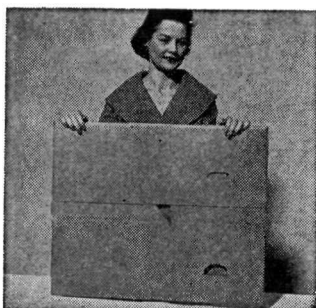
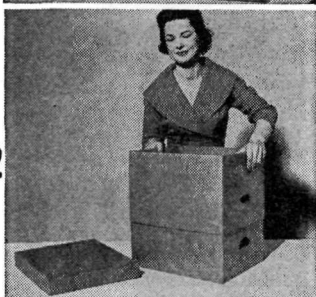


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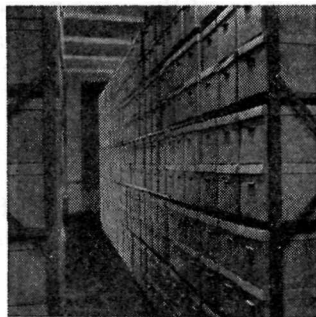
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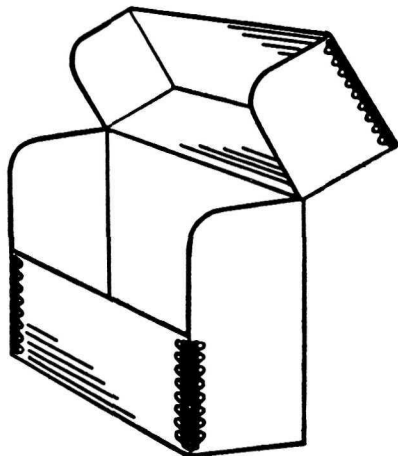
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*Contest Rules*

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.

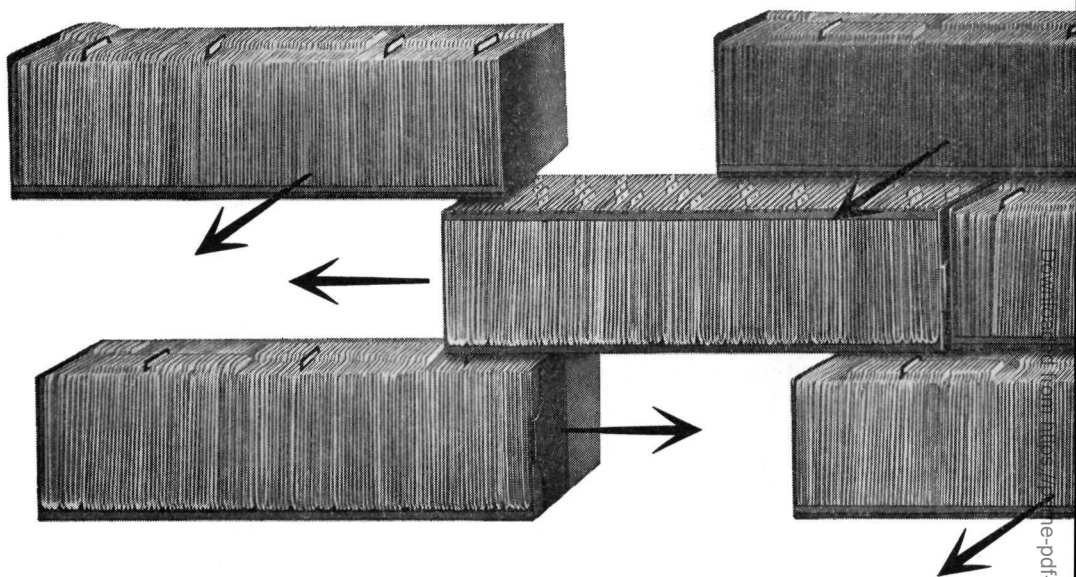
5. To maintain the anonymity of contestants the author's name should not appear on any sheet of the essay. Within a sealed envelope stapled to the first page should be inserted a 3" X 5" card showing the following information about the author: name, essay title, address, organizational affiliation (if 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.



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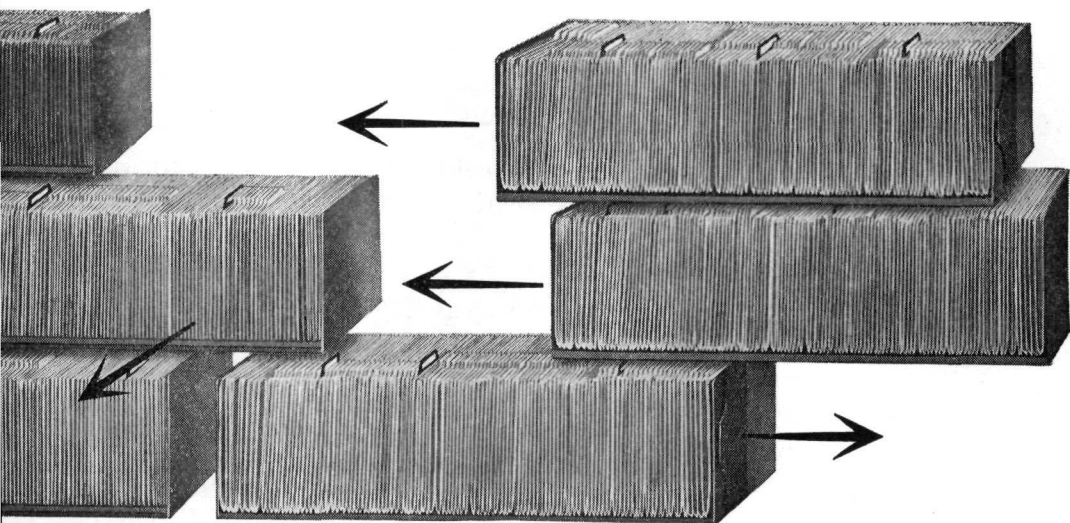
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# President's Page

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ON December 29 the Society held a joint luncheon with the American Historical Association in Philadelphia. The meeting was a sellout, with a good many members unable to get luncheon tickets. Dr. Arthur Bestor's talk on that occasion, "Archival Services in the Years Ahead," will appear in an early issue of the *American Archivist*.



On April 30 we shall have a joint luncheon with the Mississippi Valley Historical Association in Cleveland, Ohio. This time we will make certain that there are tickets for all who come. Dr. Samuel P. Hays of the University of Pittsburgh will be the speaker. Dr. Hays belongs to a new school of historians and will tell us what archival sources he and his colleagues are depending upon the archivist to preserve. Come to the meeting if you can.



Dr. Ernst Posner's study, *American State Archives*, has gone to press. We are counting heavily on this publication to start a new period of self-examination by the States. The promotion of the acceptance of the book's set of standards must become a major effort by the Society.



The second volume of the *National Union Catalog of Manuscript Collections* is now in print. Considering the high purpose of archival institutions in furthering historical research, it is surprising that so many have avoided contributing to the Union Catalog. Surely this position should be reviewed. Where such agencies have materials that one would be surprised to find in their custody (as private papers), those agencies should be participating. The Catalog was discussed at the Raleigh meeting, where it seemed to have the Society's full support.

At the Austin annual meeting another session will be devoted to the Catalog. At this time more attention will be given to the finding-aids problems that manuscript preservators face. The rules for describing manuscripts are still in flux. As Lucile Kane noted a few

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Communications to the Society president may be addressed to Everett O. Alldredge,  
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years ago, "Progress in reconciling group description with detailed cataloging has been slow" (*A Guide to the Care and Administration of Manuscripts*, p. 374). Many of us feel that the professional standards of archivists have at long last taken a "firm fix," and we believe the same degree or kind of consensus can occur in the manuscripts field.



The Austin 1964 meeting, mentioned above, bids to be one of our best. Bruce Harding has already outlined for the Society's Council a program that promises to provide those attending much useful data. The leading persons in our profession are being asked to speak. Dorman Winfrey of the local arrangements committee is determined that we see the archival resources of Texas. Save October 6-10 for Austin.



The American Library Association publication, *Standards for Library Functions at the State Level*, will be of interest to those of you working for State governments. H. G. Jones represented our Society in its preparation and we owe him our thanks for the hours he put in.



The Society's Business Archives Committee (formerly the Business Records Committee) is polling the larger firms in the United States to find out which ones have an archives. Helen Davidson, committee chairman, has prepared an excellent folder, "Getting Acquainted With Business Archives," as an enclosure to the polling letter. If you know of the existence of a business archives please send Helen a note. Her address is Eli Lilly and Co., Indianapolis, Ind. 46206.



A number of the Society's committees are doing some good work, which will be reported on fully at the Austin meeting. This kind of interest in our professional field is heartwarming.

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

# Bibliography

GRACE QUIMBY, *Editor*

*National Archives*

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## WRITINGS ON ARCHIVES, CURRENT RECORDS, AND HISTORICAL MANUSCRIPTS

JULY—DECEMBER 1962

COMPILED BY GRACE QUIMBY

This selective bibliography comprises titles published in the last 6 months of 1962.<sup>1</sup> Previously, each annual bibliography has covered 12 months beginning July 1 and ending June 30 of the following year. Hereafter the annual bibliographies will cover calendar years.

The bibliography is classified broadly by subject. An outline of the subjects precedes the list. As usual, titles relating to technical aspects of the use of photography and to the reproduction of research materials are entered in class VIII, while items relating primarily to the use of photographic techniques for purposes of original recording and records management are entered in class II A. Related titles in different classes are indicated by cross-references at the end of each section.

- I. General Literature
- II. Management of Current Records
  - A. General Discussion
  - B. Machine Techniques in Office Operations and in Information Processing
- III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
  - A. United States in General and Federal Government
  - B. State and Local
  - C. Foreign Countries
  - D. International Organizations
- IV. Buildings and Equipment for Archival and Manuscript Depositories
- V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts
- VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts

<sup>1</sup> The compiler is indebted to JoAnn C. Campbell, Frank B. Evans, and Geneva H. Penley for assistance in compilation and to Mrs. Campbell also for typing the manuscript.



- VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Finding Aids
  - A. General Discussion
  - B. United States in General and Federal Government
  - C. State and Local
  - D. Foreign Countries
- VIII. Application of Photographic Processes to Work With Records and Historical Manuscripts
- IX. Service, Use, and Publication of Records and Historical Manuscripts
- X. Special Physical Types of Records and Historical Manuscripts
- XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Record Officers

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# Technical Notes

CLARK W. NELSON, *Editor*

*Mayo Clinic*

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## RECENT DEVELOPMENTS

### *Exhibit Protection*

Another manufacturer of ultraviolet-filter materials is Infropake Corp. of America, P. O. Box 6292, Greensboro, N. C. Its products include a transparent plastic that is applied to glass in fluid form and a transparent-plastic filtersleeve that slips easily over fluorescent bulbs. Both materials are said to filter out the ultraviolet rays that cause fading in a room or a document.

### *Slide Mounts*

The Kodak Laminated Slide Service is expected to be of particular value in exhibits, displays, and other activities requiring superior projection quality. It features a 2"×2" aluminum and plastic mount in which the film is cemented to glass. The mount will fit virtually all projectors that accept standard cardboard ready-mount slides. In projection the slides exhibit superior edge-to-edge sharpness, more efficient cooling, and no buckling, moisture condensation, or Newton rings. The new service for standard 35mm. color transparencies is available through Kodak dealers from Rochester only. Prices range from \$1.50 each for single transparencies to \$1 each in quantities of 100 slides or more.

### *Pocket Microfilm Readers*

Two handviewers for reading microfilm are now available through Taylor-Merchant Corp., 48 W. 48th St., New York City. The Filmcard Vue-dex and Taskmaster are pocket-size reader-scanners that are said to handle aperture cards and roll and sheet films. They offer 5× and 10× magnifications respectively and cost \$1 and \$2.50 each.

### *Manuscript-Marking Ink*

The Library Technology Project, 50 East Huron St., Chicago, reports that the manuscript-marking ink developed for them sometime ago is still available. The original tests on this special ink showed that it had no deleterious effects on documents, did not penetrate the paper unduly, resisted ordinary ink eradicators, and did not fade.

### *Reader-Printer Project*

An award of a \$33,000 contract to Documentation, Inc., Bethesda, Md., to develop further a portable, inexpensive reader-printer for microcopies, was announced by the Council on Library Resources, Inc., 1025 Connecticut Ave.,

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



Washington, D. C. The proposed reader-printer will be about the size of an attaché case and weigh 20 pounds or less. The target price is \$100 to \$200, depending on the quantity made if tests indicate that the device should go into manufacture. Under contract terms, Documentation will manufacture seven reader-printers. Five of these will be placed in Washington area libraries for testing under actual-use conditions. The project is expected to be completed in a year. The machine is to handle 16mm. microfilm and 3"×5" to 5"×8" microfiches using variable magnification ratios of 13:1 to 24:1. Development of the capability of reading 35mm. microfilms is being considered.

#### *Micro-File Machine*

The problem of precision microfilming of large documents up to 45"×63" in size is said to be simplified by the new Recordak Micro-File Machine, Model MRG. It is a modern, completely new, lower-silhouette microfilming unit with all controls built in. The unit features a panel containing all the operator controls, reduction ratios of 12 to 36 diameters, automatic focusing, interchangeable film units, and 100-foot film capacity.

#### *Xerographic Service*

Users of Xerox equipment will be interested in the services offered by Lorivan Laboratories, 4 Yennick Ave., Port Washington, N. Y. This firm is restoring, reclaiming, and rejuvenating electrostatic copying equipment for fees that appear to offer considerable savings. For instance, toner for the Xerox 914 Office Copier is reclaimed at \$12 per lb. against the approximate new cost of \$29 per lb. Other services are equally low in price.

#### *Xerocopy Paper*

Xerox Corp., Rochester, N. Y., introduced a new, blue-white Xerocopy paper that will give more contrast and sharpness to copies made by xerographic, offset, or spirit duplicating methods. The new Xerocopy paper is described as the equivalent of grade 1 watermark bond and is being offered at grade 2 prices in 8"×10½", 8½"×11", 8½"×14" sizes. It comes packaged in 6-ream and 10-ream cartons with an arrow pointing to the side that should face down in Xerox machines.

#### *Stabilization Print Fixer*

A new chemical designed for the rapid fixing of stabilization materials has been introduced by Fotorite, Chicago. Designated Q-SO<sub>3</sub> Rapid Fixing Solution, it is said to give archival permanence to Fotorite materials. It is available in quart or gallon sizes for \$2.95 and \$3.95 respectively and can be used any time after processing in roomlight.

#### *Magnaprint Reader*

A motorized microfilm reader of unusual versatility has been announced by Recordak Corp., 770 Broadway, New York City. Known as the Recordak Magnaprint Reader, Model PE-1A, this unit accepts 16mm. or 35mm. roll film. With accessory kits it also accommodates Recordak film magazines,

aperture cards, film jackets, and Micro-File Filmcards (microfiche). The new reader also features interchangeable lenses, adjustable optical condenser system, and a lever-operated motorized film advance and rewind. It prints up to 8"×10" on 8½"×11¼" paper and is said to produce prints of unusually high quality because no prisms or mirrors are in the light path during printing. Sensitized paper for the reader is available in 150-foot rolls of 4", 5½", and 8½" width.

### *Carbonless Paper*

The 3M Co., 2501 Hudson Rd., St. Paul, has introduced an uncoated white paper, called 3M Brand Action Paper, that allows multiple copies of typed or written images to be made without the use of inks, ribbons, carbons, or other accessory agents. Images can be made on single copies or in certain applications on as many as a dozen piles of the paper simultaneously by the pressure of a business-machine key, stylus, or other marking device. Incorporated in the paper of the new product are tiny capsules, called micro-capsules, which contain a special chemical. The impact of the writing instrument ruptures these to form images on the paper. The images can be made on either side of the paper and are said to be smudge-proof and durable. At this time the paper is available only for business-machine and form use.

### *Electrostat*

American Photocopy Equipment Co. now sells its new desk-top Apeco Dial-A-Copy Electrostatic Copier. The machine may be bought outright for \$1,195 or rented for \$30 a month with \$20 going toward its eventual purchase. Using roll paper, the copier can make 500 letter-size copies for 3½¢ apiece.

### *Silver Recovery From Film*

Photographic and microfilm processors may be interested in investigating silver reclamation from their processing solutions. Several concerns offer services in this field. Among them is States Smelting and Refining Corp., 1550 Elida Rd., Lima, Ohio, which currently publishes *The Practical Guidebook of Photographic Silver Recovery*.

## SOUND IN THE ARCHIVES

By James D. Porter  
*Oregon State Archives*  
*Salem*

The archivist or records manager who has not already established standards and procedures for the creation, storage, and use of sound-recording materials faces an important and difficult problem. Like microfilm, sound recordings are made on material of doubtful longevity using techniques and formats that have not been standardized. Yet many offices have used them for storing information of longterm or permanent value.

Sound recording has become particularly useful for material that does not require presentation in written form unless litigation develops, a decision is appealed, or widespread dissemination is desired. Such material includes proceedings of board and executive committee meetings, investigation reports, field notes, trip reports, and oral presentations before courts and boards. For example, sound recordings have been used by the Oregon State Supreme Court since 1959. Similarly, the 1963 Oregon State Legislature produced over 250 reels of magnetic tape recordings of committee meetings and some House of Representatives' sessions. Information of lasting value was thus obtained in over 500 hours of voice recording that could not have been economically transcribed and which has been used on several occasions since.

To meet the varied uses, a variety of sound-recording equipment is available. Several types of dictating equipment, some portable home-use recorders, and a few specialized voice recorders have been used to create recordings for long-term use. Some recorders inscribe a groove while others make a magnetic track. Either system may use a belt or disc, although magnetic recording is more often found on a plastic tape. Magnetic tape recorders have a greater versatility because of different tape widths, more than one recording track, and variable recording speeds.

The Oregon State Archives realized what a problem would develop if several incompatible systems of sound recording were allowed to generate quantities of permanent and semipermanent material. In July 1963 a study was started to determine workable standards for the creation, use, and preservation of sound recordings as archival and records center material. An analysis of the available literature was made. It was modified by the use of the experience gained in processing the previously mentioned legislative tapes and by the researcher's U. S. Air Force experience in recording air traffic control messages and committee minutes. A handy reference guide was finally produced for archival and State agency personnel.

In the study it was realized that standards based on the present knowledge of sound-recording equipment and its materials would be somewhat arbitrary and that many compromises with the theoretically desirable would be made. The life-expectancy estimates of the materials were found to be questionable since time had not yet proven them. For that matter, serious questions existed of the desirability of using sound recordings for more than very temporary recording. They were slower to "read" than written documents, more difficult to index reliably, often less understandable, and required special equipment for the recording's interpretation. Nevertheless, sound recordings did capture more of the material on which decisions are based,<sup>1</sup> and their preservation without complete transcription resulted in major labor savings. Our conclusion was that the advantages outweighed the disadvantages (for some types of materials) and that arbitrary standards would make this means of recording the acts and basis of government more desirable.

<sup>1</sup> A cogent argument in support of this concept is found in Oliver Read and Walter L. Welch, *From Tin Foil to Stereo*, ch. 28, "A National Archive of Recorded Sound" (Indianapolis and New York, 1959).

The following recommendations and discussions, therefore, are not offered as a resolution of all problems in the use of sound recordings by State agencies but as a workable system of producing usable records.

### *Selection of Equipment*

Ideally, archives, records centers, or central files should be fully equipped to preserve, rerecord, or reproduce (play back) any of the various types of electromagnetic recordings. Rather complex reproduction equipment is required to avoid becoming a museum of different recording systems and to transfer a recording from its original medium to a more durable one. As this equipment is far too expensive for most small depositories, they will find themselves accepting the more complicated recordings for storage only and providing re-recording and reproduction facilities for only the most common forms of sound records. To avoid this, permanent and semipermanent recordings should originally be made on a suitable medium by techniques that will insure good reproduction on inexpensive, commonly available equipment.

The medium and the recording technique should provide a recording that not only resists the effects of aging but endures repeated reproduction. Most instantaneous recordings made for longterm retention will at first be played back several times in order to prepare some written transcriptions of their contents or references to their information. This initial playback and handling can permanently damage delicate media and some forms of recording. The polyester-plastic magnetic tapes are exceptionally resistant to wear-and-tear,<sup>2</sup> and can be played almost anywhere by using the many types of available equipment (some inexpensive).

For general use the portable home-use magnetic-tape recorder/reproducer is the best choice. It is capable of recording up to four tracks of high-fidelity sound on quarter-inch tape. It can be used as a dictating machine, data-recording instrument, or recorder of a group discussion. Miniature recorders and those designed primarily for dictation are not suitable for use in groups. Their specialized nature usually will not permit a sufficient response for satisfactory recording of the different voices in the group. They can, however, be used very effectively to record individual voices when the material is not permanent in nature. The use of miniature and dictation recorders to create permanent records should be avoided because most of them use nonstandard recording media and recording speeds that prevent playback on all machines.

The magnetic-tape home recorder uses tape that has become virtually standard among all equipment manufacturers. It is available in a variety of lengths that permit extended periods of uninterrupted recording (a consideration of great importance in recording group and formal proceedings). If desired it can be easily cut into shorter lengths. Other sound-recording media are limited in their recording capacities by the fixed dimensions of the material—discs to about 30 minutes per side, belts to about 15 minutes, and sheets to about 10 minutes. These short recording times have certain advantages and do allow

<sup>2</sup> Karl A. Barleben, *Ribbons of Sound*, p. 42-45 (New York, 1956).

faster access to the recorded material than does magnetic tape. The longer recording time of the magnetic tape, however, makes it generally more useful. To take full advantage of this, the recorder and playback unit selected for magnetic-tape use should handle reels at least 7 inches in diameter.

The recording capacity of a particular medium is not determined solely by its physical dimensions. It can be increased by using lower recording speeds (the speed of the medium past the recording head) and additional tracks or grooves of recording on the same medium (as the reverse side of a disc). Magnetic-tape recording uses both of these techniques to reduce the amount of tape required for a particular job. Neither of them should, however, be used indiscriminately since they affect other recording characteristics such as the high-frequency response and the subsequent editing technique.

In recording, the ability of magnetic tape to reproduce accurately a high-frequency sound is directly related to its recording speed.<sup>3</sup> This speed should be selected to insure good recording quality. It should not be lowered solely to increase the tapes' recording capacity. At slow speeds many high-frequency sounds are lost, and speech intelligibility is reduced by a lack in the vital "presence" range, which includes labial sounds and fricative consonants.<sup>4</sup> This loss has been overemphasized in the literature of the high-fidelity aficionado and underemphasized in some of the manufacturers' advertising brochures on slow-speed recorders. We found extremely good quality and perfect clarity in the Oregon State Legislature tapes recorded on portable "home" recorders at a speed of  $3\frac{3}{4}$  inches per second (ips). They compared very favorably with tapes recorded on professional equipment at  $7\frac{1}{2}$  ips. Our previous experience with  $1\frac{7}{8}$  ips tape speeds also demonstrated that satisfactory speech could be obtained by using such properly made equipment. This equipment, however, is expensive and not commonly available.

Multiple-track recording,<sup>5</sup> another means of increasing tape capacity, is much more useful than reducing tape speed. The track on a magnetic tape is comparable to the groove on an inscribed disc or belt. It is the coated area of the tape that is magnetically altered as it travels past the recording head. By limiting its width, several separated parallel tracks can be recorded even on quarter-inch tape. In most two-track home recorders, one track is recorded each time the tape travels past the recording head. Other machines record two tracks simultaneously, using separate circuits. These recordings create stereophonic effects when reproduced through separate loudspeakers. On stereo machines the tape's total capacity can generally be increased without seriously affecting the sound quality. Instead of recording the two tracks at once, only one track is used, thus doubling the tape's capacity.

Multiple-track recording makes it very difficult to edit the tape because any cutting or splicing affects all tracks. Likewise, rerecording a portion of one track can usually be detected by comparing its background sounds with those of nearby tracks.<sup>6</sup> This is a real advantage in official recording where pre-

<sup>3</sup> John G. Frayne and Halley Wolfe, *Elements of Sound Recording*, p. 595 (New York, 1949).

<sup>4</sup> G. W. Gray and C. M. Wise, *The Bases of Speech*, p. 99 (3d ed.; New York, 1959); and Howard Souther as cited by Barleben.

<sup>5</sup> N. M. Haynes, *Elements of Magnetic Tape Recording*, p. 136-156 (Englewood Cliffs, N. J., 1958).

<sup>6</sup> *Ibid.*, p. 167.

cautions must often be taken against undetected alteration. Of course, when editing is required, multiple-track recorders can be used for single-track recording; and single- or double-track tape can be played back on a four-track unit.<sup>7</sup>

To obtain the maximum advantage with the least expense from a sound-recording program, the basic equipment should be a good-quality portable tape recorder/reproducer of the home-use type. It should accept tape reels at least 7 inches in diameter, provide 4 tracks of monaural recording, and record speech with satisfactory quality at speed of  $3\frac{3}{4}$  ips. A choice of recording speeds is desirable (common combinations being  $7\frac{1}{2} \times 3\frac{3}{4}$  ips or  $3\frac{3}{4} \times 1\frac{1}{8}$  ips) but equipment quality should not be sacrificed for it.

Initial equipment should also include separate playback units; these are available at about half the price of the combined recorder/reproducers. These units will preclude interference with other recording jobs, permit rerecording of all or portions of a tape, and prevent accidental erasure during playback. If a recorder/reproducer is used for playback, it should be so modified that accidental or deliberate erasure cannot occur.

### *Selecting the Tape*

Magnetic tape used for public records must be capable of withstanding considerable usage, moderate temperature and humidity variations, and several decades of storage. Extreme high fidelity is not required as the voice range is relatively limited. The tape base should be thick enough to limit print-through (transference of recorded signal from one layer of tape to adjacent layers) and thin enough to track smoothly past the recording head. The magnetic oxide coating should adhere smoothly and permanently to the base without adhesion between layers.

These requirements are most nearly met by the 1,200-foot rolls of  $1\frac{1}{2}$ -mil thick better-quality polyester-base tapes, such as DuPont "Mylar."<sup>8</sup> A tape width of  $\frac{1}{4}$  inch has become standard for home recorders and is, therefore, more suitable for general-purpose use. Special "low print" tapes may also be used to reduce further the effects of print-through.<sup>9</sup>

### *Recording Techniques*

The production of official records on magnetic tape is not difficult, but some standardization is necessary to insure continued usability of the tape after it is transferred to depositories. After our study of tapes received in 1963, the following instructions were prepared for the guidance of Oregon State agencies:

1. Do not record on the first 10 or the last 10 feet of tape.

<sup>7</sup> This use of different playback units is a one-way situation; multiple-track tape cannot be played back on reproducers that are designed for a lesser number of tracks unless the extra tracks are blank. See Barleben, p. 67.

<sup>8</sup> Some doubt as to the permanency of coating-to-base adhesion of the "Mylar" tapes is expressed by A. G. Pickett and M. M. Lemcoe, *Preservation and Storage of Sound Recordings* (Washington, D. C., 1959); but consensus seems to be that the polyester-based tapes are far superior to other types in their resistance to wear, temperature, and humidity. See also Edward Schmidt, "Properties of Base Materials Used for the Manufacture of Magnetic Recording Tape," in *Journal of the Audio Engineering Society*, 8:52-57 (Jan. 1960).

<sup>9</sup> Frank Radocy, "Tape Storage Problems," in *Journal of the Audio Engineering Society*, 5:32ff. (Jan. 1957).

2. Record at a speed of  $3\frac{3}{4}$  ips.<sup>10</sup>
3. Record at a volume level slightly below normal (lower levels reduce print-through).<sup>11</sup>
4. Check for possible head magnetization, reverse polarity, and internal noise by listening to the tape during the 10-foot runoff before recording. (Head magnetization will become apparent if a high background hiss is heard; some equipment will buzz or rumble if the power supply cord is plugged into the wall receptacle incorrectly; and defective tubes or other electronic components may generate a noise that will interfere with the recording.)<sup>12</sup>
5. Check microphone placement, environmental noise, and equipment operation before each recording session by recording a few sentences and playing them back. This step can be combined with "voice labeling."
6. Voice-label each reel, each session, and, if possible, each track. Record the date, identification of the group, and the subject to be discussed. These can be of great value in the tape's subsequent use.
7. Use two separate recorders in any session that cannot be interrupted for track or reel changes. The second recorder should be loaded, warmed up, and ready for recording at least 5 minutes before the tape-feed reel of the operating recorder is exhausted. Voice-label the continuation's beginning to identify clearly the preceding portion. Start recording on the second machine before stopping the first one. Voice-label the end of the track on the first reel to indicate the correct reel and track of its continuation.
8. Maintain a log as a recording index. This log must contain the recording speed and the number of tracks used—information essential in selecting and adjusting the playback equipment.

### *Use of Leader Tape*

Every reel of recorded magnetic tape should have a length of blank tape—similar to the "leader" and "trailer" of motion picture film—spliced at the beginning and the end of each reel. A 2-foot length will prevent wear and tear on the recording ends and provide excess material to "thread" the playback unit. The leader should be clearly marked to show the tape's beginning. Differently colored leaders can also be used for each end to show readily whether the tape is properly reeled and which track is ready for play. We have recommended that Oregon agencies use red leader tape to mark a reel's end and use different colors at the beginning to identify material types (minutes, reports, etc.). The reel's identification, recording speed, and number of tracks should be written on the leader. The beginning and end color or marking of the leader should be noted in the recording log.

### *Splicing*<sup>13</sup>

To attach leaders to the tape, splicing will be necessary. Fortunately, magnetic tape is very easy to splice. All splices are made with a special splicing tape made for magnetic tape. No other type of adhesive tape should be used because its adhesive may "bleed" and damage the magnetic coating or its backing may decompose during storage. Use of the special "magnetic-tape splicing tapes" will insure safe, permanent splices.

Breaks should be repaired without cutting the tape—simply butt the two

<sup>10</sup>  $3\frac{3}{4}$  ips was selected as the present standard for the State of Oregon primarily because the slower speed of 1½ ips is not yet universally available on widely distributed equipment.

<sup>11</sup> Pickett and Lemcoe, p. 58. "4 db down from normal recording level is a usual figure."

<sup>12</sup> See Haynes, p. 298-299.

<sup>13</sup> See Barleben, p. 115-120; and Haynes, p. 157-167.



broken ends together, shiny side up, and place a short strip of splicing tape over the break.

When splicing the leader to the tape or assembling short lengths, cut the two ends to be joined. To do this, first superimpose in the same direction the two coated or dull sides of the tape and then together cut them diagonally across with a pair of scissors. A 45°- to 60°-angle cut makes the splice stronger and quieter during playback. After they are cut, the two pieces are laid shiny side up on a flat surface and butted evenly together with sides exactly aligned. A piece of splicing tape is then firmly pressed over the edges to be joined.

The edges of the splice are next trimmed so that a slight waist effect is created. This small reduction in the tape's width reduces the splice's stiffness and insures smooth travel past the playback head. It also prevents overlap of the splicing tape.

Colored tape should be used to call attention to all splices in public record tapes. The colored splicing tape helps protect spliced areas where inadvertent omissions may result from bad breaks or tears that cannot be repaired without loss of some of the recording tape.

### *Playback*

Playback of tapes should be limited to the minimum necessary because its wear and tear does more to shorten a sound recording's life than any other factor.<sup>14</sup> Tapes suffer more damage from the handling required to load and unload the playback unit than from the playback. For this reason care should be taken when loading to avoid twisting, tearing, or soiling the tape. Careful handling or use of gloves will help prevent fingerprints.

Playback equipment should not be able to erase or record. Playback units only are available, or a recorder/reproducer can be modified to disconnect the recording/erasing head. If such limited playback equipment is not available, all playback of tape should be carefully supervised to prevent accidental or deliberate alteration.

Keep equipment and tapes clean and dry to insure good reproduction and minimize recording damage. Moisture and high temperature are the most frequent and serious causes of tape damage. Oily films, such as those resulting from fingerprints, collect dust. Dust and dirt may collect moisture. The presence of moisture not only affects the plastic physically but encourages fungus growth. Dust and tape-coating particles collect on playback heads where they interfere with reproduction and abrade the tape as it passes.<sup>15</sup>

### *Storage of Tapes*<sup>16</sup>

Magnetic tape is very similar to photographic film and should receive essentially the same care. The plastic bases of both recording media are very susceptible to ultraviolet light (daylight), high temperatures, and high or low humidity. They experience physical changes in storage through tight winding,

<sup>14</sup> Many of the acetate tapes received from the Oregon State Legislature in 1963 were badly damaged near the ends, and even the ½-mil Mylar tapes showed signs of wear. A few of the acetate tapes smelled strongly of mildew. None of the thicker Mylar tapes had any visible signs of wear or exposure to the elements.

<sup>15</sup> Pickett and Lemcoe, p. 5-14; and Barleben, p. 77-79.

<sup>16</sup> See Pickett and Lemcoe, also Radocy.



stacking, uneven weight distribution, or relaxation of manufacturing stresses. Some base materials are attacked by bacteria and fungi, and all of them suffer degradation from dust, dirt, or biologic byproducts. The coating, adhesive, and binder of the tape is also subject to these deteriorating causes. Changes of temperature or humidity also cause damage due to the differences in expansion coefficients of the coating and the base material.

The life expectancy of magnetic tape can be greatly increased by winding the reels loosely but evenly and storing them on edge in clean, dust-free air under moderate temperatures of 65° to 75° Fahrenheit and a relative humidity of 45 to 55 percent. Avoid abrupt temperature changes. Environmental conditions should be constant throughout the work, storage, and playback areas.

Some additional care is necessary to prevent exposure of the tape to magnetic fields near electric wiring, generators, transformers, and motors. Storage in metal cans on shelves of wood or nonmagnetic metal will generally prevent any such damage.

The degrading effects of print-through on tape are more difficult to prevent. They can be kept within acceptable limits by selecting high-quality tape with a thick 1½-mil base, recording at lower volume levels, and avoiding high temperatures. The cumulative effects of print-through can also be limited by regular inspection and rewinding.

#### *Depository Processing*

In the depository, sound recordings require essentially the same initial processing steps as other records. The steps include fumigation, inspection, cleaning, repairing, identification, and classification followed by preparation for storage and placement of the material in appropriate storage locations. In preparing magnetic tape for storage, however, a difference does occur. Here the depository should record a control signal on the beginning and the end of each reel of tape.<sup>17</sup> This signal, recorded at a standard volume level, serves as a basis for comparing and determining the condition of the tape in the future.

To provide space for this control signal, it will often be necessary to splice additional tape onto the reels. If it is not already there, the leader tape should also definitely be added. If the instructions under *Recording Techniques* and *Use of Leader Tape*, above, have been followed, reels will already have leaders and sufficient unused tape attached. These will not only simplify recording the control signal but will be a great protection to the tapes when they are handled.

After control signals are recorded, the tape should be reeled carefully for storage. For this purpose, metal reels with large, unslotted hubs are best because they retain their shape better and impose less strain on the tape. The new heat-resistant plastic reels should prove satisfactory, however, in proper storage conditions. Before the tape is reeled, the inner leader and the outer leader should be properly labeled. The final step is to place the loaded reel into an individual container (sealed metal cans are best), label the container, and store it in a vertical position.

The Oregon State Archives, at least during the initial phases of its program,

<sup>17</sup> Pickett and Lemcoe, p. 59.

will use the plastic reels and cartons as originally packaged. These will be placed in standard archival boxes for additional protection and then marked to show the direction that places the reels on edge.

### *Inspecting and Rewinding*

Regular inspection and rewinding of magnetic tape shifts the layers so that print-through and stress will be more evenly distributed throughout the reel. This helps to prevent excessive accumulation of print-through and permanent fixation of physical distortion. To detect any evidence of signal degradation, the inspection should include playback of the control signals on each of the tape's ends. Any signs of brittleness, coating separation, extreme distortion, fungus, or other deleterious conditions should also be noted.<sup>18</sup>

Unless the tape is replayed, inspections should be made at least once every 2 years. If the tape is left on the takeup reel, each replay serves as an effective inspection.

### *Rerecording*

Like any other record, sound recordings finally reach a point of degradation that makes rerecording necessary if their information is to be preserved. Because sound recordings are still too new to permit valid predictions about their life expectancy, we must gamble and hedge our bet by selecting a system that permits easy rerecording.

This is the principal reason for selecting the magnetic-tape sound-recording system as the basis of public-record-in-sound programs. The rerecording techniques developed by the talking book industry<sup>19</sup> and the radio broadcasters permit easy and relatively inexpensive replacement of recorded magnetic tapes. Almost all other forms of sound recording can be transferred readily to magnetic tape. Adjustment of the rerecording equipment can often improve their quality.

For instance, the effects of print-through can be improved by the technique of partial erasing before rerecording.<sup>20</sup> Speech recordings will generally be restored to a high degree of clarity and intelligibility. Professional recording equipment offers larger tape reels, wider tape, and more recording tracks. When this equipment is used, storage space can be reduced by combining smaller tapes to form one large professional reel.

The small depository, however, will probably find it necessary to rely on a professional rerecording service for most of its work. Some rerecording can be accomplished quite satisfactorily with the basic four-track recorder/reproducer and the separate four-track playback that we recommended as initial equipment. This equipment is not capable of most electronic manipulations. It can, however, produce rather satisfactory copies for distribution or make new copies to replace the deteriorated storage copy. These two separate pieces of equipment will also enable the depository to provide excerpts on short tape lengths.

<sup>18</sup> Pickett and Lemcoe, p. 62.

<sup>19</sup> S. Himmelstein, "Tape Duplicating Systems for Talking Book Program," in *Journal of the Audio Engineering Society*, 9:102-106 (Apr. 1961).

<sup>20</sup> Pickett and Lemcoe, p. 61.

*Summary*

Expanding usage of sound and other electromagnetic recordings for material of longterm and permanent value appears to be inevitable. Depositories that must service and preserve recordings should select one common medium and recording system as the basis for their full service and convert other recordings to this medium or accept them for storage only. In the present state of the art, the most useful common medium and recording system is 1,200-feet,  $\frac{1}{4}$ -inch, 1½-mil, magnetic polyester-plastic base tape used on a 4-track magnetic recorder at a 3¾ ips speed for speech. For maximum system efficiency, the office that makes speech recordings and the depository should both be equipped with a recorder/reproducer and a separate playback unit. With proper care in preparation, processing, usage, and storage, some degree of recording durability can be assured.

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## PLACEMENT REGISTER

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*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

**CHIEF OF RESOURCES and CHIEF OF INTERPRETATION,** Buffalo and Erie County Historical Society, Buffalo, N. Y. Chief of resources to collect and preserve historical collections including books, manuscripts, pictures, and museum objects, and supervise four specialists in these fields. Chief of Interpretation to direct education and exhibit program and supervise staff of four. Requirements for both positions: B.A. with major in American history; 2 years' experience in a historical society,

museum, or library at the professional level; and some experience in supervision and administration. Salary \$6,440 to \$8,280 with liberal fringe benefits. Write to Walter S. Dunn, Jr., Director, Buffalo and Erie County Historical Society, 25 Nottingham Court, Buffalo, N. Y. 14216. O-30.

**UNIVERSITY ARCHIVIST.** Permanent position at a Midwestern university. Library science degree and graduate work in American history preferred. Minimum salary \$720 per month with 11-month contract, 35-hour week, all university vacations, retirement and disability benefits, faculty status, and academic rank. Send vita, photograph, and letters of reference to Miss Bernadine C. Hanby, Director, University Library, Northern Illinois University, DeKalb, Ill. 60115. O-31.

### POSITIONS WANTED

**ARCHIVES.** Young man, completing M.A. degree in American history. Experience as archivist for Western State archives. Desires placement in State or college or university archives. Write Secretary. A-39.

**RECORDS MANAGEMENT.** Experienced in management, systems, forms management, microfilming. Nine years experience in government. B.A. degree. Present salary \$9,400. Write Secretary. A-40.

# News Notes

DOROTHY HILL GERSACK, *Editor*

*Office of Federal Records Centers  
National Archives and Records Service*

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## SOCIETY OF AMERICAN ARCHIVISTS

### *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.

### *New Members and Subscribers*

INDIVIDUAL MEMBERS: David B. Albert, Inglewood, Calif.; Selina J. Alexander, Birmingham, Ala.; George J. Arnstein, Cresskill, N. J.; Mrs. George Benzing, Jr., Hamilton, Ohio; Edgar Breitenbach, Chevy Chase, Md.; Jesse Clark, Lexington, Mass.; Ambrose Cramer, Rockport, Maine; James H. Culver, Washington, D. C.; Arline Custer, Adelphi, Md.; Milo D. Davis, St. Louis, Mo.; Robert E. Edelstein, Havertown, Pa.; Raymond Fielding, Los Angeles, Calif.; Albea Godbold, Lake Junaluska, N. C.; Bernard Goldin, Boston, Mass.; Francis J. Graeser, St. Louis, Mo.; Thomas J. Heenan, Philadelphia, Pa.; Jacquelyn Hillman, Santa Fe, N. Mex.; Charles N. Hockman, Norman, Okla.; Anita Jackson, Baltimore, Md.; Robert H. Jackson, Alexandria, Va.; Mary M. Johnson, Washington, D. C.; Jean C. Jones, Washington, D. C.; Harold J. Koenig, San Francisco, Calif.; Miriam C. Maloy, Turlock, Calif.; Clara L. Mason, Washington, D. C.; Raymond J. McManus, Clifton Heights, Pa.; Harriet C. Owsley, Nashville, Tenn.; Glenn R. Sanderford, Fort Worth, Tex.; Robert B. Smith, Rochester, N. Y.; John W. Spaeth, Jr., Middletown, Conn.; Walter W. Stender, Atlanta, Ga.; Fred R. Thibodeau, St. Paul, Minn.; Myer S. Turer, Philadelphia, Pa.; Sylvie J. Turner, Hartford, Conn.; Max W. Ulery, Fort Worth, Tex.; Robert VanBenthuyssen, West Long Branch, N. J.; Robert Werden, Los Angeles, Calif.; Dorothy Bruce Weske, Sandy Spring, Md.; Waverly K. Winfree, Richmond, Va.; Tony P. Wrenn, Washington, D. C.

INDIVIDUAL MEMBERS (FOREIGN): Juliana Frederik, Manado-Sulawesi Utari, Indonesia; Ellison Hawker, Hobart, Tasmania; Keeper of Records, Allahabad U.P., India; Joseph G. Svoboda, Toronto, Canada.

INSTITUTIONAL MEMBERS AND SUBSCRIPTIONS: Andrews University, Berrien Springs, Mich.; Benedictine Sisters, Pittsburgh, Pa.; Concordia Seminary Library, St. Louis, Mo.; Cox Library, Tucson, Ariz.; Beatrice F. Davis, Drexel Institute of Technology, Philadelphia, Pa.; Rev. Jerome R. Fraser, Sacred Heart Seminary, Detroit, Mich.; Houston Public Library, Houston, Tex.; Eugenia D. Lejeune, George C. Marshall Research Center, Arlington, Va.; Marquette University, Milwaukee, Wis.; Northwestern State College, Natchitoches, La.; Old Sturbridge Village Library, Sturbridge,

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News for the next issue should be sent by May 15 to Mrs. Dorothy H. Gersack,  
Office of Federal Records Centers, National Archives and Records Service,  
Washington, D. C. 20408.

Mass.; Albert A. Perantoni, Aetna Life Affiliated Insurance Companies, Hartford, Conn.; Provincial Secretary, Medical Mission Sisters, Philadelphia, Pa.; University of Rhode Island, Providence, R. I.; Southern Connecticut State College, New Haven, Conn.; Southwest Texas State College, San Marcos, Tex.; Two Continents Commodity Corp., New York, N. Y.; Union College, Schenectady, N. Y.; United States Army Mobility Command, Center Line, Mich.; United States Steel Corp., Pittsburgh, Pa.; Washington State Library, Olympia, Wash.; Dorothy Williams, Oklahoma State Historical Society, Oklahoma City, Okla.

### *27th Annual Meeting*

With the permission of the editor of the *Library of Congress Information Bulletin* we reprint below the account of the Society's 1963 meeting, prepared by Elizabeth E. Hamer, Dwight Miller, and John McDonough, as published in its October 7, 1963, issue (vol. 22, no. 40, p. 547):

The 27th annual meeting of the Society of American Archivists and the 23rd annual meeting of the American Association for State and Local History were held jointly, October 2-5, in Raleigh, N. C. The North Carolina State Department of Archives and History served as official host and was assisted by a Local Arrangements Committee consisting of representatives of other historical institutions and organizations in North Carolina. The meetings coincided with the 300th anniversary of the granting of the Carolina Charter.

Luncheons and banquets brought together more than 300 registrants, who at other times dispersed as their interests led them to the varied sessions. Most of the meetings were held in the Sir Walter Hotel, in committee rooms of the new State Legislative Building, and in the Capitol.

Wednesday was devoted to workshops on university and church archives, information retrieval, conservation of museum objects, changing requirements for museums, and North Carolina's State records management and its local records program. At the AASLH luncheon on Wednesday, Joseph C. Robert of the University of Richmond made a plea for an understanding of the tobacco industry's problems. Jonathan Daniels, editor of the *Raleigh News and Observer*, was the speaker at the AASLH banquet on Wednesday night. He emphasized the importance of local history. "Call it parochialism if you will, it is the only path to the understanding of the world." We need synthesis, we need the Toynbees, he said, "but the best history grows up from details, not down from generalizations."

Nathan Reingold of LC's Science and Technology Division, and Daniel J. Reed, Assistant Chief of the Manuscript Division, ably represented the Library of Congress in panel discussions on Thursday, October 3. Dr. Reingold was chairman of a morning session, which included John Blake of the National Library of Medicine and W. James King of the American Institute of Physics as participants. The discussion of the topic, "Scientific Records," helped to clarify many of the problems involved in collecting, organizing, and administering the growing volume of records in this highly complex field. In the afternoon, Chairman Lester J. Cappon of the Institute of Early American History and Culture introduced Dr. Reed, the first speaker on a panel examining the *National Union Catalog of Manuscript Collections*. Dr. Reed briefly summarized the scope of this project and reported on recent changes in plans for the *Catalog*. Participants Philip P. Mason of Wayne State University, Len Tucker of the Historical and Philosophical Society of Ohio, and Richard Berner of the University of Washington balanced their criticism and praise of the *Catalog* and acknowledged that the recent changes described by Dr. Reed should result in a superior product.

Other Thursday sessions were devoted to archives and records management in government and business; the preservation of historic sites and buildings; the care of documents, manuscripts, prints, and books; archives of automated records; the international aspects of archives; and "The Forgotten Red Man in the Halls of History."

The Honorable Terry Sanford, Governor of North Carolina, gave a warm and

witty welcome to the membership at a joint SAA-AASLH luncheon on Thursday noon. It was evident that he enjoyed his audience as much as they enjoyed him, for the gathering was repeated again later in the day in front of the State Legislative Building, where the governor led in the ceremonial groundbreaking for a new North Carolina Department of Archives and History and State Library Building, in which C. C. Crittenden, director of the department, and Mrs. Elizabeth Hughey, State Librarian, participated.

Leon deValinger, Archivist of Delaware, delivered his presidential address at the banquet of the SAA on Thursday night. Speaking on "Horizons Unlimited," he outlined the history and prospects of the Delaware Archives. Following the dinner, the annual business meeting of the Society was held. Vice President Everett O. Alldredge of the National Archives and Records Service in Washington succeeded to the presidency. W. Kaye Lamb, Dominion Archivist and Librarian of Canada, was elected vice president, Philip P. Mason of Wayne State University, secretary, and H. G. Jones, N. C. State Archivist, treasurer. Elizabeth B. Drewry, William T. Alderson, and Olney W. Hill were elected as Council members. Kenneth W. Munden and Henry P. Beers of the National Archives received the Leland Prize for their *Guide to Federal Archives Relating to the Civil War*. William James Stewart, also of the National Archives, won the Gondos Award for meritorious research and writing for his unpublished study on labor archives.

Five members of the SAA were elected Fellows: 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 for the United Nations; Mabel E. Deutrich, Director of the Archival Projects Division, Office of Military Archives of the National Archives; John M. Jennings, Director of the Virginia Historical Society, and Philip P. Mason.

One of the principal meetings outside Raleigh took place on Friday afternoon at the University of North Carolina. There, in Carroll Hall Auditorium, James W. Patton, Director of the Southern Historical Collection of UNC, presided over a panel of friendly rivals—Carolyn Andrews Wallace, also of the Southern Historical Collection, and Mattie Russell of the Manuscripts Department of nearby Duke University Library. Following this, open house was held at the Southern Historical Collection.

### *Minutes of the Council*

*Philadelphia, Pa., December 29, 1963*

The meeting was called to order by President Everett O. Alldredge at 3:00 p.m., in room 527 of the Sheraton Hotel. Present were: Philip P. Mason, secretary; H. G. Jones, treasurer; Kenneth W. Munden, editor; and Council Members Elizabeth B. Drewry, Olney W. Hill, William D. Overman, Seymour J. Pomrenze, Gust Skordas, and Thomas Wilds.

The minutes of the Council meetings of October 2 and 3 and the business meeting of October 3 were approved by the Council (motion by William Overman; seconded by H. G. Jones and adopted).

President Alldredge gave a report on committee appointments and programs and a brief account of the progress made by committees. The president proposed that the Society sponsor, under the auspices of the Membership Development Committee, a series of regional symposia on archival administration. These meetings would be designed to bring together persons from business firms, local governmental agencies, colleges, universities, public school systems, professional organizations, local historical societies, and others who have an interest in the broad field of archival administration. Qualified members of the Society would have responsibility for conducting the program. Adminis-

trative costs for such meetings would be met by charging a small registration fee. President Alldredge felt that these symposia would stimulate interest in Society membership and also provide an opportunity for the Society to sponsor educational programs. He suggested that we conduct such programs in Boston and New York and a few other cities on a trial basis. The Council endorsed the proposal and authorized the president to make plans for meetings in Boston and New York (motion by Seymour Pomrenze; seconded by Elizabeth Drewry and adopted).

The Council heard a progress report from President Alldredge on the 1964 Austin meeting. The Council examined the tentative program submitted by Bruce Harding, program chairman. After discussion, in which the question of advisability of concurrent sessions was raised, the Council requested the president to contact Mr. Harding and suggest that the Program Committee avoid scheduling concurrent meetings covering subjects of broad general appeal to the members and to have speakers for luncheon meetings (motion by H. G. Jones; seconded by Thomas Wilds and adopted). The Council recommended also that the chairmen of the Program and Local Arrangement Committees be ex officio members of their respective committees the following year.

Kenneth Munden reported that steps had been taken to establish the Gondos Memorial Award on a permanent basis. The Gondos Memorial Award Committee will consist of the Editorial Board of the *American Archivist* and representatives from American University. The fund for this award will be administered by American University. The Council approved the Gondos contest rules, which will appear in the January 1964 issue of the *American Archivist*, and directed President Alldredge to write to the donors, expressing the Society's appreciation (motion by H. G. Jones; seconded by Elizabeth Drewry and adopted).

The treasurer presented a tentative report covering the financial activities of the Society for 1963 and a proposed operating budget for 1964. Both reports, recommended by the Finance Committee, were approved by the Council (motion by Seymour Pomrenze; seconded by Gust Skordas and adopted).

The Council approved also the Finance Committee's recommendations (1) that annual expenditures not exceed the overall approved budget without formal Council action; (2) that committee expenditures in excess of \$10 a year require prior approval of the Finance Committee; and (3) that the Finance Committee have responsibility for directing the expenditure of the contingency fund in the 1964 budget (motion by William Overman; seconded by Seymour Pomrenze and adopted).

The Council approved the following resolution:

*Be it resolved* by the Council of the Society of American Archivists, that the following institutions are hereby designated as official depositories for the funds of the Society:

(1) Savings Accounts: First Federal Savings and Loan Association, Raleigh, N. C., and Raleigh Savings and Loan Association, Raleigh, N. C.

(2) Checking Accounts: North Carolina National Bank, Raleigh, N. C., Wachovia Bank and Trust Company, Raleigh, N. C., and National Bank of Detroit, Mich.

*Be it further resolved*, that the treasurer is authorized and directed to complete the necessary transfer of funds to the above designated depositories before January 10,



1964, to prevent the loss of interest for the month of January.

*Be it further resolved*, that the Finance Committee is hereby authorized in the future to designate the official depositories for the funds of the Society.

Thomas Wilds presented to the Council a proposal for a joint advertising-solicitation program for the *American Archivist* and the *Records Management Journal*. The plan would supplement present efforts to sell advertising by the respective journals and would in no way alter the editorial independence and autonomy of either journal. The plan would be administered by an SAA-AREA joint advertising manager, who would be responsible to the editors of both journals and who would submit a complete financial report annually. The advertising rates, terms, and conditions would be determined by the manager with the approval of the editors and the Finance Committee of the SAA. (Motion by Olney Hill to accept the proposal; seconded by H. G. Jones and adopted.)

Sites for the 1965 annual meeting were discussed by the Council. Proposals to meet in Washington, D. C., and New York City had been received. The Council deferred action until the president could present a report with recommendations. The Council approved Santa Fe, N. Mex., for the 1967 meeting (motion by Seymour Pomrenze; seconded by Kenneth Munden and adopted).

The Council approved a motion by H. G. Jones, seconded by William Overman, to hold the spring meeting of the Council in Cleveland in conjunction with the meetings of the Mississippi Valley Historical Association and to hold a joint luncheon with that association. (The date for the luncheon was set for Thursday, April 30, 1964.)

The Council approved a recommendation that Theodore R. Schellenberg be designated a delegate of the Society of American Archivists at the Fifth International Congress on Archives in Brussels, September 1-5, 1964, and that Morris Rieger represent the Society as alternate (motion by William Overman; seconded by Kenneth Munden and adopted).

On a motion by Gust Skordas, seconded by William Overman, the Council voted to dissolve the Federal-State Relations Committee. It considered also a report by William Overman, chairman of the Rules and Criteria Committee for the State and Local Records Award. After careful deliberation, the Council requested Mr. Overman to discuss several changes with the donors of the award.

The meeting adjourned at 6:15 p.m.

PHILIP P. MASON, *Secretary*

### 1962-63 Committee Reports

#### ARCHIVAL BUILDINGS AND EQUIPMENT

During the past year the committee furnished photostatic copies of selected plans of some State archives buildings to the Provincial Museum Branch of the Government of the Province of Alberta, Canada, and to the State Archivist and Director of the Central Zionist Archives, Dr. A. Bein, of Jerusalem, Israel.

Conferences or consultations were had with Lee Johnson, Archivist, Mother Church, First Church of Christ Scientist, Boston, Mass., concerning vaults, safes, underground steel shelving, and containers and shelving; with Miss Elsie Berglund, Medical Librarian, Fort Collins, Colo., on the layout of the National Archives Building; and



with Joel Buckwald of the Federal Records Center in New York, consultant to the Peruvian Government, on the planning of archives buildings and relevant literature.

Correspondents included: Lola M. Homsher, Director, Wyoming State Archives and Historical Department, on the costs of record centers and the availability of bombproof underground vaults; Mrs. Eleanor C. Bishop of the Archives of Baker Library, Harvard University, relating to queries about the Woodruff File Holder and the Historical Development of Filing Equipment in the Federal Government, desired by Prof. Arthur H. Cole; Olney W. Hill, Public Records Director, Montpelier, Vt., pertaining to manufacturers of shutters with fusible links for vaults; P. H. J. van Vuuren, First Secretary, Embassy of South Africa, on publications for archival buildings; Leon deValinger, Jr., Delaware State Archivist, relating to recommendations on wording of antisprinkler clause in new manual of NFPA Committee on Records Protection; Vernon Nelson, Assistant Archivist, Moravian Church Archives, Bethlehem, Pa., with respect to air-conditioning equipment, consultants, engineers, and contractors; and Bruce Harding, Chief, Archives Division, Michigan Historical Commission, on costs of archival buildings, fumigators, laminators, and shelving.

Several lectures were delivered on archival buildings, storage layout, processing areas, container equipment, and compactus, notably to the 17th Institute on Administration and Preservation of Archives of the American University and to the In-Service Training Course of the National Archives.

In addition to the chairman the membership of the committee during the year 1962-63 consisted of Everett O. Alldredge of Washington, D. C., Mrs. Mary Givens Bryan of Georgia, Leon deValinger, Jr., of Delaware, Earl E. Olson of Utah, and William J. Petersen of Iowa.

As a footnote it may be added that the committee has entered its twentieth year. The committee was established on July 17, 1943, when the present chairman accepted the appointment offered by Dr. R. D. W. Connor, the then president of the Society.

VICTOR GONDOS, JR., *Chairman*

#### CHURCH RECORDS

In 1962 August R. Suelflow, Concordia Historical Institute, St. Louis, Mo., compiled a 32-page *Directory of Religious Archivists and Historians in America* for the Committee on Church Records. This list of over 450 religious historical depositories has proved to be a very helpful reference. During 1963 Mr. Suelflow worked on an enlarged revision of the directory. Anyone doing research in the field of American church, social, or intellectual history will welcome this reference work.

Mabel Deutrich of the National Archives has continued her work on a bibliography of references dealing with church archives. Members of the Society are urged to mail her data on books, articles, and pamphlets describing church and religious archives and depositories, their resources and procedures, types of services and functions, and acquisition and processing methods. It is hoped that the bibliography can be published in 1964.

Beginning with the April 1963 *American Archivist*, "Church Archives" has appeared as a regular feature in its pages of "News Notes." These news items are prepared by Melvin Gingerich, Goshen, Ind., who each quarter solicits information from one-fourth of the organizations listed in the *Directory of Religious Archivists and Historians*. Information on holdings, recent accessions, changes in personnel, and new facilities of church archives is solicited.

The article prepared by Committee Member Earl E. Olson, Salt Lake City, Utah, in 1962 on "Test of Ball-Point Inks," at the request of the committee, was published in the *American Archivist* in April 1963. Mr. Olson recently prepared a report on laminators for the October 1963 Church Archives Workshop at Raleigh.

Members of the Church Records Committee during the past year have answered inquiries, both written and oral, concerning archives methodology. Interest continues in the article "A Manual for Church Archivists," which appeared in the October 1961 *American Archivist*. A number of reprints were circulated during the year. The committee solicited new members for the SAA and plans are underway to

circularize all church archivists in 1964 concerning membership in the organization.

The committee during the past year consisted of Melvin Gingerich, chairman; Nelle Bellamy, secretary; Mabel Deutrich; Pascal M. Varieur; Davis C. Woolley; and Earl E. Olson. August R. Suellflow served as adviser to the committee.

It has been difficult for the committee to arrange meetings of its members. It met twice during the 1962 annual meetings in Rochester and again at the time of the Raleigh meeting a year later. The members are grateful that the Program Committee provided a place on the Raleigh program for a Church Archives Workshop, where those interested primarily in church records could meet to discuss methods used in collecting archival materials. It is hoped that the workshop can be a feature of the annual meeting of the SAA each year.

MELVIN GINGERICH, *Chairman*

#### INTERNATIONAL COUNCIL ON ARCHIVES

##### *Guide to Sources of the History of Latin America*

In view of the growing importance of Latin America in the world today, the International Council on Archives decided, in 1959, to sponsor a program involving the preparation of a guide to the sources of the history of Latin America (see *American Archivist*, 23: 363-366; July 1960). The main European countries and Australia agreed to participate in the enterprise, and their national reports are about completed.

In 1960 the United States also decided to participate, and a national commission was organized to initiate and conduct the survey work in this country. In 1963 the Rockefeller Foundation made available a grant to defray the expenses of producing the guide. The Institute of Latin American Studies of the University of Texas was made responsible for the project, and Gunnar Mendoza, the Archivist of Bolivia and Chairman of the Archival Description Committee of the Inter-American Technical Council on Archives, was appointed to do the actual descriptive work.

The members of the advisory committee on the guide are: T. R. Schellenberg (chairman), representative of the United States on the Technical Committee of the International Council on Archives concerned with the Guide to Sources of the History of Latin America; John P. Harrison, Director of the Institute of Latin American Studies of the University of Texas; Lewis Hanke, professor of Latin American history, Columbia University; Howard F. Cline, Director of the Hispanic Foundation, Library of Congress; Nettie Lee Benson, librarian of the Institute of Latin American Studies of the University of Texas, and George S. Ulibarri, Latin American specialist at the National Archives and secretary general of the Inter-American Technical Council on Archives.

On the basis of proposals made by Dr. Schellenberg and Dr. Mendoza, the general procedure and scope of the Guide were defined by the advisory committee at the meeting held on December 9, 1963, in Washington, D. C. It will comprehend manuscript historical material related to Latin America in general and to the 20 independent Latin American countries and Puerto Rico from the pre-Hispanic period until 1963 (until 1898 for Puerto Rico). Descriptive material will be collected from published finding aids and other published sources, from information obtained through questionnaires sent to

repositories, and, when necessary, from personal surveys of repositories. This material will be organized on cards that eventually will form a master catalog.

The researcher will be able to find the descriptive material in the guide according to names of collections, to names of Latin American countries, to names of repositories, to names of persons, to names of geographical places, to chronological periods, and to subjects. Even more research potential will be furnished by the master catalog.

Since the success of this project depends largely upon the cooperation of institutions and persons concerned with Latin American history and with archival techniques in the United States, this announcement is made for the purpose of making available preliminary information on the project to repositories, archivists, and historians.

The fourth annual meeting of the International Technical Committee for the Guide was held in Geneva on October 16-18, 1963. Assisting the committee from the United States was Morris Rieger of the National Archives. Decisions made at the sessions (1) modified the methods previously decided upon to allow description of individual pieces where a depository has only individual pieces relating to Latin America or where in a *fonds* of general interest more precise information is necessary and (2) left the question of the inclusion of private archives to each country concerned in the project to settle in accordance with its laws and customs.

#### *Fifth International Congress on Archives*

The Fifth International Congress on Archives, organized by the International Council on Archives, will be held at the Palais des Congrès in Brussels, Belgium, September 1-5, 1964. A general meeting will be devoted to modern methods of classifying archives and special sessions will be held on "mecanographic" methods in recordkeeping, archival publications, ecclesiastic records, sigillography, and "young archivists." Questionnaires the answers to which will provide a basis for the discussions have been distributed among ICA members. Besides the formal program the organizing committee will arrange tours of Brussels and excursions to Antwerp, Beloeil, Tournai, Namur, and Saint Hubert. Those wishing to attend the Congress were requested to submit their applications by February 15, but very probably arrangements can still be made to attend by addressing the Congress Secretary's Office, Archives Générales du Royaume, 78, Galerie Ravenstein, Bruxelles 1.

#### OTHER PROFESSIONAL ASSOCIATIONS

##### *American Library Association*

The Resources and Technical Services Division-Reference Services Division Interdivisional Committee on Public Documents of the association is compiling a directory of documents librarians or other persons who are responsible for government documents (U.S., State, local, or foreign) in the libraries of the United States. The committee requests that such persons send their names, titles, and business addresses to: Thomas S. Shaw, Chairman, RTSD-RSD Interdivisional Committee on Public Documents, Library School, Louisiana State University, Baton Rouge, La. 70803.

*Association of Records Executives and Administrators*

Everett O. Alldredge, president of the Society of American Archivists, will highlight the Seventh Annual Records Management Conference of the Association of Records Executives and Administrators, April 27-28, in New York City. He will discuss the new problems arising from management of records in a computer age. Other SAA members participating in the conference include Francis Sward, General Electric Co., who will discuss vital records protection, and Richmond Williams, Director, Eleutherian Mills Historical Library, who will deal with the operation of an industrial archives. A session on uniform filing systems will be led by Jesse Clark, Raytheon Corp., and Logan Masse, Massachusetts Mutual Life Insurance Co. Also planned is a roundtable on information retrieval featuring Robert Caleo, of the editorial staff of *Administrative Management*; Joseph Krevisky, Prentice-Hall, Inc.; and C. C. Conrad, DuPont Co. The conference will be under the direction of Harry Short of the DuPont Co. For more information one should write to AREA, Post Office Box 4259, Grand Central Station, New York, N.Y. 10017.

*Canadian Historical Association*

The Archives Section of the Association has issued its first annual *Canadian Archivist Newsletter*. Hugh A. Dempsey is editor. The *Newsletter* will publish selected papers on archival topics and bring information on archival techniques, policies, and practices to the attention of Archives Section members.

*Interagency Records Administration Conference*

Copies of the report on the meeting of May 17, 1963, "What's Wrong with Records Management" (Everett O. Alldredge, Arthur Jebens, and William B. Rice) may be obtained from the IRAC Secretary, Office of Records Management, National Archives and Records Service, Washington, D. C. 20408. A preview of the new NARS workshop, "Files Improvement," was presented to IRAC in June. The 1963-64 season opened in September with Prof. Gilbert C. Jacobus, George Washington University, discussing "The Evolution of Records Management." Dr. Nathaniel Stewart, Agency for International Development, considered "The Art of Selling Records Management" at the October 18 meeting. A case study of the Maritime Administration's program to simplify and standardize shipping documentation was reported on November 22 by James W. Gulick and William G. Allen of the Maritime Administration and Chester L. Guthrie and Harold E. Harriman of the National Archives and Records Service. An equipment exhibit of correspondence-writing by computer was held in conjunction with the February 28 meeting devoted to automating paperwork. J. R. Harkins of the General Services Administration described the FEDSTRIP program of the Federal Supply Service.

*National Microfilm Association*

The association's 1964 convention will be held in Philadelphia, April 28-30. The convention theme will be "Micro-reproductions, Media of Progress for Information Control." T. Wistar Brown of Microsurance, Inc., Philadelphia,

Pa., is general convention chairman. Highlights of the program will include sessions on microscopic spots on microfilm, worldwide exchange of scholarly and industrial microfilm programs, and protection and rejuvenation of microfilm rolls and aperture cards. Registration blanks may be obtained from Thirteenth Annual Convention, National Microfilm Association, P.O. Box 386, Annapolis, Md.

#### *Sociedad Mexicana de Archivistas*

The new directive council of the society, elected on February 4 for the biennium 1964-65, is composed of the following principal officers: Enrique L. Morales, *director general*; Norberto Ramírez Monroy, *subdirector general*; Alicia Pérez Molina, *directora de organización*; Juan Guzmán Palomeque, *director de actas y acuerdos*; Ignacio Rubio Mañé, *director de relaciones y publicidad*; Enrique Ruiz Cortés, *director de tesorería*; Auturo Guzmán Pérez, *presidente de la comisión de admisión*; Jesús Acosta Berdeja, *presidente de la comisión de honor y justicia*; Angel Jiménez Zavala, *encargado de la biblioteca*; and Roberto Guerrero Groso, *presidente de la comisión de acción social*. Other officers are Angel Bermúdez Torres, Roque de la Rosa López, Luis Navarro Brenes, Carlos García Zubieta, José Gonzales Vallín, Adolfo Berain Jiménez, Ma. del Carmen Abarca Cerdio, Hector Lozano Martínez, Emma Luisa Osorio, Ricardo Ramírez Jiménez, Raquel Perales Vázquez, and Antonio Guzmán Velázquez.

#### PERSONAL PAPERS OF DWIGHT D. EISENHOWER

The Johns Hopkins University released the following statement to the press on December 21, 1963:

Former President Dwight D. Eisenhower has approved a proposal by The Johns Hopkins University that it become the official editor and publisher of his personal letters and papers.

More voluminous than the papers of any previous American President and greater in volume than the combined papers of all Presidents before Franklin D. Roosevelt, the Eisenhower documents deal with one of the most critical periods in American history. Although the collection includes items from every period of the General's life, the bulk of it concentrates on the two decades between 1941 and 1961. During the first half of that period, General Eisenhower was Commanding General of the Combined Forces in the North African campaign, Supreme Commander of the Allied Forces in Europe, then Chief of Staff, and, finally, head of the NATO Forces. During his eight years as President in the tense and dangerous "fifties," he faced such crises as the Korean War, the Soviet threat to Iran, the McCarthy investigations, the East German and Hungarian revolutions, continued threats to Quemoy, Matsu, and Formosa, the Suez invasion, the 1958 economic recession, the U-2 incident, and the rise of Castro-Communism in Cuba.

In making the announcement, Milton S. Eisenhower, President of Johns Hopkins, stated that Dr. Alfred D. Chandler, Jr., professor of history, had been named editor of the papers. Professor Chandler, a prominent American economic historian, received his B.A. from Harvard, his M.A. from the University of North Carolina, and his Ph.D. from Harvard. Until he came to Johns Hopkins last year, he was professor of history at Massachusetts Institute of Technology. The author of several books and articles, he also served as an assistant editor of *The Letters of Theodore Roosevelt*.

About ten years will be required to edit and publish the Eisenhower papers, Doctor

Chandler explained. The Johns Hopkins Press will publish them in ten volumes, with the first three volumes on World War II and the preceding years to appear in 1968. Subsequently there will be two volumes on the immediate post-war period, two volumes on each of the Eisenhower administrations, and one volume on the post-Presidential years.

Doctor Chandler has called the Eisenhower papers project a "milestone" in the study of American history. "This will be the earliest publication of a major figure's manuscripts," he pointed out. "The papers of Theodore Roosevelt, for example, were not published until forty years after his Presidency, and the time span for Woodrow Wilson's manuscripts will be about the same." The Theodore Roosevelt papers were edited at MIT and published by Harvard. The Woodrow Wilson papers are being edited and published at Princeton.

Doctor Chandler also stated that the Eisenhower papers are "indispensable to the study of recent American history. Without reference to these papers, no study of the United States or even the world during the past two and a half decades can be definitive or complete."

The Eisenhower papers, now stored at Gettysburg, Pennsylvania, at the Eisenhower Library at Abilene, Kansas, and at several Federal installations, fill more than 35 four-drawer filing cabinets and 10,000 smaller filing boxes. The collection includes personal letters, minutes of Cabinet and other meetings, memoranda of conversations and telephone calls, position and background papers, and reports. In addition, there are numerous "fugitive letters" from the period prior to 1941, when the General had no secretary and wrote most of his letters in long-hand. Doctor Chandler will search for these letters and for papers and correspondence relating to the 1952 Presidential nomination and the General's tenure as President of Columbia University.

The indexing and cataloging of the papers relating to World War II and the preceding years will be under way by next fall, and Doctor Chandler will begin annotating and preliminary editing. Doctor Chandler pointed out that "editing" in this project involves summarizing in-coming papers to provide a frame of reference for the General's papers and selecting for publication those items from the Eisenhower collection which are essential in a historical sense. He emphasized that no textual changes will be made—either in style or content. Indexing of the remaining papers will also begin next fall. This work will be done in cooperation with the staff of the Eisenhower Library. Eventually, Doctor Chandler will have two assistant editors who will hold faculty appointments in the Johns Hopkins Department of History and will teach part-time.

In approving the Hopkins proposal that it be editor and publisher of his papers, General Eisenhower stated: "The patterns of our political, social, economic, and military life have been changing swiftly and dramatically in recent years. It is important that our citizens, as well as our scholars, understand these changes—and the forces which wrought them—as soon as possible. If we study the recent past, we can better understand what is happening today, and we may be able to anticipate what is likely to happen tomorrow."

The cost of editing and publishing the Eisenhower papers is estimated to be about \$1 million, and the University is currently seeking to raise this amount. As a birthday tribute to General Eisenhower, a number of his friends recently established at Johns Hopkins the Dwight D. Eisenhower Fund for fellowships and scholarships in American history.

It is hoped that the Eisenhower papers will become the nucleus and first major effort of a new Center for the Study of Recent American History. When financial support has been obtained for the Center, it is expected to become the repository for other papers of historic importance. Such papers would be made available to scholars and the general public while they are still quite relevant to the present.

"Such a Center will be a unique undertaking," according to Doctor Chandler, "and will provide the continuing objective and systematic study of this country's recent past that is so important both to policy makers and to American citizens who must decide on the crucial issues facing this nation." The Center would offer fellowships



for graduate research in recent American history. The academic staff of the Center would hold appointments and teach in the University's Department of History. "In this way," Doctor Chandler explained, "we can put the valuable unclassified information in the Eisenhower papers to immediate and beneficial use in the classroom and assure the essential stimulation of contact with students."

Doctor Chandler will work closely with other Hopkins historians, including the departmental chairman, Professor Charles A. Barker, and Pulitzer Prize-winner, Professor David Donald.

#### NATIONAL ARCHIVES AND RECORDS SERVICE

##### *National Archives*

Among recent National Archives accessions are records of the Internal Revenue Service relating to the collection of the direct tax in certain Southern States, 1864-66; records of the Division of Engineering of the Bureau of Land Management, 1919-62, relating to special surveys made because of new land uses or for other reasons; reports on the Philippine Health Rehabilitation Program undertaken in the islands by the U. S. Public Health Service, 1946-49; records of the Rubber Reserve Company and its successors relating to the development of synthetic rubber, 1942-55; and 2,200 photographic negatives showing the repair and alteration of ships and other phases of the operation of the Philadelphia Naval Shipyard, 1907-21.

Among microfilm publications recently completed are the Letters Received by the Secretary of the Treasury and the Commissioner of the General Land Office From the Surveyor General of the Territory Northwest of the River Ohio, 1797-1849 (10 rolls); Records of the Department of State, 1910-29, Relating to Internal Affairs of Argentina (44 rolls), of Italy (60 rolls), and of the Papal States (1 roll), and to Political Relations Between the United States and Argentina (1 roll), the United States and the Papal States (1 roll), Argentina and Other States (1 roll), Italy and Other States (8 rolls), and the Papal States and Other States (1 roll). Also recently microfilmed are the Letters Received by the Confederate Secretary of War, 1861-65 (151 rolls), by the Confederate Adjutant and Inspector General, 1861-65 (164 rolls), and by the Secretary of War, Irregular Series, 1861-66 (36 rolls); and Registers of Letters Received by the Secretary of War, Irregular Series, 1861-66 (4 rolls), and of Letters Received by the Secretary of War From the President, Executive Departments, and War Department Bureaus, 1862-70 (12 rolls). Further information about the microfilm may be obtained from the Exhibits and Publications Division, National Archives, Washington, D. C. 20408.

##### *John F. Kennedy Memorial Library*

A few months after he took office President John F. Kennedy began to plan a Presidential library for his administration. It was his wish that the library be located close to Harvard University and have some affiliation with that institution. Shortly before his death he tentatively selected a site for the library on land donated by the university along the Charles River. A corporation has been formed to raise the necessary funds and to erect the library building. Eugene Black is chairman of the trustees of the corporation. The goal of the trustees is to raise 10 million dollars. Part of the money will be

used to endow and support activities of an institute or center that will be a feature of the library.

Attorney General Robert F. Kennedy has been appointed chairman of a coordinating committee to oversee the gathering of research materials for the library. Among the members of the committee are Wayne C. Grover, Archivist of the United States, and Herman Kahn of the National Archives staff. There will be deposited in the library not only the classes of materials that have been placed in earlier Presidential libraries (the papers of the President and the personal papers of his friends and associates and of members of his family) but also microfilm copies of those segments of the records of each Government agency that reveal the ideas, activities, and interests of President Kennedy and his immediate staff and their influence on the work of the agency, as well as other Government records that are concerned with the major issues of the Kennedy period. An oral history program envisaging interviews with all important officials of the Kennedy administration, as well as with the late President's friends, will also be undertaken.

#### *Harry S. Truman Library*

Recent accessions include papers of David D. Lloyd and David H. Stowe, former Administrative Assistants to President Truman; a large organized clipping file from the Democratic National Committee library; and a collection of photostats and carbon copies of documents from the Weizmann Archives in Israel. Transcripts of oral history interviews with Donald Hansen and Walter Matscheck were completed and opened for research use. ¶ Grants-in-aid are available from the Harry S. Truman Library Institute, up to a limit of \$1,000 each, for projects involving the Truman administration and the history and nature of the Presidency. The policy of the Institute is to favor grants to promising graduate students and young scholars. Applicants should write to the Director of the Library, Independence, Mo., who is also Secretary of the Institute, to obtain application forms and to ascertain whether the Library has sufficient materials on their topics to warrant issuance of grants. ¶ Entries in the first competition for the David D. Lloyd Prize, for a book dealing with some aspect of the social and political development of the United States, primarily between April 12, 1945, and January 20, 1953, or directly associated with the career of Harry S. Truman, will be received up to September 30, 1964. This is a new award to be made by the Harry S. Truman Library Institute each biennium. Books in the first competition must have been published between July 1, 1962, and June 30, 1964. Two copies of the book are to be submitted to the Secretary of the Institute at the Harry S. Truman Library, Independence, Mo.

#### *Office of the Federal Register*

The 1963 volume of *Public Papers of the Presidents*—third and final volume for the Kennedy administration—is scheduled for release in the early spring. The volume covers the period January 1 through November 22, 1963. It contains verbatim transcripts of the President's news conferences and speeches and full texts of messages to Congress and other materials released by the White House during that period. This is the fourteenth volume in the series



to be released. Similar volumes are available covering the Kennedy administration for 1961 and 1962, the administration of President Eisenhower, and the first 3 years of the Truman administration. All of them are for sale by the Superintendent of Documents, Government Printing Office, Washington, D. C. 20402. Prices vary for the individual volumes.

### *Office of Records Management*

The National Archives and Records Service has developed a 2-day Files Improvement Workshop for clerical personnel in the Government. Each participant undertakes a filing improvement project upon his return to his office. To determine the benefits of this workshop, one has only to collect the reports of the participants after completion of their projects. ¶ A ½-day workshop is being developed to train agency microphotographers to identify and classify the microspots now so generally found on negative microfilm. The agencies are being asked to inspect, at least on a sampling basis, all of the film they hold. Their inspection reports will be forwarded to the National Bureau of Standards, which is conducting tests on the causes of the microscopic blemishes. The Bureau has issued a handbook containing a full discussion of the problem (see special note on p. 297). In a circular drafted for all agency heads, the General Services Administration is advising a temporary halt to new projects for the filming of permanent records and the protection of existing negative copies by the making of positive counterparts. ¶ The Maritime Administration has allocated about \$20,000 this fiscal year to the Uniform Coded Commodity Descriptions (UNICODE) project. A Maritime Administration-National Archives and Records Service team has developed a formal plan for completing the project, which has been approved by the Maritime Administration and is now being reviewed by the Bureau of the Census for technical statistical policy. The plan will next be checked with the Bureau of the Budget and the Tariff Commission to assure Government-wide acceptability. UNICODE is intended to simplify and standardize commodity descriptions internationally as well as nationally.

### LIBRARY OF CONGRESS

John C. Broderick has been appointed the Specialist in American Cultural History in the Manuscript Division. Dr. Broderick has taught at the University of Texas and the University of Virginia and is currently Professor of English at Wake Forest College. He is the author of *Whitman the Poet* and of a number of articles on American literature. ¶ The Manuscript Division has received almost 3,000 papers of Daniel Carroll of Duddington, who was one of the principal owners of land on which the city of Washington was built, as a gift from Mrs. Harry G. Meem and her daughter, Ann Carroll Meem Rogers. Although the material extends in date from 1662 to 1910, most manuscripts are dated between 1791 and 1868 and concern the real estate and other business interests of this large landowner, whose property included the manor of Duddington (on the Anacostia River) and much of Capitol Hill. Many papers deal with the surveying and selling of lots and squares in the new Federal City and in

Baltimore, and with Carroll's large holdings in the Baltimore Iron Works. His correspondence includes letters from his uncle, Daniel Carroll of Rock Creek (one of the early Commissioners of the District of Columbia), Charles Carroll of Carrollton, James Greenleaf, William and Richard Brent, and John Merryman. Most of the papers dated after Carroll's death in 1849 are concerned with the settlement of his estate by his daughters. ¶The papers of American diplomat Laurence A. Steinhardt (1892-1950) have been presented to the Library by his widow, Dulcie Steinhardt-Beau. The approximately 42,500 manuscripts consist mainly of correspondence and cover the entire period of Mr. Steinhardt's diplomatic career, from 1933, when he was appointed Ambassador to Sweden by President Franklin D. Roosevelt, until his death in 1950 in an airplane crash while serving as Ambassador to Canada. ¶Approximately 11,800 papers of American astronomer and mathematician Thomas Jefferson Jackson See have been received as a gift from his niece, Ada B. See, and her son, Ernest See. There are some 1,800 pieces of family correspondence and about 10,000 pieces of general correspondence. Most of these papers are dated between 1897 and 1930 and relate to the period in which Dr. See served successively as astronomer at Lowell Observatory in Flagstaff, Ariz., as professor of mathematics with the United States Navy, and as astronomer at the Naval Observatory at Mare Island, Calif. ¶Significant additions to existing groups of personal papers have been received. The public-spirited family of President James A. Garfield have enriched his papers by adding over 800 unbound letters and more than 60 volumes comprised of letter books, material on his law cases (1866-77), and scrapbooks (1860-81). Probably the most valuable portion of this segment is the correspondence with his wife, Lucretia Rudolph Garfield, between 1853 and 1881. Rich in information on the Civil War, on Garfield's work in Congress, and on his religious and intellectual interests, this correspondence contains also an account of the Republican National Convention of 1880. There are also letters he wrote to his mother, beginning in 1849, as well as to other members of his family and to friends. These are largely original letters, many of which were turned over to Mrs. Garfield after the President's death. ¶Additional papers of Gutzon Borglum have been received by the Library as a gift from his son, Lincoln Borglum. These include approximately 1,500 papers received by the distinguished sculptor from 1898 to 1939, including letters, notes, and contracts relating to his work on Mount Rushmore, on the Confederate memorial at Stone Mountain, Ga., and on the "Wars of America" memorial at Newark, N. J.

#### STATE AND LOCAL ARCHIVES

##### *California*

Governor Edmund G. Brown, on November 29, 1963, appointed seven men and women to the California Heritage Preservation Commission established by the legislature to preserve, restore, and display important historical documents of the State. Specifically mentioned in the act as objects for the commission's concern are records of the Spanish census of 1798, the constitution of 1849, the minutes of the Constitutional Convention of 1849, manuscript

returns of the 1849 election, the Joaquin Murietta papers, the documents of Peace and Friendship with the Stanislaus Indians of 1851, Indian War Papers of 1850-60, and Vallejo's Capitol Plan Papers. One of the persons appointed by Governor Brown is SAA member Ralph Hansen of Palo Alto, Curator of the Stanford Collection, manuscripts librarian of the Stanford Library, and Palo Alto historian.

### *Michigan*

The Michigan Historical Commission issued in 1963 a revision of its *Guide to Photographic Resources in the Michigan Historical Commission Archives*, published originally in December 1960.

### *North Carolina*

The Archives Section, Division of Archives and Manuscripts, State Department of Archives and History, is preparing three guides to research materials. The *Guide to Research Materials in the North Carolina State Archives* may be ready for sale early in 1964. A guide to the private collections will be issued as a regular departmental volume in 1964. A guide to Civil War materials in the Archives is in preparation. ¶ The Local Records Section has received additional original records from the following counties: Granville, Jones, Martin, Surry, Tyrrell, Cumberland, Halifax, and Hertford. The permanently valuable records of 32 counties have now been repaired as necessary and microfilmed for security. Records of Burke, Caswell, and Nash counties have been inventoried and scheduled, and microfilm camera operators are now at work in these counties. With departmental advice and assistance, Guilford County has also begun microfilming the permanently valuable county records. ¶ The State Records Section has completed a special study of fiscal records and paperwork, with a view to developing a standard governing the disposition of fiscal records both in the central and operating agencies. A standard governing the disposition of college and university records is also in preparation.

### *Oregon*

The State Legislative Fiscal Office issued in January its *Legislative Records Management Procedures Guide* (12 p.) to explain the policies and procedures of the legislative records management program. Undoubtedly copies are available upon request.

### *Pennsylvania*

Philadelphia City Archivist Charles E. Hughes, Jr., on October 24, 1963, brought to the attention of Julian P. Boyd, editor of the Jefferson Papers, a letter written by Thaddeus Kosciuszko in Paris in 1801 that had been discovered in the City Archives. "It suggests to me," Mr. Hughes wrote Dr. Boyd, "that it may have been directed to Thomas Jefferson." In response, Dr. Boyd wrote to Mr. Hughes, on November 14, as follows:

I have just returned from an absence in Europe of several weeks and find your letter of October 24 enclosing the photostat of the letter from Thaddeus Kosciuszko to Thomas Jefferson of 16 December 1801. It is extremely kind of you to send me this document and I am deeply grateful. If it had not been for your keen eye in discerning that it was addressed to Jefferson and your kindness in transmitting it to us, I am quite sure we should never have learned of its existence.

Your identification of the recipient is indeed quite correct. The handwriting in the endorsement is indubitably that of Jefferson and the date of receipt given there (27 February) is confirmed by an entry of that date in 1802 in Jefferson's Summary Journal of Correspondence. Not uncharacteristically, Jefferson made an error—that is, two errors—in the date. Kosciuszko gave the date only as “25 Frimaire,” and, since Jefferson unquestionably received the letter on 27 February 1802, he should have added “An X” or 1801. Jefferson's second error was in transposing 25 Frimaire [An X] as the equivalent of 13 December 1801, when it should have been 16 December 1801. But this second error was made not in the endorsement but in the reply that Jefferson wrote on 2 April 1802.

As a token of my appreciation of your kindness and as something that I think may add interest to your document, I enclose a copy of our transcript of Jefferson's reply to Kosciuszko, the retained file copy of which is found in the Jefferson Papers in the Library of Congress.

#### COLLEGE AND UNIVERSITY ARCHIVES

##### *University of Arizona*

To the Western Americana collection of the university library has been added recently a folio of pencil drawings with an accompanying diary of the Reverend William Speer, M.D., medical missionary to China in the mid-nineteenth century.

##### *Dartmouth College*

Sherman Adams has given his personal papers (72 feet) to the Archives Department of the college's Baker Library. The collection, 1919-61, includes personal and business correspondence, speeches, campaign material, appointment books, and 70 scrapbooks of newspaper clippings, photographs, and other memorabilia. The materials document Adams' undergraduate days at Dartmouth, his service in the New Hampshire House of Representatives, 1941-44, including a term as Speaker, 1943-44, his term in the U.S. Congress as a Representative from New Hampshire, 1945-47, his two terms as Governor of New Hampshire, 1949-53, the 1952 presidential campaign of Dwight D. Eisenhower, his 6 years as Assistant to the President, 1953-58, and his writing of his autobiographical *Firsthand Report*, published in 1961.

##### *New York University*

The personal papers and library of New England poet Robert Frost have been given to the university by his daughter, Mrs. Lesley Frost Ballantine.

##### *Queen's University*

The university's Douglas Library has accessioned a “boxfull” of the papers of the late Bernard Keble Sandwell, editor of *Saturday Night* (1932-51). As described in *Douglas Library Notes*, vol. 12, no. 4 (Autumn 1963), “the papers furnish all the materials—magazine articles, essays, addresses, stories, poems and other fugitive pieces—for a Sandwell chrestomathy.” Although little of his correspondence was preserved, there are in the present collection some letters from eminent correspondents.

##### *Radcliffe College*

Barbara Miller Solomon, Director of the Women's Archives of Radcliffe, was the speaker at a luncheon for “women doers” given at the White House

on February 19 by Mrs. Lyndon B. Johnson. A summary of Mrs. Solomon's talk and of the discussion that followed was published in the *Washington Post* on February 20. ¶The college has issued the *Report of the Women's Archives, 1963*, which describes the 160 new accessions received during 1962-63 and the activities of the Women's Archives during that year.

#### *Syracuse University*

Howard L. Applegate, Administrator of Manuscripts in the university library, informs us that two manuscript registers—one on A. C. Flick and another on S. W. Horton—have been printed and that copies will be furnished on request.

#### *University of Vermont*

John Buechler, head of special collections in the university's Wilbur Collection, informs us that he hopes to have the Warren Austin papers organized by midsummer, when the university has its annual Warren R. Austin Institute. The papers (24 cubic feet) have been presented by Mrs. Austin, widow of the former U.S. Ambassador to the United Nations. Mr. Buechler reports further on the Austin papers as follows:

The collection does include correspondence and speeches from the periods covered by his career in the U.S. Senate and the United Nations; however, the correspondence from his pre-1940 Senate career is slight. I could find no papers concerning his service as a member of the U.S. Court for China, although as the papers are more thoroughly gone into some relevant items may turn up. As for his activities at the Republican National Conventions, I can find only the pencilled draught and carbon of his speech seconding the nomination of Herbert Hoover as the Republican candidate for President. I believe that some of the earlier papers of the Senator were discarded to make room for others; I do know that some Austin papers were once given to Yale, but I think these were a few items.

#### *University of West Virginia*

The West Virginia Collection of the university library has received recently papers, 1908-61, of Van Amberg Bittner (organizer and leader in the United Mine Workers', the Steel Workers' and CIO Organizing Committees and the CIO Political Action Committee); papers, 1862-1900, of William Lyne Wilson (Confederate soldier, president of West Virginia and Washington and Lee Universities, U.S. Congressman, Postmaster General, and author of the Wilson-Gorman Tariff); family papers and papers, 1795-1957, of Clarence Edwin Smith (newspaper editor, member of the National Bituminous Coal Commission, and secretary of the American Section of the International Joint Commission); and a journal, 1786-88, of John Smith (Methodist circuit rider).

### HISTORICAL SOCIETIES

#### *Chicago Historical Society*

On March 1 Clement M. Silvestro, until then director of the American Association for State and Local History, became associate director of the Chicago Historical Society. During his directorship of the AASLH he established the biennial publication of a *Directory of Historical Societies and*

*Agencies in the United States and Canada*, authored the association's bulletin on *Organizing a Local Historical Society*, and coauthored *A Look at Ourselves*, which surveys the role of historical societies and agencies in the United States.

#### *Historical Society of Delaware*

Dale Fields became executive director of the society in September 1963. He has been a staff archivist in the Department of Records of the City of Philadelphia.

#### *Kansas State Historical Society*

The society has received the personal diaries, 1916-59, of William M. Burkholder, Kansas City, Mo., a former newspaperman of Marion and Anthony and for many years in the service of the Federal Government in Kansas. Photographs received by the society include several of Topeka buildings in the 1880's, interior views of a Topeka drugstore of the early 1900's, a group of early Burlingame photographs, Osage County coal mining scenes, and 129 photographs from the Alfred M. Landon manuscripts.

#### *Nebraska Historical Society*

The society has announced the resignation of John B. White, who had been Director of the Library and Archives since 1950. The administrative responsibility for the library has been assigned to Archivist William Schmidt.

#### *Washington County (Ky.) Historical Society*

At the request of the society, the Library of Congress has laminated, for the Washington County Court, the original marriage bond of Abraham Lincoln's parents (Thomas Lincoln and Nancy Hanks), their minister's original certification of marriage, and seven other documents relating to Thomas Lincoln's marriage and life in Washington County. The laminated documents were returned to their custodians by the Librarian of Congress in a ceremony held at the Library on February 6.

#### *State Historical Society of Wisconsin*

F. Gerald Ham, former Associate Curator of the West Virginia Collection and assistant professor of history at West Virginia University, has been appointed State Archivist and head of the society's Division of Archives and Manuscripts; John Ericson, formerly with the Pennsylvania Museum Commission, has been appointed as an assistant archivist; and John Jallings, formerly in the records management field, has been appointed as a manuscript cataloger. ¶Recent accessions of the Division of Archives and Manuscripts include: papers (1905-60) of Edwin E. Witte, authority on labor legislation and executive director, 1934-35, of the President's Committee on Economic Security, the committee responsible for writing the first Social Security Act; papers (1892-1924) of Paul S. Reinsch, professor of political science and Minister to China, 1913-19; records (1936-44) of Labor's Non-Partisan League, forerunner of the Political Action Committee of the CIO; and records (1902-54) of the Associated Gas and Electric Co., New York. ¶The division maintains regional area research centers at the University of Wisconsin and at five Wisconsin State colleges. Each center receives archives

of county and local governments, manuscript collections relating to its area, and the college's own archives. Recent accessions for these centers include: at Eau Claire, records (1856-1928) of Hixon and Co. (lumbering) and records (1881-1944) of the North Western Lumber Co.; at Oshkosh, records (1866-1915) of the Paine Lumber Co., including records of the Minnesota Percheron Horse Co.; at River Falls, records (1884-1946) of the Willow River Power Co. (milling and electric power); and at Stevens Point, records (1884-1937) of the B. F. McMillian Lumber Co. and records (1881-1924) of the Menominee Bay Shore Lumber Co.

#### CHURCH ARCHIVES

Reported by Melvin Gingerich

##### *Northeast and East*

The archives of the Episcopal Diocese of Connecticut are housed in the library of Trinity College, Hartford, and in the Diocesan House, 1335 Asylum Avenue, Hartford. A volume to be entitled *Historical Resources of Episcopal Diocese of Connecticut: A Calendar With an Index* is in preparation.

The American Bible Society, 450 Park Avenue, New York City, is compiling its history from 1816 and in the course of the research is organizing its records. Margaret T. Hills is the society's secretary for historical research.

Planning is in process for a new library building at Swarthmore College that will include facilities for the extensive archives of the Friends Historical Library. During the past year among the many valuable records received by the library were 80 seventeenth- and eighteenth-century documents of the Salem (N. J.) Monthly Meeting of the Religious Society of Friends. In January Frederick B. Tolles resumed the directorship of the library after a leave of 2½ years to write the history of Swarthmore College.

Vernon H. Nelson, former assistant archivist, has been appointed Archivist of the Moravian Archives at Bethlehem, Pa. The Archives has recently completed an index of the "Gemein-Nachrichten, 1760-1848," a series of manuscripts issued from the Moravian church headquarters in Germany.

##### *South*

Wesleyan College has inaugurated the *Wesleyan Quarterly Review*, a periodical "devoted to the past of international Methodism." Among articles and documents to appear in the first volume are "Letters of an Arkansas Girl at Athens College and on Grand Tour, 1865-1866," edited by Richard W. Griffin. Subscriptions (\$5) may be sent to the *Review*, Box 755, Wesleyan College, Macon, Ga.

The records of the Board of Publication of the Methodist Protestant Church, 1871-1930, have been acquired by the Methodist Publishing House Library, Nashville, Tenn. A history of the Methodist Publishing House is being written.

A. T. DeGroot of Texas Christian University, Fort Worth, Tex., as an Honorary Archivist of the Faith and Order Commission of the World



Council of Churches, is gathering the papers of this agency. Papers of the commission are being collected in seven centers of which the Fort Worth center is one.

The Catholic Diocese of Charleston, S. C., recently moved its records into its new archives center, which is completely fireproof and humidity controlled.

#### *Central*

The Reverend Jerome R. Fraser has been appointed Archivist for the Detroit, Mich., Catholic Archdiocesan Archives.

The Calvin Knollcrest Library, Grand Rapids, Mich., has acquired the papers of Albertus Van Raalte, founder of Holland, Mich.; of Christiaan Vander Veen, active in the Reformed Church of America; and of Henry Beets, active in the Christian Reformed Church.

Willard Heiss, the Quaker genealogist and historian, of Indianapolis, Ind., has edited *Abstracts of the Records of the Society of Friends in Indiana*. Part One was published by the Indiana Historical Society in 1962. At least five more parts are planned. In its 305 pages are the abstracts of the Whitewater Monthly Meeting, the first monthly meeting to be established in Indiana (1809).

The Catholic Diocese of Gary, Ind., has microfilm copies of all ecclesiastical records of the diocese.

The Reverend Alvin H. Sasse has been appointed Archivist for the Northern Illinois District, Lutheran Church—Missouri Synod. The archival materials are being brought together at the district office, 77 West Washington Street, Room 713, Chicago, Ill.

At the Jenks Memorial Collection of Adventual Materials, Aurora College Library, Aurora, Ill., studies are being made about William Chapman, pioneer organizer of the Advent Christian Church in Washington and Oregon, and about the Midwest Woman's Home and Foreign Mission Society.

The Iowa District East, of the Lutheran Church—Missouri Synod, has recently appointed the Reverend E. L. Stuempfig, Waterloo, Iowa, to be its Archivist.

More than 30 participants and guests were present at the Concordia Historical Institute in St. Louis on October 15-17, 1963, for the Seventh Archivists' and Historians' Conference.

#### *West*

The Library-Archives of the Historian's Office of the Church of Jesus Christ of Latter-day Saints, Salt Lake City, Utah, added eight new members to its staff in January because of projected microfilming expansion and other projects. In a vault now under construction the office will file second copies of printed works and material that has been microfilmed. Two new microfilm cameras have been purchased to take care of microfilming 200,000 minute books on file.

### BUSINESS ARCHIVES

#### *Harvard Business School*

General Foods Corp. has given Baker Library the older records (141 vol-



umes and other materials) of the Walter Baker Chocolate Plant, Dorchester Lower Mills. The plant's operation began in 1765, but the earliest record in the collection is an 1814 daybook. Included are ledgers, journals, cashbooks, payrolls, sales journals, and examples of labels, advertising, and receipt books. (The George F. Baker for whom Baker Library is named is not connected with the Walter Baker Chocolate interests.)

#### *Steuben Glass Works*

Frederick Carder, founder of the Steuben Glass Works and an authority on art glass, died on December 10, 1963, at the age of 100. It is not known whether Mr. Carder left records that will become available for research, but oral interviews conducted by Gerry Philpot, Connecticut glass-collector, have already resulted in the appearance of a record album, "Conversations with Carder on Steuben."

#### *Western Electric Co.*

John Buchanan, assistant archivist at Cornell University since 1960, was appointed Company Archivist, Western Electric Co., Inc., on February 24 and is now at 195 Broadway, New York City.

### SPECIAL COLLECTIONS

#### *Archives of American Art*

In 1963 several important collections were added to the Archives of American Art at Detroit. Among them were the correspondence and papers of William Page (portrait painter) and Olive Rush (muralist and illustrator).

#### *Delaware*

Five major research libraries in Delaware have published a *Union List of Newspapers in Microform*. Holdings (predominantly eighteenth- and nineteenth-century eastern United States newspapers) are listed for the Eleutherian Mills Historical Library, the Henry Francis du Pont Winterthur Museum, the Historical Society of Delaware, the Wilmington Institute Free Library, and the University of Delaware Library. There are 106 titles. Copies of the *List* are available from the University of Delaware Library, Newark.

#### *Hoover Institute of War, Revolution, and Peace*

A very large collection of documents and books about the Russian revolutionary movement, assembled over a period of 40 years by Boris Nicolaevsky of New York, has been purchased by the institute. According to an article in the *New York Times* (Dec. 22, 1963), the collection includes papers of Trotsky, Bakunin, Herzen, and Martov.

#### *Mariners Museum*

Catalogs of the Museum's collections at Newport News, Va., including a *Catalog of Marine Prints and Paintings*, a *Catalog of Marine Photographs*, and a *Catalog of Maps, Ships' Papers and Logbooks*, are to be published by G. K. Hall & Co. A prospectus is available from the publisher, 70 Lincoln Street, Boston, Mass. 02111.

## GRANTS AND AWARDS

*American Council of Learned Societies*

Among recipients of grants in aid of research awarded scholars in the September 1963 ACLS competition were the following: Peter H. Hay, University of Illinois, for a study of the Federal aspects of "supranational international" organizations; Donald D. Jackson, University of Illinois Press, for a new edition of the journals and papers of the Zebulon M. Pike expeditions of 1805-7; and Lewis Leary, Columbia University, for an edition of the correspondence between Mark Twain and Henry H. Rogers, 1893-1909.

*Council on Library Resources, Inc.*

The American Library Association has received a grant from the Council to compile a list of U. S. Government publications printed outside the Government Printing Office. Jennings Wood, Chief, Exchange and Gift Division, Library of Congress, has been named project director. The list of non-GPO printed materials prepared under the grant will include all 1963 publications received and distributed through the Documents Expediting Project and those of the same year received by the Library of Congress. All components of the Federal Government that print outside the GPO will be surveyed.

The Council has also made a grant of \$70,565 to the Library of Congress to continue work on the National Union Catalog of Manuscript Collections. Since 1958 the Council has granted \$300,000 for this purpose.

## PROFESSIONAL INSTRUCTION

*Stage Technique International d'Archives*

The fourteenth season of the international technical course for archivists offered in Paris by the Archives Nationales has been announced. The formal program (January-March 1965) will consist of numerous conference sessions in five general topical areas: archival doctrine, techniques, and methods; the history of archives; the historical content of archives; the organization of French archives; the organization of foreign (*i.e.*, non-French) archives; and French public administration. As in previous years, students will visit various offices and laboratories of the Archives Nationales and other archives, museums, and libraries in and near Paris; after March 15, 1965, they may undertake work in a departmental archival repository. A limited number of scholarships are available, but requests to be considered for these for the 1965 *stage* must be received in France early in May 1964. Application forms and brochures describing the course may be obtained from Philip P. Mason, Secretary, Society of American Archivists, Wayne State University, Detroit, Mich. 48202; or from the Direction des Archives de France, 60, rue des Francs Bourgeois, Paris 3ème, France.

*Pennsylvania Historical and Museum Commission*

Information on the Eighth Annual Institute of Pennsylvania Life and Culture, to be held June 23-26 at the Pennsylvania Farm Museum at Landis Valley, may be had from Institute Chairman Irwin Richman, State Museum

Building, Harrisburg, Pa. Among this year's seminar topics are "Preservation and Minor Restoration of Paintings and Documents" and "Problems and Techniques of Historical Restoration."

### *University of Illinois*

The eleventh Allerton Park Institute will be held November 1-4, 1964, at Allerton House near Monticello, Ill. Sponsored by the University of Illinois Graduate School of Library Science, it will have the theme "University Archives." Rolland E. Stevens is institute chairman. Information on applications to attend and detailed announcements of the program are being distributed by the university.

### *Other Institutes*

Applications may still be sent for enrollment in the institutes previously announced by the University of Denver, Carleton University, and the American University.

THE UNIVERSITY OF DENVER will offer its third institute of archival administration and the related fields of regional, State, and local history, July 12-August 16, 1964. For application forms write to University of Denver Archives Institute, Department of History (Attn. D. C. Renze), Denver, Colo. 80210.

A course in basic archival techniques will be offered by CARLETON UNIVERSITY, July 6-31, 1964. Write to "Archives Course," Department of History, Carleton University, Ottawa, Canada, for application forms.

THE AMERICAN UNIVERSITY's eighteenth institute, "Modern Archival Administration," will be given June 1-26, 1964. This year the University will also offer its eleventh institute on records management, May 11-22, and its fourteenth institute of genealogical research, July 6-24. 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.

### DISSOLUTION OF THE FEDERATION OF RHODESIA AND NYASALAND

Edward Burke of the National Archives of Southern Rhodesia sends us the following "brief note on the impact of the dissolution of the Federation of Rhodesia and Nyasaland on the archival organization":

The National Archives of Rhodesia and Nyasaland was an office of the Federal Government of Rhodesia and Nyasaland and when the dissolution of the Federation was being planned the fate of the archives collections came under close consideration by the various governments involved. In the event, the branches of the National Archives of Rhodesia and Nyasaland have become three separate and independent National Archives—of Southern Rhodesia, Northern Rhodesia and of Nyasaland. There has been a certain, but very small, redistribution of some collections but in general the changes have not been great as most of the material relating to each Territory was already housed within that Territory.

The present senior officers of the three archives organizations are—

National Archives of Southern Rhodesia: Director, T. W. Baxter; Principal Archives Officer, E. E. Burke; Principal Records Officer, R. W. S. Turner.

National Archives of Northern Rhodesia: Archivist, I. M. Graham.

National Archives of Nyasaland: Archivist, J. D. C. Drew.

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## THE SOCIETY OF AMERICAN ARCHIVISTS 28TH ANNUAL MEETING

***Austin, Texas, October 6-10, 1964, Commodore Perry Hotel***

### LOCAL ARRANGEMENT HIGHLIGHTS

*It is a pleasure to give you information about the local arrangements for the Austin meeting. At the present time here is what we have done. On Wednesday afternoon, October 7, we will tour the Texas State Archives and Library Building, the new Internal Revenue Center, the archival and manuscript depositories at the University of Texas Library, and the Austin/Travis County Collection in the Austin Public Library. Two other archival depositories, the Catholic Archives of Texas and the Episcopal Archives, will be open during the time the meeting is being held. On Friday night, October 9, we have scheduled a barbecue at Friday Mountain Ranch outside of Austin. This ranch is the historic site of the Johnson Institute for Boys founded in 1852 and until recently owned by the late Walter Prescott Webb, famed historian. His Excellency, Bishop L. J. Reicher of the Austin diocese, has granted dispensation so that Catholics may eat meat on this particular Friday. On Saturday, October 10, we are planning an all-day trip to San Antonio, some 70 miles from Austin. During that time we will visit a number of record centers at the military and government installations and also look at the archival holdings at the Alamo, Mission San José, and other historic sites. Ivan Eyler of the Fort Worth record center is helping us with this.*

—Dorman H. Winfrey, *Local Arrangements Chairman*

### LOCAL ARRANGEMENTS COMMITTEE

Dorman H. Winfrey, *chairman*; Virginia Nelle Bellamy, James Day, Ivan D. Eyler, Katherine Hart, Chester V. Kielman, Sister Theodore.

***See Inside Front Cover For Program Information***

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