

Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

FINDING AIDS

Guide to Civil War Source Material in the Department of Archives and History, State of Mississippi, comp. by Patti Carr and Maxyne Madden Grimes, ed. by Charlotte Capers. (Jackson, Miss., 1962. 71 p.)

Civil War Maps; an Annotated List of Maps and Atlases in Map Collections of the Library of Congress, comp. by Richard W. Stephenson. (Washington, Government Printing Office, 1961. v, 138 p. \$1.)

One of the responsibilities of an archival institution, along with collecting and preserving manuscripts and documents, is to inform the researcher and the general public of its holdings. The perplexing problem of the researcher is to discover where needed material may be found. These two lists serve to meet his needs. They are not complete in themselves, but they are useful research tools.

The *Guide to Civil War Source Material in the Department of Archives and History, State of Mississippi* describes the relevant holdings of that institution. It is divided into three main categories: Civil War manuscripts, imprints and newspapers, and official papers or archives. The section on Civil War manuscripts gives brief descriptions of all collections that include manuscripts pertaining to the war period. Most of these are collections containing letters and diaries relative to Mississippi during the war; there are, however, collections pertaining to Alabama, Georgia, and other Southern States as well as to Northern States and military organizations. The section dealing with imprints and newspapers is divided into three parts. The first part lists imprints not found in Marjorie Lyle Crandall's *Confederate Imprints; a Check List Based Principally on the Collection of the Boston Athenæum* or in Richard B. Harwell's *More Confederate Imprints*. The second part lists Confederate imprints in the Mississippi collection that are listed by Crandall or Harwell, and it gives for each a short title and date of publication, with the Crandall or Harwell number. Both of these parts are further divided into official and unofficial publications. The third part lists all Civil War newspapers on file, arranged by place of publication. The last section was published 50 years ago in the *Eleventh Annual Report of the Director of the Department of Archives and History of the State of Mississippi, From November 1, 1911, to October 31, 1912*. It is primarily a list of all official State documents, including the Governors' papers, departmental records, and military records.

Parts of this guide were printed in two installments in the *Journal of Mississippi History* (July and Oct. 1961). The value of this contribution to

Civil War research is diminished by the absence of an index. The editor felt that an index was "not necessary, because most of the items included in the guide are listed alphabetically or numerically." A researcher unfamiliar with the holdings of the institution, however, will have to search through the guide to see if there is any material pertaining to his subject. An index would have facilitated its use.

Civil War Maps; an Annotated List of Maps and Atlases in Map Collections of the Library of Congress describes more than 700 cartographic items in the Map Division that pertain to the war and indicate troop positions and movements, engagements, and fortifications. Although the list includes some commercially printed "theater" maps showing generally the location of forts and occasionally battlefields, nonmilitary maps of the period were not included. Most of the maps listed were prepared by the Federal armed forces or by commercial firms in the North, but there are some items from Confederate sources.

The list begins with maps of the United States or large regions of the Nation, arranged by date of content and subdivided by authority. State maps follow, arranged alphabetically by State, with maps of specific battles, towns, and natural features listed alphabetically under each State. Each entry contains the name of the lithographic establishment or draftsman, full title, a color notation, the scale, and the size to the nearest inch. Most of the entries include brief descriptions of the maps, without endeavoring to analyze or evaluate them. The volume contains two indexes: a general index to areas, battles, subjects, cartographers, surveyors, engravers, lithographers, and publishers; and an index to (shortened) map titles. In the list each map entry is numbered consecutively, and the map index is keyed to the map numbers.

This volume not only informs the researcher of what is available at the Library of Congress but also provides him with an analysis of cartography during the Civil War period. Many of the published items may be found in other institutions.

These two items are useful research tools for every serious student of the Civil War period and should serve as models for other such publications.

LOUIS H. MANARIN

N. C. Confederate Centennial Commission

A Guide to the Archives Department of Plymouth City Libraries, Part I. (Plymouth Records 1. Published by the Corporation of Plymouth, 1962, and available from the Central Library, Tavistock Road, Plymouth, Devon. xvii, 37 p. 4s.)

Plymouth City Charters, 1439-1935; a Catalogue, by C. E. Welch. (*Plymouth Records 2.* Published similarly, 1962, and similarly available. 44 p. 3s.)

Plymouth is a city of well over 200,000 people in Devon, next door to Cornwall, westernmost of English counties. Schoolboys remember Plymouth as the last Old World port touched by the *Mayflower* in 1620 en route to

the yet unfounded Plymouth Colony in New England. Because of its strategic and naval importance Plymouth was very heavily bombed in March and April 1941, and in the bombing the city's Guildhall and its Central Library, with many of its local records, were destroyed.

In 1949, at the suggestion of the city librarian, a Plymouth-and-District committee of the National Register of Archives began enthusiastic work toward locating scattered record materials that could be collected and preserved. In 1952 a branch librarian began to serve as a part-time archivist, and in 1955 the Archives Department was put under a full-time archivist. After Plymouth's Central Library was rebuilt in Tavistock Road, the Archives Department was transferred to permanent quarters there in 1956. The present archivist, C. E. Welch, took over in 1958; and now these useful publications have appeared.

The *Guide, Part I*, lists the types and gives the time scope of official records placed in the Archives Department up to the end of 1961. Besides 31 pages of listings, the pamphlet has a substantial cover, a title page, a table of contents, a foreword, acknowledgments, a statement on availability of records, a historical introduction, and a 5-page index. The Lord Mayor of Plymouth points out in the foreword that the meeting in Plymouth of the conference of the Society of Archivists was an appropriate time to publish this first part of a guide to the holdings of the Department. Part II of the guide, when issued, will describe private records.

The greater part of *Plymouth City Charters* is Mr. Welch's historical narrative of the political development of Plymouth, which he calls the first truly incorporated borough in the country, one recognized not by royal grant but by act of Parliament in 1439. The cataloging of documents is limited to brief identifications. Texts or translations of charters are not given, but references to where they may be seen in print are supplied. Cryptically observes Town Clerk S. Lloyd Jones in the foreword: "At a time when there are many in Westminster and Whitehall ready to represent local authorities as no more than convenient vehicles for the local administration of central policies, the publication of this pamphlet is a reminder that that is not the whole story."

H. B. FANT

National Historical Publications Commission

Guida delle fonti relative alla Sicilia esistenti negli Archivi di Stato per il periodo 1816-1860, by Antonino Lombardo. (*Quaderni della "Rassegna degli Archivi di Stato,"* 10; Roma, 1961. 54 p. 500 lire.)

The centennial of Italy's unification occasioned an archival study by Sig. Lombardo on Sicily's part in the Risorgimento. The work is here extended back to 1816, the year in which the Bourbons were restored to the throne of the Two Sicilies by the Congress of Vienna. The institutional reforms introduced by the Napoleonic regime were retained by the Bourbons, and the Two Sicilies' evolution into a modern state, accelerated by the revolution of 1848-49, prepared the southern kingdom to join with other Italian states in 1860.

These developments were reflected in the archives at Naples and Palermo. Records of Sicily's relations with other states are also found at Turin, Mantua, Florence, Rome, Venice, Verona, and Trieste; and, with the help of State Archives personnel in each of these cities, they have been listed and described. Local records of the communes in Sicily are also briefly described. The reader is advised not to ignore the manuscript collections of civic museums, libraries, and historical societies, which are outside the scope of this study.

The greater part of the records in the several State Archives are organized under royal and ministerial headings, not necessarily with special reference to Sicily; and their outward form, with some interruptions, was not greatly changed by the events of 1848-49. Some revolutionary committees' records were retained by individuals and later acquired by the State Archives. The Garibaldi dictatorship in 1860, of course, brought definite changes in the form and scope, if not in the basic juridical character, of political institutions in Italy, so that practically all governmental record series have new beginnings in that year.

GEORGE C. REEVES

U. S. Tariff Commission

DOCUMENTARY PUBLICATIONS

The Rolls and Register of Bishop Oliver Sutton, 1280-1299. Vol. 4, *Memoranda*, May 19, 1292-May 18, 1294, ed. by Rosalind M. T. Hill. [Lincoln Record Society Publications, vol. 52.] (Hereford, England, 1958. viii, 221 p.)

In this volume Miss Hill makes available two more years of *Memoranda* of Bishop Sutton. She tells us that she has followed the same pattern as in volume 3, calendaring the formal entries, giving all names and dates, and copying in full those entries of special interest. (For a review of vols. 1-3, see *American Archivist*, 18: 389; Oct. 1955.) Letters that have been fully transcribed have been preceded by a summary in English. It will be remembered that volume 3, which contained the *Memoranda* from May 19, 1290, to May 18, 1292, had an able introduction by the editor entitled "The Bishop and His Family." Volume 4 continues to portray Oliver Sutton as a competent, conscientious bishop, devoting himself to the welfare of his diocese. This volume, like volume 3, contains formal entries covering dispensations, letters dimissory, grants of indulgences or ratification of such grants, appointments of commissaries, licenses, reports of the benediction of abbots, and other matters of diocesan administration. Lincoln in the thirteenth century was the largest diocese in the southern province of Canterbury. It included the archdeaconries of Bedford, Buckingham, Huntingdon, Leicester, Lincoln, Northampton, Oxford, and Stow.

This volume continues to present the variety of problems with which a thirteenth-century bishop had to deal. They range from the punishment of a young man who had been ordained to the priesthood by an Irish bishop

without letters dimissory to the excommunication of those who had tried to force a rightful incumbent from his living. The bishop's compassionate nature is indicated by his providing coadjutors for ill or infirm priests and by his allowing private chapels to be founded by individuals where illness, distance, or impassible roads made attendance at the parish church difficult. In doing so, however, he always stipulated that the rights and privileges of the parish church were not to be prejudiced. We find the bishop commending to the Custodian of Converts in London a certain Jewess and her son, whom he had baptized while he was Dean of Lincoln. Of particular interest are accounts in this volume such as that of the procedure for the nomination of a chancellor of Oxford or of the grant to Divorguilla to found a chapel for the scholars of Balliol College, which she had already founded in memory of her husband, John of Balliol. Several times there are instances of the bishop's insistence on learning and morals; for example, he urged the study of grammar and literature by those clerks not yet allowed a cure of souls. There are also entries reprimanding parishioners who had refused to pay tithes of milk and corn. There was a wide range in which the bishop used the threat of excommunication. Frequently he granted indulgences to those who would pray for a particular soul or who would contribute to the repair of the fabric of a particular church. The bishop insisted that the last incumbent of a living or his executors should be held responsible for making good notable defects in a church or a manse that had occurred during his incumbency. Bishop Sutton was meticulous in carrying out the provisions of the Council of Lyons of 1274 with respect to pluralism.

Volume 4 is provided with indexes of persons and places, of subjects, and of counties and countries. This volume, like its predecessors, bespeaks the impeccable scholarship and clarity of presentation of the editor.

DOROTHY BRUCE WESKE

Sandy Spring, Maryland

MANUALS

Paperwork Management; a Manual of Workload Reduction Techniques, by H. John Ross. (South Miami, Fla., Office Research Institute, Inc., 1962. vii, 349 p. \$20.)

In the past few years records management has gained considerable recognition as a useful management device for cost reduction. Mr. Ross' book represents one of the first efforts to present a single text on the subject. Following his previous works in the field of systems and procedures, the author has, however, retained the systems man's philosophy and has entitled his work *Paperwork Management*. Although some may consider the distinction between this term and records management to be strictly a matter of semantics, there is a significant difference. Paperwork management connotes a general area of office activities regardless of organizational arrangement; records management implies a single organizational grouping of paperwork activities.

Thus the author retains the former concept of records management as retention and records centers only and considers files, forms, and reports as

areas in paperwork management. He totally overlooks records management as a completely integrated system of controlling records from their creation to disposition. As a compilation of practices and techniques in general paperwork areas, however, *Paperwork Management* offers a significant contribution. It makes the reader thoroughly aware of the existing problems in the everyday processing of information and some of their possible solutions. Yet the book fails to provide what is vitally needed—a definitive and unified approach to records management. This is further evidenced by failure to discuss such aspects of records management as company historical programs and microfilming (as a device for the processing of information).

The book consists of ten chapters. The first five are devoted to a discussion of the *what* and *why* of "records management" and how to initiate a records management program. The next three chapters cover the development of retention schedules, the operation of records centers, and vital records protection. Mr. Ross draws heavily upon the experience of the National Archives and Records Service for illustrations and statistics (a most valuable source). He also makes many references to industrial practices, even completely reprinting some company procedures manuals and directives. These evidence considerable search for examples of current practices; and, as the author indicates in the preface, they are not always easily obtainable. While these various examples are of interest, practitioners in the field are sure to have seen them before, and the novice will find the text lacking in evaluation of them. Yet, with all the emphasis on illustration in the beginning chapters, one finds no examples in the very important area of records protection. The chapter on vital records most adequately defines the problem, but offers neither suggested solutions nor procedural techniques.

Chapters 5 and 6 are on files administration and filing equipment. After highlighting important features of a filing system, the author includes a complete reprint of the Lever Brothers Co. booklet "How To Find What You File" and an 18-page section of advertising reprints on equipment. In Mr. Ross' opinion, these represent the best means of covering the "applicable principles and advantages." While one may fully accept the visual value of such references, one may question these advertising evaluations of equipment use. This part of the book would have been more meaningful also if the topic of correspondence management, which does not appear until chapter 10, had been treated here. This would have given some continuity to this important phase of paperwork.

The remaining chapters are concerned with forms, reports, and standard practice instructions. The chapter on forms is one of the best, for here an orderly sequence of forms organization and functioning is discussed. Though the emphasis is on clerical cost reduction, the subject of printing costs is also considered. This chapter also makes the only mention of the use of mechanized systems in paperwork operations. Reports and instructions are covered in general terms, with examples again serving as the meat of the chapter. The book concludes with a bibliography and a listing of equipment manufacturers and business associations. Since the table of contents provides only major subject titles, the index is very useful.

Mr. Ross has a light, informal, and readable style. Unfortunately it is often eclipsed by overuse of illustrations. Many readers, however, may find this book of value. As noted previously, it brings together many of the single bits of literature that have appeared over the years. Had the author given more consideration to the growing acceptance of records management as encompassing these paperwork activities, the book would have had a far greater impact.

WILLIAM BENEDON

Lockheed Aircraft Corporation
Burbank, California

CONFERENCE REPORTS

The Conference on Science Manuscripts, 5-6 May 1960, Powell Auditorium, Cosmos Club, Washington, D.C. (Isis; Official Quarterly Journal of the History of Science Society, vol. 53, Mar. 1962 [Baltimore 18, Md., Johns Hopkins University]. 173 p. \$3.)

The review of a report of conference proceedings is always an ungrateful business, both for the reviewer and the reviewed. The better the conference, the more free, wideranging, and spontaneous its proceedings will have been; lacking the tidiness appropriate to a composed literary work, it cannot be parsed, and a consequently formless review must do it substantial injustice. That this conference was held—under the auspices not of archivists but of scientists and historians of science—is itself worthy of note. Its printed proceedings are worthy of the attention of all archivists, both those concerned with (personal) papers and those concerned with (corporate) archives. This is the very least that can be said, in justice.

The most frequently recurring topic is of course "value": what shall we save? On the 91st of 145 pages of verbatim reporting, Dr. Luther Evans says, "It seems to me that we have not yet got to more than a small fraction of an answer." But, more importantly, most of the relevant problems were actually raised: bulk as a cost and as a barrier to use; publication as a factor in disposition; the finished written product vs. early versions and drafts and vs. basic data; the differing requirements and possibilities of personal documentation as against institutional or cultural history; the difficulty of foreseeing future research needs; and many others. These problems have nowhere been solved, and in this reviewer's opinion never will be; but as a result of discussions such as these they can be increasingly whittled down. Is not this the basic aim of science itself: not to bring everything to knowledge, but to continually decrease the area of ignorance?

There is also an interesting recurrence of three procedural suggestions: (1) The individual scientist, the university, and the industrial research laboratory should be made to feel the importance of science history and its documentation. (2) The scientist and the science historian should establish and maintain contact with the archivist, from whom they can receive help and whom they can assist and inform. (3) Archivists should be encouraged

to do substantive as well as their usual facilitative work; it will make better archivists of them. These propositions have a relevance that transcends the question of the sciences and their documentation, as indeed the whole symposium has.

PAUL LEWINSON

Arlington, Virginia

Calculated to Dampen the Ardor

In the course of experience in public business, it has been found that great embarrassment arises to persons entering into public life in obtaining a practical knowledge of the operations of the Government from its foundation to the period of their entering upon the arena—which knowledge cannot well be dispensed with by unbelievers in the doctrine that *statesmanship comes by intuition or inspiration*. They modestly approach the highly important and responsible stations in the legislative or executive branches of the Government to which the partiality of their fellow-citizens has called them, and prepare with diligence, however well acquainted with the general history of the country, to qualify themselves for a consistent, intelligent, and faithful discharge of duty, by a revision of the acts and proceedings of their predecessors tending to or terminating in measures of state policy, which have either been confirmed by repeated legislation, or remain open questions for investigation and discussion, and by an examination of the foreign and domestic relations, the matter and form of legislative business generally, and the facts and minutiae of cases requiring, by appointment and a proper discharge of duty, particular attention.

It may, therefore, not be unacceptable to citizens entering into public life, or to those who may expect at some future period to take part in public affairs, or to those who may desire to extend their information concerning the measures, policy, and business concerns of the government, to be furnished with references to *some of the sources* and means of acquiring such information.

To the uninitiated, the accumulated mass of books, records, and documents, contained in the public archives, is calculated to dampen the ardor, if not to repulse the ordinary scholar or man of business from the attempt to fathom the depths of the arcana; and the present effort of the author and compiler to aid in this undertaking is more with the view of essaying a treatise which by extension and improvement may hereafter become a *vade mecum* to the statesman and legislator, and subserving the public interest and convenience, than with the hope of effecting such object in the present edition.

—W. HICKEY, *The Constitution of the United States of America . . . With a Descriptive Account of the State Papers, Public Documents, and Other Sources of Political and Statistical Information at the Seat of Government*, p. 439 (Philadelphia, 1848).