

Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

MANUALS

Archivverwaltungslehre, von Gerhart Enders. (*Archivwissenschaft und Historische Hilfswissenschaften; Schriftenreihe des Instituts für Archivwissenschaft der Humboldt-Universität zu Berlin*, nr. 1, herausgegeben von Helmut Lötze; Berlin, Rütten & Loening, 1962. xv, 238 p., 12,90 DM.)

This work is an attempt to add to the small number of basic handbooks on archival administration, inferentially identified by the author as Muller, Feith, and Fruin (Groningen, 2d ed., 1920), Brenneke and Leesch (Leipzig, 1953), Schellenberg (Melbourne, 1956), and the Soviet archives handbook issued by the Ministry of the Interior (Moscow, 1958), all of which are available in German. In addition to disagreement as to whether these are the "big four," there will be disagreement as to whether Enders with this book has pushed his way into the inner circle, so that it is now the "big five."

Gerhart Enders is Chief of the German Central Archives of Potsdam, East Germany, and is closely identified with the Archives Institute of the Humboldt-University of Berlin. His communist connections will be a barrier to the purchase of his manual in the West, although a far greater barrier will be the limited number of archivists who can read German easily. The author reviews all fields of "modern" archival administration that exist in Europe—document registry, entry and acceptance, disposal, classification and listing, content indexing and inventories, services for utilization and information, construction of archives buildings, and storage of documents. Two chapters were contributed by Dr. Gerhard Schmidt, on techniques in archival conservation and restoration and on archival phototechnology. The many outlines, diagrams, and graphic representations in the book are helpful, and the very detailed table of contents serves as a subject index.

Enders counts himself as a disciple of Heinrich Otto Meisner, his former chief. Other than Theodore Schellenberg, the only U. S. archivist cited is Robert Bahmer, largely for his paper given at the Stockholm international congress in 1960. The author's indebtedness to Winckler, Winter, Leesch, Lötze, Pitz, and Schatz is clearly discernible.

The "traditional" European archivist was a historian, who arranged materials that he, among others, could exploit by writing. He was active in documentary publications. Lötze in the preface notes the emergence of a new breed: "Within recent decades, this picture of the profession has gradually changed. The archives were compelled continually to absorb large amounts of

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more recent records and the problem of mass led to a displacement of . . . the primary task of the archivist from safeguarding and classification of records to arrangement and indexing and finally to disposition of documents of no further value and the solution of technical problems of preserving records."

For this "modern" task the European archivist will find the Enders manual most helpful.

EVERETT O. ALLDREDGE

*Office of Records Management
National Archives and Records Service*

American Records Management Association. *Records Management Workshop*. (ARMA Publication no. 2; [Burbank, Calif.], 1962. [vi], 87 p., 52 illus.; looseleaf.)

William Benedon, Director of Records Management of the Lockheed Aircraft Corp., has developed an interesting training manual for the American Records Management Association. The manual consists of three main parts: the running text (56 pages), dependent upon and supported by 52 pages of illustrations; appendix A, descriptions of other writings on records analysis and evaluation, with extracts; and appendix B, a conventional listing of selected items to supplement the textual material. The training manual is intended to serve as "a practical means to instruct and train personnel and students in the application of *basic fundamentals of a fully integrated Records Management Program*" (italics supplied by reviewer).

The running text and its related illustrations are devoted mainly to the following subjects:

Forms and reports management (p. 6-7 and 9-16), including their objectives; numerical and functional forms control files; the procurement, design, and consolidation of forms; and reports analysis.

Records scheduling and records centers (p. 7-8 and 17-33), including the development of records retention schedules, the evaluation of records, and the organization and operation of records centers.

Protection of vital records (p. 33-45), including the classification, listing, filing, disposition, and use of vital records and the vital records center itself.

Filing methods (p. 8-9 and 48-56), including files arrangement methods; centralized, decentralized, and centralized-decentralized files location plans; alphabetical and numerical arrangement schemes and combinations and variations (straight, subject-geographic, terminal digit, chronological, phonetic); and files equipment (file drawers, open shelf filing, mechanized files equipment).

Other topics, covered somewhat scantily in the first six pages of the manual, relate to the recording of information, the definitions of "records management" and "records," organizing and staffing a records program, and records duplication. The microfilming of records is treated on pages 46-48.

The author has worked diligently to develop a training manual that may be used, as he says in the foreword, by all types and sizes of organizations: in business, industry, finance, and insurance; in manufacturing and service firms; and in government agencies and organizations—national, State, and local. His objective is so broad, however, that it could not have been achieved

even by a more ambitious and more solid work. As it stands, this publication may fill a training requirement in organizations that have no records management program or only a rudimentary one. To organizations that already have reached some levels of effectiveness in records management, the manual would probably be of little use. First, it does not cover many important elements of a "fully integrated records management program"—such as form letters, guide or pattern letters, paperwork quality control, directives management, and mail management. Second, it too often treats the areas it does cover so generally and briefly that it hardly provides a basis for training either organizational personnel or students. Examples of cursory treatment are the discussions of reports management, office equipment management, and micro-filming.

The profession of records management has developed sufficiently so that it needs a comprehensive training manual—or may I say a really good, old-fashioned textbook—of the type referred to in Mr. Benedon's foreword and in his review of H. John Ross' *Paperwork Management; a Manual of Workload Reduction Techniques* (*American Archivist*, 26: 91-93; Jan. 1963). We hope that this need will soon be met.

S. J. POMRENZE

Department of Defense

North Carolina. Department of Archives and History. *Records Management Handbook: Files and Filing*. ([Raleigh, N. C.], Jan. 1963. 41 p. \$1.)

As its title implies, this is indeed a handbook about files and filing. It does not pretend to be a work on records management, and the compilers, I think, do emphasize that it covers just one area of that field and "is intended to assist agency personnel in filing and finding their records."

By and large, this effort is successful. Obviously much time has been spent in searching Navy Department management publications (as acknowledged in appendix II) and the American Records Management Association's *Rules for Alphabetical Filing*, not to mention catalogs of equipment manufacturers and magazines that publish articles about records management. I have the pleasant impression that the authors really have worked with everything they presented—not always the case in this field—and the lack of pomposity and even the humor that permeates the publication make it more easily digestible. I enjoyed the suggestion that objections to the use of five-drawer rather than four-drawer filing cabinets can be overcome by using stools, steps, or taller filing clerks. It was also interesting to read that rather than blaming files personnel when a record cannot be found, it may often be desirable to start searching "the desk of the person who initially requested" the record.

The material is clearly presented in six main sections: Centralized vs. Decentralized Files, Filing Systems, Filing Equipment and Supplies, Preparing Records for Filing, Filing the Records, and Finding and Issuing. If I have any adverse comments about the *Handbook's* organization, they are that perhaps too much space is devoted to the cut of file folders, and that the dis-

cussion of centralized vs. decentralized files is more appropriate for the executive or administrative officers who decide on filing systems than for the filing clerks themselves. It also seems to me that some of the information on filing equipment and supplies would be more useful to a purchasing agent of the State than to agency filing personnel. Perhaps it should be sent to the purchasing agent in the form of an administrative memorandum, but this is a moot point at this stage.

Under "Finding and Issuing" there is a subsection on "The Rule of Five." As I understand it, this is a recommendation that five papers or so, on a given subject, should be accumulated before a subject folder is set up for them. This "rule" has not crossed my path in some ten years as a records management consultant; but the more I think about it, the more I am convinced that this practice is merely a fancy way of collecting papers that in some files would be put in folders marked "Miscellaneous" or "General" or even marked with arbitrary letters, A to Z, and added later to regular subject files. I would suggest that in a subject file, regardless of how many papers there may be, the papers should be classified and put into folders labeled according to the subject of the paper or papers. Experience has shown that too often papers that are difficult to classify are filed as "Miscellaneous" or "General"—and this practice creates problems in searches. I have known files personnel, in a quandary, to search in folders bearing such vague labels before examining those precisely labeled, never knowing how the desired document had been handled previously by them or someone else.

A discussion of "active" and "inactive" files in the *Handbook* implies that the criterion is frequency of use. I suspect that this is not a true indicator in actual practice, and I rather doubt that a file should be characterized as "inactive" even if referred to only twice a month. North Carolina may be so well supplied with filing clerks that they have the time to mark on pieces of paper attached to the file drawers that this or that paper or file has been referred to once or several times a month and then to review the markings and decide that a particular file or drawer should be regarded as "active" or "inactive" henceforth; but I have found that most organizations are shorthanded in files areas. This procedure, regarded as acceptable by many people, is practical only in theory—not in practice. A good retention and destruction program, which is completely bypassed in the *Handbook* (an unfortunate omission in my estimation), would help to retire records regularly and would provide criteria for destruction. The compilers, however, may have considered retention and disposal to be a province of records management separate from filing practice.

In conclusion I should stress that the authors are to be complimented, with the few exceptions I have noticed (and these exceptions may seem minor points to many readers), for typographical care, for the readable offset process used, for differentiating fact from fiction, especially on the subject of filing equipment and supplies, and for trying to direct agency filing and finding personnel along the right road of records management. Anytime when anyone in records management uses common sense in work and presentations, I say

bravo! The North Carolina Department of Archives and History deserves applause for this *Handbook*.

ROBERT W. GARRISON

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SURVEY REPORTS

Independent Historical Societies; an Enquiry Into Their Research and Publication Functions and Their Financial Future, by Walter Muir Whitehill. (Boston, The Boston Athenæum [distributed by Harvard University Press], 1962. xviii, 593 p. \$12.50.)

To the many who, with occasional doubts and soul searchings, have dedicated their most productive years to the American historical society, this monumental study by Dr. Whitehill comes as a well-deserved if belated accolade. As the opening lines of the volume truthfully remark, "Few books of American history are published today without some expression of the author's gratitude to one of the older state historical societies for assistance or for permission to publish manuscripts in their possession." This situation is not accidental. Behind the modest to extensive book collections, the well organized card catalogs, the guides to manuscripts, the archival holdings and publications, lie the vision and industry of select and perceptive collectors of Americana. Almost 200 years ago a few such men realized the value of collecting basic sources that would meet the research needs of scholars writing about this Nation in its maturity.

Independent Historical Societies is an absorbing, factual chronicle of these storehouses of research materials and an assessment of the potentials of the historical society as it has emerged today. The author appropriately accords first and most detailed attention to the life histories and accomplishments of the older societies, along the Atlantic seaboard. The lesser lights, however, the more recently formed and less distinguished groups—progeny of the Massachusetts Historical Society (1791), the New-York Historical Society (1804), and the American Antiquarian Society (1812)—are here and very much in evidence. The staff and members of the Filson Club, for instance, will be delighted and justifiably proud of the space Dr. Whitehill devotes to this club, founded as late as 1884 in Louisville, Ky., for the collection and preservation of Kentucky historical materials. Broadly, the evaluation of the functions and accomplishments of this independent historical society and of the handicaps under which it operates could well serve as an epitome of the purposes and current status of most of the societies discussed in the book. The pattern is analogous—that of a society born of a dream, nurtured into growth without public funds or official encouragement, collecting without budgets for collecting, staffed by dedicated but grossly underpaid personnel, publishing worthwhile books and a journal of history at the risk of financial suicide, and existing not by virtue of but despite the continuing absence of widespread interest and financial support.

It is encouraging that few directors of American historical societies view

these handicaps with great apprehension; yet all readily admit that any business unable financially to recruit and pay qualified personnel, operating perennially in the red, and having no real hope for financial betterment would be considered a bad risk. Again, steadily increasing competition by State-supported universities and colleges may, in the foreseeable future, threaten the very reason for existence of both the independent and the State-subsidized historical society. With funds granted for the purpose, with field representatives to search every attic and cranny in the State for manuscripts and other historical materials, and with more and more modern, fireproof space added annually, the State universities and colleges are rapidly becoming primary depositories for local and regional materials in the United States.

What, then, is the future and the hope for survival of the independent or the State-supported historical society? Increase in membership dues? Most societies would have to triple annual dues to make their members financial assets rather than liabilities. Can State, Federal, or foundation funds logically be anticipated in the face of the current duplication in collection and preservation by the historical society and the already endowed State universities and colleges?

Dr. Whitehill's study raises serious questions, many of which, understandably, cannot be answered with certainty.

There is too much in this book to be detailed in a brief review. If there is a single aspect of the American historical society on which Dr. Whitehill has not at least commented, the omission must have been justified.

This is a volume that should have a permanent place on the desk of anyone concerned with or even remotely interested in historical societies. The independent and the partially State-supported societies have existed and played their significant roles for almost two centuries. There is much in the book to indicate that they have no intention of bowing out in favor of their more affluent, automation-backed present-day counterparts, and there is much to give hope that they may continue to thrive.

G. GLENN CLIFT

Kentucky Historical Society

A Look at Ourselves; a Report on the Survey of the State and Local Historical Societies in the United States, by Clement M. Silvestro and Richmond D. Williams. (American Association for State and Local History, *Bulletin*, vol. 2, no. 12; Madison, Wis., 1962. ix, [54] p. [389-442].)

For too many years the public image of the historical society and of those who staff it has not been one to stimulate wide-scale support of its programs. For too long it has been the "hysterical" society, and its attendants have been pictured as antiquated bookworms and mummy keepers—akin in many respects to the popular image of the bespectacled, sourfaced old lady who is the caricaturist's librarian.

A Look at Ourselves is the first positive endeavor by the staffs of historical agencies in the United States to assess the validity of this image. Regardless

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of the conclusions reached, this almost mathematical self-scrutiny is a healthy and promising step in the right direction.

This measure of the resources, facilities, services, and accomplishments of historical societies (private, quasi-public, and governmental) in the decade of the 1950's is an analysis of statistical information gathered by a questionnaire sent to the major historical agencies in 1960. Few who were faced, in the midst of a dozen other deadline projects, with answering Dr. Silvestro's 29-page questionnaire will soon forget its inclusiveness or the thought and honesty that went into its answering.

The final summation from the reports, as Dr. Silvestro points out, largely confirms "what our professional ranks have collectively suspected all along, but could document only sporadically." In the decade surveyed, growth was indicated everywhere—in budgets, staffs, and buildings, and indeed in all programs.

It might be unwise, however, to interpret this impressive expansion as a trend. In the instance of historical agency budgets, which as a group grew faster than the national economy, the compilers properly stress that this considerable budget growth "may be viewed as a partial correction of a poor condition in previous decades; and that even with the tremendous growth of agency budgets, these budgets still are often inadequate to accomplish basic historical agency objectives."

The noteworthy increase in staffs in all likelihood reflects a similar correction of conditions before 1950. The very fact that historical agencies have been able to recruit and hold the professional and nonprofessional employees they now have is indicative of progress, yet here again "growth" may be a misleading word. Directors of these agencies now receive up to \$18,000 a year; but, while adequate leadership is assured, staff depth is difficult to provide. Lower salaries paid to second- and third-ranking personnel do not compete with those offered in allied fields; hence recruitment of qualified people is difficult if not impossible.

It is gladdening, therefore, to glean from *A Look at Ourselves* that so much is being done with so little. This becomes doubly impressive in the face of statistical facts presented in the study. (For example: ". . . the average agency has less than one full-time person assigned to publications. Less than half have full-time magazine editors, and only one in five has a full-time book editor.") Perhaps the major question suggested by the survey is: How best can historical societies acquire more in order to do more? Whether the answer is by "an increased tapping of public resources" or by the creation "of a public image of the historical society which will result in appreciation and support of its work"—or both—Dr. Silvestro and Dr. Williams have here shown graphically that the problems are known. This is more than half of the battle.

G. GLENN CLIFT

Kentucky Historical Society

FINDING AIDS

Guide to Federal Archives Relating to the Civil War, by Kenneth W. Munden and Henry Putney Beers. (Washington, Government Printing Office, 1962. x, 721 p. \$3.)

Only those who tried to use Government records of the Civil War era before the organization of the National Archives can ever realize the value of this *Guide*. Scattered, inaccessible, lost, mislaid, housed in subfreezing temperatures in winter or in broiling heat in summer, sometimes hidden or denied by curiously motivated clerks, these documents could be the despair of the scholar, exasperated almost beyond endurance by frustration. Then came the National Archives' establishment, and after 30 years of labor it reports the records of 1861-1865 in order. Not only have the staff members of the Archives collected, cleaned, and arranged the war records (and countless others) but they have also prepared an increasingly comprehensive series of inventories and guides, which have been made available in quantity to those interested. These range from small multigraphed pamphlets to substantial bound volumes such as the one under review.

This particular volume is the fifth substantial guide to National Archives holdings—and perhaps the 500th Archives publication. It catalogs the contents of 79 record groups that contain records of the war period. These have been classified in 13 grand divisions, covering the legislative and judicial branches, the Presidency, the 7 executive departments of the war period, and certain miscellaneous agencies. Each of the departmental classifications is subdivided according to functional office and bureau. Under each unit of the analysis there is a careful listing of whatever has been printed of this material and a most useful bibliography of any studies pertinent to these records.

Only those who study these pages can have any idea how comprehensive they are or how carefully they have been compiled. Here in handy form is a guide to the vast mass that inspires confidence in its completeness. Likewise it is so thoroughly indexed that the possibilities of discovery are seemingly infinite. Anyone who has the slightest interest in any phase of the conflict touched on by Government will find this a guide in the truest sense, a guide which will save time in a sense that can only be understood by those who attempted to work this field before the National Archives came into being. No reviewer can do this book justice. It must be pored over by the hour, for every page opens up new vistas, which seemingly border on infinity. Its bibliographical listings will be a goldmine to those who may never write a word but who just want to read. The vastness of the governmental operation, even in those days, was staggering. No phase of local as well as national behavior was not touched; and the volume is a guide to a genealogists' paradise.

Munden and Beers cannot be too highly commended. Scholars can be further elated by the announcement by Wayne C. Grover, Archivist of the United States, that there is in preparation a companion guide to the records of the Confederate Government. All this work is a great tribute not only to

the industry of the archival staff but to its high standard of scholarly talent.

ROY F. NICHOLS

University of Pennsylvania

Philadelphia Bibliographical Center and Union Library Catalogue. *Union List of Microfilms, Cumulation, 1949-1959*, ed. by Eleanor E. Campion. (Ann Arbor, Mich.; J. W. Edwards, 1961. xviii p., 2,800 col. in 2 vols. \$35.)

The present cumulation has brought to an end the publication of the *Union List of Microfilms*, first undertaken in 1941. Designed as companion volumes to the 1951 edition of the original work, this publication supersedes *Supplement 1949-1952* and *Supplement 1952-1955*, and brings the published record of library holdings of microfilms up to July 31, 1959. As reasons for the discontinuance of the publication of the *Union List*, four developments are cited: the tremendous increase of microfilm acquisitions by libraries; the present tendency to divide published listings of microfilms by types or subjects (for example, *Newspapers on Microfilm*, *Guide to Photocopied Historical Materials*, etc.); the current demand to expand the coverage by including other microforms, such as microcards and microprint; and the apparent necessity for the application or development of a different technological apparatus to place microform entries on reproducible records and thereby to establish better published controls.

The new volumes follow basically the pattern of the predecessors in layout, information, and scope. They comprise more than 52,000 entries, representing microfilm accessions of U. S. and Canadian libraries from July 1949 through July 31, 1959. As in the earlier volumes, certain materials covered by other bibliographical tools were excluded—among them newspapers, dissertations included in *Dissertation Abstracts*, manuscripts listed in certain Library of Congress and St. Louis University checklists, and the *Short Title Catalog* titles produced by University Microfilms, Inc.

As in all such cooperative enterprises, the fullness of information varies with the reporting library, but the available information will in almost any case suffice to identify the location of the microfilm. The well edited *List* promises, together with the 1951 work, to remain a standard reference tool in all research libraries. Eleanor Estes Campion is to be congratulated and thanked by all users of the *List* for having carried the editorial burden of this project for more than 20 years.

It is appropriate at this point to note the efforts that are being made by others to carry on the basic objective of listing microforms. In 1960 the Council on Library Resources, Inc., made a grant to the Association of Research Libraries for a study of the bibliographical control of microforms. The study was carried on under the direction of Wesley Simonton, professor of library science at the University of Minnesota. His report, *The Bibliographical Control of Microforms*, was published in *Library Resources and Technical Services* (vol. 1, no. 6; Winter 1962). This thorough study makes

basic and specific recommendations for the establishment of new bibliographical records devoted to the listing of master negatives, the term "master negatives" applying to films that are to be used only for making prints or that are produced solely for the purpose of preserving textual materials.

Meanwhile, the Union Library Catalogue of the Philadelphia Metropolitan Area has transferred to the Union Catalog Division of the Library of Congress all its files of cards representing microfilms, and cooperating libraries have been notified to report future acquisitions of microforms to the Union Catalog Division. Here the cards will be maintained in separate files until final decision is made concerning the extent to which Professor Simonton's recommendations can be implemented.

GEORGE A. SCHWEGMANN, JR.

Library of Congress

Department of the Army. The Adjutant General's Office. Departmental Records Branch. *Guide to Civil Affairs and Military Government Records in The Adjutant General's Records Centers. Part 1. General Description of Records. Part 2. Annotated Description of Selected Records.* (Washington, 1952. iv, 55; ix, 422 p.)

For archivists the great significance of this work is that it demonstrates most capably the feasibility of applying the technique of describable item cataloging, as expounded by Sherrod East in his article in the *American Archivist* (16: 291-304; Oct. 1953), to the production of a finding aid that can be distributed as a publication. Issued 11 years ago under security classification, this *Guide* has recently been declassified and made generally available in a limited number of copies. Its preparation was responsive to a request of the Provost Marshal General "that a Military Government Reference Aid be compiled" and it "attempts to provide information about selected records . . . relating to civil affairs and military government plans and operations of the United States, the Third Reich, and other governments during the period 1939-50." The project for the *Guide* was directed by Seymour J. Pomrenze with the assistance of Helene Bowen and Philip P. Brower; and its production required the occasional research and clerical assistance of a score of others.

As a type of archival finding aid, a guide must be at least a general description designed to help a searcher discover the groups or series of records that may be of interest to him. A better guide can result, however, if the detailed information that must eventually be produced by the depository is brought into the plan and methodically presented. This *Guide* is notable especially for accomplishing precisely this. In Part 1 appear summary statements about the functions and records of the U. S. and allied military offices, commands, and other organizations that produced documentation on the subject. A distinction is made, necessarily, between the holdings of the Army's two principal records centers of the time—the Departmental Records Branch (Alexandria, Va.) and the Kansas City (Mo.) Records Center—and the requisite coding

to show place of deposit facilitates rather than hinders the finding of the materials now that they have passed to the care of the National Archives and Records Service. The detailed descriptions in Part 2, of items susceptible of separate description regardless of size or other characteristics, run to 2,329 entries. Here are two examples:

1554. Vocational Training in Japan. 1945-51. 10 feet. Unclassified and restricted. (RG 980, Boxes 2082-2085.) Subject files of SCAP's Vocational Education Branch. Include documents on agricultural extension work, farm shop programs, forestry and fishery education, home economics, language programs, school club projects, and the use of vocational training in correctional institutions. Budget estimates, lists of vocational equipment required, and activity reports are also included.

2222. Mission of Fred W. Shipman, Archives Advisor to the War Department. 20 March 1945. 34 pages. Unclassified. (OMGUS, Box 214/2.) A report of Mr. Shipman's visit to Europe (19 September-6 December 1944), in which he discusses problems involved in the protection and exploitation of enemy archives and records and recommends policies to be followed in the European and Mediterranean Theaters of Operations.

As these examples show, the entry for each describable item includes a devised title (with titles taken from the records in quotation marks), dates of coverage or issuance, quantity, locational information, security classification, and a substantive description of the item. The entries are arranged under 20 main heads corresponding to the broad functions of "civil affairs/military government" (for instance, public finance), with subheads as necessary. Within these sections the entries are arranged in chronological sequence. Had Mr. Pomrenze chosen to group the entries within each functional section by country or other geographical entity or according to the provenance of the items, there obviously would have resulted so narrow a scheme of presentation as to impair the general effectiveness of the whole. To meet the requirement for knowing what is described that relates to a given country, he has provided an ingenious "geographic index" in which the numbers of all of the entries relating to a country or other area are listed. The index is made more useful by the provision of a list of entry numbers by functional category. In relating the number 1611 (found in the index under Bavaria), for instance, to the numeric list one quickly sees that it falls in the grouping "1601-1616 Religious Affairs."

In his prefaces to Parts 1 and 2 Mr. Pomrenze very properly points to some of the "limitations" of the *Guide*. "It is in no sense a compendium of all describable items that deserve inclusion"; the items described are not necessarily the "best" or the most "typical" that might have been selected; and relatively greater coverage has been given to records (such as those relating to Germany) not adequately described in other finding aids than has been given to records (such as those relating to Italy) for which there are detailed lists. Moreover, while the *Guide* "treats the subject in a detailed manner . . . it pretends to be neither exhaustive nor comprehensive." These very "limitations," however, are basic to the describable item technique, whether applied to an ever-growing card catalog or used in the compilation of an

intelligently ordered guide to which nothing more can be added. In either case the archivist leads the searcher just far enough—and not too far.

Besides its interest as illustrative of a type of finding aid—consciously stressed by the reviewer—this *Guide* is not likely to be surpassed in its value to studies in World War II military government.

KEN MUNDEN

National Archives

DOCUMENTARY PUBLICATIONS

Abstracts of Colonial Wills of the State of Georgia, 1733-1777. (Hapeville, Ga.; Longino & Porter, Inc., 1962. xiv, 158 p., illus.)

This is a contribution to the reference literature of the colonial Southeast. The Atlanta Town Committee of the National Society of Colonial Dames published the work for the Georgia Department of Archives and History and dedicated it to Leila Mason Eldredge, regional chairman of the society's historic activities committee. The introduction by the State Archivist, Mary Givens Bryan, has already been republished in substance in the article "Georgia Colonial Wills" in the January 1963 issue of the *American Archivist*.

More than three-fourths of the abstracts are condensed from texts in Will Books *A* and *AA* in the Georgia Department of Archives and History, Atlanta. About a tenth are based on materials in the Department's "Colonial Loose Wills Collection." In the compilation, otherwise alphabetically arranged by name of testator, the final six entries are from wills in the special collections of the University of Georgia Libraries at Athens.

Of the two illustrations, one is a small-scale sketch showing parish locations of 1765; the other is a facsimile reproduction of John Mackay's will, the first recorded in Georgia, July 25, 1733. The abstracts represent 2 wills a year to 1750, 6 a year for the next decade, and an average of 19 wills a year for the period from 1761 to shortly after independence. George Whitefield's will of 1770 is not overlooked.

The abstracting has been done concisely, intelligently, and no doubt faithfully. The volume contains a profusion of place and personal names, but the index is only to testators. Since the names of other persons outnumber those of will-makers ten to one, it is obvious that a complete index and rigorous editorial coordination could have made the publication even more serviceable than it is. The printer has done his job acceptably.

H. B. FANT

National Historical Publications Commission

North Carolina Charters and Constitutions, 1578-1698, ed. by Mattie Edwards Parker. (*The Colonial Records of North Carolina*, [vol. 1]; Raleigh, Carolina Charter Tercentenary Commission, 1963. xxii, 247 p.; illus. \$5 buckram; \$10 leather.)

The charter of a great state or nation, as its *sine qua non*, should be issued in a handsome edition, well bound and well edited. *The Colonial Records of North Carolina*, volume one in a new series, meets these standards. Mrs.

Parker and her coworkers, following the example of that dean of editors, Julian Boyd, and of later editors, here present ten of the Charters or Letters Patent and the Fundamental Constitutions of Carolina (from Sir Humphrey Gilbert's Charter of 1578 to the 1698 version of the Constitutions) and provide a general introduction and an introduction for each document. Most obsolete and archaic words have been replaced by their modern equivalents, but a few have been left, to convey some of the original flavor. And a good thing, too. For those who need the original documents, photostatic copies are available from the State Department of Archives and History at Raleigh. A handsome reproduction of the Carolina Charter of 1663 serves as a frontispiece to the volume. There is a foreword by Christopher Crittenden, a list of sources, and a learned essay by Mrs. Parker on the diplomatics of the documents. The introduction to each document places it in its historical setting. Scholars and the general reader will find in these charters almost inexhaustible resources for the study of American or Carolinian history and will look forward eagerly to the next volume of the series.

FORREST R. HOLDCAMPER

National Archives

REPORTS OF ARCHIVAL AGENCIES

Selling Tarheel History; Twenty-Ninth Biennial Report of the North Carolina Department of Archives and History, July 1, 1960 to June 30, 1962. (Raleigh, 1962. [vi], 192 p.)

On October 1, 1962, Robert H. Bahmer began his presidential address to the Society of American Archivists by remarking, "Over the past several years we have all heard considerable talk about the deplorable state of reporting by our archival agencies. There seems to be general agreement that too few institutions develop such reports and that too few of those prepared are printed or otherwise reproduced for distribution." With *Selling Tarheel History* Christopher Crittenden and his staff point a way to change this "deplorable state."

The illustrated report covers in interesting detail all the work of the North Carolina Department of Archives and History, including (p. 7-83) the work of the divisions of archives and manuscripts, historic sites, museums, and publications; and it contains sections on Tryon Palace and on the Carolina Charter Tercentenary Commission and the North Carolina Confederate Centennial Commission (p. 84-113). The different sections of the report, each written by the staff member in charge of that particular activity, summarize progress, accomplishments, needs, and future plans. Each section is impressive.

The North Carolina program is certainly comprehensive. For similar organizations in other States the report may serve as a guide and source of information on programs that can or should be undertaken if the organization intends to deal with all significant areas of historical and archival activity. The one activity not treated—because not included in the duties of the department—is the guidance of a State historical society.

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.

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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