

LEON DEVALINGER, JR.
President, Society of American Archivists
1962-1963

THE AMERICAN UNIVERSITY

WASHINGTON, D. C.

announces its

TENTH INSTITUTE ON RECORDS MANAGEMENT

May 13-24, 1963

In cooperation with The National Archives and Records Service
Director: EVERETT O. ALLDREDGE, Deputy Assistant Archivist for Records
Management, The National Archives and Records Service

SEVENTEENTH INSTITUTE IN THE PRESERVATION AND ADMINISTRATION OF ARCHIVES

July 29-August 23, 1963

In cooperation with The National Archives and Records Service, the Library
of Congress, and the Maryland Hall of Records
Director: PHILIP M. HAMER, formerly Executive Director, National
Historical Publications Commission, The National Archives

For Information Write To:

DR. LOWELL H. HATTERY
School of Government and Public Administration
The American University
1901 F Street, N.W.
Washington 6, D.C.

THIRTEENTH INSTITUTE OF GENEALOGICAL RESEARCH

July 8-26, 1963

In cooperation with The National Archives and Records Service, the Maryland
Hall of Records, and The American Society of Genealogists
Directors: JEAN STEPHENSON, Fellow, The American Society of Genealogists
FRANK E. BRIDGERS, Genealogical and Local History Specialist,
The National Archives

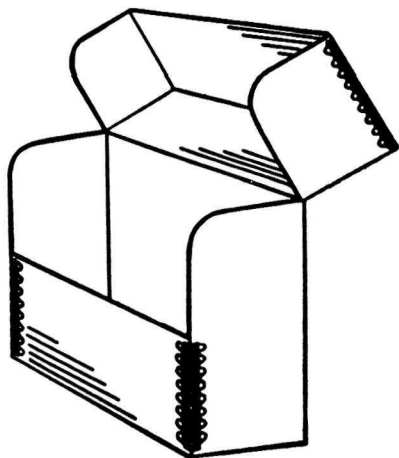
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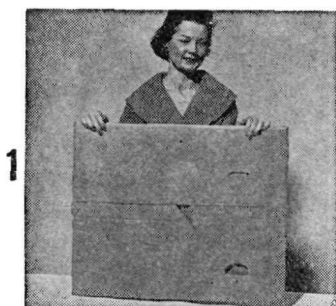
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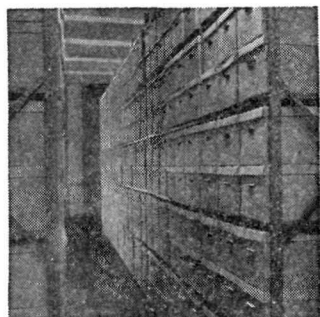
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POSITIONS WANTED

ARCHIVIST OR RECORDS MANAGER: Man in early thirties, with work toward advanced degree and solid experience; competent to handle records programing; salary approx. \$8,000. Write to Secretary, SAA, at address above.—DR-3.

COLLEGE OR UNIVERSITY ARCHIVIST, New England locale preferred: Man with advanced degrees in history and with academic training in the history and administration of archives and in planning and administering a records management program, plus inservice training. Write to Secretary, SAA, at address above.—DR-4.

RECORDS MANAGEMENT, with related archival responsibilities: Man qualified at professional level but will consider sub-professional post if future growth and advancement are possible. Write to Secretary, SAA, at address above.—DR-5.

YOUNG MAN, middle 20's, single, M.A. American University, history major with archival administration courses: Wishes employment in archival, manuscript, or records management fields. Has worked in industry during summer since 1953. Write to Secretary, SAA, at address above.—DR-14.

ARCHIVIST with 1½ years experience at national level, 2½ years teaching: Seeking position as a research archivist with administrative duties. M.A. in history from an eastern university. Write to

Secretary, SAA, at the address above.—DR-15.

RECORDS MANAGEMENT: Retired, active, vigorous man with 13 years top-level records experience in complex industrial scientific field desires position where comprehensive knowledge of administration and planning mature records program will be useful. General knowledge of American history. Minimum salary \$7,000—\$8,000. Write to Secretary, SAA, at the address above.—DR-16.

POSITIONS OPEN

UNIVERSITY ARCHIVIST, eastern seaboard State: University experience not essential; may train on job. Academic work and basic knowledge of archival principles desirable. Write to Secretary, SAA, at the address above.—DR-11.

MANUSCRIPT DEPARTMENT, LARGE WEST COAST LIBRARY, position with future potential: Assistant to catalog early California material; *good* reading and working knowledge of Spanish, B. A. degree, and some background in California history required. No archival experience necessary; may train on job. Write to Secretary, SAA, at address above.—DR-12.

RECORDS ADMINISTRATION: Opening in research organization in Western State. Attractive situation for experienced man whose leisure interests are in winter sports. Salary \$7,000—\$7,600. Write to Secretary, SAA, at address above.—DR-17.

ARCHIVIST: Position in the technical library of an expanding corporation in suburban Boston. Responsibilities include establishing, maintaining, and servicing archives collection, soliciting desirable material, developing and implementing cataloging, referencing, information retrieval and security plans. Degree (preferably in Library Science) required. Prefer two years experience in professional cataloging and archival records management. Write to Secretary, SAA, at the address above.—DR-18.

RECORDS MANAGEMENT: Large corporation, vicinity New York City has opening which will require substantial knowledge and experience in all facets of records management; college graduate preferred. Salary range over \$10,000. Write to Secretary, SAA, at the address above.—DR-19.

News Notes

DOROTHY HILL GERSACK, *Editor*

*Office of Records Appraisal
National Archives and Records Service*

SOCIETY OF AMERICAN ARCHIVISTS

SPECIAL ANNOUNCEMENTS

1962-63 Officers

In accordance with the Society's constitution, LEON DEVALINGER, JR., 1961-62 vice president, succeeds to the 1962-63 presidency. At the annual business meeting of the Society on October 1, 1962, other officers for 1962-63 were elected as follows: EVERETT O. ALLDREDGE, vice president; DOLORES C. RENZE (reelected), secretary; H. G. JONES (reelected), treasurer. Elected to the Council were LEONIDAS DODSON, AUGUST R. SUELFLOW, SEYMOUR J. POMRENZE, and GUST SKORDAS, for terms of one, two, three, and four years, respectively. Continuing Council members, with the years of expiration of their terms, are Herman Kahn (1963), W. Kaye Lamb (1964), William D. Overman (1965), and Seymour V. Connor (1966).

Fellows

As announced at the annual dinner on October 1, 1962, the six newly elected Fellows of the Society of American Archivists are WILLIAM T. ALDERSON, State Librarian and Archivist of Tennessee; JULIAN P. BOYD, editor of *The Papers of Thomas Jefferson*; ROBERT M. BROWN, State Archivist of Minnesota; ALBERT H. LEISINGER, JR., Director, Exhibits and Publications Division, National Archives; HAROLD T. PINKETT, senior records appraisal specialist, Office of Records Appraisal, NARS; and WILLIAM J. VAN SCHREEVEN, State Archivist of Virginia. A complete list of Fellows as of January 1, 1963, appears inside the front cover of this issue.

Waldo Gifford Leland Prize

Announcement was made at the Society's annual dinner on October 1, 1962, of the award of the Waldo Gifford Leland Prize to PHILIP M. HAMER, former president of the Society, former Executive Director of the National Historical Publications Commission, and now editor of the papers of Henry Laurens. The prize is awarded annually for "an outstanding published contribution [of the previous calendar year] in the field of archival history, theory, or practice." The winning publication was *A Guide to Archives and Manuscripts in the United States* (New Haven, 1961), which Dr. Hamer edited for the Commission.

Gondos Award

An award in honor of Leon deValinger, Jr., to be made at the Society's annual meeting in Raleigh next October for an essay in the field of the history

or administration of archives, has been made possible through the generosity of Victor Gondos, Jr., and Dorothy D. Gondos. Further details of the contest appear on the outside back cover of this issue.

NEW MEMBERS

INDIVIDUAL: Warren Albert, Chicago, Ill.; Connis O. Brown, Jr., Franklinton, N. C.; Amos W. Elliott, Piedmont, Calif.; Harold E. Elliott, San Pedro, Calif.; Gale Fields, Philadelphia, Pa.; Bonnie B. Forsyth, Cheyenne, Wyo.; Meredith P. Gillpatrick, Columbus, Ohio; Robert S. Gordon, Ottawa, Ontario; Hope H. Grace, Washington, D. C.; F. Gerald Ham, Morgantown, W. Va.; Edwin H. Hunt, Concord, N. H.; Richard A. Jacobs, Washington, D. C.; Chester V. Kielman, Austin, Tex.; Roger Clarke Knott, Muscatine, Iowa; Richard S. Maxwell, College Park, Md.; Daniel R. Porter, Columbus, Ohio; Dorothy Porter, Washington, D. C.; Louis Walton Sipley, Philadelphia, Pa.; Stanley D. Solvick, Detroit, Mich.; William J. Stewart, Washington, D. C.; Virginia W. Thatcher, Arlington, Va.; Lawrence W. Towner, Chicago, Ill. INSTITUTIONAL: American Institute of Physics, New York, N. Y.

26TH ANNUAL MEETING

The 26th annual meeting of the Society of American Archivists was held at the Sheraton Hotel in Rochester, N. Y., September 30–October 2, 1962. The attendance list issued during the meeting contained 208 names, and several persons registered too late to be included. Members present came from 34 States, the District of Columbia, and Puerto Rico, and from Canada, England, and Japan.

On Sunday afternoon, September 30, Everett O. Alldredge (Deputy Assistant Archivist for Records Management, National Archives and Records Service) presided over a workshop session on "The Elements and Characteristics of Records Management." He traced the development of filing procedures from the registry system to modern filing systems, emphasizing how mechanization of record-creating equipment has vastly increased the volume of paper that must be controlled. The only solution to this problem, he said, is a sound paperwork management program; and he described the important elements in such a program.

At the same time another workshop session was held on "Recent Developments in College and University Archives." Chairman Philip P. Mason (Archivist, Wayne State University) reported that of the 267 institutions responding to his survey only 113 had any kind of archival program and that there appeared to be a general lack of understanding as to the nature of university archives. In discussing the training, qualifications, and placement of university archivists, Dolores C. Renze (State Archivist, Colorado) stated that there is no essential difference between State and university archival problems.

Incidentally, on the previous day about 50 persons had visited Cornell University in Ithaca, at the joint invitation of Edith M. Fox (Cornell University Archivist) and Leone W. Eckert (records librarian, New York State School of Industrial and Labor Relations, Cornell University). On that afternoon, Howard D. Williams described his duties as archivist at Colgate University and Paul W. Gates (professor of American history at Cornell) recounted some of his experiences in working with archives and manuscripts.

Later there were tours of two new Cornell buildings, Ives Hall and Olin Library, and a reception and dinner at the Statler Club.

To return to Rochester, on Sunday evening a reception was given by the Local Arrangements Committee, after which many of the members attended a buffet dinner sponsored by the State and Local Records Committee. At the conclusion of dinner, Mary Givens Bryan introduced Blake McKelvey (city historian of Rochester), who described the duties of his office.

Later Sunday evening, at the open meeting of the State and Local Records Committee, under the chairmanship of William T. Alderson, Ernst Posner outlined the procedures he has followed in the survey of State archives, which he began on February 1, 1962, and expects to finish about July 1, 1963. Having completed four of the six "orbits" into which he has divided the States and Puerto Rico, he has already arrived at certain conclusions: (1) that archives and records management are essentially one task and should be combined; (2) that in the undeveloped States an archival program cannot be "sold" alone but should be offered in conjunction with a records management program; and (3) that archival personnel should be paid on a level comparable to that of university personnel and should have some job security.

On Monday morning the members boarded buses for a tour of Kodak Park, where about 20,000 employees work in buildings occupying 1,000 acres. There the visitors observed some of the many processes involved in making and packaging photographic film and paper.

Upon returning to their hotel, the members assembled for luncheon in the Cotillion Room. After the meal John Flory (advisor on nontheatrical films, Eastman Kodak Co.) introduced Beaumont Newhall (director, George Eastman House), who spoke on "Photography as Archival Material." In tracing the early history of photography, the speaker stated that there were about 300 photographers active in the Civil War, urged archivists to make a special effort to gather in some of the many photographic collections still available, and stressed the importance of correctly dating and identifying photographic materials.

The afternoon session was devoted to audiovisual records under the chairmanship of Hermine Baumhofer (Chief, USAF Motion Picture Film Depository, Wright-Patterson Air Force Base). John Flory, supplementing with interesting slides his comments on "America's Need for Motion Picture Archives," pointed out that unless immediate action is taken we shall lose our early motion pictures, which were produced on nitrate film and must be copied on acetate film to be saved. He set forth a program calling for (1) a greater awareness by archivists of the importance of motion pictures, (2) better dissemination of technical information, (3) more specialists as film archivists, (4) a concerted effort to collect motion pictures, and (5) the preparation of a union catalog of films. He concluded with the observation that motion pictures are a truly indigenous American art.

The second speaker, James Card (curator of motion pictures, George Eastman House) discussed "Storage and Retrieval of Motion Picture Films." He stated that the practicable production of motion pictures began in 1895. The

early pictures, made on nitrate film, were doomed to destruction from the beginning, although their life span could be lengthened considerably by proper storage. He warned custodians that deteriorating nitrate films are dangerous, giving off nitrogen gas which is both toxic and explosive. The only way to assure the permanent preservation of such films is to transfer the images to acetate film. This is an expensive process—\$100 for a duplicate negative of 1,000 feet of 35 mm. film, plus the cost of a positive print for viewing.

The afternoon session concluded with a talk by Adrian TerLouw (educational consultant, Eastman Kodak Co.). The speaker urged the archivist to use audiovisual materials as a means of educating the public concerning the records in his custody—and even of educating legislatures concerning the need for funds. Mr. TerLouw used effective slides to illustrate some of the techniques that could be employed in getting a story over to an audience.

Shortly thereafter, the members again entered buses, this time for a visit to the George Eastman House. Assembling in the Dryden Theater, they were greeted by Beaumont Newhall. He described briefly the early history of the house, built as the residence of George Eastman and now a museum of photography. The members then viewed the fascinating exhibits, ranging from daguerreotype cameras to mobile exhibits activated by pushbuttons.

After the annual dinner on Monday evening, Herman Kahn (Assistant Archivist for Civil Archives, National Archives and Records Service) introduced President Robert Bahmer (Deputy Archivist of the United States), who delivered his presidential address, "The Management of Archival Institutions" [published in this issue—ED.]. The presentation of the Waldo Gifford Leland Prize, the announcement of the Fellows elected in 1962, and the annual business meeting concluded the evening.

Tuesday morning began with an early session on "Equipment for Archivists," during which representatives of several commercial firms described recent developments in this field, using motion pictures or slides to supplement their talks.

At 10 a.m. Chairman Edith M. Fox called to order the session on "Special Record Collections." Clyde M. Collier (Archivist, National Weather Records Center, Asheville, N. C.) summarized the early history of the keeping of weather records and the events leading to the establishment of the U. S. Weather Bureau, which now has 12,000 observing stations. The first attempt at centralization of weather records began in 1945. There are now more than 50 million records at the Center at Asheville, the earliest dated 1735. The second speaker, Leone W. Eckert, recounted some of the problems she meets in her work as records librarian of the New York State School of Industrial Relations at Cornell. Both labor and management are reluctant to make their records available. In an extreme example of secrecy, one labor union refused to permit the school to subscribe to a periodical that was circulated to 10,000 union members.

At the luncheon meeting on Tuesday, Fred Shelley (head, Presidential Papers Section, Manuscript Division, Library of Congress) introduced the principal speaker, James I. Robertson, Jr. (Executive Director, national Civil War

Centennial Commission), who spoke on the "Archival Aspects of the Civil War Centennial" [published in this issue—ED.].

With Hendrix Ten Eyck (vice president for production, Hall & McChesney, Inc.) as chairman, the afternoon session began with a talk by Edward Rosse (Management Analysis Officer, Social Security Administration) on "Integrated Electronic Data Processing and Microfilm Systems." Employing slides, a rapid fire delivery, and such astronomical statistics as 1,450 microfilm readers, 60,000 cards per second, and 30 million sheets of paper per year, Mr. Rosse described how electronic computers and microfilm are welded into a complex apparatus that records the essential data concerning each of the millions covered by social security.

Albert H. Leisinger, Jr. (Exhibits and Publications Division, National Archives), then spoke on "The Cost Factor in the Production of Archival Microfilm." Almost since its inception the National Archives has used microfilm as a means of making the materials in its custody available to the public. Last year alone it sold 25,500 rolls. Microfilm has also been employed as a space-saving device. In such a case, the highest standards must be observed and the film must be carefully checked before the records are destroyed. On the basis of statistics kept over the past ten years, it appears that the cost of producing archival microfilm varies from \$30 to \$60 per cubic foot of records.

This concluded the formal program. On Wednesday morning, however, a number of members took advantage of several tours to places of interest in Rochester that were offered by the Local Arrangements Committee.

GUST SKORDAS, *Program Chairman*

ANNUAL REPORT OF THE SECRETARY 1961-1962

Although the past year was not perhaps the most spectacular in our Society's history, it did see a number of events that indicate our professional growth and will influence our future operations.

At the 25th annual meeting of the Society, in Kansas City, constitutional amendments enlarged the Council by three members, the first group of whom are to be elected at this meeting in Rochester. Leon deValinger, Jr., our long-time treasurer, became vice president and president-elect; and a new treasurer, H. G. Jones of North Carolina, was elected. During 1961-62 Robert H. Bahmer has served in the presidency with the efficient competence and courteous understanding of the experienced executive.

Ken Munden's three-year term as editor of the *American Archivist* expired with the annual meeting of 1962, and the Council (on May 10, 1962) reappointed him as editor for another three-year term. He has devoted long hours to maintaining excellence in our Society's journal, and his innovations—such as publishing issues on special areas of interest and inserting photographs in the magazine—have broadened reader interest and enabled some of the Society's committees to provide, for the special issues, material growing out of their productive work. As printer of the journal the Torch Press of Cedar Rapids, Iowa, was succeeded by the Allen Press of Lawrence, Kans.

The Society's committees developed or prosecuted their several programs, which enable a substantial percentage of the members to contribute to or participate actively in the objectives of the Society, to share in discussion and exchange of ideas, and to know each other better. The committee reports will be published or abstracted in the *American Archivist* and will renew your faith in the enterprise of your fellow archivists, perhaps even stimulate you to become more active in the Society. They will certainly reassure you that the young men and women of our profession are eager and willing to develop in the tradition of archival service.

Two standing committees were terminated by action of the Council: the Labor Records Committee, because the task for which it was created had been concluded; and the Committee on Archival Bibliography, whose work will be done by the editorial staff of the *American Archivist*. A new committee was established by the Council, the Committee on Records of Professional Associations; and President Bahmer appointed Paul Lewinson as its chairman.

One *ad hoc* committee, the Long-Range Planning Committee, reported on the possibility of obtaining foundation support for the establishment of a permanent secretariat. The informational material that it referred to the Council will be studied by the incoming Council for further planning in this area.

Two significant grants to the Society were put to use in this year. The first was the grant from the Council on Library Resources of \$42,000 for a survey of the 50 State archival establishments and the Archives of Puerto Rico. The survey began in February 1962; and its able director, Ernst Posner, has made his progress report at this annual meeting. The second grant, of \$2,500, was received from the Asia Foundation, for the training of Asian scholars in archival work. Your secretary has been in correspondence with persons in 15 of the eligible Asian countries and has received applications from India, Malaya, the Republic of China, and the Republic of the Philippines. Since the candidates' transportation to the United States is not covered by the grants, the applicants from the Philippines and China were unable to qualify. Two-year subventions for other applicants have been approved under the Asia Foundation grant, although only one applicant has as yet come to the United States. This first Asian graduate student to benefit from the program (with sponsorship of the University of Denver's department of history) is Thomas Philipose of Mavelikara, Kerala State, India. Mr. Philipose has his B.A. and M.A. degrees in history from Presidency College, Madras University, India; and since 1956 he has been professor of history at Mar Thoma College, Tiruvalla. He will undertake graduate work in American studies at the University of Denver and will earn his Ph.D. degree in history, with the archival major. His grant for 1962-63 will enable him to attend the coming midwinter meeting in Chicago. It is hoped that other eligibles will qualify and apply for grant assistance. If you know of suitable candidates, please bring them to our attention.

The Waldo Gifford Leland Prize fund has been enlarged by an additional generous monetary gift from Dr. Leland.

The continuing interest of the members in our Society was shown in increased attendance and participation in the annual and midwinter meetings;

in a wide range of committee activities, workshops, and panel sessions; and in the steadily increasing number of visits made to the secretary's office by members who take the time to stop in Denver to discuss their interests or needs.

Membership recruiting is always of great significance to the Society and must be carefully planned and nurtured if the Society is to remain solvent and active. Although a substantial number of new members and of subscribers to the *American Archivist* were enrolled during the year, turnover erased any appreciable gain. During the year 88 new members and 62 new subscribers were added, and the total membership at the end of the year was 1,272. The problem of maintaining and adding to member-subscriber rolls is difficult, for the normal attrition is such that at least a hundred new members or subscribers must be added each year just to maintain current totals. Although the secretary has major responsibility in this field, the members must be continually alert to recommend prospects or encourage them to join the Society. Recruitment of archivists in the audiovisual, religious, college, business, and professional fields has been developed methodically in the past several years. Your secretary believes that such orderly planned additions to membership will greatly enhance the field of potential growth. There remain many significant areas as yet untouched.

The growing cooperation and interest—often general at first—of other professional and educational groups have usually resulted in their determination to do something about their own archives. We have thus been able to enroll some of our more recent members because they want to work with our Society in establishing their archival programs. Many come to learn how our Society has developed its administration of internal affairs, and almost all approve of our systems, informational methods, and service to members.

The secretary has provided several services to members during the year. These included preparation and distribution of the annual directory of members; maintenance of a placement-recruitment service, which placed ten persons during the year; educational work with occupational and guidance counselors in high schools and colleges, which entailed a heavy burden of correspondence; answering inquiries from abroad and from graduate students in this country who sought information about the archival profession in the United States; and compilation of special bibliographies or of information from the archives of the Society.

There is always the sad annual duty of reporting the loss by death of friends and colleagues of many years' standing. Five devoted and loyal members are not with us this year: Thomas O. Amelia, Solon J. Buck, Alice B. Good, Leo Pascal, and Dwight Wilson. Rather than pay tribute to each, I shall close my report with the following thought, patterned after one of Clarence Day's reflections:

The world of records is the most remarkable creation of man. Nothing else that he builds ever lasts. Monuments fall, nations perish, civilizations grow old and die; but after an era of darkness new generations build again.

In the world of records are documents and volumes that have seen such re-

curing disasters and yet live on, still young, still fresh as the day when they were written, still telling men's hearts of the hearts of other men, centuries dead.

Each good friend has left his monument in our world of records.

DOLORES C. RENZE, *Secretary*

ANNUAL REPORT OF THE TREASURER

July 1-December 31, 1961

General Fund

By action of the Council during the calendar year 1961, the Society's fiscal year was changed to January 1-December 31, effective January 1, 1962. Consequently, this report covers only the six months from July 1 through December 31, 1961.

The Society's assets at the beginning of this period—that is, July 1, 1961—totaled \$12,786.25. At the end of the period, on December 31, 1961, assets totaled \$15,468.83, or a gain of \$2,682.58. However, of the latter amount, \$500 was a generous donation by Dr. Waldo G. Leland to be added to the special account from which the interest is used for the annual Waldo Gifford Leland Prize, and \$2,500 was a grant from the Asia Foundation for special purposes. Therefore the income from usual sources amounted to \$7,654.66 as against expenditures of \$7,972.08, resulting in a deficit of \$317.42.

In addition to the Leland donation and the Asia Foundation grant, income was derived as follows: *memberships*, \$3,736.00; *subscriptions to the American Archivist*, \$2,702.00; *sale of back issues of the American Archivist*, \$142.65; *sale of microfilm copies of the American Archivist*, \$95.00; *sale of the Directory*, \$421.50; *sale of the General Index*, \$208.00; *income from advertising*, \$75.50; *annual meeting receipts*, \$151.05; *an overpayment of \$1.62*; and *interest on savings accounts*, \$121.34.

Expenditures totaled \$7,972.08, the largest portion of which went for publications. Printing and mailing the *American Archivist* cost \$4,380.15, plus \$325 for the editor's expense. Other expenses in connection with the *American Archivist* were \$21.43 for purchasing back issues, \$75.00 for purchasing microfilm copies, and \$66.81 for moving back copies from Cedar Rapids to Lawrence. Mailing the *Index* cost \$7.70, and Local Arrangements Committee expenses were \$417.78. Administrative expenses amounted to \$2,678.21, including \$41.25 for the president, \$1,904.82 for the secretary, \$635.63 for the treasurer, and \$96.51 for various committees.

At the end of the period being reported on, the checkbook balance was \$8,001.95 and four savings accounts amounted to \$7,466.88, for total assets of \$15,468.83.

An itemized statement giving details of receipts, expenditures, and cash on hand is being deposited with the secretary for the permanent records of the Society.

The Council, upon recommendation of the Treasurer, the Finance Committee, and the Auditing Committee, on September 30, 1962, voted that beginning with the fiscal year 1962 the Society's books shall be audited by a pro-

professionally trained accountant to replace the present procedure of having the audit made by a committee of the Society's membership.

Finally, it may be appropriate to remind the membership that the treasurer makes quarterly financial reports to the Council, and, in fact, the Council has already received and accepted the financial reports through August 31, 1962.

Study of State Archival Programs Fund

On December 19, 1961, the Treasurer received a check for \$14,000.00 from the Council on Library Resources for use by the Society of American Archivists in conducting a study of State archival programs. This amounted to one-third of the total grant of \$42,000, the second and third installments of which were promised at the appropriate time.

This check was deposited in the North Carolina National Bank. There were no expenditures during the period of this report, but interest in the amount of \$8.48 was received. The total assets of this special fund as of December 31, 1961, were \$14,008.48.

H. G. JONES, *Treasurer*

REPORT OF THE AUDITING COMMITTEE

At the end of this report the Auditing Committee has, we believe, a recommendation of considerable consequence.

The treasurer's annual report includes only the period July 1-December 31, 1961, which we believe covers the period of service of the previous treasurer. The treasurer has submitted to the committee an accounting of both General Fund (Part I) and Special Fund for Study of State Archival Programs (Part II). General Fund accounting is broken down into Schedules *A, B, B-1, C, D, E*, relating to receipts, expenditures, breakdown of administrative expenditures, balance per books, receipts and deposits, and obligations and payments, respectively.

Among the additional data sent the Committee were the following (in microfilm): (1) bank deposit slips, listing source of checks; (2) treasurer's ledger book; (3) paid bills.

The committee does not find errors in the report as referred to above. Further, it expresses its appreciation for the consideration shown by H. G. Jones in answering its inquiries and in particular to the detailed breakdown which was furnished originally.

Because of the previous and separate experiences of the committee members in auditing similar accounts—both in government and in private industry—we wish to strongly recommend a change in the SAA procedure. We believe the Society is now large enough, and sufficiently affluent, to engage the services of a professionally trained accountant for auditing the Society's business. The audit should be a comprehensive one including all SAA financial records specifically including the treasurer's records and certain of the secretary's records (*e.g.*, those *re* membership and subscription). We further recommend the professional accountant should have no official or personal (other than for needs of communication) relationship with any official of the SAA. Finally, that employment of the professional accountant should be arranged by the treasurer.

We suggest the adoption of this report including the discontinuance of a voluntary auditing committee.

LEROY DEPUY, *Chairman*

ABRIDGED COMMITTEE REPORTS

Committee on Archival Buildings and Equipment

The year's outstanding accomplishment was the distribution to Latin American archivists of a Spanish-language paper on the planning of archival buildings, compiled by the committee chairman. This item was mentioned in the previous annual report as in course

of completion for the Inter-American Archival Seminar held in Washington, October 1961. The paper had a very good reception. It was hoped to produce a corresponding English version during the past year, but time was lacking.

The year 1962 has been notable for the completion or commencement of archival structures for which in past years the committee rendered some assistance by way of consultations and planning data. Among these newer projects are the splendid \$6,000,000 Georgia Archives Building, the William Penn Memorial and Archives Building on the State Capitol grounds at Harrisburg, Pa., and the multimillion-dollar Archives Building and Genealogical Research Center for the Church of Jesus Christ of Latter-day Saints in Salt Lake City. Not since the great archival building era of the 1930's has so much significant archival construction been seen in the United States at any one time.

During the year a number of conferences and consultations were held, mainly with Latin American archivists, including Francis Fallon of Buenos Aires and Aurelio Tanodi of Córdoba, Argentina; Guillermo Ovando Sanz of Bolivia; and José María de la Peña y Cámara of Spain, Director of the famed Archives of the Indies.

Committee member Everett O. Alldredge and the chairman also participated in several lectures on record centers and archival buildings and equipment, including the summer institutes on records administration and archives conducted by the American University, Washington, D. C.

In addition to the chairman and Dr. Alldredge, the membership of the committee consisted of Leon deValinger, Jr., and Dorman H. Winfrey.

VICTOR GONDOS, JR., *Chairman*

Committee on Business Records

The committee has not been able to accomplish a great deal as a committee this year. A meeting is planned for Sunday evening, September 30, at Rochester, N. Y. At that time a mimeographed list of possible projects will be discussed. Project 1, which earlier committees have mentioned, is for a manual for the neophyte business archivist. Such matters as the audience, coverage, and treatment have still not been settled, to say nothing of who will do the job. Parceling out such a job has its drawbacks; on the other hand, no one person seems to have time to do it all.

I believe that some care should be taken lest the committee split apart, with those interested in small company archives (perhaps associated with libraries) on the one hand and those concerned with masses of modern records on the other. Of course this is a problem facing the Society as a whole, and it is not surprising that it appears in this committee.

Interest in business records is growing, not only among business companies but also among university libraries, historical societies, and private libraries as well. The chairman has corresponded and talked with several persons on this subject during the year. These included Professor Neal, of Texas Christian University; Mr. Wright, of the Dillingham Co., Hawaii; Mr. Gilchrist, of the Hagley-Elutherian Library; and Mr. Fall, of the New York Public Library. The chairman led a seminar on business archives at the AREA Conference in New York City in May.

ROBERT W. LOVETT, *Chairman*

Committee on Church Records

Over the past several years the committee has directed its primary attention to long-range and continuing projects. Since it was so important to ascertain precisely who the various religious archivists are and where they are located, it was considered essential to compile a list of their names and addresses. This was no simple matter. I can now report, however, that a comprehensive list of names and addresses of all archivists working in religious areas has been compiled and issued in mimeographed form. It will be available for limited distribution at the Rochester meeting.

Since the success of almost all the committee's other projects hinged on the completion of the directory, I am confident that they can now be pursued vigorously and enthusiastically. Among these projects are a continuous study of sources and materials issued in the area of church records; recording developments and prospects in the field of church

records; and membership recruitment and enlistment among church archivist-historians.

The committee, and especially its chairman, appreciated repeated opportunities to share suggestions, techniques, and advice with the growing number of "younger" religious archivists. There seems to be a considerable upsurge in archival interest among American communions and their individual institutions. It has been the desire of the committee to help wherever possible in establishing these newly developing archives. Unfortunately, however, almost all of this work had to be done on an individual, personal basis. This was primarily due to the lack of a directory. Now that the directory exists, there will be more cooperation among all church archivists.

In this connection reference should also be made to the extremely valuable "techniques manual," prepared by Melvin Gingerich, a member of our committee. The preliminary draft of the manual was first presented at the committee session in Philadelphia, in 1959. After some revision, it was published in the *American Archivist*, 24:445-450 (Oct. 1961). This aid should go far in supplying a long felt need. While on the subject, I must praise the entire October 1961 issue of the *American Archivist* because of its extreme significance to the religious archivist. It is the most useful "package" manual and reference work on church archives in America that has ever been produced. Our heartiest gratitude is due to Ken Munden for making this information available in a single issue.

The committee has for some time been most anxious to receive whatever guides or lists of religious archives and church records have been issued. A member of the committee, Mabel Deutrich, is glad to receive any references and notes for the bibliography of church records. The committee desires to obtain all references, including bibliographies of published materials, publications relating to the records of churches of the United States and Canada, and any writings on church records and archives except church histories. The initial target date for the completion of a comprehensive bibliography was 1964. Perhaps it can still be achieved.

The committee during the past year consisted of the undersigned as chairman; Mabel Deutrich, Melvin Gingerich, the Rev. Pascal Marie Varieur, Earl E. Olson, the Rev. E. R. Vollmar, Davis C. Woolley, and Allen D. Breck; and Nella Bellamy, who served as our capable secretary.

The committee is especially grateful to Secretary Renze and President Bahmer for their excellent cooperation and frequent encouragement.

AUG. R. SUELFLOW, *Chairman*

Committee on College and University Archives

During the last 16 months the committee has been circulating a questionnaire to over 400 colleges and universities in the United States and Canada regarding the preservation and servicing of their records. This survey was a followup of the one conducted by the committee ten years ago, and the data obtained show growing interest in the establishment of formal archival programs. The chairman has been in contact with a number of educational institutions that are in the process of setting up archives. He has served as consultant to these institutions and has assisted others in finding trained personnel for new archival positions. He has recently received permission to offer a graduate program in archival administration at Wayne State University, Detroit.

PHILIP P. MASON, *Chairman*

Committee on Federal-State Relations

The proposals contained in the *Report of the Register of Copyrights on the General Revision of the U. S. Copyright Law* were reviewed by committee members, and their comments were given to Dr. Bahmer. This report was submitted to Congress on July 10, 1961, and was printed by the House Committee on the Judiciary, with an invitation for comments and suggestions. No action has been taken on the report as yet. The report summarizes the 34 studies on copyright law revision prepared for and printed by the Senate Judiciary Committee and points out the need for revision. Generally, your committee feels that the proposals are pointed in the right direction. Surely the recommended revisions will provide a workable plan, particularly in terminating, after a

period of time, common-law rights in private letters and manuscripts publicly available in libraries or archives; in suggestions on the right of photocopying material for research purposes; and in discussions of the legal concept of "fair use." Since one of the major problems faced by many institutions is the uncertainty surrounding literary property in the use of manuscript collections, the committee will try to keep the Society advised of congressional consideration of the copyright law.

The continuity of government program, on which the committee spent so much time a few years ago in collaboration with the Office of Civil and Defense Mobilization, made little progress during the past year in plans for records preservation at State and local levels. As the Office of Emergency Planning (which inherited continuity of government planning from the Office of Civil and Defense Mobilization) stabilizes its interests, however, there is some prospect that more attention will be given to records preservation. Discussions on the necessity for guidance and concrete assistance have been held with the Office of Emergency Planning at Federal and local levels by members of the committee, and the committee has been assured that it will be called upon for advice as the program is developed.

The study of records essential for individual identification, mentioned in the committee's report for 1961, was continued through a joint OEP-NARS contract with George Washington University. As a byproduct of the study an annotated bibliography of material dealing with records essential for the identification of individuals and the re-establishment of individual rights has been prepared. It is hoped that this can be reproduced and made available to interested persons.

LEWIS J. DARTER, JR., *Chairman*

Committee on Microfilming

The committee met in the Sheraton Hotel, in Rochester, on September 30, 1962. Present: Joseph Backers, Howard Crocker, and Richard Hale, and by invitation, Beatrice Lang and Merle Wells. A draft of the proposed manual was discussed by all present, a basic outline was agreed upon, and sections of the manual were assigned for review and revision, with due dates for sending in material.

RICHARD HALE, JR., *Chairman*

OTHER PROFESSIONAL ASSOCIATIONS

International Council on Archives

With *Circular Letter* no. 5 (August 1962) the International Congress on Archives resumed publication of its series of *Circular Letters*, discontinued in 1960. The council announces its intention of publishing one *Circular* each year in the future. It is now confirmed that the Sixth International Archives Congress will be held in Brussels at the end of August 1964.

Inter-American Council on Archives

The council's *Boletín Informativo* no. 3 (Oct. 1962), carries an article on the School for Archivists at Seville, by Mario Briceño Perozo. (A report by Theodore R. Schellenberg, in English, on the Inter-American Archival Seminar (October 9-27, 1961), a resolution of which resulted in the formation of the council, appears in vol. 58 (1962) of *Archivalische Zeitschrift* (p. 138-145).

American Association for State and Local History

Many members of the Society of American Archivists are active in the AASLH. Lola Homsher and Thomas J. Vaughan were elected to the AASLH council at the annual meeting held in Buffalo, N. Y., August 22-24; and at that meeting Herman Kahn and Mr. Vaughan participated in a panel on

"State Historical Agency Responsibilities in the Library and Archival Field" and William T. Alderson spoke on "Tennessee's Newspaper Microfilm Program." In November the association published *The Cost of Freedom*, the address of its president, Frederick L. Rath, Jr., on August 23; copies of this pamphlet presumably are available from the association, 151 East Gorham Street, Madison 3, Wis. ¶ Recently added to the association's series of *Bulletins* (as vol. 2, no. 12; Oct. 1962) is *A Look at Ourselves; a Report on the Survey of the State and Local Historical Agencies in the United States*, by Clement M. Silvestro and Richmond D. Williams. This embodies "A Report on the Survey of Major Historical Agencies," by Dr. Silvestro, and "A Report on the Survey of Local Historical Societies," by Dr. Williams; both papers were presented at the association's Buffalo meeting. ¶ *History News* has begun the publication of technical leaflets (inserted in an issue and easily detached for separate use) "for the purpose of bringing useful information to persons working in the state and local history movement." These are likely to touch on many matters of concern to archivists. ¶ Charlotte Capers, Director, Mississippi Department of Archives and History, presided at a joint session of the Southern Historical Association and the American Association for State and Local History in Miami, Fla., on November 8. Participating in the session, which concerned historical agencies of the South, were H. G. Jones, Archivist of North Carolina, William T. Alderson, chairman of the Tennessee Historical Commission, and Edward P. Alexander, vice president of Colonial Williamsburg.

American Management Association

Workshop seminars held in New York City, September 24-26, covered "Forms Design and Control," "Systems and Procedures Function," and "Critical Path Method as a Management Tool." All three seminars appear to have been concerned with appropriate aspects of records management.

American Records Management Association

Among leaders at the association's seventh annual conference, held in Atlantic City, October 4-5, were three members of the Society of American Archivists: Kenneth W. Richards ("Modern Archival Practices"), George M. Derry ("Records Center Operation"), and Ethel Von Gerichten ("Current Records Maintenance").

Lutheran Historical Conference

The Lutheran Historical Conference, a cooperative agency for Lutheran archivists, librarians, and historians, was organized November 8-9 at Christ The King Lutheran Church, Chicago, with the following objectives: "1. To help coordinate archival, historical, and microfilming activities, to stimulate continuous efforts in this area and to avoid duplication; 2. To provide a basis for cooperation and communication between Lutheran archivists, historians and librarians; 3. To provide regular meetings; 4. To encourage research and production of scholarly works in the history of Lutheranism in America." Dorris A. Flesner and August R. Suelflow were elected president and vice president, respectively. More than 100 Lutheran librarians, archivists, profes-

sors of church history, and church officials are charter members of the conference.

National Microfilm Association

The association will hold its twelfth annual meeting at the Sheraton Palace Hotel, San Francisco, April 30-May 2, 1963.

GRANTS AND AWARDS

Hagley Museum Fellowships

The University of Delaware in cooperation with the Eleutherian Mills-Hagley Foundation will award two Hagley Museum Fellowships in April of 1963 for the academic years 1963-65. The recipients of these grants take graduate work in history and related fields at the University of Delaware. In addition, they spend half of each week during the academic year at the Hagley Museum, Wilmington, Del., where they receive training in museum work, and at the Eleutherian Mills Historical Library, where they conduct research. They complete their work, including a thesis, in two years, and graduate from the University of Delaware with a Master of Arts degree in American history. The program is of special interest to those who wish to study the development of American industry and technology. Each fellowship carries an annual stipend of \$2,000 and is renewable upon satisfactory completion of the first year. Applications should be received by March 5, 1963. For further details, address the Chairman, Department of History, University of Delaware, Newark, Del.

Archives of American Art

A grant-in-aid of \$5,000 has been given to Brandeis University to cover the costs of an oral history project to preserve through taped interviews the memories, ideas, and perspectives of important representatives of contemporary creative activity. The Brandeis project will be supervised by Harlan Phillips, oral historian, as a part of a larger project ("Survey of the Arts in American Civilization") being undertaken by the Archives of American Art, with assistance of the Ford Foundation.

NATIONAL ARCHIVES AND RECORDS SERVICE

National Archives

Among recent accessions are papers and photographs assembled by David Legge Brainard during his service with the Lady Franklin Bay Expedition to the Arctic and his subsequent military service, 1881-1918. They include his original notes, three volumes of his journal, and correspondence relating to the expedition. Other accessions include records of the Army War College, consisting chiefly of studies prepared by staff officers, papers by students, lectures by guest speakers, and manuals, 1904-20; minutes of the National Forest Reservation Commission, 1911-52, relating to the acquisition of land for national forests; minutes of the Committee on Experiment Station Organization and Policy of the Association of Land-Grant Colleges and Universities, 1940-

46; and minutes of the Board of Directors and Executive Committee of the Federal Farm Mortgage Corporation, 1934-61. Among photographs recently received are about 5,000 lantern slides and negatives assembled by the Weather Bureau to illustrate storms and other weather conditions and the work of the Bureau, 1871-1945; more than 200 slides made by the Bureau of Reclamation relating to western Indians, 1899-1915; and about 2,000 National Park Service prints and negatives, 1860-1957, including photographs by Ansel Adams. ¶As part of its centennial commemoration of the Civil War, the National Archives has published a *Guide to Federal Archives Relating to the Civil War*, compiled by Kenneth W. Munden and Henry Putney Beers. The 721-page volume describes the records in terms of the agencies that created them. Although many records of the Federal Government, described in this volume, relate to the Confederacy, the records of the Confederate Government itself will be described in a separate volume. ¶On the occasion of the 100th anniversary of the Emancipation Proclamation the National Archives is reissuing in actual-size facsimile the proclamation signed by Lincoln on January 1, 1863, freeing the slaves in States in rebellion. It is for sale at the National Archives for 50c. ¶The National Archives has also recently published nine preliminary inventories of parts of its holdings: no. 139, *Records of the Supreme Court of the United States*, compiled by Marion M. Johnson; no. 140, *Records of the U. S. Housing Corporation*, compiled by Katherine H. Davidson; no. 141, *Records of the National Board of Health*, compiled by Charles Zaid; no. 142, *Records of the Office of the Chief of Finance (Army)*, compiled by Richard W. Giroux and revised by Mazie H. Johnson; no. 143, *Records Relating to U. S. Claims Against the Central Powers*, compiled by George S. Ulibarri and Francis J. Heppner; no. 144, *War Department Collection of Revolutionary War Records*, compiled by Mabel E. Deutrich; no. 145, *Records of the Military Government of Cuba*, compiled by Margareth Jorgensen; no. 146, *Records of the Provisional Government of Cuba*, compiled by Roland Rieder and Charlotte M. Ashby; and no. 147, *Records of the Committee on Fair Employment Practices*, compiled by Charles Zaid. ¶Among microfilm publications recently completed are the Miscellaneous Letters Sent by the Secretary of War, 1800-1809 (3 rolls); the Index to Compiled Service Records of Volunteer Soldiers Who Served During the War With Spain in Organizations from North Carolina (2 rolls); and Indexes to Compiled Service Records of Confederate Soldiers Who Served in Organizations from Alabama (49 rolls), Arkansas (26 rolls), Kentucky (14 rolls), Louisiana (31 rolls), Maryland (2 rolls), Missouri (16 rolls), South Carolina (35 rolls), Virginia (62 rolls), and the Territory of Arizona (1 roll). ¶Further information about the microfilm and copies of the publications may be obtained from the Exhibits and Publications Division, National Archives, Washington 25, D. C.

Office of Records Management

Two hundred Federal officials attended a NARS-sponsored office information retrieval symposium, October 22-26, 1962, which focused on the tech-

niques of retrieving information common to offices rather than scientific data found in a library. ¶ Four new subjects—source data automation, information retrieval, vital records, and clerical work measurement—have been added to the records management seminar. The seminar now runs a full two weeks for Federal records analysts. ¶ The source data automation workshop, introduced in the Washington, D. C., area a year ago, is now available nationwide through the General Services Administration regional offices. ¶ A workshop on directives improvement is being added to the NARS workshop program. Designed to improve the quality and effectiveness of Government directives, it covers the planning, organizing, writing, illustrating, and editing of directives. ¶ Charles A. Sterman has been named Chief of the Records Center Division. He succeeds Lewis J. Darter, who is now Deputy Assistant Archivist for Records Appraisal.

Office of the Federal Register

The 1946 volume of the *Public Papers of the Presidents*, covering the second year of the Truman administration, was published in November. It contains verbatim transcripts of news conferences and speeches, the full text of messages to Congress, and other presidential materials released by the White House during 1946. It may be purchased from the Superintendent of Documents, Washington 25, D. C., for \$6. Volumes to complete the coverage of the Truman administration will be issued periodically, as will volumes for the Kennedy administration.

Herbert Hoover Library

The Herbert Hoover Presidential Library was dedicated in West Branch, Iowa, on August 10. The Library will house and make available for research the papers and other historical materials of former President Hoover, including his papers as Secretary of Commerce, as President of the United States, as chairman of the First and Second Commissions on the Organization of the Executive Branch of the Government (the Hoover Commissions), and as a participant in other activities. It will not contain, however, Mr. Hoover's notable collection of "war and peace" documents, which he earlier gave to Leland Stanford University at Palo Alto, Calif.

Mr. Hoover offered his public papers and related materials to the United States as a gift in December 1960, and at the same time the Herbert Hoover Birthplace Foundation, Inc., which had raised funds for and supervised the construction of the Library, offered the building, equipment, and grounds to the Federal Government, also as a gift. The Hoover birthplace cottage and other structures in the 28-acre Hoover Park were included in the gift. Congress authorized acceptance in March 1962. The Library building proper is a compact, one-story stone structure of some 6,000 square feet, designed by the architectural firm of Eggers and Higgins of New York City and the associate architects Wetherell-Harrison-Wagner of Des Moines. Since it is anticipated that the Hoover papers will be supplemented by gifts of personal papers deposited by his leading associates and contemporaries, the present building is to be expanded to include two additional tiers of stacks, a commodious searchroom,

a small auditorium, a photographic laboratory, and more staff and work areas.

Former President Hoover participated in the dedication ceremony and gave the principal address. Other distinguished participants included former President Harry S. Truman, Governor Norman A. Erbe of Iowa, and Archivist of the United States Wayne C. Grover. In a letter to Adm. Lewis L. Strauss, Chairman, Herbert Hoover Birthplace Foundation, Inc., on August 1, President Kennedy wrote that he considered it "most appropriate . . . that on the 88th anniversary of the birth of Mr. Hoover at West Branch, Iowa, and in his presence, you are dedicating a Presidential Library devoted to the preservation for study by future generations the papers and memorabilia he has accumulated during his long and distinguished career."

Rolland L'Allier is the Library's Director.

Franklin D. Roosevelt Library

Mrs. Ross T. McIntire, widow of President Roosevelt's White House personal physician, has given the Library her husband's papers, which relate not only to his service in the White House but also to his position as Surgeon General of the Navy, 1938-46, and to his activities thereafter. Of particular interest is correspondence about the trips on which Admiral McIntire accompanied President Roosevelt, both the peacetime vacation sea voyages and the trips to the World War II conferences. Included are papers relating to Admiral McIntire's tour of the Pacific theater in World War II as Surgeon General. ¶ Before her death Mrs. Roosevelt gave the Library several hundred personal letters relating for the most part to her early married life. They include letters of congratulation written to her and Franklin Roosevelt on the occasion of their engagement and marriage in 1904; letters of sympathy to both of them following Mr. Roosevelt's poliomyelitis attack in 1921; and a number of letters written by him to his wife, 1912-20. Mrs. Roosevelt also made for the Library a 45-minute tape recording of her reminiscences of her early life in Tivoli, N. Y., and in New York City, and of her mother's family, the Valentine G. Halls and their children, with whom she was brought up.

Harry S. Truman Library

Papers recently acquired include substantial collections from Theodore Tannenwald, Jr., former Assistant Director of the Mutual Security Agency, Paul M. Herzog, former Chairman of the National Labor Relations Board, and J. Weldon Jones, former Auditor General of the Philippines and Assistant Director of the Bureau of the Budget; and some items from Frank Pace, Jr., former Secretary of the Army and Director of the Bureau of the Budget, Willa Mae Roberts, former National Democratic Committeewoman from Missouri, and James A. Foskett, former Naval Aide to the President. Among other acquisitions are photographs relating to the Potsdam Conference in 1945 and to the 35th Division. ¶ Phyllis J. Boldra has joined the staff to have charge of the book collection and Charles T. Morrissey to conduct interviews in connection with the oral history program. ¶ The Library has published an address by Dean Acheson, *Real and Imagined Handicaps of Our Democracy in the Conduct of Its Foreign Relations*, given at the Library on March 31,

1962, on the occasion of the unveiling of a portrait bust of Mr. Acheson executed by Eleanor Platt. ¶ Additional grants-in-aid for study at the Library are available from the Harry S. Truman Library Institute. Applications should be made to the Director of the Harry S. Truman Library, Independence, Mo. ¶ The Library has published two *Research Newsletters* (Oct. 1961; July 1962) as issuances of the Harry S. Truman Library Institute. These are "intended to provide information as to major developments in the acquisition and processing of materials, and research that is being done at the Library." Circulation is limited to members of the Institute Board, to persons who have done research at the Library, and to the heads of university departments of history and political science known to be interested. ¶ On November 12, 1962, thieves broke into the Library and stole 444 regular and commemorative U. S. coins, arranged by Presidential administrations. This valuable collection had been on loan to the Library from former Secretary of the Treasury John W. Snyder. The following weekend another robbery of ten valuable historical objects occurred at the Old Jail Museum of the Jackson County Historical Society in Independence. Authorities are pressing the investigation of both cases.

LIBRARY OF CONGRESS

General News

Alice F. Toomey has succeeded Lester K. Born as head of the Manuscripts Section in the Descriptive Cataloging Division. ¶ Elizabeth Gregory McPherson retired on September 28 after more than 28 years of service in the Manuscript Division. She came to the Library in 1934 when J. Franklin Jameson was chief of the division. ¶ A compilation by Helen F. Conover of the African Section, *African Libraries, Book Production, and Archives; a List of References*, issued in 1962 (vi, 64 p.), is for sale by the Card Division at 60c a copy. This bibliography contains 341 references.

National Union Catalog of Manuscript Collections

The text of the announcement released simultaneously by the Library of Congress and the Council on Library Resources, Inc., on October 8 with reference to the publication of the *Catalog* is as follows:

The National Union Catalog of Manuscript Collections, 1959-1961, prepared by the Library of Congress and published by J. W. Edwards, Inc., of Ann Arbor, Mich., has just been released. The price of the volume is \$9.75, and it is for sale by the publisher.

This volume of nearly 1,100 pages reproduces the catalog cards prepared during the years 1959, 1960, and 1961 in the project supported by a grant from the Council on Library Resources, Inc., to establish a National Union Catalog of Manuscript Collections in the Library of Congress. The 7,300 printed cards are reproduced in the serial order of the card numbers. Access to the information contained in them is available through an index of more than 30,000 names, a subject index of some 3,000 main subject headings, and a repository index that contains a list of the entries reported by each of some 400 repositories.

In his preface to the current volume, L. Quincy Mumford, Librarian of Congress, said, "Most important of all . . . was the contribution made by the hundreds of repositories that reported their holdings. Without their cooperation, this volume could never have been compiled. It is hoped that other manuscript repositories will join them in helping the

Library of Congress to achieve a complete National Union Catalog of Manuscript Collections."

Work on the project, which began in April 1959 with the support of a grant of \$200,000 from the Council on Library Resources, Inc., is continuing on a second grant from the CLR of \$90,000 for the present fiscal year. Cards for about 3,000 more collections have already been printed and are accumulating for the next volume. In all, approximately 12,000 reports have been received from more than 500 of the 850 repositories that have promised to contribute data.

In preparing this union catalog, which is the realization of the dream held by scholars and administrators of manuscript collections for more than 50 years, the Library of Congress has had the benefit of practical suggestions and criticisms from an Advisory Committee of 16 persons representing the associations and professional societies most closely concerned with the materials now being made more widely known.

Represented on the Advisory Committee are the American Council of Learned Societies, the American Council on Education, the American Historical Association, the American Association for State and Local History, the Association of Research Libraries, the Institute of Early American History and Culture, the Manuscript Society, the Mississippi Valley Historical Association, the Modern Language Association, the National Historical Publications Commission, the Social Science Research Council, the Society of American Archivists, and the Southern Historical Association.

Rare Book Division

The Alfred Whital Stern Collection of Lincolniana has been augmented by acquisition of the David Homer Bates collection. During the Civil War Bates was manager of the War Department Telegraph Office, which handled Lincoln's telegrams, and in this capacity he came to know the President from his frequent trips to the office. The Bates collection includes 11 Lincoln manuscripts (endorsements and brief notes, mainly to the Secretary of War) not found in the Basler edition of *The Collected Works of Abraham Lincoln*; letters of Robert E. Lee and other Confederate officers, Andrew Carnegie, Samuel F. B. Morse, Jefferson C. Davis, and Robert Todd Lincoln; and a diary kept by Bates (November 13, 1863-June 4, 1865), which, although not illuminating as a Lincoln source, is significant as a record of military intelligence activities.

Manuscript Division

The papers of Edward Tracy Clark, lawyer, personal secretary to Calvin Coolidge (1921-29), and consultant on legislative, customs, and tariff matters to various business concerns (1929-35), were given to the Library of Congress in 1942 by Charles Kohen of Washington, D. C., with the proviso that they be unopened for 20 years. They are now available for research. The papers (ca. 9,000 items) are dated between 1923 and 1935 but are most numerous for the years following 1929. In the correspondence, which reflects Clark's activities as the President's secretary as well as his later business interests, there are more than 50 letters written by President Coolidge after he left the White House, letters from Mrs. Coolidge and the Coolidge sons, and letters from a number of public figures, including William J. Donovan, Alf M. Landon, Andrew Mellon, Henry Cabot Lodge, Jr., Chauncey Depew, David Lawrence, Dwight W. Morrow, William M. Butler, and Ogden L. Mills. ¶ William Weber Coblentz, who retired in 1945 after 40 years as head of the Radiometry Section of the National Bureau of Standards, has presented some 300 papers as an addi-

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<p><u>EDP Magnetic Tape Records</u></p> <p>Records processed and stored on magnetic tape are periodically purged. Upon completion of EDP operations, or upon expiration of established retention periods, the tape is re-used. Destruction of records consists of erasing the recorded data and writing new data on the tape at the time of re-use.</p> <p>Duration of the retention period may be a two-day or two-week period, or where records are accumulated for monthly, quarterly or annual operations, retention periods may extend to approximately 15 months in some instances. At any event, tape records are always held as "father tapes" so long as they may be required for reconstruction of working tape records where difficulties might possibly result in the mutilation of destruction of current operating data. The source records are retained until no longer required as protective or reference media:</p> <p><u>Example:</u></p> <p>The most recent inventory showed the following numbers of reels of tape in their operation cycles and the corresponding retention periods of records content, on the <u>date</u> of April 10, 1962:</p> <table><thead><tr><th>Operation Cycle</th><th>No. Reels</th><th>Retention Period</th></tr></thead><tbody><tr><td>Twice weekly</td><td>321</td><td>1 week</td></tr><tr><td>Weekly</td><td>147</td><td>2 weeks</td></tr><tr><td>Monthly</td><td>360</td><td>2-3 months</td></tr><tr><td>Quarterly</td><td>909</td><td>6-9 months</td></tr><tr><td>Annually</td><td>602</td><td>15-18 months</td></tr><tr><td>Program tapes</td><td>275</td><td>Variable</td></tr><tr><td>"Pool" tapes</td><td>747</td><td>For current re-use</td></tr><tr><td>In re-test status</td><td>24</td><td>For re-use when returned</td></tr><tr><td>Total Reels</td><td>- 3385</td><td></td></tr></tbody></table>					Operation Cycle	No. Reels	Retention Period	Twice weekly	321	1 week	Weekly	147	2 weeks	Monthly	360	2-3 months	Quarterly	909	6-9 months	Annually	602	15-18 months	Program tapes	275	Variable	"Pool" tapes	747	For current re-use	In re-test status	24	For re-use when returned	Total Reels	- 3385	
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Program tapes	275	Variable																																
"Pool" tapes	747	For current re-use																																
In re-test status	24	For re-use when returned																																
Total Reels	- 3385																																	

tion to the biographical material he gave to the Library in 1952. The addition includes a diary he kept during a solar eclipse expedition to Sumatra in 1926, notebooks on stellar and planetary radiation and on stellar radiometry, a set of his publications (many with annotations and additions), and correspondence (1896-1960). ¶ Four brief journals have been added to the William Howard Taft family papers by President Taft's heirs. One was kept by the Tafts jointly on their wedding trip to Europe in 1886; the other journals, kept by Mrs. Taft, record a second trip to Europe in 1888, a pack trip deep into Igorot country in 1901, and a trip around the world in 1907, when Taft was Secretary of War.

STATE AND LOCAL NEWS

California

The Regional Cultural History Project of the University of California at Berkeley has recorded and transcribed more than 60 interviews with notable Californians. Among them is an interview with Newton Drury, well-known figure in both the National Park Service and the California State Park Service. ¶ On the facing page we reproduce a portion of a records disposition schedule sent us by W. N. Davis, Jr., historian, State Archives, Archives and Central Records Depository, Sacramento 14. "To EDP practitioners," Mr. Davis writes, "the item is commonplace, but lay workers in the stacks may find interesting a specific example of the practicable scheduling of diverse taped information. The few lines of the schedule point up the contrast between traditional records management and some aspects of the new about as sharply as is possible." We are greatly indebted to Mr. Davis for this significant contribution and we predict that many of our readers will want to write him about it.

Colorado

The Division of State Archives and Public Records is continuing its work of assembling the Territorial records of Colorado; the original field survey notes; and all extant plans, photographs, and other records relating to county courthouses.

Connecticut

Fremont A. Rider, aged 77, librarian at Wesleyan University, 1933-53, died October 26, 1962, at Middletown. He founded the American Genealogical Index in 1934 and the Godfrey Library of Genealogy in 1951. He was widely known for work in compact book storage. His book *The Scholar and the Future of the Research Library*, published in 1944, recommended reducing books and records to space-saving filing cards. ¶ The Connecticut State Library has issued a revision, by Doris E. Cook, of *Selected Laws of Connecticut Relating to Retention and Reproduction of Public Records (Miscellaneous Publication no. 1; revised 1962)*. Like the original compilation, the revision "is intended to present for public officials, archivists, and historians current statutory provisions in Connecticut for the retention and reproduction of public records."

Delaware

An estimated 1,600 papers of George Gray (1840-1925), U. S. Senator,

jurist, diplomat, political leader, and leader in industrial and international arbitration, have been added to the manuscript collections of the University of Delaware Library. They include typescripts of decisions and opinions as judge of the U. S. Circuit Court of Appeals, Third District, 1899-1914; letters concerning the coal strike arbitration of 1902; correspondence, other papers; and printed materials on the case of the North Atlantic Coast Fisheries at the Hague Tribunal, 1909-10; papers he accumulated while a regent of the Smithsonian Institution, concerning especially the erection of the Freer Gallery of Art; papers relating to arbitration between the Illinois Coal Operators Association and the United Mine Workers, 1905; papers relating to arbitration between the U. S. and Mexico, 1911; correspondence regarding Cuba and the Isle of Pines; papers, 1912-13, regarding the case *U. S. vs. E. I. duPont de Nemours & Co.*; papers relating to arbitration between the United States and the Dominican Republic, 1903-4; and, materials relating to the Treaty of Paris, 1898, at which Gray was one of the American Peace Commissioners.

District of Columbia

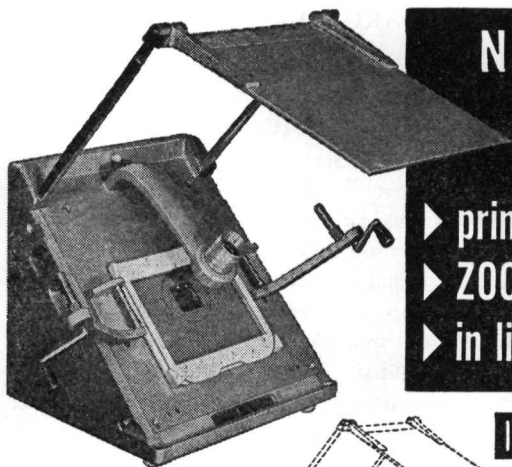
The National Trust for Historic Preservation, 815 17th Street, N. W., Washington 6, maintains an "archive of preservation legislation" and is seeking copies of zoning ordinances establishing historic districts or any ordinance providing for the preservation of historic sites, buildings, and objects in cities and towns. ¶ At the third meeting of the 1962-63 season of the Interagency Records Administration Conference, November 30, Lewis J. Darter, Jr., and Ollon D. McCool composed a panel to discuss "Data for Posterity." Mr. Darter spoke on the "Objectives and Responsibilities of the NARS Records Appraisal Program" and Mr. McCool described *TAFFS* ("The Army Functional File System").

Georgia

Actor Cordell, Jr., contributed an illustrated article, "Life at the Archives," to the November 18, 1962, issue of the *Atlanta Journal and Constitution Magazine* (p. 8-9, 44, 46-47). As all who know State Archivist Mary Givens Bryan's institution would agree, "It's a rare blending of humor and pathos where the rich and poor, young and old reveal their vanities and humilities." In allusion to the possibility of better controlling humidity and temperature when she occupies her new building, Mrs. Bryan says, according to Cordell, "Records must breathe! Like people!"

Illinois

The fiscal year 1962 report on the records management program of the Illinois Department of Mental Health covers the first 25 months of operation and shows a monetary saving to the State estimated at \$96,000. Accomplishments include submission to the State Records Commission of retention and disposal schedules for 18 institutions and 7 services, resulting in the immediate destruction of 13,266 cubic feet of records and the projected annual disposal of 1,677 cubic feet. ¶ Southern Illinois University Library, Carbondale, has purchased a collection of books, manuscripts, diaries, and letters of American



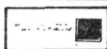
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and British writers who spent the period between the two World Wars in Paris. ¶ The University of Illinois Press has published Dan Lacy's *Freedom and Communications* (given as the Seventh Annual Windsor Lectures). Mr. Lacy, former Assistant Archivist of the United States, is now managing director of the American Book Publishers Council. ¶ Icko Iben, archivist and newspaper librarian, University of Illinois Library, Urbana, while in the Netherlands last summer, visited a number of archival establishments in the Frisian country. Mr. Iben informs us also that he received in 1962 a substantial collection of Lorado Taft (1860-1936) papers, given to the university shortly after the sculptor's death. Included are more than 500 holograph letters (1875-1936), about 400 letters to Taft, and many other items. ¶ Marion D. Pratt quite properly has protested our categorizing her two articles in the June 1962 issue of *Illinois Libraries* as "historical essays" (see *American Archivist*, 25: 507; Oct. 1962). We erred. One—"From State Capitol to Historic Lincoln Shrine"—is a presentation with commentary of documents relating to the former State Capitol and Sangamon County Courthouse. The other—"Illinois Men in the Union Navy During the Civil War"—is a complete muster roll alphabetized from original records.

Maryland

The Maryland Historical Society has received a large collection of manuscripts from the Thomas estate. Included are ship logs (1812-73) and a number of letter books. Letters to John L. Thomas in the collection include some from Rutherford B. Hayes, James A. Garfield, James G. Blaine, Schuyler Colfax, John Sherman, Henry Winter Davis, Thaddeus Stevens, Frederick Douglass, and Thomas Swann. The society has acquired also 49 Reverdy Johnson letters, 1849-76, and a personal journal of John Nelson (1791-1860), born in Frederick, elected to Congress in 1820, Attorney General of the United States, 1843-45, and Chargé-d'Affaires to the Kingdom of Naples to negotiate the Spoliation Claims of U. S. citizens against the Kingdom of the Two Sicilies.

Massachusetts

The Cushing-Martin Library at Stonehill College, North Easton, was dedicated on September 20. Richard Cardinal Cushing, Archbishop of Boston and donor of the library, presided. Joseph W. Martin, Jr., will deposit some of his papers there. ¶ Baker Library, Harvard University Graduate School of Business Administration, has been given more than 2,000 nineteenth-century "county credit" ledgers, 1841-88, by Dun & Bradstreet, Inc. The ledgers had been stored in an old loft building on Reade Street in Manhattan. They contain notes made by traveling credit reporters of the R. G. Dun Co. and the John Bradstreet Co., predecessors of Dun & Bradstreet, relating to reputability and credit-worthiness of tradesmen and merchants. The volumes will become available to scholars when they have been arranged by Baker Library. ¶ The records of the Registry of Deeds, Suffolk County, were the subject of an illustrated account in the October 28, 1962, *Boston Sunday Herald*. William Snow, Chief Clerk of Archives, and James Dahill, head clerk, have in custody records dating from 1639. Only two books are missing; these were misplaced

in 1776 when the city records were taken to Dedham. The records contain "Exciting tales of shipwrecks, mutinies and the rigors of Colonial life" as well as maps of Boston made in 1819 by surveyor John Groves Hales. ¶ Mary E. Howard, Archivist of the Women's Archives, Radcliffe University, retired on June 30, 1962, after "almost sixteen years of work with the Archives' collections." She has been succeeded by Margaret C. Cook.

Michigan

The papers of the Rev. Abel Bingham, Baptist missionary at Sault Ste. Marie, 1828-55, found in the basement of his great grandson, Duncan McKee of Saginaw, are now in the Clarke Historical Collection of Central Michigan University, Mount Pleasant. The papers include about 2,500 letters of Bingham, his wife, and his son and daughters, and 38 journals, diaries, and other items. ¶ Archivist Stanley D. Solvick reports the acquisition by Wayne State University Labor History Archives "of a number of collections of material relating to the history of the United Automobile Workers. These include the papers of Hugh Thompson, an active organizer in the auto industry in the 1930's, the papers of Richard T. Frankenstein, a former vice president of the U.A.W., and of Homer Martin, a former president. In addition, Wayne has the Joe Brown Collection which centers around the growth of the U.A.W. as well as social reform movements in the 1930's and 1940's, and the Nick DiGaetano Newspaper Collection, which is especially rich in U.A.W. publications. A number of transcripts of oral histories pertaining to unionization of the automobile industry are available to qualified researchers."

Mississippi

Among distinguished persons participating in a ceremony on October 25, 1962, to dedicate a monument to Georgia Confederate dead in Vicksburg National Military Park were Mary Givens Bryan, Director, Georgia Department of Archives and History; Charlotte Capers, Director, Mississippi Department of Archives and History; and William D. McCain, president of the University of Southern Mississippi and former president of the Society of American Archivists. Mrs. Bryan has informed us that she is obtaining from Dr. McCain a copy of his address "on good rag paper, signed," for preservation in the cornerstone of Georgia's Archives Building, now being constructed. ¶ *Guide Lines for a Historical Society*, a "mimeographed release" of the Department of Archives and History, is available free to groups interested in local historical societies and in historic houses and museums. Requests for copies should be sent to the Department of Archives and History, Box 571, Jackson.

Missouri

The Rev. August R. Suelflow has returned to his duties as Director of Concordia Historical Institute, St. Louis, after serving as research secretary to the Synodical Survey Commission of the Lutheran Church for 26 months. Mr. Suelflow is a member of the Council of our Society.

New Jersey

A collection of 1,460 letters (1885-1914) exchanged between Woodrow Wilson and his first wife, Ellen Axson, has been presented to Princeton University by their daughter, Eleanor Wilson McAdoo. ¶ On July 24, 1962, the State Treasurer approved final plans for the State's new cultural center, to be built by the Teachers' Pension and Annuity Fund for lease to the State in accordance with 1960 legislation. The three-unit complex includes a three-story building for the Division of the State Library, Archives, and History.

New York

The Oral History Research Office, Columbia University, in its *Report for the Year 1961-62*, reviews the fourteenth year of this "pioneer effort." More than 15,500 pages of new materials were produced and indexed. New projects include interviews of members of the Eisenhower administration in collaboration with the Eisenhower Library. "The interviews, hopefully conducted with what Sir Norman Angell chose to call 'smoking-room candor,' are transcribed into typescript, checked for accuracy by the interviewer and his respondent, indexed, and deposited in the Oral History Collection at Columbia, subject to whatever temporary restriction upon use the donor may wish to impose. There they remain, for the benefit of future scholars. More than half of the Collection is already open to use." ¶ More than 1,900 letters, most of them addressed to Aaron Burr and relating to his law practice and personal affairs, have been added to the Burr papers already owned by the New-York Historical Society.

North Carolina

The Archives Committee of the Woman's College of the University of North Carolina, at Greensboro, published late in 1962 a comprehensive records retention schedule entitled *Archives: Records Schedule*. The State Department of Archives and History assisted the committee in preparing this work. Copies are available at \$1 each from Charles M. Adams, Librarian and Archivist, Woman's College of the University of North Carolina, Greensboro. ¶ The first volume of the series to be published by the Colonial Records Project, *The Charters and Constitutions of Colonial North Carolina, 1578-1698*, will be released on January 2, 1963. ¶ The papers of James Iredell, Sr., are to be edited by Donald Higginbotham of Louisiana State University. ¶ Minnie J. Smith, editor of *The Records of the Moravians*, died July 22, 1962, in Winston-Salem. She had completed most of the work for vol. 9. ¶ William H. Masterson, Rice University, will continue the editing of *The Papers of John Gray Blount*, the first two volumes of which were edited by Alice B. Keith. ¶ Vol. 4 (1851-56) of *The Papers of William Alexander Graham*, edited by the late J. G. de Roulhac Hamilton, was published in July 1962. ¶ Vol. 2 of the Hodges Letter Book, edited by James W. Patton, was published in August. Both vols. 1 and 2 are available free upon request to the Division of Publications, Department of Archives and History, Box 1881, Raleigh.

Ohio

Mrs. Frederick L. Swetland has established the David Long Wightman Permanent Fund in memory of her grandfather, a U. S. marshal during the Civil War. The income from the fund will be used to purchase books and manuscripts for the Western Reserve Historical Society, 10825 East Boulevard, Cleveland 6. The August 1962 issue (vol. 16, no. 8) of the society's monthly publication, *Historical Society News*, includes a summary of its collecting interests; this and other issues of the *News* are increasingly important to persons doing research in subjects—for instance, the Shakers, the Civil War and Abraham Lincoln, and local history and genealogy—in which the society specializes.

Oregon

The State Department of Education has issued *School Business Management Manual* no. 3, *School District Records: Schedule for Retention and Disposal*, to be used in "initiating in Oregon school districts an orderly plan of records disposal management." The State Archives has issued a revision of *Suggested Filing Rules Manual for Oregon's Public Records* and two new *Bulletins*—no. 4, *Recording in Oregon Counties—A Report of the State Archivist*, and no. 5, *Have You An Oregon Ancestor?* Single copies of the *Bulletins* are free to citizens of Oregon and to libraries and historical societies; copies for nonresidents and extra copies are available at 50c each. They may be ordered from David C. Duniway, State Archivist, Oregon State Archives, Salem. ¶ The University of Oregon Library has acquired the papers of Junior F. Daggett (6,000 letters), Melvin Leroy Merritt (diaries, family papers, and correspondence), and Norman N. Rupp (diaries, correspondence, journals, and ledgers). Mr. Daggett's papers relate to the lumber industry in eastern Oregon and Mr. Merritt's to forestry work in the Philippines and Alaska as well as in Oregon and Washington. The Rupp papers constitute a record of investment in timberland in Florida, Louisiana, Minnesota, the Pacific Northwest, and California. ¶ The Oregon Historical Society Library has received the papers of Stuart Moir (personal correspondence, working notes on forestry problems, and photogrammetric materials including early aerial forestry maps) and of Joseph Pacquet (shipbuilder and general contractor); about 1,500 prints and negatives of the Portland Public Docks Commission, 1917-44; and the Donald Burkhart collection of landscape and scenic photographs. ¶ From State Archivist Duniway we have received the following report on the effects of the storm of October 12:

The hurricane . . . did not damage the State Archives initially, but a major change has resulted. The Governor and the Office of Civilian Defense were two blocks apart, and during the storm their communications broke down. The decision was therefore made that Civil Defense should be housed in the Capitol, and the best fallout shelter in the building was the storage area occupied by the State Archives Records Center. As a result the Records Center has been moved out of the Capitol, to smaller quarters in the Finance Building; a major group of archival records has been housed in the penthouse of the State Library, one flight up from the offices of the Archives; and some of the least used records have been moved to a room off the service tunnel that underlies all the buildings of the State Hospital. Expansion for the Archives may be limited for the present. The use of

record group numbers on records greatly facilitated the sorting that took place, and although it may be several months before everything is relocated and recorded so that it can be found, it is hoped that not too much has been lost in the course of the move. There is no doubt that the Records Center was blown out of the Capitol by the hurricane and that the Cuban situation played a part in the quickness of the move. A major problem that had to be solved was the source of funds to finance the emergency transfer.

Tennessee

East Tennessee State College, Johnson City, is planning an addition to its library to house the books, memorabilia, and personal and political papers of the late Carroll Reece, U. S. Congressman from East Tennessee for 35 years and chairman of the Republican National Committee, 1946-48. The Reece collection was presented to the college by his widow, Louise Goff Reece, shortly after his death on March 19, 1961.

Texas

Richard O. Jonas, Archivist of the University of Houston, represented the Society of American Archivists at the inauguration of Kenneth Sanborn Pitzer as third president of Rice University, at Houston, on October 10.

Utah

The diaries of Reed Smoot, long a U. S. Senator from Utah, are being microfilmed by the University of Utah. The 16 books and several hundred loose sheets, 1909-28, all manuscript, cover Smoot's political and domestic activities and his work in the Church of Jesus Christ of Latter-day Saints. ¶ The extensive genealogical collections, microfilms, and other records of the church will be stored in a granite mountain in Little Cottonwood Canyon, southeast of Salt Lake City. The underground vault is a maze of tunnels having 68,000 square feet of floor area. The walls and ceiling are being lined with corrugated steel, with concrete between the rock wall and the steel lining. An ideal temperature will be maintained.

Vermont

Henry Howard Eddy, former Archivist of the Commonwealth of Pennsylvania, was elected a trustee of the Vermont Historical Society for a three-year term on August 25. ¶ Public Records Director Olney W. Hill has requested State officials to use only linen ledger or linen record paper made with 100% cotton fibers for recording land records. Lighter weight and less expensive paper may be used "for recording chattel mortgages, liens, conditional sales and other records which are not classified as *permanent*." He suggests the paper stock for land records be marked "FOR PERMANENT RECORDS ONLY" and the lighter weight paper stock be marked "NOT TO BE USED FOR LAND RECORDS." ¶ The Public Records Advisory Board has approved for disposal after specified periods of time 19 more types of records in offices of town clerks.

Virginia

Law notes, made about 1780, and personal accounts, 1783-95, of John Marshall, Chief Justice of the United States, 1801-35, have been donated to the College of William and Mary, Williamsburg. ¶ Colonial Williamsburg, Inc., will publish the recently purchased journal of Nicholas Cresswell, 1774-

77. ¶ The University of Virginia Library will receive the personal and literary papers of William Faulkner, who died July 6, 1962. Papers acquired recently by the library include the correspondence of James Southall Wilson regarding the Virginia World War I History Commission. ¶ F. G. Emmison, County Archivist of Essex County, England, was a guest of the Institute of Early American History and Culture, the College of William and Mary, and Colonial Williamsburg, Inc., on October 8 and 9. (He had previously attended the annual meeting of the Society of American Archivists, at Rochester, N. Y., and visited the National Archives.) On October 8, Mr. Emmison, appearing at an afternoon seminar with Thad Tate of the history department of the College of William and Mary, described the growth of the system of English county archives in the last 30 years and suggested, according to the November 12 issue of the *News Letter* of the Institute of Early American History and Culture, "that the vast amount of new materials being discovered in the counties will outdate practically all books in English history. He judged, however, that historians would not be able to have the full benefit of these discoveries for many years, not until the torrent of documents has subsided and the county offices have been able to catalogue their holdings." Mr. Tate described the materials awaiting historians in Virginia's county records, pointing out "that about half of Virginia's tidewater counties and an even larger proportion of her piedmont counties have relatively complete records for the colonial period; but records which have in most cases been neglected by historians."

West Virginia

The West Virginia Collection, University Library, Morgantown, has acquired the papers, 1853-1921, of William Gordon Worley, a State senator instrumental in the formation of the West Virginia Northern Railroad and the Kingwood Coal and Coke Co.; and the collection, 1822-1943, of Roy Bird Cook, concerning local history, genealogy, and the Civil War in Greenbrier County. The attention of persons interested in the growth of the West Virginia Collection is called to its monthly *Accessions List*, which appears to be available upon request. The valuable detail it provides is illustrated by its description of the Cook collection, which "includes the records of the old Lewisburg Academy, Lewisburg Methodist Church, papers of Thomas H. Dennis, editor of the *Greenbrier Independent*, papers of Alexander W. Reynolds, Confederate officer who later fled to Egypt and served in the Army of the Khedive, and military records of the 31st Va. Regt. and several smaller Confederate organizations."

FOREIGN NEWS

El Salvador

Objectives of the Asociación General de Archivistas de El Salvador are summarized in an article by Alfonso Mira Castro in the July 1, 1962, issue of the association's publication, *Archivo*. A staff translation follows:

At the inception of the movement that culminated in the establishment of the General Association of Archivists of El Salvador, it was considered of great importance for its social effect to adopt a plan favorable to the improvement and progress of individuals

and institutions that in one way or another work or are concerned with records and archives. For its members the association's primary objective is to maintain and strengthen existing bonds of friendship; to lift their cultural level through study; and to provide technical information and knowledge on archival topics. Contacts are established and maintained with individuals and with social, cultural, and educational institutions in El Salvador, in Central America, and elsewhere in order to carry on an effective exchange of information, ideas, and experiences.

The association plans to participate in all activities related to its objectives and to conduct, within its members' social and cultural environment, a campaign of dissemination and training in archival matters by organizing study circles, lectures, classes, round tables, and seminars. The association intends to assist those working with archives by providing them with facilities and materials for study and with training aids that will lead to more efficient discharge of their duties; to work for an effective method of selecting personnel, insuring rights of tenure, and raising the status of our profession; and to strive for just compensation for archival work.

Other objectives of the association are to give advice and to cooperate with the federal government and with public and private institutions and firms in all matters relating to personnel and the preservation and management of records and archives—with making timely comments and recommendations for the improvement of records systems and methods. It will also do its share of work in disseminating information about historical events in El Salvador and in Central America.

In the near future, when this country will have its new national archives building available as a great educational and cultural center, the association will work energetically for the creation of a school for archivists and a Central American institute for archival research. These will have magnificent physical facilities in which to work, and they will be able to enhance the knowledge of the history and culture of El Salvador and our wealth of national tradition that today is all but forgotten.

New Zealand

From Pamela Cocks of the National Archives (8-12 The Terrace, Wellington C. 1) we have received the following report:

1962 has been an extremely significant year for the National Archives of New Zealand. In February, New Zealand's first Records Centre was opened at Lower Hutt, 12 miles from Wellington. Up till this time New Zealand's archives have been housed in a few rooms in an office building in Wellington, about two dozen cellars and a former American army hut left over from World War II. The Records Centre is a two storeyed building of about 10,000 sq. ft. At present only the first floor will be used as a Records Centre. The second floor will serve as an Archives Annexe and archives from all but the main office and two cellars under Parliament Buildings are being transferred there until the erection of a National Archives building in Wellington, an event which is very much in the future. This building was very quickly filled up with archives and in July another building consisting of 4,000 sq. ft. of space was rented for the National Archives.

On 25th May, 1962, the death occurred of Mr. Michael Standish, Chief Archivist, at the age of 42. During the 16 years which he served the National Archives, he established a national archives system for New Zealand, laid down the principles for the arrangement and description of the archives, introduced a disposal programme and a current records management programme in Government departments and established a records centre. He was officially appointed Chief Archivist only two months before his death. Without his patient planning, his wise leadership and his gentle persuasiveness New Zealand might have waited many years for a National Archives. His death will be greatly mourned by all who have the cause of historical scholarship at heart.

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GRACE QUIMBY, *Editor*.

National Archives

RECENT WRITINGS RELEVANT TO DOCUMENTARY PUBLICATION PROGRAMS

By OLIVER W. HOLMES*

THIS listing assembles for convenient reference a number of recent writings that are relevant to documentary publication programs. It relates particularly to the program of the National Historical Publications Commission and to the major editorial enterprises with which the Commission is concerned. Collectively these writings indicate something of the attention that has been given to documentary publication and the interest it has aroused. Many items listed have also been issued as separates or offprints.

The many excellent essays on editorial procedure (to be found in the initial volumes issued by the different projects) collectively provide the best picture of modern editorial standards and practices for critic or practitioner; seven of these essays are listed. Omitted, however, are the numerous book reviews that cover successive volumes of a single project unless such reviews have been expanded into review articles in which the writer treats editorial programs, problems, and procedures more broadly. Routine annual reports of the National Historical Publications Commission as included in the published annual reports of the Archivist of the United States and since 1949 in the reports of the Administrator of General Services have likewise been omitted. A few references to recent writings concerning documentary editing are included if American history is the primary field of discussion. The selection of items, admittedly, is somewhat arbitrary.

The Adams Papers, Remarks by Julian P. Boyd, Thomas B. Adams, . . . L. H. Butterfield, . . . [and] The President of the United States (Cambridge, 1962. 15 p.).

Remarks at a special *Washington Post* Book Luncheon celebrating the publication of the *Diary and Autobiography of John Adams* (the first four volumes of *The Adams Papers*) at the Statler-Hilton, Washington, D. C., October 3, 1961, with J. R. Wiggins, editor, the *Washington Post*, presiding.

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*Dr. Holmes, Fellow and former president of the Society of American Archivists, is Executive Director of the National Historical Publications Commission.

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 28. Calendaring and Indexing Manuscripts, p. 90.
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The American Archivist Is Pleased To Announce

A SYMPOSIUM ON STATE ARCHIVAL PROGRAMS

To Appear in Its Issue of July 1963



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Editor's Forum

Editorial Staff

Mary Jane Dowd of the National Archives has joined our staff as editorial assistant. Miss Dowd's monograph, "The State in the Maryland Economy, 1776-1807," was published in two installments in the *Maryland Historical Magazine*, 57: 90-132 (June 1962) and 57: 229-258 (Sept. 1962).

Technical Notes

Provided that a suitable department editor can be found we propose to introduce this year, as another sustaining feature, a department of "Technical Notes." The new section would bring together short, signed contributions on technical procedures, products, and services of interest to our readers. Any member of the Society who would be willing to conduct the department is asked to write to the editor.

"The lessons are . . . obvious"

TO THE EDITOR:

In his review of the *Guide to Photocopied Historical Materials* in the July [1962] issue of the *American Archivist* Mr. Robert Stevens asks why the index is to personal names only and omits government corporate names and secondary subjects. It may help future compilers of similar publications to state the reasons for this policy.

Before the format of the *Guide* was decided on, several alternative drafts of a portion of the text were twice submitted to working historians, to find out which form was the easiest for them to use. These two tests showed three things. First of all they showed that searching for wanted material was most effective when a broad subject organization was used. This was true because most photoreproduction projects . . . bring together photocopies of bodies of manuscripts that are of interest to more than one scholar. Consequently, when the entries for the *Guide* were organized in accordance with existing fields of choice, in effect as a series of separate alphabets within those fields, users could search with a feeling of confidence that in that alphabet, and that alphabet alone, would they find what they wanted, uncluttered by material not germane to their interests. Secondary subject references, however, proved impossible to add, for an obvious reason. In the July *American Archivist* Mrs. Elizabeth A. Ingerman has computed that a body of 10,000 *single* manuscripts might require 150,000 subject entries. What would have been needed when dealing with 11,137 *collections* of manuscripts?

The second fact that stood out was that there was one exception to this automatic organization by subject fields. This was personal papers, which frequently cut across such fields. Therefore an index of personal names was necessary.

The third fact that stood out was that at the user level there was disagreement as to the form of entry for government records. In one classic case the original material, the copies in photostat, and the copies in microfilm were differently described by three highly qualified institutions. This and similar examples of confusion at the user level show that either the index would have to be filled with every possible variant reference to government records or the user would have to find the material he wanted through the general subject heading. Our tests showed that users could find material easily enough through such headings. If, to use the example given by Mr. Stevens, the user is interested in the Hessian Troops in the American Revolution, he will be able to find the information he wants under "U. S. Military Affairs. Revolution," without having to concern himself with some problems as to the correct way to describe that material. Therefore, to keep publication costs down, which was successfully done, and to avoid overloading the index so as to make it hard to search in, government records were excluded from the name index, though business company records were not.

The lessons of the *Guide* here described are obvious, but might well be restated. The first is that a pilot test of actual use of part of the text will answer questions about format, and give one courage to use variant forms that may seem unusual but will work practically. The second is that there is much need to reach agreement among all scholars, and not only among archivists, as to the correct way to describe government records. Until such agreement is reached misdescriptions of materials will continue to cause confusion.

RICHARD W. HALE, JR.

Archivist, Commonwealth of Massachusetts

"Nothing should be done that cannot be undone"

TO THE EDITOR:

The repair of damaged or deteriorated documents of permanent value should be undertaken only after a careful study has been conducted of the materials and procedures to be used. The study should be based on the results of acceptable testing procedures carried out by competent technicians. Such an investigation generally involves tests for flexing properties, resistance to tear, change in pH values, etc., both before and after artificial aging. Observations and tests made during a number of years of natural aging are preferable, of course, but such procedures usually take too long.

Mrs. Bishop in her article on "Documents—Their Repair and Preservation" (*American Archivist*, 25: 353-356; July 1962), makes recommendations which are apparently based on conclusions reached after observations made over a very short period of time and during which no adequate testing was undertaken. Even though she states that she is not an expert, the fact that Mrs. Bishop is associated with a university whose name is synonymous with the best in scholarship and the fact that her article is published in a magazine preeminent in its field make it essential that her readers be cautioned not to employ her methods where documents of lasting value are involved, since the materials and procedures which she recommends could perhaps cause irreparable harm.

Studies on the lasting qualities of both mending tapes and their adhesives and the potentially migratory injurious impurities in these materials are greatly needed. There are some plastic tapes which their manufacturers claim are permanent, but no acceptable test data has been presented to substantiate such claims. Even though some of these adhesives have not yellowed during their few years of existence, they have a tendency to become less soluble a few months after application. Solubility may offer a problem if more complete restoration is required some years hence. Nothing was said in Mrs. Bishop's article about the use of flour paste free of alum (made and used the same day) with a tissue containing no injurious impurities as an acceptable method of mending.

The rule that "Nothing should be done that cannot be undone" in restoration procedures still holds good among most archivists. It is assumed that the process recommended by Mrs. Bishop embodies the use of polyethylene and polyethylene terephthalate films. There is no acceptable solvent for their removal when they have been laminated to a document. Hot or near boiling benzene has been suggested as a solvent, but it gives poor results; also, it is toxic, and at high temperatures is highly flammable and explosive. Lamination without deacidification, moreover, is no longer a generally accepted procedure.

The effects on paper of a solvent for glue may vary from that of harmless distilled water to that of highly injurious sulfuric acid. Before applying any such solvents, their effects on paper over an extended period of time should be investigated fully.

Bristol boards and the adhesives of "peelable stamp hinges" can have acids or other injurious impurities which may migrate to the document if stored in contact with it and do harm. While it is true that the hinge may be removed, much of the adhesive can remain on the paper fibers. The chances of harm are greatly increased if the hinges are licked.

There is no particular reason to condemn the repair methods recommended by Mrs. Bishop should they be applied to documents which will become obsolete and subject to discard within the next 10 to 20 years. On the other hand, until proven otherwise, such practices are considered by this writer to be unacceptable and potentially hazardous for preservation of documents of lasting value.

It is hoped that the materials and procedures recommended by Mrs. Bishop will be subjected to adequate scientific tests and that the results of the tests will be made available to readers of this magazine.

W. J. BARROW

W. J. Barrow Research Laboratory

"Magic Mending"—Merits & Limitations

TO THE EDITOR:

We have received several inquiries from archivists recently which have dealt with the removal of our No. 810 "Magic Mending" tape from documents to be laminated. These people have commented that they cannot remove our present No. 810 construction whereas a few years back this was possible. Dr. Robert M. Brown, Director of State of Minnesota Archives and Records,

suggested we contact you and explain the reason for this and also to expound on the properties and limitations of this product. Dr. Brown thought this information should be made known to specialists in the field of document restoration.

Approximately six years ago we changed the formulation of the adhesive on No. 810. This was done to improve the adhesion, give better roll appearance and increase the already excellent aging properties. Unfortunately, this new adhesive is practically insoluble in even the strongest solvents. This, of course, presents a problem when preparing a document for laminating. On the other hand, acetone would work satisfactorily in removing our "old" version of No. 810.

The following is a résumé of the characteristics of this product, its merits and limitations:

No. 810 represents over twelve years of 3M research in developing a permanent, long-aging mending media. No. 810 is very stable, in that both adhesive and backing are, for all practical purposes, inert.

An important factor which we would like to stress is that it is in *no* way related, either in performance or formulation, to the more common cellophane tapes. The backing, being acetate film, is not affected by changes in temperature and/or humidity. To the best of our knowledge, it will not shrink or discolor under normal conditions of natural aging. The matte finish treatment makes the tape practically invisible when applied.

The adhesive, which is the most critical component, is a synthetic formulation. It will not "set up" and become hard, it will not discolor, nor will it penetrate or discolor paper to which it is applied.

Although we do not have sufficient natural aging experience to guarantee the tape indefinitely, we do have accelerated aging data which we feel is very significant. In our tests, No. 810 was applied to various types of papers and subjected to severe conditions of temperature and relative humidity, and to artificial sunlight. The sunlight exposure, which was much more severe than what could be expected during natural aging, was continuous 24 hours a day for 6 months. Upon completion of the test, there was no indication of discoloration, oozing, lifting, nor penetration of the adhesive into the paper.

No. 810 is ideally suited for mending books, papers, music, maps, records, etc. In other words, the items which, in general, are in everyday use. In addition, we would not hesitate to mend older and more valuable documents if they are in good physical condition. However we do not recommend the use of No. 810 on papers which are in a state of deterioration or those intended for lamination.

A St. Paul College placed so much faith in No. 810 that they mended some rare fifteenth-century manuscripts which were in need of repair. Again, the tape has shown no signs of deterioration in the six years since it was applied.

No. 810 is a mending medium and not recommended as a laminate for preservation. For those documents and manuscripts where deterioration is evident, we suggest a process of restoration and lamination if the document is to be preserved. On the other hand, *if the document is in good condition* and in need of repair, we have no reason to believe that No. 810 would damage it in any way. It should last as long as the paper to which it is attached.

No. 810 is mentioned in a 1956 Library of Congress publication entitled *Maps, Their Care, Repair and Preservation in Libraries*. The article discusses the improper uses of cellophane tape as a permanent mending media. However, the article continues, "this does not apply to more recently perfected acetate film tape manufactured by the Minnesota Mining and Manufacturing Com-

pany, St. Paul 6, Minnesota, designated as No. 800 (glossy) and No. 810 (dull) tape which can be had in spools of $\frac{3}{4}$ " and 1" widths. It is quite durable and has the approval of the testing section of the United State Government Printing Office."

I hope you can appreciate our interest in this matter. Naturally, we want to promote the use of No. 810 but at the same time make people in your profession aware of the resulting difficulties which may arise in a restoration in which our present tape is encountered.

R. L. JENTINK

Minnesota Mining & Manufacturing Co.

"The ink has faded . . ."

In a recent article in *Der Archivar* (see abstract on p. 98 of this issue) Wolfgang Baranowsky discusses the use of business archives as sources for advertising material. An example of such use in the United States was the advertisement by Abercrombie & Fitch, sporting goods store, in the *New Yorker* in February 1962 and in *Sports Illustrated* in March. It quoted a letter that "one of the founders . . . wrote to his customers" and was captioned: "The ink has faded on this 49-year-old letter from Ezra Fitch to his customers, but his remarkable policy is very much alive today." Correspondence between the editor of the *American Archivist* and Abercrombie & Fitch about this advertisement is reproduced below.

November 5, 1962

Mr. John H. Ewing
President, Abercrombie & Fitch
360 Madison Avenue
New York, New York
Dear Mr. Ewing:

My attention has been called to an Abercrombie & Fitch advertisement, appearing in a recent issue of the *New Yorker*, in which a letter of Ezra Fitch dated February 13, 1913, is quoted.

This use of archival material for advertising purposes interests me. I should appreciate it very much if you would give me a photocopy of the original Fitch document.

Sincerely yours,

KEN MUNDEN

November 9, 1962

Mr. Ken Munden, Editor
The Society of American Archivists
The National Archives
Washington 25, D. C.
Dear Mr. Munden:

Your recent favor addressed to Mr. Ewing has been directed to this office for acknowledgment.

We very much appreciate your interest in inquiring about the letter written by Mr. Ezra H. Fitch in 1913.

This letter which we have republished in magazine and newspaper ads as a statement of continuing policy, was originally incorporated in a general catalog which

Mr. Fitch distributed on a nation-wide basis. The original document has long since disappeared. The material quoted in the advertisements was picked up from the printed page in the 1913 catalog.

For your possible interest, we are pleased to enclose a proof of the ad in which Mr. Fitch's letter is quoted. Again, thank you for your courtesy and interest.

We remain,
Cordially yours,

ABERCROMBIE & FITCH CO.
J. O. MONTGOMERY
Vice President

November 14, 1962

Mr. J. O. Montgomery
Vice President
Abercrombie & Fitch
360 Madison Avenue
New York 17, New York
Dear Mr. Montgomery:

Thank you very much for your letter of November 9. At the risk of appearing to be persistent I would appreciate it very much if you would arrange to give me a photocopy of the page in the 1913 catalog on which Mr. Fitch's letter was printed.

Yours very sincerely,
KEN MUNDEN

Mr. Ken Munden, Editor
The Society of American Archivists
The National Archives
Washington 25, D. C.
Dear Mr. Munden:

November 16, 1962

We appreciate so much, your follow-up letter of November 14th. We wish we were in a position to fulfill your request but unfortunately, we can not properly accomplish the task. Material still available from the 1913 catalog is in such a state that an attempt to obtain a photocopy is just impractical.

We do sincerely regret this situation but, again, our appreciation for your interest.
Cordially yours,

J. O. MONTGOMERY
Vice President

In Black and White

Letter writing is of the greatest importance in the work of the Clinic and we should give it careful attention.

If you want to call a man a liar and a thief, do not write him, go to see him and tell him in person, but be sure that you can run faster than he can.

Be cautious about what you put on paper. What you set down in black and white you cannot recall. . . . It is advisable to go over a preliminary draft of every important letter to see if there is any possibility of misinterpretation.

Rarely is there justification for a long letter. A long letter does not often convey additional information and it requires time both in the writing and the reading. A capable secretary usually can arrange on one page as long a letter as is desirable, and will center a short letter so that it looks attractive. . . .

—W. J. MAYO, memorandum to surgeons and heads of clinical sections, July 9, 1930 (Mayo Clinic Archives, Rochester, Minn.). Contributed by Mayo Clinic Archivist Clark W. Nelson.

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The following publications may be ordered from H. G. Jones, Treasurer, Society of American Archivists, P. O. Box 548, Raleigh, North Carolina:

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Society Directory, 1961, compiled by Dolores C. Renze. \$1.

Society Directory, 1957 (with biographical sketches). \$1.

Guide to State and Provincial Archival Agencies, 1961, edited by H. G. Jones. \$1.

Directory of State and Provincial Archivists and Records Administrators, 1962, compiled by William T. Alderson. Free to members; \$1 to others.

Directory of Religious Archivists and Historians in America, 1962, compiled by Aug. R. Suelflow. Free to members; \$1 to others.

Back issues of the *American Archivist*, 1940-62. All issues for 1938-39 are out of stock, but subsequent issues are available *except* those of July and October, 1940; January and April, 1941; October 1945; April 1947; October 1948; July 1950; January 1952; and April 1954. \$2.50 per issue.

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announce

THE GONDOS AWARD

To encourage research and writing in the history or administration of archives, the Society of American Archivists and The American University of Washington, D. C., will administer an essay prize of \$100 to be awarded at the next annual meeting of the Society at Raleigh, N. C., October 3-5, 1963. The donors of the prize, Dorothy and Victor Gondos, Jr., offer it in honor of the accession of their long-time friend and fellow student Leon deValinger, Jr., to the presidency of the Society of American Archivists.

All archivists and all graduate archival students in the United States and Canada are eligible to compete for the prize, *except* officers of the Society of American Archivists, the faculty of The American University, and members of the award jury.

An essay may be concerned with any aspect of the history or administration of archives. No entry will be considered for the award, however, if it has been previously published.

The winning essay will be published in the *American Archivist*, and other essays will be eligible for publication in the journal, subject to the judgment of the editor.

Address Miss Alice E. Smith, State Historical Society of Wisconsin, 816 State St., Madison, Wis., for specific contest rules.

Address entries to Miss Helen Chatfield, University Archivist, The American University, Washington 16, D. C. Entries must reach her not later than August 1, 1963.