

The Study of State Archival Programs

By ERNST POSNER

Washington, D.C.

SEEN within the context of archival development in the United States, the Study of State Archival Programs is another link in the chain of events that started with the work of the Public Archives Commission of the American Historical Association in 1899. The reports of the commission, superseded though they are by now and uneven as regards their approach and content, have in many respects furnished the foundation on which the present study has been able to build. In their entirety they testify to the well-known fact that American scholarship has always been ready to "do something about it" when an unwholesome situation seemed to call for action, for in a good many States the reports had a practical influence upon administrative arrangements for the care and increased accessibility of public archives. In a way, the present Study of State Archival Programs is a continuation, on a professional basis, of the efforts of the Public Archives Commission, though the emphasis now is on organization for archival service and archival services rendered rather than on archival holdings.

Made possible by a generous grant from the Council of Library Resources, Inc., and the personal interest of Verner Clapp, its Executive Director, the Study was started on February 1, 1962. Inasmuch as archival, library, and historical agencies had been overwhelmed by requests to answer detailed questionnaires, it was decided to prepare, on the basis of available data and according to a standard pattern, digests of information that were to serve as a basis of discussion at the time the Director of the Study was to visit the different archival agencies. These visitations were started on March 11, 1962, and completed on April 30, 1963. Intervals between visitation trips were used to prepare the digests for the next trip and to consolidate the information gathered—in essays describing the backgrounds, present organization, and activities of individual agencies.

These essays, reviewed by the Director's Advisory Committee, are designed to form Chapter 2 of the Study. It will be preceded by a chapter dealing with the evolution of the State archives func-

tion, while Chapter 3 will analyze the findings presented in Chapter 2. It will lead up to a statement of minimum standards for State archival agencies that is to have the approval of the Society's Committee on Professional Standards.

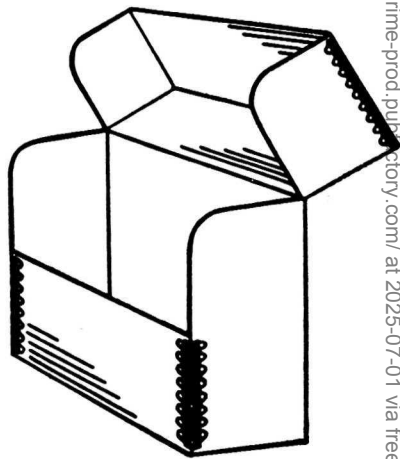
Although a draft of these standards has been prepared and is now in the process of being reviewed by the Advisory Committee, it would be premature to discuss them at this point. Nor does space permit summarizing the findings of the Study. In spite of the fact that organization for archival work and services performed differ from State to State to the point of incomparability, it is obvious that in the majority of the States considerable progress has been made. New buildings recently completed or under construction in New Hampshire, Texas, Washington, New Jersey, Pennsylvania, and Georgia are outward symptoms of such progress. Responsibility for, or participation in, records management has enabled many a State archivist to bring his viewpoints to bear on the creation and maintenance of records and to control the selection and to regularize the transfer of permanently valuable records to his custody. Training courses in various parts of the country and the activities of the Society of American Archivists, including its journal, have helped achieve a greater uniformity of thinking and practice. On the other hand, much remains to be done. There still are certain States without any archival program. In others programs have become inactive, archival laws are antiquated, and physical facilities are inadequate. In some of the "underdeveloped" States quantities of records are being microfilmed without reference to a program of records management—a cardinal sin. And last but not least, with a few exceptions, there is not sufficient personnel for what after all are important tasks of the archivist, namely the arrangement of *fonds* and their description.

It is believed that the Study will support these and other general statements. Though it will not be completed before the end of August, the Council of the Society has given attention to the best way of publishing it. At its Christmas meeting, it charged the editor with exploring the possibility of using the services of a university press for the purpose. Of the presses contacted the University of Chicago Press expressed its interest in publishing the Study at particularly favorable terms, provided the completed manuscript meets its expectations, and consequently at the May meeting the Council decided to accept this tentative offer. According to the terms of this preliminary agreement, the press is to receive the manuscript in November for publication in early 1964.

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To the Hon. Gen^l Assembly

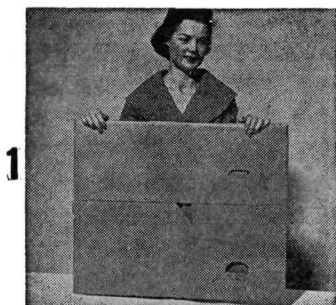
Your committee appointed to enquire into the expediency of printing the first constitution of this State & the Laws which were passed under that constitution together with such other laws of this State as are not now in print Respectfully Report that on examination they find that the first constitution of this State which was adopted in December 1777 is not in print. That no Laws passed previous to the month of Feb.y 1779, are on Record in the office of the Secretary of State – That in Feb.y & March 1779, a code of Laws was passed with which the Records in the office of Secretary commence. – that the constitution was revised by a convention holden at Manchester in the year 1786, & very important amendments were adopted. – that in February & March 1787 a general Revision of the Laws was made & for the first time the laws were bound in a volume, and all the laws which have since been passed have been bound in volumes at different times & will with sufficient certainty be continued for future use should the Records in the Secretarys office be destroyed. – but the laws which were passed previous to the year 1787 were not bound – Some of your committee recollect that the laws which were passed in 1778 were printed in a small Pamphlet & as they are not found in the Secretarys office, it is probable that they were all Temporary or that the Laws which were then passed were printed in a large folio pamphlet & distributed to the small number of Magistrates, then, by Reason of the Revolutionary war confined to the present counties of Bennington, Windham, Windsor & a part of the county of Rutland. Some of your committee have formerly seen them & have made use of them in courts of Justice, but have not seen them for many years past, & should the Records in the Secretarys office be destroyed, there would be a blank in the History of our Legislation which could never be filled

Your committee also find that the council of Safety was formed about the year 1775 but no Journals of their proceedings previous to August 1777 are in the Office of the Secretary – Your committee are deeply impressed with the importance of collecting and preserving the Records of the origin & Formation of the Gov^t of this State No People on the face of the Earth have more Reason to be proud of their origin & to no people can it be more gratifying or more useful to look back on the Patriotism, Enterprise, Perseverance & unshaken firmness of their Fore Fathers – Your committee therefore respectfully recommend the passage of the accompanying Bill.

Montpelier Nov 7th 1821

Joel Pratt for Committee

— VERMONT STATE PAPERS, vol. 74, p. 96, in the Office of the Secretary of State, Montpelier; contributed by Allen Soule, State Historian. “This committee report,” Dr. Soule informs us, “led to the publication, in 1823, of Slade’s *Vermont State Papers*—forerunner of the present S. P. of Vt. series. That volume contained a miscellany of early laws, journals, convention records, and other documents.”



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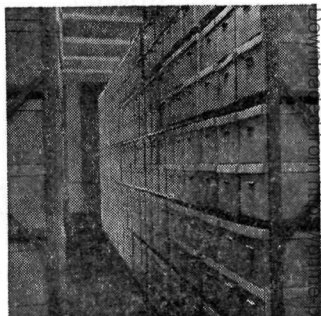
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The Society of American Archivists

Announcement of Annual Meetings

1963-1967

1963	Raleigh, North Carolina October 2-5
1964	Austin, Texas
1965	Washington, D. C.
1966	Atlanta, Georgia
1967	Ottawa, Canada



Annual meetings are held usually in late September or early October. Detailed information about the Austin meeting will become available early in 1964.

OUR OCTOBER ISSUE

WILL BRING YOU

G. Belov : *Archives in the U.S.S.R.*

Bogomir Chokel : *The Archives of Bulgaria*

William F. Welke : *The Papers of the Viscounts Melville*

Josephine D. Allen : *Documenting the Lincoln Museum Collection*

James L. Gear : *The Repair of Documents—American Beginnings*

Clyde M. Collier : *The Archivist and Weather Records*

Cyrus B. King : *The Archivist and "Ancient Documents" as Evidence*



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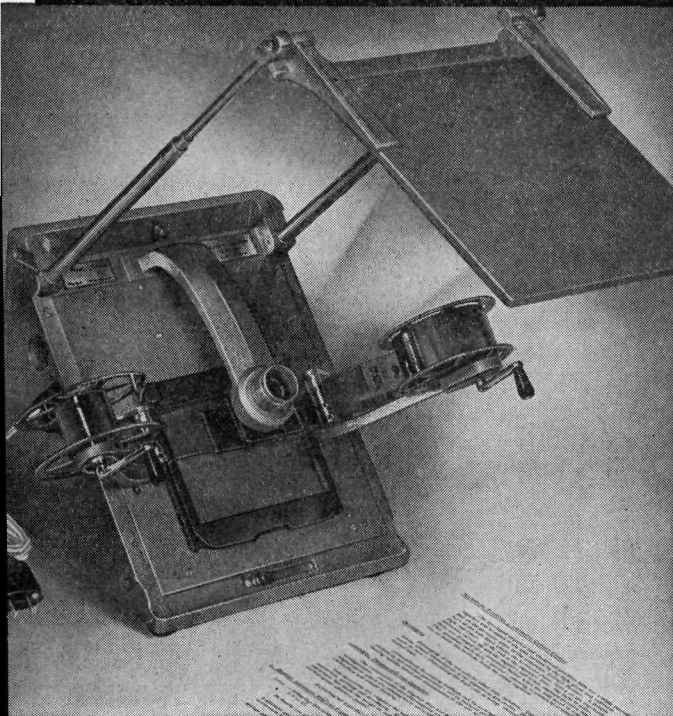


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The Right Connections

. . . For two centuries and a half the assertion that Vespucci had somehow contrived to cheat people into the belief that he was the discoverer of the western hemisphere was repeated by historians, proclaimed in cyclopædias, preached about by moralists, and taught to children in their school-books. In the queer lumber-garret of half-formed notions which for the majority of mankind does duty as history this particular misty notion was, and is still, pretty sure to be found. Until the nineteenth century scarcely anybody had a good word for the great navigator except Bandini, Canovai, and other Florentine writers. But inasmuch as most of these defenders simply stood by their fellow-countryman from the same kind of so-called "patriotic" motives that impel Scandinavian writers to attack Columbus, their arguments produced little impression; and being quite as much in the dark as their adversaries, they were apt to overdo the business and hurt their case by trying to prove too much. Until the middle of the present century the renewal of assaults upon Vespucci used to come in periodic spasms, like the cholera or the fashion of poke bonnets. Early in this century the publication of many original documents seemed at first only to enhance the confusion, for it took time and patient thinking to get so many new facts into the right connections.

—JOHN FISKE, *The Discovery of America*, 2: 394-397 (Boston and New York, 1902).

Improvement of Means of Reference

It is proposed to review progress on the programme in two years' time and to lay plans for continuance, particularly in relation to the future publication of volumes in established series. Among the points likely to arise at that review, and to which it is hoped that those interested will give some thought in the meantime, are:

(a) What priorities do historians and other users of the Office wish to be afforded to improvement of means of reference—whether by texts, calendars, lists or indexes—to particular classes of records for particular periods?

(b) Has the academic world any suggestions for assistance which scholars could offer for work within an approved programme?

(c) What use can be made of modern techniques for reproducing original documents?

(d) What is the effective demand for publication or reproduction of record material?

(e) Apart from the preparation of texts, calendars, lists, indexes, etc., are there other directions in which the expertise within the Office could make a useful contribution to historical scholarship?

—*Fourth Annual Report . . . on the Work of the Public Record Office* . . . 1962, p. 5 (London, 1963).

THE SOCIETY OF AMERICAN ARCHIVISTS

and

THE AMERICAN UNIVERSITY

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 2-5, 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.

The appendixes to the report (p. 114-192) give details on such subjects as the administration and growth of the department, its personnel, and recent accessions; the microfilm and laminating programs; the work of the records center; markers erected; and visitor registration. This reviewer has found the appendixes useful for reference.

If the report has been distributed in quantity to North Carolina citizens, it has surely succeeded in "selling Tarheel history." North Carolinians should be proud of the accomplishments of the State Department of Archives and History, and more citizens should be inspired by this report to make better use of the State's historical and archival resources.

LOLA M. HOMESHER

Wyoming State Archives and Historical Department

Not Necessarily Historians

Archivists are not necessarily historians. Their job is to look after the historian's raw material. They must of course also serve many other enquirers concerned with disciplines as varied as administration and ethnography, sociology and statistics, hydrology and etymology; modern archive-keepers in fact have been forced to become more and more catholic in their interests, as public authorities in the twentieth century have continued to expand their functions, with the result that the files lying in the stacks contain an ever-growing amount of information on the most unlikely subjects.

Archivists nevertheless do work with the past, which is reflected by the files in their keeping; and they do have a specific obligation to make their material available to the world of scholarship.

One of the most welcome is the publication of guides and descriptions of their collections to provide a good all-round conspectus of the kind of material open for inspection. For the specialist the archivist may publish series of selected key documents in full, with historical introductions and notes to explain them where necessary, or he may publish documents in *précis*, in the form of calendars. A further development from this is the compilation of a definitive history of his country.

— NATIONAL ARCHIVES OF RHODESIA AND NYASALAND, *Archives in a Growing Society; a Report by the Director for the Period 1 July 1954 to 30 June 1962*, p. 63 (Salisbury, 1963).

GONDOS AWARD

Closing date for receipt of entries: August 1, 1963

For details see announcement facing p. 371

Technical Notes

CLARK W. NELSON, *Editor*

Mayo Clinic

RECENT DEVELOPMENTS

Paper Permanence Research

A research program to study the permanence and durability characteristics of papers has been commissioned by the Cotton Fiber Paper Manufacturers. It will be undertaken by The Institute of Paper Chemistry, Appleton, Wis. The institute will explore a number of possible tests in order to arrive at some degree of standardization. The various tests include tearing strength, folding endurance, and tensile strength. Papers will be subjected to these tests both before and after aging and simulated durability treatments.

Exhibit Mounting Board

Charles T. Bainbridge's Sons, Brooklyn, has added a 22×32-inch stock size to their all-rag mat museum mounting board. This board is particularly useful in mounting valuable documents because it is lignin free, manufactured according to pH content and rag-quality specifications, and resistant to discoloration.

National Fire Protection Association

The National Fire Protection Association, 60 Batterymarch St., Boston, Mass., has announced the appointment of Hayden Mason as librarian. He will be in charge of one of the most extensive repositories of fire information in the world. Expansion of the technical library services is under his direction.

Apeco-Xerox Licensing Agreement

Xerox Corp. and American Photocopy Equipment Co. have announced a longterm licensing agreement whereby the latter will manufacture its copying machine, the Electro-Stat, under U. S. and Canadian patents owned or controlled by Xerox.

Document Protection

Tuffak, a semiflexible, oriented acrylic sheet, was recently introduced by Rohm & Haas Co., Philadelphia. It can be used to help protect documents or objects from damage caused by souvenir hunters and vandals. Tuffak is transparent and is said to be tough and resistant to impact. It can be drilled, sawed, routed, punched, or nailed and comes in a variety of thicknesses and sheet sizes.

One means of shielding valuable documents and art treasures from the

Contributions to this department should be addressed to Clark W. Nelson,
Archivist, Mayo Clinic, Rochester, Minn.

damaging effects of ultraviolet light emitted by fluorescent lamps has been developed. This technique employs colorless tubes, extruded of acrylic plastic, which are slipped over the fluorescent lamps. The material used is a special grade of ultraviolet absorbent Plexiglas acrylic plastic. This plastic is said to absorb the radiation emitted in the ultraviolet range without affecting the quality of the visible light. In addition, it is lightweight, resistant to breakage, and requires minimum maintenance. The tubes are extruded by Westlake Plastic Co. in Lenni, Pa., from Plexiglas acrylic plastic, a product of Rohm & Haas Co., Philadelphia.

Kodak Readyprint Copier

Late this summer Kodak will make available its new Readyprint Copier. This compact desktop machine makes single copies of documents in 25 seconds and stores its own supply of negative and positive paper in 100-sheet packs. Entirely new chemicals and sensitized paper were developed for it. The unit has a disposable cartridge the activator solution of which produces about 750 copies or enough for at least a month in the average office. Price: \$295.

New Dry Photocopying Machines

A line of photocopying machines said to represent new technology in completely dry photocopying has been announced by Minnesota Mining and Manufacturing Co. The machines operate by the "Dual Spectrum" process derived from the "use of two segments of the electromagnetic spectrum—combining photographic type exposure with the advantages of completely dry development." They are said to provide permanent copies easily for about 5¢ each of all types of documents, including bound volumes, without the need for liquids or chemicals. These 3M Brand Dry Photo-Copiers are now available in two models, the 107 office model and the 107 portable model. They are desktop size, weigh 49 and 22 pounds respectively, and cost \$249 each.

Recordak Microtape Distribution

The Microtape system of miniaturizing files is now distributed through the nationwide facilities of Recordak Corp. The processing of Microtape prints will be handled by the firm's 38 branches. Microtape is produced by high-speed photographic contact printing from roll microfilm onto continuous rolls of photographic paper in 16mm. or 35mm. widths. These prints are cut and then pressure-applied to cards, which may be then filed under any scheme. As many as 15,000 letter-size or smaller records can be filed per inch of standard file cards. The Microtape has a hard, highgloss surface with high resistance to abrasion, scratching, or other surface impairment of the image.

NATIONAL MICROFILM ASSOCIATION CONVENTION

The 12th annual meeting of the National Microfilm Association was held April 30–May 2 at the Sheraton-Palace Hotel in San Francisco. "Microreproduction: Key to International Communication" was the theme. Thirty papers were delivered covering developments in microfilm materials, processing, applications, and systems as well as such special topics as the status of

microfilming in Japan and Germany, the need for a microfilm standardization program, and the revised microcopy resolution test chart.

In general, the convention reflected considerable optimism about the future growth and expansion of the uses of microfilm throughout the world. The concept of microfilm as an active record partner rather than a passive one was stressed. It was noted that microfilm is replacing paper as the working document in some large operations. In contrast, however, attention was focused on some of its limitations such as expensive equipment and the high cost of preparing older, poorly arranged records for filming. References were also made to archival quality. While the technical aspects of this term seemed to have general understanding, there appeared to be need for further clarification and definition by archivists and librarians to arrive at its true meaning.

During the convention 42 manufacturers displayed their products. European as well as American firms were represented. Among those showing new products were:

Minnesota Mining and Manufacturing Co.

A new microfilm processor-camera that performs in one operation the functions of three different pieces of equipment—a camera, a processor, and a film mounter. This is the Filmsort 1000D Processor-Camera, which has an operating cycle of 50 seconds and films to the "D" Mil Camera Card. The camera films at a fixed reduction of 16 diameters and can take both sides of a document on a single frame of microfilm. The loading is accomplished with a lightproof cartridge containing 500 "Filmsort" camera cards with previously mounted and ready-to-expose frames of 35mm. silver microfilm. At the press of a button the camera will film drawings or documents, process the film, and deliver the fully exposed and developed microfilm mounted in aperture cards. Price: \$2,595.

Continuous tone printing from a modified "Filmac 100" microfilm was also shown for the first time. Its process is accomplished in two steps: printing and finishing. While the printing phase is essentially the same as the conventional Filmac 100, it does use a different type of activator and printing paper. After printing, the paper is passed through a finisher. The complete cycle for printing and finishing is approximately 15 seconds. The modified reader-printer, which includes the finishing unit, has been designated the "Filmac 100-T"; it will take negatives in sizes ranging from 35mm. to $2\frac{1}{4} \times 2\frac{1}{4}$ inches. In advance testing the unit has also made black-and-white prints from color negatives.

An improved paper for the Filmac Reader-Printer was demonstrated. The Reader Printer Paper Type 764 is a new lighter weight material. It has more sensitized coating and greater fold and crease resistance than its predecessor.

Recordak Corp.

A new 35mm. microfilm for which higher resolving power and image quality are claimed. It is manufactured according to a new coating technique recently perfected by Eastman Kodak Co. This Recordak Micro-File AHU Film has a clear base with a thin emulsion coated over an antihalation coating that bleaches out in processing. The AHU emulsion is harder in consistency for greater resistance to abrasion and scratching. Light scatter is all but eliminated from the projected AHU film image, which combines with the extremely fine grain and higher resolving power of the emulsion to yield extraordinary image sharpness and depth. This inherently improved image quality is transmitted to film prints and enlarged photofacsimiles made from Micro-File AHU negatives. Processing of the new Recordak Micro-File AHU Film is simplified since the jet backing removal stage, with its attendant sludge problems, is eliminated. Because of its thinner emulsion, it dries faster, and total processing

time is proportionately reduced. AHU emulsions can be processed at solution temperatures as high as 90°F. Availability of the new Micro-File AHU film is presently limited to 35mm. 100-foot rolls.

Miracode, Recordak's new information storage and retrieval system, was impressively demonstrated. It utilizes binary coded microfilm for the storage of document images, index data, and abstracts. The system is modular in concept and can be varied in application and equipment. By using their existing equipment and modifying it simply and compactly, Recordak has shown one way to reduce the high costs of the elaborate retrieval systems.

Photostat Corp.

The new RF Model 18.24 Reader-Printer. This machine is universal in its input, handling not only aperture cards but making either opaque or translucent prints from 35mm. roll film, acetate jackets, and microfiche. It will also make blowups from continuous tone 35mm. photographic negatives. The unit produces prints automatically trimmed to any length from 8 to 24 inches, as selected. Lateral portions of the viewed image may be masked. The chemicals in the machine remain in their original containers, a process eliminating messy handling when draining the machine.

Caps Equipment, Ltd.

The first microfilm enlarger in the world to make highspeed dry copies on a wide range of existing copying papers in an infinitely variable range of sizes. The enlarger has a range of 6 to 16 times that of a microfilm image. It can be used for multicopying printing and for offset printing. It will also produce continuous tone prints on photographic paper.

Microcard Reader Corp.

The Micro III Reader designed for convenient and portable use. Being only a little larger than a legal-size sheet of paper and weighing six pounds, it is certain to attract those needing such equipment. It handles, however, only Microcards, opaques, microfiche, and jacketed microfilm. Price: \$129.95.

Harbingers

. . . the service provided by the new mechanisms cannot yet compete either in cost or convenience with the traditional methods; for the purposes which most libraries serve, the book still provides the least expensive and most convenient form of storage of information, and the card catalog and the book-index the most flexible and effective instruments for reaching it. For another, even were techniques and devices developed which would enable a mechanized service to rival or even to exceed the satisfactoriness of traditional methods, the new mechanisms would require an expensive conversion of records to machine-readable form—typically microtext, punched cards or computer tape. It may be foreseen that records will eventually be initially published in such forms (and indeed, there are harbingers of this); but, meanwhile, libraries will necessarily be slow to convert.

— VERNER W. CLAPP, "The Sixth Year," in *6th Annual Report* [of the Council on Library Resources, Inc.] *for the Period Ending June 30, 1962*, p. 9.

News Notes

DOROTHY HILL GERSACK, *Editor*

National Archives and Records Service

SOCIETY OF AMERICAN ARCHIVISTS

Joint SAA-AASLH Annual Meeting

Although the programs to be presented by the two organizations are not yet final, some details of the arrangements for the forthcoming joint annual meeting of the Society of American Archivists and the American Association for State and Local History can be announced. The joint meeting (SAA's 27th annual meeting and AASLH's 23d) will be held in Raleigh, N. C., October 2-5, 1963, under the principal auspices of the North Carolina Department of Archives and History. Meeting headquarters will be at the Hotel Sir Walter. Christopher Crittenden will serve as coordinating chairman for local arrangements, with A. M. Patterson handling local arrangements for SAA and W. S. Tarlton performing this service for AASLH.

SAA's program chairman will be Thomas Wilds of Union Carbide Corp., New York City. For Wednesday, October 2, SAA plans several workshops on university archives, church archives, business archives, information retrieval, and microfilming. Sessions on scientific records and on archives and records management in government and business will be presented on Thursday morning, October 3, and in the afternoon Ernst Posner will speak on the Study of State Archives and Robert Shiff on Archives and Records Management of Automated Records. One of the sessions of Friday, October 4, will be devoted to international relations in the archival field.

Herbert E. Kahler, Chief Historian of the National Park Service, will be the general AASLH program chairman. Session topics as now planned are as follows: Survey of Historical Agencies; Changing Requirements for Museums; Conservation of Museum Objects; Care of Documents, Prints, and Manuscripts; Responsibility of Federal, State, and Local Agencies for the Preservation of Historic Sites and Buildings; Exhibiting Prehistoric Materials in a Historical Museum; Commemorative Programs of Local Historical Societies; and What's New and Effective in Interpretation? AASLH's dinner meeting on Wednesday evening, October 2, will feature Jonathan Daniels, editor of the *Raleigh News and Observer*; and Voit Gilmore, Director, U. S. Travel Service, will be AASLH's luncheon speaker on the same day.

Joint SAA-AASLH sessions will include one on the National Union Catalog of Manuscript Collections, with Lester J. Cappon as moderator, on Thursday, October 3, and on the same day a luncheon session at which Gov. Terry Sanford will speak. On Saturday morning and afternoon there will be

News for the next issue should be sent by Aug. 1 to Mrs. Dorothy Hill Gersack, Office of Records Appraisal, National Archives and Records Service, Washington 25, D. C.

provisions for field trips to Tryon Palace in New Bern and to Old Salem in Winston-Salem.

Materials giving more detailed information about the joint meeting will be mailed to the members of the two participating organizations in the course of the summer. We suggest that our readers watch for other announcements about the meeting in AASLH's *History News*.

Honors

On June 1 Clemson College bestowed its honorary Doctor of Laws degree on PHILIP MAY HAMER, former Executive Director of the National Historical Publications Commission and former president of the Society.

The University of Nebraska Press has reprinted (as Bison Book 166) *The Granger Movement; a Study of Agricultural Organization and Its Political, Economic, and Social Manifestations, 1870-1880*, by Solon Justus Buck. This important work by the second Archivist of the United States and former president of the Society of American Archivists, first published in 1913 by the Harvard University Press and reprinted by that press in 1931, has been out of print for some years. Solon Buck died in 1962.

New Members

INDIVIDUAL: Walter V. Barbash, Alexandria, Va.; the Rev. Dorris A. Flesner, Minneapolis, Minn.; Cecil J. Harribine, Easton, Maine; William P. Hunnewell, Boston, Mass.; Richard W. Leopold, Evanston, Ill.; the Rev. Joel W. Lundeen, Rock Island, Ill.; the Rev. Dr. Malvin H. Lundeen, New York City; N. Harold Mundell, Denver, Colo.; Keltah T. Narbut, Greenville, Pa.; Corrine M. Nordquest, Boston, Mass.; the Rev. Gilbert T. Otte, Detroit, Mich.; William J. Port, Mechanicsburg, Pa.; George W. Southworth, Detroit, Mich.; Thomas T. Thalken, Irving, Tex.; Edward C. Wolf, West Liberty, W. Va. INDIVIDUAL FOREIGN: Nina L. Edwards, Burlington, Ont., Canada; Gustavo Pineda Gonzales, Bogotá, Colombia; Margherita Marcoal di, Rome; Jean Perche, Paris; Frans Rijudert Johan Verhoeven, Selangor, Malaya. INSTITUTIONAL: Moravian Music Foundation, Winston-Salem, N. C.; Bureau of Public Libraries, Manila, Philippines.

Résumé of Council Minutes

Chicago, December 28, 1962

The winter Council meeting was called to order at 5 p.m. in the suite of President Leon deValinger, Jr., at the Essex Inn, Chicago, Ill. Those present were Leon deValinger, Jr., Everett Alldredge, Dolores C. Renze, H. G. Jones, Ken Munden, William D. Overman, Seymour J. Pomrenze, August Suelflow, and Leonidas Dodson. Minutes for the Council meetings of September 30 and October 3, 1962, were read, amended, and adopted as amended.

President deValinger reported progress on plans for the 1963 joint meeting of the Society with the American Association for State and Local History. With regard to the recently completed study by the Society's Long-Range Planning Committee, the president discussed information received from other organizations, somewhat similar to the Society of American Archivists, indicating that several which have instituted paid secretariats have met financial difficulties.

The president reported that he had requested the secretary to revise the statement of objectives of the Society as set forth in its constitution. The

revision would bring the constitution in line with the maturity and expanded purposes of the Society, as indicated by the motion of Wayne C. Grover (minutes, Apr. 19, 1960), adopted by Council, and would provide the necessary basis for requesting a ruling by the U.S. Treasury Department that the Society is in fact an educational organization, gifts to which may be tax-exempt. Mrs. Renze' draft of the revised statement is to be referred to the Professional Standards Committee for its review and recommendations to the Council.

Mr. deValinger has acknowledged acceptance of the Gondos Award proposal; and Alice Smith, chairman of the Society's Manuscripts Committee, has been designated to represent the Society on the award committee.

Copies of a report by Ernst Posner, Director of the State Archives Study, were distributed by Vice President Alldredge. The report summarized progress and included recommendations for publication of the study report. Adopting a motion by Dr. Overman, the Council instructed the editor to explore Dr. Posner's proposal that the report be published by a university press and in consultation with Dr. Posner, to arrive at concrete proposals for presentation to President deValinger in advance of the spring Council meeting. It was noted that it is time for the president to make a formal request for the additional \$14,000 due for the study grant. The Council approved an amendment of letters of appointment for Dr. Posner and his assistant, Mrs. Bray, extending the project through August 31, 1963; granting leave without pay to Dr. Posner and Mrs. Bray for the month of July 1963; and changing Mrs. Bray's title from research secretary to research assistant.

Secretary Renze distributed copies of the Society's constitution as currently amended, a list of 1962-63 committee chairmen, and a "Guide to Operational Procedures" for committees.

The secretary was directed to incorporate the Society's recently constituted Committee on the Manuscripts and Archives of Science into the special areas committee structure. The chairman of this committee, Herman Friis of the National Archives, has been requested to report to the Council any plans or recommendations the committee may wish to make. An invitation extended to the Society of American Archivists to affiliate as a member of the Council of National Library Associations, Inc., was presented; the objectives of the organization were discussed; and a motion, duly approved by the Council, authorized the president to accept the invitation, to direct the payment of the necessary dues (\$20), and to appoint the principal delegate and alternate for the Society. The propriety of reopening the question of affiliation with the American Council of Learned Societies was also discussed but no action was taken.

Mrs. Renze presented for the Council's examination a preliminary draft of the manual she is preparing for use of officers, Council members, and committee chairmen.

H. G. Jones, treasurer, gave his quarterly financial report and distributed copies of it and of the separate report on the special projects fund. He also informed the Council that he had asked the U.S. Department of the Treasury

if an income tax report could be made for six months because of the change in the Society's accounting from fiscal year to calendar year. (Subsequently this request was denied.) Mr. Jones also reported on his handling of publications distribution. With reference to committee publications, the Council adopted the following policy: copies will be furnished upon request without charge to members, and a nominal charge of \$1 for each publication will be made to nonmembers.

Ken Munden, editor of the *American Archivist*, outlined his general plan for the 1963 issues of the journal.

Mr. Jones, chairman of the Finance Committee, reported on the proposed budget for 1963. With some minor adjustment, the proposed budget was adopted by the Council. The treasurer was authorized to transfer up to \$4,000 from the current operating fund to two reserve fund accounts, the life membership trust fund account and the Society's special reserve fund account.

The Council approved meeting places for the next several years as follows: 1964, Austin, Tex.; 1965, Washington, D.C.; 1966, Atlanta, Ga.; 1967, Ottawa, Canada.

Mr. Pomrenze suggested a study of archival and records management training at universities and colleges and discussed the need for a textbook on records management. It was pointed out that two of the Society's committees are already studying such training and are scheduled to report in October 1963, that there seem to be a number of published texts and manuals relating to records management (no conclusions were reached as to their merit or adequacy), and that the preparation of a bibliography in this area might have some merit.

After a discussion of the problems that arise when members of the Council are unable to attend its meetings with any frequency or regularity (especially since the constitution provides that a seven-member quorum is necessary to transact business), it was the consensus of the Council that when members are elected to office they become responsible for regular attendance at Council meetings (except, of course, in case of valid reason for nonattendance), that failure of a member to attend two or more successive meetings of the Council indicates that he is not serving the best interests of the Society, and that possibly such a member should be asked to resign so that the Council may function more effectively.

The following announcements were made: (1) The Archives Round Table will meet in June 1963 at Budapest. Mr. Munden proposed Ernst Posner as the Society's delegate, but the president was authorized to make an appointment. (2) Mrs. Renze informed the Council that the sponsors of the annual incentive award for accomplishments in regional, State, and local records programs would present the details of their proposal to the Council at the spring meeting.

The meeting adjourned at 7:17 p.m.

DOLORES C. RENZE, *Secretary*

OTHER PROFESSIONAL ASSOCIATIONS

International Council on Archives

The Committee on the Guide to Sources of African History will meet in September in Geneva or The Hague. Further information may be obtained from Robert Henri Bautier, 60, rue des Francs-Bourgeois, Paris 3^e, France.

International Congress on Reprography

The detailed program of the First International Congress on Reprography, to be held in Cologne October 14-19, 1963, will be forwarded on request by the Congress Bureau of the Deutsche Gesellschaft für Photographie e. V., Cologne, Neumarkt 49, Germany. The bureau defines reprography as "a collective term comprising the various processes of the facsimile reproduction of all types of documents including the production of photocopies, microcopies, plan prints, electrocopies and thermocopies, etc."

International Council of Museums

The Commission for the Preservation of Illuminated Manuscripts will meet in Leningrad in September. Further information may be obtained from the council at 6, rue Franklin, Paris 7^e, France.

American Records Management Association

At the spring meeting of the association's Southeastern Chapter, held in Atlanta on May 16 and 17, North Carolina State Archivist H. G. Jones spoke on "Elements of a Comprehensive State-Administered Program for Records Management." Mary Givens Bryan, Director, Georgia Department of Archives and History, was hostess for the meeting, which included a tour of the GSA Region 4 Federal Records Center conducted by Warren R. Wilson, center chief.

American Management Association

AMA's orientation seminar "EDP, Audits and Controls," held April 17-19, in New York City, was so popular that it was repeated June 12-14. Two other orientation seminars have been held this year. One on "Paperwork Management" was held April 22-26 and one on "Managing Modern Printing, Duplicating, and Copying Operations" was held June 24-26. Three workshop seminars, held June 19-21, covered management information systems, the systems function, and office methods improvements. Three workshop seminars, to be held July 10-12 at the Hotel Astor, New York City, will cover office supervision and clerical productivity, message and wire communications services, and organization and management of the records management function. The last, to be limited to 15 persons, will be led by William L. Rofes, Supervisor, Records Management, Republic Aviation Co., and chairman of the SAA Committee on Records Management. Further information may be obtained from American Management Association, Inc., 1515 Broadway, New York 36, N.Y.

Canadian Historical Association

The association's Archives Section, of which Hugh A. Dempsey is chairman, has published recently its *Survey of Archivists' Positions in Canada* (14 p.). Organized by province, the *Survey* gives details of the duties, qualifications, and salary of archivist or librarian grades in principal archival depositories. Copies are presumably available from Mr. Dempsey, Glenbow Foundation, 1202 6th St., S.W., Calgary, Alberta, Canada.

Office Management Conference

The School of Business and Technology, Oregon State University, sponsored its Office Management Conference on May 24 in Corvallis. Everett O. Alldredge, vice president of the Society of American Archivists, and David C. Duniway, Oregon State Archivist, were among the participants.

NATIONAL ARCHIVES AND RECORDS SERVICE

National Archives

An exhibit of about 50 photographs and documents honoring Sir Winston Churchill, honorary citizen of the United States, was opened on April 22. Among the documents, many of which are exhibited for the first time, are his first draft of the Atlantic Charter, his directive to General Alexander to take or destroy the German-Italian army under Rommel in North Africa, the original act and the Presidential proclamation conferring citizenship upon Churchill, and his letter of acceptance to President Kennedy. Documents and photographs for the exhibit were obtained from the White House, the British Information Service, the Department of State, the Army Signal Corps, the Franklin D. Roosevelt Library, and the Archives itself. ¶ Among records recently received by the Archives from the Department of State are records of its offices responsible for Latin American affairs, 1905-43; records maintained by the office of Leo Pasvolksy relating to such matters as economic and political policies and postwar programs, 1938-45; and records of the Office of Protocol relating to social functions sponsored by the Department for heads of state and other foreign visitors, 1942-61, and to decorations and gifts presented by foreign governments to U.S. officials, 1900-30. Other accessions include records of the U.S. Commission for the U.S. Science Exhibit at the Seattle World's Fair, 1959-63; docketed case files of the Federal Communications Commission closed in 1959; and records of the Defense Electric Power Administration, 1950-53. ¶ The National Archives has recently published Special List No. 17, *Writings Relevant to Farm Management in the Records of the Bureau of Agricultural Economics*, by Vivian Wiser, and the following preliminary inventories of parts of its holdings: no. 150, *The Sir Henry S. Wellcome Papers in the Federal Records Center, Seattle, Washington*, by Elmer W. Lindgard; no. 151, *Records of the Office of the U. S. High Commissioner to the Philippine Islands*, by Richard S. Maxwell; no. 152, *Records of the Puerto Rico Reconstruction Administration*, by Mary Jane Schmittou and Mario D. Fenyo; no. 153, *Textual Records of The Panama*

Canal, by Richard W. Giroux and revised by Garry D. Ryan; and no. 154, *Records of the Office of Territories*, by Richard S. Maxwell and Evans Walker. ¶ Among microfilm publications recently completed are Appellate Case Files of the U.S. Supreme Court, 1792-1831 (96 rolls); Habeas Corpus Case Records, 1820-63, of the U.S. Circuit Court for the District of Columbia (2 rolls); Case Papers of the U.S. District Court for the Eastern District of Virginia, 1863-65, Relating to the Confiscation of Property (1 roll); Confederate Papers of the U.S. District Court for the Eastern District of North Carolina, 1861-65 (1 roll); State Department Records, 1910-29, Relating to Internal Affairs of Japan (43 rolls) and to Political Relations Between the United States and Japan (9 rolls) and Between Japan and Other States (1 roll); State Department Territorial Records for the Northwest Territory (1 roll) and the Southwest Territory (1 roll); Compiled Service Records of Volunteer Union Soldiers Who Served in Organizations From Arkansas (60 rolls), Florida (11 rolls), Mississippi (4 rolls), North Carolina (25 rolls), and Texas (13 rolls); Letters Sent by the Secretary of the Navy to Commandants and Navy Agents, 1808-65 (5 rolls); and Letters Sent by the Secretary of War to the President and Executive Departments, 1864-70 (5 rolls). The series of Letters Sent by the Secretary of War Relating to Military Affairs, previously microfilmed from 1800 to 1861, has now been completed through 1889 (110 rolls in all) and the indexes to this series, 1871-89, have also been microfilmed (12 rolls). ¶ 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.

Franklin D. Roosevelt Library

Additional correspondence of former Ambassador Herbert Claiborne Pell, 1937-41, describing political and commercial conditions in Portugal and Spain, has been received. ¶ Papers recently received by the Library from Mrs. Roosevelt's estate include her general correspondence for the years 1961-62; correspondence and other papers relating to trips in 1953-60; drafts of lectures, 1949, and of her column "My Day," 1955-62; and drafts of speeches and magazine articles, 1957-62. Also received were financial records and account books, 1945-62; papers of her former secretary, Malvina C. Thompson, who died in 1953; and a number of photographs. The Library's total holdings of Mrs. Roosevelt's papers now amount to about 1,100 cubic feet. In accordance with Mrs. Roosevelt's deed of gift to the Library, her papers are closed to research until they have been reviewed and classified.

Harry S. Truman Library

A prize book competition was established by the Board of Directors of the Harry S. Truman Library Institute at its annual meeting on March 30, 1963. A prize of \$1,000 will be awarded for the best book on the Truman period published in the biennium ending on June 30, 1964, and in each succeeding biennium. The prize will be a memorial to the late David D. Lloyd, who was executive director of the Harry S. Truman Library, Inc., the corporation

that constructed the Library building, and vice president of the institute. The residual funds of the corporation, which has fulfilled its objectives, will go to the institute to facilitate the research program of the Library. Following the board meeting, Prof. Dexter Perkins gave an address at the Library on "The Monroe Doctrine, a Sound Principle," and pianist José Iturbi gave a benefit concert for the grant-in-aid program of the institute. The Perkins lecture will be published. ¶ Recent acquisitions of papers by the Library include those of Senator Clinton P. Anderson, former Secretary of Agriculture; the legislative files of former Congressman Sidney R. Yates of Illinois; a first installment of the papers of Stephen A. Mitchell, former chairman of the Democratic National Committee; additional papers of John Snyder, James E. Webb, Fred J. Lawton, and Edwin A. Locke; and files of the National Committee Against Limiting the Presidency. ¶ Transcripts of interviews conducted in the oral history program with Henry Chiles, Edgar Hinde, Mrs. W. L. C. Palmer, and N. T. Veatch, longtime acquaintances of Mr. Truman in Missouri, have been opened for research. Interviews have begun in Washington with former members of the White House staff. ¶ The institute board at its meeting renewed the authorization for grants-in-aid up to a limit of \$1,000 each to promising graduate students and young scholars for projects involving the Truman Administration and the history of the Presidency. Applicants should write to the Director of the Library at Independence, Mo., for application forms and to ascertain whether the Library holds sufficient materials on their topics to warrant issuance of grants.

Office of the Federal Register

The 1962 volume of the *Public Papers of the Presidents*, the twelfth in the series, was scheduled for release in May. It contains verbatim transcripts of President Kennedy's news conferences and most of his public messages and statements that were released by the White House during the year. Among the 557 items included are special messages to the Congress on education, national health needs, and foreign aid; reports to the American people concerning the state of the national economy, nuclear testing and disarmament, and the Cuban crisis; joint statements with leaders of foreign governments; and a special interview with representatives of radio and television networks in which the President reviewed some of the highlights of his first two years in office. Volumes for the Eisenhower years and the first two volumes covering the Truman administration have already been published. Volumes to complete coverage of the Truman administration will be issued periodically. All volumes in the series are for sale by the Superintendent of Documents, Government Printing Office, Washington 25, D.C. ¶ The 1963-64 edition of the *United States Government Organization Manual*, revised as of June 1, 1963, will be placed on sale early in July. It may be obtained from the Superintendent of Documents, Government Printing Office, Washington 25, D.C., at \$1.75 a copy. ¶ The ninth annual edition of the *Guide to Record Retention Requirements*, revised as of January 1, 1963, was placed on sale February 28 by the Superintendent of Documents, at 15c

a copy. It is designed to acquaint the public with the type of non-Federal records that are required to be kept, who must keep them, and for what length of time.

National Historical Publications Commission

The Commission's *Report to the President Containing a Proposal . . . to Meet Existing and Anticipated Needs Over the Next Ten Years Under a National Program for the Collection, Preservation, and Publication, or Dissemination by Other Means, of the Documentary Sources of American History* (61 p.) was released and distributed in March. The proposed legislation (printed in appendix A of the *Report*) authorizing the Commission to carry out a grant-in-aid program "to Federal, State, and local agencies and to non-profit organizations and institutions, for the collecting, describing, editing, and publishing (including microfilming and other forms of reproduction) of documentary sources significant to the history of the United States" was introduced into Congress in April. A campaign for support for matching funds from private philanthropic sources will be carried on simultaneously. President Kennedy, in a letter published in facsimile as a frontispiece to the *Report*, has given the needed legislation his "full approval," and added, "I feel confident that our private foundations and the Federal Government will together agree to provide the necessary budget."

Office of Records Management

Every two years Federal agencies report to GSA the volume of their records holdings. The following table shows the comparative figures in cubic feet for June 30, 1962, and June 30, 1960:

	1962	1960
Total Federal records	24,532,900	24,450,500
In agency office space	13,118,500	13,253,900
In agency records centers and holding areas	3,336,700	4,520,900
In Federal Records Centers	7,163,600	5,763,800
In the National Archives	914,100	911,900

In the two years, despite the growth of the country and the Government, Federal records increased only three-tenths of one percent, or 82,400 cubic feet. Even more encouraging, records in agency office space decreased 135,400 cubic feet, or 1 percent, and records in agency records centers and holding areas dropped 1,184,200 cubic feet, or 26 percent. Federal Records Centers provided low-cost storage and service for the records removed from the agencies. (By the end of March 1963 the records in the Federal Records Centers, including the national centers in St. Louis, had increased to 7,371,000 cubic feet. This figure, 30 percent of all Federal records in existence, is an all-time high.)

The popularity of the Source Data Automation Workshop is growing. During January 1-March 31 over 500 participants attended 30 workshops conducted by NARS. An important feature is proving to be the round table or followup session where participants report on applications they have developed using techniques suggested by the workshops. Reports of round tables

show enthusiasm among participants and a revealing breadth of understanding in applying SDA principles. ¶ The Federal Aviation Agency completed its "Operation Cleanout" in its headquarters offices last January as a part of the planned move to its new quarters. The Region 3 Federal Records Center cooperated closely with the drive, which resulted in the disposal of 10,080 cubic feet of records, the transfer of an additional 3,025 cubic feet to the Alexandria Center, and the release of equipment and space worth \$109,000. ¶ By Executive Order 11093 the President, on February 26, assigned surveillance of the vital records responsibility within the Federal Government to GSA. This will call for revision of the records management handbook, *Protecting Vital Operating Records*; new regulations in Title 3; and a new reporting system from the Federal agencies to GSA. ¶ The final report prepared by the George Washington University, under a contract financed by the Office of Emergency Planning and monitored by NARS for GSA, has been sent to OEP. The report covers a study of records essential for identifying individuals and reestablishing their rights in a postemergency period. ¶ The Fort Worth Federal Records Center has been moved to the Fort Worth Army Depot. An open house was held in the new quarters from April 3 to 5 for regional agency heads, the center's clientele, and those attending the joint Texas Christian University-NARS Southwest Regional Research Conference. ¶ GSA is now providing through its regional offices a reimbursable microfilming service and technical advice on the feasibility of using this technique as a management tool.

LIBRARY OF CONGRESS

Manuscript Division

Clinton P. Anderson, U.S. Senator from New Mexico, has presented a first installment of his papers (ca. 140,000 pieces) to the Library of Congress. This material centers on the years 1941-60 and thus reflects Senator Anderson's distinguished career in both Houses of Congress. It is entirely restricted for the time being. ¶ The Library has received also some 2,200 papers of Robert Roberts Hitt, longtime Member of Congress from Illinois (1882-1906), as a gift from Mrs. William F. Hitt, whose husband was a grandson of the Congressman. Mr. Hitt began his career in Chicago as a shorthand reporter and at Abraham Lincoln's request he reported the Lincoln-Douglas debates for the Republican side. The Hitt papers do not include Hitt's notes of those debates but they do include 28 volumes of shorthand notebooks of important speeches and meetings, early diaries, and correspondence dating from the years he served in Congress. ¶ Mrs. Lewis H. Crafts has presented about 100 papers of George Washington Lay, who served as Representative from New York from 1833 to 1837. Most of these are letters Mr. Lay received from Whig politicians between 1818 and 1857. ¶ The papers of Maj. Gen. Henry Jackson Hunt (1819-89), approximately 6,000 documents, have been given to the Library by a great-grandson, Comdr. J. Conway Hunt. The papers deal for the most part with General Hunt's ser-

vice during the Civil War period, when he was chief of artillery of the Army of the Potomac and, subsequently, military commander at Charleston, S.C. ¶ The significant career of Adm. William Shepherd Benson, including his service on the U.S. Shipping Board, is reflected in his papers (about 10,000), which have been deposited in the Library by his son, Commodore Howard H. J. Benson. Mrs. Marc A. Mitscher has presented more than 900 papers of the late Admiral Mitscher; much of this material relates to naval campaigns in the Pacific during World War II. Over 10,000 papers of Ray Eber Brown, a key figure in the Navy's development of uses of helium, have been given by Mrs. Brown; they cover his career from 1917, when he was graduated from the University of Michigan, until his retirement from the Department of the Navy in 1961. ¶ About 2,700 papers of Cass Gilbert have been received from the architect's niece, Mrs. Walter Bastedo. The material includes 33 diaries and it reflects Gilbert's career from his student days in the 1870's until his death in 1934. ¶ The June 1963 issue of the Library's *Quarterly Journal of Current Acquisitions* contains a comprehensive report on materials added to the holdings of the Manuscript Division during 1962.

Papers of Simon Bolívar

The Librarian of Congress received, on April 5, from the Ambassador of Venezuela, 58 rolls (about 70,000 exposures) of microfilm of the Archivo del Libertador, deposited in the Casa Natal in Caracas. Copies of the microfilm have been presented by the Bolívar Society to the governments of the "Bolivarian countries," Colombia, Ecuador, Peru, Panama, and Bolivia. The Library of Congress' copy is the only one in the United States. An index, by Pedro Grases, was published in 1961.

General News

Lester K. Born, Publications Officer of the Library since July 9, 1962, became, on March 18, head of the European Exchange Section in the Exchange and Gift Division. ¶ Thomas Powderly Martin, formerly acting chief of the Manuscript Division, died on Sunday, March 17, 1962, in Falls Church, Va., aged 76.

OTHER FEDERAL NEWS

Bureau of the Budget

The 62-page *Automatic Data Processing Glossary*, compiled by members of the ADP Glossary Task Force of the Interagency Committee on Automatic Data Processing, has been published by the Government Printing Office at 40c.

Department of State

The Department of State, after three years of research and development, issued its new *Records Classification Handbook* in April and is now installing the new uniform file system throughout the Department and its overseas posts. So far approximately 450 departmental employees and 100 Foreign Service

employees have been provided special training. A target date of December 1963 has been set for conversion to the new system. The seven broad subject categories (Administration, Consular Affairs, Culture and Information, Economic, Political and Defense, Science, and Social) are subdivided into 55 primary subjects, each represented by a mnemonic code symbol. Secondary and tertiary subjects bear a simple numerical designation preceded by the appropriate code symbol. More than 2,000 subject-matter breakdowns are provided and offices may select one of several methods of arranging papers (*e.g.*, by subject, geographic location, organization, etc.), depending upon their interests and needs. Detailed instructions precede each of the 55 subject outlines, showing the various options and samples of the labels according to each option. Some coordination of the new file system with other agencies has been achieved and further progress is expected to be made. All commercial officers in the field are to use the *Handbook* for precoding their reports. Posts at which USIS records are maintained by State Department personnel will adopt the new file system. Peace Corps representatives are instructed to follow the administrative outlines in organizing their files. Efforts to coordinate the new State and AID file systems will be continued during the months ahead. Other agencies and several foreign governments have expressed interest in the *Handbook*.

STATE AND LOCAL ARCHIVES

Florida

On May 14 the Governor approved an act amending Sections 257.01, 257.02, and 257.03, and adding Section 257.26, Florida Statutes, "by creating a historical archives along with a state library, administered by a Board increased from the present number of three members to seven, to be known as the Florida Library and Historical Commission." The commission's secretary, who is not a member, "shall be the administrator, known as the state librarian-archivist" and among other duties shall "have general charge of the state library and historical archives."

Hawaii

The Public Archives at Honolulu published late in 1962 a checklist of official publications entitled *Official Publications of the Territory of Hawaii, 1900-1959*. It is based on the holdings in the State Archives, the Sinclair Library of the University of Hawaii, the Library of Hawaii, the Legislative Reference Bureau, the Hawaiian Historical Society, and the various agencies whose publications are listed. Copies may be purchased for \$4.

Maine

An act to create the Bureau of Maine Archives was reintroduced in the State legislature (Legislative Document no. 1462) on March 13.

Maryland

The 1962 annual report on the progress of Baltimore's records management program has become available and copies may be obtained from Records Man-

agement Officer C. Frank Poole, Department of Legislative Reference, City of Baltimore, City Hall, Baltimore 2, Md. Mr. Poole's report is an informative, detailed account of a highly active program that encompasses archives administration.

Massachusetts

Legal documents of the Revolutionary period have been found in a vault beneath the Suffolk Courthouse. According to an article by William Bibber in the *Boston Sunday Herald* (May 5, 1963), the more than 13,000 papers uncovered by Chief Justice Elijah Adlow of Boston Municipal Court, have been sorted and will be cataloged this summer.

Mississippi

Charlotte Capers, Director of the Department of Archives and History, points out in a statement on records management, distributed to the members of the board of directors of the Mississippi Historical Society, that in the basement of the New Capitol are "thousands of state papers or records stacked wherever space permits, uncataloged, drenched with water during the rainy season, inaccessible to all but the bravest explorer, who must approach by hazardous descent down a perpendicular ladder . . ." Some supreme court records are stored in the boiler room. "There is an answer to the problem, and this answer is a program of records management." Miss Capers emphasizes that Mississippi needs a good records law, a State-wide records survey, a records center building to house noncurrent records, and a central microfilming unit. ¶ In the meantime the State Building Commission will spend over \$62,000 to waterproof the basement floor of the War Memorial building this year. ¶ The Department of Archives and History has received the original letters of Col. William Lewis Nugent from Judge Lucy Somerville Howorth of Cleveland. A fire at Allison's Wells convinced Judge Howorth that "the time had come to give the original letters . . . in to safer keeping than a private individual is apt to give them."

New Jersey

Among recommendations made recently by the State's Tercentenary Advisory History Committee are the resumption of the publication of the New Jersey archives and a program to microfilm New Jersey colonial records in foreign depositories.

New York

The New York State Library on September 21, 1962, issued a *Report of the Emancipation Proclamation Shrine Planning Committee* proposing a design for a shrine in the Rotunda of the New York State Library to house and display Abraham Lincoln's manuscript draft of the Emancipation Proclamation. The State Library has owned the document for more than 97 years, and last year the New York Civil War Centennial Committee proposed that a shrine be established. The committee's report contains plans for the design of the shrine and the measures to be taken to protect the document adequately.

Ohio

Meredith P. Gilpatrick, the newly appointed archivist for the Ohio Historical Society (and in effect the State Archivist), began his duties on September 5, 1962, at the Ohio Archives Building (the former Governor's Mansion on East Broad Street) in Columbus. Dr. Gilpatrick helps evaluate State and local archival materials, arranges for the preservation of important archives, and plans and directs the work and services of the archives division of the Society. ¶ Eight local depositories for records of counties have been established in Cincinnati, Circleville, Cleveland, Columbus, Hamilton, Kent, Montpelier, and Toledo. Nearly half of Ohio's 88 counties have active records programs. The county records officer is Edward J. Schaefer, 1234 East Broad St., Columbus 5.

Oregon

The Oregon State Library is charged with the collection of Oregon materials. A "Letter to Libraries," May 1, 1963 (no. 5, p. 4-5), describes the work and holdings of the three separate divisions that share this responsibility—the Readers' Services Division, Technical Services Division, and the Archives Division. The records in the State Archives begin in 1837, but there are some gaps because of the burning of the Capitol in 1935.

Tennessee

An informative leaflet issued recently, *Civil War Records in the Tennessee State Library and Archives*, describes both library and archival materials and discusses their uses.

Wyoming

The records of several outgoing State officials were transferred in January, at the end of their terms, to the Wyoming State Archives and Historical Department. These included the files of Acting Gov. Jack R. Gage and former Gov. J. J. Hickey for the period 1959-62 and of State Superintendent of Public Instruction Velma Linford for 1954-62. The records measure 115 cubic feet. ¶ The department has issued its *Twenty-Second Biennial Report* (July 1, 1960-June 30, 1962), prepared by Director Lola M. Homsher. It reviews effectively the archival, historical, and museum programs. A records center, "though too small in size and located in temporary and borrowed space in the Supreme Court Building, has proved a boon to the Archives and Records program."

CHURCH ARCHIVES

Reported by Melvin Gingerich

Northeast and East

The Congregational Archives, 14 Beacon St., Boston, Mass., has acquired microfilm records of the American Board of Commissioners of Foreign Missions. Among studies in progress are an investigation of the significance of Charles Chauncey and a biography of Isaac Thomas Hecker.

Records of the New England Yearly Meeting of the Friends are housed at the Moses Brown School, Providence 6, R.I. Among the holdings are letters of Rufus M. Jones, written while he was a postgraduate student at Moses Brown, the Austin collection of Moses Brown letters, and materials relating to the abolition movement in Rhode Island. Thyra Jane Foster has recently become the archivist at Moses Brown School.

Certain records of the Dutch Reformed Church are held by the Archives of the Collegiate Church of New York, in the care of Clerk of Consistory Robert Williams, 45 John St., New York 38, N.Y.

The Lancaster Mennonite Historical Society has an archival collection of Pennsylvania Mennonite records under the charge of Ira D. Landis, Route 1, Leola, Pa. The society plans to erect an archives and library building this year near the Lancaster Mennonite School, east of Lancaster.

Edwin B. Bronner was named curator of the Quaker Collection at Haverford College, Haverford, Pa., in 1962. He is also professor of history at Haverford.

The Presbyterian Historical Society, 520 Witherspoon Building, Philadelphia 7, Pa., has recently acquired manuscript records of churches in the Presbytery of New York, including session, marriage, minute, and baptismal records and the 1,700-item Abraham Hagaman (1812-82) manuscript collection. The library of the society has been completely renovated, providing enlarged and pleasant surroundings.

South

The Carolina Discipliana Library is under the direction of Curator Charles C. Ware, Box 1164, Wilson, N.C. Graduate students from Vanderbilt University and the American University are using its resources. The library has nearly 200 rolls of microfilm relating to religion on the American frontier and the historical roots of the Disciples of Christ.

Mrs. Charles J. Smith, 225 South Limestone, Lexington, Ky., in charge of the vestry records of Christ Church (Episcopal), Lexington, has plans to organize the parish and diocese archives.

Virginia Nelle Bellamy, 606 Rathervue Place, Austin 5, Tex., is in charge of the archives of the Church Historical Society of the Episcopal Church. Among the society's holdings of general interest are the minutes, reports, and correspondence of the Domestic and Foreign Missionary Society, the archives of the National Council of the Episcopal Church, extensive files of diocesan journals, and the archives of the General Convention of the Protestant Episcopal Church.

Rollin S. Armour, assistant professor of religion at Stetson University, is secretary-treasurer of the Florida Baptist Historical Society and curator of the Baptist Archives. The archives recently acquired the diary of William N. Chaudoin, former Baptist leader in Florida.

In 1962 the Library of the Historical Commission of the Southern Baptist Convention, Nashville, Tenn., added to the Denominational Archives papers of Brooks Hays, J. T. McGlothlin, John L. Hill, A. C. Dixon, and others

relevant to Southern Baptist history. The commission also has acquired the personal files (about 50,000 items) of J. Frank Norris, former controversial Baptist figure.

Central

Stanley F. Chyet has been appointed assistant director of American Jewish Archives, 3101 Clifton Ave., Cincinnati 20, Ohio. Recent accessions include the microfilm records of the Alliance Israélite Universelle, Paris, concerning immigration to the United States, 1864-1939, and of alliance activities in Argentina and Central America, 1887-1931.

The Historical Society of the Evangelical Church, the Historical Society of the United Evangelical Church, and the Historical Society of the United Brethren in Christ Church have all been consolidated in the Historical Society of the Evangelical United Brethren Church, 1810 Harvard Blvd., Dayton 6, Ohio. This new location is both a depository and a library. John H. Ness, Jr., serves as secretary of the organization.

Eleanore Cammack, archivist of the Archives of De Pauw University and Indiana Methodism, at the Roy O. West Library, Greencastle, Ind., is preparing a bibliography, with index, of all materials in the archives pertaining to Indiana Methodism. The archivist issues the *Circuit Rider*, which carries news of the archives to all Methodist churches in Indiana. Miss Cammack has recently acquired the church records of two Terre Haute Methodist churches no longer in existence. The diaries of Wilbur F. Walker and Mrs. Walker, written while they were in China during the Boxer Rebellion, have also been acquired.

The materials in the Norwegian-American Historical Association Archives, at St. Olaf College, Northfield, Minn., are being organized and described by Beulah Folkedahl. The association plans to publish a guide to the holdings when Miss Folkedahl's work is completed.

West

Thomas E. Jessett, in charge of the records of the Diocese of Olympia, Inc., Seattle, Wash., is preparing a biography of the Rev. Edward Hyland, pioneer priest of the Episcopal Church on Puget Sound.

The Academy of California Church History has transferred its holdings to Monterey-Fresno Diocesan Archives, Box 1668, Fresno 17, Calif. Included in the holdings of the archives are records of baptisms, confirmations, marriages, and deaths at the old California missions for the years 1770-1850.

COLLEGE AND UNIVERSITY ARCHIVES OR COLLECTIONS

Baylor University

The papers of Joseph M. Dawson, former executive secretary of the Baptist Joint Committee on Public Affairs, Washington, D.C., have been given to Baylor University where they will be used in Baylor's J. M. Dawson Studies in Church and State.

University of Illinois

The Archives of the University of Illinois is under the direction of Susan Shattuck. The Library Administrative Staff Conference has approved the following policies and procedures statement:

The University Archives shall consist of the official records of the University, its agencies, and faculty. They will also include the Illinois Collection as soon as the transfer of responsibility for the administration of this collection can be arranged. Records of the faculty and student organizations will not be solicited, though some material of this kind now in the Archives may be retained and some material of this kind may be accepted.

Archival materials will be acquired, received, and processed by the University Archives staff, except for publications belonging in the Illinois Collection. Acquisition and processing of these publications will continue as at present.

In order to make possible the rapid acquisition of a large quantity of archival material, material received will be rough-sorted and placed in 12"×15" cartons. It will be processed later and placed in transfer file boxes as time and staff are available and as the nature of certain materials requires.

Southern Illinois University

The university's Morris Library (on the Carbondale campus) has received from William P. Wreden, a bookdealer of Palo Alto, Calif., a collection of British War Office documents (1,031 items, 1820-53). The Edwardsville campus library is accumulating a microfilm collection of source materials pertaining to the history of the Mormons in Nauvoo, Ill. (1839-48).

Stanford University

According to a special dispatch by Lawrence E. Davies to the *New York Times* (published Apr. 6, 1963), the Hoover Institution on War, Revolution, and Peace on the Stanford University campus is now sorting its collection of 7,000 pounds of records of the Okhrana, the Russian secret police agency established in the 1880's to protect the Romanovs from plotters at home and abroad. ¶ Ralph W. Hansen, formerly manuscript librarian and University Archivist at Brigham Young University, is now curator of the Stanford Collection and manuscripts librarian of Stanford University Libraries. The Stanford collection includes Stanford family manuscripts as well as publications and manuscripts of interest for the history of the university. In addition, on January 1 Mr. Hansen was appointed to the part-time position of city historian for the Palo Alto Historical Association, one of the few city historical societies that maintain such a position on a remunerative basis.

University of Virginia

Among the records received by the manuscripts division of the university library are 14 Jefferson items, 1788-1828, including 4 letters, his notes on Virginia laws, 1623-1788, and a list of "a dozen canons of conduct in life" in Jefferson's hand addressed to Cornelia Randolph; ca. 200 items, 1858-1943, pertaining to the Booth family, including 5 Jefferson Davis letters to E. G. Booth; and ca. 8,400 items, 1900-47, of Hugh S. Cumming, former Surgeon General of the United States. ¶ The university's Clifton Waller Barrett

Library continues to expand its extraordinary collection of original letters and other papers of American authors.

University of Washington

Four important record collections have been received in the university library's manuscript collection: files of the Pacific Northwest Loggers' Association, recently dissolved, 1933-63; noncurrent files of the Pacific Lumber Inspection Bureau; a 25-volume diary, 1846-70, 1876-99, of logger and farmer Michael F. Luark, a pioneer of the Grays Harbor region and Chehalis River Valley, and some records of the Silva Mill Co., which he operated from 1869 to 1885; and papers of Gen. Brice P. Disque, organizer and commander of the War Department's Spruce Production Division during World War I. ¶ Curator of Manuscripts Richard C. Berner contributed an article, "The Management of Manuscript Collections," to the April 15, 1963, issue of *Library Journal* (88: 1615).

University of West Virginia

The West Virginia Collection of the university library has received recently the files, 1911-34 and 1954-60, of the university's college of agriculture and agricultural experiment station; a box of papers, 1840-84 and 1952-55, of Samuel L. Hays (farmer and miller who served in the Virginia assembly and in Congress before moving to Minnesota in 1857) and his son Peregrine (a Gilmer County official); and a minute book, 1804-41, of Randolph Academy (Clarksburg), which later became the Northwestern Virginia Academy.

HISTORICAL SOCIETIES

Kansas State Historical Society

A. L. ("Dutch") Shultz has donated his large collection of photographs of Kansas and national personalities in the fields of politics and journalism to the Society's picture collection. Persons interested in the society's manuscript and archival acquisitions are advised to follow its *Historical Society Mirror*, edited by Nyle H. Miller. Some of the work of the society is discussed by Kansas State Archivist Robert W. Richmond in an article in this issue of the *American Archivist* (p. 333-337).

SPECIAL COLLECTIONS

Archives of American Art

Among recent acquisitions of the Archives of American Art are over 700 letters, 1941-62, of Chaim Gross, sculptor; some 300 letters and cards, 1927-62, received by Morris Kantor, painter and teacher; correspondence and other papers (about 2,000 items) of Dorothea A. Dreier, artist and sister of two militant suffragettes; and the papers, 1935-62, of Henry Schnakenberg, painter, teacher, and administrator.

PROFESSIONAL INSTRUCTION

American University

Instead of Philip M. Hamer, as previously announced, Frank B. Evans will direct the university's 1963 institute in the preservation and administration of archives. The institute will begin on July 29 and end on August 23. Dr. Evans, who contributes an article to this issue of the *American Archivist* (p. 319-321), is Archivist and Chief of the Division of Public Records, Pennsylvania Historical and Museum Commission. Inquiries about the institute should be sent to Dr. Lowell H. Hattery, School of Government and Public Administration, American University, 1901 F St., Washington 6, D.C.

University of Denver

Applications to attend the university's institute of archival administration and related fields of regional, State, and local history, to be held from July 21 to August 16, should be sent without delay to University of Denver Archives Institute, Department of History (Attn. D. C. Renze), Denver 10, Colo. Colorado State Archivist Dolores C. Renze will direct the institute.

New York University

The university's Management Institute will offer next fall a 13-session workshop seminar in records and paperwork management. Thomas Wilds, records administration consultant, Union Carbide Corp., will lecture. Meetings will be held on Tuesdays, 6:15-8:00 p.m., September 24-January 7, at the university's Midtown Center. The course is sponsored by the Association of Records Executives and Administrators, Inc., and will give "special attention to the maintenance and retention of active and inactive records; the orderly and systematic destruction of obsolete and useless records; and the creation of paperwork controls." Fee for the entire course (X38.9005) will be \$90. Additional information is available from the Administrative Secretary, Management Institute, New York University, New York City (telephone: SPring 7-2000, ext. 8008).

Carleton University

In cooperation with the Public Archives of Canada and the Archives Section of the Canadian Historical Association, Carleton University, Ottawa, hopes to offer a course in basic archival techniques, with special attention to archival problems peculiar to Canada, in June 1964. A similar course was held in Ottawa in 1959. The course will last approximately four weeks and the exact dates are to be announced early next year. The tuition fee will be \$85 per student; living accommodation and meals, at additional cost, will be available at the university. "The course will include both formal and practical work, with an opportunity for students to concentrate their studies in either the field of archives or of record management." Further information and application forms will be available early in 1964 from the Chairman, Department of History, Carleton University, Ottawa, Canada.

Editor's Forum

Nigerian Manuscripts—The Facts Embellished

The letter from K. O. Dike printed below is in response to the following letter sent Dr. Dike by the editor on March 20, 1963:

At the annual meeting of the American Historical Association last December . . . [I was informed] about the recent appearance of original manuscripts being offered for sale in the street markets of Ibadan. According to . . . [my informant] some of the materials date back several centuries and appear to have their origins in Europe and Asia.

. . . If you would give me the facts as you know them I could print your statement in the . . . *American Archivist*. . . .

TO THE EDITOR:

Thank you for your letter of the 20th March, 1963 asking for . . . factual information concerning original manuscripts.

It would appear that facts get a little embellished in their course of travel round the world and I feel sure that . . . [your informant] has conveyed to the American Historical Association facts which have no truth in them.

We have, at the University of Ibadan, a collection of Arabic manuscripts which is continually being added to. Quite a lot of manuscripts have been microfilmed from the originals owned by Malams in Ibadan and some have actually been purchased by us. Many of the works are, in fact, recent copies of works written several centuries ago. A number of the religious and legal works have their origin in Asia (i.e. the Middle East) and some in Europe (i.e. Arabic writers of Muslim Spain) though most of them are by authors from North or West Africa.

The manuscript text has not yet been entirely superseded by the printed book in Ibadan and there are a number of copyists in the town though I am informed by good authority that manuscripts have never been seen being offered for sale in "street markets." They are all preserved in the houses of the Malams and are handed down (almost as a symbol of authority) from generation to generation.

I hope that the foregoing information is sufficient to quell a misleading interpretation of the situation.

K. O. DIKE
Principal & Vice Chancellor
University of Ibadan

The "Endless Quagmire"

TO THE EDITOR:

I would like to comment on the article by Robert S. Gordon that appeared in the *American Archivist*, January 1963 ["Suggestions for Organization and Description of Archival Holdings of Local Historical Societies"].

Mr. Gordon contends (p. 21) that corporate papers lose their corporate character if they are separated from the source that generated them; and that they can therefore be considered to be the papers of the person who acquired them. To do so, I feel, would violate one of the few fundamentals upon which archivists can agree: to follow the rule of provenance. In this case the corporate papers in private hands could either be treated as a subgroup of that individual's papers and thus be treated as an entity within the collection, or be separated completely. To follow Mr. Gordon's practice would destroy the organic unity of the papers, and in his (later) words, "[cause] confusion and mistakes."

He contends that "Natural units . . . must not be broken up under any circumstances" (p. 22). What should be done with these papers if they have no discernible order, or one too complex for easy bibliographical control? The latter consideration should be paramount if the papers are intended for research. The received order is not sacrosanct. If rearrangement is necessary to gain control, and the papers are of sufficient research interest to justify the expense, then they should be rearranged; but in such a way as to clearly reflect the activity of their creator.

Another criticism: to follow Mr. Gordon's recommendation of noting and checking each item for name, date, and subject is a monumental job that few (if any) archives can manage. Name and date are easy enough but subject notation for each item is an endless quagmire that none should venture into. The best that can be done for subject references is to characterize in a general way the subject content of the *group as a whole*, and lead the researcher to the group to decide for himself about specifics. To strive for greater precision is to assume a responsibility to the researcher that can never be discharged, and in any case such information should not be trusted by the user. This criticism applies as well to Gordon's remarks on p. 27, and to his advocacy of the calendar form (p. 28). At heart the criticisms offered here are directed at the practice of *individual item* description and control. This practice afflicts many (if not most) repositories and can be justified only if adequate preliminary controls already have been established for the collection as a whole. But, if the accessions of archives and manuscript collections tend to approximate the rate of actual creation of paperwork, it is inconceivable that minute attention can be justifiably concentrated on individual item control. The *series* or larger unit should be the basic unit of description if we are to gain bibliographical control of archives and manuscript collections.

As for the "chronological vs. alphabetical" arrangement I refer the reader to my article discussion of the subject ([*"The Arrangement and Description of Manuscripts"*] *American Archivist*, October 1960). It is our experience that researchers approach manuscript materials by name, subject, and dates, but that his subject and dates are largely predefined, and that he is keyed primarily to names when he is ready to use manuscripts. And, as he begins working these sources he is led to more names—names of persons and organizations crucial to his investigation. His task is to relate them to his subject in time and space. It is important, therefore, to indicate these names, either by

the method of controlling unorganized manuscript groups as suggested in that article; or by a less precise listing of key names within a given manuscript group. The degree of details and further processing should depend upon the priority assigned to that group. That this is a minority view does not alter the merit and validity of the argument.

In any case, a simple cumulative chronological index can be used to guide a researcher to materials bearing upon his period of study. This index need be no more elaborate than filing a collection name card in a chronological file, and the time sequence in the file may be for each year, decade, or any other appropriate time span. Its function is to lead the researcher to the pertinent collections; the inventory will give him more specific information.

RICHARD C. BERNER

University of Washington Library

TO THE EDITOR:

There is no substitute for sound scholarship in the field of archival work. No system of rules and formulas can take the place of a painstaking, analytical, and pragmatic examination, arrangement, and description of archival material. There is no slide rule to make quick decisions, and there is usually more than one acceptable way to organize and control manuscript collections. The complexity of archival holdings precludes the evolution of rigid rules of universal validity.

In some cases, however, it has been found desirable to offer the custodians of smaller repositories certain "suggestions" to help them to arrange and describe their manuscripts. In no way should these suggestions be considered as an attempt to introduce rigid techniques into the archival practice.

The "Suggestions for Organization and Description of Archival Holdings of Local Historical Societies" published in the January 1963 issue of the *American Archivist* were advanced in reply to numerous requests from untrained archivists for guidance in their work. To be of practical value it was considered advisable to set them out in a more definite form. But it must be repeated, as it was stressed in the article, that these suggestions are only a small part of a great variety of techniques which should be applied with due prudence and discrimination. Some of the critical comments leveled at the article undoubtedly arose from the lack of uniform terminology and from the legitimate divergence of views on archival principles and practices. A few of these comments call for our reply and amplification.

It is possible to find certain corporate records in the possession of an individual who, during his lifetime, occupied an office which created and accumulated them. In our opinion these records form a separate series within the papers of the individual.

In our terminology a unit is the entire body of papers of an individual, a family, or a corporate body, and as such is indivisible. It is contended that natural units should not be broken up and set up as separate units or added to already existing units. It is not suggested, however, that the internal order (within the unit) is sacrosanct. The numerous examples of detailed organiza-

tion show that proper arrangement, or rearrangement, is not only desirable but often quite necessary.

No archival repository can function effectively without adequate controls over its holdings. Indexes, inventories, descriptive lists, calendars, and other guides are the instruments of such controls. A continuous preparation of these finding aids is a legitimate responsibility of archivists, and no effective dissemination of information is feasible without them. The amount of information committed to finding aids should be determined chiefly by the significance of the manuscripts under examination. Outstanding collections merit the calendar-type of description which alone can fully unlock their valuable contents. Today the reputation of many archival institutions, and the accessibility of their holdings, rest on the painstaking labors of dedicated archivists who, undaunted by the "endless quagmire" of reading and describing documents, have produced excellent finding aids which are still the backbone of historical research.

ROBERT S. GORDON
Public Archives of Canada

Documentary Publications—Editorial Method

TO THE EDITOR:

Thank you for allowing me to comment upon Mr. David C. Duniway's review of my *Letters of the Lewis and Clark Expedition*, which appeared in the April issue. Mr. Duniway was kind enough to say that my book "should not be belittled," and I have no wish to belittle his review. But he has made an error, and expanded it into an implication that I am a careless editor, and for this reason alone I reply to some of his statements.

My editorial procedures are not satisfactory to Mr. Duniway, who believes that documents should be reproduced as exactly as possible, "with no changes, either accidental or intentional." As the editor of a scholarly press, who often has the unhappy task of seeking funds for the publication of documents, I can assure Mr. Duniway that his point of view—in these days of oppressive printing costs—is utopian. Some of my editorial procedures, such as the running in of complimentary closings at the end of a letter, the abridgment of routine endorsements, and the bringing down of raised letters, are dictated by the absolute necessity of saving space and composition costs. If Mr. Duniway will review the editorial procedures adopted for *The Papers of Thomas Jefferson* or *The Papers of Benjamin Franklin*, he will find them very similar to mine. I am proud to be in such company.

But editorial carelessness is another matter. Mr. Duniway thinks I omitted a valuable file number in my transcription of a letter from the Secretary of War to Lt. Moses Hooke (No. 79 in my book), and he then adds, "One wonders if similar significant file information was omitted elsewhere in this publication." In this instance Mr. Duniway is simply wrong, and seemingly unfamiliar with certain characteristics of War Department documents in the National Archives. He mistakenly believes that the document is a letter re-

ceived by the War Department, when in truth it is a letter *sent* (not difficult to determine by reading the text). He cites the symbol 49/45 which appears in the margin of the War Department letterbook copy, points out that I do not reproduce it, and calls it "a significant file number." It is nothing of the sort; it simply means that in this letterbook the last previous letter to Lt. Hooke appears on page 45, and the next one appears on page 49. Since the entire letterbook is indexed, and since the symbol in question could be of no possible value to a person searching for, or reading, the document, I omitted it quite knowingly.

The obvious function of a file number or other finding aid is to make possible the speedy location of the document. I submit that any document in my edition can be located quickly and easily by means of the information provided.

Mr. Duniway's conclusion is that if we editors do not see things his way, and conform to his standards, then "perhaps we [archivists] should insist that all publication of our holdings must be in facsimile—by microfilm, offset, or engraving." I fear that Mr. Duniway's approach to the publication of documents dates from another era.

DONALD JACKSON

University of Illinois Press

TO THE EDITOR:

I appreciate the opportunity to reply to Mr. Jackson's letter. My review did not emphasize sufficiently the fact that the editorial method was at issue—not the individual piece of work.

For this reason I am glad to have Mr. Jackson's explanation of the numbers in the War Department Letters Sent books. The numbers do have meaning, in that they refer to other letters sent to the same person, but they do not refer as I had supposed to separate files of letters received. The latter I find separately numbered. I therefore agree with the decision to omit these numbers in publication, since they lead to material which may not be relevant.

If printing costs are so oppressive as to prevent the realization of criteria which would insure the publication of documents as exactly as possible, then perhaps I have made my point. Knowledge and publications pyramid, human activity and records explode, and the time is upon us when one library after another will be faced with the decision to replace or exclude documentary sources that are too voluminous and perhaps too expensive in letterpress form. For this reason, in the future, the more accurate microfilm or facsimile is likely to be preferred for occasional historical research, and indexes and guides will be of greater value. The unique contribution Mr. Jackson has made is the assembly of items from many sources which would otherwise be overlooked. This is a function that for technical reasons may not be so easily handled on film.

DAVID C. DUNIWAY

Oregon State Archives

PLACEMENT REGISTER

This section in the American Archivist is published for the convenience of our readers. No charge is made for the insertion of notices by either an institution in need of personnel or a candidate for placement. The editor, however, reserves the right to refuse obviously unsuitable notices and to condense or otherwise edit the copy submitted. Candidates or institutions may, if they wish, withhold their names from these notices and may direct that answers be addressed to the Secretary, Society of American Archivists, 332 State Services Bldg., 1525 Sherman, Denver 3, Colo.

POSITIONS OPEN

ARCHIVIST. In old Santa Fe, New Mexico. Good working knowledge of written Spanish. B.A. degree with major in U. S. or Latin American history. Basic knowledge of archival principles. Position will be open July 1, 1963. Salary range: \$5,760-\$7,920. O-19.

ARCHIVES DIRECTOR (male) for Archives of Canadian Province. To direct development of new Provincial Archives; advise on planning building; evaluate records for retention; establish systems for describing, preserving, microfilming publishing; publicize archival holdings; and train and supervise a staff. Must have considerable experience in responsible position in government archives, postgraduate degree in history or political science, courses in archives management, and considerable knowledge of Western Canadian History. Salary \$6,840-8,580. Write Personnel Administration Office, Room D 203, Terrace Building, Edmonton, Alberta, Canada; or Secretary. O-20.

POSITIONS WANTED

ARCHIVES. Young man, M.A. degree history, preparing for Ph. D., formal training archives administration, two years practical experience at national level;

working knowledge of several languages. Salary asked: \$6,500 to \$7,500, depending on location. Write Secretary. A-24.

RECORDS MANAGEMENT. Man with own records management consultant agency desires challenging position in multi-plant, records management program. Experienced in records creation, control, reduction, and reference, and in special libraries and archives. Consultant to court system of large city government. Graduate in business administration. Desires eastern location, preferably based in N.Y. City. Salary open. Write Secretary. A-21.

RESEARCH OR TEACHING. Young man, teaching and historical research. Available for immediate employment. Write Secretary. A-22.

ARCHIVES OR MANUSCRIPTS. Young woman from Midwest with M.A. in American history, two years experience in archival processing and manuscript organization in western history collections; also teaching experience. Available July 1, 1963. Write Secretary. A-23.

ARCHIVES OR MANUSCRIPTS. Young man, A.B., A.M., American history, preparing for Ph.D. Assistant curator, State university museum, experienced in cataloging manuscripts and administrative responsibility. Desires placement in archives or manuscripts. Salary open. Write Secretary. A-33.

ARCHIVES OR MANUSCRIPTS. Young woman, A.B. degree, American history, desires placement in archives or manuscripts. Has some experience in transcribing and editing State archives and was an intern in an Eastern State Historical Society. Salary open. Write Secretary. A-34.

RECORDS MANAGEMENT. Experienced, trained consultant, familiar with information processing, records center operation, file and index systems, records protection, and retention programs. Wishes to apply wide industrial background to position as records manager in large corporation. College graduate in business administration. Write Secretary. A-35.

THE SOCIETY OF AMERICAN ARCHIVISTS

and

THE AMERICAN ASSOCIATION FOR STATE
AND LOCAL HISTORY

JOINT ANNUAL MEETING

27th Annual Meeting of the Society
23d Annual Meeting of the Association

Raleigh, N. C.

October 2-5, 1963

Hotel Sir Walter

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Miss Mattie Russell, Curator of Manuscripts, Duke University Library, Durham, N. C.

