

# Editor's Forum

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## *The Meade Papers*

To the Editor:

A generous store of Civil War and other papers conveniently located but long overlooked by writers and scholars may be found in the Meade papers at the Historical Society of Pennsylvania Library, Philadelphia. The collection comprises several hundred letters from the pen of General George Gordon Meade, for two years commander of the Army of the Potomac following other service; letters pertaining to his Mexican War experiences; his surveyors' field notebooks utilized in various parts; official letter books of Civil War days; newspaper clippings; some Zachary Taylor material; some correspondence of Mrs. Meade and others; and many letters of Captain George Meade and of other Civil War personages—letters of both wartime and post-war data.

While this important original source has been open to qualified people, I have seen no references to it in any bibliography save for that contained in the current *Meade of Gettysburg* (University of Oklahoma Press), which makes full use of it. The reason that scholars and writers have not taken the trouble to go to the original source is that two volumes of selections from the Meade Papers were published back in 1913. Scholars therefore have confined themselves to the printed work, conveniently ignoring all the rest. . . .

It probably would be helpful if someone donated some funds to get these papers properly organized and mounted. This is just an idea—I am not qualified to speak for the Historical Society of Pennsylvania.

FREEMAN CLEAVES  
Millburn, N. J.

## *South Africa's Archives*

To the Editor:

I have read with interest Mr. V. W. Hiller's review, published in the January 1959 issue of "The American Archivist," of an article, "South Africa's Archives," in the "Digest of South African Affairs, Supplement Fact Paper No. 58, May 1958." The article is a reprint of one I wrote sometime ago as the introduction to a series of articles on the Union Archives appearing in "Lantern," an illustrated quarterly which has a wide circulation in high schools. The object of the series is to arouse, chiefly by way of illustrative material (all the articles are lavishly illustrated), the interest of pupils in the secondary standards, and, for that matter, of the general public, in our national Archives. Naturally, the introductory article to the series was written with this specific aim in view and is, therefore, deliberately simplified, limited in scope and largely devoid of technicalities. . . .

The article did not, to my mind, merit as detailed a review as it received—indeed I am flattered that your periodical noticed it at all—but since it has been so reviewed, there are various points on which I should like to comment.

To commence with the definitions: these do not appear to be confusing, but I readily concede that the terminology of archivists of one country is frequently confusing to those of another. Broadly speaking, when we refer to “an archives group” we mean the archives of a particular government department, organisation or person, whereas “archives records” has a wider scope and, though it includes archives groups, covers also our varied documentary holdings.

The third paragraph—that dealing with the accessibility of the records—does not seem to me to be very much to the point. However, since the statement that a 50 years closed period is illiberal has been made, I am constrained to point out that in both England and Holland official records are closed for longer than 50 years, and that legislation is being introduced to reduce the closed period to 50 years. We are not quite as young as “the other young Dominions of the British Commonwealth”—our records begin in 1651—and consequently the 50 years provision is not altogether the hardship it might have been had our records begun more recently.

Turning to the fifth paragraph, the reviewer’s fears about the possible prejudice of the Publications Committee are thus far unjustified. Fortunately the successive administrative organisations of our country have been of such a nature that it is easy to establish beyond all dispute the main—or key—archives group for the various administrations and also the most important series in the group. . . .

As regards the printing of academic theses and other works based on historical research in the Archives (Mr. Hiller omits these last three words), the ideal would be for them to be printed, as Mr. Hiller suggests, by an ordinary academic publisher. Unfortunately our population is not large enough to make the publication of serious historical works a paying proposition and it is, therefore, very difficult to find a publisher for them unless they either have a general appeal or are suitable for use as university textbooks. Some form of state subsidy is therefore necessary.

I feel, too, that I cannot ignore Mr. Hiller’s contention that “the Union Archives is in danger of putting the stamp of official approval on productions that have little more to recommend them than assiduous reading, a wooden style, and unimpeachable political orthodoxy”—productions, that is of “apprentices in the historian’s craft.” I must confess to believing that the best judge of an apprentice’s work is a master in the craft; and, therefore, apart from myself as the Archives representative, the editorial board consists of historians who, when the need arises, co-opt other historians, specialists in various branches of history, to assist them in selecting material for publication in the “Archives Year Book for South African History.” Any material accepted has, therefore, had to run the gauntlet of experts drawn from various universities. Contributions from all our universities are received (contributions from American and Dutch universities have also been accepted) and, if they reach the requisite standard, printed; and thus far everyone concerned appears to be

satisfied. There have certainly been no complaints. It is gratifying that Mr. Hiller appears to consider all our universities of "unimpeachable political orthodoxy." Perhaps this is due to the fact that, owing to the closed period of 50 years, the contentious problems of the day are not dealt with. The "wooden style," however, was a blow beneath the belt; for it must be admitted that style *per se* influences the selection of material only to a very limited extent. The philologists on the Archives Commission are, however, expected to give an eye to the style of contributors.

Incidentally the "Archives Year Book for South African History" was started in response to university appeal. The history faculty of one of our oldest universities considered that many useful pieces of research work were buried in the libraries of universities throughout the country and that, if these works—admittedly not great history but nevertheless useful—were rescued from obscurity and printed, a service would be done to South African history and historians. This belief has justified itself for the theses have proved useful not only to the historians but also to archivists who periodically consult them both for the research indispensable to the classification of archives groups and, more frequently, for research done for other official purposes.

Coming to the basic qualifications and the training of Archives staff in the Union, Mr. Hiller, although he begins his paragraph "As far as the training of staff is concerned," concentrates on the qualifications required and totally ignores the training given. In my article, on the other hand, I devoted rather more space to training than to qualifications; but I certainly stated what basic qualifications were necessary and expressed the opinion that an M. A. degree in history was the ideal "not only because a knowledge of historiography is valuable, but also because the writing of a thesis, which is one of the degree requirements, gives useful practice in historical research and in the valuation of historical evidence." The sentence from which Mr. Hiller quotes reads as follows:

He [the archives official] must also be proficient in historical research, for very often a considerable amount of research is necessary for the accurate classification and description of archives groups. [In the South African Archives, work on the actual documents is invariably preceded by research in the office which produced them.]

It is interesting to compare my opinions respecting qualifications with those of Dr. Schellenberg. In *Modern Archives: Principles and Techniques* (p. 131) he writes:

The best preliminary training that an archivist can have, in my opinion, is advanced training in history. This provides him with a knowledge of the development of his country and its government, which is basic to any evaluation of the research values that are to be found in its public records. It provides him with training in research methodology, which is needed in all the work he does in rationalizing public records, in arranging them in proper relation with each other, and in describing them in terms of organization and function. . . .

The advanced training in history should be supplemented by specialized archival training. . . .

This is, to my mind, sound common-sense. After all the archivist works with records and, though varying types of records may bring variations of method,

it is difficult to see how any change in basic classification principles and methods can be justified.

Unless Mr. Hiller is confusing historians with persons who have received advanced historical training—which does not seem very likely since he himself in a preceding paragraph differentiates between historians and “apprentices”—I do not understand his statement that there is “no reason to confine the selection of staff to historians.” There was no mention in my article of having even one historian on the staff, much less of confining the staff to historians. Neither do I understand the line of reasoning on which this statement is grounded. In South Africa, the classification of records is based on the organisation and the functions of the office which produced them and classification principles thus remain the same whether the office is obsolete or modern. The records are most certainly not classified on the basis of guesses respecting the supposed requirements of future researchers. Quite apart from the deleterious effects such a procedure would have on the unity, the coherence and the intelligibility of an archives group, it would be impossible since the records are used by scholars of diverse disciplines with diverse needs. Regardless, therefore, of future users of the records, the classification principles and methods remain the same. Though historians have thus far been greatly in the majority, the South African Archives throughout its forty-odd years of existence has been used by scholars of other disciplines and orthodox classification methods have never proved any obstacle to the consultation of records. This may be due to the fact that in South Africa, although the uses to which information obtained from the records is put differ widely, the research methodology followed in extracting that information remains the same for all disciplines.

In as far as the appraisal of records is concerned, I am afraid I cannot agree with any of Mr. Hiller’s contentions. To begin with, we do not need accountants on our staff, since, when accounting records are in question, we co-opt government accountants and Treasury officials to give us expert advice. In any case there is not a sufficient volume of work to warrant the appointment of an accountant, particularly as there is a great measure of standardisation in government accounting methods throughout the country and rulings can frequently be made of general application. We have, however, occasionally felt the need of an economist; but, again, there is not at present a sufficient volume of work to justify the presence of one on our limited staff. At the moment we manage quite satisfactorily by consulting an economist of international standing who is an active member of the Archives Commission.

I am merely an archivist, not a prophet, and I do not therefore pretend to foresee what the distant future will bring; but, as far as the immediate future is concerned, I do not anticipate any necessity for departing from the practice, which has worked well for over thirty years, of enlisting the services of experts when records dealing with highly specialised matters are in question. (We have, for example, recently recommended that certain specialised medical records should first be reported upon by a board of medical men, before they are considered by the Archives.) However, the theory that future archivists may have to have engineering qualifications is certainly a fascinating one. It is, too,



one capable of infinite expansion. In time to come archives staffs may well be a heterogeneous collection of medical men, military men, naval men, airmen, lawyers, scientists of the various disciplines and Uncle Tom Cobleigh and all. Fortunately for my peace of mind however, neither the records in my custody nor my establishment are likely to warrant such intense specialisation during my service lifetime.

Whether or not it follows the American pattern I cannot say—circumstances have forced us to endeavour to work out our own salvation—but for a number of years we have been alive to the need for record management and have done all that our staff position allowed in that direction. Some eight years ago, for example, the Archives co-operated with the Department of Justice and the then Department of Native Affairs in the weighty task of working out the disposal authorities for every single correspondence file in the branch offices, of which there are over 700, of the two departments. (All the branch offices use the same correspondence system.) Many of the forms, registers, etc., in the branch offices were also catered for. (Naturally, although the foundation was laid—and well laid, as time has shown—some years ago, the authorities are periodically revised and kept up to date.) Work on similar lines but on a lesser scale has since been done, as has other work, including the vetting of departmental correspondence filing systems, in the field of record management. These activities were not mentioned in my article and, therefore, Mr. Hiller could not have known of them; but I did mention the formation, in 1957 of a Liaison Section to serve as “a link between the archives and the government departments and offices.” As for some unknown reason the State Information Office placed the two paragraphs dealing with the Liaison Section under the heading “Year Book,” they may have escaped Mr. Hiller’s attention.

Naturally a review could not cover all the activities referred to in the article but I am sorry that *inter alia* no mention was made of the Archives bindery—we rather pride ourselves on the work done in the repairing and binding of our seventeenth century documents—and of the field work.

A. KIESER, Chief Archivist  
Government Archives, Union of South Africa

The editor has been informed by T. W. Baxter, director of the National Archives of Rhodesia and Nyasaland, that Mr. Hiller, now retired, does not wish to make any comments on Dr. Kieser’s letter.

### *Research Records*

To the Editor:

Once again Dr. Paul Lewinson has placed us all in his debt by a lucid analysis of an aspect of archival theory [*American Archivist*, 23: 297-309 (July 1960)]. His proposed procedure for developing accessioning standards is well worth serious action. Since he has touched upon my parochial interests, I am moved to comment adversely upon certain aspects of this particular example!

First of all the division of research records he postulates rarely exists in fact. There are usually simply correspondence files, project files, and data files (*e.g.*, lab notebooks). The way scientists work does not always accord with Lewinson's scheme and no amount of administrative management will change the habits of a strongly self-conscious intellectual community. The records are often jumbled up in terms of Dr. Lewinson's phases.

Secondly, inclusion of the social sciences and history is dubious. I am willing, as a historian, to assert that history is not a science as Dr. Lewinson avers on p. 303. As to the social sciences, I prefer not getting involved in endless discussions about whether they are "sciences" in the same sense as physics and biology. All that need be said is that history and social science research are very minor aspects of Federal research activity (*i.e.*, in terms of money and personnel), whose subjects and resulting records differ so markedly from the physical and biological sciences that they are best treated as a separate species.

What distresses me most is the presence here of the oft-repeated emphasis on "data" and whether or not the data are published in whole or summarized or whether the data are unique or recoverable. If any data are unpublished and worth saving (a judgment of scientists, not archivists), the agency should either retain the original (hopefully in a reduced form) or incorporate the data in current information systems on punchcards, magnetic tape, or the like. Given the extraordinary drive of scientists and engineers to burden the public with every discovered fact, trivial or otherwise, it is unlikely that any quantity of significant or unique data will find its way into archival institutions without having been previously published. Further, any such data in archives will rarely get used by practicing scientists except in the rare instances where they conceive of historical research as a part of their investigations.

Depending on the field, data, in the normal scientific situations, become obsolete within a brief time. Why then save any records of Lewinson's phase 2, "Data-gathering"? What a historian really wants from records, in my opinion, are the evidences of the events leading to a public action—in this case, the publication of research findings. In the history of science and technology the process by which a scientist advances knowledge from one point to the next is at least as important as the points themselves. Therefore, the notebooks, showing the mental or experimental operations, and communications with fellow scientists, showing the intellectual stimuli upon the scientist, are crucial.

Dr. Lewinson stresses the unintelligibility of many notebooks; this criticism is sometimes valid but I would insist that intelligibility can be judged only by a technically competent individual with a sense of history. Not all notebooks require permanent preservation, but the archivist would be well advised to concentrate on saving notebooks of significant investigators, of major laboratories, and of principal research programs. What should guide the archivist are not definitions of administrative and substantive importance but whether the notebooks record routine testings or explorations of the unknown. The former are disposable with perhaps only a retained sample; the latter are what historians of science seek. The formal statements of method, results, and conclusions in publications are often too formal and not a true description of the process.

In the same vein I would argue that unsuccessful projects are not necessarily unimportant to the historian or substantively unimportant in the terms of Lewinson's definition (which I found to my pleased amazement in the April 1959 *American Archivist* [in Dr. Lewinson's article, "The Preservation of Government Publications," 22: 185] was an extension of a definition that I had dashed off one day). If your primary interest is in the process, as opposed to the public event, negative results and abortive projects are sometimes of crucial importance. Their documentation also needs much light on administrative history and deserves at least a careful sampling.

NATHAN REINGOLD  
Library of Congress

To the Editor:

It is gratifying to find myself so much in agreement with an able scholar trained in science, history, and documentation. Like Dr. Reingold, I do not class history as a science; on p. 303 I deal with it as an activity involving research. Research, not science, is the focus of my article; hence, also, the inclusion of the social sciences. On "data," like Dr. Reingold, I invoke the specialist: the archivist "will have to consult experts" (p. 304), "appraisal by subject-matter specialists" (p. 305), "subject-matter competence" (p. 308 and again p. 309). On the accessioning of "data"—especially in the physical and biological sciences—I am like Dr. Reingold generally skeptical: no data from unimportant and unsuccessful projects (p. 302), "there may [*sic*] be . . . data that should be preserved" in other cases (p. 303), "data . . . in the physical and biological sciences should seldom be accessioned" (p. 303), "rare occasions when [they] may be accessioned" (p. 304). As to "routine testings" vs. "explorations of the unknown" (Dr. Reingold's penultimate paragraph), I think my "substantive importance" criterion parallels his position, as my definition of research (p. 300) also does.

Dr. Reingold's last paragraph, I readily acknowledge, makes a well-taken point. I was probably too cavalier about "unsuccessful" research; I did not sufficiently stress that I had in mind "poorly planned or badly executed projects," nipped-in-the-bud boondoggles, hasty, ill-considered, illustrative only of bureaucracy at its occasional worst.

There are only two points at which we disagree. I believe, from long experience, that meaningful general accessioning standards cannot be developed on the basis of files ("correspondence files, project files, and data files" are the examples Dr. Reingold gives in his second paragraph). Let us define "file" (a rather loose term at best) as a more or less orderly or purposive agglomeration of records less than the complete documentation of an office. Then it follows, in my thinking, that the appraisal of a file is a "particular decision" (p. 309)—the appraisal of a documentary unit. What we now need to thrash out are some general principles of appraisal, especially on the accessioning side: not "a tabulation of all accessionable documentation" (p. 308 and 309), but a set, or sets, of considerations to be taken account of in appraisal work. As I

point out on p. 298, archivists have for some time been thinking in terms of function (diplomacy, fiscal affairs, national defense, etc.) and in terms of level ("policy," "administrative," "housekeeping," "operating"); it is my fundamental point that they should now also think systematically in terms of activity (research, adjudication, licensing, etc.).

Less fundamental to my thesis is my dissent from Dr. Reingold's dismissal of social science research as a "very minor aspect of Federal research activity." Such research may indeed consume much less money and personnel than the physical sciences now do. But it consumes quite a lot and produces quite a lot of records; the social sciences themselves are not negligible activities, intellectually considered; government's part in them is not minor; government's results from them may bear importantly on sovereign acts and on the public welfare; and their documentation among archives must be evaluated in terms of its enduring usefulness, not its gross production costs.

PAUL LEWINSON  
Arlington, Va.

To the Editor:

. . . I have just finished reading the July number of the *American Archivist* and I was extremely disappointed with it. The publication seemed to have hit bottom . . .

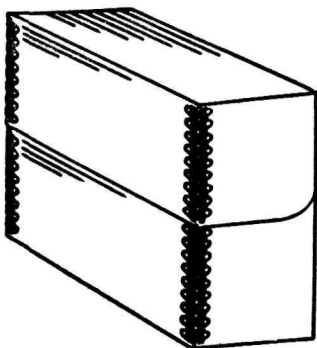
With respect to Dr. Lewinson's article: It points up the seeming intent to make the *American Archivist* function as a journal for the National Archives. There is far more to this problem than is to be found in Federal (or, for that matter, State) Government. There are broad areas of records management and archives in private business that the *American Archivist* does not concern itself with. Instead broad space is given to a discussion of a matter that is peculiar to the author's own sphere of special interest. . . .

BELDEN MENKUS  
Sunday School Board  
Southern Baptist Convention

### *Mail Bag*

The Western Union Telegraph Company has handed us a telegram addressed to us as the Editor, *American Alchemist*.

# FIBREDEX



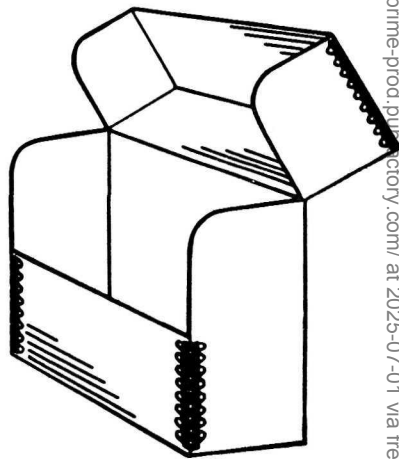
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# News Notes

DOROTHY HILL GERSACK, *Editor*

*National Archives*

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## SOCIETY OF AMERICAN ARCHIVISTS

### TWENTY-THIRD ANNUAL MEETING

Local Arrangements Chairman Richard D. Higgins and Program Chairman Alice E. Smith have completed their plans for the Society's annual meeting, to be held in Boston, October 4-7. Those who attend may register at meeting headquarters (Somerset Hotel, 400 Commonwealth Ave.) as early as October 4 if they wish to participate in the workshop-clinic of October 5. The formal program (October 6-7) will include sessions on *training in records management*, *records management practices and information retrieval*, *archival reference service*, and *town records*; a luncheon address on *Massachusetts manuscripts*; a report (also at a luncheon meeting) on the *Fourth International Congress on Archives*; several *guided inspections of university archives and libraries in the Boston area*; and a *demonstration of the tape-recording project of the Harvard Business School*. The *presidential address* will be delivered at the dinner meeting of October 6.

### NEW MEMBERS

INDIVIDUAL: Austin A. Connell, Great Neck, N. Y.; Walter G. Davis, Portland, Maine; William L. Enenbach, Omaha, Nebr.; Louis Frederick Edward Goldie, Los Angeles, Calif.; Joseph F. Halpin, Santa Fe, N. M.; Kenneth G. Hamilton, Bethlehem, Pa.; Myra Ellen Jenkins, Santa Fe, N. M.; George A. Louvris, Pittsburgh, Pa.; Wyndham D. Miles, Washington, D. C.; Alfred Philip Muntz, Fairfax, Va.; George F. Roosz, Columbus, Ohio; the Rev. Ernst W. Sihler, Minneapolis, Minn.; Francis L. Sward, Cincinnati, Ohio; Roger R. Taylor, Franklin Grove, Ill.; Arthur C. Thoms, Denver, Colo.; Harald H. Thormahlen, New York, N. Y.; Inez Waldenmaier, Washington, D. C.; David C. Weber, Winchester, Mass.; the Very Rev. John H. Westhues, Springfield, Mo. INSTITUTIONAL: Archives Office, DePauw University, Greencastle, Ind.; I. Albert Matkov, Boston, Mass.; Public Archives, Honolulu, Hawaii; Serials Department, University of Illinois Library; Chancery Office, La Crosse, Wis.

### COMMITTEE ASSIGNMENTS

The following list of current committee assignments, received from the secretary's office, supersedes the list published in our April 1960 issue:

#### *Administrative Committees*

AUDITING: Vincent A. Nunziato, *chairman* (Chemical Bank, N.Y. Trust, 165 Broadway, Rm. 619, New York, N. Y.); Esther C. Mallory and Elwood R. Maunder.

LOCAL ARRANGEMENTS: Richard D. Higgins, *chairman* (Commonwealth of Massachusetts, Secretary of State's Office, Boston, Mass.); William T. Alderson, Alan E. Gorham, Richard W. Hale, Jr., Olney W. Hill, Robert W. Lovett, Mary T. Quinn, John H. Shanks, Clifford K. Shipton, and Richard G. Wood; Dolores C. Renze and



Leon deValinger, Jr., *ex officio*. In addition, the following prominent persons are co-operating with the working committee: Foster Furcolo, Governor of the Commonwealth of Massachusetts; Nathan M. Pusey, Harvard University; John F. Collins, Mayor of Boston; Milton E. Lord, Boston Public Library; Joseph D. Ward, Secretary of the Commonwealth of Massachusetts; Paul H. Buck, Harvard University Library; Walter Muir Whitehill, Boston Athenæum; Donald T. Clark, Baker Library, Harvard Business School; Ralph W. Hidy, Harvard Business School; Ignatius A. Matkov, Massachusetts State Library; Stephen Riley, Massachusetts Historical Society; and Frederick J. Edmonds, First National Bank, Boston.

WALDO GIFFORD LELAND PRIZE: Lester J. Cappon, *chairman* (Institute of Early American History, Box 203, Williamsburg, Va.); G. Philip Bauer and Philip C. Brooks.

NOMINATIONS—1960: Wayne C. Grover, *chairman* (National Archives, Washington 25, D.C.); Rev. Henry J. Browne, Seymour J. Pomrenze, and Morris Radoff.

PROFESSIONAL STANDARDS: Oliver W. Holmes, *chairman* (National Archives, Washington 25, D.C.); 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* (State Historical Society of Wisconsin, Madison, Wis.); William T. Alderson and Robert W. Lovett.

PUBLICITY: Edward N. Johnson, *chairman* (Office of Records Management, National Archives and Records Service, Washington 25, D.C.); Olney W. Hill and George E. Warren.

RESOLUTIONS: Howard W. Crocker, *chairman* (State Education Dept., Albany 1, N.Y.); Margaret C. Pierson, Marion Pratt, and Charles Shetler.

### *Ad Hoc Committees*

LONG RANGE PLANNING: Oliver W. Holmes, *chairman* (National Archives, Washington 25, D.C.); Herbert E. Angel, Robert H. Bahmer, Julian P. Boyd, Christopher Crittenden, William D. Overman, Ernst Posner, and Morris Radoff.

CIVIL WAR CENTENNIAL: H. G. Jones, *chairman* (Department of Archives and History, P.O. Box 1881, Raleigh, N.C.); Charlotte Capers, Sidney Forman, Dallas Irvine, Nyle H. Miller, William J. Petersen, Robert T. Quarles, Jr., Clement M. Silvestro, and Richard G. Wood.

### *Technical Advisory Committees*

AUDIO-VISUAL: John M. Flory, *chairman* (Eastman Kodak Co., 343 State St., Rochester 4, N.Y.); Hermine Baumhofer and Elwood R. Maunder.

BIBLIOGRAPHY: Lester K. Born, *chairman* (Manuscript Section, Descriptive Cataloging Division, Library of Congress, Washington 25, D.C.); William S. Ewing, Ernst Posner, and Grace Quimby.

BUILDINGS AND EQUIPMENT: Victor Gondos, Jr., *chairman* (National Archives, Washington 25, D.C.); Everett O. Alldredge, Leon deValinger, Jr., and Dorman H. Winfrey.

MANUSCRIPTS (Joint): Philip M. Hamer, *chairman* (National Archives, Washington 25, D.C.); Francis L. Berkeley, Jr., Lucile Kane, Watt P. Marchman, Howard Peckham, and Alice E. Smith.

MICROFILMING: Richard W. Hale, Jr., *chairman* (352 Hammond St., Chestnut Hill 17, Mass.); Howard W. Crocker, Albert H. Leisinger, Jr., and Dorothy K. Taylor.

PRESERVATION METHODS: Gust Skordas, *chairman* (Hall of Records, Annapolis, Md.); Wallace Bulpitt and Dale Fields.

RECORDS MANAGEMENT: William L. Rofes, *chairman* (Olin Mathieson Corp., 460 Park Ave., New York 22, N.Y.); Everett O. Alldredge, Rex Beach, John T. Caton, Belden Menkus, Thornton W. Mitchell, Robert A. Shiff, and Thomas Wilds.

*Special Area Committees*

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**CHURCH RECORDS:** August R. Suelflow, *chairman* (801 De Mun Ave., St. Louis 5, Mo.); Mabel Deutrich, Melvin Gingerich, and Rev. Pascal M. Varieur.

**COLLEGE AND UNIVERSITY ARCHIVES:** Philip P. Mason, *chairman* (Wayne State University, Detroit, Mich.); Helen L. Chatfield, May Dornin, Dorothy G. Harris, and William Wallace.

**FEDERAL-STATE RELATIONS:** Sherrod East, *chairman* (2312 N. Vernon St., Arlington, Va.); Philip C. Brooks, Robert M. Brown, Lewis J. Darter, Olney W. Hill, and Morris Radoff.

**INTERNATIONAL RELATIONS:** Ernst Posner, *chairman* (American University, Washington, D.C.); Philip Brower, Robert Claus, David C. Duniway, and Dorothy B. Weske.

**LABOR UNION RECORDS:** Paul Lewinson, *chairman* (1718 Army-Navy Dr., Arlington, Va.); Rev. Henry J. Browne and Morris Rieger.

**MUNICIPAL RECORDS:** Charles E. Hughes, Jr., *chairman* (162-A City Hall, Philadelphia, Pa.); James Katsaros, John Kerstetter, Lawrence J. LeGuennec, and Charles F. Poole.

**STATE RECORDS:** Robert M. Brown, *chairman* (613 State Office Bldg., St. Paul 1, Minn.); William N. Davis, Jr., Bruce C. Harding, Lola M. Homsher, H. G. Jones, Gust Skordas, and Leon deValinger, Jr. (advisory member).

## MINUTES OF THE COUNCIL

New York City, April 19, 1960

The spring Council meeting was called to order on April 19 at 10:00 a.m. by President Mary Givens Bryan in Room 1434 of the Statler-Hilton Hotel, New York City. All officers, the editor, and Council members Wayne C. Grover, Herman Kahn, and W. Kaye Lamb were present. Lucile Kane and Thornton W. Mitchell were unable to attend.

Mrs. Renze, secretary, read the minutes of the December 29, 1959, meeting. There being no corrections or additions, the minutes were approved.

By invitation of the president, Richard D. Higgins, chairman of the 1960 Local Arrangements Committee, was granted an opportunity to report briefly on progress of plans for the meeting in Boston in October. Since the formal program outline was not available to him he could report only tentatively on events. However, registration will commence on the afternoon of October 4. The workshop-clinic will take place on October 5. (Mrs. Renze will be responsible for the development of this session in cooperation with the chairmen of the following committees: Business Records, Church Records, and Records Management.) On the late afternoon of the 5th there will be a tour of the Massachusetts State Archives, followed by a reception at the Colonial Society of Massachusetts. The last Council meeting for 1959-60 will take place at 8:00 p.m. that evening. The annual dinner will be held on October 6. On Friday, October 7, reports will be heard from delegates to the Fourth International Congress on Archives and the afternoon will be devoted to a field trip to Harvard University, Baker Library, and Widener Library. Mr. Higgins

said that Robert Lovett of Baker Library is keeping in touch with him on programing.

It was generally agreed that an early summer mailing would be made of materials pertaining to the annual meeting but that in the interests of economy no distribution of the printed program would be made. The editor stated that Mrs. Renze had provided him with an announcement of the meeting and a form for members to complete and return to the secretary. This will go out with the July issue of the *American Archivist*.

Mrs. Renze commented for the record that the Society should be more keenly aware of the need for adequate publicity at annual meetings and expressed the hope that the Publicity Committee chairman for 1959-60 would be active in cooperating with Mr. Higgins so that informational material relating to the Society meeting and program, its members, and its activities would be made available to the press. Edward N. Johnson (of OCDM but to become a member of the staff of the National Archives and Records Service after July 1) is the Society's publicity chairman. Mr. Higgins withdrew from the meeting, his mission having been completed.

The regular order of business was resumed with the president reporting on the following:

1. A proposal by Walter Muir Whitehill that the annual address of the president be delivered from the pulpit of the Old South Church Meeting House: Brief discussion of the proposal revealed that although Council thought well of the innovation, difficulties of transporting a large audience and the interruption by travel from one place to another would make this impractical. Appreciation was voiced for Mr. Whitehill's invitation.

2. Fourth International Congress on Archives at Stockholm: Mrs. Bryan reported that she will be unable to attend as the Society's delegate. Mr. Grover asked if the required report had been submitted by the Society. The secretary said that this had been done by her in January (as directed by the Council) and that supplemental details on the various State archives had been transmitted in the form of a microfilm copy of the report of the State Records Committee for 1958-59, as edited by H. G. Jones.

3. A letter in draft form submitted by Ernst Posner, as chairman of the Committee on International Relations, was discussed. It related to plans for working with a committee on the sources for Latin-American history. Concurrence by the Council was granted for the president to endorse Mr. Posner's proposed letter, with the understanding that details of this International Council on Archives project would appear in the July issue of the *American Archivist*. [Editor's note: see *American Archivist*, 23: 363-366.]

4. Mrs. Bryan also noted that a report had been received from Charles E. Hughes, Jr., and Leonidas Dodson, who represented the Society at the 64th annual meeting of the American Academy of Political and Social Science, April 8-9, at Philadelphia.

5. Other meetings to which members of the Society have been delegated to represent the Society are:

- a. Meeting in Washington, D. C., on May 9, a group of associations, councils, etc.—a continuation of the Cooperstown meeting in 1959 called by the American Association for State and Local History, American Museum Association, and other groups, to explore problems of mutual interest: Mr. Munden designated.

- b. Conference on Science Manuscripts, May 5-6, Washington, D. C.: Nathan Reinhold designated.

- c. The Statistics Subcommittee of Sectional Committee Z-39 (American Standards Association): Seymour J. Pomrenze designated.

The report of Vice President Philip M. Hamer on plans for the December joint luncheon meeting of the Society and the American Historical Association disclosed that Walter Muir Whitehill of Boston will be the Society's speaker. His topic will be "In my Father's House Are Many Mansions." Mr. Hamer requested that announcement of this be carried in the July issue of the *American Archivist*. He also reported that, as president-elect, he is proceeding with plans for the 1961 annual meeting, which will mark the 25th anniversary of the Society of American Archivists.

Mr. deValinger next made the treasurer's report. A distribution of copies of the quarterly financial statement was made to the Council and the original copy was filed with the secretary for the record. Mr. deValinger announced that in order to defray the cost of publishing the *General Index to the American Archivist* it was necessary to close out the Evans savings account in Akron, Ohio. The treasurer remarked that gradual recovery of these funds could be made as the sale of the *Index* progressed. However, the advance orders have not been so extensive as anticipated. Mr. deValinger again reminded the Council that some thought must be given to strengthening the Society's income in the face of rising costs and increased membership services.

Mrs. Renze, secretary, reported that she has been working diligently on the development of areas for membership and that she has designed for use a new invitation form, which obviates the necessity for writing so many letters; she has concentrated on some large areas where new member-potential can be explored. She has been assisted in this work by Ruth Kluzak, formerly of Detroit, Mich., but now retired, who spends part of the year in Denver. Comment was made on the very substantial increase in membership gain during the last six years. Mrs. Renze also reported that beginning with the new fiscal year (July 1, 1960) membership cards would be available for those who want them.

The secretary reported the progress to date on the State Records Committee's project proposal for seeking a foundation grant to enable the Society to make a comparative study of State archives. A discussion of various items in the report resulted in a request that copies of the report be mailed to Council members for unhurried review and comment, with final action to be taken at the October Council meeting, or before then by mail if possible.

At 1:15 p.m. the meeting recessed for luncheon, with a call to reconvene at 2:00 p.m.

Upon reconvening, Mrs. Bryan requested approval of a letter (in draft), which Edward N. Johnson of OCDM had prepared to go out to all State archival authorities over her signature, transmitting information and copies relating to legislation being recommended to the States by OCDM for presentation to various legislative bodies by State Civil Defense units. Mr. Munden protested that the letter should be referred to the Federal-State Relations Committee for approval or disapproval. Mrs. Bryan felt that the objective was to get the information out to the State archival authorities, who would be vitally interested, as soon as possible. After some further discussion, however, she agreed to send it to Sherrod East, chairman of the Federal-State Relations Committee, for comment.

In the light of Mrs. Bryan's inability to attend the Fourth International Congress on Archives at Stockholm in August, David C. Duniway, her alternate, will go as the delegate, with Philip M. Hamer named as his alternate. Ernst Posner had previously been named as the second delegate, with G. Philip Bauer as his alternate. Wayne C. Grover expressed the wish that the United States might extend an invitation for the Congress to meet next in our country, but the problem of finances would be difficult and would necessitate deferment until some future time.

Editor Ken Munden reported on various problems relating to advertising carried by the *American Archivist*. Subsequent discussion resulted in a motion by Wayne C. Grover, seconded by Dolores C. Renze, that the Council accept the recommendation of Mr. Munden, with approval of the Editorial Board, that the *American Archivist* publish in each issue a statement of policy relating to advertising. Some modification of the proposed statement of policy was suggested but the principle was endorsed.

Mr. Munden presented for discussion data indicating that the current funds budgeted for publication of the *American Archivist* are inadequate due to rising costs. He is faced with reducing the size of the publication or asking for a larger budget allocation. Since the budgeted amount is predicated on known anticipated income, no increase is possible at this time. Therefore, the Council instructed Mr. Munden to restrict the *American Archivist* to 96 pages for two of the four issues for the 1961 fiscal year.

In view of the obvious need for increased revenue to carry on the work of the Society, Wayne C. Grover moved that the matter be referred to the Finance Committee (Leon deValinger, Jr., chairman), with four additional members to be named by the president, to examine the desirability of increase in dues, membership classifications, and subscription fees; and to present to the Council their recommendations, which would be incorporated in a proposed constitutional amendment. The president named (in addition to the Finance Committee consisting of the treasurer, the secretary, and the president) the following: Wayne C. Grover, Ken Munden, August Suelflow, and William Rofes. Mr. deValinger, as chairman, will notify the members of the committee's objectives.

Mr. Grover proposed for early consideration revision of the Constitution, article 2, "Objects," so that it would more clearly define and set forth the Society's status as an educational organization of the profession in support of various archival authorities as "educational institutions." This was referred to the secretary for study. Mr. Grover filed with the secretary, for followup, S. 155, 86th Cong., 1st sess.

The officers and Council members noted with sadness the passing of Carl Ludwig Lokke, archivist and historian of the National Archives, on April 3, 1960.

Announcement was made of the retirement of Paul Lewinson and Marcus Price of the National Archives and Chester Connor of the Aluminum Corp. of America. Mr. Lewinson is a life member of the Society. Messrs. Price and Connor resigned membership in the Society upon their retirement from professional life.

The president announced the dedication of the South Carolina State Archives building at Columbia, S. C. A telegram of congratulations and best wishes was dispatched by the secretary in behalf of the officers and Council of the Society.

There being no further business, the meeting adjourned at 4:45 p.m.

DOLORES C. RENZE, *Secretary*

## PROMOTION OF THE ARCHIVAL PROFESSION IN SOUTH AMERICA

T. R. Schellenberg, Assistant Archivist of the United States for the National Archives, spent the period March 1-May 28 in South America as a United States specialist under the International Educational Exchange Program. He visited Brazil, Uruguay, Argentina, Chile, Bolivia, Colombia, and Venezuela. His visit was initiated by the Brazilian National Archivist, who desired that a United States archivist come to his country to study the archival situation and to make a report of recommendations with respect to it. Such a report was made and was published as one of a series of archival pamphlets issued by the Brazilian National Archives. According to a Foreign Service despatch, Dr. Schellenberg's "visit has aroused great awareness on the part of the Brazilian government and the people to the maintenance and support of a good archive" and his "advice and assistance . . . has already borne fruit."

In order to carry out the more general objective of his visit, which was to promote the archival profession in the South American countries, Dr. Schellenberg distributed United States literature on archival principles and techniques, particularly that translated into Spanish and Portuguese. Among such literature not yet appearing in the United States were copies of a book in Portuguese entitled *Manual de Archivos*, which consists of the syllabus prepared by Dr. Schellenberg for training purposes at the U. S. National Archives, a new version in Portuguese of the National Archives *Staff Information Paper* on "The Preparation of Lists of Record Items," and a bulletin in Spanish on "The Meaning of Arrangement Principles" published at the University of Sucre in Bolivia. During his visit to the South American countries Dr. Schellenberg gave 26 lectures that related chiefly to the following topics: the importance of archives, the relation of the archival and library professions, the development of the American archival profession, the history of the U. S. National Archives, and technical facilities for archival work. Sixteen of these lectures were illustrated; six were in the Spanish language. In addition, he gave 3 radio speeches and a radio interview, and he visited 48 cultural institutions, 22 of which were archival, 15 library, 7 educational, and 4 museum institutions.

Another purpose in visiting the South American countries was to promote the Inter-American Archival Seminar to be held in Washington, D. C., in October 1961. This seminar, for which the Rockefeller Foundation has made funds available, is intended to make known to Latin American archivists all information developed to date in the United States on archival principles and techniques, to discuss with Latin American archivists the most important prob-

lems facing them, and to develop standards for various phases of archival work and a terminology that will make the literature that appears in the English, Spanish, and Portuguese languages understandable to archivists using these languages.

Dr. Schellenberg also looked into the possibility of establishing an archival periodical at the University of Córdoba in Argentina, and of issuing a series of archival translations in Bolivia and Argentina as well as in Brazil.

## ACADEMIC TRAINING

### *American University*

Under the auspices of the American University, Herbert Angel, Director of Administration, General Services Administration, and Seymour J. Pomrenze, Records Management Specialist, Office of the Adjutant General, Department of the Army, are to teach a two-semester course, offered this fall for the first time, on "The Planning and Administration of a Records Program." Subjects to be covered the first semester relate to records management and records creation. The second semester subjects relate to records maintenance and records retention. The classes, to be held in the National Archives, are open to both graduates and undergraduates. Each half of the course carries a three-hour credit. For registration details for either semester (the second semester can be taken first), one should contact the office of the Dean of the School of Government and Public Administration, American University, Washington 6, D.C.

### *New York University*

The fifth seminar on information systems and records management will be presented by the Management Institute of New York University, September 27-December 2, in 12 2-hour sessions meeting Tuesday evenings under the leadership of Milton Reitzfeld, management consultant. Those interested should write without delay to Dr. Denis Sinclair Philipps, Director of the Management Institute, New York University, Washington Square 3, New York, N. Y.

## CONFERENCES

### *Pacific Northwest History Conference*

This conference, an annual meeting of historians, archivists, and the public, has a manuscripts publication committee (formerly the committee on reproduction), which has developed a program for the conference not as yet formalized with a sustaining organization. Its chairman (Richard C. Berner, Curator of Manuscripts, University of Washington Library, Seattle 5, Wash.) contributes an article in this issue of the *American Archivist*.

### *Civil War Centennial Commission*

The fourth national assembly of the commission is to take place in April 1961 in Charleston, S. C., rather than in December 1960 in Atlanta as reported erroneously in our July issue.



*American Historical Association*

The association's 1960 annual meeting will be held at the Statler-Hilton Hotel, New York City, December 28-30. At the joint luncheon meeting of the association and the Society of American Archivists, Walter Muir Whitehill will give a report on his study of historical societies, under the title "In My Father's House Are Many Mansions."

*Fourth International Congress on Archives*

Members of the Society of American Archivists who attended the Fourth International Congress on Archives at Stockholm, Sweden, August 17-20, were Robert H. Bahmer, William J. Barrow, G. Philip Bauer, Memory F. Blackwelder, Randolph W. Church, Herman J. Deutsch, David C. Duniway, Victor Gondos, Jr., Kathleen B. Jacklin, William S. Jenkins, A. Philip Muntz, Ernst Posner, and William F. Sherman. Mr. Duniway and Dr. Posner were the Society's official delegates. Dr. Bauer represented the *American Archivist*, of which he was formerly editor, at a special meeting of representatives of archival journals called in connection with the Congress.

*American Association for State and Local History*

The association's 1960 annual meeting was held under the auspices of the State Historical Society of Iowa at Iowa City, August 30-September 3. The program included a panel on "Manuscript Collecting in the Twentieth Century: The Battle of the Bulk," with David C. Mearns of the Library of Congress as chairman, Edith Fox (Cornell University) and Josephine Harper (State Historical Society of Wisconsin) as speakers, and Lucile Kane (Minnesota Historical Society) as panel commentator.

## GRANTS AND AWARDS

With the assistance of a \$28,888 grant from the Council on Library Resources, the American Council of Learned Societies is administering a one-year study of coordination of photocopying projects for scholarly purposes. Principal investigator for the inquiry is Lester K. Born of the Library of Congress. An advisory committee will assist and consult with interested constituent societies of the American Council of Learned Societies, librarians, scholars, and others. The report will contain proposals for general principles and standards for photocopying projects, will discuss the problems involved in foreign acquisitions, and will probably include lists of foreign collections that should be copied in the interest of research programs in American universities. The inquiry complements a previously announced study of the bibliographical control of microforms (see *American Archivist*, 23: 369). ¶ Cornelius O. Cathey has been granted a Kenan research leave of absence for the fall semester, 1960, to do research for editing the Pettigrew papers to be published by the North Carolina Department of Archives and History. ¶ Loren C. MacKinney has received a three-year grant from the National Institutes of Health to complete a catalog of medical miniatures in medieval manuscripts.

## TECHNICAL NEWS

Ellen Shaffer, rare book librarian, Free Library of Philadelphia, reports in the *Library Journal* (Dec. 15, 1959) that in her library and in the National Library of Scotland sulfur fumes have damaged materials in exhibit cases. In the case of the Free Library the trouble was found in cases lined with a composition of cork particles held together with a binder and backed with burlap. This composition, when analyzed, proved to have a sulfur content of 1.3 percent. The offending cork composition was scraped from the bottoms of the cases and a coat of lead paint was applied as a further preventive. The white lead paint used for the delicate flesh tones in the miniatures of an early sixteenth-century French manuscript that had turned black in the exhibit case was restored by very delicately applying, with the aid of a microscope, a solution of 50 percent ether and 50 percent hydrogen peroxide. This was a lengthy and expensive process requiring great skill and even greater patience. In the case of the National Library of Scotland, burnished silver in certain manuscripts was tarnishing. It was found that textile material used to line the cases and the felt edging of the cases contained traces of sulfur. The British Museum recommends that before using any textile materials in a case containing objects liable to attack by sulfur fumes, a test for sulfur be made by wrapping the textile around a brightly polished piece of silver, placing it in a polythene bag in an electric oven at about 60° C. (140° F.), and leaving it there for a week. If no tarnish occurs in the silver, the textile is safe to use.

## NATIONAL ARCHIVES AND RECORDS SERVICE

*National Archives*

Several bodies of records pertaining to labor have recently been transferred to the National Archives. Among them are records of the Bureau of Labor Statistics and its predecessors, 1884-1939, which are essential sources for research on the programs, policies, and operations of the agencies, particularly in the key area of statistical policy, from the late nineteenth century through the early New Deal years. Other records on labor include general subject files, case files, and technical reports of the Federal Mediation and Conciliation Service and its predecessor, the U. S. Conciliation Service, 1913-49; and all the records of the Presidential Board of Inquiry appointed in October 1959 to study the labor dispute and strike in the steel industry. ¶ Among other recent accessions are records of the Supreme Court, consisting of records of the Clerk, 1790-1909, and of the Marshal, 1867-1909, and records of prize cases heard on appeal by committees of the Continental Congress, 1776-80, and by the Court of Appeals in Cases of Capture, 1780-86; and records of the U. S. S. R. Section of the Office of Eastern European Affairs, State Department, 1917-41, relating to internal economic and political developments in the Soviet Union and Soviet relations with the United States and other countries. ¶ Newly accessioned photographic records include 6,000 photographs made or collected by the Division of Rubber Investigations of the Bureau of Plant Industry, Soils, and Agricultural Engineering, 1942-48, showing the produc-

tion of rubber in Central and South America for use in the war; and 45,000 photographs made by the Air Transport Command of the Army Air Forces, 1943-45, illustrating the transporting of troops and supplies from South America to Africa and Asia. ¶ The following preliminary inventories of records in the National Archives have been issued: no. 126, *Records of the Government of the Virgin Islands of the United States*, compiled by H. Donn Hooker; no. 127, *Records of the Headquarters, United Nations Command*, compiled by Paul Taborn and Andrew Putignano; and no. 128, *Records of the Committee for Congested Production Areas*, compiled by Leo Pascal and Jeanne McDonald. ¶ *A List of Motion Pictures and Sound Recordings in the National Archives Relating to Presidential Inaugurations*, compiled by E. Daniel Potts, has been published as Special List no. 16. ¶ *National Archives Accessions*, no. 55, recently published, lists the records transferred to the National Archives during the period July 1, 1957-June 30, 1959. It also contains an article by Paul Lewinson, "The Industrial Records Division of the National Archives; Economics, Welfare, and Science in United States History." ¶ The American Historical Association's Committee for the Study of War Documents has prepared and the National Archives has published another guide to German records microfilmed at Alexandria, Va.: no. 16, *Records of the Deutsches Ausland Institute, Stuttgart; Part I, Records on Resettlement*.

One of the most important microfilm publications to be completed by the National Archives is the Papers of the Continental Congress, 1774-89. This publication, in 204 rolls, reproduces the records of the Continental Congress that were maintained by Charles Thomson, Secretary of the Congress, and were transferred to the Department of State in 1789. The papers consist mainly of letters and reports received by the President of the Congress, copies of letters sent by the President, the Secretary, and a few committees, and some transcripts of diplomatic despatches received from United States agents abroad. The entire collection was transferred to the National Archives from the Library of Congress in 1952 as part of the official records of the United States Government. Card indexes that were prepared by the Library of Congress and other indexes have been reproduced on the first seven rolls of the microcopy. ¶ Other microfilm publications recently completed include the Index to Revolutionary War Pension Application and Bounty Land Warrant Files (15 rolls) and to the War of 1812 Pension Application Files (102 rolls); Compiled Service Records of Confederate Soldiers Who Served in Organizations From North Carolina (530 rolls); and Miscellaneous Letters Received by the Secretary of the Navy (41 rolls). ¶ Additional information about the microfilm and copies of the publications may be obtained from the Exhibits and Publications Branch, National Archives, Washington 25, D. C.

A guide to picture materials on the Civil War is being compiled by Josephine Cobb, specialist in Civil War iconography. It will cover photographic prints, lithographs, engravings, woodcuts, pen and pencil sketches, water colors, oil paintings, posters, and cartoons. Miss Cobb requests that brief descriptions or detailed lists of such collections be sent her at the National Archives, Washington 25, D. C.

*National Historical Publications Commission*

On May 26 representatives of Yale University and the American Philosophical Society presented to President Eisenhower the first two volumes of *The Papers of Benjamin Franklin*. The President expressed interest in the fact that the volumes contained not only documents written by Franklin but also letters received by him. ¶ A project to publish the correspondence of the Lewis and Clark Expedition in one volume has been set up. Donald Jackson will edit the volume and the University of Illinois Press will publish it next year.

*Franklin D. Roosevelt Library*

Recent manuscript acquisitions of the Library include the following: (1) Papers of the late Louis B. Wehle, lifelong friend of Franklin D. Roosevelt and personal adviser on important public issues. The papers cover practically the entire period of Wehle's life, 1880-1958, and include materials on his Government service during World Wars I and II. (2) Papers of Aubrey W. Williams. Although incomplete, the papers cover the period of 1930-59 and document Mr. Williams' service with several Federal relief organizations and as director of the National Youth Administration, as well as his subsequent public life. (3) Papers of Judge Charles Fahy. Many of these relate to Judge Fahy's work in various legal posts in the Government since 1933, among them as Solicitor General of the United States and member of President Roosevelt's Naval and Air Base Commission in London. All of these groups of papers are being processed before being made available for research.

*Dwight D. Eisenhower Library*

A letter of April 13, 1960, from President Eisenhower to Franklin D. Floete, Administrator of General Services, formally offered most of the papers of the President as a gift to the United States and laid down certain restrictions on their use. In a reply dated April 15, the Administrator, on behalf of the United States, accepted the gift.

*Office of the Federal Register*

The 1960-61 edition of the *United States Government Organization Manual*, recently published, may be purchased for \$1.50 a copy from the Superintendent of Documents, Government Printing Office, Washington 25, D. C. ¶ The sixth volume of the series of *Public Papers of the Presidents of the United States* was published in June. Entitled *Dwight D. Eisenhower, 1954*, the volume completes the coverage of the years 1954-59. The 1953 volume is scheduled for publication in November, the final Eisenhower volume early in 1961. Work will then go forward on the Truman Papers. This series of publications is also for sale at the office of the Superintendent of Documents.

## LIBRARY OF CONGRESS

*Manuscript Division*

The papers of Henry Prather Fletcher (1873-1959), recently received by the Library, date from 1898 to 1958. They cover Mr. Fletcher's representation



at school, in the office, and at conferences. *At home*, students may enroll in correspondence courses available to all Defense personnel. Three extension courses in records management deal with files maintenance and disposition, mail operations and management, and effective Army writing. (A course in correspondence management is in preparation.) Training *at school* is conducted principally by the Adjutant General's School, which offers resident courses in various areas of administration and management. Other Army service schools offer some basic training in the subject, as do specialized schools such as the Ordnance Management Engineering Training Agency. *In the office*, formal training sessions are conducted primarily in "The Army Functional Files System," "Files Maintenance Procedures," "How to Survey a Mail Program," and "Effective Writing." The *conference method*, for which the records management staff of the Adjutant General's Office has developed detailed procedural guidance, is encouraged in each of the 25 records administration commands and agencies in the United States and overseas.

#### *Post Office Department*

Records Management training in field establishments has continued, with training conferences at the Boston and Wichita regional offices. Paperwork has been simplified by the use of laborsaving machines in clerical operations, such as collators, automatic inserting and sealing machines, and electric copying devices. A revised and simplified records disposition schedule has been printed in the looseleaf *Postal Manual*. ¶ Proposed amendments to postal regulations, to take effect January 1, 1962, are printed in the *Federal Register*, May 4, 1960, p. 3855. Regulations on the size and shape of envelopes are proposed to facilitate the use of new automatic machinery.

#### *National Bureau of Standards*

Samuel N. Alexander is Chief of the Data Processing Systems Division of the Bureau. The new division assists in the coordination of data-processing work under an arrangement cosponsored by the Council on Library Resources and the National Science Foundation.

#### *Social Security Administration*

A reprint of an article, "Let's Take a Positive Look at Microfilm," by Edward Rosse, head of the Social Security Administration's microfilm program, is available free from the Minnesota Mining and Manufacturing Co., Dept. SO-9, 900 Bush Ave., St. Paul 6, Minn.

### STATE AND LOCAL NEWS

#### *Arizona*

Bernard Fontana, field historian of the University of Arizona, is searching the State for "research material and taping the reminiscences of Arizona's old timers." Phyllis Ball heads the university's special collections department.

#### *California*

The Henry E. Huntington Library, San Marino, has purchased the Samuel



L. M. Barlow collection of Civil War and Western manuscripts (20,000 pages). Included are letters of Gen. William T. Sherman, Stephen A. Douglas, Samuel J. Tilden, Jay Gould, Montgomery Blair, John Breckenridge, President Grover Cleveland, and Gen. George B. McClellan. ¶ Frederick E. Brash, Chief of the former Smithsonian Division in the Library of Congress (1924-44), has been appointed curator of the Newton collection of Stanford University Libraries. ¶ Manuel P. Servin has been appointed editor of the letters of Fray Francisco Fermin Lasuen by the Academy of American Franciscan History.

#### *Colorado*

State Archives staff members and members of the Public Records Advisory Committee conducted workshops for State officers (departmental heads and agency records officers) on June 11 and 25. ¶ The State Archivist led a workshop on municipal records for clerks and finance officers of Colorado municipalities on June 16 at Glenwood Springs. ¶ The Division of State Archives and Public Records is preparing a documentation file on Colorado's first official executive residence, to be occupied by the Governor this fall. The 27-room colonial-style house, built in 1908, has been presented to the State by the Boettcher Foundation.

#### *District of Columbia*

Julius Waties Waring, retired Federal District Judge of South Carolina whose decisions led to opening South Carolina's Democratic primaries to Negroes, has donated 85 special albums of his personal files to Howard University. ¶ The Interagency Records Administration Conference discussed effective presentation of paperwork improvement ideas at its May 20 meeting.

#### *Georgia*

The University of Georgia Press has published *Laws of the Creek Nation*, the first number in a series that will reprint rare items from the collections of the University of Georgia Libraries. Hitherto unpublished, the laws are part of the Keith Reed collection of manuscripts given to the university in 1957 by the Wormslee Foundation, Savannah. Antonio J. Waring edited the *Laws* (available from the University of Georgia Press, Athens, for \$1).

#### *Illinois*

The State Historical Society Library has received 300 items, chiefly letters, 1797-1840, of John Messinger, but including Civil War letters of his descendants; nearly 2,000 documents of Bishop Philander Chase; and the Gen. Alexander G. McQueen collection, which includes copies of General Custer's charge of insubordination and mutiny against the 1st Iowa Cavalry and papers relating to the Battle of Little Big Horn. ¶ William Thomas Hutchinson, curator of the Madison papers, University of Chicago, has been named to the James Madison Memorial Commission.

#### *Maine*

John E. McLeod, 331 Main St., Calais, is interested in any information available concerning the activities of Garrett Schenck in Wisconsin, California,



and Washington, for use in a history of the Great Northern Paper Co. Schenck became the first president of the company in 1899.

*Massachusetts*

Thomas E. Andrews reports that, having finished the microfilm edition of the Adams papers at the Massachusetts Historical Society last December, he is "convinced that the Adams papers are the most important and interesting of the American Revolution."

*North Carolina*

Christopher Crittenden, Director of the Department of Archives and History, and other members of the Department appeared before the Commission on Reorganization of State Government on March 18 to state the need for a new archives and history building. ¶ The State Records Section has completed the initial draft of an inventory-schedule of the records of the Woman's College of the University of North Carolina.

*Ohio*

Richard C. Knopf of the Ohio State Museum edited the first issue of the *1812 Newsletter*, a new publication dedicated to the promotion of research and historical appreciation of the War of 1812. The publication will act as a clearing house for agencies and States participating in the program of commemoration in 1962-63. ¶ According to information received from State Archivist Bruce C. Harding, Ohio's General Assembly has provided a plan for the retention and disposal of all public records of the State. Any public officer or body having control of public records is subject to the jurisdiction of one of four records commissions—State, county, city, or township—authorized by sections 149.32, 149.38, 149.39, and 149.42 of the *Revised Code*. When the 103d General Assembly amended section 149.38 (Amended Substitute House Bill 737-1959), the county records commissions were for the first time given power to regulate the retention and disposal of public records. The State attorney general (Opinion no. 1348) has ruled that a county records commission, when an application for records disposal has been approved, "shall provide for the disposal of such records by destroying them or transferring them to some institution or organization for the use and benefit of the public."

*Oregon*

Notable new groups of papers received by the Oregon Historical Society, Portland, include the correspondence of Frank S. Myers, Portland postmaster, 1913-20, and the large Beekman Bank collection, 1852-1915, which includes material on early express companies, gold claims, and the banking and political affairs of Cornelius C. Beekman of Jacksonville. Important additions have been made to the papers of Dr. Forbes Barclay (1812-73), surgeon, coroner, and politician of Oregon City, and to the records of the Seufert family, builders of the first salmon cannery in Wasco County in 1886.

*Puerto Rico*

The report of Thomas Mathews regarding Library of Congress holdings related to Puerto Rico was published in the October 1956 issue (delayed in publication) of *Historia* (vol. 6, no. 2, p. 89-142) under the title, "Documentación sobre Puerto Rico en la Biblioteca del Congreso." Copies of this Spanish translation of Dr. Mathews' report may be obtained from Díaz Soler, Department of History, University of Puerto Rico, Río Piedras, Puerto Rico.

*Tennessee*

According to the May 1960 *Newsletter* of the Historical Commission of the

Sunday School Board of the Southern Baptist Convention, "some churches have adopted resolutions specifically stating that all records of business transactions of the church and of elected officers and committees are the legal records of the church and are its property." "Preserve Your Church Records by Microfilm" is the title of a new pamphlet available from the Board at 127 Ninth Ave. North, Nashville 3.

### *Vermont*

A mimeographed outline of recommended practices for accessioning broadsides, maps, pictures, manuscripts, clippings, and museum items, prepared by Clara E. Follette, librarian and museum director of the Vermont Historical Society, Montpelier, is available upon request to the Society.

### *Virginia*

The Virginia colonial records project, a cooperative survey of manuscript sources in overseas depositories for Virginia history, 1580-1780, financed during 1955-58 by the Jamestown 350th anniversary, has received funds from the General Assembly enabling it to continue until July 1962. Triplicate copies of 4,253 *Survey Reports* (8,978 pages), received from London, are filed in Richmond, Williamsburg, and Charlottesville. About one-fourth of these *Reports* (982) have been processed in editions of 500 copies and distributed to scholars and libraries. One of the 28 *Special Reports* (a brief guide to catalogs and indexes at the British Public Record Office, prepared under the direction of George H. Reese) has been processed and distributed. More than 3,500 of the compiled *Survey Reports* cover lost archives of colonial Virginia in the British Public Record Office and in the major repositories of London, Oxford, and Cambridge. More than 200 rolls of microfilm of manuscripts described in the *Survey Reports* are available on interlibrary loan from the University of Virginia Library. It is hoped that there will be funds for making an index or table of contents. ¶ The University of Virginia has been given the C. Waller Barrett collection of American literary materials. The collection of a quarter-million books, manuscripts, and other source papers spans almost two centuries of American creative literature. Included are many Hawthorne letters and the largest group of Willa Cather letters yet assembled. ¶ The Manuscript Division of the university has received several diaries kept during the Civil War; records of some churches in Virginia and West Virginia, 1915-60; and microcopies of the Almondsbury Parish registers, Yorkshire, England, 1554-1812. ¶ According to the *Alexandria Journal*, July 14, 1960, William and Mary College has received books and papers relating to the "two James Madisons," the United States President and his kinsman Bishop James Madison, president of the college, 1777-1812.

### *Wisconsin*

The State Historical Society of Wisconsin has received the papers of D. C. Everest, a founder of the Marathon Corporation and other companies important in the wood-using industries. ¶ J. E. Boell, formerly chief archivist of

the State Historical Society, is now archivist of the University of Wisconsin. ¶ Recent changes in the State Archives and the duties of the staff are reported in a letter received from Howard A. Merritt, acting archivist, State Historical Society of Wisconsin:

On April 1, 1960, the staff of the Wisconsin State Archives was returned to the State Historical Society, from which it had been separated since 1957, when the Committee on Public Records and its personnel were transferred to the State Bureau of Purchases. During the period from 1957 to 1960 the Historical Society retained custody of the records, but had no personnel of its own to take care of them, the duty of servicing the records in the State Archives being performed by the staff of the Committee on Public Records in addition to their other responsibilities.

With the establishment in 1959 of a Department of Administration, records administration functions were centered in the Department's Bureau of Management, to which the former Archives staff was transferred for administrative purposes. The primary responsibility of the Archives staff became the operation of the Society's Archives Division. The transfer to the Society in April therefore made no significant change in the duties actually performed by the staff of the Archives.

At present the personnel of the Archives Division consists of Howard A. Merritt, Jr., Acting Archivist, and Lawrence H. Larsen, Assistant Archivist.

In regard to State records, the Archives Division cooperates closely with the Bureau of Management in the evaluation of records for disposal and is consulted by the Records Management Supervisor on every request for disposal of records. The Archivist also advises the Director of the Historical Society, who is a member of the Committee on Public Records, on the disposal requests submitted to the Committee. In regard to local records offered to the Historical Society, the Archivist also makes recommendations to the Director. Such records are not under the control of the Committee on Public Records.

Records of State agencies transferred to the Archives Division by the Committee on Public Records and local records acquired by the Division are arranged, boxed, described, and serviced by Division personnel.

We regret to inform our readers that Mr. Merritt died unexpectedly on August 8, in Madison, at the age of 49.

## FOREIGN NEWS

### Brazil

A report on the visit of T. R. Schellenberg to Brazil and other South American countries is summarized elsewhere in the News Notes, under the heading "Promotion of the Archival Profession in South America." ¶ The Arquivo Nacional within the past year has published, in pamphlet form, translations into Portuguese of several publications of the National Archives of the United States and of the Society of American Archivists. The Portuguese titles, with identification of the original publications, follow: *O preparo de inventários preliminares*, *O preparo de listas de maços de documentos*, and *Princípios de arranjo* (National Archives Staff Information Papers nos. 14, 17, and 18); *A avaliação dos documentos públicos modernos*, por T. R. Schellenberg (National Archives Bulletin no. 8); *Os Arquivos Nacionais dos Estados Unidos*, por Robert H. Bahmer e Ernst Posner (*American Archivist*, 18: 195-216, July 1955); *Os arquivos públicos e as bibliotecas*, [por Herman Kahn e Randolph W. Church] (*American Archivist*, 7: 243-251, Oct. 1944, and 6: 145-150, July 1943); *Alguns aspectos do desenvolvimento arquivístico a partir da Revo-*

lução *Franceza*, por Ernst Posner (*American Archivist*, 3: 159-172, June 1940); and *A significação dos arquivos econômicos*, [por Oliver W. Holmes e Bertrand Gille] (*American Archivist*, 1: 171-185, Oct. 1938, and *Gazette des Archives*, no. 20, p. 24-43, juillet 1956). Other authorized translations by the Arquivo Nacional that are of interest to our readers will be announced as they are published. ¶ The Brazilian Ministry of Foreign Relations has published a group of documents discovered in Portugal and brought back to Brazil in 1947 under the title *Livro Primeiro do Governo do Brasil, 1607-1633*. A review of this by James B. Childs, specialist in government document bibliography in the Serial Division, Library of Congress, appeared in the September 1959 *Inter-American Review of Bibliography*.

#### Canada

According to the April 1960 *Douglas Library Notes*, E. Charles Beer has been appointed full-time archivist, Archives Department, Douglas Library, Queen's University, Kingston, Ontario. The manuscript collection, which has expanded rapidly in the past decade, is being reorganized on approved archival principles. In due time a new guide to the archives will be compiled and published.

#### Spain

The May 16 *Information Bulletin* of the Library of Congress reports that a special number (vol. 65 for 1958, printed late in 1959) of the *Revista de Archivos, Bibliotecas y Museos*, Madrid, was issued to celebrate the first centenary of the Cuerpo Facultativo de Archiveros, Bibliotecarios y Arqueólogos, created in 1858 to provide systematic cataloging and care for items in the Spanish national archives, libraries, and museums. This volume is available from the Servicio de Publicaciones of the Junta Técnica de Archivos, Bibliotecas y Museos, Avda. de Calvo Sotelo 20, Madrid.

#### Union of Soviet Socialist Republics

Fred M. Hechinger in a dispatch from New York in the June 4, 1960, *Boston Herald* reports that Soviet authorities opened their research archives to American graduate students sometime between March 1 and the end of April. This is the first time since the beginning of the exchange of graduate students in 1958 that these archives have been opened to the American researchers. Of the 24 American graduate students in Moscow and Leningrad, 6 have been given permits, 5 of them in Leningrad.

#### United Kingdom

International standard sizes for paper and printed matter were recommended by the International Organization for Standardization, and international agreement was reached during the early 1920's. By 1934 the A series (10 sizes intended for all normal administrative, commercial, and technical uses) had been adopted by 26 nations but not by the United States, France, or Great Britain. In July 1959 the Postmaster General of the United Kingdom proposed to put on sale a new envelope in the "international size," 6.4 by 4.5 in. He is intro-

ducing also international standard sizes for notepaper and other stationery of the Post Office. The Office has a particular interest in standardizing envelope sizes because of its plans to mechanize the mails. The Treasury O and M Division found that most general forms can be put on the smaller sizes of the *A* series, with a considerable saving of paper. The British Standards Institution, in publishing its new standard, does not suggest the immediate discontinuance of the traditional sizes, but it believes that wider knowledge of the international standards and of the advantages to be gained from their use will lead to widespread adoption of the new sizes. For news on what the United States Post Office is doing about standard sizes, see Other Federal News, above.

### *Venezuela*

James L. Gear, Chief Chemist of the Document Restoration Branch, U. S. National Archives, visited Caracas from March 28 to April 2, at the request of the Eugenio Mendoza Foundation, to advise the Creole, Shell, Boulton, and Mendoza Foundations on the preservation and rehabilitation of records to be presented to Venezuela on the occasion of the sesquicentennial celebration of its independence.

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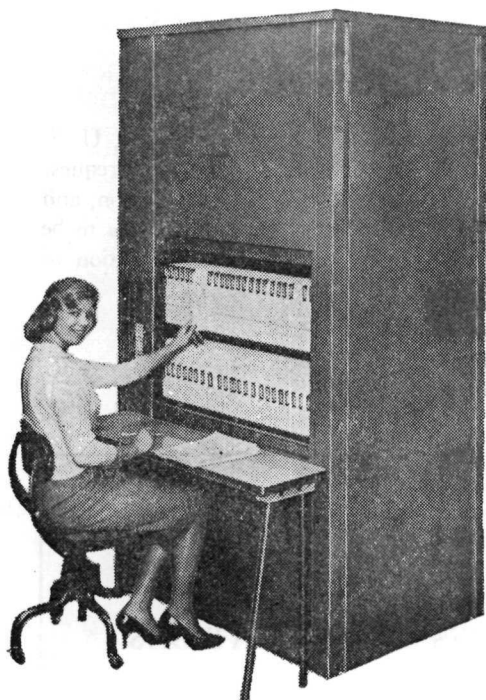
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