

JOHN FITZGERALD KENNEDY

May 29, 1917–November 22, 1963

He did not live long enough to make his Administration a completed monument to his statesmanship. History, which never discloses its alternatives, will not divulge to us or our descendants how it might have been if he had lived.

When generations yet to be born turn back to these times, they may be unable to discover, in the dusty archives of the Nation, a real disclosure of how many high hopes and expectations were excited by the years that should have been only the beginning of a Kennedy era in American life. The youthful President, on Friday morning, rode forth in the very springtime of a public life that promised to be long and fruitful.

Now others will largely determine the degree to which the future may fulfill the many hopes our young President had aroused, and fix his place in history. Whether these leaders are favored with fortune or failure, neither their success nor their reverses will wholly eclipse the national memory of a cheerful, courageous, imaginative and inspired young President whose every act was marked by a wish to achieve greatness and a desire to take a high and honorable place in the history of his country.

—Extract from editorial, "His Place in History," *Washington Post*, November 23, 1963; quoted by permission.



EVERETT O. ALLDREDGE

President, Society of American Archivists

1963-1964

Staff member, National Archives, 1941-42; Acting Chief, Document Security, Intelligence Division, Board of Economic Warfare, 1942-43; Officer in Charge, Philadelphia Naval Records Management Center, U. S. Navy, 1943-44; Chief, Field Program Planning, Office Methods Division, Executive Office of the Secretary, Navy Department, 1945-49; Office of Records Management, National Archives and Records Service, from 1950. Presently Deputy Assistant Archivist for Records Management. Vice President, Society of American Archivists, 1962-63; President since October 3, 1963.

May
we call
your attention
to a product which
will fill a long-standing need
in the Archival and Manuscripts
Fields

MilleteX

Archival Paper

Available in a full range of Sizes and Weights for

DOCUMENT, MAP AND PICTURE FOLDERS

and for other uses where

Permanence is Essential for Direct Use or Protection.

PH neutral guaranteed by independent tests.

Approved by leading authorities.



SAMPLES AND PRICE QUOTATIONS ON REQUEST

Write or Wire

"MILLETEX"

3305 N. 6th Street

HARRISBURG, PA.

THE AMERICAN UNIVERSITY

WASHINGTON, D. C.

SIXTH INSTITUTE ON INFORMATION STORAGE AND RETRIEVAL

February 17-21, 1964

Director: LOWELL H. HATTERY, Professor of
Government and Public Administration,
The American University

ELEVENTH INSTITUTE ON RECORDS MANAGEMENT

May 11-22, 1964

*In cooperation with the
National Archives and Records Service*

Director: HERBERT E. ANGEL,
Assistant Archivist for Records Management,
National Archives and Records Service

EIGHTEENTH INSTITUTE ON MODERN ARCHIVAL ADMINISTRATION

June 1-26, 1964

*In cooperation with the
National Archives and Records Service
Library of Congress
Maryland Hall of Records*

Director: FRANK B. EVANS, Office of Civil Archives,
National Archives

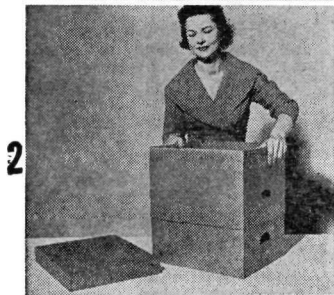
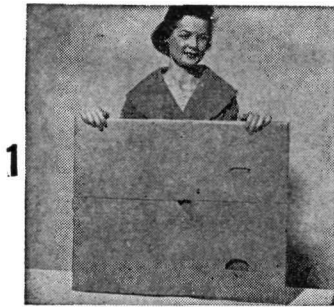
FOURTEENTH INSTITUTE OF GENEALOGICAL RESEARCH

July 6-24, 1964

*In cooperation with the
American Society of Genealogists
Maryland Hall of Records
National Archives and Records Service*

Directors:
JEAN STEPHENSON, Fellow, American Society of
Genealogists
FRANK E. BRIDGERS, Genealogical and Local
History Specialist, National Archives

For information write to Lowell H. Hattery, Director, Center for Technology
and Administration, The American University, 1901 F Street, N.W.,
Washington, D. C. 20006



SETS UP AUTOMATICALLY
"1-2-3"
FOR IMMEDIATE USE

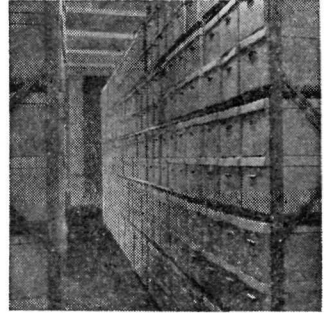
The PAIGE
Company

95 MADISON AVE.
 NEW YORK 16, N. Y.

The UNIQUE PAIGE MIRACLE BOX

cuts record retention costs
75% in equipment—300% in space!

The unique Paige Miracle Box has created a new system for efficient and economical record retention, utilizing full floor-to-ceiling space.



UNIQUE—because it sets up INSTANTLY and AUTOMATICALLY—no taping or stapling required.

UNIQUE—because it is the only corrugated container that is completely **double-walled** and **double-cornered**, providing amazing strength and durability.

UNIQUE—because it is **double-floored**, providing a bottom that can't "fall through."

UNIQUE—because it has a separate, telescopic cover.

UNIQUE—because it is rugged, though light in weight. Easy to lift and move by its comfortable hand-holds; even when full, can easily be carried by a girl.

Our brochure explains how the use of the unique PAIGE MIRACLE BOX has developed a new system of retaining records . . . how leading companies get maximum use of available space, highest efficiency in operations, greatest convenience for personnel. We'll be glad to send you a copy.

THE PAIGE CO., 95 MADISON AVE., NEW YORK 16, N. Y.

Send your new, illustrated Miracle Box brochure.

NAME TITLE

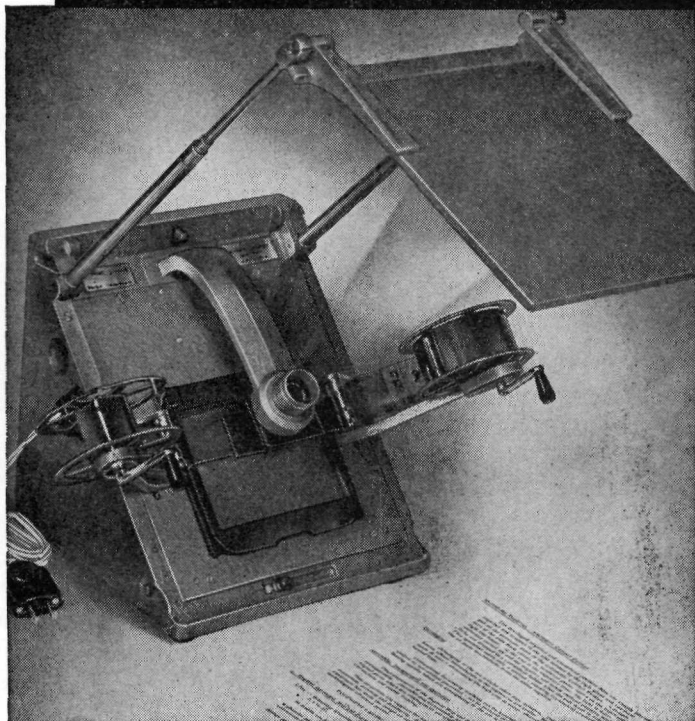
COMPANY

STREET

CITY ZONE . . . STATE . . .

**NOW
AVAILABLE**

A MICROFILM READER that provides Sharp, Brilliant Images from Rollfilm AND Sheetfilm *at a Comfortable, Normal Reading Position*



THE DAGMAR SUPER operates silently without disturbing others; you read in a comfortable, natural position in moderately lighted rooms.

MODEL A.....\$139.95

includes takeup reels, extra lamp

ENLARGES 12—20 TIMES

Aperture 28 x 32 mm

MODEL 35.....\$145.95

for 35 mm systems using smaller magnifications only

ENLARGES 10—15 TIMES • Aperture 47 x 37 mm

DAGMAR SUPER MICROFILM READER

- Easy to operate
- Projects ALL microfilm—35mm roll, 16mm roll, sheetfilm
- Silent, cooler than average operation
- Adjustable, zoom mirror gives wide range of image sizes
- Holland craftsmanship
- Operates on 115 (also 230) volt, 60 cycle alt. current
- Weighs only 14½ lbs.
- Closes to a 9" cube

9-MONTH GUARANTEE
(except lamps and mis-handling).

10-DAY RETURN PRIVILEGE, full credit or refund.

IMMEDIATE SHIPMENT.

DIRECT DISTANCE
DIAL TELEPHONE:

507-835-2250

wire, or mail your orders or inquiries to

AUDIO VISUAL RESEARCH

523 S. Plymouth Court • Chicago 5, Illinois Dept. AA41

for . . .

Permanence
and
Discoloration Resistance

Use . . .

BAINBRIDGE
Museum
ALL RAG MAT
and
Mounting Board

	Thickness	
2 Ply	and	4 Ply
	Sizes	
22 × 32	and	30 × 40

100% Finest Quality Rag
Premium Lamination
Natural Color

For Samples and Information

Charles T. Bainbridge's Sons
20 Cumberland Street Brooklyn 5, N. Y.

"Plucking around in archives"

For one Dutch dollar anyone may buy from the Municipal Archives Office in Amsterdam the booklet *Inventories of the family-archives Heshuysen, Hooft, Hooft van Vandenberg*. This little volume may not be read in a hurry, for it contains an extensive number of all kinds of contributions that have reference to the families named. Why are such inventories issued in book form? Because "family archives and certainly those of Amsterdam's governing families from before 1789 in particular [can] be of considerable importance for the history of our country." Such compilations are made truly with the patience of monks. The contents have been arranged with reference to the military career of Adolf Frederik Hendrik Heshuysen, followed by the letters (of Emilie Jeanne Hélène Gerlings te Bex) to Gerrit Heshuysen, then the confession of guilt of Judith de Nijs for Aletta Kruyskerk and the funeral letters of Sara de Vries, widow of Jacobus van Hoboken and Abraham van Hoboken.

There is more interest for such intimate bits of history than one imagines. The past appeals in such human form, not alone to all sorts of romantic souls, but to treasure- and inheritance-hunters as well, who feel that they never had their chance. During the last few years there has been a whole series of such inheritance cases. The clamor around the *Teyler-millions*, by now having been noised about for several centuries, is too well known to be recapitulated at length. But there are the real or imagined heirs of *Franz Valentin Emmerich*, who, 2,200 in all, are spread over the entire earth and believe that they have 750,000,000 guilders to distribute among themselves. And there is the *Dembinsky estate* of 200 million dollars. Then there is the estate of *Arnold Grüter*, in his lifetime (during the eighteenth century) Marquis of Lede. It consists of castles, landed estates, houses, and farms. An association of heirs intends to distribute the whole. Also the millions of the Frisian *Oene van Teyens* (90 million guilders) are said not to have gotten into the right hands, if, indeed, there is something to that secret will.

Then there is the *Labrador affair*, a few years back. An association of people with Portuguese-Jewish names was of the opinion that the entire area, at present named Labrador, was their property. Also the *Thiery Foundation* bobs up in the news now and then. And let us not forget the estate of the Swiss *Joseph Mayer*: not less than two million English pounds. In all these affairs we find people continually climbing in family trees, plucking around in archives, discovering queer things, but rarely having any interest in them.

They are concerned about finding conclusive proof that a mountain of gold, unjustly, has not been distributed among the rightful owners. The rightful owners grow continually in number and pay their dues to the association. With this money, then, more searching can be done, in baptismal records, in inventories of family papers, in civil records, and in many others. In the meantime, calculations of the probable size of the loot are made from time to time. For the sum about which everything revolves is growing continually and handsomely, due to the intricate laws of compound interest. Quite fascinating, indeed. Generations of heirs find in this their satisfaction and a suitable use for their free time.—Excerpt from *Vrij Nederland*, Sept. 22, 1961, quoted in *Nederlands Archievenblad*, 66: 165 (1962). Translation by Icko Iben.

President's Page

AT its last meeting the Council of the Society authorized the president to establish an Ad Hoc Committee on Membership Development. This has been done, with Mary Givens Bryan as the chairman.

We are not proposing a "membership campaign." We do believe, though, that all persons having archival and records management responsibilities should know of the Society so that they can determine whether membership in it would help them discharge those responsibilities more capably and professionally.

None of us presently know how many organizations and institutions maintain archives. If I had to guess I would say over 3,000. Our membership, however, does not include more than a third of these. This may indicate one way in which our new committee could use your help. Where should we have members but do not have them? Do you have any ideas for increasing the membership of the Society? Put your suggestions into a letter to Mrs. Bryan, Department of Archives and History, Atlanta, Ga. 30309.



The Council has authorized another Ad Hoc Committee, this one on the Committee Structure of the Society. Admiral Patterson has agreed to chair this committee.

Here again your help is needed. Do we have the right committee system? What committees would you like to see in existence which do not now exist? What ones abolished, or their purpose altered?

Committees are one of the means through which our Society performs work. What work, however, *needs* to be performed? Would you agree that the best way to get the answer to this interrogation is to put the question differently? Suppose we asked, "What problems do we share in common?"

Well, what problems are general? Are they problems of goals; of techniques; of standards; of right recruitment; of pay; of public support; of recognizing similarities other than the superficial ones?

Put still differently, what work would you like to see the Society performing? This is surely a sufficiently solid query as to stir up

Communications to the Society president may be addressed to Everett O. Alldredge,
Office of Records Management, National Archives and Records Service,
Washington, D. C. 20408.

thought. It is not enough for you to ponder then—put your thoughts in writing and send them along.

We can't hire the Gallup Poll to check the views of our membership about our committees. We do invite you to participate, however, in a type of polling process by communicating with Adm. A. M. Patterson, Department of Archives and History, P. O. Box 1881, Raleigh, N. C.



I have a letter from Edith Fox of Cornell which interests me a great deal. Last year she invited persons in charge of archives and manuscript collections who were not too far from the University to come to Cornell for a one-day workshop. At this workshop she and her staff led the discussion on finding aids, exhibits, accessioning, publications, and the like—the basic doctrine every fledgling archivist must have.

Not as many persons came as were invited. This surprised no one. The ones who did come, however, felt it was time well spent, indeed. Many of those who came were new to the task of presiding over a group of permanently valuable records.

Most of our stronger organizations could successfully and periodically take on this kind of educational task without overloading the institution. I commend the thought to you. If any of you undertake a similar seminar we would be pleased to learn of it.



Could you use to your advantage a directory of the members of the Society? It is available from H. G. Jones, Treasurer (P. O. Box 548, Raleigh, N. C.), for one dollar. Some 1,100 persons and institutions are listed there, alphabetically, by State and foreign country. It's the easiest way to get the proper spelling of a name and the correct address.

EVERETT O. ALLDREDGE, *President*
Society of American Archivists

Our April Issue Will Be Devoted Largely To

ARCHIVES AND MANUSCRIPTS OF SCIENCE

Your new or renewal subscription entered now
will assure your receiving this issue.

Technical Notes

CLARK W. NELSON, *Editor*

Mayo Clinic

RECENT DEVELOPMENTS

Book-Copier

The American Photocopy Equipment Co. has introduced a modification of its book-copier, the Panel-lite. When copying pages from bound volumes or originals too thick for conventional machines, this unit is said to offer the following advantages: fluorescent lighting, copying time of 7 to 10 seconds, easy insertion into large books, and an improved timer. The Panel-lite may be used with all transfer-diffusion machines. The price is \$107.50 or \$95 when purchased with APECO transfer-diffusion equipment.

Microfilm-Processing Equipment

The Pako Corp., 6300 Olson Memorial Highway, Minneapolis, has introduced a new processing system for microfilm rolls of 100 feet or less. This Hansen Roll-Film Processing System includes an adjustable reel that handles 35, 46, or 70mm. black and white roll film, an automatic spooling device, a drier, 3 chemical tanks, and 1 wash tank. In processing, the film spool is loaded automatically. The tank cover is attached to it, and this combination is moved from one tank to another. Agitation is made possible through a large knob extending from the light-tight tank cover. The electric drier removes water from the film by use of a vacuum-cleaning action. A 16mm. reel is available as an extra. For the smaller microfilm processor this unit seems to offer excellent possibilities. Price \$875.

A new line of products for handling various types of documents recorded on microfilm has been introduced by IBM. They include: the IBM microviewer, a desk-top unit with 6.5 or 15 \times magnification, \$175; the IBM microcopier, a compact unit using ultraviolet light to copy a filmed image from one card to another in about 15 seconds, \$825; the IBM microcopier II for copying from roll microfilm to card as well as card to card, \$925.

Photo-Plastic Recording

A new method of taking pictures and developing them instantly by flashing light onto an electrostatically-charged film has been announced by General Electric Co., Schenectady. It is expected that first applications will be for the military. These dry-processed pictures are said to be completely grainless and can be developed and erased simply by heating the film. If necessary, the film can be reused. According to GE, its resolution is so fine that as many as 144 crystal-sharp pictures can be produced in a space only 2 inches square. The film

Contributions to this department should be addressed to Clark W. Nelson,
Archivist, Mayo Clinic, Rochester, Minn. 55901.

can be either sensitive or insensitive to nuclear radiation. The new process offers interesting possibilities in the field of microfilm.

New Diebold File

A new visible rotary file has been announced by Diebold, Inc., Canton, Ohio. This mechanized file combines the advantages of Diebold's push-button record-handling equipment with the company's Tra-Dex system. Eight buttons on the file's control panel are keyed to a specific category of records. According to Diebold, they bring any one of up to 23,000 4" × 4½" records within fingertip reach in an average of only 3 seconds. Each card within the file is visibly indexed.

Microfilm Reader-Printers

General Aniline & Film Corp., Binghamton, N.Y., has announced the availability of a new reader-printer for microfilm that makes either high-contrast opaque prints or translucent copies for diazo reproduction. The Micro-line Reader-Printer permits a magnified image on the viewing screen and a corresponding print size up to 18" × 24". According to Ansco, the unit employs a silver stabilization photo-chemical system and a high-quality optical system with six-element lens sharpness. The paper used is unique in that the developer is incorporated in its emulsion. The machine handles aperture cards, acetate jackets, and microfiche. A roll film model is also available.

A new microfilm reader-printer is being marketed by Bell & Howell's Micro-Data Division, 7100 McCormick Rd., Chicago. Another entry into the rapidly growing field, this machine is available in two models, 530D and 530H, that deliver respectively prints measuring 8½" × 11" and 5½" × 8½". A battery of five lenses is available for variable magnification. In operation the desired microfilm frame is found on the roll by either an accessory indexing meter or visual spotting. By pushing a button, an exposure is made and a print produced in about 25 seconds. The machine is desk-top in size and weighs 63 pounds.

New Hand Stamp

Using their newly developed Porelon plastic, Johnson's Wax, Chemical Division, Racine, has introduced a new type of hand stamp that needs no ink pad. The ink is held in the stamp by the thousands of tiny interconnected circular openings of Porelon plastic that make up its face. When pressure is applied to them, the ink is released. According to Johnson's, this type of stamp will give over 25,000 impressions before exhaustion and will not leak or dry out.

New Copy Paper

The National Cash Register Co., Dayton, Ohio, has brought out a new office copying paper that is approximately 10 percent less costly than the most popular type of comparable paper in use. The paper is called Thermocopy and is a development of NCR's research in photochromic dyes. It is made for use in Thermo-Fax machines manufactured by 3M. The paper is said to give a high-speed permanent reproduction of either a line or halftone image without

becoming brittle or losing whiteness. The suggested retail price per 500 sheets is \$22.50.

Automatic-Shredding Machine

A new model paper shredder, Security I, has been introduced by Industrial Shredder and Cutter Co., 707 South Ellsworth Ave., Salem, Ohio. It destroys records by cutting them into ¼-inch unreconstructible shreds that can be disposed of by ordinary means. The machine handles papers up to 10 inches in width and of any length. Wider papers can be folded. The new model is one of a number offered by Industrial for the destruction of papers. It costs \$260.

New Microfilm

A 35mm. microfilm that features an antihalo undercoating, universal processing, and a clear base has been announced by Bell & Howell Co.'s Rochester Film Division. The new film is called Microfilm Negative Type 1K. This film has an antihalation dye layer between the emulsion and its clear supporting base. By eliminating the need for either a blue-tinted base stock or a conventional dye-back layer, the film no longer has to have an extra processing step to remove them.

Diazo Copier

A new copying machine utilizing the dry diazo principle has been introduced by Reeves Industries. The machine needs no liquids, has no belts, drying mechanism, or squeegee rollers. The document to be copied is placed together with the copying paper around a transparent roller. After being covered with a light-proof hood, it is exposed to an interior light. Then the copy is placed in a developing drawer where heating elements automatically heat the developing powder to bring out the image. The dry diazo paper used is said to copy all colors on almost all materials. Copies can be made up to 8½" × 14". The developer used is in powder form and no liquid or mixing is required. The machine weighs 6½ pounds and costs \$59.50.

Verifax Permanence

In a report, "The Permanence of Verifax Copies," in the May-June 1963 issue of *Photographic Science and Engineering*, the test results on the stability of a Verifax image under accelerated aging conditions were presented. These tests appeared to prove that this type of copy was extremely stable. After an initial color change, the image neither faded nor migrated.

New Look for Punched Cards

IBM, White Plains, has announced that the rectangular general purpose punched card will now be available with round corners as well as the traditional square ones. This change improves high-speed processing and offers greater handling ease. Also, the new corners offer greater wear resistance and make it easier to place the cards in envelopes. There is no price increase over the square-cornered cards.

Storage for Drawings

At the Society's annual meeting in Raleigh, C. B. Ulrich of Art Metal, Inc., Jamestown, N. Y., described his company's Planfiles. These filing cabinets use a unique system of compression springs to flatten vertically-stored drawings. According to Ulrich, they offer the purchaser minimal filing damage, increased storage capacity, and excellent fire protection. The files are available in a variety of styles to handle different sizes of drawings.

Microfiche Reader

National Reproductions Corp., 429 East Jefferson, Detroit, is distributing the new Argus Microfiche Reader. Film is drop-loaded into the machine (automatically positioned by setting the reader dials to a page number) and the desired image is brought instantly to the screen without the need of scanning the complete film. The unit features a shielded viewing screen and storage space for up to 20,000 microfiche cards in its base.

Personal Information Retrieval System

For the individual researcher, the new Find-It Information Retrieval System made by Find-It, P.O. Box 36074, Los Angeles, may be a solution. Using pre-scored and prenumbered cards, the user makes up an index of subject words. The documents that accumulate are numbered serially and the number is punched out of each of the appropriate subject cards. To search the file, the cards that contain the appropriate subject words are placed on top of one another; matching holes in the cards indicate documents having the needed information. Kits containing 200 cards and other needed materials are available for \$10.70, postage included.

Photos on Linen

For the exhibit designer looking for a new approach in the display of photographs, Argenta Photo-Linen, imported from Germany by Major Photo Distributors, 893 McLean Ave., Yonkers, N.Y., offers interesting possibilities. This photographically-sensitive linen cloth has a slightly coarse finish that is especially useful in textured applications. The emulsion is of a silver bromide variety and can withstand repeated washing, drying, and even ironing. Used for large murals or photographs that must be moved periodically, it may simply be taken down and rolled up for storage or transportation in a tube. The Photo-Linen is available in roll, standard, and custom sizes.

Xerox Copier

After five years of development, Xerox Corp., Rochester, N. Y., has introduced a new desk-top copier, the 813. This machine produces automatically from one to ten copies of documents up to $8\frac{1}{2}'' \times 13''$ on ordinary paper. While the new model gives the same print quality as its predecessors, it cannot copy bound papers. The machine occupies a space of $20'' \times 26''$ and may be plugged into a standard 15-ampere circuit. Under the company's metered service plan, price will be \$10 a month plus $4\frac{1}{2}c$ per copy for a minimum of 800 copies.

MICROSCOPIC SPOTS OR DEFECTS ON MICROFILM

In the search for better microfilm quality, the National Bureau of Standards and various film manufacturers have recently shown an increasing concern for a heretofore unnoticed defect on microfilm—the microspot. Reproduced below are statements from NBS, Eastman Kodak, and Bell & Howell spokesmen about the problem:

National Bureau of Standards

For the past year, scientists at the National Bureau of Standards, U. S. Department of Commerce, have been studying microscopic defects which appear on microfilm negatives from 2 to 20 years after the film is processed. The chemical and physical nature of the defects is being investigated by Bureau scientists as part of a continuing program of research on standards of permanence for photographic records. This research is of considerable importance because of the extensive use of microfilm for the storage of Government records.

The defects have gone unnoticed in most practical applications. Thousands of rolls of microfilmed Government records have been inspected by the Photographic Research Section of NBS during this past year, and a widespread incidence of defects was noted. Although, from the practical point of view, no information has been lost, even on films 30 years old, it is considered important to learn the nature of these defects and, if possible, to prevent their formation in the future.

The defects, which have come to be known as "J-type defects," occur in several forms. Some are circular yellowish or reddish spots from one to six thousandths of an inch in diameter. Some have concentric light and dark rings. Others cause recorded lines or printed letters to become lighter and broader. There are indications that the incidence of J-type defects depends upon the conditions of processing and storage. The remarkable absence of such defects in a large collection of microfilms at the National Archives has led investigators to a study of the processing and storage conditions there.

Some J-type defects have been deliberately produced in the laboratory by storing films in the presence of small amounts of gaseous chemicals. Scientists at the Armed Forces Institute of Pathology investigated and found no evidence of a biological cause. J-type defects are also being investigated in research laboratories in the photographic industry. These defects were described to records officers, film suppliers, and representatives of the microfilming service trade at a recent meeting sponsored by the National Bureau of Standards and the National Archives. (September 25, 1963. TRG-6301W.)

Bell & Howell Co.

Our current opinions pertaining to "J" defects may be more clearly defined when categorized as follows:

1. Opinion as to Cause: We are of the opinion, at this time, that the basic problem is connected with water spot formation in processing, which sets the initial breeding ground for other chemical conditions (when they exist) to produce the "J" type defect. Please bear in mind that our data is by no means conclusive, but most of the information that we have collected thus far gives us justification for our opinion.

2. Results of Bell & Howell Microfilm Storage Investigation: In July of this year, the "J" defect problem was brought to our attention by Dr. C. S. McCammy, Chief Photographic Research Section, Meteorology Division, National Bureau of Standards. Within the same month, extensive investigations by several Bell & Howell task force groups were placed into operation at different geographical locations across the country. . . . the information collected from our storage files, as far back as 12 years and up to current storage, did not show the existence of the "J" type defect in any of its four classified forms. The examination of our stored microfilm within our subsidiaries

plus numerous customers' files is presently being performed, and shall continue until such time that we are assured of a factual conclusion.

3. Future Outlook for Microfilm Quality: We are also of the opinion that the existence of the "J" problem has brought about a more rigid control program by all manufacturers which will result in a form of quality protection unsurpassed by any other type of record system. (November 5, 1963.)

Eastman Kodak Co.

Eastman Kodak Company and its affiliate, the Recordak Corporation, have been working with the National Bureau of Standards and others for many months on the problem posed by the finding of microscopic spots on processed microfilm.

We believe that a solution has been found by Kodak scientists who have been intensively studying this phenomenon. The company anticipates no similar problem on other films, such as those used by amateur or professional photographers.

The spots, circular in shape and often reddish in appearance, vary in size from less than one-half-thousandth of an inch to about five-thousandths, the latter dimension about the diameter of a human hair.

The spots have been found in image areas of the microfilm in only a relatively few cases and, in those few cases, have rarely damaged the image. More often they have appeared in the fogged microfilm leader or along the fogged edges of microfilm.

Where the spots occur in an image area, they occasionally result in widening the lines in a negative image. No spots have been found in positive type of microfilm with a positive image.

Laboratory analyses indicate that the spots were produced by a local oxidation of the silver grains to a soluble form. After subsequently migrating in the gelatin, these silver grains were deposited as a group of fine particles. Since the silver has migrated, the spots cannot be removed.

A gold protective process has been found by Kodak to offer a promising method of preventing the formation of this type of spot. In this method, microfilms are passed through a dilute solution of gold chloride and other chemicals in water. In addition, a presoak and final wash of water are required.

This process results in the formation of a microscopically thin, continuous gold layer on each individual silver particle. The amount of gold required is extremely small. This so-called gold wash has been in use for many years by professional and advanced amateur photographers to give added permanence to photographic prints produced on paper.

Within the next few months, Recordak Corporation plans to offer this gold protective treatment to microfilm customers at a number of its regional processing establishments throughout the United States.

Cause of the microscopic spots may be related to air pollution such as often exists in industrial areas. High storage temperatures and high relative humidity are other possible factors. These three conditions have long been regarded as undesirable in the storage of microfilm.

There are indications that the spots grow at a slow rate. No spots have been found to date on recently processed microfilm.

Eastman Kodak and Recordak Corporation plan to discuss this phenomenon at future meetings of technical, standardization, and photographic industry groups. (October 29, 1963.)

Other Opinions

There has also appeared a paper in the technical literature on this subject. In the September-October issue of *Photographic Science and Engineering*, two Kodak scientists describe the phenomenon under the title "Microscopic Spots in Processed Microfilm: Their Nature and Prevention." In summary they state:

The microspots appear to be confined almost exclusively to rolls of negative microfilm. . . . It has been observed in films produced by various manufacturers, both in

the United States and abroad, showing it to be an industrywide problem. . . . Spots have been found in both active and inactive files. The formation is most severe with films stored at high temperatures and humidities and contaminated, *i.e.*, industrial atmospheres. . . . Microspots have been found in films processed as recently as two years ago, but it is more pronounced in older films. However, the attack on films processed in 1940 or earlier is no worse than those processed in the 1950's. . . . Even in negative microfilm they have been confined to rolls and have not been found on sheets or Minicard chips. . . . We wish to emphasize that the microspot formation is, at present, more of a new phenomenon to be explored, so that its hazards may be defined, rather than an actual destroyer of microfilm information. . . . It is not a hazard comparable with that created by the decomposition of nitrate base, or yet the crumbling of old papers, or the bleaching of inks and dyes. The destruction in 20-30 years has been slight, and films of this age will pass casual visual inspection and make good-quality enlargements. . . . Nevertheless, we do not wish to underrate the implications for archival storage of information or the possible deterioration of films beyond their present state, or the attack of freshly processed films.

Additional information on microspots will be published as it becomes available. Readers of the *American Archivist* are invited to report to the editor of this department the results of any studies or investigations they may conduct in relation to this matter.

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 Philip P. Mason, Secretary, Society of American Archivists, Wayne State University, Detroit, Mich. 48202.

POSITIONS OPEN

ARCHIVIST for corporate archives, New York City. Candidate should have at least M.A., history, approximately 5 years archival experience at responsible level. Position will require some travel and extensive contacts with divisional records representatives. Salary range \$12,000-\$15,000. Write Secretary. 0-26.

MANUSCRIPTS CATALOGER, for Midwestern historical society. Salary range \$5,844-\$7,104. Write Secretary. 0-27.

ARCHIVIST, Wisconsin State Historical Society, Madison, to assist in indexing and care of archival and manuscript materials. Qualifications include college graduation, major in American history or political science, with substitute allowed for archival training and experience. Salary starting at \$470 p. m. Write for details to Bureau of Personnel, 720 State Office Bldg., Madison, Wis. 0-28.

PROVINCIAL ARCHIVIST (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, post graduate degree in history or political science, courses in archives management. State minimum acceptable salary. Write Personnel Administration Office, Room D203, Terrace Bldg., Edmonton, Alberta, Canada. 0-29.

News Notes

DOROTHY HILL GERSACK, *Editor*

*Office of Records Appraisal
National Archives and Records Service*

PRESIDENT JOHN F. KENNEDY MEMORIAL LIBRARY

Attorney General Robert F. Kennedy and Senator Edward M. Kennedy released the following statement to the press on December 5, 1963, at Boston:

Articles of Organization were filed today to incorporate in Massachusetts the President John F. Kennedy Memorial Library. The basic purpose of the new corporation is to build an appropriate building which will commemorate the late President and serve as a repository for historical materials associated with his personal and official life, his Administration, and his times. Attorney General Robert F. Kennedy is President of the proposed new corporation, and Senator Edward M. Kennedy is Vice President. The other incorporators are President Nathan M. Pusey of Harvard University, Arthur Schlesinger, Jr., K. LeMoyne Billings, Evelyn Lincoln, and Edward B. Hanify. A board of trustees will be elected in the near future composed of citizens from all sections of the country to carry out the project.

The creation of a Library of this nature was a cherished project of the late President, and the founders of the proposed new corporation are familiar with his ideas with respect to its location and organization. As in the case of the Roosevelt, Truman, and Eisenhower libraries, the funds for construction will be raised by gifts from public subscription. The Federal Government does not provide funds for this purpose. When the structure is completed, Federal legislation does provide for its permanent upkeep and operation by the United States.

During President Kennedy's life, Harvard University offered to donate as a library site some acres of land owned by the University near its School of Business Administration and commanding a view of the Charles River. Because this location appealed to the late President, it is expected that the Kennedy Library will be erected on this site.

The trustees plan to seek the advice and guidance of those familiar with comparable projects in setting the ultimate goal for the funds to be raised by public subscription for the Kennedy Memorial Library. Preliminary studies indicate that the sums needed will approximate six million dollars. The newly organized charitable corporation will provide a vehicle for the tangible expression of love and respect for the late President now evident in this country and abroad. The thousands of his fellow citizens who have been eagerly seeking a way of honoring his memory may find this Memorial Library a most appropriate way of carrying out their desires.

News for the next issue should be sent by Feb. 1 to Mrs. Dorothy H. Gersack, Office of Records Appraisal, National Archives and Records Service, Washington, D. C. 20408.

Contributions may be made to the President John F. Kennedy Memorial Library, Boston, Massachusetts.

Attorney General Robert F. Kennedy said today: "The organization of the John F. Kennedy Memorial Library represents the fulfillment of a cherished hope of my brother. He looked forward to a day when at the conclusion of his administration a Library could be established which would be dedicated to the American people and contain records and memorabilia of this time in the history of the United States—a Library located in his native state near the scenes of his college days and organized in cooperation with Harvard University. He hoped that this Library would be a living center of teaching, research and study for young men and women from colleges and universities not only in the Boston area but throughout the country and the world. He has been deprived of the personal enjoyment of such a Library, but its speedy completion would be his dearest wish."

SOCIETY OF AMERICAN ARCHIVISTS

1963-64 Officers

In accordance with the Society's constitution, EVERETT O. ALLDREDGE, 1962-63 vice president, succeeds to the 1963-64 presidency. At the annual business meeting of the Society on October 3, 1963, other officers for 1963-64 were elected as follows: W. KAYE LAMB, vice president; PHILIP P. MASON, secretary; H. G. JONES (reelected), treasurer. Elected to the Council for 4-year terms were WILLIAM T. ALDERSON and ELIZABETH B. DREWRY. Elected to the Council to complete the unexpired term (1-year) of W. Kaye Lamb was OLNEY W. HILL. Continuing Council members, with the years of expiration of their terms, are AUGUST R. SUELFLOW (1964), WILLIAM D. OVERMAN (1965), SEYMOUR J. POMRENZE (1965), GUST SKORDAS (1966), and THOMAS WILDS (1966).

Committees, 1963-64

President Alldredge announces appointments to the committees of the Society as follows:

ADMINISTRATIVE COMMITTEES

AUDITING: William T. Alderson, *chairman*; Helen L. Chatfield.

GONDOS MEMORIAL AWARD: Helen L. Chatfield (for The American University) and Ken Munden (for S.A.A.), *cochairmen*; John C. L. Andreassen, David C. Duniway, Morris L. Radoff, Lester W. Smith.

LOCAL ARRANGEMENTS: Dorman H. Winfrey, *chairman*; Virginia Nelle Bellamy, James Day, Ivan D. Eyler, Mrs. James P. Hart, Chester V. Kielman.

MEMBERSHIP DEVELOPMENT: Mary Givens Bryan, *chairman*; Theodore J. Cassady, Almer K. Johnson, Jr., Thornton W. Mitchell, Frank C. Myers.

NOMINATIONS: William Edwin Hemphill, *chairman*; Olney W. Hill, Rev. August R. Suelflow.

PROFESSIONAL STANDARDS: Leon deValinger, Jr., *chairman*; Robert H. Bahmer, Philip C. Brooks, Mary Givens Bryan, Lester J. Cappon, Christopher Crittenden, Wayne C. Grover, Philip M. Hamer, Oliver W. Holmes, Waldo Gifford Leland, William D. McCain, Margaret C. Norton, William D. Overman, Ernst Posner, Morris L. Radoff.

PROGRAM: Bruce C. Harding, *chairman*; Maynard Brichford, Dorothy C. Barck, William N. Davis, Jr., Mabel E. Deutrich, Meyer H. Fishbein, Belden Menkus, John W. Porter, Irene M. Strieby.

PUBLICITY: Elizabeth E. Hamer, *chairman*; John C. L. Andreassen, LeRoy DePuy, Edward N. Johnson.

RESOLUTIONS: Lewis J. Darter, Jr., *chairman*; Josephine D. Allen.

WALDO GIFFORD LELAND PRIZE: Morris L. Radoff, *chairman*; Wayne C. Grover, Oliver W. Holmes.

TECHNICAL ADVISORY COMMITTEES

AUDIO-VISUAL: John M. Flory, *chairman*; Hermine M. Baumhofer, Mark R. Ford, DeLafayette Reid, Louis W. Siple, Forest L. Williams.

BUILDINGS AND EQUIPMENT: Victor Gondos, *chairman*; Edward G. Campbell, Leon deValinger, Jr., Earl E. Olson, William J. Petersen, William J. Van Schreeven.

INTERNATIONAL RELATIONS: Morris Rieger, *chairman*; Lester K. Born, Robert Claus, Ofra Core, David C. Duniway, Johan Hvidtfeldt, Richard W. Leopold, Kenneth W. Richards, Theodore R. Schellenberg, Peter Walne.

MANUSCRIPTS: Harriet C. Owsley, *chairman*; Jacqueline Bull, Lester J. Cappon, Josephine L. Harper, Lucile Kane, Howard H. Peckham, Stephen T. Riley, Charles Shetler.

MICROFILMING: Elizabeth A. Ingerman, *chairman*; Robert H. Bahmer, Samuel Freedman, T. Harold Jacobsen, Fred Shelley, Robert D. Stevens, Dorothy K. Taylor.

PRESERVATION METHODS: Clark W. Nelson, *chairman*; William J. Barrow, Eleanor C. Bishop, Dale Fields, James L. Gear, Roger Clarke Knott.

RECORDS MANAGEMENT: Joseph F. Halpin, *chairman*; Herbert E. Angel, Rex Beach, Charles MacBeth, William L. Rofes, Robert A. Shift, Thomas Wilds.

SPECIAL AREA COMMITTEES

ARCHIVES OF THE PROFESSIONS: Paul Lewinson, *chairman*; Warren Albert, Robert G. Ballentine, Philip M. Hamer, Mabel Lee, Leonard A. Rapport.

BUSINESS RECORDS: Helen L. Davidson, *chairman*; Hazel Bruce, Robert H. Darling, Robert W. Lovett, Alice O. Riley, O. G. Wilson.

CHURCH RECORDS: Melvin Gingerich, *chairman*; Virginia Nelle Bellamy, Earl E. Olson, Joseph Peterson, Rev. August R. Suelflow, Rev. Pascal M. Varieur, Rev. Francis J. Weber, Pauline W. Wiltshire, Davis C. Woolley.

COLLEGE AND UNIVERSITY ARCHIVES: Edith M. Fox, *chairman*; Allen D. Breck, Helen L. Chatfield, Leonidas Dodson, May Dornin, F. Gerald Ham, Ralph W. Hansen, Dorothy G. Harris, Andrew Horn, Ralph Hudson, Dorothy Porter, E. R. Vollmar.

SCIENCE MANUSCRIPTS AND ARCHIVES: Nathan Reingold, *chairman*; Emma H. Busey, Clyde M. Collier, Lowell H. Hattery, Icko Iben, Jean Ruth St. Clair.

STATE AND LOCAL RECORDS: Richard W. Hale, Jr., *chairman*; William N. Davis, Jr., Bonnie B. Forsyth, Charles F. Hinds, John R. Kerstetter, Charles E. Lee, Donald H. Mugridge, Paul J. O'Brien, Merle W. Wells.

AD HOC COMMITTEES

CIVIL WAR CENTENNIAL: Fred Shelley, *chairman*; Charlotte Capers, Sidney Forman, Dallas Irvine, Nyle N. Miller, Robert T. Quarles, Jr., Clement M. Silvestro, Richard G. Wood, Erwin C. Zepp.

COPYRIGHT LAWS: G. Philip Bauer, *chairman*; Frank B. Evans, Harold T. Pinkett.

MUNICIPAL ARCHIVES: C. Frank Poole, *chairman*; Willard Heiss, Charles E. Hughes, Jr., James Katsaros, John R. Kerstetter, Daniel F. Noll.

REVISION OF THE S.A.A. CONSTITUTION: Philip C. Brooks, *chairman*; Marguerite J. Pease, Lester W. Smith, Richard G. Wood.

S.A.A. COMMITTEE SYSTEM: Rear Adm. A. M. Patterson, USN (Ret.), *chairman*; Sherrod East, Margaret Pierson.

STATE AND LOCAL RECORDS AWARD RULES: William D. Overman, *chairman*; Robert M. Brown, Mabel E. Deutrich, Edith M. Fox, Charles Shetler.

Publications

The voluntary work of Society officers and members who continue to provide us with much-needed directories has been gratifying. Recently issued

were the *Annual Directory, June 30, 1963*, compiled by retiring Secretary Dolores C. Renze, which lists all members and subscribers by name and address; the *Directory of Religious Archival and Historical Depositories in America, 1963*, compiled by August R. Suelflow for the Church Records Committee; and the *Directory of State and Provincial Archivists and Records Administrators, 1963*, compiled by William T. Alderson for the State and Local Records Committee. For purchase prices and information on how to order from the treasurer these and other Society publications, see the notice on the inside back cover of this issue.

Gondos Memorial Award

The Gondos Memorial Award has been made a continuing one, and competition for the 1964 award is now open. Details appear on the outside back cover of this issue. The winning essay for 1963 is published in this issue, p. 95-102.

New Members

INDIVIDUAL: Victor Bator, New York City; James L. Bergsten, Baltimore, Md.; Edmund Berkeley, Jr., Richmond, Va.; Julius M. Bloch, Flushing, N. Y.; Sister Anna Clare, Albany, N. Y.; Ernestine S. Cognasso, Washington, D. C.; George West Diehl, Lexington, Va.; Herbert E. Farmer, Los Angeles, Calif.; Gloria L. Harden, Maxwell Air Force Base, Ala.; Arvid Iverson, Madison, Wis.; Elizabeth R. Latta, Washington, D. C.; Clara H. Mellen, Bowdoinham, Maine; Kathryn Murphy, Washington, D. C.; Benjamin H. Pershing, Springfield, Ohio; William Francis Schmidt, Lincoln, Nebr.; Charles R. Schultz, Stonington, Conn.; Luella V. Snyder, Winnsboro, La.; Carolyn Andrews Wallace, Chapel Hill, N. C.; Robert M. Warner, Ann Arbor, Mich.; Don G. Williams, Kansas City, Mo. INDIVIDUAL FOREIGN: Juliana Frederik, Manado-Sulawesi Utari, Indonesia.

Deaths of Members

HERBERT BERNSTEIN, who was for many years in the records management field; on April 27, 1963. At the time of his death he was associated with Santini Brothers, New York City.

RALPH BURCHAM, State Archivist of Washington; on November 9, 1963. An obituary will appear in our April issue.

MARION DOLORES (MRS. HARRY E.) PRATT, honored member of the staff of the Illinois State Archives; on December 13, 1963. An obituary will appear in our April issue.

Minutes of the Council

Raleigh, N. C., October 2, 1963

The meeting was called to order by President deValinger at 9:00 a.m. All officers and Council members were present except H. G. Jones and Seymour J. Pomrenze.

A call for reading of the minutes for the spring Council meeting disclosed that there were no additions or amendments thereto. Minutes stand approved.

The president presented reports on the following:

1. The Leland Award announcement for 1963 will be made by Morris Radoff, standing in for Julian Boyd, chairman of the committee, since Mr. Boyd is unable to be in attendance on October 3. Mr. Radoff is the 1964 chairman-elect of the committee.

2. The application for ruling on exemption status of the Society's Special Projects Fund is still pending. It should be received soon. Therefore, he recommends that application for membership in American Council of Learned Societies be deferred

until after this ruling is received. If appropriate, a certified copy of the ruling can be furnished to accompany application.

3. A report on deposit of courtesy copies and exchange publications received by the Society in the National Archives Library holdings indicated that to date such deposits have no identity with the Society. It was voted to establish a policy of identifying all such material deposited with an appropriate rubber stamp signifying the Society as donor of the publication. The editor of the *American Archivist* accepted responsibility for seeing that this is done, since most publications pass through his hands for review or abstracting, after which they are forwarded for deposit in the National Archives Library.

4. On behalf of Robert H. Bahmer, chairman, copies of the report of the Committee on Professional Standards on the Study of State Archival Programs were distributed. The standards prepared by Mr. Posner and the project advisory committee had been referred for final review and recommendations to the committee. On motion of Mr. Alldredge, seconded by Mrs. Renze, the report was accepted as presented, including the committee's amendments in accordance with grant stipulation. A copy of the report was filed with the secretary.

Vice President Alldredge distributed copies of a press release prepared by the Bureau of Standards relating to the problem of microspots on microfilm (thus far confined to negative microfilm) of interest to all archivists, the purpose being to alert members of the Society that there are problems and to advise that extensive studies are underway toward their solution. [See Technical Notes, p. 142-144, for this release and other material on microspots.—Ed.]

Mrs. Renze next reported on progress relating to status of application for tax exemption ruling under 501(c)(3) of the Internal Revenue Code. Although this has not been received in time for announcement at the annual meeting, it is expected within the next several weeks. It is anticipated that a favorable determination will be received. [Note: Ruling received October 18, 1963: under 501(c)(3) in "charitable" category for Special Projects Fund.—SEC.]

A statement from Paul Lewinson as chairman of the Committee on Archives of the Professions was presented by the secretary, notifying the Council that his committee expenses would be \$150. Also, that a questionnaire was in process and would soon be distributed. Mr. Overman moved that Mr. Lewinson's proposals be approved, provided that the questionnaire is submitted for review and approval of the Council and that the anticipated expense of \$150 is budgeted for this committee activity. Seconded by Mr. Suelflow, the motion was favorably acted on. The incoming secretary will notify Mr. Lewinson of Council action and will propose the amount authorized for the 1964 budget.

A communication from Mary Givens Bryan of Georgia stipulating the best dates for the 1966 annual meeting was discussed and the Council confirmed the dates of October 15-19 as proposed. The correspondence will be placed in the hands of the next secretary for processing in accordance with annual meeting policies for arrangements, etc.

On motion of Mr. Lamb, seconded by Mrs. Renze, the Council unanimously adopted the following Resolution:

Whereas, the election of a new secretary to office will necessitate various formalities of changing business office location, new banking signature cards, and certain other

matters of record in the conduct of the Society's administrative affairs and corporate responsibilities, therefore be it

Resolved, that Mrs. Renze is instructed to prepare the necessary certified copies of this resolution, plus an authenticated copy of certificate of election for the new secretary. Be it also

Resolved, that the secretary is instructed to assist the next incoming secretary in learning procedures, policies, and responsibilities of office, and that arrangements be made for transfer of equipment, current administrative records, together with necessary tools of office, in a manner and at a time mutually agreeable.

The matter of reprints of out-of-print issues of the *American Archivist* was opened for discussion following a report by the chairman of the Finance Committee. The recommendation that arrangements be entered into with the Johnson Reprint Corp. was endorsed by the Council, the contract to become operative at an early date. When contract detail is approved and endorsed by the Finance Committee the president is authorized to sign the contract, thereafter the secretary to attest and affix corporate seal. Copy of contract will be filed with secretary, treasurer, and editor.

The treasurer had prepared for distribution to the Council financial reports for General Fund accounts, April 1 to August 31, 1963, and for Study of State Archival Programs Fund for quarters ending June 30, 1963, and August 31, 1963. These were accepted for filing with the secretary.

A request by the treasurer for authority to transfer the amount due for the 1962 roster of members from the Rochester annual meeting fund to the Society's operational fund was approved by the Council. Although the registration fee included the cost of rosters distributed, appropriate charge was not processed in the annual meeting cost.

The Council adopted a proposal by the treasurer that the Easterby Memorial Fund be liquidated by issuance of a check to the South Carolina Archives Department, in amount of fund total, to purchase a set of bromide matte paper prints of the Stuart-Purcell map of 1773 as a gift in memory of Dr. Easterby.

Mr. Munden presented the name of Lester Smith for appointment to a 4-year term on the Editorial Board of the *American Archivist*. Mr. Smith's name was accepted by the Council and his appointment is hereby recorded.

The secretary indicated that annual reports for the following have been transmitted to the secretary for annual meeting purposes: Program, Records Management, Church Records, Buildings and Equipment, State and Local Records, Z-39, Manuscripts. A special report by Mr. Jones on the Survey of the Library Functions of the States by the American Library Association was presented and placed on file.

A canvass of Council vote on requirements under corporate practice that provision must be made for distribution of corporate assets in eventuality of termination of existence indicated the consensus of members to be that, of the alternatives available, the following was favored by the majority:

Should the Society at any time terminate or cease to exist and function, the title to all its corporate assets shall be transferred to an organization or organizations having similar objectives as the Society of American Archivists and that such distribution of assets would be determined at that time by the committee on dissolution.

This statement was accepted unanimously by vote of the Council and made a matter of record in the minutes.

Mr. Lamb explained the inability of Ottawa, Canada, to accommodate the 1967 meeting of the Society: "Due to Centenary of Confederation of Canada and the consequent full booking of accommodations, it is not deemed practical to plan to meet in Ottawa in 1967." Consequently, 1967 is open for annual meeting selection and consideration of invitations recently received from several areas. Invitations from Santa Fe, N. Mex., St. Louis, Mo., and Trenton, N. J., were presented, as well as a proposal to consider meeting in California in 1968. A proposal to meet jointly with AREA at Ottawa in 1968 was also presented. The Council voted to defer decision on the proposals and to refer them to the incoming officers and Council for consideration.

A discussion concerning the function of the Committee on Auditing was initiated by Mr. Overman. Advisability of eliminating this committee function was discussed. It was observed that this committee exists as a constitutional provision and therefore cannot be abrogated by Council action. In order that the committee may function meaningfully, it was voted that the committee be authorized to select a certified public accountant to make the annual audit and that the audit report go directly to the chairman of the Auditing Committee, who will review it with his committee and report to the membership at the annual meeting. Selection of the CPA can be made from lists of local accounting firms or arrangement made with a reputable national CPA firm that has local representatives in areas where accounts are maintained. On motion of Mr. Overman, seconded by Mr. Alldredge, this was passed by the Council.

The matter of a designated depository for the Society's archives was placed before the Council. It was noted that since 1957 Mrs. Renze has diligently sought to bring the archival holdings together and to set them up according to good archival practice. There is yet a considerable amount of work to be completed, as well as further preparation and refinement of the guide, which she has in process. The bulk of the archive is of considerable proportion and growing apace. The Council does not deem it feasible to move this archival holding at intervals, nor can the secretary's office be burdened with housing the archival materials.

In view of the foregoing the secretary was instructed to prepare a resolution for the record expressing the intent of the Council as follows:

Resolved, that the archives of the Society be deposited in the official custody of an appointed archivist, that appropriate written acceptance of the responsibility for proper housing and custody be acknowledged to the Society in writing by the appointee, and that Dolores C. Renze is hereby appointed by unanimous vote of the Council to serve as archivist for the Society of American Archivists, and that said Society's archives will be processed, housed, and serviced in conformance with sound archival principles, with a guide prepared and made available to the officers and Council. Also be it

Resolved, that information or documentation from the Society's archives will be made available to qualified officers and members of the Society whenever necessary. Be it further

Resolved, that the appointee will agree to draw up a proposal for management of

the archives of the Society and to include for the Council's consideration provisions for arrangement, description, preparation of a guide, and accessibility for reference and servicing; furthermore, that as soon as possible the preparation of a recommended schedule for retirement of noncurrent records of the Society will be prepared by the archivist and submitted to the Council for review and consideration.

The proposal for the foregoing resolution was summarized by W. Kaye Lamb, seconded by Everett Alldredge, and adopted by vote of the Council. On a question raised by Ken Munden, "Does such appointment by the Council (*i.e.*, archivist or historian) prevent the individuals from being elected to office?" the consensus of the Council was that it does not.

The Council recessed at 12:05 p.m. and reconvened at 2:25 p.m.

Mr. Jones, treasurer, made available his quarterly report on finances.

A letter inquiring about evaluation of historical collections, which had been referred to the Council, was handed to the president for referral to the Manuscripts Committee for exploration and development of guidelines on the question during the coming year.

Council Member Thomas Wilds initiated a discussion relative to consideration of merger with AREA in long range planning. It was mutually agreed that at the present time this is not advantageous. However, it was deemed desirable to explore further certain areas for cooperation between the two organizations: (a) employment register exchange; (b) joint sessions in New York City; (c) sharing of administrative detail; (d) joint advertising in publications. By vote of the Council it was agreed that this matter be referred to the incoming president for further study and recommendation.

There being no further business or announcements, the meeting was adjourned at 2:45 p.m.

DOLORES C. RENZE, *Secretary*

Minutes of the Business Meeting

Raleigh, N. C., October 3, 1963

The annual business meeting of the Society was called to order at 9:00 p.m., October 3, 1963, by President Leon deValinger, Jr. All officers and members of the Council were in attendance with the exception of Seymour J. Pomrenze. There were, in addition, 215 individual members and institutional delegate members present.

Upon call for reading of the 1962 annual meeting minutes, it was voted to dispense with such reading, as they had been published in the *American Archivist* and were available to the membership-at-large. The secretary was instructed to record that the minutes were approved as published.

The annual financial summary reports were presented by Treasurer H. G. Jones for the General Fund and the Study of State Archival Programs Fund. Since ruling had not yet been received from the Internal Revenue Service concerning exemption status (educational/charitable) of the Special Projects Fund, these items are of necessity included in the General Fund Report dated December 1962. Copy of the annual report of the treasurer was filed with the secretary and a copy will be furnished the editor of the *American Archivist* for publication.

Following the report of the treasurer, President deValinger called on William D. Overman as chairman of the Auditing Committee to present the certified public accountant's audit-of-accounts report. Mr. Overman reviewed briefly the audit report of Kenneth Batchelor, Certified Public Accountant, Raleigh, N. C., with the comment:

In the opinion of the Auditing Committee, the audit report establishes that the statement of cash receipts and disbursements presented fairly the recorded cash transactions of the Society of American Archivists during the year ended December 31, 1962.

The report was filed with the secretary for placement in the permanent archives of the Society.

Mrs. Renze, secretary, gave her report. She indicated that the administrative affairs of the Society were in excellent order; that she is ready to transfer the business office detail to the next secretary as soon as it is convenient to do so following the annual meeting. She expressed her willingness to assist the new secretary in becoming acquainted with the required administrative detail. Since there are a number of formal resolutions that must be executed to legally insure corporate transfer of duties and assignments, Mrs. Renze requested formal action by the membership at the annual meeting to permit her to execute such resolutions and transfers. President deValinger called for the necessary motion of enabling authorization, which was unanimously adopted and so recorded. Such resolutions are to be prepared for the following: (1) banking matters; (2) business agent—corporate transfer of secretary's physical office; (3) corporate secretary—duties, powers, seal; (4) Internal Revenue Service Regional Office advice and transfer of tax-return reporting responsibilities to place where secretary is located.

The secretary's report was filed for permanent record and a copy was ordered sent to the *American Archivist* for publication.

Report of the Committee on Resolutions was next requested. Frank B. Evans, chairman, presented the following resolutions, which were ordered recorded in the minutes:

Whereas, the success of the Society's 27th annual meeting, held in conjunction with the 23d annual meeting of the American Association for State and Local History, is due largely to the efforts of its officers, Council members, and committees during the past year, be it

Resolved, that the Society through its secretary formally extend its appreciation to:

1. All members of the Joint Local Arrangements Committee under the coordinating chairmanship of Christopher Crittenden, all members of the Program Committee under the guidance of Thomas Wilds as chairman, and all session participants during this memorable visit to Raleigh.

2. The Honorable Terry Sanford, Governor of North Carolina, for enhancing our meeting through his participation.

3. The North Carolina State Department of Archives and History, Old Salem, Incorporated, the Tryon Palace Commission, Kewaunee Technical Furniture Co., Sewah Studios, and the Recordak Corporation for their hospitality.

4. The manager and the staff of the Hotel Sir Walter, for their cooperation in making facilities available.

Whereas, the State of North Carolina has approved construction of a new building to adequately house its State Department of Archives and History and the State Library and

Whereas, the State of Colorado has provided new facilities for that State's archival agency, be it

Resolved, that the Society congratulate the appropriate officials of North Carolina and Colorado.

Whereas, after seven years of dedicated service as secretary of the Society, Dolores C. Renze has requested to be relieved of this responsibility, be it

Resolved, that the Society extend its appreciation to Mrs. Renze for her invaluable services as secretary to the Society and to its individual members.

Whereas, the Society of American Archivists has sustained the loss by death during the past year of Herbert Bernstein of Westbury, Long Island, N. Y., be it

Resolved, that the sympathy of the Society be extended to his family.

Respectfully submitted,

FRANK B. EVANS, *Committee Chairman*

DOROTHY HILL GERSACK, *Committee Secretary*

In order to make formal the gift to and acceptance by the Society of the perpetual trophy award for annual presentation by the Committee on State and Local Records, Mr. deValinger called on Mrs. Renze for the announcement and presentation. Mrs. Renze spoke as follows:

It is my honor and pleasure to present formally a donor-gift by three members of the Society who are desirous of making a tangible contribution in the form of a handsome trophy, which they hope will serve to stimulate and inspire archival agencies or institutions at regional, State, or local levels to seek ways and means to improve or develop significant programs archivally or administratively.

The purpose of the donors is to encourage aggressive and perceptive leadership within those programs that will lend dignity and stature to the archival profession and the membership of the Society of American Archivists in particular. The trophy is presented to the Society of American Archivists for assignment to the Committee on State and Local Records and is to be awarded annually and presented by the Committee on State and Local Records in conformance with the terms accepted and adopted by the Council. (Full report as adopted by the Council will be furnished the editor for publication in the *American Archivist*.)

A motion was adopted for officially recording in the minutes the following honors and awards that had been announced and presented at the annual dinner immediately preceding the business meeting:

(1) *Election of Fellows, 1963*. Robert H. Bahmer, chairman of the Committee on Professional Standards, announced the 1963 election to the rank of Fellow for: Hermine M. Baumhofer, Chief of the U. S. Air Force Motion Picture Film Depository, Wright-Patterson Air Force Base, Ohio; Robert Claus, Director of Registry, United Nations, New York City; Mabel E. Deutrich, Director, Archival Projects Division, Office of Military Archives, National Archives; John M. Jennings, Director, Virginia Historical Society, Richmond, Va.; and Philip P. Mason, Archivist and associate professor of history, Wayne State University, Detroit, Mich.

(2) *Award of the Waldo Gifford Leland Prize for 1963*. Morris L. Radoff, in the absence of Julian P. Boyd, committee chairman, announced the winners of this prize as follows: Kenneth W. Munden and Henry Putney Beers, both of the National Archives, for their book, *Guide to Federal Archives Relating to the Civil War*, a National Archives publication.

(3) *Gondos Award*. Announcement was made of the award of the Gondos Prize to William J. Stewart for his unpublished essay, "The Sources of Labor History: Problem and Promise" [published on p. 95-102 of this issue of the *American Archivist*]. Mr. Stewart was adjudged the winner in the national competition. He is a graduate of Loyola College and American University. The donors of the essay prize, Capt. and Mrs. Victor Gondos, Jr., of Washington, D. C., expressed appreciation for

the manner in which the competition was conducted and indicated that although they have given the prize for the one year in honor of their friend Leon deValinger, Jr., there will be a possibility for continuation of the competition at regular intervals.

President deValinger next called for a report on the slate of recommendations for nomination, by Morris L. Radoff, chairman. The slate as presented, on behalf of the committee, follows: *Officers*—W. Kaye Lamb, vice president, 1963-64, and president-elect, 1964-65; Philip P. Mason, secretary, 1963-64; and H. G. Jones, treasurer, 1963-64. *Council members*, 4-year term, 1963-67—William T. Alderson and Elizabeth B. Drewry. Following presentation of this slate, President deValinger announced the office and name of candidate for each office in turn, called for nominations for the office from the floor, and, hearing none, for each office in turn requested the vote of the membership. Since no dissenting vote was recorded for any office or candidate, the slate of officers was declared unanimously elected and is so recorded in the minutes.

Upon election of W. Kaye Lamb to the vice presidency, the Council position formerly held by Mr. Lamb was declared vacant for the unexpired term of one year remaining. The Committee on Nominations presented the name of Olney W. Hill of Vermont to fill the Council vacancy, and his name was placed in nomination before the assembly. President deValinger called for further nominations from the floor and, hearing none, called for a vote, which is hereby recorded as unanimous.

There being no further business to come before the meeting, Mr. deValinger introduced to the members the new officers and Council members present and invited President-elect Everett Alldredge to announce the chairmen of those committees customarily named at the annual meeting. As announced, these were as follows:

Nominations Committee: William Edwin Hemphill, chairman.

Program Committee: Bruce C. Harding, chairman.

Local Arrangements Committee: Dorman H. Winfrey, chairman.

Waldo Gifford Leland Prize Committee: Oliver W. Holmes, new member. Morris L. Radoff, as senior member of the committee, succeeds to the chairmanship for 1964.

Mr. Alldredge requested the 1963-64 officers and Council members to meet with him following the annual business meeting.

There being no further business, President deValinger declared adjournment at 10:00 p.m.

DOLORES C. RENZE, *Secretary*

Minutes of the Council

Raleigh, N. C., October 3-4, 1963

The first Council meeting of 1963-64 was called to order by President Everett O. Alldredge at 11:30 p.m., October 3, 1963, at the home of H. G. Jones. Present were W. Kaye Lamb, vice president; Philip P. Mason, secretary; H. G. Jones, treasurer; Ken Munden, editor; and Council Members William T. Alderson, Olney W. Hill, William D. Overman, Gust Skordas, August R. Suelflow, and Thomas Wilds.

President Alldredge reported that an application to clarify the status of the

Society under the regulations of the Internal Revenue Service has been submitted to the IRS and that he is awaiting a reply. The Council authorized the president to establish an ad hoc committee on revision of the constitution to consider whether the Society should (1) remain in the trade union association category and set up a special education fund or (2) apply for a new status as an educational institution. This committee would have the responsibility also of reexamining the constitution and bylaws of the Society to determine whether they are adequate for our program. A motion to establish such a committee was made by August Suelflow; seconded by Olney W. Hill and adopted. The committee was asked to report at the 1964 spring meeting of the Council.

The president reported that the Society has applied for membership in the Council of Learned Societies and explained the advantages of such membership.

The Council approved the action of the president in designating Morris Rieger of the National Archives and Records Service as representative of the Society of American Archivists at a meeting of the International Council on Archives' Committee for the Guide to Sources of African History, to be held at Geneva during the latter part of October 1963 (moved by August Suelflow; seconded by Olney Hill and adopted).

The Council authorized the president to establish an ad hoc committee to examine the "committee system" of the Society (motion by H. G. Jones; seconded by Ken Munden and adopted) and an ad hoc committee on copyright laws (motion by H. G. Jones; seconded by William Alderson and adopted). The establishment of a Membership Development Committee proposed by the president was approved by the Council (motion by August Suelflow; seconded by Ken Munden and adopted).

The Council discussed the publication of the Posner report on state archival programs and ways in which it could be publicized. The president's proposal to hold a 3-day symposium to discuss in detail the standards recommended by Dr. Posner was considered and the Council requested President Alldredge to report to the Council at the December meeting on definite plans for a symposium and other recommendations for promoting and publicizing the Posner report (motion by August Suelflow; seconded by Ken Munden and adopted).

The secretary was requested to work out arrangements with Mrs. Renze for the transfer of files and records to his office in Detroit; to study the duties and responsibilities of the office of secretary; and to report any recommendations for possible redefinition of duties at the December meeting. The secretary was requested to prepare new stationery for the Society and to include on it the names and addresses of Council members and officers.

Following a discussion of the sites of future annual meetings of the Society, the Council requested H. G. Jones to prepare a report on the 1965 annual meeting and Everett Alldredge to make a similar report for the 1967 meeting.

The editor reported that the Society has never made a formal contract with the Allen Press of Lawrence, Kans., for the publication of the *American Archivist*. The Council authorized the Finance Committee to negotiate a

contract with the Allen Press, acting on recommendations of the editor (motion by Ken Munden; seconded by William Overman and passed). The Council approved Mr. Munden's recommendation to give the editor full responsibility for granting permission to reprint articles and other material from the *American Archivist* and authorized the transfer of all back files relating to reprints to the editor (moved by Ken Munden; seconded by H. G. Jones and passed). The Council approved also the editor's recommendation to supply the American Trade Press Clipping Bureau with three copies of the *American Archivist* for clipping purposes (moved by William Overman; seconded by William Alderson and adopted).

Mr. Munden reported the retirement from Government service of Mrs. Elizabeth Hawthorn Buck in the spring of 1964. Because of her invaluable service in participating in editing the *American Archivist*, the Finance Committee was asked to explore possibilities of retaining Mrs. Buck as associate editor on an honorarium basis and to report its findings at the December meeting of the Council (motion by Olney Hill; seconded by William Alderson and adopted).

The Council discussed a proposal from Thomas Wilds and Belden Menkus that the *American Archivist* and the *Records Management Journal* jointly solicit new advertisements for publication in both journals and that profits from such new business be split on a 50-50 basis. The Council postponed action and requested Mr. Wilds to present a formal proposal at the December meeting.

The meeting was adjourned at 2:00 a.m., October 4.

PHILIP P. MASON, *Secretary*

Annual Report of the Secretary, 1962-63

The secretary's report will be as brief as possible. Suggestions or guidelines concerning the expressed interests of the membership directed to my attention during the past 7 years, by virtue of the normal course of office, have already been communicated to you in other annual reports and are published in the *American Archivist*.

If there have been sins of omission or commission by the secretary, this is neither the time nor the place to recount them. Likewise, the hour is much too late to hope to correct them. Obviously, no one can hope to please everyone. There can only be the concern that as few as possible among you have been offended or inconvenienced, and that perhaps there have been benefits and achievements accruing to the Society during this period.

Whatever the tasks of office during the terms that it has been my privilege to serve, I have tried to meet them cheerfully, humbly, and gratefully, giving attention to everyone from the greatest to the least and without prejudice. Whatever has been accomplished by way of improved administrative processes, membership development and representation with subsequent enrollment gains—as well as other, intangible elements that might enrich the endeavor of those members who are dedicated to the advancement and maturation of our

Society—must certainly be shared with those officers, Council members, committee chairmen, colleagues, and friends with whom I have worked.

In retrospect, one soon forgets the difficulties and frustrations, and endeavors to remember only those things that give enduring meaning to the transient excitements that occur in any lively and challenging organization with great opportunity and reward for those who are brave enough to launch a bold plan for professional achievement and development, and who are also wise enough to help create a long range program that is expedient, workable, elastic—a Society in which every member who will, has scope to fulfill his particular dream.

On June 30, 1963, the Society's membership, all classes, stands at 1,343 and geographically spans the globe. This represents a net increase of 248 over the 1,095 total of 1956. Every facet of archival endeavor is represented. The committee structure is broad, and active participation is open to all. Reports have been received for major committee activities and will, as is customary, be published separately in the *American Archivist*.

There are a number of items of accomplishment that should be directed to your attention at this time:

1. The Society has affiliation or joint meetings with several other professional organizations closely allied to the archivist's interests: International Council on Archives, Council of National Library Associations, American Historical Association, and American Association for State and Local History.

2. There are approximately 30 organizations or institutions with which the Society has formalized the exchange of professional journals and other publications. The majority of publications received through exchange, after review or abstracting for the *American Archivist*, are officially deposited in the National Archives Library. Beginning in 1963 all such material will bear a stamp for identification as material deposited by the Society of American Archivists. The editor of the *American Archivist* will be responsible for stamping the materials deposited.

3. During the past year the Society has been officially represented at a number of national association and professional meetings such as those of the American Library Association, Special Libraries Association, Academy of Political Science, National Microfilm Association, American Historical Association, American Records Executives and Administrators, and National Fire Protection Underwriters.

4. An increasing number of invitations have been received to participate in college and university convocations and academic processions for special events. Usually, the Society's president has designated a nearby member of the Society to act as official representative. Such participation has indicated that the archival profession has received growing recognition as a professional association, taking its place among other learned societies in academic activities.

5. The Asia Foundation Grant has enabled the Society to sponsor two graduate students in archival study and visitation: Thomas Philipose, of Tiruvalla, Kerala, India, and Juliana Frederik of Sulawesi Utara, Indonesia. Four other persons have become members of the Society and receive the *American Archivist* through the Asia Foundation Grant procedure. There is a small balance remaining in the grant fund; this should be utilized if possible during the current fiscal year.

6. A travel grant request from the American Council of Learned Societies was sponsored by the Society to enable Herbert Angel to attend the International Conference on Reprography, in Cologne, Germany, in October 1963.

7. Of course, the highlight of the year was completion of the field work for the Study of State Archival Programs. This study represents a milestone in scholarly achievement that should be an inspiration for years to come. Publication of the report in book form is scheduled for the spring of 1964.

8. In an effort to establish an incentive for improvement of archival practices and leadership at the regional, State, and local level, three longtime members of the Society from Colorado, Delaware, and Georgia have given an appropriate, permanent trophy to be awarded annually on a revolving basis to the selected organization, institution, or agency in recognition of significant and aggressive leadership in archival documentation or administrative improvement and development. Acceptance of the trophy and the procedures for selection of award have been adopted by the Council on behalf of the Society. Beginning in 1964 the award will be made by the Committee on State and Local Records in the course of each annual meeting.

9. One of the major objectives of your secretary and other officers since 1958 has been to clarify and establish the nonprofit exemption status of the Society—a problem of major concern to all associations, foundations, and other organizations that traditionally have considered themselves to be educational, philanthropic, and/or nonprofit in character and therefore tax exempt. As most of us have found, exemption status is neither simple to establish nor easy to sustain. After lengthy negotiation and travail with the Internal Revenue Service, it had been my earnest desire to be able to report to you that the ruling for clearance is already in hand, but alas! this is not the case, even though I am confident that such a ruling will be received within the next 2 weeks and thus enable the Society, as eligible, to receive and administer grants and gifts through its Special Projects Fund, the exemption status of which can be clearly certified to donors. [Note: The ruling has now been received. It is dated October 18 and establishes the desired exemption status of the Special Projects Fund in the charitable (philanthropic) category under 501(c)(3), Internal Revenue Code, by which contributions, bequests, legacies, devises, transfers, or gifts to or for use under the Special Projects Fund are deductible for Federal estate and gift tax purposes under provisions of sections 2055, 2106, and 2522 of the Code.—SEC.]

10. The annual roster of membership prepared by the secretary for 1963 was printed in accordance with instructions that there be no reduction of printing ratio. Although this greatly facilitates reading, the secretary would suggest that in the future a reconsideration of reducing size of print should be made in order to keep the costs minimal; also, that the Society adopt the practice of including a sum in the annual meeting registration fee for a copy for every member in attendance at the meeting, with additional copies available for purchase by those not in attendance.

The time has now come to conclude my final report as secretary. To my friends and colleagues my thanks and appreciation for your generous cooperation and understanding support. Again, I am deeply grateful for the opportunity afforded to serve you for the past 7 years. In the tasks immediately ahead for the Society there is great need for consideration and tolerance for those who serve. It is necessary that we each strive to understand the infinite greatness of the past out of which growth for the present and future must come.

DOLores C. RENZE, *Secretary*

Annual Report of the Treasurer, January 1–December 31, 1962

I take pleasure in presenting to the Society the following financial report for the period from January 1 through December 31, 1962. Members will recall that the Council in 1961 changed the Society's fiscal year from July 1–June 30 to coincide with the calendar year, and the treasurer's report in 1962 covered only the 6-month period from July 1 through December 31, 1961. Inasmuch as we have not yet succeeded in getting the Internal Revenue Service to authorize the change for Federal reporting purposes, the treasurer now prepares two financial reports covering two different fiscal years—one for the

Society and one for the Internal Revenue Service. There is reason to believe, however, that a new application for approval of the change will be acted upon favorably by the IRS, thus simplifying the treasurer's reporting tasks.

Should there be anxiety over the somewhat belated reporting on the finances of the Society each year, it may be appropriate here to remind the membership that the treasurer submits to the Council a quarterly financial report. In fact, the Council yesterday [October 2, 1963] received and accepted the report for the first three quarters of the current year.

By action of the Council on October 1, 1962, the treasurer was instructed to engage a certified public accountant to audit the books of the Society. In compliance with that directive, Kenneth Batchelor, Certified Public Accountant, Raleigh, N. C., has audited all of the financial records of the Society for the year 1962 and his report is attached hereto [not printed here.—ED.]. The combined reports will be transferred to the secretary immediately upon completion of the treasurer's oral report and both will be open to inspection by members of the Society.

The report is divided into two funds—the special fund for the Study of State Archival Programs, which consists of a grant from the Council on Library Resources, and the General Fund, which comprises all other assets of the Society.

General Fund

General Fund assets on January 1, 1962, amounted to \$15,468.83. As of the end of the day December 31, 1962, assets for the same fund were \$18,641.36, or a gain of \$3,172.53. Total receipts amounted to \$14,444.22 and expenditures to \$11,271.69.

Receipts were as follows: *membership dues*, \$7,267.63; *subscriptions to the American Archivist*, \$4,690.00; *sale of back issues of the American Archivist*, \$711.50; *sale of microfilm copies of the American Archivist*, \$90.00; *sale of other publications of the Society*, \$212.75; *income from advertising in the American Archivist*, \$545.00; *Waldo Gifford Leland Prize Fund donation* (by Dr. Leland), \$500.00; *Easterby Memorial Fund donations*, \$66.00; *refund*, \$11.77; and *interest on savings accounts*, \$349.57.

Expenditures were as follows: *editing, printing, and mailing the American Archivist*, \$8,334.16; *purchase of back issues and microfilm copies of back issues of the American Archivist*, \$243.32; *printing annual directory*, \$259.55; *Asia Foundation grants*, \$740.00; *committee expenses*, \$176.38; *annual and midwinter meeting expenses*, \$4.75; *president's office*, \$100.00; *vice president's office*, \$1.75; *secretary's office*, \$1,098.26; *treasurer's office*, \$196.37; and *miscellaneous expenses*, including insurance premium, dues, refunds, and bank charges, \$117.15. The report from the annual meeting Local Arrangements Committee in Rochester was not received until after December 31, and consequently will be reflected in the 1963 report.

The bank balance for the General Fund as of December 31, 1962, totaled \$10,258.91 in a checking account and \$8,382.45 in four separate savings accounts.

Study of State Archival Programs Fund

The Council on Library Resources made a grant of \$42,000.00 to the Society in 1962 for the purpose of conducting a Study of State Archival Programs. The grant was to be made in three equal installments. The first installment of \$14,000.00 was received on December 19, 1961, and earned \$8.48 interest during the remainder of the year. Consequently, on January 1, 1962, the cash balance of the Study was \$14,008.48. The Study officially began on February 1, 1962. During the fiscal year, receipts consisted of an *additional installment* of \$14,000.00 from the Council on Library Re-

sources, *interest on the savings account* in the amount of \$220.75, and *refund of travel expense* amounting to \$27.04, making a total of \$28,256.27 available during the year.

Disbursements amounted to \$23,682.05, as follows: *salaries*, \$19,250.00; *Social Security taxes*, \$300.00; *office expenses*, \$115.35; *travel and meeting expenses*, \$3,892.60; *bonding of treasurer*, \$112.50; and *intangibles tax* (refunded in 1963), \$11.50. The cash balance on December 31, 1962, was \$4,574.22, consisting of \$1,351.58 in a checking account and \$3,222.64 in a savings account.

Summary

From a financial point of view, the year being reported upon was an encouraging one. More than \$2,500 was added to the Society's operating account from regular sources, and the grant from the Council on Library Resources made possible a study that has long been needed.

The treasurer's task has been made immeasurably less difficult by the fine cooperation that he has received from the officers of the Society and the staff of the Study of State Archival Programs. Nevertheless, it remains a fact that the treasurer's assistant, Julius H. Avant, has done most of the work of handling the books and routine work of the office. To him the treasurer and the Society are grateful.

H. G. JONES, *Treasurer*

Report on the Survey of Library Functions of the States

In 1961 the undersigned was appointed by the president of the Society of American Archivists to represent the Society on the Survey and Standards Committee of the Survey of Library Functions of the States, conducted by the American Association of State Librarians with funds from the Carnegie Foundation. He was reappointed by the two succeeding presidents.

The Survey and Standards Committee comprised, in addition to a number of librarians, representatives of the SAA, American Association for State and Local History, and other professional groups whose interests if not functions extend to the general area of library service.

Because previous discussions between the SAA and the AASL had not been entirely successful in convincing the latter organization that archivists do not consider their functions to be within the jurisdiction of State librarians (except in those States where by law the State library is also the archival agency), your representative accepted membership on the committee only after making a forceful presentation of this point of view. He was assured that the survey, directed by Dr. Philip Monypenny of the University of Illinois Department of Political Science, would not proceed on a contrary assumption. It was the consensus of the members of the committee that the survey, to be of value, must deal with functions of State government which were in, or were closely related to, the general area of library service. The title of the survey was changed to reflect this understanding.

During the past 2 years your representative has attended numerous meetings of the committee. In all of these meetings the point of view of archivists was presented in a forthright manner. In turn, other members of the committee without exception exhibited patience and generosity. No committee assign-

ment ever afforded your representative a finer view of how—when their problems and anxieties are presented in a friendly and helpful manner—men and women representing different professional interests may work together toward common good.

In July the "Standards for the Library Functions of the States" were adopted. This document will be published by the AASL in the near future. Your representative concurred in its adoption, as did all other members. Prior to casting a vote, he consulted with the Society's president and secretary, who agreed that it was to the advantage of the Society to support the proposed standards. Throughout the 2 years of our deliberation, your representative made many suggestions and presented what at times were major objections. On no important matter was committee action unfavorable to his objections and suggestions. The president and secretary also made suggestions, which were all adopted. The director of the Study of State Archival Programs served on a reading panel and his suggestions also were adopted.

The standards, when read piecemeal, or when sections are read out of context, may trouble some archivists. When read as a whole and in context, your representative believes that there will be no disagreement. Written by archivists, they would have been vastly different. Written by a committee representing several professions, they emerge as a document that will strengthen the role of each profession in State government.

The "Standards for the Library Functions of the States," coupled with the Study of State Archival Programs to be published for the Society of American Archivists, will provide information and guidance to every State in the Union. They will serve, if not as blueprints, then certainly as suggestions for the development of stronger archival, historical, and library programs.

One further contribution has been made to the common purposes of each of the professions represented: Their needs and aspirations are now better understood and more deeply appreciated by each other.

H. G. JONES

Report on the Council of National Library Associations

The spring meeting of the Council of National Library Associations (CNLA) was held on May 3, 1963, in the Manger-Vanderbilt Hotel in New York City. The Society of American Archivists was admitted to membership and it was announced that the Society accepted the membership.

In discussing placement of individuals in librarianship and related fields the CNLA's Committee on Placement noted the activities of governmental (notably the U. S. Employment Service's professional divisions) and commercial employment agencies. In New York City, it was reported, at least one employment agency, Theresa Burke, deals almost exclusively with placing *file clerks*, library assistants, *records managers*, and professional librarians for the advertising, business, communications, and financial community.

Of interest to SAA members is the work of the Library Technology Project (LTP) of the American Library Association, which was reported at this CNLA meeting. LTP was established on May 1, 1959, as an ALA project

for testing and standardizing research programs, including the collection and dissemination of standards. The LTP's Feasibility Study Committee spent 3 months collecting standards from every country on its new library *equipment, systems, and information service*. LTP prepared a series of mimeographed leaflets on these and a variety of other subjects. It has been concentrating on *testing* (adhesives, card stock, photocopy equipment, reader-printers, earphone type records, and costers for book trucks in carpeted areas); *standardization* (steel shelving, library furniture, and library supplies); *new products developments* (a new and improved pamphlet box, a new shipping container, and a better board for archival papers—the last a project in cooperation with the State Archives of Delaware); and other research areas (for example, a study on the fire and insurance protection of library resources and a proposed display of the latest models of library furniture and equipment). LTP is also planning to establish a *clearing house* on information relating to *data processing and information retrieval*.

Other noteworthy items reported to CNLA include:

1. By the Subcommittee on Machine Coding—Z39/SC-2. Standardization of the data, input formats, and assignment of special symbols for handling bibliographic material. Covered in such studies would be activities of manufacturers of computers, punched-card tape, optical character recognition devices, microforms, and magnetic character recognition devices; activities of data-processing groups; activities of potential data-processing groups, such as publishers; and activities of users of data.

2. By the Subcommittee on Proof Correction—Z39/SC-8. Chart of proof correction symbols for use by proofreaders.

3. By the National Statistics Coordinating Project. A project on the state of measurement of librarianship to evaluate the effectiveness of library operations objectively.

S. J. POMRENZE

OTHER PROFESSIONAL ASSOCIATIONS

American Association for State and Local History

At its awards and business luncheon in Raleigh, N. C., on October 4, 1963, the association conferred Awards of Distinction—the first to be given—upon CHRISTOPHER CRITTENDEN and ERNST POSNER. These special awards have been instituted “to recognize distinguished service in the field of state and local history.” The citation for Dr. Crittenden included mention of “his remarkable talents,” as Director of the North Carolina Department of Archives and History, “to persuade governors and legislators to support a state program second to none in the country”; and that for Dr. Posner estimated him to be “responsible, more than any other person, for the rapid development of the archival profession in his adopted country.” Both Crittenden and Posner are former presidents of the Society of American Archivists.

ALBERT B. COREY, council member and past president of the association, died on November 9, 1963, after an automobile accident. New York State Historian and Head of the Division of Archives and History of the New York State Education Department since 1944 and vice president of the New York State Historical Association, Corey was born in Madras, India, and was

educated in India, Canada, and the United States. He had a distinguished teaching career in the United States and Canada and his special interest in international affairs was reflected in his organization of conferences on Canadian-American affairs, by his *The Crisis of 1830-1842 in Canadian-American Relations*, and by editing the proceedings of the Conferences on Canadian-American Affairs. Corey as president of the association (1950-54) helped to negotiate the transfer of *American Heritage* to American Heritage Publishing Co. and to create permanent funds for the association's educational programs. At the time of his death he was a member of the editorial board of *American Heritage* and a Fellow of the Rochester Museum of Arts and Sciences.

Assembly on the Library Functions of the States

The Third Assembly on the Library Functions of the States (formerly Assembly of State Librarians) was held in Washington, November 13-15, at the Library of Congress and the National Archives. A detailed report on the assembly was issued as an appendix to the Library of Congress *Information Bulletin*, November 18, 1963, p. 615-624. Sessions of particular interest to our readers included one on State historical and archival agencies (H. G. Jones, State Archivist, North Carolina, presiding), at which Ernst Posner reported on the findings of the Study of State Archival Programs and Frank Evans read a paper prepared for the occasion by the late Albert B. Corey ("The Historical Responsibilities and Services of the States"); and the closing session at which Everett O. Alldredge discussed "The Relationships Between the National Archives and Records Service and the States" and Herman Kahn spoke on "The Functions of the National Archives."

National Microfilm Association

The association will hold its 13th annual convention in Philadelphia, at the Benjamin Franklin Hotel, April 28-30, 1964.

NATIONAL ARCHIVES AND RECORDS SERVICE

Theodore R. Schellenberg retired from Government service on October 15, 1963. Author of the internationally acclaimed *Modern Archives: Principles and Techniques*, Dr. Schellenberg had served the National Archives in many capacities since his appointment to the staff on June 16, 1935. At the time of his retirement he held the position of Assistant Archivist for Records Appraisal.

National Archives

On November 18, at presentation ceremonies in the National Archives Theater, the Administrator of General Services accepted from William Clay Ford the Ford Historical Film Collection. Amounting to 1,800,000 feet of motion picture film, the collection records the growth and development of the United States from 1914, when the Ford Motor Co. first sent out its motion picture crews to make documentary films for school and public use, to 1945. As a part of the ceremonies the National Archives opened an exhibit, "American Ingenuity: Our Mass Production Story."

Robert Wolfe has been appointed to fill the newly created position of specialist in archives relating to recent and contemporary European history, with special reference to German-language documents.

The National Archives has recently published *preliminary inventory* no. 157, *General Records of the Department of State*, by Daniel T. Goggin and H. Stephen Helton; a catalog, *Federal Exploration of the American West Before 1880*, of an exhibit of maps presented at the annual meeting of the Western History Association in Salt Lake City, October 17-19, 1963; and no. 40 of a series of guides to German records microfilmed at Alexandria, Va., *Records of German Field Commands, Army Groups* (Part I). These guides to German records were prepared under the direction of the American Historical Association's Committee for the Study of War Documents. ¶ Among microfilm publications recently completed are the Index to Appellate Case Files of the U. S. Supreme Court, 1792-1909 (20 rolls); Letters of Application and Recommendation During the Administration of James Monroe, 1817-25 (19 rolls); Records of the Department of State Relating to Internal Affairs of Cuba, 1910-29 (99 rolls); Letters Sent by the Commissioner of Customs Relating to Smuggling, 1865-69 (1 roll); Indexes to Letters Received by the Secretary of War, 1861-70 (14 rolls); Registers of Letters Received by the Secretary of War, Main Series, 1860-70 (38 rolls); Index to Compiled Service Records of Volunteer Union Soldiers Who Served in Organizations From the State of West Virginia (13 rolls); Letters Sent by the Secretary of the Navy to the President and Executive Agencies, 1821-86 (20 rolls), and to Chiefs of Navy Bureaus, 1842-86 (3 rolls); Letters Sent by the Surveyor General of the Territory Northwest of the River Ohio, 1797-1854 (10 rolls); Interior Department Territorial Papers: Alaska, 1869-1910 (17 rolls); and an Index to the Few Surviving Schedules of the Eleventh Census of the United States, 1890 (2 rolls). ¶ Further information about the microfilm and copies of the publications may be obtained from the Exhibits and Publications Division, National Archives, Washington, D. C. 20408.

Franklin D. Roosevelt Library

Correspondence, plans, and reports relating to the educational courses conducted from 1933 to 1943 by the Workers Service Program of the Works Progress Administration have been given to the Library by Hilda Smith, a pioneer in the field of worker education and former Director of the Program. ¶ Additional gifts of papers have been received from David Gray, former Minister to Ireland, and from Henry Field, adviser to President Roosevelt on the resettlement of refugees during World War II. Also received were a number of tape recordings of speeches by Mrs. Roosevelt and of interviews and press conferences held by her during the last few years of her life. ¶ Plans for the erection of two wings of the Library have been announced by the Eleanor Roosevelt Memorial Foundation. The new wings, to be built as a memorial to Mrs. Roosevelt, will house her collection of personal papers, art objects, photographs, and memorabilia; there will be a small auditorium,

an additional museum area, and much-needed additional stack and reading-room space.

Harry S. Truman Library

Recent accessions to the Library include records of the Committee for the Marshall Plan, 1947-51; and papers of Harry J. Anslinger, former U. S. Commissioner of Narcotics, of Robert E. Freer, former member of the Federal Trade Commission, of Lou Holland, an associate of President Truman, and of Maj. Gen. Ralph E. Truman, the former President's cousin and Commanding General of the 35th Division. ¶An exhibit relating to the 35th Division, in which Harry S. Truman served during World War I, was opened on September 17 in a new exhibit area in the Library.

Dwight D. Eisenhower Library

William D. Aeschbacher, Director of the Nebraska State Historical Society since 1956, was named Director of the Library, effective September 1, 1963. Robert R. Bolton, Acting Director since January 1961, is now Associate Director. Dr. Aeschbacher is secretary of the Mississippi Valley Historical Association.

Herbert Hoover Library

Franz Lassner was named Director of the Library, effective November 25, 1963. Dr. Lassner came to his new position from Stanford University, where he had been research associate and curator of special collections for the Hoover Institution on War, Revolution, and Peace.

Office of the Federal Register

The 1947 volume of the *Public Papers of the Presidents*, the thirteenth in the series, has been published. It contains verbatim transcripts of President Truman's news conferences and speeches and the full text of his messages to Congress and of other Presidential materials that were released by the White House. Among them are items relating to the Truman Doctrine and the Marshall Plan. Similar volumes are available covering the first two years, 1945 and 1946, of the Truman administration, the entire Eisenhower administration, and the first two years of the Kennedy administration. All of them may be purchased from the Superintendent of Documents, Government Printing Office, Washington, D. C. 20402.

National Historical Publications Commission

On October 15 the House of Representatives passed, by a vote of 157 to 154, H. R. 6237, a bill embodying recommendations made in the Commission's recent *Report to the President* that the Commission be given authority to make grants "to Federal, State, and local agencies and to nonprofit organizations and institutions, for the collecting, describing, compiling, and publishing . . . of documentary sources significant to the history of the United States," and that appropriations be authorized not to exceed \$500,000 per annum for that purpose. It is hoped the Senate will also act favorably on this legislation before the end of the current session of Congress.

Office of Records Management

A Department of Defense-General Services Administration committee has been established to study the retention requirements for records created and retained by Government contractors. Herbert E. Angel, Assistant Archivist for Records Management and chairman of the committee, is the GSA representative. Among other members of the committee are representatives of the Departments of the Army, Navy, and Air Force; the Office of the Secretary of Defense; the Defense Supply Agency; and the General Accounting Office. Industry representatives are also assisting in the study. ¶ Two changes in the location of records centers have taken place. The Federal Records Center Annex in Honolulu has been terminated and most of its records have been transferred to the center in San Francisco. The Seattle Center has moved to permanent quarters at 6125 Sand Point Way. Dedication ceremonies for the Seattle Center were held on November 16, 1963. ¶ Paperwork management surveys are in progress in 17 agencies in Washington and in over 25 agencies in the field. Significant studies are underway at the Federal Trade Commission, the Government of the District of Columbia, and the Office of Personnel of the Department of State.

LIBRARY OF CONGRESS

General

There follows a summary of the availability of materials produced under the Library's Presidential Papers Program. Positive prints are now available for purchase or loan of microfilm reproductions of the papers of Monroe, Van Buren, W. H. Harrison, Tyler, Taylor, Pierce, Lincoln, Johnson, Arthur, Cleveland, and McKinley. Indexes are available for all of these groups except the Van Buren Papers, the Cleveland Papers, and the McKinley Papers; the index to the last is in press.

WILLIAM J. WILSON, a former member of the Library staff, died on October 15. He had served as executive secretary and assistant editor of the Library's "Project C," which resulted in the publication of the *Census of Medieval and Renaissance Manuscripts in the United States and Canada* (3 vols.; Washington, 1935-39). Besides his great contribution to the *Census*, Wilson's examination of the Library's early manuscripts led to his publishing articles concerning the Thacher manuscript on Columbus and early Portuguese navigations.

Manuscript Division

Mrs. G. Bromley Oxnam has presented the papers of her late husband, the Right Reverend G. Bromley Oxnam, Bishop of the Methodist Church, to the Library. This very full collection, which arrived in the Manuscript Division in 24 cartons, ranges in time from Bishop Oxnam's early years in the Far East to his final bishopric of the Washington area (1952-60); it includes data relevant to his presidencies of the Federal (now National) Council of Churches (1944-46) and World Council of Churches (1948-54). Besides correspondence, the papers include subject files, scrapbooks, sermons, lectures,

speeches, and printed matter. Among the more important documents are a number of carefully kept diaries covering a quarter of a century. ¶ The Library has received the personal papers of the American physicist Clinton Joseph Davisson (1881-1958), known for his researches in electricity, magnetism, and radiant energy and as the discoverer, with L. H. Germer, of the diffraction of electrons by crystals (1927). Davisson shared with George Paget Thompson the 1937 Nobel prize in physics. The more than 2,000 letters in the collection principally consist of family correspondence for the years 1916-57 and are largely nonscientific in nature. The interests of the history of science are well served, however, for the greater part of the collection is made up of papers relating to Davisson's scientific research in the Bell Telephone Laboratories (1917-46). ¶ Another collection of scientific interest has been presented by Byron Miller, a Presidential aide in the administration of Harry S. Truman who played a prominent role in atomic energy legislation. The small collection consists of correspondence, memoranda, and other papers pertaining to atomic energy. ¶ Also received was a first installment of the records of the Book-of-the-Month Club—editorial and publishing correspondence for the years 1948-50.

Several existing collections have been richly augmented by recently received materials. Among these are the James A. Michener papers, to which Mr. Michener has added more than 3,700 items of correspondence for the years 1961-62, manuscripts of articles, and other papers. The Library's extensive collection of the papers of U. S. Senator Justin Smith Morrill of Vermont, author of the Morrill Tariff Act (1861) and the Land-Grant College Act (1862), has been increased by more than 3,000 letters addressed to Senator Morrill from the mid-nineteenth century to his death in 1898. To the small collection of the papers of William Dudley Foulke (1848-1935), U. S. Civil Service Commissioner, 1901-3, and president of the National Civil Service Reform League, 1923-24, has been added some 160 letters written, during the period 1893-1918, by William Howard Taft, Theodore Roosevelt, and members of Roosevelt's family; copies of letters written by Foulke to Roosevelt are also included.

Among interesting single items received is a 15-page manuscript in the holograph of Ernest Hemingway—an address delivered by Hemingway at the Hollywood home of Mr. and Mrs. Fredric March in July 1937 in connection with a screening of *The Spanish Earth*. Another single item, to be added to the papers of Robert G. Ingersoll, is a 49-page, 1894 manuscript by Ingersoll, consisting of a series of questions by Louis Ludlow with Ingersoll's answers containing his ideas on religion.

James E. O'Neill, assistant professor of history, University of Notre Dame, has been appointed as manuscript specialist to serve as a special assistant for the continuation and development of the Library's program, under the James B. Wilbur Fund, of copying European manuscripts that relate to America. ¶ Daniel J. Reed, Assistant Chief of the Manuscript Division, gave a talk on services of the Library of Congress in the field of American studies at the American Cultural Center in Paris on October 29. He discussed particularly

the National Union Catalog of Manuscript Collections, the Presidential Papers Program, and the Library's program to acquire photocopies of European documents relating to the United States. Dr. Reed is in Europe in connection with the last-named program; at present the documents of the Ministère de la Marine, in Paris, are being copied. ¶ Rear Adm. John W. McElroy, USNR (Ret.), was appointed head of the preparation section in the Manuscript Division, effective October 8. From 1936 to 1940 Admiral McElroy was New England regional director of the Survey of Federal Records for the National Archives.

STATE AND LOCAL ARCHIVES

Georgia

An informative leaflet issued recently, *Civil War Records in the Georgia Department of Archives and History*, describes both library and archival materials and discusses their uses.

Illinois

The biennial report (Oct. 1, 1960–Sept. 30, 1962) of Assistant State Archivist Theodore J. Cassady was published in the September 1963 issue of *Illinois Libraries* (vol. 45, no. 7). The report, entitled "Illinois State Archives and Records Management," covers the complete program being carried forward under the State Records Act of 1957.

Kentucky

The State Archives and Records Service recently published a *Checklist of Kentucky State Publications, 1962*, prepared by Guerdon Ramsey, chief archival assistant. This first such listing of current Kentucky documents may be obtained from the Kentucky Archives and Records Service, Frankfort, Ky.

Massachusetts

On September 11, 1963, the Governor approved an act establishing the Massachusetts Historical Commission and authorizing cities and towns to establish historical commissions.

Michigan

The Division of Archives of the Michigan Historical Commission has issued several more of its *finding aids*, all compiled by Geneva Kebler, of parts of its holdings: no. 9, *Records of the Boys' Vocational School, 1855-1954*; no. 10, *Records of the Department of Mental Health, 1922-1961*; no. 11, *Records of the Michigan Social Welfare Department, 1881-1952*; no. 12, *Records of the Michigan Department of Public Instruction, 1859-1957*; no. 13, *Records of the Michigan Department of Economic Development, 1934-1959*. Because of the heavy demand for *finding aids* 1 and 2, published in 1962, they have been reprinted, and the whole series of published *finding aids* and *special lists* is available from the commission (Lewis Cass Building, Lansing). The Archives has available in typewritten form finding aids covering approximately 3,000 additional cubic feet of records. ¶ Two manuals published recently by the commission are also available upon request: *Local Rec-*

ords Manual (Service Manual no. VII) and *Microfilm: Its Use in Public Offices* (Service Manual no. VIII). Both manuals were written by Bruce C. Harding, Chief, Division of Archives.

New Jersey

Kenneth W. Richards has been appointed head of the Bureau of Archives and History of the New Jersey State Library. A graduate of Rutgers, Mr. Richards has been with the State Library for 10 years, serving first as a general reference librarian and later as Archival Examiner in the bureau. Bernard Bush has succeeded Mr. Richards as Archival Examiner.

North Carolina

Original records have been received from Gaston (1845-1944), Surry (1800-43), Orange (1752-1962), and Rowan (1753-1962) Counties. ¶A positive microcopy of the approved records retention and disposition schedule for North Carolina State of the University of North Carolina at Raleigh (formerly North Carolina State College) may be purchased from the State Department of Archives and History, Box 1881, Raleigh, N. C. 27602, for \$8. ¶Records retention schedules have been approved for the Department of Tax Research, the State Library, and the State Boards of Architecture, Barber Examiners, and Cosmetic Art.

Pennsylvania

The Pennsylvania Historical and Museum Commission announced in October the resignation of Frank B. Evans as Chief, Division of Public Records (State Archivist), to accept a position with the National Archives. William H. Work has succeeded Dr. Evans as State Archivist. ¶The Division of Public Records issued late in 1963 a *Summary Guide to the Pennsylvania State Archives* (iv, 41 p.), compiled by Frank B. Evans and Martha L. Simonetti and edited by Donald H. Kent. Although brief, the *Summary Guide* has a special value because it "unites" by office of origin—and thus restores them to their provenances—extant Pennsylvania archives that in the past were arbitrarily arranged in collections of "papers" to serve special research interests. ¶Since the physical inventory of Pennsylvania's agency-held records was completed last winter, schedules have been approved by the Executive Board for 12 State agencies. Five more will be presented to the board after a final review by the Office of Administration and the Historical and Museum Commission. Except for the smaller agencies, schedules are limited during a first survey to nonpermanent records; for smaller agencies schedules include all records series. The Office of Administration anticipates that all agencies under the Governor will be covered by at least a first schedule shortly after the beginning of 1964. The second of two planned surveys, already begun, will be completed by July 1, when the State Records Center is expected to open in the new William Penn Archives Tower.

Tennessee

A recent publication of the State Library and Archives, *Major Manuscript Accessions for the Biennium July 1, 1961-June 30, 1963* (iii, 45 p.), prepared

under the direction of Senior Archivist Harriet C. Owsley of the Manuscripts Section, Tennessee State Archives, is of considerable interest as a type of finding aid. "For a number of years," a prefatory note states, "it has been the aim of the Manuscripts Section to publish a guide for its holdings. Due to the large backlog . . . it seemed a good idea to make a beginning by publishing this report. These listings represent, however, only a small portion of the holdings."

Utah

Harold Jacobsen, former director of the microfilm and records division of the Genealogical Society of the Church of Jesus Christ of Latter-day Saints, has been appointed State Archivist. Mr. Jacobsen assumed his new duties on August 26.

West Virginia

The Department of Archives and History issued in June 1963, in processed form, a *Short Title Check-list of West Virginia State Publications, 1962-63* (14 p.).

COLLEGE AND UNIVERSITY ARCHIVES

Boston University

The archives of the First Corps of Cadets, now in the university library, have been inventoried and are now open to scholars. The organization, in existence since the early eighteenth century, took part in the Revolution, the Civil War, and World War I.

Brooklyn College

The papers of Norman Cousins, editor of *Saturday Review*, have been acquired by Brooklyn College Library. Included are correspondence and other materials (1940-58) dealing with the United World Federalists, the Hiroshima Maidens, Project X, the Office of War Information, and Mr. Cousins' other interests.

Brown University

The 14-volume diary of Rev. Isaac Backus, 1748-1805, is to be published by the university as part of its bicentennial celebration program, 1964-65. The fifth volume, 1759-63, is missing. It may contain comments regarding early plans for the founding of Brown (then called Rhode Island College). Anyone having knowledge of the missing volume is asked to write to Prof. William G. McLoughlin, Department of History, Brown University, Providence, R. I.

Colgate University

We are informed that first-aid measures saved many records after fire destroyed the administration building on October 27. A school spokesman said that most records for students who attended the university before 1950 were safely stored in other buildings, and some of the records stored in vaults in the building that burned may have been preserved. He said that it will be "days,

weeks and maybe even years," however, before the burned records, chiefly the records of the present 1,400 male students, can be re-created.

Columbia University

V. K. Wellington Koo, Nationalist Chinese statesman and a justice on the World Court at The Hague, has presented his diplomatic papers to the university. This important collection of modern diplomatic papers includes correspondence, telegrams, speeches, 35 dual-language diaries, and records of conversations with many world leaders. Missing are records of conversations for the period 1915-32, still on the Chinese mainland. Copies of certain documents are to be deposited in the Academia Sinica, in Taiwan.

Cornell University

The 1958-62 report of Edith M. Fox, Curator and University Archivist, reveals that Cornell's holdings of regional history and university archives have been moved to the new John M. Olin Research Library from the Albert R. Mann Library. In the 4 years covered by the report the Collection of Regional History received 400 accessions, 40 of which were accretions. The Archives received over 500 new accessions, 100 of which were accretions. Most of the 800 collections have been processed, and nearly 5,000 catalog cards have been produced. Inventories, shelflists, calendars, and other finding aids have been prepared for some ten collections. Most of the new materials added to the Regional History Collection and the Archives are described in the report, which is available on request from the university, Ithaca, N. Y.

University of Hawaii

Sixteen rolls of microcopies of government documents, court records, land-title papers, newspaper files, and certain church records concerning the history of American and Western Samoa have been made by the University of Hawaii Library. Positive copies of the rolls obtained during this short pilot project will be supplied the owners of the documents. The library estimates that 6 months to a year would be required to complete the microfilming of the private and public documents on these islands of potential interest to scholars. Many of the old records are deteriorating. G. K. Hall & Co., 70 Lincoln St., Boston, Mass. 02111, will publish the dictionary catalog of the Hawaiian Collection of the university's Sinclair Library. Janet E. Bell, curator, informs us that the William Drake Westervelt collection and the James Tice Phillips collection are included. The former relates to early voyages and travels and the latter to the Kingdom, Provisional Government, and Republic periods.

Ohio State University

Signed manuscripts, autographed editions, unpublished poems of Dylan Thomas, and his personal correspondence with Thomas Earp, the English writer and literary critic, are a major part of a new collection of literary papers purchased by the Ohio State University Libraries.

Oklahoma State University

Kathryn M. Murphy of the National Archives was elected an honorary life

member of Nu chapter of Phi Alpha Theta, honorary history fraternity, on November 7, for "proficiency in explaining sources in the National Archives." This was the third time Miss Murphy had been invited to the university by the history department. She also met with several classes of advanced students and conducted a roundtable for the seminar on the period from Jackson to the Civil War.

Southern Illinois University

Morris Library has acquired the Katherine Tynan collection of more than 150 letters from literary figures of the Irish Renaissance and certain related documents. Included are 48 letters from George Russell (45 unpublished) and correspondence with Jane Barlow, W. B. Yeats and his father and sisters, and others. The library already had significant holdings of Irish Renaissance materials.

Syracuse University

The Empire State Forest Products Association has made Moon Memorial Library the official depository for its inactive records.

Texas Technological College

Seymour V. Connor, Director of the Southwest Collection, resigned effective August 31, 1963, to devote full time to research and writing. He has been succeeded by Roy Sylvan Dunn, who has served as Archivist since 1956. Doris Blaisdell became Associate Archivist.

University of Virginia

Among the records received by the manuscript division of the University Library are a letter of January 24, 1792, concerning Senate ratification of Presidential appointments, and a page of notes, ca. 1800, regarding the United States Constitution, both by James Monroe; a Thomas Jefferson letter of September 1, 1817, to Thomas Cooper, other items, 1817-22, relating to Jefferson's appointment and service as a Visitor of the University of Virginia, and his notes, June 1822, regarding the cost of University of Virginia buildings; and a journal, 1850-90, of J. P. Bywater, including a list of 1,333 Confederate soldiers who died in prison.

Wayne State University

Labor History Archives reports the acquisition of the papers (1920-63) of John W. Edelman, former legislative representative of the Textile Workers Union of America; records of the Detroit Newspaper Guild (1934-57); and papers of Donald Montgomery, Paul Sifton, and Samuel Jacobs.

University of West Virginia

The West Virginia Collection has acquired material (1933-34) on the Arthurdale homestead project and other self-help and rehabilitation operations in northern West Virginia; papers (332 items) of Charles James Faulkner (1800-84), attorney, W. Va. State legislator, member of the U. S. Congress, and Ambassador to France; the papers of former Governors Henry Dury Hat-

field (21 boxes) and Herman Guy Kump (92 boxes and 1 volume); and certain archives (37 boxes and 301 volumes) of Marshall County, 1831-1948.

Wittenberg University

Archivist Benjamin H. Pershing has established an archives room in Thomas Library and is assembling and organizing materials relating to the university's history. The Springfield (Ohio) Kiwanis Club presented Archivist Pershing its Distinguished Citizenship Plaque on November 6.

HISTORICAL SOCIETIES

California Historical Society

The Society is searching for "Pictorial Lettersheets" produced by artists and printers of the West in the decade following 1849. These vivid pictorial records on sheets of writing paper depict the Gold Rush.

Indiana Historical Society

Papers of Col. John Armstrong, soldier of the Revolutionary and Indian Wars and early settler in Clark County, Ind., were recently acquired by the William Henry Smith Memorial Library of the society. The several thousand documents, letters, notes, and record books, 1780-1850, include the records of Judge William Goforth of Cincinnati and of Armstrong's son, William G. Armstrong, who served in the Indiana legislature and was active in local politics and business. Of particular interest are the records relating to Colonel Armstrong's service in the Army at Western posts, 1786-93, and his correspondence with other officers in the Army concerning land purchases. Armstrong moved from the Cincinnati area to Clark County, Ind., in 1814, laid out the town of Bethlehem, and carried on a mercantile business.

Jackson County (Mo.) Historical Society

Members of the Society of American Archivists who attended the Society's 25th anniversary meeting in Independence and Kansas City will recall the gracious hospitality of the Jackson County Historical Society. The society continues to expand its activities, which include publication of its *Journal*, now in its fifth volume. Illustrative of the society's aggressive spirit is the following notice that appeared, under the head THE ARCHIVES NEEDS YOUR HELP, in the last issue: "Do you send your shirts to the laundry or buy hosiery by the box? If so, you can help us. We need the cardboards from laundered shirts, and the dividers from hosiery boxes. Please save them for us. They are valuable to us in handling, mailing, and storing photographs." Individual membership (\$2.50 a year) may be obtained by addressing the society at 217 North Main, Independence, Mo.

Kansas State Historical Society

John W. Ripley, nationally known collector of old lantern slides, has been elected president of the society. Nyle H. Miller was reelected secretary. Recently added to the holdings of the society were diaries and account books of George Harrouff, who moved to McPherson County, Kans., from Illinois

in the 1870's and remained there for 30 years before moving on to Oklahoma Territory. The diaries date from January 1872 and the account books from 1879. They show the cost of farm and home operations, labor, medical expenses, groceries, and agricultural machinery.

Maryland Historical Society

Recent acquisitions include a group of letters and other manuscripts from Baring and Company of London to James Monroe and others relating to the Maryland Bank Stock Case and its final settlement (1799-1825); letters written by James K. Harwood, a member of Perry's Japanese Expedition in 1853-54; and nearly 2,000 negatives of the Hughes Company, commercial photographers of Baltimore, showing views of streets, buildings, persons, and events in Baltimore's history.

Massachusetts Historical Society

The papers of Benjamin Lincoln (1733-1810) have been given to the Massachusetts Historical Society. The collection of some 3,000 items is described in the November 1963 issue of *M. H. S. Miscellany* by John C. Cavanagh. It consists mostly of General Lincoln's military correspondence during his Revolutionary War career and during his campaign to quash Shays' Rebellion in 1787.

Nebraska State Historical Society

Marvin F. Kivett, museum director of the society, has succeeded W. D. Aeschbacher as secretary of the society. (Aeschbacher became Director of the Dwight D. Eisenhower Library at Abilene, Kansas, on September 1.) William Francis Schmidt has been appointed Archivist for the society. Mrs. Joyce Quinsey is in charge of reference.

New-York Historical Society

Manuscripts added to the society's collections in 1962 included the Aaron Vail collection (1796-1875) of nearly 400 letters and autographs of notable eighteenth- and nineteenth-century Americans and Europeans; some manuscript volumes as well as printed volumes with manuscript entries (1776-81) pertaining to naval warfare during the Revolution under Capt. William Cornwallis; and a quantity of records of the Know-Nothing Party in New York (1844-45).

Ohio Historical Society

The society announced on October 4 its acceptance of the Warren G. Harding papers (157 ft.) from the Harding Memorial Association. Arrangements for the formal agreement for transfer of the papers from the former Harding home in Marion to the society's library at Columbus were to be made by Erwin C. Zepp and Kenneth W. Duckett, director and curator of manuscripts, respectively, of the society.

CHURCH ARCHIVES

Reported by Melvin Gingerich

Northeast and East

Space for the Universalist Historical Society Library will be provided in the Tufts University Library, to be constructed in 1964. The society recently acquired records of the Unitarian Service Committee (now the Unitarian Universalist Service Committee), 1940-55.

The National Lutheran Council, 50 Madison Avenue, New York, has a new archives room with complete shelving. The council holds the archives of Cooperative Lutheranism (records of the Lutheran World Convention, 1923-47, the Lutheran World Federation from 1947, and the National Lutheran Council from 1918).

The Huguenot Historical Society, New Paltz, N. Y., has many Bible records of families in Ulster and Orange Counties, New York. Also in the society's care are the minutes of the government of New Paltz, 1678-1823.

The Northeastern Jurisdictional Association of Methodist Historical Societies publishes the journal *Discovery*, the Winter 1963 issue of which calls attention to the "mine of valuable information about early Methodism" in the Old St. George's Methodist Church, Philadelphia. Among the records is correspondence between Thomas Coke and the Philadelphia Methodist Conference, part of which is published in this issue of *Discovery*.

The A. R. Bartholomew Library of Missions, which belongs to the Historical Society of the Evangelical and Reformed Church, is housed in the Fackenthal Library of the Lancaster Theological Seminary, Lancaster, Pa. The collection includes over 35 filing cases of correspondence with mission stations. The library also has the records of the synods, classes, and boards of the former German Reformed Church.

On July 1, 1963, Vernon H. Nelson, former assistant archivist, became the archivist of the Moravian Archives, Bethlehem, Pa. A guide to its holdings is planned.

South

The Baptist Historical Collection, Greenville, S. C., has the letters of Richard Furman and of the Basil Manly family.

At the Disciples of Christ Historical Society Library, Nashville, Tenn., Woodrow W. Watson is indexing, annotating, and editing the American travel letters of Alexander Campbell for publication this year.

The Chancery, Diocese of Lafayette, at Lafayette, La., holds the correspondence and annual reports of the church parishes and institutions of this Roman Catholic diocese. Every two years the baptismal, confirmation, marriage, and death records are microfilmed for security.

The Church Historical Society (Protestant Episcopal), Austin, Tex., has acquired recently the papers of the Right Reverend James R. Winchester, Bishop of Arkansas, 1912-31, and of the Right Reverend Peter Trimble Rowe, Missionary Bishop of Alaska, 1895-1942.

The Historical Foundation of the Presbyterian and Reformed Churches, Montreat, N. C., has received the papers of Rev. Walter J. Lingle, who served as a professor in Union Seminary, as chairman of the board of trustees of Davidson College, and later as president of the college.

Central

The Otterbein College Library, Westerville, Ohio, has on microfilm United Brethren annual minutes for the Ohio conferences during the nineteenth century.

The printed annual report for 1962-63 of Archivist Eleanore Cammack, Archives of DePauw University and Indiana Methodism, reveals that the Archives has acquired certain records of Dr. and Mrs. Charles A. Beard from their children.

The Indiana Historical Society has announced the preparation of a series of publications dealing with Quaker genealogy in Indiana. Cumulatively, they will comprise a seventh volume in the *Encyclopedia of American Quaker Genealogy* and will appear under the title "Abstracts of the Records of the Society of Friends in Indiana." Willard Heiss, Quaker genealogist and historian, is the editorial director.

The Chancery Office of the Roman Catholic Diocese of Joliet, in Illinois, has microfilm copies of all old parish records for the parishes in seven Illinois counties: Du Page, Ford, Grundy, Iroquois, Kankakee, Kendall, and Will.

The manuscript collections of the State Historical Society of Wisconsin, Madison, Wis., contain the papers of the Right Reverend Jackson Kemper, the first missionary bishop of the Episcopal Church in Wisconsin from the time of the establishment of the Diocese of Wisconsin in 1847 until his death in 1870. The papers cover travel conditions, frontier life, and contacts with Indians.

The correspondence relating to the administration of the Roman Catholic Diocese of Davenport and its parishes since its inception is kept at the Chancery, 410 Brady Street, Davenport, Iowa.

The Concordia Historical Institute, St. Louis, Mo., of the Lutheran Church-Missouri Synod, acquired recently the records of the Board of World Missions and the board of directors of the Lutheran Church-Missouri Synod.

The letters of Aloysius Cardinal Muench, former Papal Nuncio to Germany, are held by the Diocese of Fargo, in Fargo, N. Dak.

The Archives of the Southern Nebraska District of the Lutheran Church-Missouri Synod at Seward, Nebr., maintains the records of extinct congregations in its area.

The papers of P. C. Hiebert, chairman of the Mennonite Central Committee, 1920-53, have been placed in the Archives of the Bethel College Historical Library, North Newton, Kans. Materials relating to the settlement of the Mennonites from Russia in the Prairie States during the 1870's are in the Bethel College collection.

West

The California Mission papers (some 3,000 original documents) and the Junipero Serra collection (some 7,500 documents, mostly photographic and

photostatic copies) are in the Santa Barbara Mission Archives, Old Mission, Santa Barbara, Calif.

The records of the Archives of the Roman Catholic Diocese of Tucson in Arizona have recently been classified and cataloged.

BUSINESS ARCHIVES

National Storage Co.

The Recordak Corp. has installed a processing laboratory for 16mm. micro-film in a former limestone mine, now used as a records storage and business survival center by the National Storage Co., at Boyers, Pa., near Pittsburgh.

J. S. Marshall & Co., Ltd.

Copies of "Retention of Essential Records Destruction of All Others" may be obtained from this company, 1155 West Georgia St., Vancouver 5, Canada. This illustrated leaflet offers suggestions and invites inquiries regarding the planning of a records program.

Canadian National Railways

The work of CN Archivist John Andreassen is the subject of an article ("Let's Check With the Library") by Archie Duffie, with pictures by Dick Kirkpatrick, in the November 1963 issue of *Keeping Track* (vol. 6, no. 9, p. 8-11). CN publishes not only this but also the French-language *Au fil du rail* "To keep employees and pensioners informed about company activities." In January 1963 CN concluded an arrangement with the Dominion Archivist for the transfer of selected railroad records to Ottawa. "John Andreassen's task of accumulating these old records, cataloguing them and preparing them for transfer to Ottawa, will take him across the entire System, wherever such records may be found."

SPECIAL COLLECTIONS

Menninger Foundation

The foundation's Museum and Archives (Tower Bldg., West Campus, Topeka, Kans. 66601) began in November the publication of a *Newsletter* "To regularly inform those concerned as to the current acquisitions, displays and future plans of the Museum and Archives and of the art collection, and to encourage interest, suggestions and aid." Recent acquisitions include several autograph letters signed by William James; additional items for the Oberholzer collection received from Dr. Emil Oberholzer, Jr.; and many items for the Menninger Family collection. The Dorothea Dix collection now contains 59 autograph letters signed by her and 10 other autograph letters signed about her work. Lewis F. Wheelock is Curator of the Museum and Archives, Hazel Bruce is Archivist, and Betty Jackson is Assistant Archivist.

Archives of American Art, Detroit

The archives appointed Richard K. Doud as field researcher, in July 1963, to seek out persons associated with the New Deal's art projects in the 1930's and to uncover pertinent correspondence and other material. Mr. Doud may

be addressed at the Winterthur Museum, Winterthur, Del., should any of our readers wish to inform him of the existence of persons or papers of concern to his undertaking.

George C. Marshall Research Foundation

At the suggestion of Eugenia Lejeune, librarian of the George C. Marshall Research Center, Royster Lyle, Jr., Marshall Foundation secretary, has provided us with the following information on the new George C. Marshall Research Library:

The Marshall Research Library is being built on land donated by the State of Virginia between two prominent Virginia institutions of higher learning, the Virginia Military Institute and Washington and Lee University. The building will house private and official papers of the late General of the Army George C. Marshall, in addition to books, documents, and other material related to the period in United States history in which General Marshall played so great a part. The orders and memos, and minutes of the general staff meetings during the World War II period will be an invaluable source of material for students studying the global strategy of World War II and the man whom President Truman called "the architect of victory."

Heading the staff at the Research Center will be Dr. Forrest C. Pogue, author of the recently published *George C. Marshall: Education of a General, 1880-1939*. This is the first of a three-volume biography . . . being published under the auspices of the Marshall Foundation.

Dr. Pogue and his staff have been working since 1956 indexing, copying, and micro-filming material for use in the Center. This material, which will soon be available for students, is the source from which Dr. Pogue has written the biography.

Attached to the library will be a museum which will house many of the items connected with General Marshall during his career and an electric map showing the position of Allied troops during various stages of World War II.

The Foundation's projects will be financed almost entirely through gifts from foundations and individuals throughout the country. In contrast to the Truman, Eisenhower, and Roosevelt Libraries, which are operated by the General Services Administration of the Federal Government, the Marshall Foundation will maintain its status as a private foundation. Dedication of the Research Library will take place next May 23d [1964].

Brattle Book Shop

The destruction by fire on October 22 of the Brattle Book Shop on Boston's Cornhill prompted us to inquire of the owner, George Gloss, whether autograph and other manuscripts in the sale stock or the business files of the establishment had been lost or damaged. Mr. Gloss did not answer our questions specifically but he did furnish us with several published articles that reveal the great value of and indeed the rarity of his collection. His own article, "A Plea for Cornhill," published in the July 1963 issue of *Bay State Librarian*, had deplored the threat to Cornhill's remaining bookshops that city redevelopment plans have presented. Here Franklin D. Roosevelt, when librarian of the Hasty Pudding Club at Harvard, received the advice "never to destroy anything"; and from the Brattle Book Shop itself John F. Kennedy acquired a scrapbook of cartoons of his grandfather's political career as Mayor of Boston. At least one rare volume—a printed copy of Secretary of State John Quincy Adams' *Report Upon Weights and Measures* (Washington, 1821), inscribed to Thomas Jefferson—had been presented very recently by Mr. Gloss to the Boston Athenæum and thus escaped the fire. Much besides

was saved by at least 80 volunteer workers who "worked in grime and soot and splintered glass to save the books they loved."

GRANTS AND AWARDS

Hagley Museum Fellowship

The University of Delaware, in cooperation with the Eleutherian Mills-Hagley Foundation, will award two or more Hagley Museum Fellowships in April for the academic years 1964-66. Recipients of these grants take graduate work in history and related fields at the University of Delaware. They spend half of each week during the academic year at the Hagley Museum, Wilmington, Del., where they receive training in museum work, and at the Eleutherian Mills Historical Library, where they conduct research. They complete their work, including a thesis, in two years, and graduate from the University of Delaware with a Master of Arts degree in American history. The program is of special interest to those who wish to study the development of American industry and technology. Each fellowship carries an annual stipend of \$2,000 and is renewable upon satisfactory completion of the first year. Applications should be received by March 5, 1964. For further details, address the Chairman, Department of History, University of Delaware, Newark, Del.

PROFESSIONAL INSTRUCTION

University of Denver

The university will offer during the summer (July 12-August 16, 1964), for the third time, its institute of archival administration and the related fields of regional, State, and local history. Special attention will be given in this year's institute to libraries where archives and manuscripts are administered as part of the library function. The institute is directed by Colorado State Archivist Dolores C. Renze; Delaware State Archivist Leon deValinger, Jr., is codirector. Information about the program and application forms may be obtained from the University of Denver Archives Institute, Department of History (Attn. D. C. Renze), Denver, Colo. 80210.

Carleton University

In cooperation with the Public Archives of Canada and the Archives Section of the Canadian Historical Association, Carleton University, Ottawa, will offer a course in basic archival techniques, with special attention to archival problems peculiar to Canada, July 6-31, 1964. A similar course was held in Ottawa in 1959. 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." Application forms and further information can be obtained by writing to "Archives Course," Department of History, Carleton University, Ottawa, Canada.

American University

The seventeenth institute on preservation and administration of archives was held July 29 through August 23, 1963, at the National Archives. The

4-week institute, sponsored jointly by the National Archives and Records Service, The American University (Center for Technology and Administration, School of Government and Public Administration), the Maryland Hall of Records, and the Library of Congress, was limited to 24 enrollees because of available facilities. Staff members of the sponsoring institutions constituted the faculty for the institute, which consisted of lectures, discussions, demonstrations, guided tours, and internship projects. Enrollees were given the choice of scheduling the institute for either graduate, undergraduate, or no credit from The American University. They spent approximately half the time on their internship projects, and all were required to complete their projects satisfactorily to receive a certificate. A comprehensive written examination was required of those who scheduled the institute for academic credit.

The opening remarks were made by Wayne C. Grover, Archivist of the United States, and Lowell H. Hattery, Director of American University's Center for Technology. Following a series of lectures and discussions by the institute director on the problems of terminology and the relationship among archivists, librarians, and manuscript curators, other lecturers traced the evolution of archival administration in Europe and the United States and of the National Archives and Records Service. In other sessions the speakers discussed archival aspects of records management; principles of archival arrangement and description; buildings and equipment; preservation and restoration; records appraisal and disposition; cartographic records; photoduplication; exhibits and public relations; reference service; publication programs; business archives; church archives; and university archives. The session on private papers included explanations and tours of the major divisions and facilities of the Library of Congress; and the session on State and local archives included a 1-day visit to the Maryland Hall of Records. Following an evaluation of the internship projects and the examination, the institute closed with a luncheon at the Occidental Restaurant, where Ernst Posner traced the evolution of the institute and Dr. Hattery presented certificates to the enrollees. Frank B. Evans was director of the institute.

The eighteenth institute, "Modern Archival Administration," will be held at the National Archives from June 1 to 26, 1964, with the same sponsoring institutions. It will follow the general format of previous institutes, but more attention will be given to records management responsibilities of archival agencies and to special physical types of records, including still and motion pictures and sound recordings. Plans are also being made for internship projects in the arrangement and description of private papers at the Library of Congress and for projects in university archives at The American University.

The American University will also offer this year its sixth institute on information storage and retrieval, February 17 to 21, 1964; its eleventh institute on records management, May 11 to 22, 1964; and its fourteenth institute of genealogical research, July 6 to 24, 1964. Inquiries regarding the institutes and applications for admission should be addressed to Dr. Lowell H. Hattery, Director, Center for Technology and Administration, The American University, 1901 F Street, N. W., Washington, D. C. 20006.

Special Announcement

SPRING LUNCHEON MEETING

The Society of American Archivists will have a joint luncheon meeting at Cleveland, Ohio, with the Mississippi Valley Historical Association on Thursday, April 30, 1964. As the Society has not previously met formally with the MVHA, it is hoped that this luncheon will establish a precedent. The speaker, Prof. Samuel P. Hays of the University of Pittsburgh, will discuss "The Historian's Search for Archival Sources on American Political History." The luncheon is scheduled for 12:30 p.m., at the Statler Hotel. Immediately following it the Society Council will hold its spring meeting.

STATEMENT OF OWNERSHIP, MANAGEMENT, AND CIRCULATION

(Act of October 23, 1962; Section 4369, Title 39, United States Code)

1. Date of filing: September 24, 1963.
2. Title of Publication: THE AMERICAN ARCHIVIST.
3. Frequency of issue: Quarterly (January, April, July, October).
4. Location of known office of publication: Ken Munden, Editor, The National Archives, Washington, D. C. 20408.
5. Location of the headquarters or general business offices of the publishers: Dolores C. Renze, Secretary, Society of American Archivists, 1530 Sherman St., Denver 3, Colo.
6. Names and addresses of publisher, editor, and managing editor:
Publisher: The Society of American Archivists.
Editor: Ken Munden, The National Archives, Washington, D. C. 20408.
Managing Editor: Same as above.
7. Owner (*If owned by a corporation, its name and address must be stated and also immediately thereunder the names and addresses of stockholders owning or holding 1 percent or more of total amount of stock.*)

The Society of American Archivists, a nonprofit corporation, consists of members and associates of the archival profession. The legally constituted business office of the Society is with the Secretary, who holds office by election on an annual basis. On the

date of this filing, the Secretary and the office are as indicated under Item 5. There are no stockholders in the corporation—only members who pay annual dues and who receive the *American Archivist* as a professional journal.

8. Known bondholders, mortgagees, and other security holders owning or holding 1 percent or more of total amount of bonds, mortgages, or other securities:

None. The Society is governed by 4 elected officers and an elected Council. The Editor is appointed by the Council for a 3-year term. He is not an elected officer.

9. Paragraphs 7 and 8 include, in cases where the stockholder or security holder appears upon the books of the company as trustee or in any other fiduciary relation, the name of the person or corporation for whom such trustee is acting, also the statements in the two paragraphs show the affiant's full knowledge and belief as to the circumstances and conditions under which stockholders and security holders who do not appear upon the books of the company as trustees, hold stock and securities in a capacity other than that of a bona fide owner. Names and addresses of individuals who are stockholders of a corporation which itself is a stockholder or holder of bonds, mortgages, or other securities of the publishing corporation have been included in paragraphs 7 and 8 when the interests of such individuals are equivalent to 1 percent or more of the total amount of the stock or securities of the publishing corporation.

10.

	Average No. Copies Each Issue During Preceding 12 Months	Single Issue Nearest to Filing Date
A. Total No. Copies Printed	1,400	1,500
B. Paid Circulation		
1. To Term Subscribers by Mail, Carrier Delivery, or by other means		
a. Members—Dues	782	818
b. Libraries, Government Agencies, Educational Institutions	452	480
2. Sales through Agents, News Dealers, or Otherwise .	0	0
C. Free Distribution by Mail, Carrier Delivery, or by other means (Professional exchanges of journals, honorary members, stock for future members, in- ternal administrative use)	166	202
D. Total No. of Copies Distributed	1,400	1,500

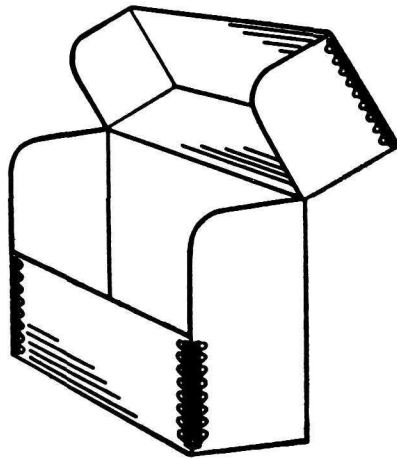
I certify that the statements made by me above are correct and complete.

Dolores C. Renze

New! Archival File Folder

- 100% Rope Manila Paper.
- PH Neutral Guaranteed.
- Tested and Approved by Leading Authorities.
- Minimum Thickness, Maximum Strength.

Write for *FREE* Sample from
the Firm that brings you
FibreDEX® Document Cases.



The Hollinger Corporation
3810 S. Four Mile Run Drive
Arlington 6, Virginia

Wrack

Toward the close of Elizabeth's reign an old man by the name of Arthur Agard might have been seen pottering about among the Queen's archives "in the newe pallace of Westminster." Having the sensitive instincts of a true archivist, Agard was sorely troubled by the sight of neglected and decaying records. While drawing up his *Summaria quedam descriptio Recordorum* he gave expression to his lacerated feelings. "There is," he wrote, "A foure fold hurt y^t maie bring wrack to Records (that is to saye): Fier, Water, Ratts and Myce, Misplaceinge." Reflecting a bit further, he added a fifth cause of damage to records: "That is even plaine takeing of them away . . . by a Privy Counsellor . . . or anie of the Kinges learned Counsell." He thought that the first four dangers could be thwarted by "a four fold Dilligence and Care," but he was unable to offer any method for retrieving documents from the hands of a Crown Officer. It was with a troubled heart that he added: "as by experience I have found."

—JULIAN P. BOYD, foreword to *Guide to the Manuscript Collections in the Historical Society of Pennsylvania*, ix (Philadelphia, 1940).
Quoted by permission of the Historical Society of Pennsylvania.

An Editor's Farewell

'Tis sweet to wield the azure pencil
O'er manuscripts that come and go;
To seize the good, with hand prehensile,
And doom the rest to flames below;
To see that A shall strike no blow
Below the belt, reviewing B,
Nor Y shall vex the soul of X
By caustic words unduly free.

'Tis sweet, in moods of exaltation,
To read the proof of archive-guides;
To mend defects of punctuation
A supersensual joy provides—
To seize the comma where it hides
And see its force aright displayed,
And swift invoke, with happy stroke,
The modest semi-colon's aid.

'Tis sweet to see historic learning
Progress among the hoi polloi;
With Rupert Hughes a penny turning
And Thompson guarding Everyboy
From Britain's wiles with vocal joy,
It rushes forward with a dash,
While bold committees, in twenty cities,
Relieve the faithful of their cash.

But sweeter far the friendly kindness
That lies behind your presence here,
That views my faults with genial blindness,
And sends me forward full of cheer.
O golden friends, forever dear,
May all your days and years be bright,
And younger fry your pulse send high
As you have quickened mine tonight.

—Farewell poem attributed by Waldo Gifford Leland to J. Franklin Jameson, written ca. February 24, 1928, and read by Jameson at a dinner honoring him on the occasion of his ceasing to be the managing editor of the *American Historical Review*. The poem was read again recently (third stanza omitted) by Boyd Shafer at a farewell luncheon honoring his own editorship of the *Review*, 1954-63. The original is a framed document in the American Historical Association files.

SOCIETY PUBLICATIONS AVAILABLE

The following publications may be ordered from H. G. Jones, Treasurer, Society of American Archivists, P. O. Box 548, Raleigh, N. C. 27602.

General Index to the American Archivist, Volumes I-XX, January 1938 to October 1957. \$6 to members; \$8 to others.

Annual Directory, June 30, 1963, compiled by Dolores C. Renze. \$1 to members; \$2.50 to others.

Annual Directory, June 30, 1962, compiled by Dolores C. Renze. \$1.

Society Directory, June 30, 1961, compiled by Dolores C. Renze. \$1.

Society Directory, June 30, 1960, compiled by Dolores C. Renze. \$1.

Society Directory, 1957. With biographical sketches. \$1.

Directory of State and Provincial Archivists and Records Administrators, 1963, compiled by William T. Alderson. \$1.

Directory of State and Provincial Archivists and Records Administrators, 1962, compiled by William T. Alderson. \$1.

Directory of Religious Archival and Historical Depositories in America, 1963, compiled by August R. Suelflow. \$1.

Back Issues of the *American Archivist*, 1940-63. All issues for 1938-39 are out of stock; subsequent issues are available *except* those of July and October 1940; January and April 1941; April 1947; April and October 1948; July 1950; January 1952; April 1954. \$2.50 per issue.

Complete positive microfilm copy of the *American Archivist*, vols. 1-26, 1938-63. \$105 per set.

THE GONDOS MEMORIAL AWARD
OF
THE SOCIETY OF AMERICAN ARCHIVISTS AND
THE AMERICAN UNIVERSITY
FOR AN ESSAY ON THE HISTORY OR
ADMINISTRATION OF ARCHIVES

The author of the winning entry in 1964 will receive a Certificate of Award and a prize of two hundred dollars, donated by Victor, Dorothy, and Robert Gondos in memory of the late Dr. Victor Gondos, Sr.

Contest Rules

1. The contest is open to all archivists, all manuscript curators, and all graduate archival students in the United States and Canada except elected officers of the Society of American Archivists, the faculty of The American University, and members of the Award Committee. Retired or professionally inactive archivists and manuscript curators are also eligible to compete.

2. The Award Committee will consist of the Editorial Board of the Society of American Archivists and representatives of The American University. Miss Helen Chatfield is senior representative of the University. Entries for the 1964 Award should be addressed to the chairman of the Editorial Board: Ken Munden, Editor, American Archivist, National Archives, Washington, D. C. 20408.

3. As the purpose of the contest is to encourage research and writing on some aspect of the history or administration of archives, the essay must be especially prepared for submission for the award. A contestant may submit several essays. A submission will not be accepted if (a) it has been published or issued in any form for general distribution or (b) it has been prepared primarily for other purposes, *e.g.*, for a professional meeting.

4. Each submission must bear a title and must be double-spaced typewritten ribbon copy, on letter-size white bond

paper. It must consist of not less than 3,000 words and not more than 15,000.

5. To maintain the anonymity of contestants the author's name should not appear on any sheet of the essay. Within a sealed envelope stapled to the first page should be inserted a 3" X 5" card showing the following information about the author: name, essay title, address, organizational affiliation (if any), a statement of present or past professional activity, and signature. The author's return address should not appear on the outer envelope in which the submission is mailed; instead, the following return address should be used: American Archivist, National Archives, Washington, D. C. 20408.

6. To be considered for the current year's award an essay must be received by the Award Committee by July 31, 1964.

7. The Award Committee is exclusively responsible for the evaluation criteria and reserves the right to withhold the award if in its judgment no submission meets the criteria.

8. The winning essay will be selected in sufficient time to bestow the award at the annual meeting of the Society.

9. The winning essay will be published in the American Archivist. Other essays will be eligible for publication in the Society's journal, subject to the judgment of the editor.