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BARNABY

THE SOCIETY OF AMERICAN ARCHIVISTS

ANNOUNCES ITS

25TH ANNUAL MEETING

KANSAS CITY, MISSOURI

October 5-7, 1961

**Headquarters: Continental Hotel
11th & Baltimore**

Local Arrangements Committee Chairman:

Philip C. Brooks
Director
Harry S. Truman Library
Independence, Missouri

Program Committee Chairman:

Karl L. Trever
Special Assistant to the
Archivist of the United States
National Archives and Records Service
Washington 25, D. C.

The American Archivist Is Pleased To Announce
for its October 1961 issue--

A SYMPOSIUM ON RELIGIOUS ARCHIVES

Principal United States Depositories • Evolution of Standards
Archives of Representative Religions and Denominations
Development of Manuals of Procedures
Evaluation and Uses



*When Ordered in Quantities of Ten or More, This Issue May be
Purchased at \$2 a Copy. Send Orders With Remittances in Ad-
vance to Leon deValinger, Jr., Treasurer, P. O. Box 710,
Dover, Delaware,*

—for the October issue, not later than August 15, 1961.

*For New Subscriptions (\$10 per year): Address Dolores C. Renze,
Secretary, S. A. A., 332 State Services Bldg., 1525 Sherman,
Denver 3, Colo.*

~~ALL AND HOW TO HEAR FROM YOU WHEN THE SPIRIT MOVES ANY ONE OF~~

WASHINGTON, FEB. 11TH, 1875.

DEAR COUSIN HENRY;

IN WRITING YOU A FEW DAYS AGO, I FORGOT TO ANSWER
YOUR INQUIRY IN REFERENCE TO THE REMOVAL OF CHAMBERLAIN FROM THE
SOLOMON P.O. I SHOULD HAVE SAID THAT I THINK THAT MR. PARSONS IS SAT-
ISFIED THAT CHAMBERLAIN SHOULD NOT HAVE BEEN REMOVED. I KNOW THAT
HE IS INTENDING TO FIND SOME EQUALLY GOOD POSITION FOR CHAMBER-
LAIN IN THE POSTAL SERVICE.

I HAVE SAID THUS MUCH PARTLY TO MAKE AMENDS FOR ^{my} ~~OF~~ FORGETFULNESS,
BUT MAINLY TO SHOW YOU A SPECIMEN OF THE WORK OF A MACHINE CALL-
ED THE TYPE-WRITER, WHICH I AM JUST TRYING FOR THE FIRST TIME.
IT IS ABOUT THE SIZE OF A COMMON SEWING-MACHINE; AND HAS A KEY-
BOARD LIKE A PIANO, EACH KEY REPRESENTING A LETTER OR FIGURE.
THE PAPER IS PLACED UPON A ROLLER AND THE TYPES STRIKE UP AGAINST
THE PERRAS YOU TOUCH THE KEYS. I AM NOT YET VERY SKILLFUL IN US-
ING IT, BUT I HAVE WRITTEN THIS IN ABOUT TWICE THE TIME IT WOULD
HAVE TAKEN ME TO WRITE THE SAME AMOUNT WITH A PEN. YOU WILL ALSO
SEE THAT I HAVE MADE A FEW BLUNDERS FOR EXAMPLE CRETE CALLS MY AT-
TENTION TO THE FACT THAT I SAID APEN INSTEAD OF A PEN. A MAN WHO
IS USED TO IT, CAN OPERATE THE MACHINE A THIRD FASTER THAN HE CAN
CAN WRITE WITH A PEN. THE FAMILY JOIN ME IN MUCH LOVE TO YOU

—Courtesy The Western Reserve Historical Society

GARFIELD TRIES THE "TYPE-WRITER"

Letter, 1875, from James A. Garfield, then Congressman from Ohio, to a relative, Henry Ballou Boynton of Chagrin Falls, Ohio. "Crete" is Garfield's nickname for his wife, Lucretia.

ALL AND HOPE TO HEAR FROM ANY ONE OF YOU WHENEVER THE SPIRIT
MOVES THAT ONE. CRETE IS STANDING BY ME AS SHE OUGHT ALWAYS TO DO AND
SAYS ---JUST AT THIS POINT THE NEW BABY SQUALLED AND SHE WENT
OF THE ROOM;SO I MUST OMIT TO SAY WHAT SHE WAS ABOUT TO TELL ME.

IT WOULD BE ALMOST LITERALLY TRUE WERE I TO SAY THAT I HAVE
NOT YET HAD TIME TO HELP FIND A NAME FOR THE AFORESAID BABY. AND
THEN THE SIXTH IS A LITTLE HARDER TO NAME THAN THE FIRST OR SEVENTH
ONE. PLEASE SAY TO PHEBE THAT IT IS A LONG TIME SINCE WE HAVE HEARD

FROM HER AND I THINK SHE OWES ME A LETTER. I HEAR GOOD REPORTS
OF THE PROGRESS OF THE GIRLS AT NINHAM, I HOPE WE SHALL SEE THEM
THERE BEFORE THE SEASON IS OVER.

WITH MUCH LOVE I AM AS EVER,

YOUR COUSIN,

J. Garfield
JAMES A. GARFIELD

This letter, with other Garfield memorabilia, was recently given to the Western Reserve Historical Society by William Rathbun, grandson of the recipient.

The *American Archivist* is indebted to Meredith B. Colket, Jr., director of the society, for the photograph of this interesting document.

State and Local Government Records Programs

By REX BEACH and JOHN T. CATON*

Committee on Records Management, S. A. A.

THE RESULTS of the Records Management Survey made by the Society's Committee on Records Management during 1960 are shown on the accompanying charts. This investigation into the status and scope of records management at the State and local levels of government represents the beginning of a study designed to make the committee a more effective advisory group to these governments.

The committee was faced with the fact that there is practically nowhere to turn for statistics relating to State and local records management programs. It had assembled some data from questionnaires sent to records managers in each State in 1956, but had collected almost no information on county and municipal programs. Although the idea of another questionnaire was not appealing it nevertheless seemed necessary as a beginning. To this second questionnaire 43 States and 39 local governments responded.

The records management programs of State and local governments present a complex picture, which does not lend itself to hasty analysis. Some misunderstandings naturally arose in the completion of the questionnaire and its interpretation by the committee. This was especially evidenced in answers received to questions on the scope of particular programs, and the committee's efforts to resolve these misunderstandings were not invariably successful. Thus the information presented about a program may not always be entirely accurate, but it certainly is suggestive of what is or is not being done in the records management field.

On the basis of the survey returns, there appears to be an increasing interest in records management on the part of State and local governments. All too frequently, however, this interest fails to result in positive and vigorous action.

* Mr. Beach, Assistant Records Administrator, Maryland Hall of Records, and Mr. Caton, State Records Advisor, Records Management Division, Illinois State Library, are active members of this Society's Committee on Records Management. The useful charts they have compiled from their survey questionnaire were printed by courtesy of Charles F. Carpentier, Illinois secretary of state, and are here presented in somewhat reduced size.

Chart 'A' State Programs

1960 - Records Management Survey

Organization and Staff

STATE	ADMINISTRATING AGENCY	ADMINISTRATOR	TITLE	EMPLOYEES FULL TIME	MINIMUM STATUTORY RETENTION	CONTINUING DISPOSAL SCHEDULES	RECORDS MGMT.	SCHEDULED BY AGENCY	SCHEDULES OR DISPOSAL REQUEST APPROVAL (OTHER THAN ARCHIVIST AND AGENCY)	SERVICES A-STATE B-FEDERAL C-LOCAL	REMARKS
Alabama	Department of Archives and History	Peter A. Brannon	DIRECTOR								INFORMATION SUPPLIED INDICATES THERE IS NO RECORDS MANAGEMENT PROGRAM. SEE CHART "B" FOR MICROFILM PROGRAM.
Arkansas	No Program										INFORMATION SUPPLIED BY JOSEPH L. PETERSON, EXECUTIVE SECRETARY, ARKANSAS HISTORY COMMISSION.
California	Archives and Control Records Depository	Paul J. O'Brien	ARCHIVIST					X	Division of Audits		DEPARTMENT OF FINANCE RECENTLY SURVEYED STATE RECORDS SITUATION, ANTICIPATE LEGISLATIVE ACTION IN 1961.
Colorado	Division of State Archives and Public Records	Dorcas C. Renze	ARCHIVIST	13-15	2	Yes	X	X	Public Records Advisory Commission and Attorney General	A B C	
Connecticut	Department of Finance & Control	M. Blocker	MANAGEMENT ANALYST	1	1	Yes	X		Records Management Committee	A	State Library PUBLIC RECORDS COMBINED
Delaware	Public Archives Commission	Leon deValinger	STATE ARCHIVIST	12		Yes	X			A B C	
Georgia	Secretary of State, Department of Archives and History	Mary Givens Bryan	STATE ARCHIVIST			No - Will in Near Future	X	X	Secretary of State	A B C	
Hawaii	Archives Division, Department of Accounting and General Services	Elizabeth H. Way	ASSISTANT ARCHIVIST	3		Yes	X		Comptroller	A	
Illinois	Records Management Division - Illinois State Library - Office of the Secretary of State	John T. Cason	STATE RECORDS ADVISOR	116		Yes	85%	15%	State Records Commission	A	* COUNTIES CAN HAVE OWN PUBLIC RECORD COMMISSION WITH JURISDICTION OVER COUNTY AND MUNICIPAL RECORDS STATE ARCHIVIST RENDERES ADVICE ON DISPOSAL.
Indiana	State Archives of the Indiana State Library	Margaret Pierson	STATE ARCHIVIST	1	1	3 Years	No	X	State Commission on Public Records	A B	
Iowa	State Department of History and Archives	Jack Musgrave	CURATOR	4		No		X	Curator	A	
Kansas	Kansas State Records Board	Robert W. Richmond	ARCHIVIST			Yes		X	State Records Board	A	
Kentucky	Department of Finance, Division of Archives and Records Service	Charles F. Hinds	DIRECTOR	1		No		X	Archives and Records Commission	A	DIVISION ESTABLISHED JULY 1, 1960 AND PROGRAM IS BEING DEVELOPED.
Louisiana	State Archives and Records Commission	John Regar	DIRECTOR	6	Varies	Yes		X		A B C	INFORMATION SUPPLIED BY HAROLD I. GROSS, SECRETARY OF STATE.
Maine	No Program										
Maryland	Hall of Records Commission	Rex Beach	ASSISTANT RECORDS ADMINISTRATOR	9		Yes	X		Archivist and Board of Public Works	A B C	INFORMATION SUPPLIED BY JOSEPH D. WARD, SECRETARY OF THE COMMONWEALTH.
Massachusetts	No Program										
Michigan	Department of Administration	D. S. Sidiak	RECORDS CENTER SUPERVISOR	10		Yes		X	Auditor General, Attorney General, Historical Commission, State Administrative Board	A	
Minnesota	State Archives and Records Service	Robert M. Brown	STATE ARCHIVIST	6		Yes		X	State Archives Commission	A B C	
Mississippi	No Program										INFORMATION SUPPLIED BY CHARLOTTE CAPERS, DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY.
Missouri	No Program										INFORMATION SUPPLIED BY RICHARD S. BROWNLEE, SECRETARY, STATE HISTORY SOCIETY.
Nebraska	Legislative Study Committee - 1959 Anticipate Legislation - 1961 - SEE REMARKS COLUMN										INFORMATION SUPPLIED BY A. C. ANDERSON, PURCHASING AGENT, PURCHASING DEPT. - SEE CHART "B".

Chart 'A' State Programs

1960 - Records Management Survey

Organization and Staff

STATE	ADMINISTRATING AGENCY	ADMINISTRATOR	TITLE	EMPLOYEES		MINIMUM STATUTORY RETENTION	CONTINUING DISPOSAL SCHEDULES	SCHEDULED BY		SCHEDULES OR DISPOSAL REQUEST (OTHER THAN ARCHIVIST AND AGENCY)	SERVES A-STATE B-COUNTY C-LOCAL	REMARKS
				FULL TIME	PART TIME			RECORDS MGT.	AGENCY			
Nevada	Secretary of State	John K. Woodburn	DEPUTY SECRETARY OF STATE						X	State Board of Examiners	A *	STATUTE PROVIDES FOR DISPOSITION OF COUNTY AND LOCAL RECORDS.
New Hampshire	Department of Administration & Control Division of Budget & Control	Leonard S. Hill	COMPTROLLER									NO PROGRAM SURVEY IN PROGRESS. ANTICIPATE INT LEGISLATION.
New Jersey	Bureau of Archives & History	Thomas Amelia	HEAD	9	2	None	Yes	X	X	State Records Committee	A B C	
New Mexico	State Commission of Public Records	Joseph F. Holpin	PUBLIC ADMINISTRATOR	4		3 Years	Yes		X	Commission of Public Records	A	
New York State Program	Division of Budget, Executive Department	Vernon B. Santen	ASSOCIATE BUDGET EXAMINER	0	2	None	Yes	X	X	Attorney General, Comptroller, Commissioner of Education, Director of Budget	A	LEGISLATION BECOMES EFFECTIVE OCTOBER 1, 1960 - WHICH WILL BE THE SCOPE OF THE STATE RECORDS MANAGEMENT PROGRAM.
New York Local Program	Education Department Division of Archives & History	Howard W. Crocker	ASSOCIATE PUBLIC RECORDS EXAMINER	4			Yes	X	X	Local Officials and State Commissioner of Education	B C	THIS PROGRAM PROVIDES COMPLETE ASSISTANCE TO ALL LEVELS OF LOCAL GOVERNMENT IN FIELD OF RECORDS MANAGEMENT.
North Carolina	Department of Archives & Manuscripts Division of Archives & Manuscripts	H. G. Jones	STATE ARCHIVIST	1 1/2	1	None	Yes	X			A B C	STATE RECORDS SEC LOCAL RECORDS BEC
Ohio	Budget Division, Department of Finance	William H. Archer	RECORDS MANAGEMENT SUPERVISOR	2	0	None	Yes	X		State Records Commission	A	
Oregon	Oregon State Archives Department of Finance & Administration	David C. Dunaway Elmer G. Baldwin	ARCHIVIST MANALYST	1 1/2			Yes		X	Board of Control	A B A	A COOPERATIVE PROGRAM - FINANCE EMPHASIZES RECORDS IMPROVEMENT - ARCHIVES - RECORDS CONTROL.
Pennsylvania	Office of Administration Bureau of Programs & Management	LeRoy B. DePuy	RECORDS MANAGEMENT SPECIALIST	2		7 Years	No		X		A	
Puerto Rico	Instituto de Cultura Puertorriquena	Luis M. Rodriguez Morales	ARCHIVIST GENERAL			None	Yes		X		A	
Rhode Island	Division of Accounts and Control, Central Services, Records Management Section	Howard Presel	RECORDS ANALYST	4	1	7 Years	Yes	X	X	Legislative Committee on Accounts & Records	A	
South Dakota	Department of History, State Historical Society	Will D. Robinson	SECRETARY	0	2		No		X	State Board	A	
Tennessee	State Library and Archives	Robert M. McBride	SENIOR ARCHIVIST	1	0	9 Years	Yes	X		Public Records Commission	A	
Texas	State Library, Records Division	William H. Carlton	RECORDS SUPERVISOR	3	4	10 Years	No		X	State Librarian, Auditor, Comptroller, and Attorney General.	A	
Utah	State Archives	F. T. Johnson	RECORDS MANAGER	1	0	None	Yes	X		Records Committee *	A	PROPOSED LEGISLATION WILL ESTABLISH A COMPLETE RECORDS MANAGEMENT PROGRAM IF APPROVED.
Vermont	Department of Administration, Public Records Div.	Olney W. Hill	PUBLIC RECORDS DIRECTOR	4		6 Years	Yes	X	X	Public Records Advisory Board	A B C	
Virginia	State Library, Records Management Division	Lloyd S. Myer	STATE RECORDS ADMINISTRATOR	7	0	None	Yes	X	X	Comptroller	A B C	
Washington	Department of General Administration, Division of Archives and Record Management	Ralph Burcham	ARCHIVIST	3	1	*	Yes	X	X	State Records Committee	A B C	SPECIAL PUBLIC RECORDS - 10 YEARS OFFICE FILES - CASABRANDA - 1 - 17 YEARS
Wisconsin	Department of Administration	M. J. Brickford	RECORDS MANAGEMENT SUPERVISOR	6		None	Yes	80%	20%	Committee on Public Records	A	
Wyoming	State Archives and Historical Department	Lola M. Hansler	DIRECTOR	3		*	Yes	X		Records Committee	A B C	FINANCIAL - 8 - 10 YEARS OTHER - 4 - 5 YEARS

* SEE REMARKS COLUMN

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Chart 'B' State Programs

1960 - Records Management Survey

Scope of Program

STATE	RECORDS CENTERS						MICROFILMING						FUNCTIONS						REMARKS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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SEE REMARKS COLUMN

Chart 'C' Local Programs 1960 - Records Management Survey Organization and Staff

LOCATION	ADMINISTRATING AGENCY	ADMINISTRATOR	TITLE	EMPLOYEES FULL TIME	MINIMUM STATUTORY RETENTION (YRS.)	CONTINUING DISPOSAL SCHEDULES	SCHEDULED BY RECS. AGENCY MOMT.	SCHEDULES OR DISPOSAL REQUEST APPROVAL (OTHER THAN AGENCY HEAD)	REMARKS
BERKELEY CALIFORNIA	City Clerk	Naomi E. Hess	City Clerk		5 YRS.	YES	X	City Attorney and City Council.	APPLIES TO OFFICIAL CITY DOCUMENTS - NOT A GENERAL RECORDS MANAGEMENT PROGRAM.
LONG BEACH CALIFORNIA	Department of Finance Budget and Research Division	Warren Holstead	Chief	4	3 - 5 YRS.	NO			
LOS ANGELES COUNTY, CALIFORNIA	Management Division	Loeen W. Enoch	Chief		2 YRS. *				* STATE STATUTE PROVIDES FOR DESTRUCTION OF COUNTY RECORDS ONLY IF MICROFILMED.
SAN DIEGO COUNTY CALIFORNIA	Board of Supervisors	George A. L'Heureux	Chief	6	4	5 YRS.	YES	Board of Supervisors	
SAN FRANCISCO COUNTY, CALIFORNIA	Central Records Service Division Department of Finance and Records Records Center	Lawrence J. LeGuennec	Supr. of Records	3		YES	X	Depends on nature of Record City Attorney, Comptroller, Retirement Board	
SAN JOSE CALIFORNIA	City Manager								RECORDS MANAGEMENT PROGRAM IN ADVANCED PLANNING STAGE. INFORMATION SUPPLIED BY FRANCIS L. GREINER, CITY CLERK.
SEWER COUNTY COLORADO									EXECUTIVE ORDER OF 1961 ESTABLISHED A RECORDS MANAGEMENT COMMITTEE. NO ACTION HAS BEEN TAKEN. INFORMATION SUPPLIED BY KENNETH H. DYERVIK, MANAGEMENT ANALYST, MANAGEMENT OFFICE.
LAKELAND FLORIDA		L. R. Shuman	Clerk Comptroller	1	1 YR.	YES	X	City Commission	
SAVANNAH GEORGIA	City Manager	Picton B. Floyd	Records Retention Officer	1	2	7 YRS.	YES	City Manager and Records Commission	SURVEY RECENTLY COMPLETED - A COMPREHENSIVE CITY ORDINANCE COVERING ALL PHASES OF RECORDS MANAGEMENT IS BEING DRAFTED.
BALTIMORE MARYLAND	Department of Legislative Reference	C. Frank Poole	Records Management Officer	9	3 YRS.	YES	X	Records Committee	
ANN ARBOR MICHIGAN	City Clerk	Fred J. Looker	City Clerk			YES			THE CITY'S RECORDS WERE SURVEYED AND A RETENTION DISPOSAL SCHEDULE PREPARED IN 1964. ANNUALLY THE CITY CLERK REMINDS DEPARTMENT HEADS OF THEIR ABILITY TO DESTROY RECORDS ACCORDING TO THE SCHEDULE.
DETROIT MICHIGAN	Office of the Controller	Harold F. Lomas		4	1	6 YRS.	YES	Corporation Counsel, and Controller	
GRAND RAPIDS MICHIGAN									CITY ADOPTED CONTINUING RECORDS RETENTION SCHEDULES IN 1967.
WAYNE COUNTY MICHIGAN	Board of Wayne County Auditors Central Records and Records Reproduction Div.	John D. McEwen	Record Procedures Supervisor	38	6 YRS.	YES	X	Board of County Auditors and County Prosecuting Attorney	Also State Administrative Board and State Historical Commission
KANSAS CITY MISSOURI	Department of Finance Research and Budget	Al Olsen	Director			YES	X	City Clerk and State Record Committee	
NEWARK NEW JERSEY	City Clerk	Irving A. Polster	Archivist	3	1	5 YRS.	YES	Committee of Records Control	
NEW YORK NEW YORK	Municipal Archives and Records Center	James Katsaras	Admini- strator	19	6 YRS.	YES	X	Records Officer	
OYSTER BAY NEW YORK	Town Clerk	Henry Curran	Town Clerk	1		YES	*	Town Commissioner and State Commissioner of Education	SEE NEW YORK - LOCAL ON CHARTS A & B.
CHICAGO ILLINOIS	Purchasing Department Reproduction and Printing Division	John G. Krieg	City Purchasing Agent	2		YES	X	City Council *	THE CITY COUNCIL ADOPTED BY ORDINANCE A CONTINUING RECORDS RETENTION SCHEDULE.
PORTLAND OREGON	City Auditor	Roy Smith	City Auditor	2	2 YRS.	YES	X		
AUSTIN TEXAS	Offices Services Division	Harry L. Frasier	Chief	3	2	5 YRS.	NO	Director of Finance	
SAN ANTONIO TEXAS	Finance Department	C. J. Spring	Property Records Supervisor	3	1	YES			AFTER SURVEY IN 1964-65 CONTINUING RETENTION SCHEDULES WERE APPROVED BY THE CITY COUNCIL.
NORFOLK VIRGINIA	City Manager	Thomas F. Maxwell	City Manager		7 YRS.	YES	X	Records Committee	
MILWAUKEE WISCONSIN	City of Milwaukee Records Committee	Donald A. Schauer	Records & Forms Analyst	3	1				IN PROCESS OF DEVELOPING A RECORDS MANAGEMENT PROGRAM.
TORONTO, ONTARIO CANADA	City Clerk	C. Edgar Norris	City Clerk			YES	X	City Solicitor and State Examiner	
TORONTO, ONTARIO CANADA	The Hydro-Electric Power Commission of Ontario		Records Management						

So Fatal An Omission

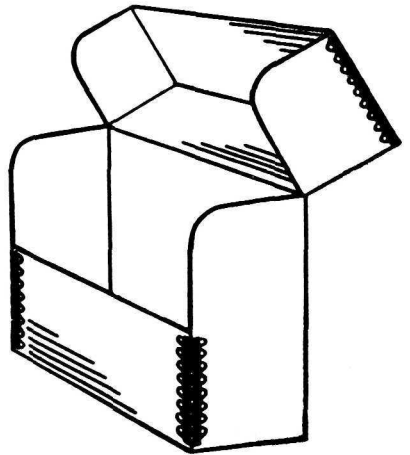
... when I review the History and Transactions of this Colony and consider what immense Sums must have been expended not Onely in settling, but defending this part of his Majesties Territories, and the Neighboring Colonies — I am confident to the Amount of many Millions, and can find no Authentic Record kept of it, I have scarce any patience left, but Indignation, & Chagrin, rise equall with my Greif, at so fatal an Omission, especially as Our Enemies, boldly assert that We have expended Nothing but what We have been largely repay'd for, and We have no Record to Contradict them — An Omission of this Nature, in the infant State of a Colony, struggling with the hardness, of a New uncultivated Soil, and under continual alarms, from the Savages, is in degree excuseable the more so as they could not so much as dream of having their Title to the Country, and their privileges and immunities in it ever disputed, by any save an Open declared Enemy — But what excuse, let me ask with Submission, can be made for neglecting to preserve the exact Accompt of the Charge of the last Warr? I was really surprized on examing at Hartford to find that no Acct. could be provided either at the Secretary's, or Treasurers. And that I must be left on this material point to Conjecture and of course liable to Contradiction beyond a possibility of supporting any Assertion on the Subject — Some have thought your Honor may have the Acct., if so I must pray you to send it by the Bearer with the other papers you shall favor me with, before I dismiss this Subject, on which you must excuse my Freedom, give me leave to suggest to Your Honor whither it may not be a seasonable step to lay before the next Assembly, the propriety and even Necessity of preserving Accompts, and the History of Transactions of this kind, in some public Office, for Our Own, as well as the information of Posterity — The Office Letters to, & from the Governor, and the Journal of the House, are of more importance in my View, and will hereafter be more relied on, when a reference is needed to the Sense of former Times on ^{the} Subject than all the other Records put together, yet neither of these are preserved in any Office, nor indeed anywhere else that I can find, at best they are in private Cabinets but much the greatest part have long since been used for Wrappers, & several important Letters to & from the late Governor Saltonstall have been sent me by the Family, round Garden Seeds & the like — Letters that would not only do honor to him, but prove of Service to the Colony were they preserved, and surely We as well as Our posterity have a right to these Letters, & Journals. We have as I may say a property in them, being wrote by persons in Our Employ, & on Our Account. I leave the Thought with your honor to be improved, or thrown by, as You shall judge proper . . .

—Silas Deane to Gov. Jonathan Trumbull, Aug. 16, 1774, in Trumbull papers, vol. 4, Connecticut State Library. Contributed by Doris E. Cook, Archivist of the Library.

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—President Thomas Jefferson to the Secretary of State, Dec. 29, 1801, in miscellaneous letters of the Department of State, National Archives, Record Group 59.

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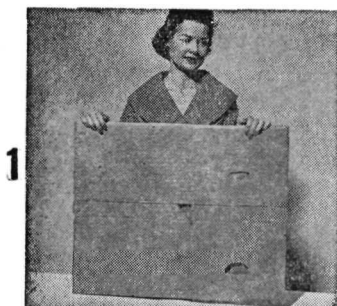
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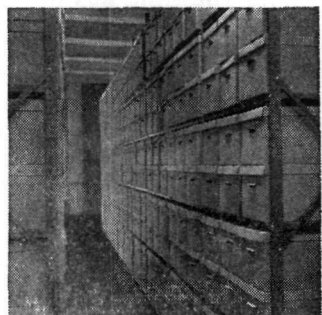
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Editor's Forum

Neography

TO THE EDITOR:

Una cuestión eminentemente latinoamericana, y quizás en general americana, consiste en la conveniencia de estudiar las letras modernas, dentro o fuera del ámbito de la paleografía.

Según su significado etimológico, la paleografía se refiere a las escrituras antiguas: παλαιός (antiguo) y γραφή (escritura). Su interés, dentro del ambiente de la civilización occidental, a la cual pertenece el continente americano, se concentra en los orígenes y el desarrollo de las escrituras derivadas de las latinas, formadas en el imperio romano y evolucionadas durante la Edad Media. Para la correcta interpretación y acertado descifrado de ellas, se requiere un estudio paleográfico, que realizan principalmente los historiadores y los archiveros, el cual consiste en el conocimiento de las formas gráficas de las distintas clases de escrituras, de sus letras, abreviaturas, signos abreviativos, números, ligaduras, miniaturas, lo que constituye la base del método paleográfico que es fundamentalmente comparativo; asimismo se exigen estudios auxiliares filológicos de latín clásico y medieval, dialectos vernáculos, y peculiaridades ortográficas. Todos estos elementos facilitan el descifrado que constituye el fin práctico de la paleografía, además de establecer la extensión cronológica y geográfica de distintas escrituras, sus influencias mutuas y su importancia cultural, etc.

Generalmente, los paleógrafos terminan sus obras con la aparición de la escritura llamada humanística, en el siglo XV, que coincide con la formación de la época moderna e invento de la imprenta. A veces, se extienden a las últimas escrituras "paleográficas," derivadas directamente de la letra de la baja Edad Media, denominada gótica, con sus formas peculiares en Francia, donde se llaman *lettre de minute*, *financière* o *française*; en Inglaterra, *Chancery hand* o *Court hand*, y en España las escrituras cortesana, procesal y encadenada; un proceso semejante al de España se nota también en Portugal. Los especialistas españoles e hispanoamericanos consideran estas escrituras como paleográficas; su uso remonta hasta mediados o fines del siglo XVII, con lo cual termina por completo la época paleográfica. Por lo tanto, los archiveros necesitan de los estudios paleográficos, si trabajan en los archivos que contienen material histórico escrito en letra cortesana, procesal o encadenada, pero están exentos de algunas exigencias que son imprescindibles para los europeos, los cuales tratan manuscritos medievales.

Surge ahora una cuestión: dónde ubicar el estudio de aquellas letras modernas que no son paleográficas, y que, por consiguiente, no exigen de los archiveros una preparación paleográfica, pero que, sin embargo, aconsejan un estudio especial.

Estas letras modernas se desarrollaron de la humanística cursiva. Hemos dicho, que la reforma escritorial humanística ocurrió en el siglo XV; desde los

comienzos de esta centuria, los humanistas italianos reaccionaron contra la letra gótica que les parecía bárbara, mientras que en las carolina admiraban la belleza de sus formas caligráficas, imitándola en la letra que llamamos humanística libraria, y que se impuso en la escritura impresa a partir de las últimas décadas del siglo XV. Otra reforma gráfica es la humanística cursiva, llamada en Italia *lettera di brevi* o cancelleresca italiana y que aparece en esta época en los manuscritos de la vida diaria, en cartas, documentos, etc., y también, pero menos, en los libros, extendiéndose, con peculiaridades locales, por el occidente, de donde pasó a América. En España se la llama itálica o bastarde, en América Latina se prefiere el término de bastardilla. La itálica se usa, paralelamente con la procesal y encadenada, desde el siglo XVI, y se impone por completo en la segunda mitad del siglo XVII.

La bastardilla o itálica, con su evolución hasta la época actual, presenta un interés gráfico y cultural. No requiere forzosamente una preparación científica para su lectura e interpretación, razón por la cual no está incluida entre las ciencias auxiliares de la historia ni en la archivología; sin embargo, es necesario un estudio previo, si se quiere obtener plena seguridad en la lectura e interpretación, consistente este estudio en el conocimiento del método comparativo del descifrado, abreviaturas, puntuación, morfología de las letras, ligaduras, peculiaridades ortográficas y estilísticas; todo lo cual presenta mucho menos complicaciones que las escrituras paleográficas. Sin embargo, si se utiliza para su lectura sólo la experiencia práctica y empírica, se puede llegar a cometer errores, y realmente no son raras las deficiencias en los corpus documentales u otras publicaciones, debidas a la falta de un estudio sistemático.

Establecida la conveniencia de tratar científicamente las letras modernas, nos preguntamos, dónde ubicarlas. No caben, efectivamente, dentro de los estudios paleográficos, aunque un paleógrafo no puede tener mayores dificultades con las letras modernas.

Cuando surgió la paleografía, en el siglo XVII, como ciencia auxiliar histórica en base a un riguroso método científico, y obtuvo su denominación en la centuria siguiente, no se pensaba en dar un nombre propio a las letras entonces contemporáneas. Posteriormente, se extendió el interés a las letras modernas, incluyéndolas algunos manuales y tratados dentro de su campo de estudio, con la reproducción facsimilar de los manuscritos. Mayormente se da a estas escrituras el término general de modernas, para diferenciarlas de las paleográficas, aunque algunos autores las abarcan junto con éstas. Sin embargo, se siente la necesidad de dar un término específico a las escrituras modernas, v. gr., en Alemania, donde se conservó la escritura gótica hasta nuestros días, siendo abolida como escritura nacional sólo hace dos décadas; allí los archiveros y los historiadores recurren a diversos términos: *neuzeitliche Schriftenkunde*, *neuzeitliche Handschriftenkunde*, *Handschriftenkunde der Neuzeit*, y *Paläographie der Neuzeit*.

En España y América Latina hubo intentos de identificar las letras modernas con las caligráficas, e incluir su estudio dentro de la caligrafía. Estos intentos se deben a las influencias de excelentes calígrafos españoles que desde el siglo XVI en adelante aportaron muchísimo al aspecto caligráfico de numerosos manuscritos, dándoles una real belleza gráfica (*καλός*, quiere decir bello, lindo).

Nos parece que no conviene el uso de esta palabra para las escrituras modernas, porque varias escrituras paleográficas son a su vez caligráficas, v. gr., capitales cuadrada y monumental, uncial, carolina; mientras que, en la época moderna y aun actual, muchos manuscritos son una verdadera antítesis de caligrafía.

Pensando en la conveniencia de dar un término adecuado en este sentido, nos parece que el más correcto es el de neografía, porque determina perfectamente el significado de las letras modernas o nuevas (νέος—nuevo), diferentes de las antiguas o paleográficas, y permite dar un contenido específico. Este término fue aceptado en la Primera Reunión Argentina de Paleografía y Neografía, organizada en diciembre de 1956 por el Instituto de Estudios Americanistas de la Universidad Nacional de Córdoba, por los representantes de la Academia Nacional de la Historia, universidades, archivos e institutos históricos argentinos. Opinamos, que sería conveniente tratar la posibilidad de extenderlo a los países americanos o, por lo menos, hispanoamericanos.

Pertenece a la neografía el estudio de las escrituras modernas, desde la humanística libraria y cursiva, y letra impresa de los incunables, hasta las formas gráficas actuales, con su interesante desarrollo, las cuales, a pesar de sus diversidades morfológicas, y de la libertad que se le da a los escribientes con gran posibilidad de imprimir en los manuscritos sus peculiaridades individuales, vuelven a los ejemplos humanísticos. Por consiguiente, las escrituras neográficas se extienden desde el siglo XV hasta nuestra centuria; la época neográfica, en los países hispanoamericanos, puede tomarse desde la segunda mitad del siglo XVII, tal como se estableció en la mencionada Reunión de Córdoba. En América del Norte, del habla inglesa, opinamos que prácticamente existe sólo la época neográfica.

Adoptando el término de neografía, neográfico, se otorga a todo el proceso gráfico, estudiado metódicamente, un término técnico adecuado para las escrituras modernas; a las personas, que se ocupan de estas escrituras, se les puede dar el nombre de neógrafo, de manera análoga al de paleógrafo. Muchos archivos históricos hispanoamericanos no contienen manuscritos en procesal y encadenada, por lo cual no exigen paleógrafos dentro de su personal, pero sí, necesitan, en cambio, buenos neógrafos.

AURELIO TANODI

Universidad Nacional de Córdoba

The author of this note is the Director of the school of archivists of the Facultad de Filosofía y Humanidades of the Universidad Nacional de Córdoba, Argentina. Dr. Tanodi argues that although a knowledge of paleography is essential in working with old manuscripts, there is a greater need in American countries for the study of modern writing. The word neography (*neografía*) exactly connotes this study of modern or new writing, and is equivalent to paleography for ancient writings. Adoption of the term in Argentina resulted from a first meeting on paleography and neography in Córdoba in 1956; its use generically outside of Argentina is suggested. Generally, paleography ends with the appearance of humanistic writings in the fifteenth century, coinciding with the advent of the modern era and the invention of printing. Neography would involve the study of modern writings, from the cursive humanistic and the printed type of incunabula to the written forms of the present, with their interesting developments. The paleographic and neographic periods overlap. In Hispanic American countries the neographic period extends from the middle of the seventeenth century, but the English-speaking countries of North America are, practically speaking, entirely in the neographic period.

News Notes

DOROTHY HILL GERSACK, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

SPECIAL ANNOUNCEMENTS

Annual Meeting — 25th Anniversary

The 25th annual meeting of the Society will be held in Kansas City and Independence, Mo., Thursday through Saturday, October 5-7. The Continental Hotel at Kansas City will be headquarters for the sessions on October 5-6; those on October 7 will be held chiefly in the Harry S. Truman Library at Independence. The annual dinner, presidential address, and business meeting are scheduled for Friday evening, October 6. The program will include workshops, panel discussions, and papers designed to appeal to the varying professional interests of the membership. His busy schedule permitting, President Truman will meet briefly with the Society.

Topics tentatively scheduled for the several sessions include the establishment and management of records retention programs; the impact of modern systems of information storage and retrieval on records management and archives administration; records description in archival depositories (a practical demonstration); planning and administration of county record programs; archival exhibit equipment, planning, and techniques; research materials and facilities for the study of history in the Kansas City area; and Presidential libraries. The 25th anniversary of the establishment of the Society will be appropriately observed.

The membership will be furnished with detailed program information and a listing of participants as far in advance of the meeting as possible.

Alienation of Cultural Papers

A resolution on this subject was adopted by the Commission on History of the Pan American Institute of Geography and History in January 1959. Its endorsement by the Society has been proposed by T. R. Schellenberg, on behalf of the Society's Committee on International Relations; and Council action of October 6, 1959, confirmed by the Council on April 10, 1961, ordered that the resolution be presented to the membership for consideration at the Society's annual business meeting, October 6, 1961, at Kansas City. The text of the resolution was printed in the *American Archivist*, 23: 214 (Apr. 1960).

Memorial to James Harold Easterby

At the request of friends of the late Dr. Easterby, the president of the Society has appointed a committee to collect funds for a suitable memorial to him. Those who wish to contribute should send their contributions to the committee

chairman, L. H. Butterfield, Massachusetts Historical Society, 1154 Boylston St., Boston 15, Mass. Such contributions are of course deductible for income-tax purposes. All checks should be made payable to the "Society of American Archivists, Easterby Memorial Fund."

NEW MEMBERS

INDIVIDUAL: Ernesto Alvarado García, Tegucigalpa, Honduras; Wilfred S. Langone, Palo Alto, Calif.; Vernon Nelson, Bethlehem, Pa.; Ralph Sanborn, Hampton Falls, N. H.; Carolyn S. Sharman, Arlington, Va.; John I. Shotwell, Jr., Seattle, Wash.; Juliette Tomlinson, Springfield, Mass.; W. H. Whiteley, Ottawa, Canada. INSTITUTIONAL: Division of State Archives and Public Records, Denver, Colo.

DEATHS OF MEMBERS

SIR HILARY JENKINSON, president of the Society of Archivists in Great Britain and former Deputy Keeper of the Public Records; on March 5, 1961, at the age of 78. An obituary appears elsewhere in this issue.

OTHER PROFESSIONAL ASSOCIATIONS

National Microfilm Association

The tenth annual convention, held April 4-6 in Chicago, had several papers of interest to S.A.A. members. John T. Caton, Illinois State Records Advisor, spoke on "The Place for Microfilm in Records Management." Verner W. Clapp, Council on Library Resources, Inc., presided at the session on library-archival application of microforms; speakers included Richard W. Hale, Archivist of Massachusetts, and George A. Schwegmann of the Library of Congress. Paul W. Howerton, Central Intelligence Agency, spoke on "A Microfilm Unit Record System; a Case Study." Over 1,900 attended the convention and elected Carl E. Nelson, Bell Telephone Laboratories, New York, president. Copies of the *Proceedings* may be purchased from the executive secretary, Vernon Tate, P. O. Box 386, Annapolis, Md.

Association of Records Executives and Administrators, Inc.

Mayor Robert F. Wagner, keynote speaker at the fourth annual conference of the association in New York City on May 1, discussed records management in city government. S.A.A. members who participated in the conference and the subjects they discussed included Edward N. Johnson ("Programing for Vital Records Protection"), William Benedon ("Retention of Government Contracts"), Vincent Nunziato ("Establishing and Operating Records Centers"), James E. Barrett ("Retention of 'Corporate Records'"), Henry E. Edmonds ("Historical Records and Company Archives"), Milton Reitzfeld ("Correspondence Management"), Charles E. Hughes ("State and Municipal Records"), Donald S. Rice ("Controlling the Reporting Function"), Robert A. Shiff ("Miniaturization—the Use of Microphotography in Records Management"), and Emmett J. Leahy ("Blue Sky—the Future of the Paper Record"). John W. Porter and William L. Rofes served as chairman and co-chairman, respectively.

Manuscript Society

David C. Mearns, Chief of the Manuscript Division, Library of Congress, was reelected president of the society at its 14th annual meeting, in Richmond, Va., April 27-30. Among the papers presented during the conference was one by B. Floyd Flickinger, professor of history at the University of Maryland and other institutions, on the value of preserving county records as exemplified by his researches into the life and times of Daniel Morgan, Revolutionary War leader.

American Association for State and Local History

The 1961 annual meeting will be held in San Francisco, August 30-September 1. H. J. Swinney, Director, Idaho Historical Society, and Tom Vaughan, Director, Oregon Historical Society, are program cochairmen.

Forest History Society

The third regional conference sponsored by the Forest History Society and leading archives and libraries throughout the United States and Canada was held on June 9 at the Minnesota Historical Society, St. Paul. Theodore C. Blegen served as moderator of the panel discussion on the importance of forest history sources to the forester and natural scientist, the historian and social scientist, and the professional writer. What materials should be saved by forest-related organizations to assure the accurate recording of their history was emphasized in the exhibits, with "resource" specialists on hand to answer questions. Requests for information regarding similar conferences in other parts of the country should be directed to Elwood R. Maunder, director, Forest History Society, 2706 West Seventh Blvd., St. Paul, Minn.

American Records Management Association

This year's national conference will be held in Los Angeles, October 9-10. General sessions will cover information retrieval, new developments in processing and storing records, information preservation from the civil defense and business point of view, and integrated records management concepts and techniques. Seminars will cover specialties and techniques such as forms and reports management, correspondence management, records center operations, and records filing systems. Charles Macbeth will be conference chairman.

The association was formed in 1956 "to promote a scientific interest in records management; to enlarge the views and scope of service of those interested in records management; to provide a source of records management information; to coordinate research; to develop and promulgate standards for those engaged in the records management field." It publishes *Records Review*, a quarterly now in its second year, and holds annually in October, in the home city of the current president, a national conference. William Benedon (Lockheed Aircraft Corp., P. O. Box 551, Burbank, Calif.), is 1960-61 president. Other officers are George M. Derry (Richfield Oil Corp., 555 South Flower St., Los Angeles 17, Calif.), executive secretary; Dale S. Kuebler (Photo Devices, Inc., 2338 Dime Bldg., Detroit 26, Mich.), executive vice president; Donald A. Schauer

(Office Methods and Procedures, Milwaukee County Court House, Milwaukee 3, Wis.), secretary; and W. H. Topham (Pacific Telephone & Telegraph Co., 140 New Montgomery St., San Francisco 5, Calif.), treasurer. There are now 13 chapters, a list of which, with their presidents, follows:

Bay Area (San Francisco). Donald L. Chesbro, Standard Oil Co. of Calif., 225 Bush St., San Francisco 20, Calif.

Boston. James E. Barrett, Raytheon Co., Waltham 54, Mass.

Central Ohio. Thornton W. Mitchell, Dept. of Mental Hygiene & Corrections, Columbus 16, Ohio.

Chicago. Doris Hughes, Remington Rand Division, 444 N. Michigan Ave., Chicago 5.

Cleveland. Ruth Yarris, Illuminating Co., 55 Public Square, Cleveland 1, Ohio.

Detroit. John D. McEwen, Board of Wayne County Auditors, 1236 City-County Bldg., Detroit 26, Mich.

Milwaukee. Donald A. Schauer, Budget Management Analysis Dept., Milwaukee County, Court House, Milwaukee 3, Wis.

Minneapolis. A. Lenore Leegard, Remington Rand Division, 3300 University Ave., Minneapolis 14, Minn.

New Jersey. Joseph L. Kish, Lockheed Electronics Co., Plainfield, N. J.

New York. Ann R. Frank, Anaconda Co., 25 Broadway, New York 4, N.Y.

Omaha. Robert E. Runice, Northwestern Bell Telephone Co., 100 South 19th St., Omaha 2, Nebr.

Sacramento. Robert Woodall, State Department of Finance, 3200 Perryman Way, Sacramento, Calif.

Southern California. Eugene R. Hawkins, Walt Disney Productions, 500 South Buena Vista St., Burbank, Calif.

American Military Institute

The institute is planning a two-day seminar on the Civil War to be given in Washington, November 3-4. Morning and afternoon sessions and a dinner session on November 3 will be devoted to naval topics, and two sessions on November 4 will present special topics such as logistics, communications, the service of chaplains, espionage, and medicine and surgery. Ken Munden, editor of the *American Archivist*, is program chairman for the meeting; Major Munden's committee includes Patricia Fox, assistant editor of the *American Historical Review*, and Nicholas Anthony of the Association of the United States Army. Among the addresses scheduled are one by Rear Adm. John D. Hayes, based on his findings in examining the DuPont papers, one by Rear Adm. Bern Anderson on naval war strategy, and one by Lt. Col. Sherrod East on the logistics of the Union army. ¶ Victor Gondos, Jr., and Mrs. Gondos were honored guests at a testimonial dinner given by the institute on May 20 in Washington to commemorate Captain Gondos' completion of ten years of service to the institute as editor of *Military Affairs*. He is well known to our readers also as archivist in charge of the Civil War Branch of the War Records Division, National Archives, and as chairman of the S.A.A. Committee on Archival Buildings and Equipment.

GRANTS AND AWARDS

The Council on Library Resources, Inc., has announced a \$25,000 grant to the National Bureau of Standards for a nine-month survey of the present status of mechanized information selection and facsimile retrieval systems. ¶ Bell and

Howell Co., Chicago, has received a \$177,000 research and development contract from the council for the development, manufacture, and field evaluation of a rapid reproduction microimage system for copying pages of books, periodicals, or other reference materials. ¶ Under a \$31,755 contract awarded by the council, Intectron, Inc., of Newton Lower Falls, Mass., has undertaken a 15-month investigation of factors affecting high-reduction microphotography. This is expected to provide a better understanding of high-resolution microphotographic processes as applied in information storage and retrieval systems and to result in the development of working rules of use to documentary photographic laboratories. ¶ The American Council of Learned Societies has announced grants-in-aid to George Hendrick, Amerika-Institut, J. W. Goethe University, Germany, for a checklist of American literary manuscripts in Continental libraries; to Cecil Y. Lang, Syracuse University, for an edition of Tennyson's letters; to John F. McDermott, Washington University, for a study of pictorial reporting of the American West; and to Robert W. Stallman, University of Connecticut, for "Stephen Crane; Sketches and War Dispatches."

TECHNICAL NEWS

Diebold, Inc., has a new automatic filing system—"open shelf power files," an electric floor-to-ceiling unit that works like a Ferris wheel. A series of shelves (12, 14, or 16) rotates in upright position in an enclosed cabinet, which occupies 1.9 feet of floor space. The push of a button brings the wanted shelf to an opening at a convenient height. ¶ A new method of laminating with plastic film on Thermo-Fax copying machines has been announced by Minnesota Mining and Manufacturing Co. The process extends the versatility of existing copying machines made by the firm and requires no special equipment or adjustments. It is reported that when documents between plastic sheets are inserted in the copying machine they emerge a few seconds later completely bonded with a tough, transparent seal that resists moisture, liquids, grease, and smudges. The average cost of laminating a letter-size document on both sides is said to range from 9¢ to 12¢, depending on quantities purchased, and requires less than a minute. ¶ Staples and paperclips, even stainless steel ones, may become obsolete if the "paper welder" catches on in the paperwork management world. According to the manufacturer, a press of the handle will weld up to six sheets of 16# paper and in some cases more. Dies press the sheets together, creating an interlocking corrugation that holds the paper. The paper can be separated without mutilation by pressing the thumbnail or a smooth object over the corrugations. The new paper fastener is available from Paper Welder, Inc., Medina, New York, at \$13.95. ¶ Olney W. Hill, Public Records Director for Vermont, calls to our attention the fact that recently the records of the town clerk and treasurer of Burke were endangered by a fire caused by the use of a nylon dust mop near an electrical outlet. ¶ The Scientific Data-Processing Centre (C. E. T. I. S.) in the Automatic Documentation Section of the European Atomic Energy Community (Euratom) intends to compile all available data on existing documentation systems.

EUROPEAN MANUSCRIPT SOURCES FOR AMERICAN HISTORY

A grant from the Council on Library Resources, Inc., enabled a group representing editorial projects and national and State institutions and organizations to meet at the Library of Congress on April 7 to discuss photocopying of European manuscript sources for American history. The copying projects being carried on by the Library of Congress, the National Library of Canada, the Virginia Colonial Records Project, and the New Jersey Tercentenary Commission were outlined. It was recommended that the Librarian of Congress appoint a committee to draft a plan for a central agency, under the administration of the Library of Congress, by which exchange of information and acquisition of photocopies should be effected. The final statement proposed

a central agency which, in cooperation with other national and international agencies, should exercise a broad continental leadership in making accessible to scholars the manuscript sources in archives and collections abroad for historical scholarship; that such an agency should procure and disseminate information regarding copying projects already completed, in progress, and in prospect; [that it] should coordinate and encourage cooperation among local and regional projects to prevent duplication of effort, should seek to determine priorities of needs among scholars, and should itself take the lead in further exploring and copying, by the best means available, finding aids and relevant sources in archives and libraries abroad.

RESEARCH NEEDS

James Bolner is interested in finding materials relating to the contribution of the late Chief Justice Fred M. Vinson to U. S. constitutional law and political thought and would be grateful to hear from persons or institutions having such materials. He may be addressed at 27 Copeley Hill, Charlottesville, Va. (Donald Smythe, S. J., Georgetown University, Washington 7, D. C., is writing a biography of Gen. John J. Pershing and is interested in hearing from anyone who has letters, anecdotes, reminiscences, or other information about Pershing.

ACADEMIC INSTRUCTION

George Washington University

Students of the Civil War who live in the Washington area have had recently the benefit of an extraordinary experiment in instruction through the medium of TV. The course, entitled "The Civil War—the Record and Interpretation," was presented by the George Washington University in cooperation with WTOP-TV under the supervision of Charles William Cole of the university's English department and with the advice of Robert H. Walker, associate professor of American literature. The instructor was Robert H. Land, Chief, General Reference and Bibliography Division, Library of Congress, and the coordinator for the university was Lillian Brown.

The course consisted of 45 half-hour sessions offered thrice weekly at 6:30 a.m. It was exceptionally significant because it fulfilled its objective "to explore

the resources we have on the Civil War and to examine the interpretations that these records have been given." Among more than a score of guest experts, those speaking or interviewed on subjects of special interest to readers of the *American Archivist* included David C. Mearns (the Lincoln papers), Joseph C. Vance (the papers of Douglas Southall Freeman), Ken Munden (archival sources), Daniel J. Reed (the National Union Catalog of Manuscript Collections), Fred Shelley (indexing the presidential papers), Bell I. Wiley (sources on the common soldier), Leonard Faber (applicability of the work of the National Historical Publications Commission), David S. Sparks (diaries, journals, and memoirs), and Milton Kaplan and Donald H. Mugridge (pictorial materials). Other lecturers, although discussing primarily published materials on such subjects as slavery, diplomacy, naval warfare, music, literature, and public administration—all directly relating to the Civil War—in almost every instance covered archival or manuscript materials.

The failure of those responsible for the course to provide for its permanent preservation on tape is regrettable, for Mr. Land succeeded in making as full an exploration of the potential sources for the study of the Civil War as would appear possible at this time or in the future. His own record of the course, if supplemented by the scripts of those participating, would in some measure cover this deficiency.

University of Denver

Since 1952 courses in archival administration and methodology have been given under a cooperative program between the university and the Colorado State Archives, with State Archivist Dolores C. Renze as lecturing professor. Spring quarter students are preparing preliminary inventories of the records of the Colorado Railroad Commission, 1874-1914.

NATIONAL ARCHIVES AND RECORDS SERVICE

National Archives

Early records of the District of Columbia, 1800-1878, are among recent accessions and are the first records of the District to be received. They consist largely of assessment records and certain fiscal records of the city of Georgetown, Washington City, the District or Territory of Columbia, and Washington County. Other accessions include records of the Lincoln Sesquicentennial Commission, 1957-60, and records of the Rural Electrification Administration, 1935-54, documenting much of the early development and recent expansion of the Government's part in financing and constructing rural electric and telephone systems. ¶ Among sound recordings received are Voice of America programs entitled "Horizons in Science," March 1960-March 1961; network broadcasts of the series "Eyewitness to History," reviewing outstanding events of 1960, and of the series "The National Purpose," 1960, giving the views of several prominent persons; and broadcasts of the Democratic and Republican Conventions, July 1960, of President Eisenhower's speeches, May 1960-January 1961, of President Kennedy's speeches, January-March 1961, and of the 1961 Presidential inauguration.

The 100th anniversary of the firing on Fort Sumter was marked by the opening of an extensive Civil War Centennial Exhibit on April 12. The exhibit contains nearly 350 documents, maps, photographs, sketches, and works of art that provide a panoramic sweep of the four years of Civil War from the firing on Fort Sumter early in the morning of April 12, 1861, to the raising of the same United States flag once again over the fort on April 14, 1865. Many of the important campaigns and battles are documented by reports, telegrams, maps, and photographs. There are also special sections of the exhibit devoted to Civil War technology—the ironclad monitor, rockets and breech-loading firearms, torpedoes, the submarine, and the balloon. Among the many other subjects treated in the exhibit are medicine and surgery, nursing, intelligence and spying activities, and recruiting and the draft. More than 20 watercolors by William McIlvaine, Jr., and Herbert E. Valentine, two Union soldiers who sketched camp life as they saw it, are on display, as well as a number of colored lithographs and posters.

The National Archives has issued a 1961 edition of its *List of Microfilm Publications*, listing 12,626 rolls. It has also published Preliminary Inventory no. 133, *Records of the Bureau of Ships*, compiled by Elizabeth Bethel, Ellmore A. Champie, Mabel E. Deutrich, Robert W. Krauskopf, and Mark N. Schatz. ¶ The American Historical Association's Committee for the Study of War Documents has prepared and the National Archives has published the following guides to German records microfilmed at Alexandria, Virginia: no. 21, *Records of the Deutsches Ausland-Institut, Stuttgart, Part II: The General Records*; no. 22, *Records of the Reich Ministry for Public Enlightenment and Propaganda*; no. 23, *Records of Private Austrian, Dutch, and German Enterprises, 1917-1946*; no. 24, *Records of Headquarters of the German Air Force High Command*; and no. 25, *German Air Force Records: Luftgaukommandos, Flak, Deutsche Luftwaffenmission in Rumänien*. ¶ Among microfilm publications recently completed by the National Archives are Records of the Department of State Relating to Political Relations Between China and Other States, 1910-29 (36 rolls), Between the United States and India, 1910-29 (1 roll), Between India and Other States, 1910-29 (1 roll), and Between Russia and the Soviet Union and Other States, 1910-29 (20 rolls); and Records of the Department of State Relating to Internal Affairs of India, 1910-29 (26 rolls). Also completed are microfilm publications of the Certificates of Ratification of the Constitution and the Bill of Rights, Including Related Correspondence and Rejections of Proposed Amendments, 1787-92 (1 roll); the Enrolled Original Acts and Resolutions of the Congress of the United States, 1789-1823 (17 rolls); State Department Territorial Papers, Arizona, 1864-72; a Supplemental Index to Passenger Lists of Vessels Arriving at Atlantic and Gulf Coast Ports (Excluding New York), 1820-74 (188 rolls); and Compiled Service Records of Confederate Soldiers Who Served in Organizations From the States of Kentucky (136 rolls), Maryland (22 rolls), and Missouri (193 rolls). ¶ Further information about the microfilm and copies of the publications may be obtained from the Exhibits and Publications Branch, National Archives, Washington 25, D. C.

Franklin D. Roosevelt Library

The Library has been given the papers of the late Lowell Mellett for the years 1939-44, when Mr. Mellett was Director of the Office of Government Reports and Administrative Assistant to the President. The papers, comprising about 22,000 pages of correspondence, are open for research use.

Harry S. Truman Library

Among recent additions to the manuscript collections of the Library are papers of Nathaniel P. Davis relating to his diplomatic service in the Philippines, Costa Rica, and Hungary and including a diary kept while he was interned in Manila during World War II; and papers of Edwin A. Locke, Jr., relating to his service as Special Assistant to the President and Special Representative in China and the Near East. These records will be available to researchers as soon as they have been processed by the Library staff. Microfilm copies of the papers of John Tyler, Franklin Pierce, and Andrew Johnson have been received from the Library of Congress. ¶ More than a hundred permits to use materials in the Library have been issued since the research room was opened in May 1959, the great majority to professors and graduate students working on substantial research projects. Four books have been published based in part on research done at the Library. ¶ The fourth annual meeting of the Board of Directors of the Harry S. Truman Library Institute for National and International Affairs was held on April 15. Wayne C. Grover, Archivist of the United States, announced that the Library would shortly undertake an oral history program covering the Truman period, financed partly from the museum income account of the Library and partly from private donations. The Board renewed the authorization for grants-in-aid to scholars up to \$1,000 for each grant and up to a gross amount of \$10,000 in a year. Eleven such grants had been issued since the previous annual meeting of the Board. The officers of the Board were reelected: Harry S. Truman, honorary president, Elmer Ellis, president, David D. Lloyd, vice president, Philip C. Brooks, secretary, and Tom L. Evans, treasurer. ¶ The mural "Independence and the Opening of the West," by Thomas Hart Benton, was dedicated in a ceremony on April 15. The main address was given by Chief Justice Warren. Other speakers were Mr. Truman, David D. Lloyd, Eugene Savage of the National Academy of Design, and Wayne C. Grover. The mural is in the lobby of the Library building.

Office of the Federal Register

The eighth and final Eisenhower volume of the *Public Papers of the Presidents of the United States*, covering the year 1960, has been published. ¶ The first volume for the Truman administration, scheduled for publication in October, will cover the period April 12 through December 31, 1945. Volumes for the years 1946-52 will be published from time to time. Transcripts of Presidential news conferences for the Truman administration will be made public for the first time in these volumes, which will include also papers that have previously been made public, such as messages to Congress, formal addresses and informal

remarks, messages to heads of state, and other letters and statements by the President. All volumes in the series may be purchased from the Superintendent of Documents, Government Printing Office, Washington 25, D. C.

Office of Records Management

NARS Region 2 has just completed putting the plain letters workshop on a kinescope film for the Army Signal School at Fort Monmouth, N. J. The kinescope consists of four three-minute reels, for which Larry Carnevale did the speaking. The Signal Corps intends to use the film to stimulate Army interest in the workshop.

LIBRARY OF CONGRESS

General News

The 1960 annual report of the Librarian of Congress shows that the Library has 16,531,145 manuscripts; 3,024,890 photographic negatives, prints, and slides; 2,563,362 maps and views; 126,756 reels of motion pictures; 190,533 reels and strips of microfilm, including microfilm of newspapers; and 109,376 phonograph records other than those used to serve the blind. ¶ Lloyd Allen Dunlap, consultant on Civil War history, has been appointed administrative editor of the permanent committee for the Oliver Wendell Holmes Devise, the major project of which is a definitive history of the Supreme Court of the United States to be published in eight volumes beginning about 1963 (see *American Archivist*, 21:228). He succeeds Joseph P. Blickensderfer, who was executive officer and administrative editor from January 1, 1957, until his death on October 5, 1960. ¶ The Library has published *Civil War Photographs, 1861-1865; a Catalog of Copy Negatives Made from Originals Selected from the Mathew B. Brady Collection in the Prints and Photographs Division of the Library of Congress*, compiled by Hirst D. Milhollen and Donald H. Mugridge. This is for sale by the Photoduplication Service at 75¢ a copy.

Manuscript Division

Philip C. Jessup, diplomat, educator, jurist, and now member of the International Court of Justice, has presented his personal papers, 1920-56, to the Library of Congress. Their use is subject to restrictions. Valuable for the study of international law and diplomacy, the collection consists of some 53,000 items and reflects Mr. Jessup's career as a member of the faculty of Columbia University and his contributions to the work of the Institute of Pacific Relations, the Naval School of Military Government and Administration, UNRRA, and the United Nations. ¶ Additions to the manuscript collection of the Naval Historical Foundation include about 4,000 papers of Rear Adm. John L. Callan (1886-1958), who trained and organized Navy air personnel stationed in France, England, and Italy during World War I; and a supplement of approximately 5,000 pieces to the papers of Capt. Washington Irving Chambers (1856-1934), composed largely of correspondence between 1911 and 1914, when Captain Chambers, under the Bureau of Navigation, was in charge of

the development of aviation. ¶ Approximately 25,000 papers of Theodore Roosevelt, Jr., have been received from his children and added to a small first installment of Roosevelt papers reported by the Library two years ago. These touch on many phases of General Roosevelt's diversified career—his military service, political activities, field-museum expeditions to Asia, and service as Governor of Puerto Rico (1929-32) and Governor General of the Philippines (1932-33). The group also includes papers of Mrs. Roosevelt. ¶ The Library has acquired, by exchange, microfilm copies of documents relating to the scientific expeditions of Vitus Bering (1681-1741), from original manuscripts among the marine and navy records in Leningrad. The nine reels (about 1,800 frames) reproduce a few documents concerning the first expedition to the Sea of Kamchatka, but most of the material centers on the second expedition, 1733-41. This includes manuscripts about Bering's arrival at Okhotsk; the laying of the keels and the launching of the packet boats *St. Peter* and *St. Paul*; reports by Bering and Chirikov to the Admiralty; and logs kept by participants in the expedition. ¶ Purchases from the James B. Wilbur fund for the acquisition of reproductions of manuscripts relating to American history in European repositories include microfilm copies of 46 additional volumes of Audit Office records relating to claims filed by American loyalists; 47 additional volumes of Colonial Office records pertaining to the colony of Georgia; 16 volumes of Foreign Office records containing notes exchanged from 1861 to 1868 by Lord John Russell, British foreign secretary, and Charles Francis Adams, American minister; and 64 volumes of material relating to the slave trade, also in files of the Foreign Office. ¶ The May 1961 issue of the *Quarterly Journal of Current Acquisitions* contains a comprehensive report on materials added to the holdings of the Manuscript Division during 1960.

OTHER FEDERAL NEWS

Congress

The Senate Committee on Government Operations has issued (as 87th Cong., 1st sess., *S. Doc.* 15) an *Addendum to Documentation, Indexing, and Retrieval of Scientific Information* . . . (86th Cong., 2d sess., *S. Doc.* 113), which was reviewed in our January issue by Vernon B. Santen. The *Addendum* may be purchased from the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C., for 15¢. Mr. Santen's review was reproduced in 87th Cong., 1st sess., *S. Rept.* 63, to support a recommendation of the Committee on Rules and Administration for the printing of additional copies of this study.

Department of State

The Department has fully approved the recommended project for the development of a uniform file system for the Department and the Foreign Service. This project resulted from a feasibility study conducted by the Department's records management staff, with consultative assistance from Terry Beach, National Archives and Records Service. The system, now in development, will

be adaptable to both departmental offices and Foreign Service posts. After the system is fully developed and tested, its installation and the training of files personnel will be an extensive task.

Veterans Administration

Efforts were made in 1960 to reduce the volume of records and to improve the records system. The authorized disposal of 59,000 feet of records, the retirement of 49,000 feet, a stepped-up program in the appraisal of medical records, and increased emphasis on scheduling records for disposal resulted in a slight decline in records holdings—to about 1,150,000 feet. The records system has been improved by decentralizing nearly 800,000 death claims to 67 regional offices and identifying other vital and indispensable records to be secured against local or national disaster. Emphasis on better letters and fewer and better forms continued. Efforts to improve office methods and systems through continued automation, tests of facsimile equipment for transmittal of paperwork between offices, further use of remote-control dictating systems, and work simplification training and selfappraisal through surveys, studies, inquiries, investigations, and audits have resulted in better service, better working conditions, and better patient care. ¶ Recent issues of *Systems Management* (Oct. 1960; Jan. 1961) contain articles on the elimination of manual records in the handling of insurance accounts by the Department of Insurance.

Department of the Air Force

Hermine M. Baumhofer of the U. S. Air Force Motion Picture Film Depository at Dayton assures us in a recent letter that the depository is "getting bigger and better." Our readers will recall Mrs. Baumhofer's several articles on the management of film records and picture collections. The depository's holdings now comprise the Wright Field collection, 1920-49; motion pictures about aviation in World War I; a comprehensive coverage of U. S. Army Air Forces in all theaters in World War II; films made during the Korean campaign; films documenting research and development in military aviation from 1950; a collection of "general Air Force documentary photography" from 1950; and training films from 1949.

STATE AND LOCAL NEWS

California

William Benedon, corporate records management advisor, Lockheed Aircraft Corp., Burbank, in an article ("The Role of Records Management") in *Systems Management* (Apr. 1961), points to the need for cooperation between the systems analyst and the records manager. The basic purpose of the records management program at Lockheed, as set forth in a management policy statement sent us by Mr. Benedon, is "to assure proper controls over the creation, maintenance, protection, and retention or disposition of all company records in accordance with government regulations, legal requirements, and company historical and operational reference needs." Lockheed's program objectives include forms and reports management; the use of records centers; records re-

tention schedules coordinated with forms control; data processing and reports control; effective use of microfilm for records protection and current procedures; preservation of historical documents; operation of a company vital records program; and proper application and procurement of filing equipment. The records centers, in California, Georgia, New Jersey, and New York, house 76,000, 29,000, 400, and 6,000 feet of records, respectively. The corporate records center in California has an archives section for records of historical significance. Canadian units use interim centers for processing records before shipping them to the corporate center. ¶ Restrictions on Gen. Joseph W. Stilwell's wartime papers, which are deposited in the Hoover Institution on War, Revolution, and Peace, at Stanford University, Palo Alto, have been removed by his widow.

Colorado

The Colorado Archives and Records Service was host to the Interagency Records Administration Conference in May. State Archivist Dolores C. Renze talked on "Cleanup Under the Gold-Plated Dome." ¶ Schedules for the "destruction, retention, and microfilming of records" of all State agencies, county offices, municipal offices, school districts, county superintendents' offices, and other political subdivisions have been developed. Microfilming has been approved for the State engineer's automatic water-stage recordings (charts dating from 1884). ¶ The General Assembly has appropriated \$20,000 for continuing the microfilming of newspaper holdings in the State Historical Society's library. ¶ Materials in the State Archives were used for "The John Evans Story," which was telecast on May 2 as a part of the "Expedition Colorado" series. ¶ Arthur Reed Abel, formerly with the National Archives, has joined the staff of the State Archives.

Delaware

Leon deValinger, Jr., State Archivist, completed 30 years of service "keeping the State's vital documents and papers" on December 15.

Florida

Rollins College, Winter Park, has received some Hamilton Holt letters and a "collection of memories" of the donor, W. M. Glenn, a former president of Rollins and cofounder of Sigma Delta Chi, national journalistic society.

Idaho

The Idaho Historical Society has received 30,000 glass plates and negatives of the old Sigler Photographic Studios in Boise. The collection includes pictures of most of the well-known Idahoans of the first part of this century. ¶ Correspondence and financial records of the Trade Dollar Mine (ca. 1900) have been made available to the society by an auctioneer. The society is interested in securing other records of the Trade Dollar or of any other mine.

Illinois

The *Illinois State Archives and Records Management Biennial Report, October 1, 1958-September 30, 1960*, has been reprinted from *Illinois Libraries*

(Jan. 1961). ¶The Illinois Bell Telephone Co. has given to the Chicago Historical Society microfilm copies of about 250 Chicago telephone directories dating from 1878. The 300,000 original pages are recorded on 98 rolls of microfilm. The first directory had only 12 pages; the 1960 directory, 1,800 pages. ¶On February 20 a San Francisco poet turned over to the San Francisco police 40 valuable documents later found to be missing from the manuscripts collection in the rare book section of the University of Chicago Library.

Kansas

House Bill 402, passed by the Legislature during its last session, gives the State Historical Society the right to review county records or any records in county-owned buildings before their destruction. This measure should insure the preservation of records having lasting historical value. ¶The Kansas Historical Society has received 30 feet of letters and papers from Wint Smith, U. S. Congressman of Mankato, 1947-61; part of the files of Newell A. George, U. S. Congressman of Kansas City, 1959-61; and some papers of Brig. Gen. Wilder S. Metcalf. ¶The society has microfilmed the following Civil War material: diaries and letters of Webster W. Moses, 1855-65, including letters from his wife during the war; and letters of soldiers Robert, George, and Welcome Mowry, Mrs. Moses' brothers.

Louisiana

When Shadows-on-the-Teche at New Iberia was bequeathed to the American people in 1958 the furnishings and archives were included. The remarkable archives, reports the National Trust for Historic Preservation, document "every aspect of a wealthy ante-bellum planter's life and work, from the operation of his sugar and cotton plantations to his taste in brandy, racing horses and hunting dogs." ¶The Louisiana State University Press, Baton Rouge, wishes to inform our readers that it still has available at \$12.50 each copies of the first edition of *The French in North America*. This "bibliographical guide to French archives, reproductions, and research missions" by Henry P. Beers is one that—as one reviewer writes—libraries "cannot afford to miss at any price." Dr. Beers is well known to our readers as reviews editor.

Massachusetts

Under the title *Connecticut Valley Collection of Business History*, the Connecticut Valley Historical Museum, Springfield 3, published in December 1960 a most informative leaflet describing its holdings by the companies of origin. The collection relates to the economic history of western Massachusetts and includes records as early as the John Pyncheon account books, 1651-1713. ¶The Massachusetts Historical Society has received the papers of U. S. Sen. George Frisbie Hoar (1826-1904) and a much smaller collection of the papers of Rockwood Hoar, son of the Senator. The papers are so voluminous that they had to be sent by moving van from the Hoar family mansion in Worcester to Boston. Director Stephen T. Riley estimates that it will take at least a year to sort the papers for use and that scholars "will be mining this mother lode for

years to come." ¶The First National Bank of Boston has built a specially designed underground records storage center away from the city. The ten member banks of the Boston Clearing House Association have signed ten-year leases for use of space in the structure. Each bank will have its own wire-caged room. The center was constructed under the guidance of the Office of Civil and Defense Mobilization.

Michigan

A directory of special libraries and information centers in the United States and Canada, to be published initially this year and triennially hereafter by the Gale Research Co., 2200 Book Tower, Detroit, will include specialized repositories of knowledge in all subject fields. ¶The papers of G. Mennen Williams and Nancy Quirk Williams, covering Williams' career as governor, 1949-60, are now in the Michigan Historical Collections at the State University in Ann Arbor. Besides 1,003 feet of correspondence, memoranda, reports, business and financial papers, photographs, and other material, there are 27 scrapbooks and a 100,000-card index to correspondents. Certain parts of the records are closed for 10- or 25-year periods. ¶Bruce C. Harding, formerly Archivist of Ohio, is now with the Michigan Historical Commission in Lansing. Working from the State Records Center, in which the Archives has been allotted office and storage space, he will concentrate on the county program, with hopes of developing several regional depositories like those in Wisconsin. ¶The State Records Center issued a list, as of December 31, 1960, showing which State agencies, counties, cities, villages, and townships had permanent records in the center. ¶Mrs. Carroll Paul of the Marquette County Historical Society died unexpectedly while en route to Marquette, October 30, 1960, after attending the third annual local history conference in Detroit, at which she had delivered an address.

Mississippi

A checklist of over 200 collections of private manuscripts pertaining to the Civil War in the Department of Archives and History has been compiled by Mrs. Carl Black and Mrs. Lindsay Grimes and will be printed in the *Journal of Mississippi History*.

Missouri

House Bill 318 of the 71st General Assembly, "To provide for efficient and economical management of state records," was introduced by Representatives Ewing, Keating, and Landis on February 14. The bill provides that "No record shall be destroyed or otherwise disposed of by any agency of the state, unless it is determined by the comptroller, the secretary of the State Historical Society, the attorney general and the state auditor that the record has no further administrative, legal, fiscal, research or historical value." The comptroller is to "establish and administer in the executive branch . . . a records management program, which will apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of state records."

Nebraska

Philip C. Brooks, Director, Harry S. Truman Library, addressed a luncheon meeting of the fourth annual Missouri Valley Conference of Collegiate Teachers of History, on March 25, in Omaha. His subject was "Research at the Presidential Libraries."

New Mexico

Myra Ellen Jenkins, Senior Archivist at the State Records Center, provides the *American Archivist* with the following details of the pending case of replevin of Spanish and Mexican archives (*State of New Mexico v. Kenneth Sender*) and adds to her report other matters of interest:

State Archives Replevins Spanish and Mexican Archives. On February 22, Santa Fe County Sheriff M. V. Ortiz and Assistant Attorney General Norman Thayer, acting on a writ of replevin signed by State Records Administrator Joseph F. Halpin, seized some 500 official records of the Spanish and Mexican governments of New Mexico from Kenneth D. Sender of the Smoky Hills Booksellers, Inc., Kansas City, Missouri. Sender was attempting to sell the documents to the Museum of New Mexico for \$50,000. Sender had approached Dr. K. Ross Toole, Director of the Museum of New Mexico, to purchase the documents, and as a matter of interagency courtesy, Dr. Toole had informed Mr. Halpin of the proposed offer. The Museum is likewise a State agency. By court order, the documents were placed in the custody of the State Records Center until the case could be heard. The documents were identified by Senior Archivist Myra Ellen Jenkins as official correspondence, legislative proceedings, and other legal papers dealing largely with the Northern Jurisdiction, or the area attached to the Villa de Santa Cruz de la Cañada of the Spanish and Mexican government, although some documents were also formerly among the holdings of the State Historical Society. The State of New Mexico based its claims to the documents on the grounds that it was the successor to previous custodial agencies of the State and Territory of New Mexico, and to the governments of Spain and Mexico. Some 345 documents were determined to be of an official nature; the remainder were returned to Sender. ¶ The documents in question were in the Archives of the Mexican Government in Santa Fe at the time the United States assumed sovereignty in 1846. They were apparently removed by parties unknown during the 1860's or 1870's, when other large amounts of documents were also taken by private parties from the archives at Santa Fe. Learning of their existence and realizing their value, L. Bradford Prince, former Governor and president of the State Historical Society of New Mexico for many years, purchased them in 1909 with private subscription and direct appropriation of the Territorial Legislature. They were placed in the Museum of New Mexico, and are listed in the holdings of the Museum in 1915, but by 1926 there was no longer a record of them. Historians and other researches have looked in vain for them since that time. ¶ Sender claimed that he had purchased the documents in good faith but refused to reveal their source. He had been previously warned by the Senior Archivist of the center that trafficking in official records was illegal under the terms of the 1959 Public Records Act of the State of New Mexico. On March 23, John Catron, attorney for Sender, filed a motion for dismissal of the suit in District Court on the grounds that the State of New Mexico had not posted bond in twice the amount of the alleged value of the documents. On April 24, however, District Judge Samuel Z. Montoya, after a forty-five minute hearing on the motion, upheld the contention of Assistant Attorney General Thayer that the State's sovereignty provided better security than a bond, and Catron was given twenty days in which to answer the original complaint for return of the documents to the State.

Fire at Records Center. A fire of undetermined origin broke out in a shed to the rear of the State Records Center on February 3, apparently set by vandals. Although

quickly brought under control by the Santa Fe Fire Department, some noncurrent tax receipts of the Department of Revenue were destroyed or damaged by water. These records were still in the custody of the Department of Revenue, which had been given the use of the shed by the Center until the records could be sorted and transferred to the custody of the State Records Center. No records of permanent value were lost.

Memorial to New Mexico Historian. A special research room at the State Records Center will be dedicated to the memory of the late Dorothy Woodward, well-known New Mexico historian, former professor of history at the University of [New] Mexico, regent of the university after her retirement in 1956, and longtime advocate of a State archival program in New Mexico, who died on April 4. The memorial room will be a part of the new archives vault and research facilities to be constructed later this year at the center. The project was the result of a spontaneous movement among friends and former graduate students of Professor Woodward to provide a memorial to her interest in New Mexico documentary history. Some funds have already been given to the center for the room.

New York

According to the *New York Times* (Apr. 30, 1961), records of the New York House of Refuge, 1824-1935, have been lent to Syracuse University's Youth Development Center for cataloging and study. Graduate student Robert S. Pickett is credited with uncovering the records, recognizing their worth, and campaigning to have them turned over to the center. They include 110 years of journals "and a mass of case histories." ¶ The New York Historical Association's 14th annual seminar on American culture offered at Coopers-town, July 2-15, will include, in the last week, instruction in "Photography for the Record," intended for "any . . . intelligent layman who wishes to use photography as a device for keeping his records." ¶ William L. Rofes has resigned as records manager of Olin Mathieson Chemical Corp. and is now supervisor of records management at Republic Aviation Corp., Farmingdale, Long Island. ¶ Among materials recently acquired by the Collection of Regional History and University Archives, Cornell University, are a diary, 1841-42, kept by Sebastian Talcott during a Government survey of the northeast boundary, and 34 Mexican War letters, official and unofficial. Among the correspondents are Benjamin Huger, General Scott's chief of ordnance on the march from Vera Cruz to Mexico City; Alexander Brydie Dyer, chief of ordnance of the army invading New Mexico, later in command of Union ordnance during the Civil War; and Josiah Gorgas, subsequently chief of ordnance, CSA, and father of William C. Gorgas.

North Carolina

The third volume of the *Papers of William Alexander Graham* (1845-50) has been published by the Department of Archives and History. Copies of the three volumes may be ordered from the head of the Division of Publications, D. L. Corbitt, Box 1881, Raleigh, at \$3 each. Also available from him is the first volume of *Messages, Addresses, and Public Papers of Luther Hartwell Hodges, Governor of North Carolina, 1954-1961*, and a folder, *North Carolina's Newspaper Microfilming Program*. Thirty-five counties have turned over records of historical value to the State Archives since July 1, 1958, and 73 counties and 8 municipalities have received help with scheduling some of the

older records. The Advisory Committee on Municipal Records expects to have its Municipal Records Manual ready for publication by early summer.

Ohio

Western Reserve University and the General Electric Co. held a joint press information meeting in Cleveland on May 24 to introduce Western Reserve's newly installed information storage and retrieval system using the GE 225 general purpose computer. With representatives of General Electric, the American Society for Metals, and the U. S. Government, Allen Kent, associate director of the university's Center for Documentation and Communication Research and coinventor of the original search and selector computer, explained the purposes and detailed techniques of the program. ¶ The Herrick-Lindbergh letters in the Western Reserve Historical Society were the subject of an article by Grace Goulder in the *Cleveland Plain Dealer Sunday Magazine* (Mar. 12, 1961).

Oregon

William F. Brockhaus has been appointed records analyst with the State Archives to succeed Richard Dolph, who is now associated with the records management program of the Department of Finance and Administration. ¶ The University of Oregon has acquired the diaries, 1892-1919, of Fred E. Ames, pioneer of Oregon forestry and a member of the 20th Engineers, A. E. F.

State Archivist David C. Duniway has provided us with a copy of a document—"The Role of the State Archivist in Oregon"—which has been approved by the State Library as the official policy for the State Archives. Mr. Duniway undoubtedly will be happy to send copies to those interested. He may be addressed at the Oregon State Archives, Oregon State Library, Salem.

Pennsylvania

A grant of \$58,886 made to the University of Pittsburgh by the Council on Library Resources, Inc., will enable the Health Law Center of the Graduate School of Public Health to create a tape "library" of statutes of Pennsylvania, New York, and New Jersey for use in the university's Computation and Data Processing Center for information retrieval in the legal field. ¶ The Historical Society of York County announces that its building (250 East Market St., York) will house the archives of the Organ Historical Society. The latter society, a group dedicated to old organs and organ music, publishes *The Tracker*, a magazine containing historical articles about organists, their music, and their instruments.

LeRoy DePuy, records management specialist in the Bureau of Program and Management, sends us the following statement on the State's records management program:

The records management program in Pennsylvania is an integral part of the management improvement activity of the Bureau of Program and Management, Office of Administration. The Bureau has the function of developing improved management methods and procedures throughout State government; among other activities, it is

concerned with determining feasibility of converting procedures to electronic data processing.

The records management program was outlined in an administrative circular issued January 30, 1958. Records management and other management activities outside the Office of Administration are carried on by management units located in the larger agencies. In the Office of Administration, the program primarily provides consulting services at a staff level to all agencies under the Governor.

The Records Management Division administers a forms control program for common use forms and acts as staff advisor to the Executive Board on applications for records disposal. During the last year work has involved a certain concentration on filing systems including preparation of a manual and training of key filing supervisors in State agencies. In association with a space utilization survey it has examined the need for a State records center. The program was recently augmented by the appointment of two management analysts, both experienced state employees.

The Pennsylvania Historical and Museum Commission has announced the resignation of Henry Howard Eddy as State Archivist, effective in July. A graduate of Middlebury College in 1923, Mr. Eddy went on to graduate study at Harvard. For several years he taught English; then he turned to records work with the Vermont Historical Records Survey, which he headed from 1940 until 1942. Subsequently he served with the National Archives, both at Washington and at the Roosevelt Library. In 1944 he went to Albany as State Archivist for New York, and two years later he became State Archivist for North Carolina (serving as acting director of the Department of Archives and History, 1946-47). Returning north in 1948, he joined the Pennsylvania Historical and Museum Commission as State Archivist. Mr. Eddy has made many important contributions to Pennsylvania's archival and records programs. His system for the orderly disposal of records has worked most effectively, and his extensive knowledge of records has been put to excellent use in the plans for the archives section of the proposed William Penn Memorial Building. Pennsylvania will thus continue to benefit from his wide experience and expert knowledge. We have been informed that Mr. Eddy will be succeeded as State Archivist by Frank B. Evans, and that William H. Work will advance to the position of associate archivist now held by Mr. Evans.

South Carolina

An indexed reprint of *Extracts From the Journals of the Provincial Congresses of South Carolina, 1775-1776*, has been issued by the Archives Department as a volume of its *State Records* series, priced at \$8.

Calhoun A. Mays, chairman of the South Carolina Archives Commission, has announced the appointment, effective July 15, of Charles E. Lee as Director of the State Archives Department. His appointment fills the vacancy caused by the death of James Harold Easterby last December. Mr. Lee has taught history at the University of South Carolina and at Roosevelt College, Chicago, and his considerable editing experience has included a year as editor of the University of South Carolina Press.

Tennessee

The Historical Commission of the Southern Baptist Convention, Nashville, has received the personal papers of Hight C. Moore, for many years editorial

secretary of the Sunday School Board, and has microfilmed from the collections of the Virginia Baptist Historical Society a journal of Luther Rice, Baptist pioneer.

Texas

Helen S. Swanson, Archivist, Austin Public Library, describes the Austin-Travis County collection in the library in *Texas Libraries* (July-Aug. 1960). ¶ Two new quarterlies have made their appearance in Texas. In January the first number of the *Catholic Historical Society Bulletin* was issued by the Fort Worth Deanery. The society is interested in building up an archives related to the Catholic Church and Catholics in Texas. Regular membership is \$2, which may be sent to the president and editor, Mrs. Buford C. Curtis, 3812 Lafayette, Fort Worth. The Texas State Genealogical Society has inaugurated its quarterly *Stirpes*. The editor-librarian, Mildred Dulaney, 1404 South Lake St., Fort Worth, plans to emphasize original genealogical material. ¶ The Fort Worth Public Library has issued a checklist of genealogical material obtained for the library by Marion Day Mullins. It has published also *A Key for Genealogists*, a research manual.

Virginia

William J. Van Schreeven, chairman of the Virginia Colonial Records Project, has announced that although the project intends no further reproduction by photo-offset of the 5,494 survey reports now on hand, all of these and those received in the future will be microfilmed; they can be obtained, therefore, as microfilm copies or Xerox prints. The project committee "is now experimenting with an elementary index, or finding aid (alphabetical and chronological)" to the survey reports. ¶ The manuscript division of the University of Virginia Library has received letters of Gamaliel Bradford, Jefferson Davis, John DeHart, Charles Evans Hughes, Thomas Jefferson, James Madison, Timothy Pickering, William Pinckney, Robert Smith, Littleton W. Tazewell, Louis Untermeyer, and Woodrow Wilson, and an autograph manuscript of Henry D. Thoreau.

Washington

General Electric Co.'s records management program at Richland was described effectively by S. B. Badgett, Hanford Atomic Products Operation, at a records and forms management meeting in St. Louis, Mo., February 8-10. Reprints of this paper, "The Hanford Story—Planned and Controlled Records Disposal," are available from the author.

West Virginia

The manuscript section of the State University's Regional History Collection, which contains three million items, provided the material for two books written specially for the university library's "heritage bookshelf" project.

