraska, succeeding James L. Sellers, who retired from the chairmanship but continues as a professor there. William D. Aeschbacher, associate professor of history at Murray State College, Kentucky, has been named the society's new director.

The Union Pacific Railroad Company's historical museum and archives at Omaha is administered by the railroad's office of public relations. A typed multivolume catalog of the holdings, prepared by Paul Rigdon, a former curator, is available for "local examination."

NEW JERSEY

The National Park Service has announced that a wing is being added to the museum-administration building at Morristown National Historical Park to house the Lloyd W. Smith collection of Washington and related manuscripts, recently put in the custody of the park authorities.

NEW YORK

Emmett J. Leahy's article, "Tangling with String-Saving," in *Tax Outlook* for November 1955, publicizes the need for reducing the paperwork and record keeping required of business by Federal law and regulation.

NORTH CAROLINA

Houston G. Jones, formerly professor of history at West Georgia College, is the new State Archivist at the North Carolina Department of Archives and History.

The University of North Carolina's new Bureau of Public Records Collection and Research is headed by William Sumner Jenkins of the department of political science.

OHIO

The April 1956 issue of the Ohio Historical and Philosophical Society *Bulletin* includes a history of the society and a description of the library, which contains 50,000 manuscripts.

The American Jewish Archives, Cincinnati, has acquired a collection of Minis family papers, 1835-70.

Richard C. Knopf, historian of the Anthony Wayne Parkway Board, Co-

lumbus, has edited the official correspondence of General Wayne and the Secretaries of War, 1790-94, in 5 mimeographed volumes.

PENNSYLVANIA

Thomas E. Drake, curator of the Quaker Collection at Haverford College, describes the collection in a 12-page printed pamphlet recently issued by the college.

Martha B. Curtis is now director of the Bureau of Land Records in the Pennsylvania State Department of Internal Affairs.

S. K. Stevens has succeeded Donald A. Cadzow as executive director of the Pennsylvania Historical and Museum Commission.

PUERTO RICO

Eugenio Fernández Méndez has been chosen president of the newly founded Instituto Cultural Puertorriqueño. Sponsorship of the Archives of Puerto Rico is one of the institute's undertakings.

TENNESSEE

William P. Alderson, senior archivist at the State Library, has become editor of the *Tennessee Historical Quarterly*, succeeding Dan M. Robison, State Librarian and Archivist, who had served for 13 years.

The Disciples of Christ Historical Society at Nashville is building a 3-story building to house its collections.

TEXAS

The Texas History Collection at Baylor University, Waco, valued at more than \$2,000,000, was recently moved from Pat Neff Hall, the administrative center of the university, to the specially remodeled fourth floor of Carroll Library. Guy B. Harrison, Jr., is the director of the collection.

The Eugene C. Barker Texas History Center occupies one of the most beautiful and commanding buildings on the University of Texas campus at Austin. The basement and three stack floors of the building now accommodate archival collections, and two more stack floors are available for future expansion.

VIRGINIA

Lester G. Cappon, director of the Institute of Early American History and Culture, has relinquished the editorship of the *William and Mary Quarterly* to Lawrence W. Towner, former associate editor.

Forest C. Pogue, author of *Supreme Command* and until recently a history professor at Murray State College in Kentucky, has been named director of the George C. Marshall Research Center.

REPAIR, PRESERVATION, and PROTECTION OF DOCUMENTS

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

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