

PUBLICATIONS RECEIVED

- Belgium. Archives de l'État à Namur. *Inventaire des Archives de la Commission d'Assistance Publique de Namur, an V-1870*, par L. Genicot, C. Douxchamps-Lefevre et J. Bovesse. Bruxelles, 1959. 105 p.
- Braibant, Charles. *L'histoire fille des archives*. Paris, Société des Études Historiques, 1959. 29 p.
- Essex. County Council. *Report of the County Archivist for 1958-1959*, by F. G. Emmison. Chelmsford, n. d., 14 p.
- France. Archives Nationales. *Exposition de documents d'état civil français, XV^e-XIX^e siècles*. Paris, 1959. 31 p.
- _____. *Inventaire des archives imprimées (partie antérieure à 1945, série AD)*, tome I, AD⁺ à AD XVIII. Paris, Imprimerie Nationale, 1958. 216 p.
- _____. *Musée de l'histoire de France, III; salles consacrées aux XV^e, XVII^e et XVIII^e siècles: catalogue*, par J.-P. Babelon. Paris, Imprimerie Nationale, 1958. 100 p. illus.
- _____. *Registres du Trésor des Chartes, tome I, Règne de Philippe le Bel; inventaire analytique*, établi par les archivistes aux Archives Nationales sous la direction de Robert Fawtier. (*Inventaires et documents publiés sous la direction de Charles Braibant*). Paris, Imprimerie Nationale, 1958. lx, 688 p.
- France. Direction des Archives de France. *Actes de la quatrième table ronde internationale des archives (histoire littéraire, géographie, économie actuelle)*, par Charles Braibant et Robert-Henri Bautier. Paris, Imprimerie Nationale, 1959. 89 p.
- _____. *Les archives de la richesse française*, par Charles Braibant. Paris, Imprimerie Nationale, 1958. viii p.
- _____. *Catalogue général des cartes, plans et dessins d'architecture, tome premier série N; Paris et le Département de la Seine*, par Minque Hébert et Jacques Thirion avec le concours de Suzanne Olivier. Paris, Imprimerie Nationale, 1958. xix, 427 p. illus.
- _____. *Code des archives de France, tome II; organisation technique des archives départementales*. Paris, Imprimerie Nationale, 1958. vi, 367 p.
- _____. *État sommaire des versements faits aux Archives Nationales par les ministères et les administrations qui en dépendent (série F, BB Justice et AD XIX)*, tome III, fascicule 2. Paris, Imprimerie Nationale, 1957. P. 239-467.
- _____. *Guide des recherches dans les fonds d'enregistrement sous l'ancien régime*, par Gabrielle Vilar-Berrogain. Paris, Imprimerie Nationale, 1958. 385, iv p.
- _____. *La série d'extrême-orient du fonds des archives coloniales conservée aux Archives Nationales (registres C¹1 à C¹27)*, par Ferréol de Ferry. Paris, Imprimerie Nationale, 1958. 208 p.
- India. National Archives. *Calendar of Persian Correspondence; Being Letters which Passed between Some of the Company's Servants and Indian Rulers and Notables*, vol. X, 1792-93. Delhi, 1959. xxx, 419, xli p.
- Indian Historical Records Commission. *Proceedings of the Thirty-Third Session*, Volume XXXIII. Bhubaneswar, 1958. Part I, 112 p.; Part II, ii, 156 p. illus.
- _____. *Proceedings of the Thirty-Fourth Session*, Volume XXXIV. Travandrum, 1958. Part I, ii, 129 p.; Part II, 214 p.
- The National Micro News; 1960 Supplement to the Guide to Microreproduction Equipment*. (Official Publication of the National Microfilm Association, no. 45, April 1960.) Annapolis, Md., P.O. Box 386, 1960. P. 237-356.
- Syrett, Harold C., ed. *American Historical Documents*. (College Outline Series, no. 100). New York, Barnes & Noble, Inc., 1960. xiv, 427 p.

Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

CONFERENCE REPORTS

The Present World of History: a Conference on Certain Problems in Historical Agency Work in the United States, edited by James H. Rodabaugh. (Madison, American Association for State and Local History, 1959. 129 p., illus.)

During the past decade two of the annual meetings (1954 and 1957) of the American Association for State and Local History were devoted to introspective discussions covering the historical society movement in the United States and Canada. The minutes of the 1954 sessions, edited by Clifford L. Lord, were published in 1958 under the title *Ideas in Conflict: a Colloquium on Certain Problems in Historical Society Work*. The present volume, edited by James H. Rodabaugh, covers the 1957 proceedings, which were held at Columbus, Ohio.

Three panelists—Richard P. McCormick of Rutgers University, Phyllis H. Winkelman of the Nebraska State Historical Society, and Everett Walters of the Ohio State University—under the moderating influence of J. Duane Squires of Colby Junior College, participated in the first session of the 1957 symposium. All three speakers unanimously supported the declaration that “the historical society is an educational institution.” But, as might have been expected, neither the panelists nor the volunteer speakers who joined in the subsequent discussions were able to agree on the precise constituencies that should be served by a historical society in its capacity as an educational institution.

Roy F. Nichols of the University of Pennsylvania addressed the second session, a joint meeting of the association and the Society of American Archivists. His paper, “Alice in Wonderland after Eighteen Years,” expressed considerable dissatisfaction with developments in American historiography during the period 1940-1957 and vigorously called for a reinstatement of political history as a means of achieving that great desideratum, a true cultural history of the United States.

The third session, presided over by W. Edwin Hemphill of the Virginia State Library, was agitated by the “acquisition policies of presidential libraries.” The panelists who discussed this lively topic—made pertinent by a letter of inquiry addressed to the Archivist of the United States in 1956 by the president of the association—were Herman Kahn of the Franklin D. Roosevelt Library, Howard H. Peckham of the William L. Clements Library, Stephen T. Riley of the Massachusetts Historical Society, and David C. Mearns of the Library of Congress.

With Holman J. Swinney of the Idaho State Historical Society in the chair, the fourth session, devoted to "the artifact in history," got underway with a broadside from William B. Hesseltine of the University of Wisconsin, who steadfastly maintained that "until artifacts can be subjected to internal criticism and made to bear witness, the task of historical methodology is unfinished." Messrs. J. C. Harrington of the National Park Service and Anthony N. B. Garvan of the Smithsonian Institution sought to mollify the professor by demonstrating that the artifact can indeed be fitted into the framework of the search for historical truth.

Three papers, geared to the theme "significant developments in local history," were presented at the fifth session, with William D. Aeschbacher of the Nebraska State Historical Society in the chair. James M. Smith of the Institute of Early American History and Culture surveyed recent productions in the field of colonial history, ascribing in part the growing interest in local historical studies to the influence of Sir Lewis Namier and calling for more foundation pieces on which a new synthesis of American colonial history can be constructed. Francis P. Weisenburger of Ohio State University rendered a similar service, but on a topical rather than a chronological basis, using the fields of religious and ethnic history in maintaining that "local history becomes sheer antiquarianism if unrelated to broader concepts and insights, while history on a broader scale degenerates into unverified generalizations if unchecked by the study of numerous particular situations." The paper of Philip D. Jordan of the University of Minnesota probed the boundaries of social and cultural history and the social historian's problems of bibliographic organization.

Thomas D. Clark of the University of Kentucky addressed the final, or sixth, session, using as his topic "the present world of history." His remarks provided a fitting conclusion to a series of meetings that generously exhibited the mutations of scholarly local historical interests and clearly demonstrated that the field of historical endeavor is vastly diversified.

JOHN MELVILLE JENNINGS

Virginia Historical Society

American Records Management Association. Bay Area Chapter. *Proceedings of the Records Management Workshop and Conference, San Francisco, California, October 21-22, 1959.* (N. p., n. d. 77 p.)

American Records Management Association. *The Corporate Secretary Looks at Records Management*, by Frank H. Case. (N. p., n. d. 21 p., appendixes. Processed.)

These are two booklets generated by the American Records Management Association, the first being the proceedings of a workshop conducted by ARMA's Bay Area chapter in San Francisco, and the second a principal address by Frank H. Case, Assistant Secretary, American Telephone and Telegraph Company, at ARMA's annual meeting. Together they demonstrate the high-level contribution being made to the records management profession by ARMA.

The workshop proceedings contain several formal speeches and separate

summaries by individual seminar leaders. Emmett J. Leahy's keynote address will raise some eyebrows. Not only does he hint at the abolition of the office as we know it, but, based on the Army's experience with its new functional file system, he predicts the obsolescence of the retention schedule as we know it. Leahy strikes closer to the outlook of most records managers when he states that "no longer can a company afford not to build a records center." Records management people have appreciated this for some time. Leahy goes further and presents a new yardstick for measuring the efficiency of a records center; the cost per cubic foot of records being stored. This new standard, as opposed to the old cubic foot/square foot ratio (which reflected nothing more than space utilization) includes an assessment of the cost of operation, a figure which many organizations will find useful. His figures show an increase in the cubic foot/square foot ratio of 2:1 to 11:1 over the last 18 years, with an 80 percent reduction in rental cost per cubic foot of records stored.

Dexter Stoner, of Pacific Gas and Electric Company, has a whimsical characterization of electronic computers: "big, dumb, usually friendly beasts of burden." He also touches on something often overlooked, the increasing importance of knowing how to maintain a tape library. Edward N. Johnson, of the Office of Civil and Defense Mobilization, presents the story of the continuity of government program, especially as it relates to records. His speech is a frank delineation of the thinking about records done by OCDM, the legislation OCDM recommends, and the responsibilities of the records management profession in helping government at all levels to institute a records preservation program. Lester Gerber's seminar presentation on "Protecting Essential Records" is a sophisticated approach to the vital records problem. His theory, apparently proved out in practice, is that "a vital records program should be designed to protect information which is absolutely essential for . . . reestablishment . . . in the most expeditious manner and with the least cost."

Frank H. Case's speech reflects the road that A. T. & T. traveled in setting up records retention programs. Case has good comments on the processes of determining retention periods and incisive remarks on various aspects of records management, including microfilming, storage costs, and vital records programs. His speech is a good summary of the elements of a records retention program and the factors to be considered.

WILLIAM L. ROFES

Olin Mathieson Chemical Corporation

TECHNICAL STUDIES

Deterioration of Book Stock: Causes and Remedies; Two Studies on the Permanence of Book Paper Conducted by W. J. Barrow, ed. by Randolph W. Church. (Virginia State Library Publications, no. 10; Richmond, 1959. 70 p., tables.)

The first section of this report gives data on the strength of papers in 500 nonfiction books published between 1900 and 1949. About 10 percent were already too weak to withstand rebinding, while 80 percent more probably

would not last another 50 years. Although many archivists occasionally encounter books of such poor quality, the seriousness of the problem shown by this study probably has not been appreciated generally.

The second section deals with the durability of book papers currently being used and with means for improving their stability. Of 19 English-finish and test papers, only 4 appear suitable for archival use. Seven coated papers showed better folding endurance and stability.

Since acidity has been shown to be the principal cause of deterioration, the method used for stabilization was neutralization by soaking the papers overnight in a saturated solution of calcium and magnesium bicarbonates. Aging tests showed that six modern book papers so treated had about ten times greater stability than the same papers untreated. The report suggests that it would be desirable to treat current volumes intended for archival purposes before deterioration occurs. Even though this involves removal of the text from the covers and rebinding after treatment, the reviewer is inclined to agree that this would be more economical and satisfactory in the long run, especially if the pH of the untreated paper is low.

The booklet also states that development of a commercial permanent and durable book paper is in progress. The report is printed on an experimental paper of this kind; this appears to be of good quality. If a strong, durable book paper that is technically and economically practicable can be realized, it would be a major advance in the field of archival materials. Mr. Barrow and Mr. Church seem to be proceeding logically and carefully, and further reports from them should be awaited with sanguine interest.

ROBERT B. HOBBS

National Bureau of Standards

MANUALS

Museum Registration Methods, by Dorothy H. Dudley and Irma Bezold. (Washington, D. C., American Association of Museums, 1958. xi, 225 p., illus. \$7.50 [\$6. to AAM members].)

Civilization leaves many remnants through which we can look back upon the culture of the past. Those constituting writing on paper (or other durable materials) we treasure as records. We preserve them in our archives and take great concern for their content, condition, and provenance. The past has likewise handed us down physical objects that sometimes are our only clue to distant or obscure eras. The care and classification of these (as well as their interpretation) become the province of the museum, and standards must be set here as in archival work. The authors have endeavored with a large measure of success to do so. They have analyzed the problems of receipt, accessioning, cataloging, storage, loans, and shipping, and have made intelligent recommendations without taking a partisan position on cataloging systems.

The title of the book may be misleading to some who are unaware of the breadth of a registrar's duties in many institutions—particularly art museums. In science museums intimate knowledge of specimens is indispensable to cata-

logging and handling them; as a consequence these functions are handled usually by the individual curators. Here a registrar's functions may be severely limited. In art museums, however, the entire job may be accomplished by the registrar in consultation with curators. The same process can be carried out in history museums, and sometimes is; but often such museums are too small to support separate positions of this kind, and the full responsibilities for the materials fall upon the curators.

The strong art emphasis is therefore understandable. Almost all acknowledgments are to art registrars, and both authors come from this field. They include, however, brief sections devoted to the special problems of science and history museums, and they have been diligent in including a great variety of highly useful and carefully weighed facts from many sources; the book will be indispensable to museums of all kinds. (It could be argued that a better balance could have been achieved had one author represented a large science museum.)

This is a happy start to the American Association of Museums project, initiated by its then president William Milliken and Director Laurence Coleman, to provide a series of authoritative manuals on museum procedure. If it does nothing more than emphasize the need for immediate detailed records to preserve provenance of objects—especially in history museums—it will have been worth the effort. Mesdames Dudley and Bezold and their collaborators are to be congratulated on a difficult job well done.

EARLE W. NEWTON

Museum of Art, Science, and Industry
Bridgeport, Conn.

Corporate Records Retention. Vol. 1. *A Guide to U. S. Federal Requirements*, by Robert B. Wheelan. (Prepared for Controllershship Foundation, Inc.; New York, 1958. xiii, 221 p. \$10.)

Case Studies in Records Retention and Control gave evidence of the interest of the Controllershship Foundation in corporate records management. *Corporate Records Retention* underscores the point. This book is the first of three guides to governmental requirements for the retention of records. It covers the requirements of the U. S. Government. Vol. 2 will report requirements of the Dominion of Canada and its provinces, and vol. 3 will cover similar requirements of the respective State governments of the United States.

The guide is intended to serve both management and legal counsel as a reference to the stated law or regulation. It is not meant to be used in lieu of legal counsel. The statutes are grouped in three broad categories: taxation, labor, and securities. Immediately following these categories are the references to laws, which, in addition, pertain to 17 specific industries. The scope of coverage of records retention requirements reported is derived from the index contained in the *Federal Register*, vol. 23, appendix A, dated May 13, 1958. The text of the Robinson-Patman Act appears as an appendix.

As a potential user of the guide, I found it of little or no value. Why? First of all, it is not current and as long as it has this basic fault I cannot

rely on it to contain the present regulation affecting records retention. The Federal Code is kept up to date. So must be this reference book, if it is to have value. Further, I found the groupings more confusing than helpful. For example, I searched for retention periods concerning employee time statements, clock cards, and could never find them or know where to look for them. The industries covered by the guide should find the book most helpful, particularly the telephone companies, which are covered in detail. But those who find it helpful cannot be sure that the coverage is current. I found the index also of little value, for it merely detailed the table of contents using almost the identical arrangement. I referred to the table of contents with as much facility as I referred to the index. A more stable would have been an index arranged by type of record.

The typography of the guide is excellent and the Controlership Foundation can be warmly congratulated for this. However, until some way can be planned for keeping the present and proposed guides current, it seems too bad that so much talent, time, and work are being put into the project.

JAMES F. E. BARRY

Font Division, Ford Motor Company

Discontinuity of Records

National Union Catalog of Manuscript Collections. Prepared by the U. S. Library of Congress, Processing Department, Descriptive Cataloging Division, Manuscripts Section. (Washington, 1959- . Subscription for all cards, not per dictionary set; otherwise 1¢ per card [order from the Card Division of the Library of Congress].)

The idea of a National Union Catalog of Manuscripts was originated in 1948 by the American Association for State and Local History and the Society of American Archivists, on the recommendation of the American Historical Association. Actually the primary impetus could be said to have been the *Guide to Depositories of Manuscript Collections in the United States: 1950 Sample Edition*, issued in 1950 under the direction of Paul H. Hens, then National Director of the Historical Records Survey. This earlier effort likewise was planned "to assemble a body of data to be used by scholars in determining whether manuscript materials were available for research purposes."¹

The present project received national attention when the Library of Congress, in 1951, proposed that it be the home of the union catalog and immediately undertook, with the American Library Association and individual experts in the field, to develop a code of cataloging rules. A grant of \$200,000 received from the Council on Library Resources, Inc., assured establishment of the inventory of important collections throughout the nation.

The immediate goal of the undertaking is to prepare uniform descriptions of some 14,200 collections now or to exist in some 75 cooperating libraries and archival institutions, as well as 2,000 collections in the Library of Congress, the latter alone estimated at 1,500,000 pieces. Catalog cards describing each collection by name, dates, location, contents, restrictions if any, and name of

donor will be printed and sold by the Library of Congress, enabling any library or archives in the country to build a similar catalog for regional use.

The actual printing of catalog cards was begun in June 1959, and after nine months cards for about 400 collections had been printed. Represented in this first group are manuscript collections in sixteen institutions, including the Library of Congress. The cataloging of an additional 1,500 collections located in 30 additional repositories is far advanced. It is expected that, with the cooperation of many libraries and archives throughout the country, hundreds of institutions ultimately will be represented, and that the number of collections reported will exceed 20,000.

The descriptive policy as finally agreed upon contemplates a catalog that will aim at recording not individual papers but collections. This decision, extremely necessary to provide some bounds on what, for the purposes of the catalog, is to be considered a collection, conceivably could result in some confusion to the average repository reporter and failure on his part to describe and report items of definite value to the project. National Union Catalog of Manuscript Collections "Information Circular No. 1," currently being directed to archivists and librarians for guidance in reporting their holdings, describes a collection as

A large group of papers (manuscript or typescript, originals, or copies, of letters, memoranda, diaries, accounts, log books, drafts, etc. including associated printed or near-print materials), usually having a common source and formed by or around an individual, a family, a corporate entity, or devoted to a single theme.

Repositories holding only small, unrelated groups of manuscript materials, representing perhaps a goodly percent of the reporting agencies, are advised that

Small groups consisting of a highly limited number of pieces should not be reported as a collection in themselves but should be taken care of by more inclusive reports covering many such groups, either by an entry under an appropriate theme, if possible, or by a general entry for the miscellaneous (residual) collection of the repository. In many instances such small groups can be noted in the description of the scope and content of the larger artificial "collection" so devised for cataloging purposes.

Few if any archivists will find fault with these descriptions or with the terminology with which they are communicated to the repository reporter. The question arises, however, as to possible reactions on the part of the *bona fide* but non-archival trained custodian or curator of a collection. What, faced with this directive, will he report? In describing his holdings, how will he interpret the rule to define "an item as a separate writing docketed or identifiable as a unit"? Specifically, of what size is "any smaller collection deemed sufficiently important to have its own catalog card"?

At any rate, two forms for reporting are available. The necessary information can be supplied in the form of catalog entries according to the *Rules for Descriptive Cataloging* . . . (Sept. 1954), or the reporter may use the "Data Sheets for a Manuscript Collection," furnished by the Descriptive Cataloging Division of the Library of Congress. Many reporters may choose to use the

latter, for which the form of expression is considered entirely subordinate to the fullness of the information supplied.

G. GLENN CLIFT

Kentucky Historical Society

México. Archivo Histórico. *Catálogo de Expedientes Históricos Seleccionados; Rama: Ferrocarriles*. (México, D. F., México, Secretaría de Comunicaciones y Transportes, Dirección de Administración, Departamento de Control de Correspondencia y Archivo, 1959. 158 p.)

Among the holdings of the Archives Section of the Mexican Secretariat of Communications and Transportation are records of high historical value for a study of internal development and progress in Mexico in such fields as the construction of railroads, federal highways, public buildings, and related undertakings. The records on railroad construction alone comprise about 15,000 *expedientes* or case files. The present finding aid describes only such of these as deal with railroad-building projects. The selected files were singled out for attention because of their interest and historical significance.

The records are described as those pertaining to specific franchises granted by the Mexican government to individuals and firms for the construction of railroads in designated locations. Franchises are divided into three categories: (1) main railroads in operation; (2) secondary railroads in operation; and (3) projects for railroads not constructed. Under these headings, chronologically, appear the descriptions of the records. The unit of description is the *expediente*, and the description consists of a brief summary of the content, the date, and the number assigned. Descriptive information discloses that the records consist of such documentary types as presidential decrees, contracts, agreements, authorizations, and newspaper clippings. The earliest documents date from 1837; the more recent ones are as late as 1952. (J. A. Naugle, representing the Southern Pacific Railroad, is mentioned as one of the recipients of a franchise.)

The bulk of the catalog is devoted to describing the *expedientes*. There are also a two-page introduction and a four-page index. The latter contains information in tabular form, arranged under four columns; each entry gives the original name of the railroad, the present name, the number assigned to the franchise, and the page number in the catalog where the records relating to a particular franchise are described.

According to information in the introduction this is the first finding aid to describe the holdings of this repository. Scholars will find it a useful research tool. Its utility would be enhanced by the preparation of an index to names of cities that were the terminal points of the various railroad projects. Lack of this index, however, does not greatly diminish its value. Let us hope that more catalogs describing the rich collection of original source material in this repository will be made available.

GEORGE S. ULIBARRI

National Archives

Search and Research; the Researcher's Handbook; a guide to Official Records and Library Sources for Investigators, Historians, Genealogists, Lawyers, and Librarians, by Noel C. Stevenson. (Salt Lake City, Utah, Deseret Book Company, 1959. 364 p. \$2.95.)

Neither a "holdings list" nor an "inventory" of records actually in existence, this guide takes as its function the enumeration, *by classes*, of various official (and unofficial) records as sources for the lawyer, genealogist, or local historian. Official records are chiefly vital records at the county or State level or civil court records. At the national level reference is made to records serviced by the National Archives—records of the Federal census, pension papers, enlistment rosters, U. S. Land Office records, and shipping and passenger lists. On this level are cited records of the U. S. Supreme Court. Among "unofficial" records are those maintained by churches, corporations, families, lodges, and schools.

Newly included in this edition (on the State level) are State census records. Indiana, for example, names the county auditor as custodian of such records. Oregon is distinguished by its nine Territorial and four State censuses. The summary of custodians of existing New York State census records covers approximately four pages of text.

Mr. Stevenson has made other changes in the selection of materials for this second edition. He has replaced the directory of family associations (some 56 pages in the earlier edition) with information concerning archives and libraries in England, Wales, Scotland, and Ireland, followed by a less detailed, although similar, listing for 66 other places. To the group of U. S. territories and possessions have been added American Samoa, Guam, Trust Territory of the Pacific, and the Virgin Islands. Alaska and Hawaii now have joined Mr. Stevenson's State grouping. Further additions to this edition are a brief discussion of age and legal capacity and a general list of historical societies. Since the Polish-American Historical Association of Chicago is included, the Russian Historical and Genealogical Society of New York, publishers of *Novik*, might also have been. In the list of foreign libraries and archives attention is called to national record centers in Argentina, Brazil, Chile, and Ecuador. For other South American Republics the location of the national library only is given.

Record reproduction, as a guide to economical purchase of certain records, receives brief treatment. Microfilming of the Federal census, microcard editions of out-of-print books, and microxero-books are cited as examples.

Despite its apparent limitations this work should prove a highly valuable reference tool in its field.

LIONEL WILLIAM VAN KERSEN

Los Angeles Public Library

Preliminary Guide to the Research Materials of the Pennsylvania Historical and Museum Commission. (Harrisburg, Pa., 1959. v, 58 p.)

One would hardly expect to find documentary material on Lola Montez, the dancing girl who became mistress to a mad Bavarian King, in a Pennsylvania

depository. Yet Lola died in a small New York town, not far from the Commonwealth's northern boundary, and photostats of letters of her physician may be consulted in the Research and Publications Division of the Pennsylvania Historical and Museum Commission.

That these mementos of one of the nineteenth century's most notorious courtesans are to be found in such a geographically unlikely place is a demonstration of the breadth and variety of the holdings of Pennsylvania's principal State agency for the preservation of historical records. Many similar examples might be culled from this brief but comprehensive survey.

The agency, like the *Guide*, is divided into four parts. The two principal ones are the Division of Public Records, "the repository for State records of permanent value and historical significance," and the aforementioned Research and Publications Division, wherein have been "gathered as the result of a carefully planned program of locating and reproducing photographically manuscripts, maps, and newspapers relating to Pennsylvania which were in other depositories." The two smaller agencies, also described as "historical properties," are the Drake Museum at Titusville, whose holdings concern the pioneer oil industry in that area, and Old Economy at Ambridge, the repository for the records of the Harmony Society.

Most of the original sources listed in the *Guide* are those preserved in the Division of Public Records, but "there are serious gaps," some of which involve "whole records series, irretrievably lost before the establishment of a State archives," while too many entries for other groups contain the discouraging phrase "most incomplete." Yet there are descriptions of groups of private business papers which were "sequestered" during various legislative investigations of the past. Thus may the malefactions (or the suspicions thereof) of one era inadvertently serve the cause of later research.

Since the very title proclaims the preliminary nature of the work it would be captious to complain about minor omissions or inconsistencies. Yet one may regret that some entries for copied material (particularly those for the private manuscripts in the Division of Public Records) do not identify the source of the copy or the location of the original. In most respects, however, the listings are adequate to their purpose, and the commission is to be congratulated for making its *Guide* available. Until we have a more definitive survey, which the agency's impressive holdings deserve, this will be a valuable tool for all whose field involves the study of Pennsylvania and her neighbors.

This *Guide* is the work of Henry Howard Eddy, Donald H. Kent, Thomas J. Garin, and Lawrence Thurman, on behalf of the four agencies whose materials are described. Mr. Kent also edited the manuscript and prepared the index.

WILLIAM H. GAINES

New Jersey Historical Society

Cornell University. Collection of Regional History and the University Archives. *Report of the Curator and Archivist, 1954-1958*. (Ithaca, N.Y., 1959. 152 p.)

This reviewer fervently hopes to find some excuse for using the manuscript collections at Cornell. Judging from this publication, these are not only extensive but also elaborately controlled in terms of names of persons, organizations, and places, as well as other subjects. Four years' acquisitions are listed in impressive detail considering that there are involved "5,500,000 manuscript sheets, over 3,400 manuscript volumes, 113 bound volumes of newspapers and 600 single issues, approximately 2,900 pamphlets and other printed items, some 600 broadsides, 4,300 photographs, glass plates, and other pictures, 8,400 greeting cards and picture post cards, 259 trade cards, 119 maps, 54 reels of microfilm, 43 tape recordings, 312 phonograph records, 38 motion picture films, and 32 slides."

The Cornell group divides its holdings and their descriptions between the Collection of Regional History (433 new accessions and 30 increments to old collections) and the University Archives (478 new collections). Yet Cornelliana is found in the former and the Archives has personal-paper collections not confined to the campus. The entries for both groups are arranged alphabetically by name of collection. Many note the existence of unpublished guides. At the ends of the entries are numbers, not explained in the report, which are apparently collection or record group numbers in the case of the regional history collection and location numbers in the case of the archives. No other discernible difference appears between the two classes of entries. Brief introductions, a list of donors, and a very good index complete the report.

Above all, the entries convey useful detailed information. A reader gets the mental image of someone carefully going through and noting down the contents of each describable portion or significant separate item; at the end of many entries are alphabetical lists of correspondents. No formal breakdown by series appears even in the Archives entries, where this would be desirable. Yet all the useful detail is not without its limitations. Some entries (for instance, Civil Service Reform Commission collections and Andrew D. White papers) give further information about old collections that are not new accessions—an inconsistent practice that is sometimes confusing. When elaborate listings of names, subjects, and organizations occur there is ambiguity about the relative quantities of manuscripts involved, their importance, and whether such listings are exhaustive. Finally, since so many of the accessions are relatively small, the detailed descriptions are prepared easily, but large, complex collections or archival groups do not (indeed cannot) receive a proportionate treatment. These latter, consequently, are somewhat neglected and even in danger of being underrated. (Inventories are prepared but apparently not published.) Yet even the smaller collections do not all receive the same degree of detailed treatment. By standards unclear to the outsider, collections are somehow rated as important or less important and described accordingly. To some extent the emphasizing of smaller bodies of manuscripts or bodies subjectively selected is avoidable if each series or its equivalent receives a standard minimum of descriptive detail.

But none of this is meant to detract from the real accomplishment of the Cornell group—the physical processing of a large quantity of source material and the preparation of an extensive guide to it within a brief time.

NATHAN REINGOLD

Library of Congress

REPORTS OF ARCHIVAL AND RECORDS MANAGEMENT AGENCIES

Australia. Commonwealth Archives Committee. *Fifth Annual Report, 1955-1956*. (Canberra, Nov. 1956. [13] p. Processed.) *Sixth Report, 1956-57-1957-58*. (Canberra, Dec. 1958. [16] p. Processed.)

The fifth and sixth reports of the Commonwealth Archives Committee, Canberra, Australia, show a steady development of work begun in 1942 to deal with voluminous war records. Very early the opportunity to extend the range to all records in the social, economic, and political spheres was seized. A generous attitude was adopted toward those semicurrent records which always present so much difficulty to the historian who wishes to follow his thesis to its realistic conclusion and present-day application.

The main step in 1957 was the institution of a more advanced records management program, which included training departmental registrars whose inventories and disposal schedules could enable the archivists to concentrate on the finished inventory so indispensable to historians and archivists alike. One such inventory due for completion is for the Papua-British New Guinea administration, 1884-1942.

The committee and the archivists appear to have had some difficulty through the years in gathering the records under one central control. Each annual report has an optimistic ring and the inventory system as described leads one to believe that, although the historian might be obliged to travel to various centers, he should be able to plan his route with an excellent idea of where his main interests lie. The disposition of records in any federation is bound to entail some travel and delay.

Reports on the reference services concentrate on interdepartmental and clearinghouse facilities and on reference or research services for the departments. So far it would seem that professional scholars and the public have not made as much use of facilities as might be expected. Only 21 professional enquiries were recorded in 1957-58. It may be that these are written enquiries and that the number of those actually working with records has not been recorded. Complete statistics would add interest to the next annual report, especially to those who are concerned with the dispositions required to give equal opportunity to those consulting recent as compared to the older historical papers.

NORAH STORY

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The Archives of Trinidad and Tobago: Report, by T. R. Schellenberg and Clinton V. Black. (Trinidad, B.W.I., Government Printing Office, 1958. 15 p.)

In this concise report T. R. Schellenberg, Assistant Archivist of the United States, and Clinton V. Black, Government Archivist of Jamaica, set forth the conclusions reached from their survey in January-February 1958 of the archives of the Government of Trinidad and Tobago in the British West Indies. Asked to give advice on the preservation of the official records of these islands, the authors gathered pertinent archival data in more than 60 visits to government agencies as well as through many consultations with local officials, who already had been instructed to furnish all possible information and assistance. On the basis of their survey, Messrs. Schellenberg and Black compiled an inventory of the records of Trinidad and Tobago and proposed a highly practical program for their preservation, maintenance, arrangement, and utilization.

Spelled out, the report established the need for an archival institution to preserve valuable records, both public and private, and to make them available for use. As immediate steps toward this end the authors recommended the issuance of an order forbidding the destruction of official records; the appointment of a qualified archivist to be trained abroad if necessary, say in Washington or London; the creation of a government archives committee to assist the archivist; the setting up of a temporary records center in Trinidad; the enactment of appropriate archival legislation; the construction of an archival repository; and the adoption of a practical program for the accessioning, preservation, arrangement, and description of the records of Trinidad and Tobago.

For clarity and brevity this report might well serve as a model to those who still mistake mere verbiage for good writing. The \$64 question remains: has the government of Trinidad and Tobago been able to carry out the recommendations of Messrs. Schellenberg and Black?

HAROLD LARSON

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Philadelphia. Department of Records. *For the Records*. ([Philadelphia, 1959]. [16] p., illus.)

Philadelphia. Department of Records. *Ward Genealogy of the City and County of Philadelphia*, comp. by Allen Weinberg and Dale Fields under the direction of Charles E. Hughes, Jr. ([Philadelphia, 1959]. 40 p., maps.)

Until very recently city and county records consisted of the classic vital documents—birth, death, and marriage records; permits; and similar papers concerning rights and privileges. These documents are still with us, but a broader concept has taken hold. The records (shall we say paperwork?) program of Philadelphia is unquestionably a leader in its field. These publications are two examples of what the Philadelphia Department of Records is

For the Records is an attractive brochure describing the city's paperwork program. *Ward Genealogy of the City and County of Philadelphia* is a novel presentation, by maps, of the development of city wards and other political subdivisions. The story told in *For the Records* is noteworthy: first, the origin of the program, at the behest of the Philadelphia Charter Commission, which made its recommendation "in 1949, during the height of record maladministration" (a mild political comment); second, the goals of the program, administered by the Records Management Division of the Commissioner of Records; third, the progress thus far and future plans.

Philadelphia's program uses all major techniques now accepted in good paperwork management—records center, formal archives, forms control, logical record systems, disposal program, microfilming, and other techniques. Finding aids are being prepared, and automatic-data-processing applications are being studied.

Students of municipal history must gain from city programs like Philadelphia's. Perhaps with meaningful local records at command, social history can reflect the mainsprings of a people and can be something more than analyses of *Godey's Lady's Book*, Sears Roebuck's catalogs, or "homespun," stereotyped Americana. Finally, the urban sociologist and political scientist must benefit from the Philadelphia program and others like it, for a modern city can preserve the meaningful, tangible, recorded evidence of its past as an arsenal of weapons to fight the slums, decay, ghettos, and general malaise that infect our urban centers in the midst of material plenty.

ISADORE PERLMAN

Office of Records Management
National Archives and Records Service

The Cheerful Archivist

. . . For access to these [Foreign Office documents] my thanks are due to the officers and attendants of the Public Record Office, who work with cheerfulness and efficiency in conditions of stuffiness and overcrowding which would certainly have provoked Johnston either to a diatribe against that soulless miser the Treasury, or to a plea that the problem be solved *more Africano* by having the Master of the Rolls exhibited in chains at the junction of Fleet Street and Chancery Lane. . . .

—Roland Oliver, *Sir Harry Johnston and the Scramble for Africa*, p. ix (New York, 1958). Quoted by permission of Chatto and Windus, Ltd. London, W. C. 2