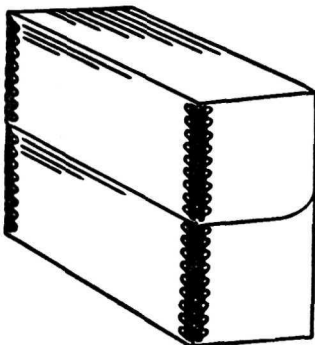


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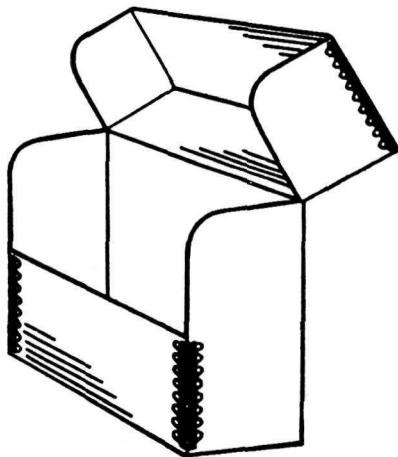
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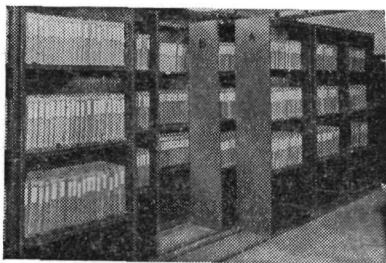
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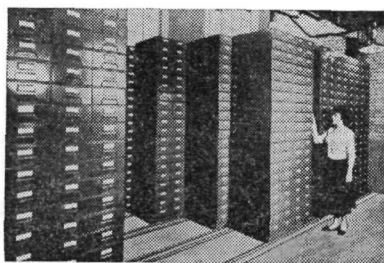
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Recollections of the Man Who Rang the Bell

By WALDO GIFFORD LELAND¹

Washington, D. C.

TO say that I am deeply moved by this manifestation of friendship, or that I am as grateful as human nature is capable of being, would be a cliché of understatement; but I am all this, and far more. I thank all who have participated in this undertaking and all of you who have assembled here this afternoon to witness its culmination.

I recall that this is the third occasion in which I have had a speaking part in this building. The first was when the portrait of the first Archivist of the United States, my long-time and beloved friend, Robert Connor, was unveiled in the place where you now see it. The second was when the American Historical Association placed a portrait plaque of John Franklin Jameson, Commander-in-chief of the long campaign for the National Archives Building, in the Pennsylvania Avenue lobby, where I hope you will observe it as you leave, if you did not see it on entering. Dr. Jameson was my professor of American history at Brown University and my chief in the Department of Historical Research of the Carnegie Institution of Washington. It was at his suggestion, in 1903, that I was called to Washington from my graduate studies at Harvard to undertake, with Van Tyne, the first comprehensive descriptive guide to the archives of the United States Government. A hasty acceptance of this call led to my spending a quarter of a century in the exploration and description of archives in this country and in France. Because of this occupation, I have sometimes been called an archivist, but I wish to make it clear that I have no claims to that honorable title. My lack of success in managing my personal records convinces me that I would have been a very poor archivist, but I have enjoyed telling others how records should be managed. As Rousseau is reported to have said: "The man who rings the bell cannot march in the procession," and I admit to having rung the bell.

I recall that the last time I spoke in this room, a year ago, I

¹ An address delivered by Dr. Leland on the occasion of the unveiling of his portrait in the Conference Room of the National Archives on Oct. 24, 1957.

talked for two hours — to a captive audience, the combined classes of Dr. Schellenberg and Dr. Posner; but there was an intermission, and the second hour was devoted to showing pictures, dating from the campaign for the Archives in the first quarter of the century, of what may be described as the archival slums of the national Government. In those days we dreamed with purposeful faith of what might be, but the present reality is even more splendid than our dreams. Our faith has been justified by the works of those who have come after us.

Let me indulge in a few recollections. First, of the bright morning in early January of 1903 when I came to Washington for the first time and met with Worthington Ford, Herbert Putnam, and Van Tyne to make plans for our work. My first meal in Washington was at Herbert Putnam's Round Table, where luncheon was served under the direction of its major-domo, Louis Alexander, with an ample supply of the cranberry sauce, which, as I was to learn, was always there.

In 1903 the site of this building [the National Archives] was occupied, in part, by the old Pennsylvania Railroad Station and by some of the picturesque Central Market. Pennsylvania Avenue was bordered by ancient hotels, shops, and saloons. As the Government clerks, who lived in the boardinghouses of Capitol Hill, walked to work in the morning, each carrying his or her paper bag of lunch, the first sign on the Avenue, at the foot of the Capitol grounds, read *First Chance*. And as they returned in the late afternoon, the obverse of the same sign read *Last Chance*.

It was a pedestrian way of life with relatively few casualties. The little streetcars bobbed along cheerily, and tickets were six for a quarter.

Theodore Roosevelt was President, and it was a dull day when he did not make front-page news. John Hay, Secretary of State, and Elihu Root, Secretary of War, received us most amiably and showed a real interest in our investigations. They gave instructions, as did other heads of departments, that every facility should be afforded us.

Even such instructions, however, did not induce Adjutant General Ainsworth to open the records of the War Department for us to examine. Instead, he detailed a member of his staff to conduct us on a rapid and restricted tour of a score or more of rooms in the State, War, and Navy Building, which were stuffed with records and files. Our guide, by way of being helpful, gave us, on parting, a little book entitled: *Lists of the Records and Files of the War Department*, printed in 1890; but the next day, on our second visit, he asked

us to return it since the Adjutant General had been very angry on learning that the book had been given to us. So we went to Brentano's and purchased a copy for 90 cents.

The records of the Treasury Department were tightly stored in attics, where they crumbled in the heat of summer, or in basements and around the bases of the fountains, where they absorbed damp and gathered mold. And there was a famous warehouse on E Street where they filled tier after tier, on floor upon floor, to which the unfortunate chief file clerk of the Secretary's office was obliged frequently to repair in a more or less hopeless search for needed documents. The records there were corrupted by dirt and worse than moths, and thieves sometimes broke in to steal autographs.

But enough of such recollections; nor will I indulge in the much more attractive ones of the Archives of France and of other European countries, except to say that from them I brought back many useful lessons.

It is time to release you; but I must say a word about my experience, novel to me, as assistant to the artist. His role in the joint labor was exceedingly active. Mine was passive, to sit still and look as pleasant and as intelligent as possible for about 30 hours. I mean of course, 30 hours divided among 10 or 11 sessions. The artist's lively and interesting conversation, drawn from an unusually varied and frequently exciting experience, made the time pass most pleasantly.

As the portrait reached a point where I was allowed to see it, I began to have a strange feeling of being endowed with an identical twin. On one occasion, when Mr. Egeli turned the canvas upside down to study a problem of balance, I felt quite dizzy. It is for others than myself and the artist to pass final judgment.

I have been congratulated on being immortalized; but works of art, in music, literature, sculpture, and painting, usually confer immortality on their creators rather than their subjects. Yet I, or later my hovering spirit, will be gratified to share such immortality.

As I look back over the past, I realize more and more how precious have been and are the many associations I have been privileged to have with archivists, librarians, historians, scholars, and educators in many parts of the world, but above all here in Washington, which has been my base. With many of you, and with many of those who have participated in this act of kindness, these associations are close and vital and inspiring. I cherish them, and once again I thank you from the depths of my being.

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Writings on Archives, Current Records, and Historical Manuscripts, June 1956-May 1957: Part 1

By LESTER W. SMITH

National Archives

THIS annual bibliography is the fifteenth compiled under the auspices of the Committee on Bibliography of the Society of American Archivists. This year's list is being published in two parts. Part one comprises titles published in the United States. Part two, listing titles published in other countries, will appear in the April issue of the *American Archivist*. Certain titles, not yet examined, and omitted from this list, will be included in the bibliography next year.

The content and chronological scope are indicated in the title. In addition, the bibliography includes a few items dated before June 1956 but issued after that date or not available earlier for examination. Like its predecessors, it is a selected list of references and does not include unpublished items, historical documentary publications, reports of libraries and historical institutions giving but a few lines to manuscript accessions, and items appearing in news notes, unless these are unusually important. Record management and pertinent office-management publications are, as before, given careful attention, on a highly selective basis.

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 record 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 Julia W. Stickley 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 Record Officers

I. GENERAL LITERATURE

1. AMERICAN HISTORICAL ASSOCIATION. Index to the writings on American history, 1902-1940. Comp. by David Maydole Matteson, Esther Z. Bailey, and Rose Engleman. Washington, [1956] 1115 p.
2. FORD, FREDERICK W. Some legal problems in preserving records for public use. *American archivist*, 20: 41-47 (Jan. 1957). Paper read at the annual meeting of the Society of American Archivists in Washington, D. C., Oct. 12, 1956. The writer is Acting Assistant Attorney General, Office of Legal Counsel, Department of Justice.
3. METZDORF, ROBERT F. Manuscript collecting for historical societies. *Manuscripts*, 9: 56-61 (Winter 1957). Addressed chiefly to the local historical society.
4. NORTON, MARGARET C. The archivist looks at records management. *Illinois libraries*, 38: 222-233 (Oct. 1956).
5. POSNER, ERNST. What, then, is the American archivist, this new man? *American archivist*, 20: 3-11 (Jan. 1957). Presidential address, read at the annual meeting of the Society of American Archivists at Washington, D. C., Oct. 12, 1956.
6. SMITH, LESTER W., comp. Writings on archives, current records, and historical manuscripts, June 1955-May 1956. *American archivist*, 19: 337-369 (Oct. 1956).
7. TEMPLE, PHILLIPS, and JOHN HARVEY, comps. A directory of library periodicals published in the continental United States. Sponsored by the Library Periodicals Round Table, American Library Association, Pittsburg, Kans. State College Library, 1957. 44 p.
8. U. S. COPYRIGHT OFFICE. General information on copyright. Washington, 1957. 7 p.
9. WILCOX, JEROME K., comp. Bibliography of new guides and aids to public documents use, 1953-1956. New York, Special Libraries Association, 1957. (*SLA Bibliography no. 2.*)

See also : 148.

II. FILING TECHNIQUES AND MANAGEMENT OF CURRENT RECORDS

A. General Discussion

10. BARCAN, ARTHUR. New frontiers in records management. *Journal of accountancy*, 102: 50-54 (Nov. 1956).
11. BARCAN, ARTHUR. Seven sacred cows of clerical routine—do we need them? *Office management*, v. 17, no. 6: 36-37, 61. (June 1956). Discusses four areas of superfluous activity in the office. To be concluded.
12. BASSETT, ERNEST, and PETER L. AGNEW. *Business filing*. 2d ed. Cincinnati, South-western Publishing Co. [1955]. 170 p.
13. BEASLEY, KENNETH E. Materials on record management. Lawrence, Governmental Research Center, University of Kansas. (*Special Report* no. 72, revision of no. 34.) Reprint of the appendixes in Record survey, County Clerk's Office, Johnson County, by L. C. Kyle and H. M. Mason, published in 1953; with statutory provisions brought up to date.
14. BUCKLEY, EARLE A. How to write better business letters; a practical, step-by-step discussion of the principles involved and the procedure to be followed in the preparation and dictation of successful letters. 4th ed. New York, McGraw-Hill, 1957. 280 p.
15. CONFERENCE ON RECORDS MANAGEMENT, *New York University*, 1956. Proceedings of the third annual Conference on Records Management, Sept. 13-14, 1956. [Planning ahead for paperwork control]. Ed. by H. W. MacDowell [New York], New York University, [1957]. 65 p. (New York University *Business series*, no. 29). Sponsored jointly by the University and the National Records Management Council. Contents.—The golden age of paperwork improvement, by Robert A. Schiff; The effect of electronic data processing on paperwork management, by Edmund D. Dwyer; The use of clerical cost controls in managing paperwork, by Frank M. Knox; Reports of preliminary statements offered at seminar sessions of the Conference. (A. Clerical work measurement and paperwork control; B. Controlling the retention of business records; C. Work simplification applied to paperwork; D. Paperwork and electronic data processing); Marketing methods for records management: presenting new ideas and programs, by William L. Doremus; Electronics equipment on the drawing board, by Alan G. Negus; Random access memory, by William F. Ahern.
16. CROCKER, HOWARD W., and KENNETH L. BROCK. Building a records filing system for New York State Schools. *American archivist*, 19: 249-260. (July 1956). The authors are staff members of the Division of Archives and History, New York State Department of Education.
17. DARTNELL CORPORATION. Successful office manuals, how companies in various lines of business are improving the office manual. A Dartnell management report. Edited by F. C. Minaker. Chicago, [1957?]. 50 l. (*Report* no. 607).
18. DOCUMENTATION IN ACTION. By Jesse H. Shera, Allen Kent, James W. Perry. Based on 1956 Conference on Documentation at Western Reserve University. New York, Reinhold Pub. Corp., 1956. 471 p.
19. DOYLE, PETER J. The alphabetical name index. *Office magazine*, v. 43, no. 6: 74-77 (June 1956). A description of the alphabetical name index in use in the Department of Agriculture.
20. HAY, ROBERT D., and RAYMOND V. LESIKAR. *Business report writing*. Homewood, Ill., R. D. Irwin, 1957. 352 p.
21. HERMANN, IRVIN A. Manual of office reproduction; reproduction processes systems duplicating, imprinting methods. *Office*, v. 44, no. 6 (Nov. 15, 1956). 210 p. The author is administrator of systems and procedures at Servel, Inc., Evansville, Ind. This manual is 3d revised and expanded ed.; earlier editions were published in *Office* in 1946 and 1951.

22. MANSBRIDGE, STANLEY H. An index form for file registration. *Office*, 44:91-94 (Nov. 1, 1956).
23. MITCHELL, THORNTON W. The Illinois record management survey. *American archivist*, 20:119-130 (Apr. 1957). Paper read as a "Progress report" at the annual meeting of the Society of American Archivists in Washington, D. C., Oct. 11, 1956. The writer was director of the Illinois survey undertaken by the National Records Management Council and its consultant service, Naremc.
24. NATIONAL OFFICE MANAGEMENT ASSOCIATION. The simplified letter; what, why, how. Philadelphia, NOMA, [1957?]. [4] p.
25. OLSON, HARRY E. Record keeping for small businesses and other enterprises. Vermillion, S. D., Business Research Bureau, School of Business Administration, University of South Dakota, [1956]. 58 p.
26. SADAUSKAS, WALLACE B. Manual of business forms. New York, Office Publications Co. [1955]. 194 p.
27. SHIFF, ROBERT A. Paperwork control in the coming era of automation. [Reprinted from] *Office management*, yearbook issue, 1957. [4] p. Stresses the even greater need for integration of office functions with the coming of automation.
28. SHIFF, ROBERT A. Protect your records against disaster. *Harvard business review*, v. 34, no. 4:73-84 (July-Aug. 1956).
29. SHURTER, ROBERT L. Written communication in business. N. Y., McGraw-Hill Book Co., 1957. 550 p.
30. U. S. CONGRESS. HOUSE. GOVERNMENT OPERATIONS COMMITTEE. To simplify accounting, facilitate the payment of obligations, and for other purposes. Hearings before a subcommittee of the Committee on Government Operations, House of Representatives, Eighty-fourth Congress, second session, on H. R. 9593, H. R. 7658, and H. R. 7688 . . . March 27, 1956. Washington, 1956. 39 p.
31. U. S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* An administrative issuances program. [Washington, 1957]. 15 p. Meeting of May 17, 1957. Speakers: Hazel Guffy, Budget Bureau; James Iler, Forest Service.
32. U. S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Annual business meeting; Wayne C. Grover, Introduction of motion picture film, "Your National Archives"; Joseph D. Cooper, How to communicate policy and procedure. [Washington, 1956]. 10 p. Proceedings of meeting of June 15, 1956.
33. U. S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Correspondence management 1957. [Washington, 1957]. 17 l. Meeting of Jan. 18, 1957. Speakers: Lloyd L. Turner, Convair, Fort Worth, Texas, "The ABC of Clear Writing"; Robert H. Bahmer, National Archives, "Improving Uncle Sam's Letters."
34. U. S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Do's and don'ts of records management — a challenge. [Washington, 1957]. 14, 2 p. Meeting of June 14, 1957. Speaker: John P. H. Dethman, Ford Motor Co. Also brief annual business meeting.
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36. U. S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* The world's largest bookkeeping system. [Washington, 1957]. 11 p. Meeting of Feb. 15, 1957. Speaker: James J. O'Beirne, Bureau of Old-Age and Survivors Insurance.
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- tionary catalogs of the Library of Congress. [Rev. ed. of the 1945 Filing manual]. Washington, 1956. 187 p.
38. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. Agency mail operations. [Washington, 1957]. 47 p. (*Records management handbook. Managing mail*).
 39. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. Passport paperwork project, October 1956. [Washington, 1956]. 11 p. Describes paperwork simplification accomplished by the National Archives and Records Service and the Department of State for the Passport Office.
A report is also contained in Senate Report No. 1604, 84th Congress, 2d session.
 40. U. S. NAVY DEPARTMENT. NAVY MANAGEMENT OFFICE. Writing Out Loud. [Washington, 1956]. 20 p.
 41. U. S. TECHNICAL COMMITTEE ON INDUSTRIAL CLASSIFICATION. Standard industrial classification manual. Washington, 1957. 433 p. This classification is sometimes used in arranging records.
 42. U. S. VETERANS' ADMINISTRATION. The winning letter; common sense about writing to people. Washington, [1957]. 28 p. (*VA Pam.* 5-20).
 43. WEEKS, BERTHA M. How to file and index. Rev. ed. New York, Ronald Press, [1956]. 306 p.
 44. WHEELER, MARTHA THORNE. Indexing; principles, rules and examples. 5th ed. Albany, New York State Library, 1957. 78 p.
 45. YOUNG, ARTHUR E. Paperwork management in government. Lawrence, Kansas, University of Kansas, 1956. 4 p. (*Your government*, v. 12, no. 3, Nov. 15, 1956). Explores the scope of the paperwork problem in today's Government and the progress being made in alleviating this problem; outlines the basic elements of an effective paperwork management program.

See also 4, 87, 89, 136, 143.

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

46. ACTIVITY in records disposition by BUSANDA. *Navy management review*, v. 1, no. 11: 1-2 (Dec. 1956).
47. ADAMS, SCOTT. Library communication systems. *Library trends*, 5:206-215 (Oct. 1956).
48. AMERICAN BANKERS ASSOCIATION. BANK MANAGEMENT COMMISSION. Magnetic ink character recognition; the common machine language for check handling. New York, 1956. 32 p. Automation of bank operating procedure.
49. AMERICAN MANAGEMENT ASSOCIATION. Engineering for paperwork control, including a paper on integrated procedures control. New York, [1956]. 56 p. (*Office management series*, no. 143). "Material . . . presented at the Office Management Conference of the American Management Association held at . . . New York City, October 15-17, 1956."
50. AMERICAN MANAGEMENT ASSOCIATION. Establishing an integrated data-processing system: blue-print for a company program. New York, [1956]. 183 p. (*Special report* no. 11).
51. AMERICAN UNIVERSITY. SCHOOL OF GOVERNMENT AND PUBLIC ADMINISTRATION, Washington, D. C. Federal payroll processing on electronic computers; a survey by a graduate class in problems of automatic data processing systems. Washington, 1957. Presents a brief history of the conversion of payroll systems in several Federal Government agencies and the Southern Railway System to automatic data processing machines. Concludes with a general study of industry experience in this field.
52. BECKER, ESTHER R., and EUGENE F. MURPHY. The office in transition; meeting the problems of automation. [New York, Harper, 1957]. 190 p.

53. BLASINGAME, RALPH. Gadgets: miscellanea, but not all trivia. *Library trends*, 5:239-243 (Oct. 1956).
54. COLUMBIA UNIVERSITY. WATSON SCIENTIFIC COMPUTING LABORATORY. Bibliography on the use of IBM machines in science, statistics and education, comp. by Joyce Alsop, Anne T. Flanagan, and Eric V. Hankam. [New York], International Business Machines Corp., 1956. 81 p.
55. DAWSON, JOHN M. Duplicating machines. *Library trends*, 5:256-264 (Oct. 1956).
56. DIEBOLD [JOHN], AND ASSOCIATES, INC., *New York*. Automatic data processing: equipment reports. Chicago, Cudahy Pub. Co., [1956]. 1 v. (loose-leaf).
57. DIEBOLD [JOHN], AND ASSOCIATES, INC., *New York*. Automatic data processing: methods reports [and orientation]. Chicago, Cudahy Pub. Co., [1956]. 1 v. (loose-leaf).
58. EUSTIS, WILLIAM. Primer to the automatic office; contributions by William Eustis, Gilbert Dresser, Franklin Wyman, Jr., and William Alden. Westboro, Mass., Automation Management, Inc., 1956. 93 p. Based on a report: The automatic office.
59. FAIRBANKS, RALPH W. Successful office automation. Englewood Cliffs, N. J., Prentice-Hall, 1956. 355 p.
60. GEER, HELEN T. Charging machines. *Library trends*, 5:244-255 (Oct. 1956).
61. GOTTESMAN, JEROME, and EDWARD GOTTESMAN. Machines, documentation, and automatic coding. *American documentation*, 8:129-133 (Apr. 1957).
62. HARDKOPF, JEWEL C. Office machines and appliances. *Library trends*, 5:225-238 (Oct. 1956). The author is management analyst at Brooklyn Public Library.
63. MOORE, CHARLES N., and THOMAS N. HUMBLE. Electronics in business management. University, Ala., Bureau of Business Research, School of Commerce and Business Administration, University of Alabama, 1956. 82 p. Bibliography: p. 76-82.
64. TAUBE, MORTIMER. Machine retrieval of information. *Library trends*, 5:301-308 (Oct. 1956).
65. TROTTER, ARNOLD H. Introduction [to special issue on mechanization in libraries]. *Library trends*, 5:191-192 (Oct. 1956).
66. U. S. NAVY DEPARTMENT. Electronic data processing in Navy bureaus and offices. [Washington, 1957]. 19, 7 p. *Navy management review*, vol. 2, no. 4 (Apr. 1957): Enclosures 1 & 2. Enclosure 2 is entitled "EDP in Navy expands at rapid pace."
67. VITZ, CARL. Transportation equipment. *Library trends*, 5:216-224 (Oct. 1956).
68. VOIGHT, MELVIN J. The trend toward mechanization in libraries. *Library trends*, 5:193-205 (Oct. 1956).
69. WALLACE, FRANK. Appraising the economics of electronic computers; an approach for a company to determine the feasibility of acquiring a computer. Prepared for Controllershship Foundation, Inc. New York, Controllershship Foundation, 1956. 106 p.

See also: 149.

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

A. United States in General and Federal Government

70. AMERICAN HISTORICAL ASSOCIATION. Annual report for the year 1955. v. 1. Proceedings. Washington, [1957]. 49 p. Of particular interest are the reports of the executive secretary and managing editor, Boyd C. Shafer, p. 8-12; the Committee on Documentary Reproduction, p. 27-30; the Committee on the *Guide to historical literature*, p. 30; the Committee on the Historian and the Federal Government, p. 31-32; the Committee on the Littleton-Griswold Fund,

- p. 36-37; and the representative to the National Historical Publications Commission, p. 42-43.
71. BEERS, HENRY PUTNEY. The French in North America; a bibliographical guide to French archives, reproductions, and research missions. Baton Rouge, La., Louisiana State University Press, 1957. 426 p. Bibliography: p. 279-350. "A history of the activities of American and Canadian institutions, historians and others connected with the procurement of reproductions in the form of transcripts, photostats, and microfilm from French archives and manuscript collections." [Pref.] Traces the origins of the various missions, describes the reproductions obtained and presents the story of the documentary compilations that resulted.
 72. HILTON, RONALD, *ed.* Handbook of Hispanic source material and research organizations in the United States. 2d ed. Stanford, Stanford University Press, 1956. 448 p.
 73. LELAND, WALDO GIFFORD. John Franklin Jameson. *American archivist*, 19:195-201 (July 1956). This paper was read at the National Archives on Dec. 28, 1955, on the occasion of the presentation by the American Historical Association to the National Archives of a bronze plaque of Dr. Jameson.
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See also: 30, 32, 38, 39, 97, 129, 130, 214, 218, 225, 229, 233, 234, 235, 236, 237.

III. B. State and Local

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113. NORTH CAROLINA. ARCHIVES AND HISTORY DEPARTMENT. Twenty-sixth biennial report, 1954-1956. Raleigh, 1956. 95 p. Mentions, on p. 6, Chapter 543, *Session laws of 1955*, redefining and restating the duties and functions of the

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See also: 80, 188.

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See also: 225.

III. D. International Organization

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IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

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

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139. HOLMES, OLIVER W. [Describing records to facilitate appraisal]. Transcript of training lecture no. 25 on General Services Administration Manual GS, Federal Records Management, Vol. GS 7-2, Records Centers, at the Federal Records Center, Alexandria, Virginia, Oct. 17, 1956. Section 206.00. Washington, [1957]. 11 p.

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See also: 76, 218.

VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

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See also: 28, 243.

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

A. General Discussion

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See also: 41, 54, 64, 139.

VII. B. United States in General and Federal Government

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See also: 72, 77, 189, 214, 245.

VII. C. State and Local

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 193. TEXAS (REPUBLIC). TREASURY DEPARTMENT. Texas treasury papers: Letters received in the Treasury Department of the Republic of Texas, 1836-1846. V. 1-3, edited by Seymour V. Connor, assisted by Howard Lackman and Margaret K. Howard; v. 4, edited by Virginia H. Taylor, assisted by Bertha Brandt. Austin, Texas State Library, 1955-56. 4 vols. Processed.
 194. VIRGINIA COLONIAL RECORDS PROJECT. The search room catalogues and other finding aids to the records preserved in the Public Record Office, London. [n. p., n. d.]. 76 p. (*Special report* no. 27). Prefatory letter, by William J. Van Schreeven, Chairman, Consultants in History and Archives to the Joint Commission, Virginia 350th Anniversary Celebration, 1 Mar. 1957.
 195. WISCONSIN. STATE HISTORICAL SOCIETY. Guide to the manuscripts of Wisconsin, supplement number one, by Josephine L. Harper and Sharon C. Smith. Madison, 1957. 222 p.

See also: 106, 208, 239.

VII. D. Foreign Countries

196. BEYERLY, ELIZABETH. The documentation of Western science in the Soviet Union. *American documentation*, 8:98-102 (Apr. 1957).
197. NASATIR, ABRAHAM P. The Archives of the French Foreign Ministry: opportunities for research in American history, *American archivist*, 19:203-213 (July

- 1956). This is a revision of a paper read before the Pacific Coast Branch of the American Historical Association at Stanford University in December 1951.
198. STREET, J. The G.R.G. Conway collection in Cambridge University Library; a checklist. *Hispanic American historical review*, 37:60-81 (Feb. 1957).
 199. THORNTON, A. P. The G.R.G. Conway manuscript collection in the Library of the University of Aberdeen. *Hispanic American historical review*, 36:345-347 (Aug. 1956). Items that are duplicates of the Conway collection in the Library of Congress are listed. In addition, 12 items that are not in the Library of Congress are listed with very brief description.
 200. VALDERRAMA, LUCILA. Squier manuscripts in the Biblioteca Nacional del Peru. *Hispanic American historical review*, 36:338-341 (Aug. 1956).
- See also: 153, 154, 186, 194.

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

201. BALLOU, HUBBARD W. Photography and the library. *Library trends*, 5:265-293 (Oct. 1956). Good bibliographical notes.
202. BENBROOK, C. H. The Diazotype process. *American documentation*, 8:81-88 (Apr. 1957).
203. CALIFORNIA. UNIVERSITY. LIBRARY. An index of German Foreign Ministry archives, 1867-1920, microfilmed at Whaddon Hall [England] for the General Library, University of California, Berkeley, 1957. 2, 10, 210 p., 18, 6, 23 l.
204. DE VALINGER, LEON, JR. Microfilming and preservation of public records. [n. p., n. d.]. [9] p. Reprinted from National Association of Secretaries of State, *Proceedings* of the thirty-ninth annual conference, 1956. An address delivered at Carmel, Calif.
205. DOWNS, ROBERT B. Libraries in miniscule. *College and research libraries*, 18:13-18 (Jan. 1957). Describes microreproduction projects undertaken by various libraries, universities, archives, publishing firms, etc.
206. FLEMER, H. F., and ATHERTON SEIDELL. The FS microfilm camera. *American documentation*, 8:127-128 (Apr. 1957). A new microfilm copying camera developed to simplify and provide less costly equipment for moderate scale microfilm copying.
207. HOMSHER, LOLA M. Survey on microphotography in the States and Territories of the United States. This is the second report in: Society of American Archivists, Committee on State Archives, *Reports*, 1956. [Atlanta, Ga., 1956].
208. JONES, JAMES V., and LOWRIE J. DALY. Vatican Library at St. Louis. *Library journal*, 82:914-916 (Apr. 1, 1957). Describes the Vatican film library at St. Louis University.
209. LEWIS, CHESTER M., and WILLIAM H. OFFENHAUSER. Microrecording; industrial and library applications. New York, Interscience Publishers, [1956]. 456 p. Includes bibliographies.
210. MORKISCH, ERWIN F. Detection by photography. *Manuscripts*, 8:313-314 (Fall 1956). Decipherment of the over-inked passages of the manuscript journal of Fanny Stevenson, wife of Robert Louis Stevenson, by the Huntington Library's Department of Photographic Reproductions, of which Mr. Morkisch is in charge.
211. REUTER, H. G. Development of the RCA Electrofax microfilm enlarger. *Photographic engineering*, 7:73-81 (1956). Gives details of Bureau of Aeronautics system for storing microfilmed engineering drawings as inserts in standard punched-coded cards.
212. THOMAS, EARL J. From old records to new. *Our public lands*, v. 7, no. 2:6-7, 15 (Oct. 1957). A description of the Bureau of Land Management's new program for reconstructing its records. Of special interest is the Control Docu-

ment Index, already completed and consisting of more than four million cards. This index consists of microfilm images of patents and other control documents that are mounted in apertures cut into machine tabulating cards.

213. U. S. CONGRESS. HOUSE. A bill to limit the acquisition and use by civilian agencies of the Federal Government of equipment for reproducing documents, drawings, papers, and so forth, on sensitized materials. [Washington, 1957]. 3 p. (85-1, H. R. 5144). Military and classified materials are exempt.
214. U. S. CONGRESS. HOUSE. HOUSE ADMINISTRATION COMMITTEE. Microfilming presidential papers. Hearing . . . 85-1. Washington, 1957. 28 p. Hearings held June 21, 1957, on H.R. 7813 to organize and microfilm the papers of Presidents of the United States in the collections of the Library of Congress.
215. U. S. CONGRESS. SENATE. A bill to limit the acquisition and use by civilian agencies of the Federal Government of equipment for reproducing documents, drawings, papers, and so forth, on sensitized materials. [Washington, 1957]. 3 p. (85-1, S. 894). A companion bill to H.R. 5144.

See also: 55, 154.

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

216. ALBION, ROBERT. Maritime and naval history: an annotated bibliography. Rev. ed. Mystic, Conn., Marine Historical Assn., 1955. 93 p.
217. BRABAND, CARL. Copyright and the reproduction of published materials. *Unesco bulletin for libraries*, 11:48-52 (Feb.-Mar. 1957). Comments on work of the new joint committee of FID and the International Federation of Library Associations.
218. BROOKS, PHILIP C. The historian's stake in Federal records. *Mississippi Valley historical review*, 43:259-274 (Sept. 1956). Discusses the National Archives and Federal record centers, problems of appraisal and disposal, and the use of records by historians.
219. COREY, ALBERT B. Research; State and local historical research in progress; fifth annual listing—1955. *New York history*, 27:310-315 (July 1956).
220. CRITTENDEN, CHRISTOPHER. The public library and local historical sources. *History news*, 12:69-70 (July 1957). Reprinted from *North Carolina libraries*.
221. CRITTENDEN, CHRISTOPHER. The State archivist and the researcher. *American archivist*, 19:215-220 (July 1956). The writer, Director of the North Carolina Department of Archives and History, read this paper before the Southern Historical Association at Memphis, Tenn., Nov. 11, 1955.
222. HAMILTON, MILTON W. The local history magazine and its publication. Harrisburg, Pa., American Association for State and Local History. 1955. 19 p.
223. HEMPILL, W. EDWIN. Facsimiles in a popular historical magazine. *American archivist*, 20:111-117 (Apr. 1957). Paper read at the annual meeting of the Society of American Archivists in Washington, D. C., Oct. 12, 1956. The author is director of the history division of the Virginia State Library and editor of *Virginia cavalcade*.
224. JOHNSTON, FRONTIS W. A historian looks at archives and manuscripts. *American archivist*, 19:229-233 (July 1956). The author is head of the Department of History at Davidson College. Paper read before the Southern Historical Association at Memphis, Tenn., Nov. 11, 1955.
225. KENNAN, GEORGE F. The Sisson documents. *Journal of modern history*, 28:130-154 (June 1956). A study challenging the authenticity of the documents published in U. S. Committee on Public Information's *The German-Bolshevik conspiracy* (Washington, 1918. *War information series* no. 20).
226. KIRKHAM, E. KAY. The abc's of American genealogical research. [2d ed., rev.]. Salt Lake City, Deseret Book Co., 1955. 123 p.
227. KIRKHAM, E. KAY. Research in American genealogy; a practical approach to

- genealogical research. [Salt Lake City, Deseret Book Co., 1956]. 447 p. Includes description of material in the National Archives.
228. LAND, ROBERT H. Protecting archives against human foes. *Manuscripts*, 8: 326-328 (Fall 1956). Lists seven suggestions for accomplishing this aim.
 229. MILLOY, RICHARD P. The power of the Executive to withhold information from Congressional investigating committees. *Georgetown law journal*, 43: 643-660 (June 1955).
 230. MORGANSTERN, JOSEPH. Some letters (19,000) from Voltaire. *New York Times magazine*, Mar. 31, 1957, sec. 7, p. 6. Editorial notes are in English, but the text of the letters is in French. The Institut et Musée Voltaire was opened officially in Oct. 1954. The author is compiler of the World bibliography of bibliography.
 231. PARTON, JAMES. Popularizing history and documentary sources. *American archivist*, 20: 99-109 (Apr. 1957). Paper read at the annual meeting of the Society of American Archivists, Washington, D. C., Oct. 12, 1956. Mr. Parton is the publisher of *American heritage*.
 232. PECKHAM, HOWARD H. Aiding the scholar in using manuscript collections. *American archivist*, 19: 221-228 (July 1956). The author is director of the William L. Clements Library, University of Michigan. Paper read before the Southern Historical Association at Memphis, Tenn., Nov. 11, 1955.
 233. U. S. ARMY DEPARTMENT. The writing of American military history; a guide. [Washington], 1956. 145 p. (DA Pam 20-200, 1956 rev.). Bibliography: p. 99-143.
 234. U. S. CONGRESS. HOUSE. GOVERNMENT OPERATIONS COMMITTEE. Availability of information from Federal departments and agencies. Hearings . . . 84-2 to 85-1, Nov. 7, 1955-July 22, 1957. Washington, 1956-1957. Pts. 1-11.
 235. U. S. CONGRESS. HOUSE. GOVERNMENT OPERATIONS COMMITTEE. Availability of information from Federal departments and agencies; twenty-fifth intermediate report of the Committee on Government Operations. Washington, 1956. 306 p. (84-2, H. Rept. 2947).
 236. U. S. CONGRESS. HOUSE. GOVERNMENT OPERATIONS COMMITTEE. The right of Congress to obtain information from the Executive and from other agencies of the Federal Government; study by the staff of the committee. May 3, 1956. Washington, 1956. 26 p. (84-2, Committee print).
 237. U. S. SOCIAL SECURITY ADMINISTRATION. Regulation no. 1 (as amended). Disclosure of official records and information. (Part 401, Chapter III, Title 20, Code of Federal Regulations). Washington, 1957. 8 p.
 238. WHITE, HELEN. Thoughts on oral history. *American archivist*, 20: 19-30 (Jan. 1957). The broad term *oral history* in this paper refers to spoken historical evidence obtained by trained historian-interviewers, recorded, and preserved.
 239. WHITE, JOHN B. Published sources on Territorial Nebraska: an essay and bibliography. Nebraska State Historical Society, 1956. (*Publications*, vol. 23).
 240. WITTENBERG, PHILIP. The law of literary property. Cleveland, World Publishing Co., [1957]. 284 p.
 241. YOSHPE, HARRY B. Essential elements of an effective current history program. *Military affairs*, 20: 104-105 (Summer 1956). The author is historian for the Office of Chief of Transportation, Army.

See also: 2, 71, 74, 84, 86, 148, 210, 213, 215.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

242. BAUMHOFER, HERMINE M. Film records management. *American archivist*, 19: 235-248 (July 1956). The author is chief of the United States Airforce Motion Picture Film Depository, 1350th Motion Picture Squadron, Wright-Patterson Air Force Base, Dayton, Ohio. Her paper is a revision of a

- lecture delivered before the American University's First Institute on the Preservation and Administration of Archives: Advanced, July 14, 1955.
243. METHOD of restoring daguerreotypes. Missouri Historical Society, *Bulletin*, 13:86-87 (Oct. 1956).
 244. QUINLY, WILLIAM J. Audio-visual materials in the library. *Library trends*, 5:294-300 (Oct. 1956).
 245. RHOADS, JAMES B. Civil War maps and mapping. *Military engineer*, 49:38-43, (Jan.-Feb. 1957). Includes a good summary statement of record groups in the National Archives containing Civil War maps.
 246. U. S. LIBRARY OF CONGRESS. MAP DIVISION. Aviation cartography; a historico-bibliographic study of aeronautical charts, by Walter W. Ristow. Washington, 1956. 114 p.
 247. WHEAT, CARL I. Mapping the American West. Bibliographical Society of America, *Papers*, 50:1-16 (1956). Read at the meeting of the society at the Huntington Library, San Marino, Calif., Aug. 27, 1955.

See also: 165, 211.

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

248. AMERICAN UNIVERSITY, *Washington, D. C.* The American University announces two institutes: Records management, June 3-14, 1957; Archives administration, June 17-July 12, 1957. Offered in cooperation with the Library of Congress, Maryland Hall of Records, and the National Archives and Records Service. [1957, folder, 8 p.].
249. AMERICAN UNIVERSITY, *Washington, D. C.* Genealogical research, [a course] offered in cooperation with American Society of Genealogists, Maryland Hall of Records, National Archives and Records Service. [1957, folder, 6 p.].
250. AMERICAN UNIVERSITY. SCHOOL OF GOVERNMENT AND PUBLIC ADMINISTRATION, *Washington, D. C.* Announcement of courses in record and archives administration 1957-58. [Washington, 1957]. 3 l. Processed.
251. CALIFORNIA. UNIVERSITY. UNIVERSITY EXTENSION, *San Francisco, Calif.* Records management training program, February 17 through June 16, 1953. [1953, folder, 4 p.]. Offered by the National Records Management Council and Business Administration Extension.
252. NEW YORK UNIVERSITY, *New York City*. The Graduate School of Business Administration . . . in co-operation with the National Records Management Council announces the second annual conference on records management . . . September 19-20, 1955: Integrated controls over business records. [New York, 1955]. [8] p.
253. RADCLIFFE COLLEGE, *Cambridge, Mass.* Institute on historical and archival management, fourth annual session . . . June 24-August 2, 1957. [Folder, 6 p.]. Sponsored jointly by Radcliffe College and the Department of History, Harvard University.
254. U. S. GENERAL SERVICES ADMINISTRATION. Summary of training course on records disposition at the Records Disposal Workshop, Chicago, Illinois, October 24-November 4, 1955. Washington, [n. d.]. 3 pts. Processed. Part I: Scheduling; Part II: Evaluation; Part III: General records schedules and site audit records. (This is not currently available).
255. WESTERN RESERVE UNIVERSITY, *Cleveland*. Announcing a symposium on systems for information retrieval, April 15-17, 1957. [1957, folder, 12 p.].
256. WESTERN RESERVE UNIVERSITY. SCHOOL OF LIBRARY SCIENCE, *Cleveland*. Special seminar program, 1956-1957; in cooperation with Cleveland Public Library and Special Libraries Association. Four series, 1956 and 1957; open to everyone concerned with the management of record information. [Cleveland, 1956]. Folder.

News Notes

H. B. FANT, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The Society of American Archivists *Directory*, based on questionnaires filled out in 1956 and corrected to mid-July 1957, was published in time to be handed to members in attendance at the 21st annual meeting in Oct. 1957. Members who were not at Columbus should receive their copies by mail. Non-members may procure copies at \$2.50 each from the treasurer, Leon deValinger, Jr., Hall of Records, Dover, Del.

MINUTES OF THE COUNCIL

Oct. 2, 1957

The Council was called to order at 2:00 p. m. on Oct. 2, 1957, by President Lester J. Cappon in his suite at the Deshler-Hilton Hotel, Columbus, Ohio. Present were the vice president, the secretary, the treasurer, and the editor; and Council members Mary G. Bryan, Leon de Valinger, Jr., David Duniway, and Lucile Kane.

The reading of the minutes of the Council's May meeting was dispensed with as these had been confirmed by circulation to the officers and Council members and published as approved in the Oct. issue of the *American Archivist*.

President Cappon gave a full report on his efforts to get foundation support for the proposed establishment of a permanent secretariat for the Society. He had made the exploration authorized by the Council at the May meeting, but the results were negative because prospective sponsors believed that the plan as presented did not demonstrate how the Society planned to support the work of the secretariat beyond the 10-year period. After some discussion the Council voted to defer the matter for the time being but urged that members be alert to any opportunity for implementing the foundation plan as presented by Ernst Posner in 1956.

The question of appointing a historian for the Society of American Archivists, held over from the May meeting, was discussed, and the president was authorized with the Council's approval, to appoint for a 5-year term an official historian who shall, in an annual report to the Council, recommend projects pertaining to historical research and publication in the field of archives. The Council thereupon, after an informal discussion, on motion of President Cappon ratified his appointment of Ernst M. Posner as historian.

The completion of arrangements for the midwinter joint luncheon meeting with the American Historical Association in New York City was reported. The luncheon will be held at the Hotel Statler's Ivy Suite on Monday, Dec. 30.

Lester J. Cappon will preside and J. Harold Easterby of the South Carolina Archives Department will give a paper entitled: "The Colonial Records of South Carolina; an Adventure in Editing and Publishing." As is customary, a Council meeting will be held at a convenient hour after the luncheon, provided that a quorum can be assured.

A report was next heard on petitions filed with the secretary seeking modification of the two constitutional amendments that had been mailed to the membership by the secretary as required under Article 23 of the Constitution, on fellows of the Society and on the election and succession of the president and vice president, which were to be voted on at the annual business meeting of the Society on Oct. 3. The Council endorsed presentation of the desired modifications by amending the amendments from the floor at the annual business meeting and delegated Leon deValinger, Jr., to present the motion on fellows of the Society. Vice President Herbert Angel volunteered to present the motion to amend the proposed amendment relating to officers.

Treasurer William D. Overman gave an informal report on the current satisfactory status of the Society's finances and advised that a full report would be read at the annual business meeting and published later in the *American Archivist*.

The editor, G. Philip Bauer, reported publication of the *Directory of Membership*, stating that copies would be distributed to those in attendance at the annual meeting; others will receive their copies through the mail. It was voted to present a copy to each new member enrolling before Dec. 31, 1957. Additional copies of the directory are available for purchase through the treasurer. The editor returned to the secretary, for permanent filing, the biographical questionnaires used in preparation of the directory. A report was heard on the progress of the 20-year index to the *American Archivist*, and the editor filed with the secretary a copy of the agreement under which the work is being done.

Several members of the Council paid high tribute to Elizabeth H. Buck, whose long and devoted contribution as associate editor has so greatly enhanced the publication of the *American Archivist*. As a token of the gratitude of the officers and Council a resolution was adopted awarding Mrs. Buck a life membership.

Mrs. Renze summarized the reports of the Society's various committee chairmen and brought to the Council's attention a variety of matters for further consideration. The Council directed her to continue work with the chairmen, encouraging development of their activities in accordance with the 1954 resolution relating to committee structure and functions, and to report at appropriate intervals to the Council. The secretary stated that several of the lengthier committee reports will be submitted to the editor for possible publication.

The secretary reported that the poll on the 1958 annual meeting in Salt Lake City had resulted in the selection of the third week of Aug. as the time for the meeting. The exact date will be announced after consultation with the American Association of State and Local History and the Committee on Local Arrangements.

At this point the Council suspended the order of business to hear Charles E. Hughes, Jr., City Archivist of Philadelphia, who extended a formal invitation to the Society of American Archivists to hold its annual meeting in Philadelphia in 1959. The invitation was filed with the secretary for the Council's review at the appropriate time. On motion of Mr. Duniway, the meeting adjourned at 5:20 p. m.

DOLores C. RENZE, *Secretary*

Approved: LESTER J. CAPPON, *President*

Nov. 4, 1957. The foregoing minutes have been circularized among the officers and Council and embody additions or corrections as expressed in writing to the secretary.

MINUTES OF THE BUSINESS MEETING

Oct. 3, 1957

The Society's annual business meeting was called to order in the Hall of Mirrors of the Deshler-Hilton Hotel at 9:00 p. m. by President Lester J. Cappon, with approximately 100 members in attendance. It was voted to dispense with the reading of the minutes of the 1956 annual meeting, since they were published in the Apr. 1957 issue of the *American Archivist*, and to accept them as printed. The financial report was read by the treasurer, indicating receipts for the year ending June 30, 1957, as \$7,777.42 and expenditures as \$6,087.88. The treasurer's accounts had earlier been referred by the president to the Auditing Committee, whose report of audit was made by the chairman, Vernon Santen, and immediately adopted. Both reports were filed with the secretary for publication in the *American Archivist*.

The secretary gave an accounting of the responsibilities and duties of the office during the past year. This report is filed for publication as a supplement to the minutes.

The report of the Committee on Resolutions was then read and adopted:

Whereas, The late Mrs. John Trotwood Moore of Tennessee, the late Joaquín Llaverías of Cuba, the late Morris L. Wardell of the University of Oklahoma, and the late Mulford Winsor of Arizona were long members of the Society of American Archivists, be it

Resolved, That the Society express its deep sorrow over their deaths, that this resolution be recorded in its minutes, and that a copy of this resolution be sent by the secretary to their next of kin.

Whereas, The Society of American Archivists has enjoyed many courtesies during its 21st annual meeting, held in Columbus, Ohio, and has benefited from devoted leadership during the past year, be it

Resolved, That the Society's secretary shall record in its minutes and shall express in writing the genuine appreciation felt by its members to

(1) the Ohio Historical Society's officers, members, and staff for its gracious hospitality,

(2) all members of the Committee on Local Arrangements, under the chairmanship of Erwin C. Zepp, for its unobtrusive but efficient services in taking care of scores of major and minor plans for our annual meeting,

(3) all members of the Program Committee, under the chairmanship of Lola M.

Homsher, for its services in having recruited speakers who have offered information and stimulation to all of us,

(4) the general manager of the Deshler-Hilton Hotel in Columbus for its co-operation in making available to us excellent facilities,

(5) our retiring treasurer, William D. Overman, for his almost flawless performance of the exacting and sometimes onerous duties of that office through the past 5 years, and

(6) each of our other officers and Council members for their respective contributions, under the understanding leadership of President Lester J. Cappon, to the advancement of archival science and of this Society during the past year.

Respectfully submitted,

COMMITTEE ON RESOLUTIONS

W. Edwin Hemphill, *Chairman*

Robert C. Sale

Charles Shetler

President Cappon next brought before the meeting the question of the proposed constitutional amendments, which had been prepared and properly filed with approval by the Council in accordance with Article 23 of the Constitution.

The first amendment, prepared by the Committee on Professional Standards in accordance with its referral to the committee by the Council during the 1956 business meeting, relates to a new section headed "Fellows of the Society." The text of the proposed amendment was read in full by the secretary:

"There shall be added after the section headed MEMBERSHIP (Articles 3-8) a new section headed:

FELLOWS OF THE SOCIETY

9. Members of the Society may be elected to a special class of membership, those so elected to be known as Fellows of the Society of American Archivists. Their number shall be no more than fifteen percent of the total individual membership reported at the last general meeting of the Society. No member of the Society shall be elected a Fellow who has not been a member in good standing of the Society for at least five years immediately preceding his election.

10. Election of Fellows shall be by a majority vote of all past presidents of the Society of American Archivists, who shall be guided by the following criteria:

- a. Advanced educational experience, realistically appraised, in an area of knowledge recognized as essential for an archivist.
- b. Professional experience, ordinarily of five years, which shall include the exercise of responsibility and shall demonstrate the possession of initiative, resourcefulness and professional morale.
- c. Writings of superior quality and usefulness.

11. A member of the Society of American Archivists duly elected a Fellow shall retain this designation as long as he remains a member in good standing of the Society.

The present articles 9-23 of the Constitution shall be renumbered 12-26.

During the 30-day interval since general mailing to the membership, petitions for modification of the amendment had been filed with the secretary. These were reviewed and approved by the Council; and through Leon deValinger, Jr., a motion was now presented to amend the amendment by striking out the first sentence of Article 9 ("Members of the Society may be elected to a special class of membership, those so elected to be known as Fellows of the Society of American Archivists") and inserting in its place the following

sentence: "There shall be a special class of members of the Society known as Fellows of the Society of American Archivists, which shall consist of all past presidents and other members elected to that class." There followed discussion from the floor and on call for the question the proposal to amend the amendment was voted.

The amendment (as amended) relating to "Fellows" was placed before the meeting on motion of Philip M. Hamer, seconded by Solon J. Buck. A lively discussion from the floor ensued, with members speaking both for and against the proposal. There was call for a vote by ballot. President Cappon named Messrs. Herbert Angel, Neil Franklin, and Roger Thomas to act as tellers. Herbert Angel, acting as chairman of the tellers, reported passage of the amendment, 56-40.

The secretary then read the second proposed constitutional amendment as presented to the Council at the May 1957 meeting and approved for consideration at this business meeting, relating to OFFICERS AND GOVERNMENT, Article 9:

That Article 9 under the foregoing title be amended to read:

The officers of the Society shall be a president, a vice president, a secretary, a treasurer, and an editor. All the officers, except the president and editor, shall be elected at each annual meeting of the Society for terms of one year each and shall serve until their successors are elected. The president's term of office shall be one year; the vice president shall succeed to the office of president. The editor shall be elected by the Council for such term as it shall determine.

Again, petitions to modify the proposed amendment had been filed with the secretary and reviewed and approved by the Council. To bring the matter before the membership Herbert Angel presented the motion to amend the amendment by striking out the words "president and" in the second sentence of the article; and also striking out the third sentence: "The president's term of office shall be one year; the vice president shall succeed to the office of president" and substituting this sentence: "In 1958 and thereafter the person elected as vice president shall thereby be elected as president for the following year." A second to the motion was heard. Call by the chair for discussion resulted in minor questions directed to the chair, followed by adoption of the motion to amend the amendment (Article 9, renumbered Article 12).

The second proposed amendment (as amended) was then properly brought before the meeting. It was accepted with but minor debate and adopted by a vote of 94-2. The section on OFFICERS AND GOVERNMENT, Article 9 as amended, now reads:

12. The officers of the Society shall be a president, a vice president, a secretary, a treasurer and an editor. All the officers, except the editor, shall be elected at each annual meeting of the Society for terms of one year each and shall serve until their successors are elected. In 1958 and thereafter the person elected as vice president shall thereby be elected as president for the following year. The editor shall be elected by the Council for such term as it shall determine.

Articles 9-23 of the Constitution shall be renumbered 12-26.

Mary G. Bryan next read the report of the Nominating Committee: for president, William D. Overman; for vice president, Oliver W. Holmes; for

secretary, Dolores C. Renze; for treasurer, Leon deValinger, Jr.; for Council member to fill the unexpired term ending in 1958, Morris L. Radoff; and for Council member, term ending in 1962, Thornton W. Mitchell. The president called for nominations from the floor and none being made as each office was successively called, there remained but one candidate standing for election to each office. On motion from the floor the slate of officers as reported by the Nominating Committee was accepted, and the secretary cast the elective ballot.

President-elect William D. Overman came forward and received the official emblem of office in the form of a historic gavel presented to the Society on Oct. 2 by Mary G. Bryan of Georgia. The chair was relinquished by President Lester J. Cappon after announcement by the secretary that the new officers and Council would meet at 8 a. m. Oct. 4 in Room 655. There being no further business, the meeting adjourned at 10:30 p. m.

DOLORES C. RENZE, *Secretary*

Approved: LESTER J. CAPPON, *President*

Nov. 4, 1957. The foregoing minutes have been circularized among the officers and the Council and embody additions or corrections as expressed in writing to the secretary.

MINUTES OF THE COUNCIL

Oct. 4, 1957

The Council was called to order at 8:00 a. m. on Oct. 4, 1957, in Room 655 of the Deshler-Hilton Hotel, Columbus, Ohio, by William D. Overman, newly-elected president. Also present were Oliver W. Holmes, vice president, Dolores C. Renze, secretary, Leon deValinger, Jr., treasurer, and G. Philip Bauer, editor; and Lucile Kane and David C. Duniway, Council members.

President Overman brought to the Council's attention that the American Association for State and Local History is desirous of continuing to meet jointly with our Society whenever possible. It will do so in Aug. 1958 and would hope to do so in 1959. This can be coordinated at the meetings of our separate Councils in New York in December.

The secretary reported receiving two formal invitations for 1960: one from the Illinois State Archives, Springfield, Illinois, and one from the Truman Library at Independence, Missouri. These were ordered held for future consideration by the Council.

President Overman said that he would shortly make his selections for the chairmen of the 1958 Local Arrangements Committee and the Program Committee and the two members of the Nominating Committee to serve with the outgoing Council member, who serves as chairman.

The matter of reinvesting funds represented by the Society's matured savings bond was referred to the Finance Committee (treasurer, secretary, president) for handling in the best interests of the Society.

A communication from Mary G. Bryan was read tendering her resignation as chairman of the State Records Committee because for the next several years her energy must be devoted to the plans under way for the Georgia State

Archives. The secretary was directed to commend Mrs. Bryan for her splendid committee work in the past and to express appreciation for the Handbook of Studies on State Archives, which her committee has developed. The resignation of the Reverend Edmund Binsfeld as chairman of the Church Records Committee, due to assignment outside this professional area, was also received.

The secretary brought before the Council the request of several committees for publication of their reports, which are specialized in interest and possibly too extended for inclusion in the *American Archivist*. It was the consensus that such reports should first be submitted to the editorial board for consideration; and, if the Society is unable to publish them, they can be referred back to the committees, who may seek publication or support for publication elsewhere.

The Council discussed the work of the Committee on Documentary Reproduction of the American Historical Association and signified its desire to encourage our membership's support and cooperation.

A proposal by Miss Kane that the Society encourage the exploration of problems posed by the private papers of persons engaged in such professions as medicine and law resulted in the Council inviting Miss Kane to furnish to the 1958 program chairman suggestions for inclusion of a session devoted to this subject.

On motion of Oliver W. Holmes the meeting adjourned at 9:55 a. m.

DOLORES C. RENZE, *Secretary*

Approved: WILLIAM D. OVERMAN, *President*

Nov. 4, 1957. The foregoing minutes have been circularized among the officers and the Council and embody additions or corrections as expressed in writing to the secretary.

ANNUAL REPORT OF THE SECRETARY

Oct. 3, 1957

After a year in the office of secretary of this distinguished Society, it occurred to me about two weeks ago (with a bit of a shock) that the time for our annual meeting would soon be around and that I'd have to face up to giving an account of my activities during these 12 months.

This 21st annual meeting in many ways reflects the coming of age of the Society — the membership, the approach to problems encountered, and the examination of trends for the future. We are happy to meet again in conjunction with the American Association for State and Local History. The chairmen of the program committees have worked in close cooperation to produce sessions that are significant for the archivist and historian alike. I feel sure that everyone will want to stay for the entire program. This mingling with historians is good for archivists. We need now and then to be reminded of our historical obligations lest, under the pressure of mountains of daily record accumulations, we lose our sense of values and perspective.

It has been my privilege to become much better acquainted with many of you through correspondence and visits and to learn far more than I had known

before of your ideas and aspirations. And I have valued your free expression of opinion, which I sincerely believe will enable us, as a professional group, to pool our experience and jointly solve our common problems, doing a job together that no one of us could do so well alone.

It would seem superfluous to dwell at length on the routine details of my office. As archivists, record administrators, and members of allied professions, you are well aware of the activities involved. Suffice it to say that your secretary has produced ample archival material for our successors to evaluate and digest as evidence of what happened, to whom, why, and when, at such time as the record shall have become "grist for the mill."

One of my privileges has been to take a long view of our evolution and development from a small but zealous group, a committee of 10, to a society of about 800 members. For this growth we owe thanks to the able and faithful efforts of those who have worked in the interest of increased membership; and I am pleased to report that a substantial number of our founding members still actively support and participate in the Society's work. The roster of membership has been published and distributed to all individual and institutional members here at the annual meeting. Those not in attendance will receive their copies by mail. This publication is in fulfillment of a promise made by the Society several years ago. The editorial staff of the *American Archivist* has labored diligently on this assignment, with the full knowledge that perfection is unattainable in such a directory, that inevitably it is out of date as soon as printed, owing to the peripatetic nature of so many of our members.

Shortly after Jan. 1, 1957, I received from my predecessor in office the archives of the Society; some of you will doubtless recall Father Browne's apt description of their condition when he reported at the annual meeting a year ago. Since then, as rapidly as time has allowed, work has been done on inventorying and processing them so that they should be in fair order for future evaluation and use by our historian. There are many gaps in the record that need to be filled. For instance, neither the original minutes of the Founding Meeting nor the mimeographed copies are among the records; nor are the proceedings of the 1st annual meeting of our Society in 1937 in Washington, D. C. Many other equally important documents are missing. But it is my hope that the work of filling out the record can go on as a part of the secretary's responsibility during the coming year.

A complete Kardex roster of our members has been set up in the secretary's office. This can be maintained adequately only if every member assumes the responsibility of notifying the secretary of changes of name, address, and professional affiliation. I wish to express my deep appreciation and that of the Council for the cooperation of our treasurer, William D. Overman, in setting up the present system. He has given generously of his time and counsel in working out the necessary details. Akron and Denver have been in daily communication and have functioned together most efficiently and effectively.

The secretary has for the first time established an original record of minutes in one book and has brought the constitution up to date to include amendments of recent years and provided copies for the officers, Council members, and committee chairmen.

Another area in which the secretary has worked is with the committees of the Society, in accordance with the resolution adopted by the Council in July 1954 relating to committees:

In order that as many members as possible may participate actively in the committee work of the Society, the Council urges upon incoming presidents the desirability of making some changes among committee members and chairmen each year. In general, it is the sense of the Council that individuals should not be asked to serve as chairmen of the same committee longer than four consecutive years or as members longer than eight consecutive years.

Our president, Lester J. Cappon, was handicapped in carrying out this directive owing to the difficulty of assembling adequate information on the membership and the committees until after Jan. 1. After this was finally accomplished, it was found that many of our chairmen were unclear as to what was expected of them and how to proceed. The officers and Council recognize that every member of our organization is eligible by virtue of membership to serve on a committee but, of course, this cannot be construed to mean that every member is necessarily qualified or willing to serve on any particular committee. And, not surprisingly, the archivists have their fair share of reluctant dragons. Appointments were made, but some of them were too late in the year for some of the new chairmen to develop any programs. The chairmen have been asked for comments and recommendations as to future activity and areas for work. One of the best ways to get members actively interested in the organization is to assign them to committee work. By this means the varied interests and abilities of the members can be utilized in promoting the work of the Society.

There are 22 committee chairmen and 98 committee members participating in the work of the Society.

Administrative Committees:

1. The Auditing Committee, under the chairmanship of Vernon Santen of New York, has received the treasurer's accounts for audit and will file its report with that of the treasurer.

2. The committees on Local Arrangements, and the Program, were headed by Irwin Zepp of Ohio and Lola Homsher respectively, and no word from me is needed to attest to the competent handling of these two very difficult assignments, which require a great deal of work over the whole year. Both of these members of our Society have kept in constant communication with the secretary and have done a magnificent job. To them and the members of their committees we owe our thanks for the hospitality we have enjoyed — and the fare.

3. To the Membership Committee, under Chairman James Fuchs of Independence, Missouri, and his many area chairmen, we are indebted for the following statistics as of mid-September 1957:

Additions — Members (all classes)	100
Deletions — " " "	31
Additions — Subscriptions and exchanges (all classes)	46
Deletions — " " " " "	11

This is a net gain of 69 members and 35 subscribers and exchanges. The rolls of the Society in mid-September stand at 748 individual and institutional members and 347 subscribers and exchanges. The figures include the 16 life members and 7 honorary members of the Society.

The secretary has sent each new member a letter of welcome on behalf of the officers and Council, with an invitation to participate as fully as possible in the work of the Society. And each has been asked to furnish biographical information for the permanent record. In the case of deletions from the rolls a letter has also been sent if the dropping resulted from failure to pay dues. In consequence many have redeemed their membership and paid up dues in arrears.

Technical Advisory Committees:

Some of the eight technical committees have been more active than others. In recognition of the work accomplished by them their reports will be presented in full to the editor for possible publication in the *American Archivist*. I especially commend to you the excellent work and reports of the committees on Audio-Visual Records, Microfilming, Bibliography, Buildings and Equipment, and Preservation Methods.

Promotional Committees:

Of the third class of committees, our promotional committees, some have been more active and productive than others. Most noteworthy is the State Records Committee, whose able chairman is Mary Givens Bryan of Georgia. Again this year this committee's work has resulted in the current revision of its Handbook of State Archives, which has been an invaluable tool of reference to many of us. The Society and the State Archivists are indeed indebted to this committee for its efforts of the past several years. The other committees have been slow in getting started, but there are evidences of programs being developed. Such reports as are suitable for publication will be submitted to the *American Archivist*. I cannot but feel that as a profession we are dragging our feet in some areas, and part of the blame must be laid to inadequate communication and direction in the past. It should be our endeavor to remedy this fault in the coming year. Serving on a committee is one of the highest privileges of membership. It involves an investment of time, to be sure; but the investment brings large dividends. It brings many rich and rewarding experiences — new adventures, the forming of new friendships — but nothing greater than the deep satisfaction of having contributed to a worthy endeavor.

Your secretary has attended all Council meetings during the year and has carried out the duties of her office by mail and in a number of instances by personal visits. Correspondence with the officers and Council, with the membership in general, and with the committee chairmen has been extensive and has been handled without delay. Communication with other professional groups has been maintained throughout the year. Many of our members have visited the office in Denver.

Perhaps one of the most active phases of the secretary's duty has been the correspondence relating to the placement service of the Society, which has

operated thus far on a somewhat experimental basis. There are a number of archival establishments seeking trained archivists, with but few qualified persons in the field. Hence the archival positions are going to aspirants from other professional fields. Ten requests for suitable candidates for positions were filed with the secretary during the year, but only five applicants for positions registered with the secretary, from which two placements resulted. The placement program is one in which much cooperation and diligent coordination are needed. I should like to urge the members of our Society to cooperate so that the program may develop into a real service to the profession at large and become one of the significant assets of the Society, along with the *American Archivist*.

It is my sad duty to report the death of three distinguished members: Capt. Joaquín Llaverías of Cuba, honorary member, who died in 1956; Dr. Morris L. Wardell of the University of Oklahoma, who died on Feb. 5, 1957, and Mulford Winsor, State Librarian and Archivist of Arizona, who died on Nov. 6, 1956. A special resolution in memory of these three colleagues will be offered at the present business meeting.

In closing, I wish to express my gratitude to the officers and Council and to all of you for the privilege of having served you during these 12 months. When we hear about offices and their importance and the responsibilities they carry, it almost seems as if they *are* the organization; but there is no such thing as being an officer in a vacuum. There have to be members, too. And members have, like officers, duties and responsibilities as well as privileges. It is just as important to be a good member as to be a good officer. Thank you for letting me share this experience with you.

DOLores C. RENZE, *Secretary*

ANNUAL REPORT OF THE TREASURER, 1957

Receipts for the year ending June 30, 1957, were \$7,777.42. Of this amount, \$4,479.98 was received from membership dues of various kinds; \$2,026.47 from subscribers to the *American Archivist*; \$404.14 from the sale of advertising space in the journal; \$466.50 from the sale of back issues, reprints and microfilm; \$339.73 surplus from the 1956 annual meeting in Washington, D. C., including \$100.00 advanced to the Committee on Local Arrangements; and \$60.00 from interest on savings bank deposits, gifts, and other sources. At this point I should like to mention the names of those who donated the money that we placed in a special gift fund: Leon deValinger, Jr., David Duniway, and Watt P. Marchman.

Expenditures for the fiscal year were \$6,087.88. Of this total \$1,303.15 was charged to administrative expense, including \$100.00 advanced to the Committee on Local Arrangements for the 1956 annual meeting in Washington, D. C.; \$4,600.12 went to The Torch Press for printing the *American Archivist*. The other items of expense were postage for the editorial office, the purchase of back issues, and I. C. A. dues — a total of \$184.61. Of the money appropriated in the budget last year for special projects (specifically for pub-

lication of the *Directory of Members*), \$285.00 was paid by June 30, 1957. Most of the cost will appear in the report of the treasurer for the next fiscal year.

The net gain to the treasury as of June 30, 1957, was \$1,689.54 as compared to \$1,843.18 the previous year. This difference indicates not a decrease in income but an increase in expenditures. Our committees required larger appropriations to pay for making reports and postage. This is a good sign because it shows more activity on their part. It should also be noted that the cost of the *Directory* increased our expenses nearly \$300.00 last year. We have shown a net gain for several years, and this money has been placed in savings accounts for the purpose of paying for such special projects. A second savings account was opened last year with an initial deposit of \$2,000. Our first savings account of \$3,000, reported on last year, drew \$50.60 interest before June 30. These deposits, together with the E Bond (\$1,000), and the balance in the checking account as of June 30, amounting to \$3,436.00, indicate the capital worth of the Society at the close of the fiscal year. To bring you up-to-date I can say that as of Sept. 30, 1957, after paying for the July issue of the *American Archivist*, we had a bank balance of somewhat over \$3,000. I cannot give you the figures at this time on the total cost of the *Directory*, which is free to members.

The secretary will, no doubt, report on our increase in membership; but I can inform you that the number of new members and new subscribers increased to the point where we now require over 1,200 copies of each issue of the *American Archivist*.

Respectfully submitted,
WILLIAM D. OVERMAN, *Treasurer*

AUDITOR'S CERTIFICATE

Oct. 4, 1957

The Auditing Committee had available to it shortly after July 15, 1957, those records of the Society that reflect the fiscal transactions of the organization for the fiscal year ending June 30, 1957. The records as presented by the treasurer were in excellent form and in easily audited order.

The committee is pleased to report the following as a result of its audit of these records:

1. All funds received and expended have been properly accounted for.
2. Expenditures were properly authorized.
3. Each transaction was so recorded that a detailed audit was possible.
4. Summary schedules were substantiated by appropriately detailed documentation.

The Auditing Committee wishes to commend the treasurer, William D. Overman, for his scrupulous accounting practices and prudent management of the Society's funds for the fiscal year ending June 30, 1957.

The chairman regrets the absence of Dorothy H. Gersack, who was prevented by illness from participating in the audit.

VERNON B. SANTEN, *Chairman*
ORVAL O. LILJEQUIST

REPORT OF THE COMMITTEE ON MEMBERSHIP

Sept. 22, 1957

The results of the committee's efforts to increase the membership of the Society are shown in the attached statistical summary,¹ which, because of the difficulties inherent in our reporting system and consequent time lapse, is probably not completely accurate. It is believed that the net gain of new members justifies the chairman's commending the area chairmen on their year's achievement.

A questionnaire similar to that of last year was submitted to the area chairmen, and the information received from them is summarized in the appended statistical material; four of the area chairmen sent no replies. A realignment of area boundaries for the past year resulted in fewer areas and chairmen and made for a more workable committee setup; this, of course, was through no effort of the committee chairman, who, however, considered it a wise move on the part of the Society's officers. The committee had no area representative for the area comprising North and South Carolina, Tennessee, Mississippi, Alabama, Georgia and Florida; nor was there an area chairman for Canada. It is hoped that this situation will be remedied in the coming year. Undoubtedly the committee will be forced largely to rely upon the same persons for its campaign next year. One or two members have indicated their preference for assignment to other committees, and perhaps these desires should be honored.

Because of the change in the chairmanship of the committee as well as in the position of the Society's secretary, the period it took to get the year's program under way was longer than usual, but the lost time was made up and co-ordination was satisfactory in the latter part of the year. This is not to say that there is no room for improvement in the methods of reporting new members and maintaining the records of the committee. A scarcity of application blanks and brochures, probably the fault of no one but simply a result of the economics of small societies, somewhat handicapped the committee's activities. It is hoped that supplies of these items may be concentrated in the hands of the next chairman of the Committee on Membership in order to expedite his compliance with requests for them from area chairmen.

In general, the area chairmen showed a willingness to serve, served well, and are willing to serve again. Some were handicapped by the late start and other unforeseeable emergencies.

The excellent reports prepared by the previous chairman for the use of the Committee on Nominations obviated the necessity for similar reports this year. Lists of members by States have been compiled during the year, and it is hoped that they can be kept current and that a card index arranged geographically can be completed in the next few months.

As only 2 area chairmen have said they will attend the annual meeting, no formal meeting of the committee has been planned; it is, however, again suggested that a registration list of members in attendance, showing affiliation, be processed and made available at an early session of the meeting to further

¹ See the report of the secretary, above.

promotion of the committee's work and, incidentally, better relations at the meeting generally.

JAMES R. FUCHS, *Chairman*

REPORT OF THE COMMITTEE ON BIBLIOGRAPHY

Aug. 30, 1957

The Committee on Bibliography made substantial progress in the compilation of materials for the annual "Writings on Archives, Current Records, and Historical Manuscripts," but was unable, because of staff absences, to complete the bibliography in time for publication in the October issue of the *American Archivist*. We hope to publish the bibliography in the Jan. or Apr. issue of the journal.

The committee has, according to its practice, made available to institutions and individuals throughout the year information concerning materials on particular subjects in the archival and record management field. In this way, information on significant publications of the current year is supplied in advance of publication of the bibliography.

LESTER W. SMITH, *Chairman*

REPORT OF THE JOINT COMMITTEE ON MANUSCRIPTS

Oct. 1, 1957

So small a number of the members of the joint committee attended the annual meeting of the Society of American Archivists or that of the American Association for State and Local History that it was not practicable to hold a formal meeting of the committee during the year.

When the joint committee was appointed some years ago its chief purpose was to encourage the establishment of a union catalog of manuscripts, presumably with headquarters at the Library of Congress. As has been reported earlier, officials of the Library of Congress, after consulting with members of the Joint Committee on Manuscripts and others, developed in 1954 rules for cataloging collections or groups of manuscripts. These were circulated to major libraries in a preliminary edition and were approved by the American Library Association. On the basis of experience in the Manuscript Division of the Library of Congress and elsewhere certain modifications have been made in the rules, and the rules have been conveniently printed in the Sept. 1957 number of *History News*.

A few months ago the chairman of the joint committee joined with the president of the Society of American Archivists, the executive secretary of the American Historical Association, and the curator of manuscripts of the Alderman Library, University of Virginia, in discussing the situation with respect to the projected union catalog of manuscripts. The last three of the above then interviewed the Librarian of Congress and certain members of his staff and urged the desirability of establishing the union catalog. As a result of the discussion it was understood that the work could not be financed with

funds available to the Library of Congress but that careful consideration would be given to the possibility of obtaining a special grant for the purpose from one of the foundations. To date no grant has been made, but informal discussions with a representative of one of the foundations have been encouraging.

A much less ambitious but nevertheless potentially very useful activity of the staff of the National Historical Publications Commission has been the compilation of a one-volume guide to archives and manuscripts in the United States. Concise descriptions of holdings of some 1,300 depositories have been prepared and copy is nearly ready for the printer.

Another related activity is the preparation in the Manuscript Division of the Library of Congress of detailed descriptions, entitled "registrations" of manuscript groups. Several of these have been completed and are expected to be published soon.

PHILIP M. HAMER, *Chairman*

REPORT OF THE COMMITTEE ON RECORDS MANAGEMENT

In 1956 the committee initiated a study designed to keep it informed of developments in the field of record management at the State and local level, in the hope that it could in time serve as an effective clearinghouse for information and advice on the subject. As a first step toward the achievement of this purpose, the committee requested each State and Territory to provide it with information about the nature and scope of its program, as well as with information about county and municipal programs that had been established in each. Though the response was gratifying, additional information was needed to complete the study. During the past year the committee obtained much of the desired information and expects to make a final report on the results of its study soon.

During the year the committee also considered a number of projects that it thought might be undertaken in the future to make it a more effective clearinghouse for information and advice as well as to promote industrial support for the Society. Of these projects, the most ambitious was an analysis of all State laws relating to reports required of businesses and individuals. Such an analysis should be a significant contribution, but it will take time and the co-operation of all States.

While the attention of the committee has been focused on these activities, the chairman wishes to acknowledge the contributions that have been made in the field of record management by committee members as individuals.

REX BEACH, *Chairman*

REPORT OF THE CHURCH RECORDS COMMITTEE

Aug. 27, 1957

At the Oct. 1956 meeting of the Society of American Archivists in Washington, D. C., the Church Records Committee met for a discussion of its long-time project: the bibliography on church archives in the United States and Canada. Minutes of the meeting were made and turned in to the secretary of the Society.

Since then, and throughout the year 1956-57, the members of the committee have been sending in slips for the bibliography. The bibliography has been put into the form suggested by the Council of the Society, and copies have been sent to the various members for examination and criticism. Upon receiving all the returns the chairman has incorporated the comments and corrections, and the bibliography is now being typed in final form for presentation to the president of the Society and the Society itself at the meeting in Columbus in Oct. 1957. The committee hopes to see the bibliography in print, as has been suggested by past presidents and secretaries of the Society.

EDMUND L. BINSFELD, *Chairman*

REPORT OF THE COMMITTEE ON ARCHIVAL BUILDINGS AND EQUIPMENT

Sept. 1957

This committee had an unusually busy year of consultations, critiques of plans, and correspondence. Its principal consulting service was rendered to DePauw University, Greencastle, Ind. At the request of Worth M. Tippy, and with the authorization of the university, the committee chairman personally visited the DePauw campus in November 1956, surveyed the record holdings and the existing archival facilities, conferred with Archivist Tippy, the university president, and other members of the administration, and early in 1957 rendered a written report with a sketch plan for future archival facilities.

In Apr., May, and Aug. 1957, various consultations were held with Georgia officials concerned with the archival situation in that State: Mary Givens Bryan, Director of the Georgia Department of Archives and History; the Hon. Ben Fortson, secretary of state of Georgia; and members of the Georgia legislative committee concerned with archival facilities. Mr. Fortson and the legislative committee were given a 3-day orientation course in the National Archives Building, which included conferences with the Archivist of the United States, the Deputy Archivist, and other members of the staff. Later our own committee chairman sent Mrs. Bryan a suggested alternative sketch plan for a new addition to the present Georgia archival facilities.

During March, May, and June we had correspondence and consultations with J. H. Easterby and Architect G. Thomas Harmon, concerning proposed plans for a new South Carolina archives building. In May Architect Harmon came to Washington for a personal consultation on archival facilities on the national and State levels, and later he was provided with sets of photoplans of selected existing structures.

Consultations were also held with a number of Federal, State, and foreign officials, such as the record officer of the Central Intelligence Agency and Dr. Uno Willers, Royal Librarian of Sweden.

In answer to requests, including those from St. Leo Abbey, Fla., the University of Texas, and Texas State Archivist Virginia H. Taylor, advice was given by letter and by the distribution of reprint copies of the committee's staple publications: *Buildings and Equipment for Archives* (National Archives

Bulletin no. 6), the American Institute of Architects bulletin entitled "American Archival Architecture," and "A Note on Record Containers," published in the *American Archivist*, July 1954. There were also some calls for the chairman's more recent research study of a historical piece of filing equipment, "The Era of the Woodruff File," in the *American Archivist*, Oct. 1956. Owing to the pressure of time and other duties it was not possible to answer all pending requests before the end of the fiscal year, in particular a couple from the University of Michigan and Puerto Rico.

John C. Rainey, graduate architectural student at the University of Texas, happily reported that as a direct result of planning data sent him, his thesis design of a State archival building was awarded the first prize, which aids him in continuing his studies at the Massachusetts Institute of Technology.

The committee chairman gave several instructional conferences and lectures to archival interns from Rhodesia, New Zealand, and the United States, and to the American University's summer institute on archival administration, conducted this year by Theodore R. Schellenberg. Committee member Everett O. Alldredge concurrently gave instructional lectures at the fourth summer institute for record management, which was held under the general direction of Herbert E. Angel, vice president of the Society.

The chairman desires to express his thanks to the following Society members, who were associated with him during the year on the Committee on Archival Buildings and Equipment: Everett O. Alldredge, National Archives and Records Service; William T. Alderson, Tennessee State Library and Archives; Vernon L. Beal, Michigan Historical Commission; and Leon deValinger, Jr., Delaware Hall of Records.

VICTOR GONDOS, JR., *Chairman*

REPORT OF THE COMMITTEE ON PRESERVATION METHODS

Sept. 16, 1957

In 1955 William K. Wilson, a chemist in the Paper Section of the National Bureau of Standards, addressed the annual meeting of the Society of American Archivists at Nashville. His topic was "The Protection of Documents by Lamination with Plastic Film." He caused a good deal of consternation among the agencies that used this method of repair by reporting that some of the first documents laminated by the National Archives were showing signs of deterioration and by strongly suggesting that the whole process was suspect.

He announced that the Bureau of Standards had undertaken a project to study lamination with cellulose acetate and other plastic films. The project was being sponsored jointly by the National Archives, the Library of Congress, the Army Map Service, and the Virginia State Library. As the study was just beginning, Dr. Wilson could only outline the scope of the project, describe the techniques and procedures to be used, and suggest some of the possible results. All in all his report posed more questions than it answered.

No further word having been heard on the subject, the Committee on Preservation Methods deemed it appropriate to inquire about the present

status of the project. In answer to the chairman's letter, Dr. Wilson replied, "Laboratory work on the project mentioned in your letter of August 26 was ended on June 30, 1957. A terminal report has been sent to the sponsors of the project, but nothing has been prepared for publication. We have in mind that a report may eventually be made public, after consultation with the sponsors later this month as to a suitable form and medium for this purpose."

The Committee hopes that the sponsors will find it convenient to publish the results of this study as soon as possible. Meanwhile, if we may be permitted to speculate, it would appear that the results when released will bring reassurance to those who repair by lamination, especially those who employ the Barrow method; for, after a suspension of about two years, the National Archives has now resumed laminating with acetate foil, using much the same equipment as before but incorporating certain features characteristic of the Barrow method, such as deacidification and the use of tissue for reinforcement.¹

Since 1949 the Arbee Co. of Summit, N. J., has advertised in the *American Archivist* that it repairs records by lamination with acetate foil, using a process similar to the method employed by the National Archives and the Library of Congress. Your committee considered that such a faithful advertiser deserved attention and sent for the company's free booklet entitled, "The Repair and Preservation of Documents." In its letter of reply accompanying the booklet the company stated that it now uses three hydraulic presses and two roller laminating machines of its own design. It further said that "... the National Archives and various testing organizations have examined our lamination and it was found that it compares very favorably with that turned out by the Library of Congress and the National Archives. As far as I can ascertain, the only difference in the entire laminating procedure between ourselves and other organizations with laminating equipment is the type of re-inforcing tissue used." Two samples of documents laminated by the Arbee Co. were enclosed with the booklet. As far as can be determined by casual examination the work is of high quality, certainly good enough to warrant further investigation by anyone who has need for such service.

GUST SKORDAS, *Chairman*

NATIONAL ARCHIVES AND RECORDS SERVICE

On Thursday, Oct. 24, at 3:30 p. m., Archivist of the United States Wayne C. Grover presided at the unveiling of a portrait of Waldo Gifford Leland, father of the archival profession in America. Present at the ceremonies in the National Archives Conference Room were many of Dr. Leland's personal friends and professional associates. Dr. Grover's predecessor, Solon J. Buck, delivered the formal address, sketching Dr. Leland's contributions to the cause of archives and archival science in the United States. The successful work of

¹ [Editor's note: Although the National Archives cut down its laminating program when the study began, it did not completely suspend it. The program is being expanded again this year to provide for the lamination of documents (especially maps) whose nature and value are such as to justify the cost. See Mr. Geer's comments on Mr. Turner's article in the last issue of the *American Archivist*.]

the Leland Portrait Committee was evident both from the remarks of its chairman, Guy Stanton Ford, and from the distinguished portrait painted by Bjorn Egeli, who was also present at the ceremonies. After Mrs. Leland had unveiled the painting, Dr. Leland himself, with his usual wit and grace, gave a short talk, which is printed elsewhere in this issue. As vice president of the Society of American Archivists, Oliver W. Holmes read a message sent by its president, William D. Overman, on behalf of the Society's Council.

The portrait of Dr. Leland hangs on the front wall of the Conference Room, flanking the mantelpiece and across from the portrait of R. D. W. Connor, first Archivist of the United States. Persons attending the ceremonies received copies of National Archives *Staff Information Paper* no. 20, a compilation of extracts from Dr. Leland's writings setting forth the archival principles he has advocated during a long career. For the record, he was born in 1879 and in vigor is still the envy of his friends.

FEDERAL REGISTER DIVISION

The Federal Register Division has undertaken the publication of a series of annual volumes entitled *Public Papers of the Presidents of the United States*. The first volume will contain significant Presidential messages and papers of 1957 and will be ready for distribution by the Superintendent of Documents early in 1958.

The material selected for inclusion will be arranged chronologically and will be presented in an attractively designed volume of some 700 pages. Additional volumes, covering the messages and papers of succeeding years, will be released annually. Volumes covering earlier years not adequately covered by private publishers will also be issued.

In view of the great quantity of the material, any treatment of the public papers of recent Presidents involves problems of selection. Publication of every item in full would be highly undesirable in the case of routine letters transmitting formal reports to Congress, to mention an obvious example. Several such classes of papers will be omitted entirely, and of other classes only the more important papers will be selected.

The 1957 volume will include formal communications to Congress, public addresses, transcripts of press conferences, letters released to the public, messages to the heads of foreign countries, significant statements on miscellaneous subjects, and a few noteworthy proclamations and Executive orders. The volume will be appropriately indexed and will carry tables listing many Presidential documents that do not appear in full text.

The new series is designed to make the public papers of the Presidents as readily accessible as the proceedings of Congress and the Supreme Court have been for many years. The last volume of Richardson's *Messages and Papers of the Presidents*, an official series, was published in 1899. Since that time private publishers have issued volumes covering the terms of office of several of the Presidents, notably Wilson, Hoover, and F. D. Roosevelt. These volumes were not made available, however, until some time after the period to which they relate.

The new series has been under study since 1954. It was developed in cooperation with members of the White House staff, and it has been approved by the National Historical Publications Commission. Publication is authorized, and format and scope are governed by regulations of the Administrative Committee of the Federal Register, signed by the Archivist of the United States, and approved by the Administrator of General Services and by the Attorney General. These regulations, published in the *Federal Register* of Nov. 6, 1957, give the series official status as a "special edition" of the *Federal Register* under the Federal Register Act. Every effort is being made to ensure authenticity of text.

The Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C., sells for \$7.00 a 1,255-page volume compiled by the Federal Register Division, containing the full text of Presidential documents published in the *Federal Register*, June 2, 1943, through Dec. 31, 1948, with tabular finding aids and a new consolidated index. The volume is known as *Code of Federal Regulations, Title 3-The President, 1943-1948 Compilation*.

FRANKLIN D. ROOSEVELT LIBRARY

Two volumes, entitled *Franklin D. Roosevelt and Conservation, 1911-1945*, are now available for public sale through the Franklin D. Roosevelt Library at Hyde Park, New York. The two volumes contain about 1,200 letters, memoranda, press conference discussions, and speeches on the subject of conservation. Most of the material has never before been published.

In addition to Roosevelt's own significant writings and speeches on the conservation of soil, water, forests, and wildlife and on wilderness and scenic areas, the volumes include important letters addressed to him on these subjects. The publication deals with such matters as the relations between the national forest and park systems; the enlargement of national forest, park, and wildlife areas; the Tennessee Valley Authority; and the Great Plains drought and erosion crisis in the 1930's.

NATIONAL HISTORICAL PUBLICATIONS COMMISSION

On Aug. 22, 1957, the following concurrent resolution (S. Con. Res. 31) was agreed to by both houses of Congress:

Whereas the National Historical Publications Commission is charged by the Congress with responsibility for cooperating with and encouraging "Federal, State, and local agencies and nongovernmental institutions, societies and individuals" in collecting, preserving, and publishing documents that are important for understanding the history of the United States; and

Whereas the said Commission in the discharge of these responsibilities has recommended a national program to encourage the publication of the basic source materials of American history through the cooperative efforts of both public and private organizations; and

Whereas the President of the United States has approved the national program for the publication of historical documents, as set forth in the Commission's published report to him (and summarized in the Appendix of the Congressional Record for July 22, 1955); and

Whereas it is important that the people of the United States understand the history of their country and of its relationship to the rest of the world; and

Whereas the publication of such source materials as letters, diaries, journals, sermons, speeches, reports and other documents—the firsthand evidence of the initiative, courage and spiritual qualities of the men and women who have helped to shape our country's destiny—would contribute to a better understanding of the history of the United States in all of its manifold aspects, and would thereby strengthen the defense of our country against its enemies: Therefore be it

Resolved by the Senate (the House of Representatives concurring), That it is the sense of the Congress of the United States that the fulfillment of the program recommended by the National Historical Publications Commission in its report entitled "A National Program for the Publication of Historical Documents" would be of lasting benefit to the Government and citizens of the United States; and be it further

Resolved, That the Congress of the United States respectfully urges the governors and legislatures of the several States and the State historical commissions and archival agencies, as well as appropriate libraries, historical societies, colleges and universities, business corporations, foundations, civic and other nonprofit organizations, and individuals to cooperate with the National Historical Publications Commission in the fulfillment of the said program.

The Ford Foundation has recently made a grant of \$125,000 to the National Archives Trust Fund Board, to be administered through the National Historical Publications Commission, in support of the preparation of a documentary history of the ratification of the Constitution and the first ten amendments. It is expected that the grant will make possible the completion of copy for the publication, amounting to an estimated six volumes, in about five years.

NATIONAL ARCHIVES

Two preliminary inventories, no. 100, *Records of the War Trade Board*, and no. 101, *War Department Collection of Confederate Records*, have recently been issued. Both these publications may be obtained free of charge from the Exhibits and Publications Branch, National Archives, Washington 25, D. C.

Among recent accessions of the National Archives are the general correspondence of the Office of the Secretary of Commerce, 1903-50; central office records of the Forest Service, 1904-52, documenting its basic programs; and records of the United States Circuit Court and the United States District Court for the Eastern District of Virginia, 1863-1904.

LIBRARY OF CONGRESS

Three important new collections have been received by the Library. Donald R. Richberg has given the first installment of his personal papers, about 2,500 pieces, concerning his career at the bar and in the Federal service during President Franklin D. Roosevelt's administration. Papers of Robert H. Terrell, an important addition to the Library's holdings of manuscripts relating to the history of the Negro in America, have been presented by his daughter, Mrs. Phyllis Terrell Langston. At the time of his death in 1925, Judge Terrell was the dean of the Municipal Court bench of the District of Columbia and had established the remarkable record of having been reversed in his decisions by the Court of Appeals only 5 times in 23 years. Of particular in-

terest in the papers are the correspondence in 1914, when Sen. James K. Vardaman of Mississippi led protests against Judge Terrell's reappointment to the Municipal Court by President Wilson, and the manuscript drafts of many of the judge's lectures and pamphlets concerning the Negro. Mrs. Richard A. Zwemer has delivered to the Library an organized collection of about 6,000 early records of the National Consumer's League. The papers, 1899-1946, document the struggles of the league against sweatshops, child labor, excessive working hours, and substandard wages in American industry.

The Manuscript Division has also acquired 23 William Fairfax warrants, 1750-52, authorizing land surveys in the Northern Neck of Virginia; a headquarters orderly book, Feb. 23-May 28, 1780, kept for General Robert Howe; and a collection of Burt family papers, including letters, a diary, and Elizabeth Reynolds Burt's journal of an Army wife's experiences, 1862-1902.

Supplementing materials already given by him, Maj. Gen. U. S. Grant III has given 36 volumes of headquarter's records, Aug. 1861-Mar. 1866, kept for his famous grandfather. Other additions to existing collections include 1,500 papers, 1899-1929, of Bishop Charles H. Brent; 2,000 more items, 1933-52, of the personal correspondence of Harold L. Ickes; and 1,800 more papers of the novelist Kenneth Roberts.

According to a United Press dispatch of July 15, 1957, the Library of Congress now has about 2,700,000 documents of former Presidents of the United States. A law was enacted during the summer authorizing and directing the Librarian of Congress to index, arrange, and microfilm these Presidential papers.

Isodoro Montiel, author of guides to Spanish provincial libraries at Huesca and Guadalajara, has for the past few years taught archival science at the University of the Philippines. He will be available this year to the Manuscript Division to help complete a guide, begun by the late Grace Gardner Griffin, to reproductions of manuscripts relating to American history in Hispanic depositories.

TECHNICAL DEVELOPMENTS

The Hollinger Corp. of Arlington, Va., producer of "Fibrelex" metal-edge fiber-board document cases, which suffered a disastrous fire on Aug. 15, 1957, is now back in production. The outstanding circumstance of the catastrophe was its demonstration of how well aluminum clad document cases will withstand fire. Several pictures were taken, and details may later appear as an article in this magazine.

Western Reserve University's Documentation and Communication Research Center, in cooperation with the American Society of Metals, has produced a 16-mm. sound-color motion picture with a running time of 13½ minutes to show machine searching of metallurgical literature. The movie features the Western Reserve University Searching Selector, an experimental computer, said to be the only one of its kind, which has been developed to provide pilot searching service for industrial, governmental, and educational organizations.

The *Wall Street Journal* has announced that early in 1958 a Chicago firm

will market on office machine that can automatically cover with transparent cellulose triacetate plastic film a single sheet of paper at a cost of 5 cents for the film. The device is about the size of a typewriter, weighs some 30 pounds, and is expected to sell for \$275.

FOREIGN NEWS

Australia

Mollie Lukis, State Archivist of Western Australia, spent part of 1957 in the United States studying archival administration. A summer school in archives and record management, organized by the Business Archives Council of Australia and the University of Sydney, was held at Sydney, Mar. 5-7, 1957.

Canada

W. Kaye Lamb, National Librarian and Dominion Archivist of Canada, at a luncheon meeting of the Society of American Archivists on Oct. 3, 1957, at Columbus, Ohio, discussed Canadian archival developments and objectives.

Colombia

A curriculum to meet the professional needs of Latin American archivists was one of the subjects discussed recently by two American archivists, John P. Harrison and Gaston Litton, in a meeting at the Escuela Interamericana de Bibliotecología of the Universidad de Antioquia. Dr. Harrison, who represents the Rockefeller Foundation, which is supporting the new Library School at Medellín, Colombia, deposited in the institution's library a copy of the course outline and readings developed by T. R. Schellenberg for inservice training at the National Archives in Washington. These materials and others will be used in perfecting the course that will be offered in the third year of the School's curriculum. Mr. Litton, who assumed his duties as dean of the Medellín school about a year ago, plans that the archival course shall include a seminar open not only to full-time students but also to practising archivists and manuscript custodians from Colombia and neighboring nations who may wish to increase their professional knowledge.

France

Research missions to the Archives of France and the significance of reproductions obtained there are discussed in a 413-page book, *The French in North America*, by Henry Putney Beers, review editor of this magazine. The book was published on Oct. 1, 1957, by Louisiana State University Press, Baton Rouge, La.

Great Britain

The Public Record Office has lost by death one of its quietly dedicated figures, R. L. Atkinson, M. C., O. B. E., who had served for the past 20 years as secretary to the Royal Historical Manuscripts Commission. His successor is Roger Ellis, former editor of *Archives*, the journal of the British Records Association. Since June 1, 1957, Joan Lancaster has been editor of the magazine.

The newly established Marc Fitch Fund provides an income of £2,000 a year to assist record societies in the publication of notable historical manuscripts. The fund is administered by a council of which Francis W. Steer is secretary and M. F. B. Fitch is chairman.

The address of the British counterpart to University Microfilms of Ann Arbor, Mich., is University Microfilms, Ltd., Dering Yard, 67, New Bond St., London, W1. The British concern provides a reproduction service in the British Museum and elsewhere in Britain and has a research staff in London available for locating and checking manuscripts or other materials before microfilming.

The Royal Library at Windsor has an album of John Jay's correspondence, 1776-94, which was given in 1860 by a grandson of Jay to the Prince of Wales, later King Edward VII. H. R. H. Queen Elizabeth II has lately presented to the Library of Congress in Washington a microfilm copy of the correspondence.

Italy

Pope Pius XII has appointed the Dean of the College of Cardinals, French-born Eugene Cardinal Tisserant, to succeed the late Giovanni Cardinal Mercati as Librarian and Archivist at the Vatican.

The first convention of a new organization of ecclesiastical archivists was held in Rome, Nov. 5 to 8, 1957. This *Associazione Archivistica Ecclesiastica* met under the patronage of Eugene Cardinal Tisserant, the Archivist of the Holy Roman Church. The opening day was marked by an audience with the Pope at Castel Gandolfo during which the pontiff addressed the participants on the Church's interest in archives. The next day began with a Mass offered for the late Giovanni Mercati, former Cardinal Archivist. This was followed by visits to the Vatican Archives and the State Archives. That afternoon at the *Domus Mariae* the convention was greeted by Cardinal Tisserant and addressed by Angelo Cardinal G. Roncalli, Patriarch of Venice, on "The Church and Archives." During the next two days papers were heard on "The Tasks and Responsibility of the Archivist" by Monsignor Martino Giusti, prefect of the Vatican Archives and vice president of the Pontifical Commission for the Ecclesiastical Archives of Italy, "Problems of Arrangement and Preservation" by Ambrogio Palestra, archivist of the Curia of Milan, and "Archives and Historical Research" by Giulio Battelli, archivist in the Vatican Archives. These and several briefer papers were all followed by discussion.

Professor Battelli presided over the brief business meeting, which discussed plans for the publication of a journal in the near future, and voted to meet the next year in Milan. A lunch for the almost two hundred participants closed the convention.

The purpose of the new association, as defined in its Statuto, is "to contribute, under the inspiration of the directives of the Holy See, to the careful preservation and study of the archives which are of interest for the history of the Church; and to promote by every possible means the greater scientific and technical proficiency of its members in relation to such archives." Membership is open to those who serve or have served in archives directly or indirectly

connected with the Holy See or in archives of particular interest for the history of the Church, and to those who by promoting archival science contribute to the progress of those two types of archives. The headquarters of the association are in Vatican City.

Peru

Publication of the *Revista del Archivo Nacional del Peru*, established in 1920, was suspended with volume 18 in 1947. In 1955 the present Director of the Archives, Oscar Malga Olguin, arranged for resumption of the magazine with volume 19. Since then 5 semiannual issues have appeared. These contain documents from the Archives with introductory notes, catalogs of documents, and information about the Archives, including annual reports of the director. The review is a valuable contribution to Peruvian historiography and archival science.

Sweden

Uno Willers, present head of the Royal Library in Stockholm, visited the United States in 1957. Previously Dr. Willers has been chief of the Archives of the Swedish Foreign Ministry, librarian of the Nobel Library, and librarian of the Scandinavian Library at the Sorbonne in Paris.

CALIFORNIA

The Hoover Institute and Library on War, Revolution, and Peace at Palo Alto has been renamed the Hoover Institution on War, Revolution, and Peace. It has recently opened a unique Russian police archive, the files of the Paris office of the Czarist Russian Secret Police. Brought out of France in 1926 in 16 large wooden packing boxes, the materials were supposed to have been destroyed by the last pre-Communist ambassador to France. By agreement the boxes were not opened until after his death, in 1957.

The archives of the League of Women Voters of San Francisco were formally deposited with the California Historical Society at a ceremony on Sept. 18, 1957.

The Bancroft Library has recently received correspondence and other papers of Count Revilla-Gigedo, viceroy of Mexico, 1789-94; and papers of Gaspar de Portola, first governor of California, some two decades earlier.

DELAWARE

From the proceedings of the 39th annual conference of the National Association of Secretaries of State, the State of Delaware has reprinted in pamphlet form an address on "Microfilming and Preservation of Public Records," delivered at Carmel, Calif., on Sept. 20, 1956, by the State Archivist of Delaware, Leon deValinger, Jr. As director of the Friends of John Dickinson Mansion, Inc., Mr. deValinger has announced that 7,000 people visited the mansion during the first year after its formal dedication. The corporation's records will be kept by the Public Archives Commission in the Hall of Records at Dover.

DISTRICT OF COLUMBIA

Information about the certificate and degree programs in record management and archives administration offered by the School of Government and Public Administration of American University, in cooperation with the National Archives and Records Service, can be obtained from Dean Catheryn Seckler-Hudson, 1901 F St., N. W., Washington 6. The summer institutes for 1958 have been tentatively scheduled as follows: 12th institute in the preservation and administration of archives, June 16-July 11; and 5th institute on record management, June 2-13.

Raleigh B. Buzzaird, a resident of Washington and curator and historian of the Army Corps of Engineers Museum at Fort Belvoir, Va., died recently. In the Office of the Chief of Engineers he had been successively Chief of the Historical Section and Chief of the Archives Branch.

Adm. John M. Hoskins, who retired from the Navy at the end of May, is now head of the new Office of Declassification set up by the Secretary of Defense. Since the estimated volume of classified material in 12 Army, 2 Air Force, and 5 Navy record centers is nearly 1,380,000 cubic feet, the Admiral has warned against expecting any quick solutions. The Associated Press reported him as saying that though he had traveled the sea for 30 years he had not yet learned to walk on water!

FLORIDA

On Apr. 6, 1957, the T. T. Wentworth, Jr., Historical Museum, in Escambia County, about 8 miles north of Pensacola, was dedicated. The museum is open to the public without charge. A congratulatory resolution of the Florida Legislature mentions the contents as "items of great historical significance including Florida relics, artifacts, maps, ancient guns, antiques, historic letters and papers dating from the expedition of Don Tristán de Luna, Spanish explorer, in 1559, to the Pensacola area."

INDIANA

During the summer of 1957, Herbert L. Heller of DePauw University engaged in field work for the Indiana State Library and the Indiana Historical Society. A number of public and private records were borrowed and microfilmed. Of especial interest, 72 volumes of the early official records of Tell City and the Swiss Colonization Society were reproduced, and microfilms of these are now on file in the Archives Division of the State Library.

Roy C. Brundage, secretary of the Indiana Hardwood Lumbermen's Association, Horticulture Building, Purdue University, Lafayette, is assembling data on lumbering and sawmilling in the State. He is interested in collecting materials and information that may be used in a regional history of the industry.

KANSAS

The Kansas Historical Society has acquired a group of expense bills for the City of Wichita for 1872-73 and a microfilm of the proceedings of Wichita's local government from 1870 to 1889.

The winter-wheat research carried on by Kansas State College at experiment stations throughout Kansas received a setback on Aug. 25, 1957, when fire razed East Waters Hall on the Manhattan campus. The fire destroyed 50 years of experimental records, including records of the U. S. Department of Agriculture and the Kansas Crop Improvement Assn.

MARYLAND

On June 15, 1957, Sylvester K. Stevens, Executive Director of the Pennsylvania Historical and Museum Commission, addressed a luncheon conference in Baltimore of the historical societies of Maryland. Dr. Stevens stressed that the collection and preservation of material is an objective unchanged from the early days and urged the necessity for unity among societies of related purposes.

MASSACHUSETTS

Richard W. Hale, Jr., Boston University, Room 401, 84 Exeter St., Boston 15, is collecting information for the *Guide to Photographed Historical Materials* to be published by Cornell University Press for the Committee on Documentary Reproduction of the American Historical Association. Questionnaires related to the project were distributed at one of the sessions of the Society of American Archivists at its Ohio meeting in Oct. 1957.

MICHIGAN

James M. Babcock, formerly assistant archivist in the University of Oklahoma, is now chief of the Burton Historical Collection, Detroit Public Library. He succeeds Elleine Stones, who retired in November. Mrs. Stones had been an employee of the Library since 1928 and chief of the Burton Collection since 1941.

MINNESOTA

Robert C. Wheeler, formerly of the Ohio Historical Society, has joined the Minnesota Historical Society as assistant director.

Bruce Harding of the Forest History Foundation, St. Paul, spent most of the past summer in field work in Minnesota and Wisconsin and subsequently visited the New York-New England area. He recorded interviews, examined institutional holdings, and explored the records of lumber, pulp, and paper companies.

MISSOURI

The 5th triennial archivists' and historians' conference of the Lutheran Church-Missouri Synod, Oct. 8-9, 1957, brought together at Concordia Historical Institute in St. Louis, representatives from 32 North American districts. The institute has described its functioning in a 12-page illustrated pamphlet, now being distributed.

NEBRASKA

Donald F. Danker, archivist of the Nebraska State Historical Society, has edited for the June 1957 issue of *Nebraska History* the Andersonville prison diary of Albert Henry Shatzel, May 5-Sept. 12, 1864.

NEW HAMPSHIRE

The Mencken collection of Dartmouth College Library has received 7 cases of papers of H. L. Mencken, not to be opened until 1991, and even then to be restricted. They are believed to contain autobiographical material dictated by Mencken in the 1930's and 1940's.

NEW MEXICO

William Swilling Wallace, Associate Librarian and Archivist, New Mexico Highlands University, prepared the introduction and notes for *The Land Between*, basically a translation of the journal of James Schiel detailing the experiences of the Gunnison-Beckwith Expedition from the Mississippi River to California, 1853-54. The work is volume 9 in the Great West and Indian Series.

The papers relating to New Mexico land grants housed in the U. S. Bureau of Land Management, Sante Fe, comprise 80 cubic feet of materials, consisting of about 20,000 Spanish and Mexican manuscripts dating from 1685; 65,000 records of legal proceedings; and 35 ledgers. These have been arranged and microfilmed under the direction of Albert James Diaz of the Special Collections Division, University of New Mexico Library. An index prepared by Diaz is expected to appear in 1958. Questions about the project, which resulted in 65 rolls of microfilm selling for \$635, should be directed to Davis Otis Kelley, University Librarian, New Mexico University, Albuquerque.

NEW YORK

The Cornell University Collection of Regional History and University Archives has acquired two outstanding collections of business papers: the records, 1884-1953, of the West Virginia Pulp & Paper Co., in 90 volumes and 179 storage boxes; and the records, 1916-55, of the Dairymen's League, in 559 volumes and 79 storage boxes. In addition the papers of certain predecessors of each of these organizations have been acquired.

Phil L. Snyder, formerly assistant archivist at Cornell, has resigned to become a member of the history faculty at Fullerton Junior College, Fullerton, Calif. Mr. Snyder's successor, John A. Wertis, received his B. A. at Cornell and is at present a candidate for a master's degree there.

Lewis M. Starr, director, has announced that the Oral History Research Office, 103 Butler Library, Columbia University, New York 27, will furnish upon request a compendium briefly describing the interviews, 1948-57, that make up the oral history collection of more than 65,000 pages. Fields of emphasis have been national and New York City politics, international re-

lations, the labor movement, agricultural policy, book publishing, law, and social work. The collection is growing by 10 to 20 thousand pages a year.

Milton Reitzfeld, director of the Management Assistance Office of the Third Naval District, conducted a 12-session workshop seminar on paperwork management as part of the fall 1957 curriculum of the management institute of New York University's Division of General Education.

The Civil War Centennial Association, incorporated in 1953 as a nonprofit organization, distributes from 589 Fifth Ave., New York 17, a 7-page pamphlet containing its objectives and comments. The following persons constitute a committee to encourage private persons to search their belongings for manuscripts of research value and deposit them with some appropriate State society or university: David C. Mearns, chairman, Leslie E. Bliss, Christopher Crittenden, Gilbert Govan, Howard Peckham, and Clyde C. Walton, Jr. The Civil War Centennial Association plans to set up a centralized index for the benefit of persons working in the field.

At the daylong 4th annual conference on record management sponsored by the National Records Management Council at the Hotel Roosevelt on Sept. 20, 1957, NRMCM president Robert A. Schiff gave the welcome; William L. Crunk, general supervisor of sales offices for Reynolds Metal Co., told how paperwork forms could be efficiently controlled; Harvey Sherman, manager of organization and procedures for the Port of New York Authority, outlined the functions of a central monitoring staff within his organization; Daniel G. Schuman, vice president and controller of Stromberg-Carlson Co., gave the case history of Stromberg's space savings; Albert Pleydell, vice president and treasurer of Management Services Associates, suggested sources of trained administrative personnel; and Virgil L. Couch, industry office director of the Federal Civil Defense Administration, gave the luncheon address, stressing disaster preparedness. Copies of the proceedings are promised for \$2.50.

A project to compile a catalog of manuscripts relating to British history in the United States was announced at the 11th regular meeting of the Conference on British Studies, held at New York City on Apr. 27, 1957.

NORTH CAROLINA

The Director of the North Carolina Department of Archives and History, Christopher Crittenden, was one of the guest lecturers before the institute of historical and archival management at Cambridge, Mass., last summer. Three of the department's staff members visited Washington, D. C.: H. G. Jones, State Archivist, to attend the 11th institute on preservation and administration of archives; Fanny Memory Blackwelder, State record center supervisor, to attend the 4th institute on record management; and Martha H. Farley, exhibit curator in the Hall of History, to observe in the laboratories of the National Park Service. A newcomer to the staff is George K. Gelbach of Edenton, historic site specialist for Bentonville Battleground.

In format comparable to the illustrated leaflet on "Services to the Public," issued in 1956, the Department of Archives and History published two more orientation leaflets in 1957, one on "Historical Research" facilities of the

department and one on "Records Management in North Carolina." Copies of these leaflets are available from the office of the State Archivist at no charge.

Stuart Noblin of the faculty of North Carolina State College has been promoted to professor and appointed college archivist.

OHIO

The Ohio General Assembly has set aside the old Governor's Mansion at Columbus to be used by the Ohio Historical Society as an archives exhibit building.

Erwin C. Zepp, Director of the Ohio Historical Society, was in charge of local arrangements for the recent annual meeting of the Society of American Archivists. Registrants at Columbus were given a copy of *A Short History of Ohio Land Grants*, prepared under the auspices of the State auditor; and Gov. C. William O'Neill appeared in person at the convention hotel to deliver a warm address of welcome. In its leading editorial on Oct. 3, the *Ohio State Journal* commented on the happy circumstance that the SAA should be meeting in Ohio's capital city when the Ohio Historical Society was beginning to develop a new archival program for Ohio and its subdivisions.

OKLAHOMA

A new illustrated booklet on the Oklahoma Historical Society and its collections, together with two color postcards of paintings in the Historical Building, can be obtained for \$1 from the society's administrative secretary, Historical Building, Oklahoma City 5.

OREGON

Oregon's Public Records, an 8-page printed pamphlet, is a report made to the Legislative Assembly by David C. Duniway, State Archivist, and published in 1957 by the Oregon State Library. Besides a statement of archival objectives and needs, the pamphlet contains a checklist of available microfilm of public records. Reproduced in facsimile on the last two pages is the oldest legal document in the Oregon State Archives, a contract for the formation of the Willamette Cattle Co., from the records of the provisional government of more than a century ago.

Martin Schmitt, curator of manuscripts at the University of Oregon, Eugene, has in his care the papers, chiefly 1929-55, of Col. William B. Greeley, some of them from the files of the West Coast Lumbermen's Assn. An attempt to augment the collection is under way.

PENNSYLVANIA

In Philadelphia, where the Department of Records has custody of most non-current municipal records, the city charter has hitherto charged the register of wills with the custody of wills. The fact that a New York dealer was offering for sale the will of Rebecca Gratz led the chief judge of the Philadelphia Orphans' Court to request City Archivist Charles E. Hughes, Jr., to make a special

survey of how wills were being kept. Articles in the *Philadelphia Inquirer* for Aug. 1 and 2, 1957, tell about the chaotic conditions brought to light.

The family of Victor A. Beede, former head of the School of Forestry at Pennsylvania State University, has presented his personal files and library to the school.

TENNESSEE

The Sunday School Board of the Southern Baptist Convention has established a record center for its headquarters offices in Nashville. It will be supervised by Belden Morris Menkus, whose preliminary service as record officer became a permanent assignment on Oct. 1, 1957.

TEXAS

During the 23d annual meeting of the Southern Historical Association at Houston in Nov. 1957, at a joint session with the Texas State Historical Association, James T. Babb of Yale University discussed the Streeter collection of Texas materials now at Yale.

Responding to popular demand, the Texas Legislature has authorized construction of the State Archives and Library Building to house the State archives, museum, land office, and library. The Legislative Reference Library will remain in the Capitol Building.

The Rayburn Library, a \$500,000 structure of white Georgia marble financed by private donations, was dedicated at Bonham Oct. 9, 1957. Buster Cole, treasurer of the Sam Rayburn Foundation, presided; and Secretary of the Treasury Robert A. Anderson delivered the principal address. Also taking part in the program were former President Harry S. Truman, the Governor of Texas, United States Senator Lyndon B. Johnson, Archivist of the United States Wayne C. Grover, Karl L. Trever, and Mrs. Fred Vinson. The Rayburn Library will preserve the papers and documents of the Hon. Sam Rayburn, who has been a member of the United States House of Representatives for 45 years and Speaker of the House longer than any previous Speaker. H. G. Dulaney of Bonham is the Library's director.

Texas Tech's Southwest collection, depository for the American records of the Matador Land and Cattle Co., Ltd., 1882-1952, has received the home office records from Dundee, Scotland, thus bringing together at Lubbock all existing archival materials pertaining to an international venture that was for 70 years devoted exclusively to the production of beef. The Matador ledgers, journals, herd books, annual reports, ranch diaries, correspondence, and other papers total approximately 400,000 pieces.

UTAH

To ensure the collection and preservation of military records pertaining to the State of Utah, the 1957 session of the State Legislature established a military record section in the Utah State Archives, a branch of the Utah State Historical Society. The section is to collect and maintain a record of the graves

of all United States Armed Forces veterans buried in Utah and to assist in placing a Government marker at any veteran's unmarked grave.

VERMONT

Several members of the Society of American Archivists participated in the 2-day program of the 7th summer session of the Vermont Historical Society, at Montpelier, July 26-27, 1957. The VHS Director, Richard G. Wood, presided at a session on Vermont biography, where one of the panelists was Carl L. Lokke of the National Archives, speaking on Charles Downer Hazen. Robert H. Land of the Library of Congress gave an address on research materials in the Manuscript Division of the Library relating to Vermont history.

Olney Hill, the State's director of public records, spoke about the work of the Vermont Public Records Commission.

At the dedication of the President Calvin Coolidge House, Plymouth Notch, Aug. 3, 1957, Vrest Orton, chairman of the Vermont Historic Sites Commission, gave the welcome. Wayne C. Grover, Archivist of the United States, discussed the value of Presidential homes. John Coolidge, son of the late President, presented the property to the State of Vermont, and Gov. Joseph B. Johnson accepted on behalf of the State. Meade Alcorn, chairman of the Republican National Committee, spoke on Calvin Coolidge and the conservative philosophy.

VIRGINIA

Among its new acquisitions the University of Virginia Library has received many private account books, chiefly of the 19th century, and 117 volumes, 1801-84, of records of the city of Alexandria.

On Sept. 20, 1957, the Virginia Committee on Colonial Records through its subcommittee of William J. Van Schreeven and Francis L. Berkeley, Jr., announced that contributions from Virginia institutions and from the Federal Commission on the Jamestown Festival "have made it possible to extend for a number of additional months the project to locate, list, and microfilm the manuscript sources in Britain and elsewhere for the history of colonial Virginia." A grant by the Association for the Preservation of Virginia Antiquities made it possible to resume mailing the Reese reports on Virginia records in overseas repositories. The 24th general mailing carried reports describing certain materials at Oxford, in the Codrington Library of All Souls College and in the Bodleian Library.

The headquarters papers of the British Army in America that were taken to England in 1783 by the commander-in-chief, Sir Guy Carleton, were sold in 1930 by the Royal Institute of Great Britain to raise funds for reconstructing its London building. John D. Rockefeller, Jr., acquired the collection in 1936 and gave it to Colonial Williamsburg, Inc. In honor of the visit of H. R. H. Queen Elizabeth II to this country Colonial Williamsburg arranged for President Dwight D. Eisenhower to present the 107 volumes to the Queen for return to her realm. At the presentation in Washington on Oct. 20, 1957, the following were present: President and Mrs. Eisenhower, Queen Elizabeth

and Prince Philip, Mr. and Mrs. Winthrop Rockefeller, and Mr. and Mrs. Kenneth Chorley.

WEST VIRGINIA

The Forest History Foundation reports that O. D. Lambert of West Virginia University, Morgantown, has located and brought together there many of the records of the State's forest industries. Since he is undertaking a history of the industries, Mr. Lambert will be glad to learn of other records pertinent to his subject.

WISCONSIN

Gilbert H. Doane has been appointed Archivist for the University of Wisconsin.

Accessions now open to research at the State Historical Society of Wisconsin include the papers, 1918-52, of DeWitt C. Poole, diplomat and educator; records, 1875-87, of the Congregational Church of Salem, Kenosha County; papers, 1839-77, of Mr. and Mrs. Henry S. Baird of Green Bay; account books, 1876-1931, and other items, including many photographic records produced by Madison photographers.

WYOMING

Lola M. Homsher, Director of the Wyoming State Archives, reports that the program of surveying the records of all State offices is being pushed. Preliminary inventories of the records of the Auditor's Office, the Department of Education, and the Office of the Secretary of State have been prepared. The following offices of Laramie County have been surveyed: county clerk, treasurer, superintendent of public instruction, coroner, clerk of the District Court, and court reporter. A survey has also been made of the records of the office of Laramie County School District No. 1, which consists of Cheyenne and its vicinity.

A large body of outgoing and incoming correspondence of governors of Wyoming during the period 1878-1918, all in remarkably good condition, has been transferred from the Office of the Governor to the State Archives. At the latter, a special effort is being made to increase the collection of State reports and publications.

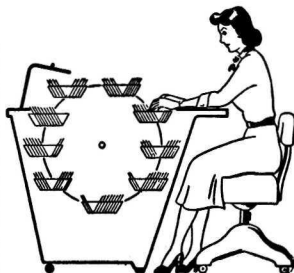
Dorothy K. Taylor, microfilm administrator, reports that the personnel authorization for the Wyoming State Centralized Microfilm Department has been increased from 7 to 10 for the 1957-59 biennium. Jack M. Manary, who for the past 10 years has headed the microfilm unit of the Atomic Energy Commission at the Hanford Project in the State of Washington, has been appointed her deputy.

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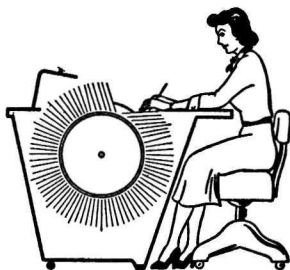


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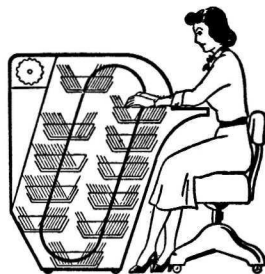


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