

# Reviews of Books

HENRY P. BEERS, *Editor*

*National Archives*

*Archivum; Révue Internationale des Archives*, publiée sous les auspices de l'UNESCO et du Conseil International des Archives. Vol. VII, 1957. (Paris, Presses Universitaires de France, 1958. vii, 288 p. 1,500 fr.)

In this issue of *Archivum*, the editors continue the series of articles, begun in 1956, dealing with governmental archives buildings in various parts of the world. The issue contains articles on archives buildings in the Soviet Union, Warsaw, Budapest, East and West Germany, Paris, London, Finland, the United States, and Cuba. Old, new, and proposed buildings are described. The articles deal with such topics as architecture, construction materials, storage areas and equipment, administrative and service quarters, and fire protective systems; and plans, drawings, and photographs are included.

An article by I. Vronin on the construction of archives buildings in the U. S. S. R. is of special interest because its subject is unfamiliar to most of us. We learn that since 1917 archival depositories in the Soviet Union have increased from about 10 to more than 4,500. A number of prominent structures have been converted to archival uses, among them the former Senate and Synod Building in Leningrad and the Petrovski Palace in Moscow. Fifteen buildings for State archives are now under construction, in Moscow, Ashkhabad, Stalingrad, and other cities. Three standard types of building have been designed to house State records in local areas.

A new State archives building of unusual design is to be completed in Warsaw in 1961. To a rectangular storage structure is attached a 4-story circular building containing offices, workshops, search rooms, a library, and other facilities.

The Archives Nationales in Paris completed its Louis-Philippe wing in 1957. In the wing was installed a unique type of shelving that will unquestionably be adopted elsewhere in the same or similar form as a significant way of saving space. The standard practice in storage areas is to erect one double row of shelving between two aisles, with a row (or double row) of documents facing each aisle. In the Louis-Philippe wing, between two aisles are six rows of shelving, three facing one aisle and three the other. The two innermost rows are stationary. Sections of the shelving of the other four rows are movable, opening like vault doors.

It appears to be characteristic of modern archival structures in both East and West Germany to have separate buildings for records and for administration, the two joined by a *Zwischentrakt*. A striking aspect of the new 6-story Staatsarchiv at Coblenz is the use of glass brick on the exterior, which is said to absorb 50 percent of the sunlight.

In his article "Buildings and Equipment of Federal Records Centers in the United States," E. G. Campbell discusses how a record center differs from an archival establishment with respect to plant, equipment, and operations.

The 1957 issue of *Archivum* also includes the usual analytical bibliography (2,412 entries), covering publications related in some way to archives.

PHILIP P. BROWER

*National Archives*

*Archives — Techniques and Functions in a Modern Society.* (Proceedings at the Summer School in Archives held at the University of Sydney, March 1957. Sydney, New Century Press, 1957. 84 p.)

One of the best evidences of archival progress in Australia appears in the proceedings of the summer school in archives at the University of Sydney, Mar. 5-7, 1957. These proceedings cover 3 days of discussion, the first of which was devoted to "The Records of Government," the second to "The Work of the Archivist," and the third to "The Archivist in the Business World."

Perhaps the most thoughtful and significant of the papers delivered at the school was that of Ian Maclean, Chief Archives Officer of the Commonwealth Government of Australia. Maclean discussed the nature of modern public record administration and the relations of record officers and archivists, topics that are of very considerable interest to American archivists. Among the points that he discussed were (1) the changes in the roles of the record officer and the archivist, (2) the changes in the records themselves, (3) the new approach to public record administration, (4) the stages in the treatment of public records, and (5) the objectives, planning, and liaison techniques of the various stages.

In discussing changes in the roles of the record officer and archivist, Maclean pointed out that

... the archivist is now concerned directly with the records of *both* the remote *and* immediate past and is indirectly concerned with those of the present; the records officer is concerned indirectly with the records of the immediate past and directly with those of the present; and both are concerned with the needs of the future.

The changes in the records themselves, he thought, were both quantitative and qualitative. Files developed under the modern registry system, he explained, have become "subject dossier files," often containing documents relating to more than one transaction and serving two purposes: one to provide evidence of action, the other to supply information on the subject to which the files pertain.

The new approach to public record administration, therefore, should take into account the two functions that registries serve — the registrative and the reference functions. The objective of the record officer should be to devise principles of classification that serve both functions. Maclean observed that

... sooner or later, and the sooner the better, the central core of any training course for both records officers and archivists will be a study of the principles of arranging modern departmental (or institutional) records and a comparative analysis of classification techniques.

With this observation I believe no discerning archivist will quarrel.

The stages of treating public records, according to Maclean, relate generally to planning (1) current record control, (2) disposal, (3) intermediate record control, and (4) archival arrangement.

On each of these stages Maclean has some thoughtful comments. In planning current control he notes that the Commonwealth Government expects to appoint and train special record management officers in various departments. In planning for disposal he suggests that the emphasis be placed on selecting the valuable records rather than on eliminating the useless, an emphasis that American archivists will endorse. He stresses the importance of current classification as a key both to improving reference service and to planning for disposal. Intermediate record control, Maclean points out, is a conservative rather than a creative stage in the management of records. He believes that a record center is more economical as a repository for current records than the file rooms of a department, "provided the records of temporary value are assessed and sentenced for destruction before they are transferred," a proviso with which American archivists are in hearty accord. Although it may be doubted whether his conclusion is valid that "central storage makes it a great deal easier for the archivist to analyze and prepare his final classification," another conclusion is undoubtedly valid, that "the liaison between records officers and archivists at this stage needs to be very close." In planning for archival arrangement, Maclean holds that it is necessary to identify series, to establish their history, and to analyze the record systems under which they were organized during their current life. On the whole, the paper is a thoughtful and original consideration of the problems of modern public record administration and the relations of record officers and archivists.

The second article on "Archives in New South Wales" by Allan Horton, Archivist of that State, is devoted to a discussion of the history of archival developments in the State; the criteria for selecting valuable public records; and the methods of storage, description, and arrangement. It, too, is a thoughtful paper, devoted largely to a defense of what has happened in the State. A commentary on the two preceding papers by Marjorie Jacobs, acting professor of history in the University of Sydney, is devoted chiefly to the considerations that should be taken into account in selecting documents of interest for historical research.

The second session was opened by a discussion of "A Programme for Australian Archivists" by David S. Macmillan, Archivist of the University of Sydney. Macmillan reviews the history of archival developments in Australia, calling attention to the thorny problem of the relations of the archival to the library profession, and points out the need of an archival training program in the country. He spends a little time, too, in reviewing the excellent work done by the Business Archives Council, established 2 years earlier at the University of Sydney, and he shows the extent to which it has tackled the business record problem.

The article on "Modern Storage Methods for Records" by J. H. Wallis is devoted chiefly to a discussion of the Compactus mobile storage equipment.

Articles on "Business Forms" by J. Gilbertson, "The Role of Photography in Archives" by Keast Burke, and "Business Photo Systems" by H. H. Hill contain relatively little that is new for the American archivist.

The third session began with the infelicitous topic taken from American record management lingo, "Operation Time Capsule." This was discussed by Alan Birch of the University of Sydney, who was largely instrumental in founding the Business Archives Council. Much of the article deals with oral history technique as practiced by the Ford Motor Company Archives. Another article, by Tom Sparrow of the Commonwealth Bank of Australia, relates to the archival program of the institution with which he is associated.

The proceedings of the first summer school in archives at the University of Sydney provide stimulating reading. Controversial questions and observations are not avoided, as they often are in the discussion of similar problems in the United States; and, except for articles on technical matters, the proceedings are well worth the attention of archivists of other countries.

T. R. SCHELLENBERG

*National Archives*

Great Britain, Public Record Office. *118th Report of the Deputy Keeper of the Records, 1956*. (London, Her Majesty's Stationery Office, 1957. 22 p. 1s. 6d.) *119th Report . . . 1957*. (London, 1958. 23 p. 1s. 3d.)

Established in 1838, the Public Record Office has become the main depository for Britain's government records. These reports of the Deputy Keeper of Records, David L. Evans, ably describe the activities of the Office for the years 1956 and 1957. A major development during this period was an administrative reorganization that resulted in the formation of three divisions: (1) Records Services and Publications, including repository, technical, and research services and publications; (2) Records Administration, and (3) Establishment and Accounts.

Headquarters of the Office, in Chancery Lane, which contains the oldest and most prized archives of the Kingdom, also serves in part as a processing center. The repository of the greatest bulk of archives is at Ashridge. This repository has a capacity of 125,300 linear feet of records, about 60 percent of which was in use at the time of the reports. Three other repositories with a total capacity of 620,000 linear feet are denominated "intermediate" and are under the supervision of the Records Administration division of the Public Record Office. Working with record officers in the government departments, this division also sets up routine schedules for the elimination of valueless records. The Establishment and Accounts division seems mainly concerned with the bookkeeping and clerical work of the Office.

The more important transfers of records to the Office are noted in the body of the report, and an appendix contains a full list of transfers. Likewise, among the many classes of records that underwent repair, some of the major classes are noted. Statistics are provided for the total number of documents and seals repaired, and for binding.

The statistics concerning the work of the photographic section show an extensive program of both photostating and microfilming. The number of documents produced by the Search Room section for other departments and the general public averaged about 100,000 during each of the years under consideration. Many of these were reproduced as well and thus provided an income of over £10,000 a year.

Work in the Editorial Section continued apace; a detailed listing is given of the volumes of texts and calendars, the indexes, and the search room lists that were in progress or completed. It is noted that Giuseppe's *Guide to the Public Records* (1924-25) is in process of revision. Allen B. Hinds, who died at the age of 85 after editing some 25 volumes in the *Calendar of State Papers* series, is characterized as "a lively and controversial figure in the tradition of the old State Paper editors."

Other topics in the reports are the library, the museum and its several special exhibits, the manorial and tithe documents, and the Historical Manuscripts section and its publication program.

Some readers might have welcomed figures on the cost of operations; the staff evidently numbers about 60. Considering the quality and quantity of the work done, this figure reflects favorably on the efficiency and ability of the Public Record Office.

ALLEN SOULE

*Office of the Secretary of State  
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Great Britain, Public Record Office. *A Guide for Departmental Records Officers (Provisional)*. ([London], Public Record Office, 1958. 39 p.)

This is a manual prepared by the Public Record Office for the guidance of departmental record officers. It is similar in purpose and content to the National Archives and Records Service publication no. 50-3, *Disposition of Federal Records* (Washington, Government Printing Office, 1949). The *Guide* was published to carry out recommendations of the Grigg Committee, appointed in June 1952 by the Chancellor of the Exchequer and the Master of the Rolls "to investigate and report on the position and recommend any changes in law and practice that might appear necessary" in the administration and retirement of records in the several departments of the British Government. The purpose of this committee was not unlike that of the Task Force on Records Management of the first (1949) Hoover Commission in the United States. The British publication is not so complete or so lengthy as its American counterpart, although the two contain the same number of pages. The format and typography of the American publication is superior, but both cover essentially the same functions and subjects.

Someone has said that the United States and Great Britain are English-speaking countries separated by a common language. A comparison of the terminology used in record administration appears to confirm this observation. For example, in British English transaction case files are "particular instance papers," intermediate custody is "limbo," extra copies are "redundant copies,"

a linear foot of shelving is a "foot run of shelving," security-classified disposable records are "confidential waste," unclassified disposable records are "open waste," metal paperclips are "ferrous clips," record copies of printed and processed issuances are a "standard set," and so on.

The British system of appraisal and retirement is built around two periodic "reviews." The "first review," when records are 5 years old, is the responsibility of the departmental record officer and is supervised only casually by Public Record Office inspectors. The "second review," at the end of 25 years, is a joint appraisal by the departmental record officer and a Public Record Office representative. In the case of records of permanent value, this second review results in the transfer of the records to the Public Record Office or to a depository under its control or to an approved "specialist institution." Examples of the last are the Imperial War Museum and the British Film Institute, for motion picture film and other photographic records; the Scottish Record Office, for records of particular interest to Scotland; and the Public Record Office of Northern Ireland, for records of particular interest to that area.

The reviewer believes that this provisional pamphlet is likely to meet British needs for a considerable time.

SHERROD EAST

### *National Archives*

Netherlands. Ministerie van Onderwijs, Kunsten en Wetenschappen, Rijksinstituut voor Oorlogsdocumentatie [Netherlands State Institute for War Documentation]. *Progress Report no. 4, 1958*. (Amsterdam, Sept. 1958. 24 p. Processed.)

The Netherlands State Institute for War Documentation, in Amsterdam, is a combined record depository, library, and research organization, functioning under the Ministry of Education, Arts, and Sciences. It was founded in May 1945 and in theory is a temporary establishment. Its activities are scheduled to end within the next decade, whereupon the records it has gathered will be transferred to the State Archives and its collection of publications will go to the Royal Library, both institutions at The Hague. The Executive Director, Dr. L. de Jong, is also responsible for preparing what will be one of the Institute's most important publications, a "General History of the Kingdom of the Netherlands in the Second World War."

Like many similar organizations in other countries, the Institute has not made the rapid progress it expected to make in achieving its various aims. Conditions that have held it back have been the steady acquisition of important new record material and the volume of reference service it has been called upon to furnish, for both official and unofficial purposes.

The report gives a brief description of the archival and other holdings of the Institute, which are impressive both in scope and volume. The materials relating to the resistance movement and the collection relating to the former Netherlands Indies appear to include some especially rare and valuable items, and the large number of private diaries and reports of personal interviews are particu-

larly noteworthy. Access to most of the archival collections, however, is severely restricted; only the publications, posters, and photographs can be freely consulted.

A central card index has been established by the Institute to provide control over the collections. Nothing is said of the success of this experiment; it will be interesting to see what future reports may reveal.

The Institute has an active publication program underway. This includes, in addition to the "General History," a number of monographs dealing with aspects of the German occupation; reports of trials of collaborationists and war criminals; and selected German and Dutch documents.

The report provides convincing evidence that the Institute is an important source for research in the history of occupied Europe during the Second World War and should not be overlooked by serious scholars in this field.

ROBERT KRAUSKOPF

#### *National Archives*

East Germany. Fünf Jahre Archivarbeit, 1952-1957. *Hauptreferate der zweiten Tagung der Archivare der Deutschen Demokratischen Republik*, herausgegeben von der Staatlichen Archivverwaltung im Ministerium des Innern der Deutschen Demokratischen Republik. (n. p., 1957. 79 p.)

The first congress of the archivists of the German Democratic Republic, at Weimar in May 1952, resulted in a representative publication of the seven principal addresses (*Hauptvorträge*) and of nine more specialized communications (*Fachreferate*) under the title *Archivarbeit und Geschichtsforschung* (no. 2 of the *Schriftenreihe* of the Institut für Archivwissenschaft; Berlin, Rütten & Loening, 1952. 213 p.). Five years later the State Administration of Archives in the Ministry of the Interior called a second convention, which took place at Leipzig, June 24-27, 1957. With a more modest scope, this time only the four principal addresses have been published: Karl Höhnelt on the development of the state archives since the Weimar congress and on the aims of archival work in the second 5-year plan; Gerhard Schilfert on the common tasks of archivists and historians; Hellmut Kretzschmar on regionalism and centralism in the administration of state archives (closely linked to his study of a quarter century ago: "Regionalismus und Zentralismus im sächsischen Archivwesen" in *Festschrift Waldemar Lippert*, 1931); and Hanns Gringmuth-Dallmer on problems of economic archives. The first two addresses are to a certain extent evaluations of achievement since the programmatic declarations at the Weimar congress, that by Otto Korfes, on "The tasks of the archives in the 5-year plan and in the struggle for unity and peace," and that by Leo Stern, on "Present-day tasks of German historical research."

Although by definition the principal task of the East German Archives is "to make accessible their materials for historical research up to recent times in order to enable historians, in their fight against reactionary imperialistic historical research, to create a new historical conception on scholarly ground" (p. 32), the Marxist approach does not alter basic facts or the highly technical problems

that confront archivists alike in the "capitalist" and the "socialist" worlds. The main difference lies in the emphasis and priorities resulting from different political and economic conditions. In that respect Höhnel's report on the quinquennium 1952-57 — which deals with many aspects of general interest, such as the general organization of the central administration of archives, the establishment of the network of district, economic, and administrative archives (*Aktenkassation*, *Aktenpläne*, etc.) — is very informative. Schilfert's discussion of publication plans makes it clear that in a "state of the workers and peasants" a disproportionate interest concentrates on sources illuminating the workers' movement and the history of the development of industry and agriculture.

It is to be regretted that the little brochure does not indicate at least the important topics that were discussed in the five sections of the congress dealing with problems of industrial archives, city archives, district and administrative archives, conservation and restoration, and the training of archivists. In that respect the report of Eberhard Schetelich about the Leipzig convention in *Archivmitteilungen* (7th year, 1957, no. 3, p. 91-97) is indispensable supplementary reading. The impact of the resolutions of the fifth congress of the Socialist Unity Party (SED), which was held in July 1958, on future archival work in the German Democratic Republic can be gaged from Helmut Lötze's "Leistungen und Aufgaben der Archivare bei der Entwicklung eines sozialistischen Archivwesens," in *Archivmitteilungen* (8th year, 1958, no. 4, p. 101-103).

FRITZ T. EPSTEIN

*Library of Congress*

*Preliminary Inventory of the Cartographic Records of the Bureau of the Census (Record Group 29)*, comp. by James B. Rhoads and Charlotte M. Ashby. (National Archives, *Preliminary Inventory* no. 103; Washington, 1958. v, 108 p. Processed.)

*Preliminary Inventory of the Records of the Coast and Geodetic Survey (Record Group 23)*, comp. by Nathan Reingold. (National Archives, *Preliminary Inventory* no. 105; Washington, 1958. v., 83 p. Processed.)

*Preliminary Inventory of the Records of the Public Buildings Service (Record Group 121)*, comp. by W. Lane Van Neste and Virgil E. Baugh. (National Archives, *Preliminary Inventory* no. 110; Washington, 1958. v, 108 p. Processed.)

The National Archives continues to provide an outstanding service to students of government and history by publishing preliminary inventories of its holdings. Over a hundred such finding aids have now been published. As most readers of this journal know, each preliminary inventory contains more than a brief description of the records of a Federal agency (which constitute a record group); equally important and valuable is the history of the agency that is included in the inventory. Other finding aids such as lists of documents are

appended to many of the inventories. The scope of the three inventories here reviewed illustrates the great amount of work involved in their preparation.

The cartographic records of the Bureau of Census make up 516 cubic feet and total approximately 30,000 items. They include cartographic records of the Division of Geography, 1860-1957, and the International Statistics Program Office, 1940-56. The appendix contains an extensive list of enumeration district maps arranged by State and covering the period from 1880 to 1940. Related cartographic records are found in other record groups in the National Archives as well as in the permanent files of the Bureau of Census.

The records of the Coast and Geodetic Survey comprise 3,038 cubic feet and cover the period from 1817 to 1947. The superb account of the history and operations of the Survey, written by Dr. Reingold, will be of great value in itself to researchers. The appendix contains additional valuable data on the records of the Survey, particularly relating to the correspondence of the Superintendents of the Survey. Because of the historical importance of the work of the Coast and Geodetic Survey and the substantial quantity of records preserved, this inventory will undoubtedly be in great demand.

The supervision of the Public Buildings Service has changed several times since it was established in 1853 as the Construction Branch of the Treasury Department. In 1933 the Procurement Division of the Treasury Department took it over as the Public Buildings Branch; in 1939 it became the Public Buildings Administration of the Federal Works Agency; and in 1949 it was transferred to the General Services Administration and became the Public Buildings Service. Its 7,613 cubic feet of records, 1853-1939, comprise Record Group 121. They relate to the construction and maintenance of post offices, customhouses, and other Federal buildings outside of Washington, D. C. The descriptions of the Federal art projects during the 1930's will be of particular interest to social historians. A 60-page appendix, listing by States the "Title Papers to Land Acquired by the United States, 1838 to 1943," adds to the inventory's usefulness.

PHILIP P. MASON

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Cuba, Archivo Nacional. *Reglamento para el regimen interior y funcionamiento del Archivo Nacional de la República de Cuba*. (La Habana, Imprenta del Archivo Nacional, 1958. 49 p.)

This work contains the rules and regulations that govern the internal activities of the National Archives of Cuba. The regulations, approved on June 24, 1958, are arranged by title and thereunder by article. The title represents the major subject of regulation and the articles are its subdivisions. The compilation contains 25 titles and 153 articles. The problems covered range from such vital archival procedures as identifying the authority responsible for approving the destruction of certain classes of records to such routine operations as designating the 15 minutes of every working day, from 8:00 to 8:15 a.m., as the proper time for employees to punch the clock lest they receive a demerit.

Through the maze of rules and regulations one can glimpse the outline of the organization of this archival institution, its aims and objectives, and the duties and responsibilities of its staff members.

The National Archives of Cuba is governed by a Permanent Archival Council (Consejo Director Permanente de los Archivos de la República de Cuba), created by Presidential Decree no. 1780, dated June 17, 1942. The Permanent Archival Council, among other duties, has the responsibility of designating the Director of the National Archives, the authority to impose restrictions on the accessibility of records, and the final authority to approve the destruction of certain classes of records.

The declared aim of this archival institution is to preserve and make available the records of the nation. Its holdings consist of archival material produced by Spanish authorities in Cuba before 1898, as well as subsequent accessions, donations, and acquisitions. Holdings are grouped in the following three divisions: historical, administrative, and judicial. Besides these three record divisions of the Archives, there are other units designated as departments. These include the accounting department; the library; the photographic laboratory; the printing press and bindery; the fumigation, restoration, and lamination department; and the department for the exchange of publications. The main purpose of the last department is to promote the exchange of copies of documents and publications with various national and foreign libraries and archival institutions.

All records in the custody of the Archives are classified, indexed, placed in boxes or bundles, labeled, and assigned locations on the shelves. Both the shelves and the areas where the records are kept are given number designations. Titles X and XI of the regulations are devoted to the procedures followed in classifying and cataloging record material in accordance with the method of "systematic classification" sanctioned by the institution. Records from the same source or *fond* are kept together, but it is not entirely clear whether or not the original order of the records within the *fond* is maintained. There are some instances where documents are rearranged by subject within the *fonds*.

Duties of staff members are given in detail. Three pages are devoted to enumerating the duties and responsibilities of the Director. Among other things, the Director is empowered to take the necessary steps to recover fugitive archival material. The duties of other important staff members are treated in like manner. There is a reference specialist, whose duties are to prepare valuable collections of records for publication and to do the research necessary for answering inquiries emanating from government sources.

This publication, though it may not give the answer to every question about the National Archives in Cuba, provides interesting information about its organization and functioning. Its utility would be increased by an index or a table of contents. An appendix of the presidential decrees most often cited as sources of authority would also be helpful.

GEORGE S. ULIBARRI

*National Archives*

*Archives of the Archdiocese of Santa Fe, 1678-1900*, by Fray Angélico Chávez, O.F.M. (Academy of American Franciscan History, *Publications; Bibliographical Series*, vol. 3; Washington, 1957. 283 p., appendixes. \$7.50.)

The material covered by this calendar consists largely of the records of the Franciscan missions in New Mexico and of the Custody of the Conversion of St. Paul, which had charge of them. The missions were established in the early years of the seventeenth century and endured until they were secularized after the establishment of Mexican independence. Most of the records dated before 1680 were presumably destroyed in the Pueblo revolt of that year, though some that survived were evidently lost in later years. The mission records were belatedly assembled in 1934 in the Archives of the Archdiocese of Santa Fe, after further losses had reduced many of the items to fragments. Some preliminary work was done in arranging the records, but it was not until Fray Angélico Chávez volunteered his services that the task was attacked systematically and carried through to completion. He divided the loose documents, regardless of the fact that they were received from different missions and parishes, into three classes: first, *diligencias matrimoniales* or prenuptial investigations, which are more bulky than all of the other material; second, general mission documents and fragments up to 1850; third, diocesan papers dated from 1850 to the present but classified only to 1900. He divided the bound volumes into five classes: books of *patentes*, or copy books containing letters of instruction from Franciscan superiors; account books, containing local inventories and accounts; baptismal registers; marriage registers; and registers of burials.

After an introduction in which is presented a brief history of the records and a description of the work done on them, the work is divided into chapters for each of the classes mentioned above. The arrangement adopted for the records, which is usually chronological, is followed in the chapters. The calendar entries, numbered separately within each year, give abstracts of the substance of each document or descriptions of the books. In the chapters devoted to the registers of baptisms, marriages, and burials these are listed alphabetically by name of mission — the most logical arrangement that could have been chosen. An appendix contains lists of friars and secular clergy compiled from the records, showing their stations and dates of service. The index is especially serviceable, since it brings together in its entries materials relating to the various missions that are scattered in the chapters.

Though the collection is incomplete, the quantity of the documents is considerable and the variety extensive. The documents are important not only for the ecclesiastical history of New Mexico but also for the civil and military administration of the province, Indians, local history, social and economic conditions, and genealogy. Microfilm reproductions of the collection are in the Henry E. Huntington Library and the Utah Genealogical Society.

This volume is a creditable work, carefully executed and well printed. For the archives of other Catholic archdioceses only brief descriptions have been published. It is to be hoped that some of them will follow the example presented by this calendar.

HENRY P. BEERS

*National Archives*

*A Working Guide for Elementary Training in Records Management*, by the International Cooperation Administration, Public Administration Division. (Washington, n. d. ii, 51 p. Processed.)

*Una guía para el entrenamiento elemental en administracion de documentos y archivos*. (Washington, n. d. ii, 88 p. Processed.)

The first of these pamphlets is a new and improved edition of a training manual originally developed by John Lawton as part of his duties as Records Management Advisor to Peru. Mr. Lawton was assigned to the International Cooperation Administration Mission in that country. He has reworked his training material into a form that he hopes can be translated into the language of any country in which ICA maintains a mission. The Spanish translation of the manual was prepared by Delia Céspedes Lava and Owen Young Obano of the ICA Mission in Mexico, with some advice from Mr. Lawton. Despite the great difficulty of translating the technical terms of management analysis, the Spanish edition successfully reproduces the ideas of the original work. Some rearrangement of the contents was made in the Spanish version; and some examples of forms, record systems, and techniques were added. The changes have improved the original but have not done violence to it.

The booklet comprises a standard summary, in outline form, of the management techniques that we now speak of as paperwork management. The material in Mr. Lawton's booklet is in close accord with the experience of the Office of Records Management of the National Archives and Records Service. This is not surprising, for he was given free access to the reports and publications of that Office during his Peruvian assignment.

Mr. Lawton deals in his book with the following topics: (a) correspondence management, (b) form control, (c) report control, (d) instruction management, (e) account and audit paperwork control, (f) property and accountability paperwork control, (g) the maintenance and management of records, and (h) the control and disposition of documents. Some of his subjects are further illuminated by the inclusion of more detailed information on such matters as the permanent storage of records, filing systems, work simplification, and space utilization.

In general, the booklet should be very useful in training new staff personnel. Although it does not, unfortunately, contain an adequate bibliography, it could be worked into a course of reading somewhat similar to the courses in the College Outline series.

CHESTER L. GUTHRIE

*National Archives*

## PUBLICATIONS RECEIVED

- Archives in Israel; Summary of Resolutions Adopted and Lectures Given at the First Convention of the Israel Archives Association Held on March 12, 1957, at Hillel House, Jerusalem.* [Jerusalem], 1958. [35] p.
- Belgium, Archives Generales du Royaume. *Inventaire des papiers de Charles Rogier.* Par R. Boumans. Bruxelles, 78 Galerie Ravenstein, 1958. 55 p.
- The Central Zionist Archives.* Jerusalem, Jewish Agency for Palestine Building, n. d. [29] p.
- Colony of Mauritius. *Annual Report of the Archives Department for the Year 1957.* Port Louis, Mauritius, J. Eliel Felix, I.S.O., Government Printer, September 1958. 28 p.
- Netherlands, Ministerie van Onderwijs Kunsten en Wetenschappen. *Verslagen omtrent 'S Rijks oude Archieven 1957, Tweede Serie, XXX.* 'S-Gravenhage, Staatsdrukkerij — en Uitgeverijbedrijf, 1958. 114 p.
- New York State Library. *Constitutional Developments in New York, 1777-1958; a Bibliography of Conventions and Constitutions With Selected References for Constitutional Research*, comp. by Ernest Henry Breuer (*Bibliography Bulletin* no. 82). Albany, University of the State of New York, State Education Department, 1958. 103 p.
- Saskatchewan Archives Board. *Eighth Report of the Saskatchewan Archives Board for the Period June 1, 1956, to May 31, 1958.* Regina, Printed by Lawrence Amon, Printer to the Queen's Most Excellent Majesty, 1958. 34 p.
- U. S. Library of Congress. *Abraham Lincoln; an Exhibition at the Library of Congress in Honor of the 150th Anniversary of His Birth.* Washington, Government Printing Office, 1959. 94 p. \$1.25.
- Vermont, Public Records Commission. *Public Records of the State of Vermont, 1957-1958; Biennial Report of the Public Records Commission.* [Montpelier, 1958?]. 32 p.
- Zanzibar Protectorate. *Annual Report of the Government Archives and Museum for the Year 1957.* Zanzibar, Printed by the Government Printer, 1958. [24] p.