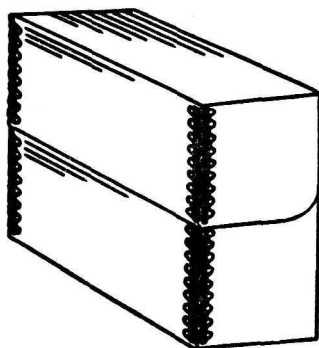


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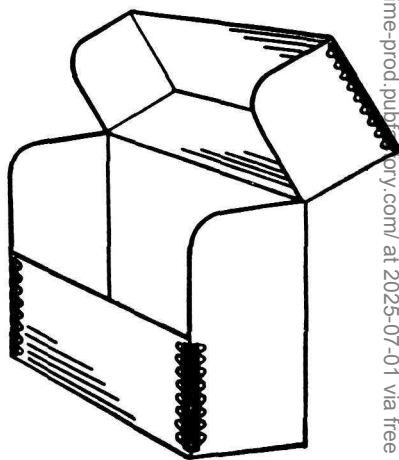
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## THE HOLLINGER CORP.

# Standards for Federal Records Center Buildings

By EVERETT O. ALLDREDGE \*

*Office of Records Management  
National Archives and Records Service*

**S**TANDARDS that have been developed by the National Archives and Records Service for Federal Records Center buildings operated by the General Services Administration reflect a merging of the need for economy, the need for protection of records, and the need for frequent reference to the records. A records center, by GSA definition, is maintained for the storage, security, processing, and servicing of records that must be preserved for varying periods of time yet need not be retained in office space and office-type equipment. These considerations are fundamental:

1. The records center differs from the conventional archival establishment in that the bulk of its holdings are of temporary value. It needs no document repair or preservation equipment and space because these facilities are available at the National Archives. Its records are used primarily for administrative purposes by the offices that deposit the records in the center. Since most requests are made by telephone or in writing the search room can be small. On the other hand, the references to the records are usually more numerous and more repetitive and recurrent than those in an archival establishment. This has some effect on the amount and type of office space needed.

2. Since the public does not have access to many of the records in a records center, educational exhibits for the general public are not emphasized. This cuts down the need for exhibit equipment and a records display area.

3. One of the important reasons for a center-type operation is that it keeps and services records more economically than they could be kept or serviced in the offices where they were created. This economy is due to many factors involved in a center-type operation, but one of the significant factors is the characteristics of the buildings used for this purpose. *Without* the right kind of building much of the economy of operation is lost. *With* the right kind of building economies are possible because a center-type building can be built or rented more cheaply than an office building, records can be stored on as many

\* Adaptation by the author of his remarks at Philadelphia, Oct. 7, 1959, as a panel member of the session of the Society of American Archivists concerned with current trends and developments in archives buildings. Victor Gondos, Jr., was chairman at that session. Dr. Alldredge was appointed Assistant Archivist of the United States, Office of Records Management, on Jan. 24, 1960. He is a Fellow of the Society of American Archivists.

as 14 tiers of shelving, and inexpensive cardboard containers can be used instead of expensive space-consuming equipment.

4. Although economy is an important aspect of the center concept, it is not the only consideration. Safety and security of records are also of paramount importance.

The standards for the construction of Federal records centers, as recently revised, are as follows:

1. The site of a center building should be uniformly level, of sufficient size to contain paved parking and vehicle maneuvering space, and near a main arterial highway for ease of transportation by truck.

2. Preferably the center should be the sole occupant of the building. If the same structure houses other storage or industrial operations, the fire hazard is immediately increased; in addition, the proper guarding of the records becomes more difficult. If a separate building is not feasible, at least the areas of a building used for storing records should be separated from other parts of the building by firewalls and other protective installations.

3. The center should be of permanent-type construction and preferably of one story. It should be utilitarian in its architecture and functional in all respects. Reinforced concrete with brick facing lends itself especially well to such design. Multiple-story buildings can be used, but additional costs are incurred by the need to install and operate elevators and by the time lost by personnel while waiting for elevators or when elevators are inoperative.

4. The building should be of fire-resistant construction, with all structural members having a minimum fire-resistance rating sufficient to withstand the four-hour fire-severity test established by the United States National Bureau of Standards for Type I fireproof construction.

5. Records are heavy, and proper utilization of space requires floors that will withstand substantial weight. A uniformly distributed live floor load of 300 pounds per square foot is necessary for center-type storage.

6. Maximum areas between firewalls and exterior walls on a single floor should not exceed approximately 40,000 square feet. The structure should be equipped with standard automatic sprinkler systems, with approved water-flow alarms connected to a central station. If there are no sprinklers, fire-detection and other firefighting equipment is necessary.

7. Columns supporting the roof or upper floors should be spaced 22' 5" or 45' 0" center-to-center to permit maximum utilization of center-type equipment and avoid the need for expensive roof trussing.

8. Ceiling height throughout the records storage area should provide at least 15 feet of stacking height, allowing a clearance of 18 inches from the sprinkler heads. This permits the storing of records on equipment 14 shelves high.

9. Illumination must be adequate in all areas. Minimum standards for illumination at 3 feet above floor level are:

<i>Location</i>	<i>Type</i>	<i>Foot-Candles</i>
Main aisles	Fluorescent (direct)	25
Office space	Fluorescent (semidirect)	30
Cross aisles	Incandescent (direct)	10

10. Loading docks should be available, similar to those in any first-class warehouse, with space for two trucks to load or unload at any one time. The dock area should be inside space, including the motor truck wells with automatic self-leveling loading dock plates.

11. Provisions should be made for a four-hour fire-resistant vault for storage of security-classified and permanent records. This one storage area should be equipped with temperature and humidity controls.

12. Only the office space should be fully air-conditioned and divided into private offices, with the entrance vestibule large enough to provide for appropriate built-in exhibit cases. Records storage areas should be ventilated by a fresh-air forced ventilation system.

### **“To Renovate Old MSS.”**

Richard N. Wright, President of the Onandaga Historical Association, wonders whether our readers “might not enjoy this 115-year old note on conservation,” which he quotes from Horace Greeley’s *New York Tribune* of March 7, 1844, “particularly if . . . accompanied by comments of an expert as to the probable results of the suggested treatment.”

**TO RENOVATE OLD MSS.**—Wash them lightly with a solution of ferro-cyanide of potash in clean water.

Our expert comments are provided by James L. Gear, chief of the Documents Restoration Branch, Central Services Division, National Archives:

Early chemical methods for restoration of faded inks were based on the fact that some of the iron in the original still remained in the paper. The oldest method is that of sponging the writing with a liquid extract of galls in which the tannin in the extract combined with iron in the writing. This method was described by Pietus Maria Canneparius in 1660 in his book on inks, *De atramentis cujus cunque generis*.

The method described in the March 7, 1844, issue of the *New York Tribune* was first suggested by Blagden in 1787. It consisted of first washing the paper with a dilute solution of potassium ferrocyanide and hydrochloric acid. This resulted in a color change from brown to Prussian blue.

One of the disadvantages of these methods is that there may be iron in the paper other than that found in the writing. It may not be visible, but treatment of the paper would bring about a color change in the paper as well as in the writing.

### **Archival Enemies**

The term “Archival Enemies” . . . is so broad as to permit the discussion of practically any subject from the Marshall Plan to the deleterious effects of Scotch Tape on old manuscripts.

— Arthur E. Kimberly, “Insect and Bacterial Enemies of Archives,” in *American Archivist*, 11:246 (July 1948).



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Monday, June 27—Friday, August 5, 1960**

RADCLIFFE COLLEGE is offering again a six-week, intensive course for college graduates, both men and women, who are interested in making a career in archival, historical society, museum, and restoration work. Persons at present employed in any of these related fields are also eligible for admission. The Department of History of Harvard University is co-sponsor of the Institute.

**The Staff** will consist of eighteen or more experts who will lecture and conduct discussion in the morning and the afternoon. The course is under the direction of Lester J. Cappon, Director of the Institute of Early American History and Culture, and Archival Consultant of Colonial Williamsburg.

**A Prospectus** giving the list of faculty who will participate and a detailed statement of the plan and purpose of the course will be sent on request.

**Tuition** is \$200. Two full-tuition scholarships are available, applications for which must be received by May 15.

**Enrolment** will be limited to a maximum of sixteen students. Inquiries concerning requirements for admission, registration, scholarships, and living accommodations may be addressed to:

*Institute on Historical and Archival Management*  
10 Garden Street, Cambridge 38, Massachusetts

### ***The Remorseless Jaws of the Paper Mill***

Just now the Centennial of our independence is calling attention to the history of one hundred years ago; and no fact connected with that history is more striking than the dearth of materials from which it could be constructed.

And here is indicated one of the chief departments of the work of the historical library, namely, the protection of old documents until they become antique. It is a snapper-up of unconsidered trifles, and does not disdain to gather even the bubbles which float on the stream of current history, prizing them as the world will one day prize the gems into which they shall be transformed by the magic of time. There are thousands of printed documents of one kind or another which few persons think of saving, but which, if preserved systematically and arranged in sets, become valuable for purposes of reference in a very few years. . . . The breaking up of private collections is the great opportunity for the historical library, which should always be on the alert for such chances. No scrap should be allowed to go into the remorseless jaws of the paper mill which contains anything for which a judicious librarian would give more than the regular price per pound . . .

The simple existence in a community of an historical library will do much to preserve valuable material for future history from destruction. Many public spirited persons will sacrifice what little profit they might derive from the sale of old paper, and present their pamphlets, etc., to the library; while many others, receiving their first intimation of a value in such things, will be careful of them in their own interest, which is the next best thing to turning them in for the public good.

But beyond this, each historical library should have a certain geographical field of operations, within which it should aim to make thorough work of the collection of historical matter, and it should leave out nothing which can ever become useful as material for, or illustration of, the history of that locality. In this respect many of our historical libraries may be charged with laxity. They either make no pretense to collect materials for the history of to-day, or, if they do attempt it, it is not done with any thoroughness. They are occupied in collecting what ought to have been preserved in previous years, and while they thus laboriously correct the mistake of those who neglected to preserve their own annals they are committing the same mistake with reference to the present. It is the old tendency to build monuments to the memory of the prophets whom our fathers stoned, while, with equal shortsightedness, we stone the prophets of our own day.

— William I. Fletcher (1844-1917), Librarian, "General Considerations Respecting Historical Research," in *Public Libraries in the United States of America*, p. 326-327 (U. S. Bureau of Education, Washington, D. C., 1876).

### ***September Morn***

Restrictions on the use of records and the disclosure of information have always been a thorn in the side of custodians of records and manuscripts everywhere. Those familiar with the Washington scene are aware of the battle constantly being waged between the ubiquitous members of the fourth estate and the harassed Government officials laboring under the stress of cold-war programs. At a recent meeting of the American Political Science Association, as reported in the *Washington Post* (Sept. 11, 1959), the following colloquy took place between two members of a panel on secrecy in Government:

*Robert Dechert of the Defense Department*: "In the debate which has been carried on since the founding of this country as to the degree of nakedness before the world with which our country's business should be conducted, those who would have the United States Government in the position of the young girl in the once-controversial painting 'September Morn' have always sought support by choosing 'bad words' to hurl at their opponents."

*J. R. Wiggins, executive director of the Washington Post*: "There is some virtue in Mr. Dechert's 'September Morn' metaphor. Just as society generally has ceased to be shocked by September Morn's nudity as it was in a period of prudery; so may government we hope recover from its initial shock at public demands to see the naked truth."

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# Editor's Forum

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## *Advertising Editorship*

With this issue W. E. Bigglestone of the Archives and Library of the Firestone Tire and Rubber Company assumes control of our advertising. Karl L. Trever's relinquishment of this responsibility brings to an end 18 years of continuous, devoted service on the editorial staff, culminating, as all readers of this journal know, in his service as editor (July 1949-October 1956). Before then he had been our news notes editor (October 1941-October 1947) and a member of the editorial board (1948-April 1949), and had compiled (with the collaboration of Mary C. Lethbridge) the first five of the annual bibliographies of writings on archives and manuscripts (published in the October numbers of vols. 6-10). Mr. Trever graciously continued to handle advertising matters when, after seven years of editing the *American Archivist*, he was succeeded as editor in 1957 by G. Philip Bauer. Since 1957 he has been Special Assistant (Presidential Libraries) to the Archivist of the United States.

## *American Committee for the Study of War Documents*

Dagmar Horna Perman has informed the editor that since the completion of her article, "Microfilming of German Records in the National Archives" (*American Archivist*, 22: 433-443), her attention has been drawn to the fact that she omitted from her account certain aspects of the creation of the American Committee for the Study of War Documents. Dr. Perman refers our readers to the following statement of George W. F. Hallgarten, to whom she is "indebted for setting the record straight":

The founding of the American Committee for the Study of War Documents was the result of the combined efforts of Professor Hans Kohn in New York — who was approached in this matter by a layman, Mr. Sidney Wallach — and of Dr. George W. F. Hallgarten of Washington, D. C., who had conceived the idea independently and had started to work for such a group in the Washington area. The formal establishment of the Committee took place, after several months of organizational preparations undertaken chiefly by Dr. Hallgarten and Mr. Wallach, in October 1955, in a conference of about 40 scholars in the Library of Congress.

# News Notes

DOROTHY HILL GERSACK, *Editor*

*National Archives*

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## SOCIETY OF AMERICAN ARCHIVISTS

The *General Index to the American Archivist, Volumes I-XX, January 1938 to October 1957*, was published at Cedar Rapids, Iowa, by the Society of American Archivists, on February 15, 1960. The price of the index is \$6 a copy to members of the Society and \$8 to *American Archivist* subscribers and others. Orders with checks in the appropriate amount should be sent to Leon deValinger, Jr., Treasurer, Hall of Records, Box 710, Dover, Del.

As of February 8 the following members had joined the Society since our last reporting:

INDIVIDUAL MEMBERS: Hon. Randolph W. Church, Richmond, Va.; Nicholas Falco, Bronx, N. Y.; Mrs. James T. Philpott, Camp Hill, Pa.; Maria M. Proctor, Brooklyn, N. Y. INSTITUTIONAL MEMBERS: Wheaton College Library, Wheaton, Ill.

### MINUTES OF THE COUNCIL

Philadelphia, October 6, 1959

The Council meeting was called to order by President Oliver W. Holmes at 8 p.m. in Suite 1398 of the Benjamin Franklin Hotel, Philadelphia, Pa., with the full complement of officers and Council present.

On motion of Thornton Mitchell, seconded by Herman Kahn, it was unanimously voted to dispense with the reading of the minutes, since they had been circulated and approved and were so published in the *American Archivist*.

The president immediately announced appointments to two major committees. These were:

(1) *Advisory Committee on Long Range Planning*. As members, Christopher Crittenden, Morris Radoff, Robert Bahmer, Herbert Angel, Ernst Posner. The remaining two members will be announced at a later date. A chairman has not as yet been designated. On motion of Wayne Grover, duly seconded and adopted by Council, the committee was charged with giving priority to the study of three specific areas of exploration for recommendations to Council. These areas are the functional problems of the Society in the light of its increased membership and more complex organizational pattern; the possibilities for development of a permanent secretariat; and recruitment and training.

(2) *Civil War Centennial Committee*. No chairman designated at this time, but members appointed are Dallas Irvine, Robert T. Quarles, Richard Wood, Sidney Forman, and Clement M. Silvestro.

Mrs. Bryan reported that, as vice president, her work had been primarily concerned with orienting herself as to presidential duties and that she had worked closely with Mr. Holmes on committee appointments and other pertinent matters.

The secretary reported on various assignments that she had been directed to carry out, among which were communications with members of Congress in support of legislation which the Society deems of importance to archival interests on (a) microfilming of Civil War records and (b) amendment of surplus property legislation to include historical societies and archives.

Treasurer deValinger gave an oral report on the current finances of the Society and filed with the secretary a copy of the quarterly financial report.

Mr. Bauer gave his report as retiring editor of the *American Archivist*. He indicated that he had been working closely with the editor-elect, Kenneth Munden, who is prepared to handle the January 1960 issue. Editor Bauer advised Council that the index to the *American Archivist* should be ready in December. He also noted that the costs were going to be approximately 10 percent higher than estimated.

Council next heard a narrative report by Council member Herman Kahn covering his assignment to represent the Society at a meeting initiated by President Clifford Lord of the American Association for State and Local History at Cooperstown, N. Y., September 19, 1959. There were representatives from professional associations and societies having a community of interest in discussion of problems of possible concern to all. Participating in the Cooperstown meeting in addition to Mr. Kahn were the following: Messrs. Clement M. Silvestro, Edward Alexander, Richard Howland, Frederick L. Rath, Jr., Joseph Allen Patterson, Jr., S. K. Stevens, and Louis Jones. Topics for discussion centered around (1) group insurance contract with John Hancock Insurance Company open to institutions holding membership in the American Museum Association and fulfilling certain specified requirements; (2) recruitment of personnel; (3) maintenance of professional standards (in this connection, the question was raised as to possible action by the Society where dismissal occurs of a qualified and competent archivist for political reasons; on motion of Wayne Grover, seconded by Leon deValinger, it was determined that a question of this nature would be referred to the Committee on Professional Standards for study and recommendations for action); (4) information center being established in Washington by the American Museum Association; and (5) legislative needs to extend eligibility to receive Federal surplus property to museums, State historical societies, and archives. The meeting merely explored various facets of these questions and the mutuality of interests. Mr. Kahn was favorably impressed with the meeting and the information developed. He reported that the general consensus was that periodic meetings along similar lines would be beneficial and that he would recommend that the Society continue to participate. A detailed report of the conference was filed with the secretary, together with a brochure outlining the group insurance plan.

The secretary then read a letter from David Duniway, which pointed up the necessity for any delegate to the Fourth International Congress on Archives at

Stockholm to be fully informed on the requirements for participation and to be prepared to speak on the topics up for discussion. The question of naming the official delegates was further discussed by Council, but action was postponed until the secretary could canvass the membership to determine who would be in attendance. Mrs. Renze was directed to report on the results at the December Council meeting.

Correspondence and discussion relating to annual meeting places for 1960, 1961, and 1962 came before the Council, but it was voted to hold over specific consideration until the 1959-60 Council meets.

A brief report was made by Lucile Kane to the effect that the proposed meeting at Madison, Wis., on the evaluation of manuscripts had been postponed until late fall or winter. At the appropriate time Miss Kane will report further on the matter.

The secretary read a letter from Council member Duniway proposing that the Council reopen, on a broader basis, the question of seeking a grant that would finance a survey of the role of State archival agencies in collecting, preserving, and giving reference service on essential source materials; that pursuant thereto consideration be given to Society sponsorship of the proposal for submission to the Council on Library Resources. On motion of Thornton Mitchell, seconded by Wayne Grover, it was voted to remand the question to the Committee on State Records; that the committee submit its recommendations as to the nature and scope of such a project should Council determine to support its presentation to the Council on Library Resources. The secretary was instructed to request submission of a report in time for the December Council meeting.

Mrs. Renze presented to Council a resolution proposed by Kenneth Munden as chairman of the Federal-State Relations Committee. After due consideration the Council adopted the following:

*Resolved*, that the Society of American Archivists, through its Council and by transmittal of copy of this Resolution to the Director of Civil and Defense Mobilization, make known to him

(1) its appreciative admiration of the accomplishment of the Office of the Deputy Assistant Director for the Continuity of Government, and its gratitude for the cooperative relationship it has enjoyed with him and its staff; as well as

(2) its hope that the Office of Civil and Defense Mobilization will give early consideration to making available, within reason, "matching funds" for the procurement of space, equipment, supplies, and services for the preservation of essential records of State and local governments.

The secretary next read a letter from T. R. Schellenberg, chairman of the Committee on International Relations, which set forth in accompanying documents a policy statement adopted by the Pan American Institute of Geography and History in regard to alienation of documentary resources in the Western Hemisphere. No action for endorsement was taken at this meeting since the consensus was that it merited presentation to the membership at large and that publication in the *American Archivist* of the policy statement as adopted by the Pan American Institute of Geography and History would enable Society members to be more fully informed concerning it. On motion of Wayne Grover,



seconded by Lucile Kane, concurred in by Council, it was ordered that the text of policy be entered in the minutes; that it could then be referred to the membership in 1960 for vote on proposal to endorse. The statement follows:

*Whereas*, public, institutional, and private papers constitute part of the cultural patrimony of every nation, it is the declared policy of the undersigned custodian

(1) that he will collaborate with other custodians of the Western Hemisphere in safeguarding cultural papers;

(2) that he will make known to other custodians of the Western Hemisphere the legal safeguards established by his government to protect cultural papers;

(3) that he will inform the custodians of other countries in the Western Hemisphere of any violations of the legal safeguards established by their countries for the protection of cultural papers, and specifically apprise them of the removal of papers that have been illegally alienated;

(4) that he will not accept for deposit any cultural papers that have been illegally alienated; and

(5) that he will, to the extent of his ability, assist the countries of origin in recovering any cultural papers that have been illegally alienated.

Due to the lateness of the hour and necessity for some members to participate in other meetings, Council adopted motion by Mrs. Renze, seconded by Mr. deValinger, that the remaining items of business be laid over for consideration by the incoming Council.

Adjournment followed at 11 p.m.

DOLORES C. RENZE, *Secretary*

#### MINUTES OF THE BUSINESS MEETING

Philadelphia, October 7, 1959

The meeting was called to order in the Franklin Room of the Benjamin Franklin Hotel at 9:30 p.m., October 7, 1959, by President Oliver W. Holmes, with approximately 200 members in attendance. A motion was proposed and adopted to dispense with the reading of the 1958 annual business meeting minutes and to accept them as published in the *American Archivist*.

The annual financial report was given by Leon deValinger, Jr., treasurer, which related that the Society's cash assets as of June 30, 1959, for the operating year were \$20,270.53. These included 1958-59 receipts of \$8,732.91. Total disbursements for the year amounted to \$9,716.76, leaving a balance forward as of July 1, 1959, in amount of \$10,553.77. The treasurer's annual report and financial statement were filed for record with the secretary and ordered published in the *American Archivist*.

Report of the Auditing Committee was read by Henry Howard Eddy, chairman, who moved acceptance of the report. This was adopted.

The annual report of the secretary was next given by Mrs. Renze. It was filed for the record. The report will be published in full in the *American Archivist*, as is customary. [*Editor's note*: This report was published in the January 1960 number.]

The chairman of the International Relations Committee, T. R. Schellenberg, announced to the meeting that plans were under way for a significant

Latin American Conference of Archivists to be held in Washington, D. C., in October 1960. He expressed hope that conflict in meeting dates of the Society's 1960 annual meeting could be avoided. Dr. Schellenberg also explained the background of the policy statement adopted at the Peru meeting of the Pan American Institute of Geography and History relating to alienation of documents, which had been reported to Council for consideration as to endorsement.

At this point in the proceedings President Oliver W. Holmes announced conferral of Honorary Memberships in the Society on two former Presidents of the United States, the Honorable Herbert C. Hoover and the Honorable Harry S. Truman. The folio containing the citations will be transmitted by President Holmes to these distinguished gentlemen.

In order that the names of the 1959 elected Fellows may be recorded in the minutes, the secretary was instructed to list the names of those so honored at the twenty-second annual dinner. They are: David C. Duniway, David C. Mearns, Kenneth W. Munden, Francis L. Berkeley, Jr., Lewis J. Darter, Jr., Henry P. Beers, David L. Corbitt, Lola M. Homsher, Gust Skordas, Thad S. Page, James W. Patton, and Marcus W. Price.

Also, as a matter of record in the minutes, the first Waldo Gifford Leland Prize winners were announced at the annual dinner by Ernst Posner, chairman of the award committee, and the awards were made by President Holmes to Theodore R. Schellenberg, author, and Manuel Carrera Stampa, translator, of the treatise, *Archivos Modernos: Principios y Técnicas*, published in Havana, 1958.

The President called for the report of the Committee on Nominations. Chairman David Duniway on behalf of the committee placed in nomination the following:

1959-60 Vice President (and President-elect, 1961) — Philip M. Hamer, Washington, D. C.

1959-60 Treasurer — Leon deValinger, Jr., Dover, Del.

1959-60 Secretary — Dolores C. Renze, Denver, Colo.

1959-64 Council Member — W. Kaye Lamb, Ottawa, Canada.

Nominations from the floor for each office were called for by the President. ~~None being heard, there remained but one candidate for each office.~~ *On viva-voce* vote the secretary was instructed to cast the elective ballot for the slate of officers placed in nomination.

In accordance with provisions of the Constitution, Mary Givens Bryan, 1958-59 vice president, succeeds to the 1959-60 presidency.

Announcements followed and greetings from colleagues in Sweden and Mexico were read by the secretary; also, a telegram from the Torch Press, publishers of the *American Archivist*. The Archivist of the United States introduced to the group the Archivist of Puerto Rico, Señor Luis M. Rodríguez Morales.

Mrs. Bryan announced the 1960 nominations committee as follows: Wayne C. Grover, chairman, to be assisted by the Rev. Henry J. Browne and William D. Overman.

There being no further business to come before the meeting, adjournment was declared at 10:15 p.m.

DOLores C. RENZE, *Secretary*

#### MINUTES OF THE COUNCIL

Philadelphia, October 8, 1959

The first meeting of the 1959-60 Council was called to order at 10 p.m. by President Mary G. Bryan. All members were in attendance with the exception of Herman Kahn and W. Kaye Lamb, newly elected Council member.

The order of business took up matters laid over from the previous Council meeting. Mrs. Bryan introduced Richard Higgins of Boston, Mass., who will serve as the 1960 Local Arrangements Chairman; also, Alice Smith of Madison, Wis., who will be the Program Chairman.

The Council resolved itself into a committee of the whole for discussion, which resulted in the following determinations: the 1960 meeting at Boston will convene at the Somerset House (if satisfactory arrangements can be effected); registration will open on the evening of October 4; the 5th will be devoted to workshops; and the 6th and 7th will be occupied with the formal sessions of the program. October 6 was selected as the annual dinner and business meeting date.

At the conclusion of discussions relating to arrangements and programing Miss Smith and Mr. Higgins withdrew from the meeting and Council continued the regular business of the meeting.

As had been previously determined, the 1961 meeting was confirmed for Independence, Mo. It was pointed out by Wayne Grover that headquarters would of necessity be in Kansas City, Mo., since hotel accommodations in Independence, Mo., are lacking; that one full day at the Truman Library would probably be planned; and that the remaining meetings would be held in the hotel headquarters.

Prior action of Council designating New York City as the meeting place in 1962 was rescinded in order to reopen discussion to consider the very attractive invitation presented by Mr. John M. Flory on behalf of the Eastman Kodak Company, Eastman House, the Rochester Inter-Museum Council (representing ten cultural institutions), the Rochester Public Library, several business firms, and numerous educational and historical institutions. Mr. Flory pointed out that a meeting in this area would afford an excellent opportunity for exploration of the area of photographic and related archival problems. Mr. Flory is the chairman of the Society's Audio-Visual Records Committee. The Council voted to accept the invitation and directed the secretary to so advise those who extended the invitation and to express appreciation on behalf of the officers and Council for the excellent coordination of effort in presenting the proposal.

The president announced appointment of two additional members to the Long Range Planning Committee as follows: William D. Overman and Julian P. Boyd. Mrs. Bryan reported that Oliver W. Holmes was elected by

members present at the first committee meeting in Philadelphia to serve as chairman for one year.

Mrs. Renze presented to the Council for examination a study relating to revision of the Constitution which might clarify and strengthen the Society's position in claiming exemption as a nonprofit professional and educational organization. Copies were distributed and comments requested in time for consideration at the midwinter meeting. Mrs. Renze also reported that she will endeavor to prepare an annual directory, either mimeographed or multi-graphed, which can serve as a working tool for Council members and committee chairmen.

Mr. deValinger stated that he will present the budget for consideration at the December Council meeting.

The Council next heard from the new editor of the *American Archivist*, Kenneth Munden, who requested Council's approval of his nominations for appointment to the editorial board and staff, as follows:

*Editorial Board:*

Florence E. Nichol, National Archives (continuing).

John C. L. Andreassen, Director, Archives and Records Commission, State of Louisiana.

David C. Duniway, Archivist, State of Oregon.

Richard G. Wood, Director, Vermont Historical Society.

*Editorial Staff:*

Elizabeth Hawthorn Buck, National Archives, associate editor (continuing).

Henry P. Beers, National Archives, review editor (continuing).

Dorothy Hill Gersack, National Archives, news notes editor.

Lester K. Born, Library of Congress, foreign abstract editor.

Julia Ward Stickley, National Archives, editorial assistant.

Karl L. Trever, National Archives, advertising editor (continuing).

On vote of Council the recommendations were approved by unanimous consent.

A discussion was initiated by the editor concerning the advisability of issuance of the annual bibliography as a supplement to each January issue of the *American Archivist*. Council expressed a desire to favor the policy of reuniting the bibliography in one issue, and voiced a preference for it to appear in the January issue on an annual basis. It was recognized that for reasons beyond control of the editor the 1959 bibliography will of necessity have to appear in the April 1960 issue.

Proposal of the editor that amendment of the Constitution be essayed to provide for simultaneous terms for the members of the editorial board to coincide with the term of the editor was not acted upon, but referred back to the editor for presentation in accordance with Article 26 of the Constitution relating to amendments thereto.

A motion to appoint a committee to design an official seal for the Society was offered by Mr. Munden, seconded by Mrs. Renze, and passed by Council. The secretary was asked to communicate with Albert H. Leisinger, Jr., of the National Archives to learn if he would be willing to act as chairman of such a committee. Also, the secretary was instructed to review the membership roster to see if there were others who might be qualified to serve with Mr. Leisinger.

Mr. deValinger directed to the attention of the Council that the provisions under which the Waldo Gifford Leland Prize is made must be specifically called to the attention of future committees, since the funds available are restricted to the amount of interest earned by investment of the original gift fund, and arrangements must be made in advance to insure that the awards can be made at the proper time.

Pursuant to suggestion offered by Wayne Grover, it was agreed that henceforth the secretary will be authorized to notify members who are elected as Fellows sufficiently in advance of the annual meeting so that plans can be made for attendance at the annual meeting to receive the honor.

With no further business to come before the meeting, the Council adjourned at 1 a.m.

DOLORES C. RENZE, *Secretary*

#### COMMITTEE ASSIGNMENTS

Mary Givens Bryan, president of the Society, has appointed the following chairmen and members of committees:

##### *Administrative Committees*

**Auditing:** Vincent A. Nunziato, *chairman*; Elwood R. Maunder and Esther C. Mallory.

**Local Arrangements:** Richard D. Higgins, *chairman*; Richard G. Wood, Olney W. Hill, Mary T. Quinn, Alan E. Gorham, John H. Shanks, and Clifford K. Shipton.

**Waldo Gifford Leland Prize:** Lester J. Cappon, *chairman*; G. Philip Bauer and Philip C. Brooks.

**Nominations — 1960:** Wayne C. Grover, *chairman*; William D. Overman and Rev. Henry J. Browne.

**Professional Standards:** Oliver W. Holmes, *chairman*; Philip C. Brooks, Solon J. Buck, Lester J. Cappon, Christopher Crittenden, Wayne C. Grover, Waldo Gifford Leland, William D. McCain, Margaret C. Norton, William D. Overman, Ernst Posner, and Morris Radoff.

**Program:** Alice E. Smith, *chairman*; Robert W. Lovett, John F. X. Britt, and William T. Alderson.

**Membership:** James Fuchs, *chairman*.

**Publicity:** Edward N. Johnson, *chairman*.

**Resolutions:** Howard W. Crocker, *chairman*; Charles Shetler, Marion Pratt, and Margaret C. Pierson.

##### *Ad Hoc Committees*

**Long Range Planning:** Oliver W. Holmes, *chairman*; Robert H. Bahmer, Herbert E. Angel, Christopher Crittenden, Morris Radoff, Ernst Posner, William D. Overman, and Julian P. Boyd.

**Civil War Centennial:** H. G. Jones, *chairman*; Dallas Irvine, Robert T. Quarles, Jr., Charlotte Capers, Richard G. Wood, William J. Petersen, Nyle H. Miller, Sidney Forman, and Clement M. Silvestro.

##### *Technical Advisory Committees*

**Audio-Visual:** John M. Flory, *chairman*; Hermine Baumhofer.

**Bibliography:** Lester K. Born, *chairman*; Grace Quimby, Ernst Posner, and William S. Ewing.

**Buildings and Equipment:** Victor Gondos, Jr., *chairman*; Everett O. Alldredge, Leon deValinger, Jr., and Dorman H. Winfrey.

Manuscripts (Joint): Philip M. Hamer, *chairman*; Watt P. Marchman, Francis L. Berkeley, Jr., Alice Smith, Lucile Kane, and Howard Peckham.

Microfilming: Richard W. Hale, Jr., *chairman*; Howard W. Crocker, Dorothy K. Taylor, and Albert H. Leisinger, Jr.

Preservation Methods: Gust Skordas, *chairman*; Wallace Bulpitt and Dale Fields.

Records Management: William L. Rofes, *chairman*; Robert A. Shiff, Thornton W. Mitchell, Thomas Wilds, John T. Caton, Rex Beach, Belden Menkus, and Herbert E. Angel.

#### *Special Area Committees*

Business Records: Irene M. Strieby, *chairman*; Robert W. Lovett, A. A. Deter, James Katsaros, William Benedon, Helen L. Davidson, and William D. Overman (advisory member).

Church Records: August R. Suelflow, *chairman*; Melvin Gingerich, Mabel Deutrich, Claude E. Spencer, and Rev. Pascal M. Varieur.

College and University Archives: Philip Mason, *chairman*; Helen L. Chatfield, William Wallace, May Dornin, Dorothy G. Harris, Leonidas Dodson, Jacqueline Page Bull, and F. Clever Bald.

Federal-State Relations: Sherrod East, *chairman*; Robert M. Brown, Philip C. Brooks, Lewis J. Darter, Olney W. Hill, and Morris Radoff.

International Relations: Ernst Posner, *chairman*; Robert Claus, David Duniway, Carl Lokke, and Philip P. Brower.

Labor Union Records: Paul Lewinson, *chairman*; Morris Rieger and Rev. Henry J. Browne.

Municipal Records: Charles E. Hughes, Jr., *chairman*; Charles F. Poole, John Kerstetter, James Katsaros, and Lawrence J. LeGuennec.

State Records: Robert M. Brown, *chairman*; Everett L. Cooley, Wm. N. Davis, Jr., Bruce C. Harding, H. C. Jones, Gust Skordas, Lola M. Homsher, and Mary Givens Bryan (advisory member).

## INTERNATIONAL TECHNICAL COURSE ON ARCHIVES

The *stage technique internationale d'archives*, created by the *Archives Nationales* in Paris in 1951, will enter upon its tenth year in January 1961, when its next program will begin. Those registered for the course will obtain, in addition to formal instruction, practical experience or observation in methods of renovation and repair, photoduplication, and other technical archival processes. Sessions will end in March 1961, after which foreign students may make arrangements to continue their practical work either in the *Archives Nationales* or in one of the depositories of *archives départementales*. Persons interested should request further details in the near future from the Direction des Archives de France, 60 rue des Francs-Bourgeois, Paris 3ème, France. Scholarships are available.

## NATIONAL ARCHIVES AND RECORDS SERVICE

At the close of the year the Director of the Bureau of the Budget approved the transfer, effective January 1, 1960, of responsibility for administering the Army's Field Records Center, at Kansas City, Mo., to the General Services Administration. In this center the Army concentrated over a million feet of the records of field commands operating in the continental United States and overseas between 1939 and 1952. The records of the World War II service commands,



theater headquarters (including NATOUSA or MTOUSA and ETOUSA), and OMGUS for Germany are included. Continuous processing under the Army's disposal standards reduced the center's holdings as of January 1 to approximately 350,000 cu. ft.

### *National Archives*

"Lady Archivist Helps Shipwreck Explorers" was the equivocal headline of an article in the *Washington Post* (Feb. 14, 1960) concerning the reference service provided by Hope (Mrs. Forrest R.) Holdcamper to skin-divers who explore the hulls of sunken ships. ¶Effective January 1, 1960, the National Archives Section, Special Records Branch, Adjutant General's Office, Department of the Army, was transferred to the War Records Division and redesignated as the Determinations Staff. By an agreement with the Department of the Army, concluded December 31, 1959, the Department retained responsibility for acting administratively on inquiries involving the determination of constructive dates of service, the correction of an individual's military records, the issuance of discharge certificates or certificates in lieu thereof, and the issuance of awards and decorations. ¶Early in December 1959 the National Capital Planning Commission approved a General Services Administration plan to convert the 76-year-old Pension Office Building, 5th and F Streets, N. W., to house military records in the custody of the National Archives. ¶The series of preliminary inventories has been extended by the publication of no. 122, *Records of the Collector of Customs, Puget Sound District, in the Federal Records Center, Seattle, Washington*, compiled by Elmer W. Lindgard. This is the first inventory to be published covering Federal records retained in a Records Center. ¶Microfilm publications recently issued are Letters Received by the Office of Indian Affairs from nine additional Agencies (111 rolls); Population Schedules of the 1820 Census for the States of Delaware (1 roll), Indiana (3 rolls), and Massachusetts (9 rolls); Passenger Lists of Vessels Arriving at Boston, 1848-88 (80 rolls); Despatches from U. S. Consuls in Nuevo Laredo, 1871-1906 (4 rolls); State Department Territorial Papers: Dakota, 1861-73 (1 roll); and Compiled Service Records of Volunteer Soldiers Who Served During the Mexican War in Organizations from the State of Texas (19 rolls), and of Confederate Soldiers Who Served in Organizations from the States of South Carolina (392 rolls) and Tennessee (359 rolls). ¶The American Historical Association's Committee for the Study of War Documents has prepared and the National Archives has published an additional guide to German records microfilmed at Alexandria, Va. no. 14, *Records of the German Field Commands, Armies* (Part I).

### *National Historical Publications Commission*

Sen. Leverett Saltonstall (Massachusetts) was appointed a member of the Commission on August 3, 1959. ¶The publication of the first volume of *The Papers of Benjamin Franklin*, covering the years 1706-34, was observed on November 22, 1959, by a ceremony in the Sterling Memorial Library in New Haven, Conn. Sponsored by the American Philosophical Society and Yale University, and supported by a grant from *Life*, the *Franklin Papers*, which



are expected to be published over a period of 15 years in 40 volumes, are being prepared for publication by Leonard W. Labaree, editor, Whitfield J. Bell, Jr., associate editor, and Helen C. Boatfield and Helene H. Fineman, assistant editors. Vol. 1 (lxxxviii, 400 p., Yale University Press) sells for \$7.50. Labaree, in an article in the *New York Times Book Review* (Nov. 22, 1959), states that his "editorial files now contain photocopies of about 27,800 manuscript pieces belonging to about 325 owners and located in thirty-one states from Maine to Hawaii, the District of Columbia, and fourteen foreign countries." ¶ The publication of the first volume of *The Papers of Henry Clay*, subtitled *The Rising Statesman, 1797-1814*, was marked on December 6, 1959, with a ceremony at Clay's home, "Ashland," in Lexington, Ky. Sponsored by the University of Kentucky and supported by the Lilly Endowment, Inc., the *Clay Papers*, which are expected to fill 10 volumes, are being prepared for publication by James F. Hopkins, editor, and Mary W. M. Hargreaves, associate editor. Vol. 1 (xv, 1037 p., University of Kentucky Press) sells for \$15. ¶ Leon deValinger, Jr., State Archivist of Delaware and treasurer of the Society of American Archivists, heads a project to edit and publish a comprehensive edition of the letters of John Dickinson, statesman of the Revolutionary and early national periods. This project is officially sponsored by the Public Archives Commission of the State of Delaware and the Friends of John Dickinson Mansion, Inc. As editor of the projected publication Mr. deValinger would welcome information about the location of any letters or other papers by Dickinson and any communications addressed to him.

#### *Office of Records Management*

Everett O. Alldredge, who has been in charge of the office since Herbert E. Angel left on November 12, 1959, was appointed Assistant Archivist of the United States, Office of Records Management, effective January 24. Dr. Alldredge is the author of "Standards for Federal Records Center Buildings," an article in this issue of the *American Archivist*. ¶ Chester L. Guthrie, chief of the Agency Surveys Division, is vice chairman of the interagency Subcommittee on Shipping Documentation, which is working to simplify documentation in international shipping. The improvements were to be discussed at the Intergovernmental Maritime Consultative Organization's meeting in London, March 1-4. ¶ *The United States Government Correspondence Manual*, developed by the Office of Records Management with the help of an advisory board representing major departments and agencies and a working committee of 21, should be available from the Government Printing Office by the end of this year. ¶ The office has undertaken several projects related to records of United States courts. A study of procedures and forms used in docketing cases, handling of mail and correspondence, and the need for statistical analyses of court data has been undertaken for the Supreme Court. A new subject-numeric correspondence manual for use in the Administrative Office of the United States Courts, as well as in the offices of the clerks of district and appeals courts, has been distributed.

Four training lectures on records in custody written by staffs of regional

records centers and published during the last quarter of 1959 covered records of the Agricultural Stabilization and Conservation county offices, CSS, U. S. Department of Agriculture, prepared by the Fort Worth Center; records of the Immigration and Naturalization Service, Department of Justice, prepared jointly by the New York and Fort Worth Centers; individual income tax returns of the Internal Revenue Service, prepared by the Boston Center; and Defense Department transportation records, prepared by the Atlanta Center.

### *Office of the Federal Register*

The 1959 volume of the new series of *Public Papers of the Presidents of the United States* was published by the Government Printing Office in March 1960. Five volumes are now available, covering the years 1955-59. Volumes for the years 1954 and 1953 will be released during the summer and fall of 1960. With the publication early in 1961 of the 1960 volume, coverage of the Eisenhower Administration will be complete. Work on the Truman papers will then go forward.

### *Harry S. Truman Library*

A statement clarifying the extent to which the papers deposited in the Library have been opened to scholars was published in the February 1960 issue of *History News*, the organ of the American Association for State and Local History. ¶ Oscar L. Chapman, Secretary of the Interior from 1949 to 1953, has deposited his personal papers in the Library. These relate to the river basin projects of the West, the national parks, the St. Lawrence Seaway — in short, many of the activities with which the Department of the Interior was concerned during the 20 years of Chapman's service. ¶ The career of Charles S. Ross as White House Press Secretary is documented by a smaller group of papers received recently. ¶ Thomas Hart Benton's mural painting, "Independence and the Opening of the West," which was begun in November 1959, will depict the plains Indians, the hunters and trappers, the *voyageurs*, and the permanent settlers who finally displaced the Indians. It will also show Independence in the 1840's as an outfitting station for the wagon trains leaving for Oregon and other parts of the West. The mural is being purchased at a cost of \$60,000 by the Harry S. Truman Library, Inc., the private corporation that built the Library structure. ¶ The purchase has been announced of the private book collection of Samuel F. Bemis, retiring as Sterling Professor of Diplomatic History at Yale University. This important collection will provide background for studies at the Library of the foreign relations as well as the diplomatic problems of the Truman administration. ¶ The third annual meeting of the Board of Directors of the Harry S. Truman Library Institute for National and International Affairs was scheduled to be held on March 26. Attention was to be given to continuation of the grant-in-aid program and to other ways of promoting research at the Library. In connection with the Board meeting a conference was to be held of historians and political scientists representing the nine universities that are required to be represented on the

Board of Directors of the Institute: St. Louis University, Washington University of St. Louis, Kansas City University, and the State universities of Missouri, Kansas, Oklahoma, Iowa, Nebraska, and Minnesota. ¶ The museum attendance since the opening of the Library in September 1957 has passed the 250,000 mark.

#### *Dwight D. Eisenhower Library*

The scores of gifts received by President Eisenhower on his good-will tour of December 1959 will be placed in the museum part of the Library, now under construction in Abilene, Kans. A group of contracts covering the erection of the main building and completion of the archives section was let on December 21, 1959, by the State Architect's office in Topeka. Other contracts had been let early in October. The archives section is scheduled for completion in time to receive the President's papers when he leaves office in 1961.

### LIBRARY OF CONGRESS

#### *Manuscript Division*

The Manuscript Division has received a new source for the study of recent diplomacy and international law in the papers of John Bassett Moore, which were presented by his daughters. The approximately 100,000 letters and related items span Moore's career from his appointment, in 1886, as Third Assistant Secretary of State, until 1947, the year of his death. They amply cover his service in a series of public posts — Assistant Secretary of State in the McKinley administration, counselor of the Department of State under President Wilson, and member of the Permanent Court of International Justice — and as Hamilton Fish Professor of International Law and Diplomacy at Columbia University, 1891-1924. The Moore papers may be consulted at the present time only with special permission. ¶ The papers of George Sutherland (1862-1942), lawyer, United States Senator from Utah, and Associate Justice of the Supreme Court of the United States, have been given to the Library by his daughter, Mrs. Walter A. Bloedorn. Numbering some 5,000 pieces, the papers are composed of a few early diaries, legal briefs (1887-1901), Justice Sutherland's Supreme Court opinions (1922-37), correspondence (1902-41), and miscellaneous related material. ¶ The first installment of the papers of James Couzens, a gift of the Senator's estate, has been received. ¶ To the Library's collections documenting the military and governmental aspects of the early years of American occupation of the Philippine Islands have been added a series of 50 detailed letters and a diary, in which Blaine Free Moore writes frankly of local conditions in the Islands from 1901 to 1906, while he was a teacher and school official there. ¶ Two additions have been made to existing manuscript collections. The Daniel Scott Lamont papers have been augmented by about 50 holograph letters (1886-1906) from President and Mrs. Cleveland, letters from Lamont while a student at Union College in Schenectady, N. Y., letters sent and received (1897-1905), autographs including one of President Lincoln (1863), and several hundred additional papers (1884-88) of President Grover Cleveland. Items added to Adm. William D. Leahy's papers include

diaries (1948-56) and notes, drafts, and proofs of *I Was There* (1950). ¶ Registers of the papers of Bishop Charles Henry Brent, Herbert Corey, Judson King, Grover C. Loening, William Gibbs McAdoo, and Wallace H. White have been published and are available, free of charge, from the Office of the Secretary, Library of Congress, Washington 25, D. C. ¶ The third series of microfilm reproductions of Presidential papers, those of Abraham Lincoln, may be purchased for \$765 from the Chief, Photoduplication Service; it is available also under interlibrary loan regulations.

### *Other Divisions*

Unusual research materials added recently to the Library's holdings include tape recordings of CBS Radio's 1958-59 Peabody Award-winning series, "The Hidden Revolution" (6 broadcasts); approximately 158,000 feet of documentary film, 1928-59, of the Douglas Aircraft Co., Santa Monica, Calif., including 29 complete sound pictures; and a set of 87 Royal Cruising Club charts (1903-14). ¶ The Carnegie Corporation of New York announced on December 7, 1959, a grant to enable the Library to operate for five years an Africana Section in its Reference Department. The unusual holdings of Africana, which include many manuscripts, result from an acquisition program dating from the year 1800.

## OTHER FEDERAL NEWS

### *Congress*

In March 1957 *Nation's Business* estimated that American businessmen spend more than \$200 million a year filling out an "incredible volume of reports, records, and questionnaires" for Washington agencies. The *Preliminary Report on Business Reporting Requirements of the Federal Government*, released December 6, 1959, by Rep. John Lesinski, chairman, Subcommittee on Census and Government Statistics of the House Committee on Post Office and Civil Service, presents some early findings on this problem and describes some of the more specialized inquiries and analyses in progress. Appendix B is the "Final Report on Status of Hoover Commission's Paperwork Targets" submitted to the Subcommittee by the Bureau of the Budget. This staff report, prepared by the Office of Statistical Standards, covers the status of the last 57 of the 169 paperwork targets recommended for further study in the 1955 report on "The Nation's Paperwork for the Government," made by the Task Force on Paperwork Management of the second Hoover Commission. The subcommittee encourages industry and business to fight paperwork by calling attention to needless records, reports, forms, or regulations. Copies of its *Preliminary Report* may be secured from the subcommittee, 215 House Office Building, Washington, D. C.

### *Executive Office of the President*

On January 11, 1960, the *Northern Virginia Sun* (Arlington) published a story about the work of Wayne Hawks, chief of records at the White House.

According to this article, a sign posted in the White House correspondents' pressroom, signed "Jim Hagerty," reads: "If you want to know anything about official records, call Hawks, not Hagerty."

#### *Department of State*

A Records Management Council, consisting of records liaison officers designated by all areas of the Department, was established in October 1959. Its purpose is to provide the Division of Records Management with closer liaison with operating offices. In the same month the Department inaugurated a new records management training program for Foreign Service personnel. The course includes instruction in file organization and maintenance, file classification, control procedures, records disposition and retirement, and reporting requirements. Laboratory training is provided on current and retired files. So far, 35 employees, assigned to foreign posts of varying sizes, have attended these sessions. ¶ In order to reduce records holdings prior to the movement into a new building, the records management staff is conducting a series of records disposition workshops. Five areas of the Department have participated so far. As the result of the formal presentation and office efforts to implement the instructions, a total of 1,225 cu. ft. of records has been destroyed and 700 cu. ft. retired to the Records Service Center.

#### *Department of the Army*

The Army is successfully combining its filing and disposition systems under "The Army Functional Files System" (TAFFS). Before January 1959 records were filed according to the "War Department Decimal File System," which was based on the Dewey decimal system of library classification and various other systems. Army records were disposed of in accordance with instructions contained in a series of 14 Army regulations. In effect, two distinct systems existed, one for filing and one for disposition of records. On January 1, 1959, TAFFS became mandatory for all Army field activities and optional for headquarters offices. Eventually it will be mandatory throughout the Army, since it eliminates the 40-year-old "War Department Decimal File System."

TAFFS provides for filing records according to the existing disposition system. Papers are identified in terms of function and subfunction. File numbers are obtained from the last three digits and the paragraph numbers of the Army regulations governing the disposition of files. For example, Army Regulation 345-262 pertains to the maintenance and disposition of civilian personnel files. Paragraphs of that regulation represent specific subfunctions or processes that are performed in the major functional area of civilian personnel administration. Paragraph 24 of that regulation defines "retention register files," provides maintenance instructions for them, and authorizes their destruction after five years. Therefore, the file classification 262/24 would identify the document as a retention register, which would be destroyed after five years.

The costly, time-consuming records control schedules are also eliminated by TAFFS. Under the new system, the data formerly placed on schedules are placed on the labels of folders, guide cards, or file drawers. (Such a label would



appear as follows: "262/24 Retention register files. 5 years." This means that the files concerned would be cut off at the end of each calendar year, held in the current files area for one year, and then transferred to the local records holding area where they would be held for four years and then destroyed.)

The new files system is resulting in other important benefits to the Army. The cost of training many thousands of military and civilian personnel is being greatly reduced, since clerks need training in only one system instead of two. The disposition of files is simplified and therefore is less costly. Other economies, principally in files planning and in written directives, are being realized.

Because of the widespread interest in the Army's new system, briefings have been given to the Archivist of the United States and key members of his staff, to records management personnel of several other Government agencies, and to members of the Interagency Records Administration Conferences in Washington, Baltimore, and San Francisco.

### *Department of Justice*

In reporting recently to the Attorney General on the effectiveness of records retirement, Armando di Girolamo, chief of the Records Administration Office, showed that the Department in spite of increased activities now operates with half as many records on hand as it did 15 years ago. During that period, 1,142,305 cu. ft. were disposed of or retired with a savings of \$11,308,385. ¶ Those who administer the Department's archives note that *ca.* 1912 President William Howard Taft favored informality in Government correspondence. He referred communications to the Attorney General by his handwritten notes on the back.

### *Post Office Department*

Archivists and curators of manuscripts, whose interests often coincide with those of philatelists, will be interested in the revelation, in a United Press dispatch of January 30, that the signature of George Washington appearing on the first stamp in the new "American Credo" series is an artist's conception rather than a facsimile. The artist is reported to have modified Washington's signature to make it more legible and to fit it into the space available in the design. The new stamp was issued on January 20. ¶ Among the problems that will face the Department next fall when facsimile (electronic) mail is tried experimentally between Washington and another major city (not yet selected) will be the disposal of the original letters. Seven million first-class letters are mailed in Washington on an average day. Postal officials fear that destruction of the original letters could lead to legal problems; yet, the cost of storage of the original letters or of their return to senders could be as great as the savings effected by the electronic system.

### *Department of Commerce*

"Research Possibilities in the U.S. Coast and Geodetic Survey Records," by Nathan Reingold, Science and Technology Division, Library of Congress, appears in the recently issued October-December 1958 number of the *Archives Internationales d'Histoire des Sciences*. ¶ The average time taken to process

a successful patent application is now well over a year. The Patent Office expects to reduce this time to three months with the use of computers. A punch-card system has been used with some success for over two years to check chemical patents. In April 1960 an electronic computer will be put into operation on an experimental basis. Inventions, minutely catalogued, will be reduced to numerical equations on electronic disks. Essential characteristics of patents covered by new applications will be compared by the computer with earlier similar patents. D. D. Andrews, director of research and development, expects this comparison to reduce the number of documents that have to be examined from about 200 to 5 or 6. ¶ The Census Bureau estimates that as many as 180 million persons will be enumerated in the 300,000 enumeration districts during the 1960 census. Major changes introduced are the methods of data-gathering (greater use of sampling and of respondents) and all-electronic processing of the returns. These changes will save the time of enumerators, improve the quality of information, and speed up the tabulations and reports. New inquiries in the present census relate to place of work, means of transportation to work, whether school attended is public or private, school attendance for persons up to 34 years of age, and completion of at least one year of graduate work. Many new items appear also in the housing census. Final reports of population statistics will be issued between November 1960 and December 1962, and of housing during the two-year period beginning in June 1960. There will be one joint report, "Population and Housing Information by Census Tracts." The Census Bureau has estimated that a total of 100,000 pages of reports will be published. The estimate of the number of 100-foot microfilm rolls of schedules is 50,000, or more than 950 miles of film. (The schedules of the 1860 census, on microfilm at the National Archives, are on 314 rolls, or about 6 miles of film.)

#### *General Services Administration*

A handbook, *How to Prepare and Process U. S. Government Bills of Lading*, prepared by Transportation and Public Utilities Service with General Accounting Office cooperation, is being distributed to Federal agencies. It is available to the public for 35¢ a copy.

#### *Lincoln Sesquicentennial Commission*

The publication of the first two of the three projected volumes of *Lincoln Day by Day: a Chronology, 1809-65*, the Commission's major research project, was observed in a public program at the Library of Congress on February 11. William E. Baringer, professor of history at the University of Florida and former executive director of the Commission, was responsible for these volumes (1809-61), the record up to Lincoln's Presidency. They are available from the U. S. Government Printing Office, Washington, D. C., at \$2 each.

## CONFERENCES

#### *American Association for State and Local History*

The Association's twentieth annual meeting is scheduled for August 31-September 3, 1960, at Iowa City, Iowa, with the State Historical Society of



Iowa as host. The program chairman, Russell Fridley, director of the Minnesota Historical Society, plans to include a one-day tour of the Amana Colonies (established in 1854 and reorganized in 1932). The Association has held its meetings from time to time jointly with the Society of American Archivists.

#### *American Historical Association*

The 74th annual meeting of the American Historical Association was held at the Conrad Hilton Hotel in Chicago, December 28-30, 1959. The sessions included one devoted to "New Ideas and New Aids in Historical Research," at which David C. Mearns of the Library of Congress spoke on the National Union Catalog of Manuscript Collections. ¶ Nathan Reingold of the Science and Technology Division of the Library of Congress discussed the holdings of the Library in this field at the joint session with the History of Science Society. The joint session with the American Association for State and Local History was devoted to the subject: "What Do We Expect of the Historical Society?" ¶ At the customary luncheon meeting of the Society of American Archivists, on Tuesday, December 29, Bell I. Wiley gave an address, "The Role of the Archivist in the Civil War Centennial," the formal version of which is published in this issue of the *American Archivist*. ¶ Upon invitation of the Executive Director (Philip M. Hamer) of the National Historical Publications Commission, editors of the several documentary publications met at luncheon on December 30 to exchange progress reports and discuss their editing problems.

#### *Association of Records Executives and Administrators*

Vincent A. Nunziato of Chemical Bank, New York Trust Co., a member of the Society of American Archivists and chairman of the 1959-60 Auditing Committee, has been elected treasurer of the Association of Records Executives and Administrators, which meets monthly on the second Wednesday in the Winthrop Room of the Roger-Smith Hotel, New York City. Its third annual Records Management Conference will be held May 2 under the chairmanship of Alan Negus of NAREMCO, Inc. Norman L. Gullifer of the New Jersey Bell Telephone Co. is president.

#### *American Scenic and Historic Preservation Society*

Helen Duprey Bullock, historian of the National Trust for Historic Preservation and editor of *Historic Preservation*, was awarded a special citation of achievement by the society on January 20 at its 31st annual awards luncheon in New York City. The award was in recognition of Mrs. Bullock's "high professional standards and dedicated services to the movement of historic preservation" in the United States.

#### *Records Management and Vital Records Protection Symposium*

The "Records Management and Vital Records Protection Symposium" held at Wichita, Kans., January 18-20, under the sponsorship of Underground Vaults & Storage, Inc., of Wichita, was attended by many members of the Society of American Archivists, including the following who served as panelists or moderators or otherwise participated actively: Richard C. Grimes (West-

inghouse Electric Corporation, Pittsburgh), Matson Holbrook (Matson Holbrook Co., Denver), Edmund D. Dwyer (Navy Management Office, Washington), Emmett J. Leahy (Leahy & Co., New York City), L. E. Yont (National Storage Co., Inc., Pittsburgh), Edward N. Johnson (Office of Civil and Defense Mobilization, Battle Creek), and Dolores C. Renze (Division of State Archives and Public Records, Denver). The symposium had the dual theme of discussing ways to bring about economical and efficient records management and to assure continuity of operation through vital records protection. The approximately 150 persons in attendance were shown the 128-acre section of the Carey Salt Co.'s mine, 645 feet underground at Hutchinson, which has been leased for development as a records storage center by Underground Vaults & Storage. The area of the mine so converted encompasses 5,494,000 sq. ft. As quoted in the *Wichita Eagle* (January 20), Mr. Leahy, in stressing the importance of storing records underground to secure them from the effects of nuclear warfare and other disasters, acknowledged how difficult it is "to face up to the fact that the next battleground, if there is one, will include Main Street, U. S. A."

#### *American Philosophical Society*

"The Preservation and the Reproduction of the Manuscripts of the Vatican Library Through the Centuries" was the subject of a talk given at the semi-annual meeting of the Society in Philadelphia, November 12, 1959, by the Very Rev. Anselmo M. Albareda.

### STATE AND LOCAL NEWS

#### *California*

W. Glenn Campbell became director of the Hoover Institution on War, Revolution, and Peace, Stanford University, on November 19, 1959.

#### *Colorado*

The staff of the new Division (formerly department) of State Archives and Public Records in the executive branch of the Colorado State government is now under State civil service.

#### *Connecticut*

The *New York Times* reported on February 14, 1960, that Yale University Library's collection of Western Americana has been enriched by the gift of the 67 notes written by William Clark of the Lewis and Clark Expedition that were the subject of the unsuccessful suit of the United States Government, which contended that the documents were part of the official records of Clark while he served the United States. For details on the circumstances of the case our readers are referred to Robert H. Bahmer's article, "The Case of the Clark Papers," in *American Archivist*, 19: 19-22 (Jan. 1956), and to that of Julian P. Boyd, "'These Precious Moments of . . . Our History,'" in *American Archivist*, 22: 147-180 (Apr. 1959). The gift of the documents to Yale was made by Frederick W. Beinecke, of New York, who purchased the documents

from Louis Starr, a New York stockbroker who lived in Princeton, N. J. ¶ The first two of six projected volumes of *The Swinburne Letters*, edited by Cecil Y. Lang, were published on October 28, 1959, by the Yale University Press (\$15). The volumes cover the period 1854-75. This first comprehensive collection of the correspondence of Algernon Charles Swinburne will reproduce the texts of about 2,000 manuscripts in the Harvard, Huntington, Rutgers, and Yale libraries.

### *District of Columbia*

The Interagency Records Administration Conference at its November meeting in the National Archives theater discussed probability sampling to reduce paperwork, and at its January 15 meeting considered the meaning of management analysis activities to records management officers. ¶ Manuscript collections (over 15,000 items) and microfilm copies of other materials added to the Folger Shakespeare Library in the last decade are described briefly in the director's résumé of accomplishments, entitled *The Folger Library: a Decade of Growth, 1950-60*.

### *Georgia*

Governor Ernest Vandiver asked the State Legislature on January 12 to authorize \$300,000 to permit the State Office Building Authority to plan for a \$3,000,000 State Archives and Records Building. Both the House and Senate passed the authorization overwhelmingly. The State Office Building Authority will issue and sell certificates to raise the additional money needed for the building and its equipment. ¶ *Georgia Magazine* (Dec. 1959-Jan. 1960) contains an article, "Georgia's Miss Mary," devoted to Mary Givens Bryan, State Archivist and President of the Society of American Archivists. ¶ *Confederate Records of John W. Hagan* and *Letters of Warren Akin: Confederate Congressman*, both edited by Bell I. Wiley, have been published by the University of Georgia Press. The release of the latter was observed in Cartersville on November 30 with a "Warren Akin Day."

### *Hawaii*

The State Archivist, Agnes C. Conrad, informs us that problems relating to the transition of records from territorial status to State jurisdiction, long foreseen and planned for, are being met successfully. A detailed report on the work going forward, written for the *American Archivist* by Elizabeth H. Wray of Miss Conrad's staff, will be published in our July issue.

### *Idaho*

Robert M. Cole of Boise became executive secretary of the Idaho Territorial Centennial Commission on December 7, 1959. ¶ The Idaho Historical Society is searching for papers and letters of Mary Hallock Foote, novelist, who lived near Boise before 1900.

### *Illinois*

The University of Illinois Library has acquired letters, photographs, experiment notes, and personal papers of Gregor Mendel, founder of the science of

genetics. It is believed that this material is the only remaining Mendeliana. ¶ *Illinois Libraries* (Jan. 1960), devoted to "Library Laws of Illinois," contains the preamble and 1959 amendments to laws affecting records. ¶ The Illinois Historical Society is developing plans for a "historymobile" in which documents from public and private collections will be displayed. The truck will tour the State under the direction of a competent instructor who can answer questions.

#### *Iowa*

Fleming Fraker, Jr., became editor of *Annals of Iowa*, quarterly of the Iowa State Department of History and Archives, with the April 1959 issue. ¶ Claude R. Cook, Curator of the Iowa State Department of History and Archives since July 1947, died March 28, 1959, in Des Moines.

#### *Kansas*

The *Comprehensive Index to Publications, 1875-1930*, recently issued by the Kansas State Historical Society, is available for \$5.00 from the society, 120 West Tenth, Topeka. A considerable number of new photographs in the field of military history have been added to the society's collections.

#### *Louisiana*

The Winter 1960 number of *Louisiana History* notes that current activities of the State Archives and Records Commission largely involve the identification and elimination of useless records in major record-producing agencies and the operation of a small semi-centralized microfilming unit (6 cameras). Due to the lack of an adequately equipped, fireproof building the Commission cannot accept archives and other records for deposit and preservation.

#### *Maryland*

The Maryland Historical Society has been given 18 letters written by Francis Scott Key, one each by John Eager Howard and Stonewall Jackson, and 20 by Roger Brooke Taney.

#### *Massachusetts*

The Massachusetts Historical Society completed in December 1959 the microfilm edition of its Adams papers. Production was under the technical supervision of the Microreproduction Laboratory of the Massachusetts Institute of Technology. Covering the years from 1639 through 1889, the microfilm edition consists of 608 rolls of diaries, letterbooks, miscellany, and letters received and other papers of this Presidential family. Sets are still available for purchase from the society at 1154 Boylston Street, Boston 15, Mass. ¶ Also announced is a microfilm edition of the papers of General Henry Knox (1750-1806), which are owned by the New England Historic Genealogical Society and deposited in the Massachusetts Historical Society. Filming is well advanced and should be completed by late summer or early autumn of 1960. The earliest entry is dated 1719 and the latest 1825, although the bulk of the material ranges from 1770 through 1800, the period of greatest activity for Knox,

Revolutionary officer and Secretary of War under the Articles of Confederation and the Constitution. ¶ Secretary of State Joseph D. Ward has lodged a protest against the long delay in the construction of the new State Archives and Records building alongside the State House. In a letter to Hall Nichols, director of the Division of Building Construction, Ward said he vigorously opposed an extension of time requested by the contractor. "It now appears obvious the structure will not be ready for occupancy until some time in 1960," Ward said. "Meantime priceless historic documents are being subjected to adverse atmospheric conditions in a fourth floor garret in the State House." ¶ The Connecticut Valley Historical Museum, Springfield, has acquired the files of the Smith College Council of Industrial Studies, a collection of business papers of local firms no longer in existence that was established in the 1930's by the Department of Economics at Smith College. Juliette Tomlinson is director of the museum.

### *Michigan*

The University of Michigan papyrus collection is the subject of an article by Arthur E. R. Boak in the *Michigan Alumnus* (Dec. 5, 1959). The collection (8,000 pieces) is the largest in the United States.

### *Minnesota*

The State Archives was redesignated as the State Archives and Records Service, effective February 1.

### *Mississippi*

After January 1, 1961, Mississippi's Old Capitol building in Jackson will house the state historical museum, to be operated by the Mississippi Department of Archives and History under Charlotte Capers, director since 1955 when she succeeded William D. McCain. Restoration of the 1833-39 Greek-revival structure was begun in February 1959.

### *Missouri*

Richard S. Brownlee, assistant professor of history at the University of Missouri, will become director of the State Historical Society on May 1. He will succeed Floyd C. Shoemaker, whose retirement was announced in our January issue. Brownlee is author of *Grey Ghosts of the Confederacy*, published in 1958 by the Louisiana State University Press.

### *Nebraska*

Donald F. Danker of the State Historical Society provides the introduction and notes to *Mollie: the Journal of Mollie Dorsey Sanford in Nebraska and Colorado Territories, 1857-1866*, recently published by the University of Nebraska Press. Reviewer Robert L. Perkin, writing in the *Rocky Mountain News* (Nov. 22, 1959), evaluates the work as "the best and most readable Western journal I know this side of Francis Parkman's." ¶ Important collections received recently by the society include the papers of C. A. Sorenson, former State attorney general and prominent in public power development and

in politics; correspondence and reports of the Central Nebraska Public Power and Irrigation District relating to its formative period; scrapbooks and papers of Oren S. Copeland, former Congressman and mayor of Lincoln, Nebraska; papers of W. H. H. Pilcher pertaining to the Omaha Indians; and papers of former Governor Adam McMullen.

#### *New Jersey*

Sheilah Graham has presented a collection of F. Scott Fitzgerald's letters to Princeton University Library.

#### *New Mexico*

James W. Arrott, donor of the Arrott Collection of Western Americana to the Rodgers Library of New Mexico Highlands University, died March 6, 1959, in Tucson, Ariz. For many years he was a member of the New Mexico Historical Society, giving much of his attention to the study of the American West, particularly old Fort Union. ¶The Historical Society's first *News-letter* was issued in December 1959.

#### *New York*

Mark Van Doren has presented his papers (about 20,000 items of manuscripts, notes, typescripts, letters, and annotated books) to Columbia University. The University has been given also nearly 150 letters written by John Jay to members of his family. ¶The disclosure in mid-January that Peter Kavanaugh, a printer, had memorized the literary correspondence of the late John Quinn, patron of authors and artists, and had printed it in defiance of a non-publication order by the New York Public Library, which has custody of the letters, resulted in the library's asking the State Supreme Court to enjoin Mr. Kavanaugh from distributing the books. In court Mr. Kavanaugh tore up 117 copies, leaving half of each with the judge.

#### *North Carolina*

Hamilton W. McKay, chairman since 1955 of the executive committee of the Historic Foundation of the Presbyterian and Reformed Churches, Inc., at Montreat, has been succeeded by Irwin Belk of Charlotte. The operations of the museum, the library, and the archives have been benefited substantially by the leadership of Dr. McKay, who will continue as a member of the committee. ¶*History News* (Nov. 1959) notes that North Carolina and Mississippi are the only two Southern States that handle all of their historical activities — library, records, museum, markers, sites — through one agency.

#### *Oklahoma*

A new biography by Freeman Cleaves published in January by the University of Oklahoma Press, *Meade of Gettysburg*, is based in part on newly found Meade papers.

#### *Pennsylvania*

The building for the William Penn Memorial Museum and Archives will be erected soon in Harrisburg for the Pennsylvania Historical and Museum

Commission. Although construction was authorized in 1945 the necessary appropriations have been made only recently. The fluted sandstone edifice will have two major units — a circular museum building, 220 ft. in diameter with 5 floors above ground and an “archives tower” (44 ft. x 80 ft.) that will stretch 240 ft. above ground with 24 levels. The top floor of the circular building will house the executive offices of the commission and the offices of the Bureau of Museums, Historic Sites, and Properties. The U-shaped “archives tower” will house the Bureau of Research, Publications, and Records and the Division of Public Records.

### *Texas*

Word has been received of the death of Leighton LaFuze in Abilene on November 27, 1959. Dr. LaFuze, formerly a member of the staff of the National Archives, was a member of the faculty of Abilene Christian College at the time of his death. (The Santa Ana Times has com-  
The Santa Ana Times has com-



*Brazil*

Since his appointment as Director of the *Arquivo Nacional* in 1958 José Honório Rodrigues has been trying to modernize the institution by giving courses to the staff archivists and translating specialized literature. He has obtained the authorization of the U. S. National Archives to translate into Portuguese its *Staff Information Papers* and has published two of these translated *Papers* in multigraph. The next step being taken by Snr. Rodrigues in the same direction is to translate selected articles from the *American Archivist*. The authors' approval for translation and free distribution to Brazilian archivists is now being obtained, on behalf of Snr. Rodrigues, by the secretary of the Society of American Archivists.

*Canada*

The original manuscript marking the beginning of research leading to the discovery of radar in 1935 has been presented to Queen's University Library, Kingston, Ontario, by its author, Sir Robert Watson-Watt of Toronto. The 11-page manuscript was written by hand after a meeting between H. E. Wimperis, director of scientific research in the British Air Ministry, and Sir Robert, then superintendent of the National Physical Laboratory's radio department. ¶Hartwell Bowsfield advises us that the union list of political papers reported in our January issue (p. 128) is a project of the Archives Section of the Canadian Historical Association rather than of the Archives Section of the Provincial Library of Manitoba. Our confusion arose from the fact that Mr. Bowsfield is not only chairman of the Archives Section, Canadian Historical Association, but is Provincial Archivist of Manitoba.

The activities of both the Archives Section of the Canadian Historical Association and of the Saskatchewan Archives are reported in a letter received from Evelyn Eager, Secretary of the Archives Section of the Canadian Historical Association and Assistant Provincial Archivist, Province of Saskatchewan. A portion of this communication is quoted:

... An activity which the Archives Section of the Canadian Historical Association is undertaking at the present time is the distribution of a questionnaire to institutions in Canada holding Archives material, asking for general information and also for a listing of political papers. This was decided upon at our annual meeting in June, and the questionnaires have recently been sent to 48 institutions. This includes, in addition to Archives institutions proper, such places as University and Legislative Libraries which might hold archival material. ... Another enterprise which the Archives Section has engaged in for the past two or three years has been to make a survey of Archivists' positions in Canada, asking duties, qualifications, salaries and vacancies, and sending a report of the compiled information to participating agencies. ...

I might explain that the Archives Section consists of any members of the Canadian Historical Association who are professional Archivists, or who are interested in any way in the Archives. We meet annually in June for a day's meeting, immediately prior to the annual meeting of the Canadian Historical Association. Our normal program has been a business meeting in the forenoon, with a session in the afternoon in which two or three papers are presented.

So far as the Saskatchewan Archives itself is concerned, a major enterprise upon which we have recently embarked is the indexing of homestead files which were trans-

ferred to the Saskatchewan Archives from Ottawa two years ago. These files consist of some 1600 linear feet of material and include a file for each quarter section of land that was homesteaded in Saskatchewan. Finding aids transferred with the files enable us to look up a file if we know the land location. What we are now preparing is an alphabetical name index. . . .

### *Cuba*

A leaflet issued by the *Archivo Nacional* in July 1959 lists on facing pages the accomplishments and objectives of the *Archivo* under the headings "*Lo que ha hecho la Revolución*" and "*Lo que hará la Revolución.*" Among accomplishments were increased budget appropriations; initiation of an archival training program by establishing the *Escuela Nacional de Archiveros*; acquisition of metal filing cabinets, typewriters, and other needed equipment; increase in the quantity and quality of services rendered by the photographic laboratory, the documents restoration section, and the printing press; preparation of a general catalog of the institution's holdings; reorganization of the library; closer cooperation with national and international archival institutions; and a complete reorganization of the *Archivo*. Objectives include the construction of an additional archives building; establishment of a department for newspaper collections; establishment of a department for sound recordings; acquisition of modern equipment for the photographic laboratory; installation of steel shelving; establishment of an inter-American school for archivists; transformation of the *Archivo* into a *Centro de Investigaciones Históricas Cubanas*; and the creation of a *Cuerpo de Archiveros del Estado*.

### *Greece*

According to a special dispatch from Athens to the *New York Times*, filed on January 23, the correspondence between Otto, first King of the Hellenes, and his father, King Ludwig I of Bavaria, will soon be published. The correspondence has been in the archives of the House of Wittelsbach in Munich.

### *India*

The January 1958 *Activities Report* of T. Raychaudhuri, Director of Archives, reveals that a meeting, held on January 28, 1958, at the National Archives of India, considered specifications for writing paper to be used in Government offices for permanent and ephemeral records. The February 1958 *Report* mentions the findings of the subcommittee for wood-

# Writings on Archives, Current Records, and Historical Manuscripts, June 1958-June 1959

GRACE QUIMBY, *Editor\**

*National Archives*

THIS ANNUAL BIBLIOGRAPHY is the seventeenth compiled under the auspices of the Committee on Bibliography of the Society of American Archivists. It is a consolidated list comprising titles published in the United States and other countries in the thirteen-month period indicated in the title. Certain titles, not yet examined and therefore omitted from this list, will be included in the bibliography next year. Like its predecessors, this bibliography is a selected list of references to professional writings and does not include, unless unusually important, historical documentary publications, unpublished items, and reports of libraries and historical institutions that give but a few lines to manuscript accessions. Highly selective is the listing of foreign archival publications, in view of the international bibliography being published in *Archivum*. The bibliography is classified broadly by subject. An outline of the topics precedes the list. As formerly, titles relating to technical aspects of the use of photography and to the reproduction of research materials are entered in class VIII, while items relating primarily to the use of photographic techniques for purposes of original recording and record management are entered in class II A. Related titles in different classes are indicated by cross-references at the end of each section.

The compiler is indebted to Rupert E. L. Kittredge for substantial assistance in compilation and to JoAnn C. Campbell 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

\* Miss Quimby is Librarian of the National Archives and a member of the Society's Committee on Bibliography.

- 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
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  - E. International Organizations
- 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. ARCHIVISTICA et mediaevistica Ernesto Nygren oblata. Stockholm, Nordstedt and Söners Forlag, 1956. 483 p. A festschrift presented to the Swedish archivist, historian, and editor of *Diplomatarium*, Ernest Nygren. There are 30 individual contributions, reflecting his interests.
2. BIBLIOGRAPHIE zum Archivwesen für die Jahre 1955-1956. *Der Archivar*, v. 11, col. 231-256, 327-340; v. 12, col. 25-48, 119-142 (July, Dec., 1958; Mar., May, 1959). Arranged by country.
3. BIBLIOGRAPHIE zum Archivwesen für die Jahre 1957 und 1958; 1. Folge. *Der Archivar*, v. 12, col. 225-242 (July 1959). Arranged by country.
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5. BRIGUGLIO, LETTERIO. Sul concetto di archivio. *Rassegna degli Archivi di Stato*, 18:287-307 (Sept./Dec. 1958).
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7. DARLING, ROBERT H. The relation between archivists and record managers. *American archivist*, 22:211-215 (Apr. 1959).
8. DOCUMENTATION SEMINAR, *Montreal*, 1958. New methods and techniques for the communication of knowledge; proceedings. Directed by Ralph R. Shaw. Ottawa, Canadian Library Association [1958]. 76 p.
9. ELLIS, ROGER H. An archivist's note on the conservation of documents. Society of Archivists, *Journal*, 1:252-254 (Apr. 1959).
10. FISCHER, G. L. Archival concepts and commandments. Library Association of Australia, Archives Section, *Occasional papers*, no. 2:14-20 [1958].
11. GIORDANO, VIRGILIO. Elementi di archivistica ed esegesi di diritto archivistico. Livorno, Società Editrice Tirrena, [1957?]. 228 p.
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28. VICKERY, B. C. Documentation research: Washington and after. *Revue de la documentation*, 26:6-9 (Feb. 1959). Description of research results discussed at the International Conference on Scientific Information, Washington, Nov. 1958.
29. WINTER, GEORG. T. R. Schellenberg, Modern archives — principles and techniques: System und Technik bei neuzeitlichen Archiven. *Archivalische Zeitschrift*, 54:123-138 (1958).
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(Jan., Apr. 1959). Part I lists titles published in the United States; Part II lists those published in other countries.

## II. FILING TECHNIQUES AND MANAGEMENT OF CURRENT RECORDS

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41. A RECORDS management program. *Horizons of modern Pennsylvania local government*, Oct. 1958, p. 1-2. Records management defined; a way to reduce costs; use as tools of management; protection for vital records; installation to fit needs.
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  49. ———. A streamlined approach to files maintenance & disposition. Washington, [1959]. 18 p. Meeting of Mar. 20, 1959. Speakers: Major General Bruce Easley, Deputy The Adjutant General; Ollon D. McCool, Adjutant General's Office; Jacob W. White, Adjutant General's Office.
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- See also: 69, 84, 85, 88, 89, 92, 150, 281.

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