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1964-65

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The Fifth International Archives Congress

By MORRIS RIEGER*

National Historical Publications Commission

THE Fifth International Archives Congress met early in September in Brussels, Belgium, under the auspices of the International Council on Archives. Its sessions were held in the Palais des Congrès—apparently a new building specifically designed for conventions—on Brussels' equivalent of Washington's Capitol Hill. It is equipped with meeting halls, large and small; ample corridor space; a convenient lounge for conversation; and, of crucial importance to an international gathering, elaborate facilities for simultaneous translation of the formal proceedings into several languages. Inexplicably such translations were not provided at the ICA General Assembly, which opened the congress, nor at the last major working session, on "Young Archivists"; but otherwise they were available in English, French, and German and were usually quite adequate.

In all, 622 people registered although the number in actual attendance was probably somewhat less. Of the registrants, some 500, or almost 5/6 of the total, were from Benelux, France, Italy, Spain, West Germany, the United Kingdom, and the Vatican; 37 additional delegates came from other West European countries. The Soviet Union sent 8 representatives, and there were 38 others from the Communist countries of Eastern Europe. Only 39 non-European archivists attended, including 12 from the United States, 1 from Canada, 8 from Latin America and the Caribbean, 6 from Africa, 9 from Asia (6 of them from Israel but none from either of the Chinas), and 3 from Australia and New Zealand. Although the factor of high transportation costs must be taken into account, the limited overseas participation in the congress truly reflects the still essentially European character of the ICA.

It was a European country, however, whose absence attracted the greatest attention. At one of the sessions the head of the

* The author was the representative of the Society of American Archivists to the congress he discusses. He read this report before the Society at its luncheon session of Oct. 8, 1964, in Austin, Tex.

Soviet delegation, Gennadyj Belov, charged that the German Democratic Republic had been excluded from the congress by the host government. Etienne Sabbe, Director of the Belgian Archives, infuriated, replied that for reasons best known to themselves the East Germans had refused the visas offered them. It is believed that the East German archival authorities were motivated by domestic considerations unrelated to the congress. Otherwise, on the surface at least, evidences of East-West tension were absent. Archivists from both sides of the curtain worked together harmoniously, and a fair number of East Europeans took part in the various sessions as chairmen, reporters, and discussants.

A meeting of the ICA General Assembly preceded the congress proper. After M. Sabbe's welcoming speech, brief tributes were paid to the memory of several eminent archivists who had died since the previous congress, among them D. P. M. Graswinkel of the Netherlands, Sir Hilary Jenkinson of England, and Solon J. Buck of the United States. In the reports of the working committees that followed it was announced that the long-awaited ICA multilingual lexicon of archival terminology (in English, French, Spanish, Italian, German, and Dutch) had just been published;¹ that most of the nations participating in the Guide to the Sources of Latin American History expected to meet the November 1964 deadline for their contributions; and that work on the analogous Guide to the Sources of African History would begin in January 1965, its coordinating committee having made basic decisions during the past year on administration, financing, and standards of coverage. It was decided after some discussion to establish a new committee to assist the underdeveloped countries of the world in the archival sphere.

The principal item on the Assembly's agenda was the amended version of the ICA constitution, previously circulated to the membership for comment and approved by the Executive Committee. Lack of time prevented floor discussion of the individual amendments; instead, at the suggestion of Charles Braibant, Director Emeritus of the French National Archives, the Assembly approved all of the changes "in principle," subject to recirculation of the full text of the constitution embodying them and to final action later, presumably by the 1968 General Assembly. The major change introduced is the concept of "national representation,"

¹ *Elsevier's Lexicon of Archive Terminology . . . Compiled and Arranged on a Systematic Basis by a Committee of the International Council on Archives* (Amsterdam, 1964).

under which each nation is limited to two votes in the Assembly, one to be cast by its central archival authority and the other by its national professional association. In the absence of either one in any country the other would control both votes. Institutional members other than the central archival authority would lose the voting rights they have had since 1950; their role henceforth would be deliberative only. This change is a reversion to the original constitution of 1948, which, in effect, provided for "a federation of national archives and national archival societies."²

The Assembly elected M. Sabbe as president of ICA for the new 4-year term; J. Ignacio Rubio Mañé, Archivist of Mexico, as vice president for the Western Hemisphere; and Miguel Bordonau y Mas, Director of Archives and Libraries of Spain, as vice president for the Eastern Hemisphere. Two vacancies on the Executive Committee were also filled. The Assembly then approved the committee's decision to accept Spain's invitation to hold the 1968 congress in Madrid. At the same time it approved a provisional agreement between the Executive Committee and the official American delegation envisioning a special ICA conference in Washington in 1967 that would incorporate the Round Table for that year and would bring together for the first time in strength the leading archivists of Europe and of North and South America. Of course, this plan is subject to appropriate clearance in the United States and to the availability of the funds necessary to transport the overseas archivists involved.

In what amounted to his presidential address at the formal opening session of the congress, M. Sabbe spoke on "The Archivist in Literature and Reality." He rejected the conventional literary caricature of the archivist and defined his true role as that of a man of science dedicated to the task of acquiring, preserving, and making accessible archival sources for scholarly research in history and the social sciences. In this work the archivist must collaborate closely with the university and must himself function as a historian. M. Sabbe contended that when, as in some countries, the archivist operates primarily as the servant of administration, both his cultural importance and his bureaucratic status are diminished.

There were six working sessions during the congress, some of which ran concurrently. Before referring to them individually, I should explain that the procedure used is somewhat different from

² Margaret C. Norton, "The First International Congress of Archivists, Paris, France, August 21-26, 1950," in *American Archivist*, 14: 15 (Jan. 1951).

the usual American one. The main figure of each session is the *rapporteur*, who, months in advance, circulates internationally a questionnaire designed to elicit detailed comparative data on the theme of the session. These data are then collated and systematically presented by the reporter (with or without generalizations and comments of his own) in a report published as a pamphlet and distributed in advance to the registrants. With this report in the background the session itself is devoted exclusively to the "interventions" of delegates desiring to participate, usually by reading prepared papers of varying length.

Although in theory this system fosters an informed and fruitful discussion from the outset without loss of time in establishing the factual bases of discussion, it did not always succeed at Brussels. An important reason was the incomplete coverage of some of the reports—either because a significant proportion of the recipients had failed to respond to the questionnaires or because of the faulty distribution of the questionnaires in the first place. (For example, the National Archives of the United States, to my knowledge, received only one of the six different questionnaires; whereas, of the State Archives—judging from their replies—only Colorado, Illinois, Kentucky, and Oregon appear to have received questionnaires, and at most only four of the six.) The format of the sessions themselves—at least the sessions I attended—discouraged the give and take of true discussion. Speakers who had previously given their names to the chairman were called upon one by one, delivered their set pieces, and withdrew. Cross comment was infrequent, and the total effect was one of fragmentation and discontinuity, only slightly offset by the terminal summary remarks of the reporter.

It is not practicable here to summarize the several session reports, but in due course they will appear in *Archivum* together with abstracts of the proceedings of the related sessions. I shall confine myself to mentioning some of the highlights of these proceedings.

The first session, on "Modern Methods of Archival Classification" (Johannes Papritz of the Federal Republic of Germany and Antal Szedö of Hungary acting as coreporters), produced several noteworthy interventions. In one, Alex Bein, the Archivist of Israel, recommended that archival guidance to government agencies in the classification of their current records, already provided in some countries, be extended. T. R. Schellenberg, whose statement was read for him in his absence, advocated that in the United States

the principle of provenance be applied not only to Federal and State archives but also to private papers, to descriptive as well as arrangement work, and to the classification of public records for current use.³ The other American contribution to this session, a major paper by Frank Evans, surveying the complex modern history of archival arrangement in the United States, was not actually read by him since it had been issued by the secretariat of the congress as a special document and distributed just before the meeting.⁴ In the final intervention Robert-Henri Bautier of *Archivum* and the *École des Chartes* urged a pragmatic approach to classification, emphasizing that the reality of the *fonds*, as determined by careful study, must take precedence over abstract archival principle in reaching decisions concerning its arrangement.

The poorly attended and foreshortened session on "The Introduction and the Adaptation of Mechanical Methods to Archives" apparently reflected a limited interest in such methods abroad. There were no requests to intervene after the reporter (M. E. Califano, Director of the Division of Photographic Documentation and Restoration at the Italian State Archives) introduced the subject, and the meeting closed after less than 15 minutes. This lack of interest was rather significant in view of the important recommendation in the report that ICA examine the question of forming an "International Committee for the Study of the Automation of Archival Research."

At the session on "Archival Publications" (of which Antonio Matilla Tascón, Central Inspector of Spanish Archives, was reporter) the speakers were concerned primarily with documentary publication although guides were also discussed. A Yugoslav speaker strongly urged cooperative publication of documents, particularly in the diplomatic field, under international (*i.e.*, Unesco-ICA) auspices. Dr. Bein of Israel preferred microfilm to letterpress publication of documents because it is a much cheaper way of meeting the relatively small demand; he felt also that priority should be given in documentary publication to materials of interest to "new" countries searching out their foreign backgrounds. A German speaker was much concerned about the unauthorized reproduction of documents, beyond any control, that might result from extensive microfilm publication. Dr. Evans described the National Archives microfilm publication program and the enhanced

³ Dr. Schellenberg's statement is printed elsewhere in this issue.—Ed.

⁴ [Frank B. Evans], *Modern Methods of Arrangement of Archives in the United States* ([Brussels, 1964]).

role of the National Historical Publications Commission in promoting documentary publication in the United States through the newly established grant program. With respect to guides, various speakers commended the principle of international cooperation inherent in the ICA Latin American and African guides and called for its extension to other projects; favored increased production of comprehensive depository guides; and suggested that, to maximize their use, important guides originally published in relatively unfamiliar languages be translated into one or another of the international tongues.

Contrary to the pattern described above of discrete, essentially unrelated speeches, the session on "Ecclesiastical Archives" (reported by Monsignor Giusti, Prefect of the Vatican Archives) was characterized by lively debate regarding the property rights of the Catholic Church in its records and the question of opening them to searchers.⁵ The Italian ecclesiastical archivists present maintained that the Church owns its archives, the alienation of which is forbidden by canon law; that Church archivists must be trained and the clergy itself must be made aware of archival requirements. On the other side, high French and Belgian officials, including Guy Dubosq, Inspector General of French Archives, insisted on the primacy of research interests in the archives of the Church. As the Church lacks qualified personnel and as relations between the state archivists and the dioceses are excellent, there should be no obstacle to a Church request for assistance from the state. The ecclesiastical archives could be dealt with *in situ* by state archivists on assignment or could simply be deposited in state archival institutions. Needless to say, the two positions could not be reconciled.

Unfortunately I have little information on the promising session concerning "Young Archivists: The Recruiting and Early Stages in the Careers of Professional Staff in State Archives." This session was reported by A. Uyttebrouck, the Archivist-Paleographer at the Belgian Archives. I was unable to attend, and other sources of information were largely unproductive—partly because translation service was not provided. I understand, however, that a number of speakers described their national training programs and that others dealt with aspects of such matters covered by the session report as duties, salaries, living standards, hours, leave, working conditions, promotion, and status in the community.

⁵ Information on this session was supplied by Charles Kecskeméti, Secretary of ICA.

At the closing, largely ceremonial, session of the congress it was announced that honorary membership in ICA had been awarded to several distinguished retired archivists, among them T. R. Schellenberg.⁶

My emphasis on the serious side of the congress should not overshadow its social aspect. Opportunities for meeting fellow archivists were ample, both in Brussels and during the special tours and excursions organized by our hosts to places of historic, cultural, and scenic interest in various parts of Belgium. I myself talked at one time or another during the congress with archivists from at least 25 different countries.

Although the formal sessions offered much of substance and interest, these impromptu, friendly conversations—in the corridors of the convention hall, at lunch or dinner, on the excursion bus, strolling through the grounds of a Renaissance manor house, or watching the world go by from a sidewalk cafe in Antwerp—were, after all, of the greatest value. They built most effectively the personal ties between archivists of widely varied backgrounds that are indispensable for continued and productive international professional collaboration.

⁶ In a letter dated Oct. 5, 1964, notifying Dr. Schellenberg of his election as *membre d'honneur*, M. Sabbe wrote (in French) as follows: "Your activity as a theorist of archival economy is universally recognized, and in your personal assistance to our colleagues of South America and Australia, [and] in the creation of the Inter-American Technical Council on Archives, you have given the outstanding example of international archival cooperation."—Ed.

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ARCHIVIST OF THE UNITED STATES, *speaker*

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“ . . . all upon a par.”

. . . if the House yielded to these applications for the use of the hall, they might expect, after a while, an application from a dancing society. He was opposed to granting this privilege to temperance, colonization, abolition, or historical societies. He considered them all upon a par.

—ALBERT GALLATIN HAWES of Kentucky, Jan. 28, 1836, on a resolution permitting the use of the House of Representatives chamber by “the Historical Society, on Saturday evening next, for the purpose of holding a meeting of said society,” as reported in *Register of Debates in Congress* (Washington, Gales and Seaton, 1836).

“ . . . one of the most profitable sources . . . ”

The documents which are gathered together in a record office are varied in the extreme; they range from the official archives of the office itself and its parent authority to scraps of historic topographical material which are in the strictest sense not archives at all. In all record offices, however, one of the groups which always forms a large and heterogeneous accumulation is what is usually called “private archives.” Such records can come from a variety of sources—solicitors’ offices, private businesses, societies and the like—but one of the most profitable sources in respect of local history is the private family.

Quite apart from the legal documents which are bound to figure in any transaction which involves the transfer of land or property, families as groups of individual people acquire records too. As artists they draw or paint, as poets they compose verse, as writers they compile personal diaries, commonplace books or simply exchange personal letters. As a result, when the current head of a family which has been in existence for centuries decides to deposit his archives in the appropriate record office they can sometimes consist of a huge accumulation of a surprising variety of records. Very often they will not have been touched since they were first produced and have thus acquired a natural order with which the archivist must not interfere. Legal documents relating to specific transfers of land, the purely personal papers of an individual, or the papers acquired by a person as a result of his appointment to an official position in the national or local form of government tend to be kept together. Thus it is relatively easy to recognise an arrangement by which means the historical family story can be revealed clearly. It will be appreciated just how much can be added to local knowledge when such a story impinges on the Civil War, the Reformation and the Dissolution. It may be for the first time that one suddenly and vividly realises that such major national happenings as these had a direct or indirect effect on the lives of ordinary people.

—*Twentieth Report of the County Archivist* [of Worcestershire] (*Annual Report for 1963-64*), p. 2-3.

Purity and Keeness Preserved

. . . Invective formed no necessary part of an Investigation of Right. We neither in the first instance excited such Conduct, nor led to a continuance of it by answers. Such Letters as appeared to us to require official Replies were respectfully answered. Those distinguished by nothing but the *purity* of the Language and the *keenness* of the Satire, are carefully preserved among the *Archives of the City*, for the benefit of learned Posterity; and to be laid before the public when necessary.

—COMMISSIONERS FOR THE DISTRICT OF COLUMBIA to the President of the United States, Apr. 21, 1795, in letters sent, vol. 2, p. 229, records of the Office of Public Buildings and Grounds, National Archives, Record Group 42. The letter relates the details of a controversy between the Commissioners and Thomas Johnson, a former Commissioner, over the sale of a lot in the District of Columbia to Johnson. Johnson, to whom in the passage quoted the Commissioners impute the use of "invective," had purchased a lot on Rock Creek from James Greenleaf and Robert Morris that the Commissioners said Morris and Greenleaf had no right to sell. The quarrel led to a suit in the Maryland Court of Chancery.

"I have been fortunate . . ."

The rights of Heirs, and other Claimants, are becoming every day more difficult to be substantiated, and in a very few years every evidence in their favor will be obliterated.—Within the last few months, the *Adjutant-General's Office*, together with all the *Archives*, has been totally destroyed by *Fire*; thus at once blotting out the only proof of many thousands of meritorious claimants.—I have been fortunate enough to secure copies of many archives, and other important documents,—and also some original papers,—which show the rights of early Soldiers and Emigrants, and which are now invaluable to me as a Claim Agent. . . .

—Poster issued by D. E. E. Braman, Counselor, Matagorda, Tex., Mar. 1856. Robert W. Lovett informs us that this item relating to Texas land claims was included in material given to the Baker Library by the New England Historic Genealogical Society.

Mother Hubbard's Cupboard

Mr Wilson's recent decision not to authorise an official history of the Suez operation raises once again a wider question—the rules governing the publication and availability of official documents. His position is understandable, if not commendable. A case can be argued for leaving this skeleton in the cupboard a little longer.

For one thing, if every Government were to feel free to release the secrets of its predecessors, there would be a strong incentive to leave no secrets behind. In due time the historian should be able to give an account of what has been secret diplomacy—but only if the records survive.

—*Manchester Guardian Weekly*, vol. 91, no. 24:9 (Dec. 10, 1964).

tion to the relationship between records and recollections may help us to deal with these problems. Many of the points mentioned in this paper are not new, of course, but neither is the idea that oral history is worth doing if it is done well.

Why Not?

In my early days in Japan I worked, as other Americans do, thru an interpreter and discovered that I was not getting across the message I wished to present to the groups I was working with. So I began to study the language. To study Japanese, of course, is somewhat different problem from studying English. The Japanese writing problem is quite different, in that in its simplest form there are roughly 47 basic characters of *katakana*, 47 basic characters of *hirogana* (which is an identical alphabet with the same sounds, but which looks totally different) and 1,792 Chinese characters. You need all three sets to read even the simplest document, such as newspapers. If you really want to be an educated person you acquire familiarity with roughly 8 to 10 thousand Chinese characters; needless to say at this stage I am still semi-illiterate by Japanese standards.

I started, of course, as one might anticipate, with their phonetic alphabet because I felt it would be a start toward helping myself with my work with the Japanese industrial firms. I wanted to be able, at least, to look into the files myself.

You must realize their alphabet is not quite like ours, and so before I tell you what I got into, I'd better tell you a little about it.

The Japanese alphabet has no vowels and consonants as our alphabet has, but it has symbols that by themselves represent complete sounds. There are five basic sounds. There's an *ah* (like bah), an *ee* (like in key), an *oh*, an *ay* (like in say), and an *oo* (like in boo). Now these look like vowels and in that respect they are vowels, but they're not used in the same way because if you want to say KA, which we would make with a K and an A, you have a new symbol. You'll have a KAH symbol.

There is also a *kec* symbol, a *koo*, *kay*, *koh*. You also have a *sah*, *shi*, *soo*, *say*, *soh*, and so on down thru all 47. So you see when you learn your alphabet, you have your choice. You can learn to say *ah*, *ee*, *oo*, *eh*, *oh*, *kah*, *kee*, *koo*, *kay*, *koh*, *sa*, *shi*, *soo*, *say*, *soh*, *ta*, etc., or you can learn *a*, *kah*, *sah*, *tah*, *nah*, *hah*, *mah*, and so on. You can have your order. Who says you've got to go up or go down or start on one side or the other of the grid of five sounds and ten modifiers!

I wasn't quite sure of the proper way to do it, so I learned both by rows and by columns. I felt real proud when I had reached this stage.

To show my new knowledge, when I was at the plant, I said, "Well, let's look that up." You know—I pulled the file out and I looked at the file indexes and they didn't follow either of the orders I knew. It was *ee*, *roh*, *hah*, *nee*, *hoh*, *hey*, *toh*, *chi*, *rih*, *noo*, *ruh*, *woh*, and so on. And I looked—you know—where does this sort of thing come from—the first letter was the

second of the first row, the next was fifth of the ninth row, the next was the first of the sixth row, etc.

I tried to figure it out looking for a pattern. I was baffled, so I asked my colleague at the plant, "Why do you file that way?" So he said, "Of course, *ee, roh, hah, nih, hoh, hay*," and he goes right on down thru it. . . .

I was in other plants in different places and everytime I felt, well, maybe I can ask the right question, I'd say, "Why do you file this way?" The interpreter would say, "*Ee, roh, hah, nih, hoh, hay*, etc."

Despite the fact I did not find out why they used this odd order, I got so I could do it myself and it always produced very wonderful results. I'd be at a party . . . and one of the fellows would say "Mundel, please," and I'd go thru the *ee, roh, hah, nee, hoh, hay*, etc., and they would all applaud. . . .

A whole year went by and a group of us went skiing. We were up at Nikko and the road into the mountains zigzagged back and forth. As we wound up one of my friends said to me, "We're now on point of *ee-roh-hah-zak-ah* where two hundred years ago women not permitted beyond." Well, I could follow that, and it wasn't so much the fact that women weren't allowed up there two hundred years ago that really interested me but he said, "*Ee-roh-hah zak-ah*." By then I had learned that *zaka* meant a sloping road and the remainder was my good friend *ee-roh-hah!*

I said, "You mean the pattern that one draws to get this road is like the wiggly line you draw on the diagram of the kana to get the order?" The guy said, "What diagram?"

I said "For *ee, roh, hah, nee, hoh*, etc." I went thru it and the gang went "Oh very good, very good, very good!"

I said, "What do you mean very good?"

He said, "Oh, you say it so beautifully."

I said, "Say what?"

"Oh," he said, "Such a lovely thought!"

. . . I said "What lovely thought?"

"Why," he said "*Ee, roh, hah*," and down thru them all.

I said "Now wait a minute, wait a minute. Why the *ee* first instead of the *ah*? Why not *ah, ee, oo, eh, oh, kah*, and so on?"

He said, "Oh you not know what that means."

I said, "No!"

He said, "Oh it means,—as the flower blooms and gives fragrance and withers, so shall man; yesterday I came to Nara thru severe mountains hardly sleeping and resting—This sentence written by a Buddhist monk 500 years ago using each letter of the alphabet only once."

I blinked.

He said, "It means 'Human life is short alas; be humble.'"

I said, "And you file this way?"

He said, "Why not?"

—MARVIN MUNDEL, in an address, "Clerical Work Measurement," before the Interagency Records Administration Conference, Washington, D.C., Sept. 18, 1964, as reported by IRAC.

THE GONDOS MEMORIAL AWARD
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1965 Competition

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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 1965 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.

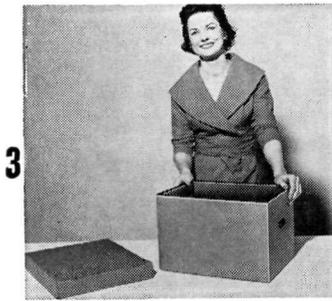
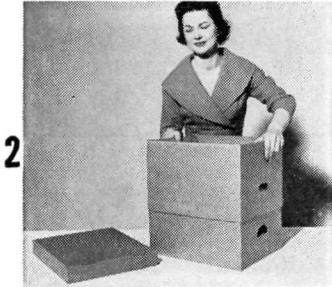
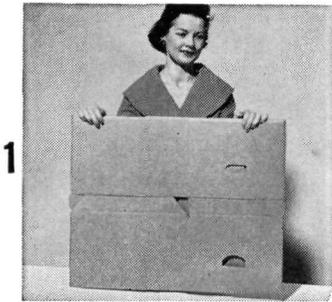
5. To maintain the anonymity of contestants the author's name should not appear on any sheet of the essay. Within a sealed envelope stapled to the first page should be inserted a 3" × 5" card showing the following information about the author: name, essay title, address, organizational affiliation (if 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, 1965.

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.

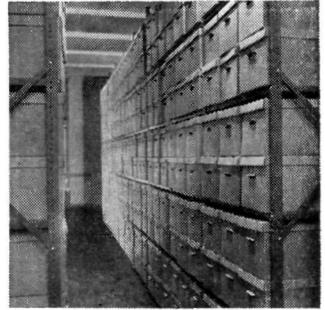


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The Library of Congress

and

The Maryland Hall of Records

June 7–18, 1965

Purpose: To present theory, principles, and modern methods
of archives administration for documentary material
of both public and private origin.

For detailed information write to:

PAUL W. HOWERTON, *Director*
Center for Technology and Administration
The American University
2000 G Street N.W.
Washington, D.C. 20006

President's Page

AMBASSADORS are called upon to produce credentials. Perhaps your first president from outside the United States should be required to produce them as well. For 16 years I have been Dominion Archivist and head of the Public Archives of Canada, in Ottawa. The institution is almost as old as our confederation, for it has been in existence since 1872. The two key dates in its history are 1906, when it moved into the first unit of a special building, and 1912, when it became a separate branch of the Government and the Dominion Archivist was given the rank of a deputy minister.

From the first its terms of reference were very broad; almost everything relating to the history of Canada was grist for its mill. In addition to official records, it gathered private papers of many sorts and built up notable collections of books, maps, and pictures. For many years we have had staffs in London and Paris whose business it has been to trace and copy papers that relate to Canada. Microfilming has transformed this copying program and has affected many of our other activities in recent years. Our first records center was opened in 1956; a second center has just been completed; a regional center will open in Toronto early in 1965. On Wellington Street, the Canadian equivalent of Pennsylvania Avenue, a new \$11 million headquarters building is under construction; this we shall share with our sister institution, the National Library. Completion is scheduled for August of 1966.

As this indicates, life at the moment is strenuous and exciting. I take comfort in the fact that Dominion Archivists seem to be long lived. I am only the fourth person to hold the office in 92 years.



A year ago Everett Alldredge announced on this page the appointment of an Ad Hoc Committee on the Committee Structure of the Society. Admiral Patterson agreed to act as chairman, and the committee submitted its most helpful report just before the Austin meeting. Many of its recommendations have already been carried into effect by the Council. Committees will be somewhat fewer in number, and the terms of reference of several have been

Communications to the Society president may be addressed to W. Kaye Lamb,
Dominion Archivist, Public Archives of Canada, Ottawa 2, Ont., Canada.

broadened considerably. The old Committee on Microfilming, for example, has been replaced by a Committee on Technical Devices and Systems, which, in addition to microfilming, may concern itself, when the need arises, with automation, data retrieval, etc. The most important addition to the list is the new Committee on Education and Training, which T. R. Schellenberg has agreed to chair. A list of committee chairmen appears elsewhere in this issue.



I am happy to say that Everett Alldredge has agreed to act as chairman of the Committee on Membership Development. Prospects for a substantial increase in membership appear to be very promising at the moment. Several committees have been conducting inquiries in special areas (in the field of professional archives, for example), and this should increase public awareness of the Society's existence and activities.



The publication of Ernst Posner's report on *American State Archives* would make any year a memorable one for archivists. If we can seize the opportunities that its appearance affords to emphasize the importance of efficient recordkeeping and to make the Society more useful to those who are trying to improve recordkeeping, we can make our year more memorable still.

W. KAYE LAMB, *President*
Society of American Archivists

PLAN NOW TO ATTEND ANNUAL MEETING

Joint Meeting

October 6-8, 1965

Society of American Archivists

Association of Records Executives and Administrators

New York Hilton Hotel at Rockefeller Center

New York City

tures, 1861–1961, a *Chronological List of Selected Pictorial Works* (1961). His most recently published works were *The Presidents of the United States, 1789–1962, a Selected List of References* (1963) and a joint compilation with other staff members of *John Fitzgerald Kennedy, 1917–1963, a Chronological List of References* (1964).

Mr. Mugridge rendered distinguished reference service at the Library of Congress, as all readers who requested his assistance will remember, and his help and advice in the solution of difficult questions in the field of American history were frequently sought at the highest levels of Government. The letters he wrote in response to reference inquiries, as well as his many published writings, were remarkable not only for the encyclopedic knowledge and meticulous scholarship which they displayed, but also for the wit and concinuity of his expression.

—Library of Congress *Information Bulletin*, 23:625–626 (Nov. 2, 1964).
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On Record

MR. JENNER. I have to get these things on record, so that somebody who is reading this, Mr. De Mohrenschildt, a hundred years from now—I should tell you that your testimony will be reproduced in full just as you give it, with all my questions put to you just as I put them. And it will be printed as part of the report.

MR. DE MOHRENSCHILDT. I can imagine what a volume it will be for the future Ph. D.'s to study. . . .

—*Hearings Before the President's Commission on the Assassination of President Kennedy*, 9:170 (Washington, 1964).

“. . . I am now convinced . . .”

During most of a lifetime as teacher and writer, I now confess shamefully, I adhered to the “manuscripts-are-unesential” school. During those years I wrote my share of books about history, contenting myself with the public documents and printed narratives, and avoiding the time-squandering task of digging through mountains of manuscripts to unearth a few new scraps of evidence. Fortunately I attempted no biographical studies while thus deluded, or the result would have been a sorry failure. For I am now convinced that any biography prepared without access to the private papers of the subject would be as empty as *Hamlet* without the Prince of Denmark and as substanceless as Banquo's ghost.

—RAY ALLEN BILLINGTON, “Manuscripts and The Biographer,” in *Manuscripts*, vol. 16, no. 3:30 (Summer 1964). Quoted by permission of Editor Greer Allen.

Let's-Get-a-Project-Going Dept.

MONTCLAIR.—MONTCLAIR PUBLIC LIBRARY. . . .

Holdings

Appointment of Nathaniel CRANE of Newark as Captain in Light Horse attached to infantry, signed by Gov. Richard HOWELL, 1793; appointment of Nathaniel CRANE of Bloomfield as County Coroner, signed by Gov. Isaac H. WILLIAMSON, 1817; indenture to Newark property, Azariah CRANE to Azariah CRANE, Jr., 1752.

The three items are not arranged or catalogued.

—WPA Historical Records Survey, *Guide to the Depositories of Manuscript Collections in the United States: New Jersey*, p. 20-21 (1941).

PLACEMENT REGISTER

This section in the American Archivist is published for the convenience of our readers. No charge is made for the insertion of notices by either an institution in need of personnel or a candidate for placement. The editor, however, reserves the right to refuse obviously unsuitable notices and to condense or otherwise edit the copy submitted. Candidates or institutions may, if they wish, withhold their names from these notices and may direct that answers be addressed to Philip P. Mason, Secretary, Society of American Archivists, Wayne State University, Detroit, Mich. 48202.

POSITIONS OPEN

ASSISTANT ARCHIVIST (RECORDS MANAGEMENT) for State of Hawaii records evaluation, disposal, and preservation programs. Graduate of accredited college and two years' records management experience. \$6,468-\$8,256 per year, medical and retirement plans, social security coverage, paid vacation and holidays. Apply Dept. of Personnel Services, 825 Mililani St., Honolulu, Hawaii. O-36.

ARCHIVISTS: The Historical Evaluation and Research Organization (HERO), 2233 Wisconsin Avenue N.W., Washing-

ton, D.C. 20007 (Tel. 337-0116), is accepting applications for qualified and experienced archivists to work in Africa on a contract basis for 6 to 24 months under the auspices of several African governmental and other institutions. Candidates would be engaged in the establishment or expansion of an archival organization; the appraisal, accessioning, maintenance, description, and servicing of archives and other historical documents; and the training of indigenous personnel. Knowledge of French preferred. Applicants should send curriculum vitae to Director, Foreign Academic Program, HERO, above address. O-37.

POSITIONS WANTED

ARCHIVES/RECORDS MANAGEMENT: Male in late 30's desires employment in business or university records management/archives program. Seven years' experience in governmental positions. M.A. in history and certificates from American University and NARS training programs. Present salary \$10,000. Write Secretary. A-43.

ARCHIVES/MANUSCRIPT: Young man, age 26, desires position in an archives or historical manuscript library. M.S. in Library Science and directed study in archival management. Interested in position anywhere in U.S. Write Secretary. A-44.

THE AMERICAN ARCHIVIST

Bibliography

GRACE QUIMBY, *Editor*

National Archives

COLLEGE AND UNIVERSITY ARCHIVES: A BIBLIOGRAPHIC REVIEW

BY HELEN L. CHATFIELD
Archivist, The American University

The following group of selected items, arranged chronologically according to the year of publication, is designed to form the nucleus of a bibliography of college and university archives, to be supplemented from time to time as new publications make their appearance and thus mark the progress of a developing profession.

- 46.1 Arcana Siwash: the function and needs of a college archives, by Thomas Le Duc, Gatlinburg, Tenn. *American Archivist*, 9: 132 (Apr. 1946). 15 pars.

In this article the author points out, in 15 short paragraphs, the true role and dimension of a college archives. He touches upon the clients, the persons who need to consult the archives—the officers, the alumni, the college historian, and scholars, not only the local ones but also those from other institutions and in all fields of learning—and describes their varying needs. He indicates the type of material that should be found in college archives in terms of its evidential value as the reflection of the whole life of the college and gives some hints as to the method of accessioning or capturing it. He emphasizes the value of securing the records that contain major policy—the intellectual history of the college as well as the history of its administration. He even gives some wise hints for the classification and arrangement of the material. This little paper is an excellent starter for a reading list for the beginning student of college and university archives.

- 47.1 The Harvard University Archives: goal and function, by Clifford K. Shipton. *Harvard Library Bulletin*, vol. 1, no. 1 (Winter 1947). 19 pars.
- 47.2 The collections of the Harvard University Archives, by Clifford K. Shipton. *Harvard Library Bulletin*, vol. 1, no. 2 (Spring 1947). 28 pars.

In these two articles the author describes very graphically the Harvard University Archives, its development, procedures, and record holdings, perhaps “the largest existing body of archival material relating to an educational institution.” Here we have an exemplification of the ideal briefly delineated in the article above, “Arcana Siwash.” An “archive” is defined, and the distinction between the character and treatment of archives and library material is explained. Although “for convenience” the archives is attached to the library, it functions in its entirety as a self-contained unit.

The evaluation of various classes of record material is discussed, and the necessity of disposing of some of the more voluminous modern documentation is brought out. A strong element is the firm support given to the archives by the administrative officers of the university, and the light thrown on the relationship of the archives to the record-accumulating offices of the administration and teaching staff. The practicing college or university archivist is sure to profit by a study of these illuminating articles.

- 49.1 Archival activity in American universities and colleges, by John Melville Jennings, Virginia Historical Society, Richmond, Va. *American Archivist*, 12: 155 (Apr. 1949). 20 pars.

This article is a report of a survey made of the archival establishments of several score universities and colleges and an analysis of their motivations and organizational implementations. It was prepared in partial fulfillment of the requirements of a graduate course in archival administration given by Ernst Posner at American University, and was read before a joint meeting of the Society of American Archivists and the American Association for State and Local History in 1948.

This comparative study brings out the fact that the earliest archival units in universities and colleges, those established in the later 19th and the early 20th centuries, were motivated by the need for historical data concerning their own institutions and were organized as part of the library. During this period it was the prevailing practice to regard bodies of archival material as "collections" rather than as organic accumulations and to treat them by library methods. In some instances, where there was an established manuscript collection independent of the library, the archives unit was added to it. Much harm to the archives was done under these arrangements except when the archivist was professionally competent or was aware of the character of the archives.

As time went on and the institutions became older and grew in size and complexity, the increasing accumulation of documentation demanded the attention of administrative officers as a matter of efficient management. At the same time the establishment of the National Archives and the founding of the Society of American Archivists spurred archival activity in colleges and universities. The survey revealed a variety of organizational patterns, depending to a large extent on the local situation. A reading of this article would be of advantage to both archivists and administrative officers.

- 49.2 A plan of organization for a university archives, by Henry J. Browne, Catholic University of America. *American Archivist*, 12: 355 (Oct. 1949). 4 pars.

The author of this article, noting the lack of a master plan for university archives as demonstrated in the survey made by John Melville Jennings, reported above, was prompted to make known to his colleagues in the field the experience of the Catholic University of America in establishing its archives. Father Browne was the first archivist of the university and an alumnus of Ernst Posner's archives courses at American University.

At Catholic University the agitation for setting up an archives was started by library officers and members of the history staff, who were motivated by concern over the badly controlled bulk of material relating to the university's past stored in library vaults and the several manuscript collections needing attention. Administrative officers, faced with the pressure of 60 years' accumulation of records, cooperated. The rector of the university appointed a special committee on archives and manuscripts to study the problem and devise a plan. As a result the rector issued, as an executive directive to implement the archives, the "Regulations for the Department of Archives and Manuscripts" set forth in the article. This plan blazed a trail in that it provided for an independent department under the direction of a professional archivist reporting directly to the rector of the university.

- 50.1 University records and their relation to general university administration, by Fulmer Mood and Vernon Carstensen, University of Wisconsin. *College and Research Libraries* (Oct. 1950). 39 pars.

This article is based on case studies of the record problems of three institutions of higher learning, two from the university field—the Universities of Wisconsin and California—and one from the liberal arts college field—Beloit College. The authors feel that these studies, grounded in their own experience, display some contrasts in record problems and indicate the extensive scope and variety to be found among university records.

The authors include in their studies the whole range of records both current and noncurrent, engendered by administrative, teaching, and research activities; and they advance the proposition that the aim of university record activities is the institution of an effective reference service to interpret university records. At the end, they indicate the steps an institution may undertake to establish a record management program, in both a small college and a large university; they discuss the function of a record management officer and his need for special training, the difference between library and record work, and the proper niche in the hierarchy for the record officer-archivist.

- 50.2 Archives in colleges and universities: some comments on data collected by the Society's Committee on College and University Archives, by Dwight H[illis] Wilson, chairman, Committee on College and University Archives. *American Archivist*, 13: 343 (Oct. 1950). 13 pars.

During the summer of 1949 the Committee on College and University Archives of the Society of American Archivists undertook to survey by mail some two hundred institutions of higher learning in the United States and Canada, selected to cover as wide a range as possible on the basis of class, location, and size. The committee wanted to determine the extent of archival awareness in colleges and universities. Of those surveyed, about 84 claimed to have archives. A list of these institutions, together with the names and titles of the persons in charge of the archives, is appended to this article.

The author comments on the conditions revealed by the survey, ranging from misconceptions and unusual practices in their archival activities and lack of concern on the part of the administrators, to real interest in establishing a good program under professional direction. Some institutions even were planning for separate archives buildings to house their growing accumulation of materials and to make them more useful.

- 51.1 The genesis of Cornell University's Collection of Regional History, by Edith M. Fox, Cornell University. *American Archivist*, 14: 105 (Apr. 1951). 30 pars.

Here is an interesting story of the inception and growth of a great regional collection of historical manuscripts and university archives, told by a dedicated worker in the field who is its curator and archivist. The outlook here is toward the region in which the university is located and of which it is an integral part. The archives of the university, therefore, are maintained as a separate unit of the main collection, which is used extensively in the research activities of the graduate department.

The story reveals the initial motivation in the need of historical research material, the enthusiastic support of the faculty and administration, the aid given by a Rockefeller grant, and the inspiration received from a lecture on historical records and university archival administration given by Lester J. Cappon, who had established the well-known regional collection at the University of Virginia. An interesting note

is the summer course given by the author to a small group of advanced students, in which New York history was taught without a textbook, the students interpreting social history through contemporary sources and learning the techniques of using primary source material.

51.2 Michigan Historical Collections of the University of Michigan. *Bulletin no. 3, revised* (Aug. 1951). 56 pars.

This little booklet tells the story of the origin, aims, and resources of the highly esteemed Michigan Historical Collections—how it grew out of two separate projects: (1) the efforts of Lewis G. Vander Velde of the history department (now Director of the Collections) to initiate a program of collecting manuscript and printed source material relating to the State; and (2) the desire of former President Alexander G. Ruthven that a serious effort be made to assemble and preserve the records of the university. Here, as at Cornell, the outlook is toward the State, and the archives of the university are regarded as a part of the broader-based collection of Michiganiana.

Separate sections of the *Bulletin* are devoted to a description of the program, a guide to the rooms in which the collections are housed, a description of the manuscript holdings, and an account of the printed materials. It is of interest that many churches, schools, and clubs without adequate means to preserve their noncurrent records have placed them with the Collections, where they are received "on deposit" and may be removed at any time by their owners.

52.1 The college and university archives in the United States, by Ernst Posner. *Miscellanea Mercati* (Vatican City, 1952). 19 pars.

Unlike the articles reported above, this paper was written for readers across the seas, and our sights are lifted beyond our own national environment in the contrasts the author describes as he discusses the difference between archival development in the United States and that in Europe and the difficulties encountered by colleges and universities in the United States in attacking their archival problems compared to those of Europe, because of the difference in the educational systems.

The author begins his account of the development of the archives of colleges and universities by describing the establishment and growth of the Harvard University Archives, initiated by the historian Jared Sparks after he became president of the university in 1851, and growing and developing until it achieved official status by formal regulations issued in 1939. In contrast to this "picture of the slow and steady growth of an institutional archives which, only almost ninety years after its informal inception, was more firmly organized on a statutory basis," the author describes the establishment of the Department of Archives and Manuscripts of the Catholic University of America, "created *uno actu* in 1949," under the influence of archival thought developed in this country since the establishment of the National Archives. Finally the author summarizes and discusses the axioms and postulates that have begun to govern our thinking in the matter of college and university archives.

Coming from the pen of the author—who, more than any other single person, has influenced the development of archivists and archives in this country (and in many foreign countries)—this article should rank high on the reading list of all university administrators and archivists.

52.2 The university archivist and the thesis problem, by Andrew H. Horn, University of California at Los Angeles. *American Archivist*, 15: 321 (Oct. 1952). 17 pars.

In this article the author focuses attention on the difference between the function of the archivist and that of the librarian with respect to one class of documents—theses and dissertations submitted by candidates for degrees. At the University of Califor-

nia at Los Angeles theses and dissertations had always been regarded as official documents and were sent by the dean of the graduate division to the library for safekeeping. In 1948 the librarian assigned the care of the archival copies of theses and dissertations to his newly created department of special collections, together with other official papers such as the university press publications and noncurrent files of the office of the librarian. In 1949 the university provost designated the archives section of the department of special collections as the official university archives of the Los Angeles campus, and in 1950 a university archivist was appointed.

The author, who describes himself as "in a rather advanced schizoid condition by virtue of being both a librarian and an archivist," seems to have worked himself out of that pathological state in his attack on the problem of handling the theses and dissertations, through which he established his rapport with the rest of the university. His considerations of the possibility of microreproduction of these documents as a solution to some of his problems, and of the provision of a good archival copy and a good copy for the librarian, are well worth reading.

- 52.3 No ivory tower: the administration of a college or university archives, by Dwight Hillis Wilson. *College and Research Libraries*, vol. 13 (July 1952). 44 pars.

The author of this well-named article has had wide experience in archives administration both in Government archives with the National Archives War Records Section and with the Allied Commission Archives in Rome, Italy; and in university archives as archivist and records administrator of Fisk University. He also made the survey of archives in colleges and universities, as reported in Item 50.2 above. From the background of this experience he explains in detail the purpose and functions of a college or university archives, how it should be organized, its first-year goals, building the archives, developing its program, and maintaining relations with officers of administration and instruction; and he describes its working needs of staff, equipment, and supplies. He indicates the need for working space and delineates some of the archival procedures. He ends with a proposal for an archival charter or plan of organization. Here will be found many practical hints for both the novice and the experienced archivist.

- 53.1 An appeal for archives in institutions of higher learning, by Henry J. Browne, Catholic University of America. *American Archivist*, 16: 213 (July 1953). 29 pars.

The author informs us that this paper was delivered at a workshop of college and university administrators and that it appeared originally as appendix A of *Discipline and Integration in the Catholic College*, edited by Roy J. Deferrari and published by the Catholic University of America Press in 1952. Simply and persuasively the author delineates the concepts and methods prevailing among professional archivists, contrasting them with many misconceptions and malpractices in vogue, and indicates the benefits to be derived from their application. He notes that it is becoming increasingly evident to the administrators of colleges and universities that a well ordered and functioning archives is not a luxury but an obligation they owe to the past, the present, and the future. This article is highly recommended for the reading list of administrators and archivists of all institutions of higher learning.

- 59.1 Archival good works for theologians, by Lester J. Cappon. *American Archivist*, 22: 297 (July 1959). 27 pars.

The author, director of the Institute of Early American History and Culture, Williamsburg, Va., in addressing the 12th annual conference of the American Theological

Library Association, speaks as an archivist of outstanding experience and distinction. He reminds the librarians that in the history of the world it is difficult to know "which occupation is the more venerable, that of librarian or that of archivist; but in the United States the latter is the younger by half a century." He points out that, in the early days, the librarian acting as archivist helped to establish the new profession and still feels a responsibility for records when no archivist is to be found, a condition that still prevails in theological schools as well as on most university campuses, where the term archives "is still strange and ill defined, if not unknown."

After quoting Biblical sanctions for the keeping of records, the author makes a penetrating "analysis of the problems inherent in the field of theological and religious records." In discussing the crisis in education, he remarks that if it is "assessed historically, we shall have to understand what education meant to past generations, as ideal and actuality, in theory and practice. Only when it is seen in its proper context can the past be of valid use to the present." He makes the point that the history of education is a special field that has been neglected by the professional historian, and that "where he has failed to tread, the educationist has rushed in, usually without adequate historical background, perspective, or the discipline of historical study for his sociological approach." Hopefully, the author remarks, "Sometimes archival programs can be initiated only in crisis!" After giving a brief but informative survey of the evolution of seminaries and the historical function of their libraries, followed by an explanation of the three basic principles that must be taken into consideration in organizing records so they can be used, the author expresses the belief that "The current crisis in education ought to stimulate archival activity at the nerve-centers of education, the institutions of higher learning."

62.1 The archives of the University of Cambridge: an historical introduction, by Heather E. Peek and Catherine P. Hall. Cambridge University Press, Cambridge, England. 1962. 91 p.

Happily for us, the authors of this history, the keeper of the archives and the sometime deputy keeper of the archives of one of England's ancient universities, have given us an account of "the growth of, and vicissitudes of fortune suffered by, the university muniments in the six centuries of their recorded history," and have described "each of the main groups of records within its context of the ancient practice, policies, and traditional ceremonies of the university." In chapter I we are told of the medieval practice, which "was general, both for private persons and corporate bodies of all kinds," of the "safekeeping in chests of the common seal, the plate, the charters, and other important documents." Chapter II describes the inauguration of the registry system and the development of registers for keeping account of the important classes of documents that resulted from the burst and expansion of administrative activity during the 16th century. In chapter III we are given the custodial history of the archives for the period 1550-1960. In part II a chapter is devoted to each of the 10 record groups that comprise the archives. The types of documents and the activities out of which they came into being are interestingly described. This book is of particular value to us in that it gives us an insight into archival practices that were in effect long before our country was founded. In such a context our own record practices must appear to be strictly "modern."

62.2 Archives: records schedule; the Woman's College of the University of North Carolina. Greensboro, N.C. 1962. 35 p.

Archives are records of enduring value, and the archivist is a conservator. One of the first duties of the archivist is to find the answer to the question, "Where are the records of this institution and which of them have enduring value?" For the Woman's College of the University of North Carolina this question is admirably answered in

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the publication under review. The Woman's College is a State-sponsored institution and its records come under the jurisdiction of the State Department of Archives and History, whose staff made the survey here reported. Here are included the preliminary steps necessary to any adequate survey: (1) a brief chronology of the university and (2) a listing of the offices, departments, and schools whose records are to be inventoried. Each item in the inventory describes a series of records with its inclusive dates and location and gives a schedule of appropriate disposition that has the sanction of both the university and the State Department of Archives and History. Recommendations for improved practices in recordkeeping and in the organization of the archives are included in the report. This publication should be a helpful guide to colleges that aspire to establish a modern system of archives administration.

63.1 College and university archives: 1962, by Philip P. Mason. *American Archivist*, 26:161 (Apr. 1963). 13 pars.

Thirteen years after Chairman Dwight H. Wilson of the Committee on College and University Archives of the Society of American Archivists reported on a survey of institutions of higher learning to determine the number and type of archival programs in operation (see Item 50.2, above), Chairman Philip P. Mason reports on a followup survey made by the same committee. In this survey, questionnaires were sent to 350 institutions, of which 268 responded. While the followup shows that some improvement has been made—113 report having archival programs, 124 make some effort to preserve records but have no systematic program, while 31 make no effort whatsoever—the survey reveals that there is still widespread misunderstanding concerning what archives are, the value and purpose of an archival program, and the method of treating archival records. It also brings to light the lack of trained archivists for those institutions eager to establish a well-planned archives unit in their organization.

64.1 Records salvage after the fire at Colgate University, by Howard D. Williams, Archivist of Colgate University, Hamilton, N.Y. *American Archivist*, 27: 375 (July 1964). 19 pars.

Early one Sunday morning, a fire almost demolished a 90-year-old Victorian building on the campus of Colgate University that had been used as the administration building since 1912. As the archivist shares with us his experience in the salvage and rehabilitation of the records that were housed in the old building, we realize how fortunate was the university in having at hand an alert and competent archivist dedicated under all circumstances to the preservation of its records.

In recounting his experience Mr. Williams had in mind the value this might have for other archivists, and he goes into detail about the types of records involved and the various aspects of the salvage operations, including the effective rehabilitation of files of water-soaked documents and the treatment of dampened microfilm. At the end he tells us that although many records were destroyed, all those of prime value, as far as is known, have been recovered.

This is a most valuable and unique case history for every one of us. Who knows when he might be faced with a similar catastrophe?

64.2 College archives and academic research, by Clifford K. Shipton, Archivist of Harvard University, Cambridge, Mass. *American Archivist*, 27: 395 (July 1964). 22 pars.

Within the last 25 years, the art and science of archives administration have undergone a rapid development, during which the concern of the archivist has extended into the current phase of recordkeeping and he has added to his function a service known as records management. In the paper under review the venerable archivist of

Harvard University describes how the university archives decided to furnish a "records management service" and thereby gained the support and cooperation of the department heads and was successful in obtaining good appropriations.

He explains that, while some institutions have set up records management centers where the student wishing to do research gets no encouragement and while he is quite aware of the problems involved in making an archive a research center, he pleads guilty of having built up, under the guise of "records management," whole sections of the university archives simply to prevent the historians of another generation from committing the mistakes of a Parrington or a Charles Beard. He remarks that "Any college archive is, in proportion to its size, as rich a source for history as a State archive; and there, in truth, is half its justification of being," and he adds that these "mines of historical treasure . . . can be exploited without interfering with the bread-and-butter functions of records management." He then describes in graphic detail the many uses that have been made of this rich resource material by many types of researchers.

This paper is an illuminating sequel to the articles by the same author noted above (Items 47.1 and 47.2).

64.3 College and university records retention and disposition schedule, [by] the North Carolina State Department of Archives and History, Raleigh, N.C. 1964. 10 p.

The North Carolina State Department of Archives and History, grounded in its experience in the survey and appraisal of the records of the State-sponsored colleges and universities (see Item 62.2, above), has now prepared a general schedule covering the basic records that commonly accumulate in the operations of any college or university. While the evaluations included in the schedule are directed especially to records of North Carolina State-sponsored institutions, all but a few may be usefully applied to the records of any college or university.

The document includes an introduction that not only gives instruction concerning the application of the schedule but also throws light on the management of records generally that should be a boon to the inexperienced archivist. The schedule itself is arranged alphabetically by type of document.

The issuance of this schedule is most timely, coming as it does when more and more colleges and universities are awakening to the advantage of establishing archives programs in their institutions.

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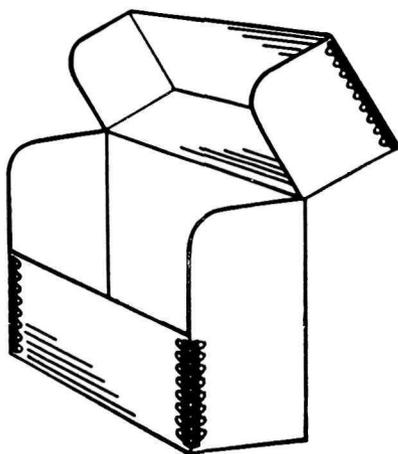
The President presented the problem brought up by the Recording Secretary in regard to safeguarding the records of the Association, which at present she is keeping in the basement of her apartment house. A fire insurance was suggested, or safe deposit. It was moved by Miss Puncheon that the Recording Secretary be empowered to place the records in a safe place, and have necessary duplicates made for her own use. Seconded and carried.

—Council of the Association of Collegiate Alumnae, minutes, Apr. 14, 1917, in *Journal of the Association of Collegiate Alumnae*, 10: 662 (May 1917).

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RECENT DEVELOPMENTS

Paper Deterioration

New information on the extent of the paper deterioration problem in libraries and archives and a possible method of treatment for deteriorating papers are contained in two new publications of the W. J. Barrow Research Laboratory in Richmond, Va. The findings are reported in *Test Data of Naturally Aged Papers* and in *Spray Deacidification*, respectively the second and third publications in the Barrow Laboratory's *Permanence/Durability of the Book* series. Both are available *only* from the W. J. Barrow Research Laboratory, Virginia Historical Society Bldg., Box 7311, Richmond, Va. 23221. For new findings by Mr. Barrow on the durability of file folders, see his article on p. 125-128, below.

Microscopic Spots or Blemishes

The entire June 1964 issue of *National Micro-News*, official journal of the National Microfilm Association, P.O. Box 386, Annapolis, Md., was devoted to microscopic blemishes. Information brought together in it forms an excellent progress report on the problem. Included are NMA committee notes of meetings in June on quality considerations of permanent-record microfilm.

Verifax Bantam Copier

A new-model Verifax copier, incorporating design refinements insuring improved overall performance, has been announced by Eastman Kodak Co. The Kodak Verifax Bantam Copier, Model C-K, succeeds the Bantam Copier, Model B, as a low-priced multiple-copy machine. It is designed to produce up to seven letter-size copies in one minute, using exact-size copy paper fed through the new weighted rollers that insure single-sheet feed throughout the stock of paper. Like Model B, the new Bantam has a bank of longlife exposure lamps and uses either Verifax Super-7 Matrix for lowcost multiple copies or Verifax Fine-Line Matrix for highest quality single copies and offset negatives. It is said to copy anything typed, written, printed, or drawn in pen, pencil, or crayon in most colors. Originals can be one or two sided, translucent or opaque, and are copied on bond-type paper—white or any of seven colors—or on card stock. The new model can be used also for copying printed forms, making translucent whiteprint masters, direct-transfer offset masters,

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

lowcost offset negatives, transparencies for overhead projectors, and mailing labels. It is the smallest, lightest-weight Kodak copier and is complete with matrix dispenser and fittings for the accessory Actimeter. Priced at \$142.50, it is available from Verifax dealers.

Xerox Frost Process

Xerox Corp. has reported the development of a new imaging and recording technique called Frost. It is a process in which certain thermoplastics will form an image by being electrostatically charged, exposed to light in such a way that the light is scattered on the plastic surface, heated to make the plastic surface wrinkle, and finally cooled (by reducing to room temperatures) to make the wrinkles harden. These microscopic wrinkles create an image on the plastic that can be projected by conventional optics, copied by Xerography, and later erased. The resulting image also appears much like frost on the plastic surface. The process affords a means of creating and erasing images through a simple reversible physical change in a heat-softenable insulating film in response to images formed by light directed at the plastic surface. It is said to provide either a negative or positive "picture" of an object on a flexible plastic material for projection on a screen or subsequent copying. The process inherently has what scientists call continuous tone capability, and the technique can be used to produce pictures with solid blacks, greys, and white areas. The Xerox scientists report that Frost-imaging exposes the image in a process similar to film in a camera and that it uses an optical light source instead of an electron beam to expose the plastic film. They also point out that the technique is capable of making extremely sharp images, with a resolution of well over 150 line-pairs per millimeter.

Automatic Microfilm Processor

Recordak Corp., 770 Broadway, New York City, has introduced a new, compact, table-top processor for 16mm. and 35mm. microfilm that automatically processes microfilm without the need for darkroom or special facilities. This Recordak Prostar Film Processor is Kodak engineered and Kodak built and is said to process archival-quality microfilm within minutes after film exposure. It is compact and lightweight, taking up little more than 2 square feet of space and weighing about 90 lbs. The processor can be used in any location convenient to an ordinary water supply and drain facility. The exposed microfilm is started into the drive rollers at the top of the unit and is then threaded automatically; it emerges 1¾ minutes later completely processed and dried. Both 16mm. and 35mm. microfilm in any length from 2 to 100 feet can be processed interchangeably without any adjustments or special handling. Only a two-bottle kit of processing solutions in disposable containers is required. The processing chemicals are premixed, ready to use, and have an unlimited shelf life. Up to 1,200 feet of 16mm. or 600 feet of 35mm. microfilm can be processed by 1¾ quarts of solution. The Recordak Prostar Processor is said to be a clean, self-contained, and self-sufficient unit capable

of smooth and trouble-free operation by any employee after a few minutes of instruction. It is supposed to be simple to maintain and is designed to operate under normal room-light conditions. It is priced at less than \$3,000.

High-Speed Computer Printer

Stromberg-Carlson, a division of General Dynamics, San Diego, has announced development of a new computer microfilm printer that speeds record retrieval and saves several costly data-handling steps. Capable of printing 62,500 alpha-numeric characters per second, the new printer is designated the S-C 4400. Operating directly from a computer or from computer-generated magnetic tapes, the S-C 4400 translates digital signals into words, numbers, and symbols. The output is recorded automatically, a page at a time, on either 16mm. or 35mm. microfilm. The printer was developed as a new link between computers and film storage and retrieval systems. It saves these steps in the process of converting computer data into microfilm: (1) When operating the S-C 4400 on line with the computer, there is no need to produce magnetic tape; (2) the need for paper output from the computer is eliminated in many operations since selected pages can be produced on paper from the film output; (3) the tasks of manually handling paper and magnetic tapes are eliminated; (4) in addition, the job of microfilming and coding the documents for retrieval purposes is performed automatically by the S-C 4400. The new printer produces microfilmed documents at a rate of 50,000 pages per shift. Visual indexing codes compatible with most semiautomatic and automatic storage and retrieval systems are imprinted on the film automatically, allowing compatibility with today's information retrieval systems. Said to be the first device to offer a computer-to-film retrieval system, it costs less than \$100,000.

Recordak Automated Microfilmer

Add-on automation capabilities are provided by the new Recordak Reliant 300 Microfilmer, introduced by Recordak Corp. Engineered for operator convenience and modular-designed to grow as the volume demands, the Recordak Reliant 300 has optional accessories permitting the user to fit the microfilmer to his special needs. Optional accessories include a precision automatic feeder, automatic endorser-canceler combination, additional film units, and an exclusive Kodamatic Indexer. Any or all accessory components are available at the time of installation or later. The microfilmer is designed primarily for middle-range workloads and budgets. The availability of additional film units permits one microfilmer to serve the needs of multiple departments, each with its own film unit for maintaining departmental records in uninterrupted continuity. The basic Reliant 300 Microfilmer incorporates many features including hand-level document feeding, eye-level ejection and document stacking, and a single-control and visual-signal panel. The film unit is readily accessible for easy loading and unloading. There are no optical glass guides to be removed and cleaned daily. Film units are available in 20:1 and 32:1 reduction ratios.

Xeromarks

Personalized office copies are new in the copier field from Xerox Corp. Xeromarks, as they are called, produce brief messages, slogans, corporate symbols, or identifying information automatically on the lower edge of each copy made on the Xerox 813 Copier. The new service is installed free by a Xerox technician once the desired message is prepared by a printer. Xeromarks replace the "Xerocopy" legend originally installed on 813 Copiers to distinguish the copy from the original.

Dispenser for Copy Materials

A new dispenser for copier papers has been announced by Eastman Kodak Co. It is adjustable for legal-size and smaller sensitized materials. Utilizing a space-saving modular design, the Kodak Sectional Copy Products Dispenser, Model D, is constructed of styrene plastic and aluminum. Loading is said to be quick and easy, dispensing action fast—insuring smooth, single-sheet feeding. A paper-level gauge signals refill time. All popular-size copying papers are handled up to 16-inch lengths by moving an inside backstop. Press-on labels identify the unit's contents. Cost of the dispenser is \$15.95.

Wastebasket Shredder

Michael Lith Sales Corp. has produced a compact papershredder in the form of a wastebasket. The Destroyit Electric-Wastebasket can either shred important papers automatically or handle ordinary waste. The 11-inch-high unit has a separate compartment for each of these functions. Waste is dropped into the one desired. The shredder portion has an 8¾-inch opening that will accept five sheets at a time. The unit weighs about 13 lbs. and is no larger than an ordinary wastebasket.

Portable Microfilm Reader

The Council on Library Resources has announced a contract with Photo Devices, Inc., Rochester, N.Y., under a grant of \$13,500, to construct a prototype microfilm reader designed primarily for flat film up to 5" × 8". The unit is to be adaptable to reading roll film through the addition of an accessory mechanism.

Xerox 2400

The Xerox Corp. has introduced a high-speed document-reproduction machine called Xerox 2400. This new Xerographic unit has a high speed of 2,400 copies per hour and the manufacturers believe that it will be particularly useful in many applications formerly reserved for the duplicating machine. The Xerox 2400 makes from 1 to 499 copies automatically. As in all Xerox machines, the copies are made dry and on ordinary paper but at an increased rate of one every 1½ seconds. Materials up to 8½" × 13" in size

can be copied. Delivery on the new units is not scheduled before fall of 1965, and the rental price is still undetermined.

Oregon Archives Bulletin

The Oregon State Archives has published Bulletin No. 7, "Make Room For Records (Storage and Microfilm)." This 11-page report by Records Examiner James D. Porter recommends and describes record-storage equipment for inactive files still kept in the office of origin. Useful tables cover measuring of records, cost of storing records, and cost of microfilming.

ARCHIVAL FILE FOLDERS

By W. J. Barrow

W. J. Barrow Research Laboratory

Most archivists and librarians realize the importance and value of using the appropriate type of file folders for documents of lasting value.¹ Such folders should have good lasting qualities and a slow rate of deterioration and should be free from harmful and migratory impurities.

This study was not intended to be extensive. Its primary purpose was to utilize developments of recent studies and to apply these to the selection of file folders suitable for archival use. Because of similarity of thickness, weights, etc., the physical tests adopted were the same as those used by this laboratory for a catalog card stock study.² These and other tests are described more fully in a recent report of this laboratory, *Permanence/Durability of the Book—II. Test Data of Naturally Aged Papers*.³ That study and the present one were made possible by grants from the Council on Library Resources, Inc., which derives its support from the Ford Foundation.

Tests for Migratory Impurities

The source of most injurious migratory compounds^{4,5,6} found in folder stocks, papers, etc. are (1) acidity from manufacturing procedures and (2) decomposition products of ground wood fibers. These components can be detected easily by modern laboratory tests. Other potentially undesirable components can be expected to create a faster rate of deterioration than desirable when the sheet is subjected to heat-aging tests, described later.

A microscopic analysis of the fibers or phloroglucinol spot tests can be used to detect the presence of ground wood fibers. A pH 6.5 (cold extraction) or above is considered acceptable for the amount of acidity present.^{3,7} Small amounts of calcium carbonate and magnesium carbonate (1-3%) produce a mildly alkaline sheet (pH 8.0-9.0) and are considered desirable because they buffer acidic compounds absorbed from the air, from the hands, and sometimes

¹ References are to the numbered bibliographic entries found at the end of this paper.

from the old documents themselves. A Beckman pH meter was used for making the tests for this study.

Physical Tests

The Massachusetts Institute of Technology Folding Endurance Tester (1 kg. tension) and the Elmendorf Tear Resistance Tester were the two testing machines selected to simulate the two principal stresses set up in a folder during use. The stresses are the bending to and fro and the pull or resistance to tearing.³ To simulate natural aging the test strips were first selected by random sampling and heated at 100° C. \pm 1° for 6, 12, 18, and 24 days. The above two tests were used to obtain the folding endurance and tear resistance properties at these test points.

The data obtained for both fold and tear were plotted on semilogarithmic graph paper to form a regression line that illustrates the deterioration pattern of the folder being tested. The values reported in the table were taken from this line and used to calculate the percent retention (values at control and 24 days) during heat aging, since this method is more accurate than the two-point testing method formerly used. As mentioned previously, these and other testing procedures and the method of plotting data are described more fully in a recent publication of this laboratory.³ Unless otherwise stated the procedures recommended by the Technical Association of the Pulp and Paper Industry were followed.

Today, the initial strength of 1,000 folds (M.I.T. 1 kg. tension) and 200 grams tear can be obtained easily in both card and folder stocks. A 45% retention of folding endurance (C.D.) and 80% retention of tear resistance (M.D.) calculated from the above-mentioned regression line can be obtained if long, strong, well-purified fibers and a nonacid sizing are used in the manufacture of the stock.^{2,3}

Test Data of Two File Folders Suitable for Archival Use

The fiber analysis, the high folding endurance, the high tear resistance, and the percent retention of the two folders in the attached table before and after heat-aging indicate that care was exercised in the selection and proper preparation of long, strong, well-purified fibers used in the manufacture of these two folders. One folder exhibits slightly higher strength than the other, but this is counterbalanced by a slightly better percent retention of both folding endurance and tear resistance.

The pH test values obtained before and after heat aging of both are acceptable. One stock contains calcium carbonate and, as previously mentioned, this can be quite advantageous under some conditions. Both are free of the undesirable ground wood fibers. These two tests, along with the slow rate of deterioration (percent retention calculated from the regression line formed by

the control and four heat-aged test points), indicate that these two folders are free of injurious impurities.

The results of these tests indicate that care has been exercised in the manufacture of these two folders and they can be expected to give good use over a long period of time and are free of injurious migratory impurities. In addition to the use of this type of folder, one made of ordinary weight book paper (60–70 lbs. 25" × 38"/500) is sometimes used for special documents to protect them against migratory contaminants of other documents, photocopies, etc., stored within the same folder.

The permanent/durable-type book papers developed by this laboratory are quite suitable for this purpose and are described more fully in items 8 and 9 of the bibliography. In most instances these papers can be obtained through local wholesalers. They are "Permalife" and "Acid Free Offset" made by Standard Paper Manufacturing Co., Richmond, Va.; "Printone" and "Silkote Offset" made by S. D. Warren Paper Co., Boston, Mass.; "Milletex" made by Hopper Paper Division of Georgia-Pacific Corp., Reading, Pa.; and "Waylite" made by Ecusta Paper Co., Pisgah Forest, N.C. The last paper is made in light weights and is quite suitable for carbon copies that may be deposited in archival institutions.

TABLE

The number of folds C.D. (M.I.T. 1 kg. tension), grams tear M.D. (Elmendorf), pH (acidity—cold extraction), and percent retention calculated (with control and after 24 days) from the regression line after heat aging at 100° C. ± 2° for 6, 12, 18, and 24 days, of two file folders distributed by the following two companies.

<i>Initial Folds</i>	<i>% Ret. Folds</i>	<i>Initial Grs. Tear</i>	<i>% Ret. Tear</i>	<i>pH</i>		<i>Fiber</i>
				<i>Control</i>	<i>Heated 6 Days</i>	
B. W. Wilson Paper Co. Cary Street at Tenth Richmond, Virginia						
1,278	76	260	91	9.0*	8.7	S.W. & H.W.**

The Hollinger Corp. 3810 S. Four Mile Run Drive Arlington, Virginia						
1,659	53	358	76	6.6	6.1	Hemp**

Note: C.D. = Cross Direction; M.D. = Machine Direction.

* HCl spot test indicates presence of calcium carbonate.

** S.W.—softwood; H.W.—hardwood; the hemp was semibleached; both stocks had good fiber length.

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News Notes

DOROTHY HILL GERSACK, *Editor*

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

SOCIETY OF AMERICAN ARCHIVISTS

1964-65 Officers

In accordance with the Society's constitution, W. KAYE LAMB, 1963-64 vice president, succeeds to the 1964-65 presidency. At the annual business meeting of the Society on October 8, 1964, other officers for 1964-65 were elected as follows: DOLORES C. RENZE, vice president; PHILIP P. MASON (reelected), secretary; H. G. JONES (reelected), treasurer. Elected to the Council for 4-year terms were ROBERT W. LOVETT and LEWIS J. DARTER, JR. Continuing Council members, with the years of expiration of their terms, are WILLIAM D. OVERMAN (1965), SEYMOUR J. POMRENZE (1965), GUST SKORDAS (1966), THOMAS WILDS (1966), ELIZABETH B. DREWRY (1967), and WILLIAM T. ALDERSON (1967).

Publication of American State Archives

Over 30 years ago Solon J. Buck proposed a survey of State archives in order to establish standards applicable throughout the United States. The proposal was realized in October 1964, when Ernst Posner's study report, *American State Archives*, was published by the University of Chicago Press (Chicago and London, \$7.50) under the sponsorship of the Society and with a grant of over \$45,000 from the Council on Library Resources, Inc. On the basis principally of personal visits to the archival agencies of all but one State and to the General Archives of Puerto Rico, Dr. Posner, professor emeritus of history and archives administration of The American University and a past president of the Society of American Archivists, evaluates archival arrangements in the 50 States and in the Commonwealth of Puerto Rico and provides standards that should guide legislators and responsible State officials in establishing and maintaining effective archival programs. The statement of standards included in the book was formulated in consultation with an advisory committee of distinguished archivists that included three past presidents of the Society (Morris L. Radoff, chairman, Christopher Crittenden, David C. Duniway, Olney W. Hill, and Oliver W. Holmes) and with the Society's Committee on Professional Standards.

News for the next issue should be sent by Feb. 20 to Mrs. Dorothy H. Gersack,
Office of Federal Records Centers, National Archives and Records Service,
Washington, D.C. 20408.

Dr. Posner's work has already been the subject of one panel discussion (at Austin during the Society's 1964 meeting) and is likely to be the basis for many more. Society members are urged to order copies from the publisher for their own use and for the use of public officials whose support they must have in the archival programs of the States.

Committees, 1964-65

President Lamb announces appointments of chairmen of committees as follows:

ADMINISTRATIVE COMMITTEES

Auditing: William T. Alderson
 Awards: Lester J. Cappon, Helen L. Chatfield
 Education and Training: T. R. Schellenberg
 Local Arrangements: Peter S. Iacullo
 Membership Development: Everett O. Alldredge
 Nominations: David C. Duniway
 Professional Standards: Everett O. Alldredge
 Program: Richard G. Wood
 Publicity: John C. L. Andreassen
 Resolutions: Robert Claus

TECHNICAL ADVISORY COMMITTEES

Archival Buildings and Equipment: Victor Gondos, Jr.
 Manuscripts and Special Collections: Harriet C. Owsley
 Preservation: Clark W. Nelson
 Technical Devices and Systems: T. Harold Jacobsen

SPECIAL AREA COMMITTEES

Archives of the Professions: Robert G. Ballentine
 Business Archives: Helen L. Davidson
 Church Archives: August R. Suelflow
 College and University Archives: Robert M. Warner
 International Relations: Morris Rieger
 Records Management: Joseph F. Halpin
 State and Local Records: Charles F. Hinds

AD HOC COMMITTEES

Copyright Laws: Robert H. Bahmer
 Municipal Records: C. Frank Poole
 Science Manuscripts and Archives: Clyde M. Collier

New Members and Subscribers

U.S. MEMBERS: Dennis M. Alward, Los Angeles, Calif.; John P. Bloom, Falls Church, Va.; Cornelia P. Briggs, Denver, Colo.; Lawrence A. Carnevale, Cranford, N.J.; Richard L. Castner, Portland, Maine; Donald C. Chaput, Elgin, Ill.; William F. Clarke, Washington, D.C.; Ruth E. Corkery, Baltimore, Md.; Charles W. Corkran, Austin, Tex.; Council on Library Resources, Inc., Verner W. Clapp, Washington, D.C.; Cyprian Davis, O.S.B., St. Meinrab Archabbey, St. Meinrab, Ind.; Daughters of Republic of Texas, Carmen Perry, San Antonio, Tex.; Mabel V. Diehl, Brooklyn, N.Y.; Gertrude M. Dobricky, Washington, D.C.; Roland W. Doty, Jr., Abilene, Kans.; Judith Ann Fiedelman, Arlington, Va.; Jerome Finster, Oxon Hill, Md.; B. F. Goodrich Co., Ruth E. Miller, Akron, Ohio; John Pike Grady, Eastport, Moose Island, Maine; Jacob Gralnick, Brooklyn, N.Y.; Thomas F. Greitz, Far Rockaway, N.Y.; Martin Haendschke, Milwaukee, Wis.; Lee Zeunert Johnson, Boston, Mass.; Geneva

THE AMERICAN ARCHIVIST

Kebler, Grand Ledge, Mich.; Rev. D. H. Lee, Moscow, Idaho; James S. Leonardo, Des Moines, Iowa; Lutheran Church, Indiana District, Missouri Synod, Carl A. Eberhard, Louisville, Ky.; Methodist Publishing House, Leland Case, Chicago, Ill.; University of Missouri, Gerald L. Hegal, Columbia, Mo.; Bruce Mitchell, Wenatchee, Wash.; E. J. Mueller, Independence, Mo.; Old Dartmouth Historical Society, Howard P. Nash, Jr., New Bedford, Mass.; Grayce B. Owen, Phoenix, Ariz.; University of Puget Sound, Desmond Taylor, Tacoma, Wash.; Daniel J. Reed, Washington, D.C.; Louis Sage, Watertown, Mass.; John M. Scroggins, Jr., Arlington, Va.; Frank Spaulding, New Brunswick, N.J.; Roy A. Suelflow, Milwaukee, Wis.; Harry Svanda, Kansas City, Mo.; Edwin A. Thompson, Bowie, Md.; Rev. George E. Tiffany, Bronx, N.Y.

U.S. SUBSCRIBERS: Historical Evaluation & Research Organization, Washington, D.C.; Kingston Galleries, Inc., Somerville, Mass.; National Geographic Society, Washington, D.C.; Ohio Bell Telephone Co., Cleveland, Ohio; Oshkosh Public Library, Oshkosh, Wis.; St. Scholastica School, Chicago, Ill.; U.S. Defense Intelligence Agency, Washington, D.C.

FOREIGN MEMBERS: Division of Archives, Bureau of Records Management, Manila, Philippines; Loh Keng Aun, Selangor, Malaysia; National Archives, M. G. Cook, Tanganyika; Josefina J. Ramírez, Manila, Philippines; National Archives of Northern Rhodesia; University of South Africa, Pretoria; Nathan Reingold, London, England; Jesus C. Acosta, Mexico; Norberto R. Monroy, Mexico; Great West Life Assurance Co., Miss M. Martin, Winnipeg, Manitoba; Mrs. Morgan Wighton, Sudbury, Ontario.

FOREIGN SUBSCRIBERS: St. Thomas Public Library, St. Thomas, Virgin Islands; Province of Alberta, Raymond O. Harrison, Edmonton, Alberta.

Deaths of Members

SIMMONS, HERBIE L., since 1950 Regional Director, NARS, Region 4, Atlanta; on June 16, 1963, aged 54; inadvertently not reported previously.

DONALD H. MUGRIDGE, specialist in American history in the General Reference and Bibliography Division of the Library of Congress; on November 3, 1964, in Washington, D.C. An obituary appears on p. 87 of this issue.

Minutes of the Council

Austin, Texas, October 6, 1964

The meeting was called to order by President Everett O. Alldredge at 8:30 p.m. in Room 1201 of the Commodore Perry Hotel. Present were W. Kaye Lamb, vice president; Philip P. Mason, secretary; H. G. Jones, treasurer; Kenneth W. Munden, editor; and Council Members William T. Alderson, Olney W. Hill, Seymour J. Pomrenze, Gust Skordas, and August R. Suelflow.

The minutes of the Council meeting of April 30, 1964, were approved by the Council (motion by William Alderson, seconded by Olney Hill).

On a motion by H. G. Jones and seconded by Olney Hill the Council approved New York City as the site for the 1965 annual meeting to be held jointly with the Association of Records Executives and Administrators (AREA).

The Council received a progress report from William T. Rofes, president of AREA, regarding the annual meeting in New York City, October 1965. Mr. Rofes reported that the New York Hilton had been selected as the of-

ficial hotel of the convention and that the Local Arrangements Committee has been negotiating with the hotel over the fees for the luncheons and dinner. It was the consensus of the Council that the New York meeting and future annual meetings of the Society should not last longer than 3 days, including the workshop sessions. The Council requested a report of the Local Arrangements Committee at the December meeting of the Council.

Philip C. Brooks, chairman of the ad hoc Committee on Revision of the Constitution, presented to the Council the new constitution and bylaws proposed by his committee. After a lengthy discussion, President Alldredge appointed a special committee, consisting of W. Kaye Lamb, Kenneth W. Munden, Philip C. Brooks, and Philip P. Mason, and directed it to consider changes proposed by Society members and report back to the Council on October 7.

The Society's financial report for April, May, and June, 1964, was presented by H. G. Jones and approved as amended (motion by Kenneth Munden, seconded by August Suelflow). The financial report for July and August 1964 was also approved (motion by Seymour Pomrenze, seconded by Kenneth Munden).

Kenneth Munden reported on the status of Ernst Posner's *American State Archives* and the plans to distribute the book. The Council approved Munden's recommendation that the Society purchase 350 copies of the book at 40 percent discount with funds available from the Council on Library Resources grant (motion by Kenneth Munden, seconded by William Alderson). Complimentary copies of the book will be sent to members of the Advisory Board and other persons who have given special assistance to Dr. Posner; to the Governor of each State; to the head of each State archival agency, and to the head of the records management agency if such a division is separate from the archival agency; and to the legislature of each State. It was the consensus of the Council that this distribution be administered through the State Archivist, if feasible, and that a letter from the president of the Society accompany the books.

The secretary reported to the Council on the status of the membership of the Society and presented a report on the exchange list for the *American Archivist*. The Council requested the secretary and the editor to study the exchange policy of the Society and report to the Council at its spring meeting.

The Council authorized the secretary to request from the Asia Foundation an extension of time for the expenditure of the remainder of the grant and to apply for an additional grant of \$2,500 from the foundation. It was recommended also that the Asia grant program be more closely coordinated with the Society's International Relations Committee.

The Council accepted with deep regret the resignation of Ernst Posner as historian of the Society.

The meeting adjourned at 1:00 a.m., October 7.

PHILIP P. MASON, *Secretary*

THE AMERICAN ARCHIVIST

*Minutes of the Council**Austin, Texas, October 7, 1964*

The meeting was called to order by President Everett O. Alldredge at 5:30 p.m. in Room 1201 of the Commodore Perry Hotel. Present were W. Kaye Lamb, vice president; Philip P. Mason, secretary; H. G. Jones, treasurer; Kenneth W. Munden, editor; and Council Members William T. Alderson, Olney W. Hill, Seymour J. Pomrenze, Gust Skordas, and August R. Suelflow. Also present was Philip C. Brooks.

The special committee, consisting of W. Kaye Lamb, Philip P. Mason, Kenneth W. Munden, and Philip C. Brooks, presented to the Council its recommendations for modification of the proposed constitution. The only substantial change involved the position of editor. It was recommended that the editor be chosen by the Council for a 3-year term and that he serve ex officio on the Council without vote. The changes were unanimously adopted by the Council (motion by William T. Alderson, seconded by H. G. Jones) and the secretary was directed to prepare copies of the constitution indicating the Council's recommendations for distribution to the membership at the annual meeting.

The Council decided to postpone consideration of the bylaws until after it could study in detail the recommendations of the report of the ad hoc Committee on the Society's Committee System. Under the provisions of the proposed constitution, the Council is authorized "to prepare, adopt, or amend such bylaws as may be desirable to regularize the administrative practices of the Society." The Council agreed to give careful consideration to the bylaws at the winter and spring meetings of the Council and have them completed before the 1965 annual meeting.

The Council voted special thanks to Olney W. Hill and August R. Suelflow, retiring members of the Council, for their dedicated service to the Society.

The meeting adjourned at 6:30 p.m.

PHILIP P. MASON, *Secretary*

*Minutes of Awards Luncheon**Austin, Texas, October 8, 1964*

Election of Fellows, 1964. Leon deValinger, Jr., chairman of the Committee on Professional Standards, announced the 1964 election to the rank of Fellow for: AGNES C. CONRAD, State Archives of Hawaii; FRANK B. EVANS, National Historical Publications Commission; JAMES RICHARD FUCHS, Harry S. Truman Library; GRACE QUIMBY, National Archives; AUGUST R. SUELFLOW, Concordia Historical Institute; and DORMAN H. WINFREY, Texas State Library and Archives.

The *Waldo Gifford Leland Prize for 1964* was presented by Oliver W. Holmes to MORRIS L. RADOFF, GUST SKORDAS, and PHEBE R. JACOBSEN of the Maryland Hall of Records for *The County Courthouses and Records of Maryland* (2 volumes, 1960-63) as the most important of a notable series of publications by this State archival agency.

Gondos Memorial Award. President Alldredge announced that the Award

Committee had decided that it had received no essay worthy of recognition this year.

The *Distinguished Service Award Committee*, consisting of Lester J. Cappon, chairman, Marguerite J. Pease, and William D. Overman selected the North Carolina State Department of Archives and History as the winner of the 1964 award. H. G. Jones, State Archivist of North Carolina, accepted the trophy.

Resolutions. On behalf of the Resolutions Committee, the following statement was presented by President Everett O. Alldredge:

Whereas, Ernst Posner has completed a pioneering and penetrating study of archival administration in all of the States of the country that illuminates the growth of State archival programs, clarifies the present role of State archival agencies, and points the way to better agency standards and higher professional goals, be it

Resolved, that the Society of American Archivists extend to Dr. Posner its deep appreciation for this new contribution in his long and dedicated service to the study and practice of archival administration, and be it further

Resolved, that Dr. Posner be presented with a scroll expressing the appreciation of the members of the Society.

Following the formal awards program, Morris Rieger of the National Archives and Records Service and chairman of the Society's International Relations Committee gave a report on the meeting of the International Council on Archives held in Brussels in September 1964. [The report is printed on p. 31-37 of this issue of the *American Archivist*.—ED.]

PHILIP P. MASON, *Secretary*

Minutes of the Business Meeting

Austin, Texas, October 8, 1964

The annual business meeting of the Society was called to order at 9:15 p.m. by President Everett O. Alldredge. All officers and members of the Council were in attendance with the exception of Elizabeth Drewry, William D. Overman, and Thomas Wilds. In addition, there were about 150 individual members and institutional delegate members present.

It was voted to dispense with the reading of the 1963 annual meeting minutes, since they had been published in the *American Archivist* and were available to the membership at large.

The annual financial report of Treasurer H. G. Jones was presented and filed with the secretary. William T. Alderson gave the following report of the Auditing Committee:

Your Auditing Committee, consisting of Helen L. Chatfield and the undersigned as chairman, have had the treasurer's accounts of the Society of American Archivists audited by Mr. Kenneth C. Batchelor, certified public accountant of Charlotte, North Carolina. Mr. Batchelor has submitted to us his report, indicating that the accounts of the Society are in good order. After examination of the auditor's report your committee is satisfied as to its correctness.

The delegates accepted both reports.

The report of the Committee on Resolutions was presented by Seymour J. Pomrenze for Lewis J. Darter, Jr., chairman:

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The Committee on Resolutions submits the following:

Whereas, the success of the Society's 28th annual meeting is due largely to the untiring efforts of the officers, Council members, and committees during the past year, be it

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

1. All members of the Committee on Local Arrangements under the chairmanship of Dorman H. Winfrey, all members of the Program Committee under the guidance of Bruce C. Harding as chairman, and all participants in the instructive sessions during our visit to Austin.
2. The Texas State Archives and Library and the officials of the University of Texas for their hospitality.
3. The Honorable Harry Ransom and the Honorable Price Daniel for enriching our meetings by their participation.
4. The manager and the staff of the Commodore Perry Hotel for their cooperation in making facilities available.

Whereas, the Society of American Archivists has sustained many severe losses during the past year by the death of the following members:

Mary Givens Bryan, Atlanta, Georgia
 Ralph Burcham, Olympia, Washington
 William F. Goetz, Dubuque, Iowa
 Emmett J. Leahy, New York, New York
 Emelie L. Paky, Fair Lawn, New Jersey
 Marion Dolores Pratt, Springfield, Illinois
 Herbie L. Simmons, Decatur, Georgia, be it

Resolved, that the sympathy of the Society be extended to their families.

Whereas, Mrs. Marguerite J. Pease, a Fellow of the Society of American Archivists and widow of the late Theodore Calvin Pease, first editor of the *American Archivist*, retired as Director of the Illinois Historical Survey on August 31, 1964, after more than 40 years of professional work of the highest quality directed largely to facilitating research in source materials concerning the early history of the Trans-Appalachian West, be it

Resolved, that the Society of American Archivists express its commendation of the distinguished service of Mrs. Pease and tender to her its best wishes for the coming years of retirement, and be it further

Resolved, that the members of the Society of American Archivists express their appreciation of the major contribution of Theodore and Marguerite Pease to historical and archival work by contributing to the fund established by the University of Illinois Foundation in their honor.

PROPOSED CONSTITUTION

President Alldredge reviewed the background of the establishment of the ad hoc Committee to Revise the Constitution and the need for a new constitution. Following provisions of the present constitution, the proposal of the committee was distributed to the membership 30 days before the annual business meeting. He reported that the Council had carefully considered the committee's proposal and had given its unanimous approval, with minor revisions.

President Alldredge reported also that in view of an inquiry by a member whether the proposed constitution might violate Internal Revenue Service and corporate regulations, he, on direction of the Council, had on October 8, 1964,

contacted officials at the Internal Revenue Service in Austin and the Department of Corporations of the District of Columbia. Both agencies reported that the proposed constitution was consistent with existing regulations.

Philip C. Brooks moved, seconded by Rex Beach, that the delegates accept the proposed constitution as amended by the Council.

A motion by A. Robert N. Woadden, seconded by Jesse Clark, to retain the term "annual" in section 22, line 6, was defeated.

Frank Evans requested clarification of why section 2 did not contain a reference to manuscript curators. On his motion, seconded by Ernst Posner, the phrase "and custodians of private papers" was approved and added to section 2, line 9.

Ralph Hudson, seconded by Charles Hughes, moved that section 12 be amended after line 4 to include the statement: "The Nominations Committee shall present two names for each office, except the president, and the vote shall be by mail. Provision shall be made for nomination by the membership." In the general discussion that followed, there was a sharp difference of opinion on whether the mail ballot would result in greater participation on the part of the membership.

A motion to table the Hudson motion was made by Miss Jean Stephenson, seconded by William Rofes, and adopted.

Ernst Posner recommended that the Society substitute the term "private papers" for "historical manuscripts," section 3, line 2; section 4, line 3 (seconded by Frank Evans and adopted).

C. Frank Poole moved that the constitution as presented by the Council and amended by the delegates be accepted (seconded by Dorothy Gersack and adopted unanimously).

In the discussion on the bylaws, the following suggestions were made for Council consideration: That a class of student membership be provided at a reduced membership fee; that the Nominations Committee present at least two candidates for each Council vacancy and the office of vice president; that the membership be encouraged to nominate to the Professional Standards Committee persons for the position of Fellow and that the Council consider a mail ballot for elections.

NOMINATIONS

The following report was presented by W. Edwin Hemphill, chairman of the Nominations Committee.

Your Committee on Nominations this year, as in earlier years, has included the two outgoing members of the Council of our Society. These two Councilors, this year, are Dr. Olney W. Hill and the Reverend August R. Suelflow. It has been a pleasure to me to have them as colleagues in the deliberations of your committee. I testify that they have manifested a desire to promote the welfare of our Society.

In the judgment of your committee, the welfare of our Society will be promoted if your committee nominates this year more than the minimum number of persons to fill certain ones of the vacant offices. Our election tonight will thereby be made more openly democratic; the results will more directly and truly reflect the majority will of those who cast votes. . . .

Mr. President, I now place in nomination for the office of vice president for the coming year the names of Dolores C. Renze and Clifford K. Shipton; for the office of secretary the name of Philip P. Mason; for the office of treasurer the name of H. G. Jones; for one 4-year term in the Council the names of Robert W. Lovett and Vernon B. Santen; and for the other 4-year term in the Council the names of Lewis J. Darter, Jr., and John H. Ness, Jr. . . .

There being no nominations from the floor, President Alldredge ordered the ballots distributed and named a Committee of Tellers. The following persons were elected: *President*, W. Kaye Lamb; *Vice President*, Dolores C. Renze; *Secretary*, Philip P. Mason; *Treasurer*, H. G. Jones; and *Council Members*, 1964-68, Robert W. Lovett and Lewis J. Darter, Jr.

REMAINING BUSINESS

President W. Kaye Lamb announced the following chairmen for the 1964-65 year: *Nominations Committee*, David C. Duniway; *Program Committee*, Richard G. Wood; and *Local Arrangements Committee*, Peter S. Iacullo.

While the ballots were being counted, the secretary presented his report on the affairs of the Society. [It is printed separately in this issue of the *American Archivist*.—ED.]

Dr. Lamb announced that the Council would meet at 8:30 a.m., October 9, 1964.

There being no further business, President Lamb declared adjournment at 11:30 p.m.

PHILIP P. MASON, *Secretary*

Minutes of the Council

Austin, Texas, October 9, 1964

President W. Kaye Lamb called the meeting to order at 8:30 a.m. in Room 1208 of the Commodore Perry Hotel. Present were W. Kaye Lamb, president; Dolores C. Renze, vice president; Philip P. Mason, secretary; H. G. Jones, treasurer; Kenneth W. Munden, editor; and Council Members William T. Alderson, Seymour J. Pomrenze, and Gust Skordas.

The Council considered the matter of a membership card and certificate. It was the consensus of the Council that a certificate was neither practical nor desirable. The secretary was requested to print a membership card, similar to the one used previously, and send it to those members who request it.

The secretary was directed to order new stationery with the names of the president, secretary, and treasurer only appearing on the letterhead. It was felt that the stationery used during the past year, which included the names and addresses of Council members, was too cluttered.

The site for the 1968 annual meeting was discussed. The Council proposed that Ottawa be given priority and requested W. Kaye Lamb to investigate the matter and report at a forthcoming Council meeting. William Alderson reported that the American Association for State and Local History would consider having its annual meeting at Ottawa jointly with the Society that year.

The Council approved Kenneth Munden's recommendation that Karl L. Trever be named to the vacancy on the Editorial Board of the *American*

Archivist to serve a 4-year term (motion by Dolores C. Renze, seconded by William Alderson).

The Council recommended that the printing of the new constitution be postponed until the bylaws have been adopted by the Council.

The Council approved the Patterson report on the revision of the committee system but decided to postpone final action on it until the December meeting. It did approve the establishment of an Awards Committee to coordinate all of the awards and prizes and to establish criteria for the adoption of new award programs. The Council approved President Lamb's recommendation to eliminate the Municipal Records and Science Manuscripts and Archives committees as standing committees but continue them as ad hoc committees during the coming year until they complete the surveys they have started.

The Council approved the secretary's suggestion that Council members be appointed to major committees to serve as liaison between the committees and the Council. This arrangement would provide the Council with up-to-date information on the activities of the committees.

The president suggested that the Council continue to watch the progress of congressional deliberations on the copyright laws. It was noted that the report of the Society's ad hoc Committee on Copyright Laws, presented to the Council in April 1964, was already outdated because of the substantial changes proposed in the law. The Council directed President Lamb to appoint a committee to keep the Society informed of congressional hearings and other developments.

The Council approved the transfer of the files of Ernst Posner's Study of State Archival Programs to the secretary with the understanding that Series A and B be sealed for 20 years because of the confidential nature of the information contained therein. The State and Local Records Committee has agreed to keep the data up to date on State archival programs.

The Council discussed its plans for the publication of a series of manuals designed to assist organizations, institutions, and governmental units in establishing archival programs. It was reported that arrangements have been made for a manual on church archives. Mabel Deutrich of the National Archives has agreed to write a section on archives at the congregational level and August Suelflow, chairman of the Church Archives Committee, will prepare a section designed to assist those on the denominational level. The Council asked Kenneth Munden and Herbert Angel to review the Richard Hale report on microfilm and determine if it is publishable in its present form.

William Alderson reported on the publications program of the American Association for State and Local History and noted the phenomenal success it has had with the technical leaflet series. The Council directed the secretary to explore with Dr. Alderson, Executive Director of the AASLH, the joint publication of manuals in which both organizations have a common interest.

Meeting adjourned at 10:15 a.m.

PHILIP P. MASON, *Secretary*

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Report of the Secretary, 1963-64

It is customary and, in fact, a requirement of the constitution that the secretary present at this meeting a report on the Society's activities during the past year.

By way of introduction, I should like to express my appreciation to the officers and members of the Council for their patience and their assistance in helping me assume the duties of secretary last October. This transition was difficult in itself, for, as many of you realize, the activities of the Society have expanded so rapidly in the past decade that we are reaching the point of needing a full-time secretariat in order to operate a sound professional program. We faced an added burden during the transition period last year because the Society's records were mislaid in transit from Denver to Detroit and not delivered until mid-December. I mention this by way of explanation to members who may have wondered why their checks were not cashed immediately.

Much of the important work of the Society during the past year has been accomplished by committees—particularly the special committees established by President Everett Alldredge and the Council. The ad hoc Committee on Revision of the Constitution, under the chairmanship of Philip C. Brooks, spent many months studying the work of the Society and drafting for your consideration a revised constitution. Following Society procedures, a copy of the proposed constitution was mailed to each member on August 27. The Council discussed the Brooks Committee proposal on October 6 and 7. Your approval of the document, with minor revisions, reflects the wisdom of the committee.

The ad hoc Committee on the Society's Committee System, under the guidance of Adm. A. M. Patterson, also made a comprehensive study of another important aspect of Society activities. Although the report is too long to discuss at this time, it should be noted that the committee made a number of very significant recommendations that will serve as guidelines for the Council in making the committee system more effective.

The other committees of the Society have also been active. A number, including those on Municipal Archives, College and University Archives, Business Archives, Science Manuscripts and Archives, and Archives of the Professions have conducted surveys to determine the extent of archival activity within their respective fields and to guide them in future committee projects. Committees have concentrated on problems of special interest to archivists—document restoration and preservation, archival buildings and equipment, cataloging of manuscripts, microfilm defects, copyright laws, awards, and the appraisal of archival and manuscript collections for income tax purposes.

Before leaving the subject of committee activity, I should like to comment on the splendid work of the Membership Development Committee established by the Council on October 3, 1963. Although the activities of the committee were impaired by the untimely, tragic death of its chairman, Mary Givens Bryan, its gains were noteworthy. This committee helped bring in more new members this year than in any other single year in the history of the Society, and through a series of symposia it helped interpret the objectives and pro-

grams of the Society to hundreds of professional persons. These symposia, sponsored by the Society, the National Archives and Records Service, and local institutions, were held in Atlanta, Seattle, Denver, Kansas City, and Boston. Designed to acquaint the participants from business, government, educational institutions, and professional organizations with modern archival techniques and the need for archival programs, these meetings proved to be extremely successful. Each attracted about one hundred persons. Twelve additional symposia are being scheduled for the coming year.

Other accomplishments of the Society can also be reviewed here. The Study of State Archival Programs conducted by Ernst Posner for the Society and through a grant from the Council on Library Resources has been completed. The University of Chicago Press has promised that the book, *American State Archives*, will be ready for general distribution later this month. The publication of this monumental study represents a great achievement for the Society; it should serve as a model for similar studies in other areas of the archival profession.

On October 18, 1963, the Society received official notification from the Internal Revenue Service that the Special Projects Funds of the Society have been given charitable exemption status under Section 301 of the Internal Revenue Code. This ruling, which allows the Society to receive tax-free contributions, bequests, legacies, and other gifts, has far-reaching consequences for the Society.

The Council approved in April 1964 a program to publish a series of manuals designed to assist organizations and government agencies in establishing new archival programs. These publications will fill a real need on the part of those institutions who wish to establish archival programs. Those who doubt the demand for this type of information need only to consult the correspondence files of the secretary during the past year. Inquiries have been received from churches, colleges and universities, business firms, professional organizations, and governmental units.

The Placement Service has continued to operate and the Society has assisted in filling a number of archival positions as well as in finding jobs for qualified applicants. I, personally, consider this activity one of the most challenging assignments of the secretary and, with your cooperation, I hope that we can make it more effective in the coming year.

The training of archivists and, indeed, attracting capable young persons into the profession must be given special attention by the Society. With the rapid expansion of the archival profession, we must be prepared to assure the availability of competent candidates. A number of universities now offer graduate training in archival administration, and several summer institutes provide concentrated programs in archival methods. With the support of influential Society members, we hope to encourage the establishment of additional training programs, particularly in universities. I recommend that we give special emphasis to archival courses in schools of library science. We have criticized the librarian long enough for his ignorance of archival methods and for the shortcomings of applying library techniques to the handling of archival mate-

rials. Let us meet the problem in a more positive way by encouraging the establishment of archival courses in library schools.

As a beginning, the Society has prepared a "Careers Brochure" for wide distribution to high school and college guidance counselors and to the young persons who write to us for information about careers in archives.

Let me close my remarks on a bright note—that of membership in the Society. With the assistance of the Membership Development Committee and as a result of the personal efforts of several other members, we have made substantial gains in every category during the past 12 months—in fact, the largest gain on record.

New Members	146
New Subscribers	54
	200

Although we had to delete 69 members for delinquent payment of dues, the overall gain is still substantial. As of October 1, 1964, the Society had 1,468 members and subscribers as compared to 1,343 in January 1963. Despite the increase, however, it is apparent that we can double our membership in the next 5 to 10 years if a concerted campaign is undertaken. One of the problems facing the Society is the widely accepted view that one has to be invited, or sponsored, to become a member. This is undoubtedly a carryover from the practices of many organizations, including some historical and patriotic societies. Furthermore, there is another misconception—borne out by the membership records and inquiries—that only the head archivist of an agency may join the Society.

I hope that you will not misunderstand my remarks on membership. We are not anxious to add new members for the sake of numbers alone. It is true that increased revenue from dues will allow us to increase our operating budget and thereby provide greater services to the members and to the profession. Indeed, it can be argued that greatly expanded membership will bring us closer to a paid full-time secretary, but the basic issue in membership development, it seems to me, is that the Society can thereby increase its influence and more effectively promote the principles for which it stands.

PHILIP P. MASON, *Secretary*

Report of the Treasurer, January 1–December 31, 1963

I am glad to present to the membership of the Society the following report of our finances for the fiscal year from January 1, 1963, to December 31, 1963. At the outset two points need to be made. First, the Society's fiscal year is now on a calendar-year basis, a fact which results in the annual report to the membership's being approximately 9 months late. This, however, does not imply that the books are not kept current on a month-to-month basis. The treasurer reports quarterly to the Council, and the financial report through August 31, 1964, was approved by your governing body on October 6. In other words, the Society's financial records are scrutinized in detail by the

Council to within approximately one month of the date of the annual meeting. Second, on October 18, 1963, the Internal Revenue Service approved the long-sought exemption of all Special Projects Funds under provisions of Section 301(c)(3) of the Internal Revenue Code, thus requiring that subsequently these funds be segregated and reported separately, a procedure that will be followed in 1964 and thereafter. The Society's General Fund comes under exemption provisions of Section 301(c)(6). For this 1963 report, however, it has been necessary only to divide the financial statement into two sections—one for the Study of State Archival Programs Fund, the other including all remaining funds.

GENERAL FUND

The General Fund, as reported for 1963, includes the operating account and all special purpose funds except that for the Study of State Archival Programs.

Cash on hand in the General Fund as of January 1, 1963, amounted to \$18,641.36. Receipts during the year totaled \$14,687.61, as follows: *membership dues*, \$7,433.75; *subscriptions to the American Archivist*, \$3,752.20; *advertising in the American Archivist*, \$377.50; *back issues and microfilm copies of the American Archivist*, \$858.70; *other publications of the Society*, \$304.04; *literature display at Raleigh meeting*, \$325.00; *sale of labels*, \$35.00; *surplus from the 1962 Rochester meeting and the 1963 Raleigh meeting*, \$1,014.42; *reimbursement of expenses*, \$33.20; and *interest on bank accounts*, \$553.80.

Expenditures amounted to \$14,687.61, as follows: *editing, printing, and mailing the American Archivist*, \$8,841.37; *purchase of back issues of the American Archivist*, \$153.83; *compiling and printing the Society Directory*, \$502.75; *compiling and printing the Religious Directory*, \$121.81; *printing the Society brochure*, \$160.16; *organization dues*, \$58.50; *president's office*, \$175.45; *secretary's office*, \$3,166.43; *treasurer's office*, \$372.09; *committee expenses*, \$85.37; *annual meeting*, \$33.80; *winter meeting*, \$38.00; *Leland Award expenses*, \$107.50; *Asia Foundation Grants*, \$697.19; *Easterby Memorial Award*, \$71.21; *refunds*, \$52.50; *labels*, \$33.80; and *bank charges*, \$15.85.

Fund balances in the General Fund as of the end of the year amounted to \$18,641.36, distributed as follows: *operating accounts, checking*, \$3,909.61, and *savings*, \$7,514.82, or a total of \$11,424.43; *life membership fund, savings*, \$2,877.86; *meeting fund, savings*, \$1,039.14; *Leland Award fund, savings*, \$2,447.64; and *Asia Foundation Fund, checking*, \$852.29. The Easterby Memorial fund was closed out on December 31 with a gift of prints of the Stuart-Purcell map to the South Carolina Archives Department.

STUDY OF STATE ARCHIVAL PROGRAMS FUND

Cash brought forward on January 1, 1963, in the Study of State Archival Programs Fund amounted to \$4,574.22.

Receipts during 1963 totaled \$18,134.91, as follows: *third installment from the*

Carson and Library Resources, Inc., \$10,000.00; *subscriptions from the Council on Library Resources, Inc., \$1,000.00; refunds, \$1,250.00; and interest on savings accounts, \$150.00.*

Expenditures amounted to \$10,000.00, as follows: *salary of director, \$1,000.00; salary of secretary, \$1,000.00; annual salary survey, \$1,000.00; travel of director, \$1,000.00; travel of secretary, \$1,000.00; office expenses, \$1,000.00; and other expenses, \$1,000.00.*

The fund balance as of the end of the year was \$2,574.22, consisting of \$1,000.00 in a checking account and \$1,574.22 in a savings account.

MEMBERSHIP

The Audit Committee appointed Kenneth C. Macfarlan, assistant public accountant and business manager, Civicistic Challenge, Council, B.C., to audit the 1963-64 books, and the committee's report will be made immediately following. The committee's report appears in the minutes of the annual business meeting, p. 139. (See "The

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the benefit of those members who have not already noted the almost unbelievable coincidence in the figures for the General Fund as given above, reference to which will be made in the Audit Committee's report, I will simply say that the coincidence was in no way contrived and was as great a surprise to your treasurer as it was to the auditor. It might be noted, however, that the coincidence would not have occurred except for the fact that, as a result of the change of the secretary's headquarters from Denver to Detroit, checks received in December 1963 were not deposited until the new Detroit bank account was opened in January 1964. This carryover of receipts in the amount of approximately \$1,200 means that the break-even financial report for 1963 is somewhat misleading in that approximately \$1,200 will be reflected in the 1964 report, which in reality was received the previous reporting period. In other words, fiscal 1963 was a better year, financially speaking, than the figures indicate.

The treasurer's duties have been made less arduous and more pleasant by the fine cooperation that he has received from the membership in general and the Council in particular. To the president, secretary, and editor are due special thanks for their efficiency and congeniality. The bookkeeping for the Study of State Archival Programs Fund, which with its social security and income tax deductions could have been quite pesky, was actually a pleasant experience because of Ernst Posner's efficiency and delightful communications. The auditor, Kenneth C. Batchelor, went beyond the call of duty by assisting in the setting up of a new bookkeeping system under which the 1964 records are being kept. Last but not least, Julius H. Avant served capably as assistant to the treasurer for the third year.

H. G. JONES, *Treasurer*

Report of the Committee on Archival Buildings and Equipment

During the past year the committee was called upon to provide a number of useful services such as the furnishing of photostatic plans of existing archival buildings and related literature on planning and equipment, personal conferences and consulting services, answering correspondence inquiries, and lectures to archival trainees.

Photostatic plans of selected State archives buildings and Federal records centers were sent to the following: to Architect F. Carter Williams, Raleigh, N.C., now designing the new archives building for the State of North Carolina; to the South African Embassy in Washington, D.C., for transmission to the Archivist of South Africa, Allen Kieser, and to the designer of the new federal archives for the South African Republic, Architect Jan Kellerman; and to Kenneth W. Richards of the New Jersey Bureau of Archives and History. The committee, in turn, received from Mr. Richards a set of blueprint plans for the projected New Jersey State Library-Archives Building in Trenton and processed and placed the nine sheets of these plans on deposit with the National Archives Library. The committee also received, processed, and deposited with the National Archives Library a set of selected photostatic plans of the William Penn Memorial Museum, which houses the Pennsylvania State Archives and is now approaching completion in Harrisburg.

At the request of the Washington office of the U.S. Agency for International Development, several publications and reprints on archival buildings and equipment were sent by diplomatic pouch to H. Donn Hooker, Supervisor of the Technical Information Center of the AID Mission to Iran. AID stated that these items were for the use of "A group of fifty ranking records persons in various government of Iran agencies recently formed into a formal organization as the Society of Sworn File Keepers of the Country The Society is in the process of forming small task force committees to study particular records subjects. One of these groups is concerned with building and equipment needs"

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A number of fruitful consultations were given during the year. Architect F. Carter Williams of North Carolina conferred on various aspects of planning, space layouts for research and other rooms, and containers, laminators, and the like. He was provided with a detailed itinerary for the inspection of significant relevant archival structures in other States and of Federal records centers. In March 1964, Howard Williams, Archivist of Colgate University, Hamilton, N.Y., conferred on the use of the basement of their Library Building, owing to the loss by fire of the Administration Building, which housed the University Archives. Also in March, the Archivist of Mexico, J. I. Rubio Mañé, together with Architect G. Ramirez Montano, came to consult with respect to a new national archives building for Mexico City. In June, Kenneth Davison of Heidelberg College, Tiffin, Ohio, and John Ness of Dayton, Ohio, conferred with respect to their institutional problems. In the same month, the committee chairman made an analytical study and report to the Archivist of the United States on the plans and specifications of the proposed Puerto Rican Archives to be located in the former Bacardi Building in San Juan.

At the request of the South African Embassy, the committee chairman arranged a schedule of 3 days of consultations for the Archivist of the South African Republic, Allen Kieser, and his designer, Architect Jan Kellerman of Pretoria, the Transvaal. Committee Member Edward G. Campbell briefed the visitors on the projected Federal Records Center at Suitland, Md., and other members of the staff of the National Archives rendered services in their several fields.

Correspondence resulting in informational services included: Christopher Crittenden, Director, Department of Archives and History, State of North Carolina, relating to the planning and construction of the North Carolina Archives; Richard A. Erney, Associate Director, State Historical Society of Wisconsin, on data about fire-protection precautions in stack areas, particularly those at the National Archives; Carol Piper, Agency for International Development; C. F. Wheeler, Secretary, Embassy of South Africa; William K. Wilson, National Bureau of Standards; and Robert Knutson, Head, Department of Special Collections, University of Southern California Library. A study of several pages was compiled for Mr. Erney, concerning the three main elements of fire-protection systems, namely: (1) fire-resistive characteristics of the structure itself; (2) fire-detection and -alarm systems; and (3) fire-extinguishing installations and equipment, including comments on the use of sprinkler systems and gas extinguishers. Dr. Knutson's query concerned the installation of air-conditioning equipment in the Special Collections Wing of the University Library; this question was answered with the aid and cooperation of the National Bureau of Standards.

Several lectures were delivered during the year by Committee Member Edward G. Campbell and Chairman Gondos on archival and records center buildings and on container and compactus equipment. The chairman also delivered a paper at the 27th annual meeting of the Society of American Archivists, at Raleigh, N.C., October 5, 1963.

Parenthetically, Architect Robert A. Schoenberner, of A. Thomas Bradbury & Associates, architects for the new Georgia Archives Building, at the request of the late, esteemed past member of this committee, Mary Givens Bryan, contributed a set of the illustrative slides he used for his presentation at the 27th annual meeting of the Society. These slides illustrate the methodology of programing for the great new archives building in Atlanta.

In the 1963 *Report of the Archives of the Moravian Church*, Bethlehem, Pa., thanks are expressed "for special assistance" rendered by the committee. In addition to the chairman, the membership of the committee for the year 1963-64 consisted of the following valued members: Ralph Burcham, Edward C. Campbell, Earl E. Olson, William J. Petersen, Leon deValinger, Jr., and William J. Van Schreeven. We deeply mourn the death during the year of Committee Member Ralph Burcham and past Committee Member Mary Givens Bryan, both of whom devotedly labored with signal success in the creation of modern archival facilities in their respective States.

VICTOR GONDOS, JR., *Chairman*

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Report of the Committee on Business Archives

For a number of years there has been some confusion over the use of the names Business Records Committee and Records Management Committee. In order to make a greater distinction between the two groups, a request was made to the Council to change the name of the former to Business Archives Committee. This request was granted.

Archives can be an outgrowth of records management, but there are many companies maintaining archives, some with full-time archivists, that have no formal records management programs. The distinction between the two groups is stated well in these words: "The records manager retains records as long as there is some immediate need but his ultimate goal is disposal. The archivist is interested in preserving the records after the time of immediate use is past."

An increasing interest in older business records led to the idea of a directory of firms that maintain archives. The preparation of such a directory was proposed as a project for the Business Archives Committee during the meeting in Raleigh in 1963.

Several State librarians were contacted to determine the possibility of locating business archives. Little information was forthcoming through this source. Next, an announcement regarding the proposed directory was prepared and submitted to a group of 20 business publications. At least three publications did carry the announcement.

Since there was no published list available, various sources have been used in compiling a mailing list. At this writing, 402 business organizations have been contacted. There have been 59 replies or some 15 percent return. Seven of these companies employ a full-time archivist and two indicated that a full-time archivist is being sought. (One position has since been filled.) One respondent wrote, "Your letter about company historical archives had a very beneficial effect. As a direct result of the letter, I have been appointed collector of company historical data, documents, newspaper items, etc. . . ." Four new members for the Society have resulted from the survey.

The second project that the committee hopes to undertake in the near future is the preparation of a handbook, designed particularly with the new archivist in mind. It is believed that it could also be helpful to management in formulating an archives program.

Comments received when a tentative survey of business organizations was made in 1950 and those received in this present survey indicate that there is a real need for a very practical guide for collecting and arranging archival materials and for the physical care of such materials.

The following recommendation to the Society is made for consideration. It is suggested that when programs are planned for future annual meetings only two or three committee workshops be held concurrently. If all committees desire to have special sessions they should be spread through the entire meeting and not all planned for the same day. Many of the people attending the annual meeting do not arrive on the day preceding the opening of the general sessions. Therefore, the available audience for the committee sessions is not great. It seems unfair to invite busy people to prepare for and participate in a program that may be poorly attended. If committee sessions must be confined to one day, then the proposal is made that the groups be rotated, two or three participating each year. We believe that stronger programs could be planned and attendance assured.

The editor of the *American Archivist* has asked the committee chairman to take over the responsibility for gathering news notes on business archives. This information will appear in future issues of the *American Archivist*. Cooperation is welcomed in gathering pertinent items.

HELEN L. DAVIDSON, *Chairman*

Report of the Church Records Committee

August R. Suelflow, Concordia Historical Institute, St. Louis, Mo., compiled a revised *Directory of Religious Archival and Historical Depositories in America 1963*, in

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time for it to be distributed at the Raleigh meeting of the SAA in October 1963. The directory, issued under the auspices of the Church Records Committee, contains over 450 listings of church archives and historical libraries with manuscript collections. This is an invaluable guide to scholars doing research in religious, social, and intellectual history.

The committee chairman has regularly prepared news notes for the *American Archivist*, covering changes in personnel, recent accessions, building programs, archival research in progress, and other items concerning the activities of church archives.

Mabel Deutrich continued her work on a bibliography covering references dealing with church archives. This is to include information on books, articles, and pamphlets describing church and religious archives and depositories, their resources and procedures, types of services, functions and organization, and acquisition and processing methods. The bibliography is to be published in the *American Archivist*. [Dr. Deutrich's *Supplement to Church Archives in the United States and Canada: A Bibliography* (processed, 13 p.) is now available from Rev. August R. Suelflow, 801 De Mun Ave., St. Louis, Mo. 63105.—ED.]

Although there has been correspondence among the members of the committee during the past year, only one meeting of the organization was held—the one on October 3, 1963, in Raleigh. It reviewed the workshop it had sponsored on the previous day, which 40 persons had attended, and discussed the accomplishments of the committee in the light of its stated objectives. The committee decided to formulate standards for church archives, which were to be discussed in its business meeting of October 1964, and encouraged Mr. Suelflow to continue his work on a guide to church archives that would not only list the major archives but also briefly describe the holdings of each one.

The members of the Church Records Committee in 1963-64 were Melvin Gingerich, chairman; V. Nelle Bellamy, secretary; Earl E. Olson; Pascal M. Varieur; Francis J. Weber; Pauline W. Wiltshire; Davis C. Woolley; and August R. Suelflow, adviser.

MELVIN GINGERICH, *Chairman*

Report of the International Relations Committee

The year's activities included the following:

(1) *The conception of a continuing program for the basic training in the United States of beginning archivists from the less-developed nations of Asia, Africa, and Latin America.* Since the need for, and the shortage of, professional archivists is particularly great in the emerging countries of tropical Africa, the program would be focused initially on that region. A pilot project, planned in collaboration with The American University, would bring to the United States five trainees from as many English-speaking tropical African countries for 5 months to study archival and records management principles and techniques at the university's summer institutes and to undertake practical training at various State and local archival institutions. The course of training would be preceded by a preliminary orientation session and followed by a terminal seminar. A supplementary phase of training based in Britain would probably be desirable also, since the recordkeeping systems employed in English-speaking Africa are essentially British. The pilot project, for which approximately \$30,000 is required, would be financed by a foundation grant and administered by The American University as a certificate program with the assistance of an advisory committee designated by the SAA.

President Alldredge has informally submitted a descriptive statement on the pilot project to officials of the Ford Foundation in order to obtain their preliminary views. While these have not yet been forthcoming, there have been other favorable reactions. The African Studies Association, the interdisciplinary learned society of American Africanists, has given its wholehearted endorsement to the project. The British Public Record Office, through S. S. Wilson, the Keeper, has offered its instructional facilities to project trainees—thus making available the supplementary phase of training referred to above. The lively interest of representative African archival officials has

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been expressed by the chief archivists of Ghana (Mr. Akita), Nigeria (Mr. Gwam), and Northern Rhodesia, the future Zambia (Mr. Graham), each of whom has indicated his desire to make use of the training program as soon as it comes into being. Realization of the pilot project will be a major concern of the committee during the coming year.

(2) *Assistance to the Program Committee in the selection of panelists participating in the session on "The Archives of Latin America" held at the Austin, Tex., convention.* The principal papers were contributed by J. I. Rubio Mañé, the Archivist of Mexico (on the archives of the Mexican nation), Gunnar Mendoza, the Archivist of Bolivia, now on leave to prepare the Guide to Latin American Manuscript Materials in the United States (on the role of economics in Latin American archives administration), and John Finan, Professor of Latin American Studies at American University (on the researcher as archival consumer in Latin America). A special report on the status of the International Council on Archives' Guide to the Sources of Latin American History, now nearing completion, was prepared by Charles Kecskeméti, Secretary of the International Technical Committee for the Guide, for the session. [M. Kecskeméti's paper is printed on p. 47-51 of this issue of the *American Archivist*.—Ed.] Albert Leisinger, Director of Exhibits and Publications at the National Archives, who recently served as Ford Foundation consultant to the Archivo General de la Nación in Mexico City, acted as discussant.

(3) *Representation of the Society at the Fifth International Archives Congress at Brussels, Belgium, September 1-5, 1964.* The chairman of the committee served as SAA representative at the congress. In this capacity (in addition to resuming, strengthening, and extending contacts previously made with foreign archivists), his principal activities consisted of speaking in memory of Solon J. Buck, at the General Assembly, and of participating in negotiations with the ICA Executive Committee concerning a proposed international archival meeting in the United States (see 4 below). At Austin he made a formal report on the proceedings. [The report is printed on p. 31-37 of this issue of the *American Archivist*.—Ed.]

(4) *Liaison and negotiations with the International Council on Archives concerning the scheduling of a major international archival meeting in the United States.* Initially, at President Alldredge's request, the committee chairman, while in Europe on other business last June, informally conveyed to officials of the ICA an invitation to hold the Sixth International Archives Congress, of 1968, in New York. Although these officials requested that a formal invitation be issued upon which the ICA could take action (this was subsequently sent by Dr. Alldredge), it was clear that the invitation would be accepted only if American funds were available to pay the transportation costs of a normal complement of European delegates. Since this could not be guaranteed by the SAA, the ICA Executive Committee at Brussels decided to accept the Spanish invitation to hold the next congress at Madrid, a decision later confirmed by the General Assembly.

In place of the congress, however, Kaye Lamb and the committee chairman (with the collaboration of Frank Evans, the National Archives representative), made a tentative arrangement with the Executive Committee at Brussels for a "special" ICA conference to be held in Washington in 1967, a conference that would incorporate the Table Ronde for that year. In addition to the usual high-level European participants in the latter, the meeting would also be attended by the leading archivists of the U.S., Canada, and Latin America—approximately 100 in all. This arrangement, of course, is subject to appropriate clearance in the United States and to the availability of the approximately \$25,000 in funds necessary to meet the transportation costs of overseas participants and other expenses directly associated with the conference. Should the SAA approve the plan for what promises to be an archival event of historic importance, the committee stands ready to support the SAA president and the Council in implementing it.

(5) *Liaison between the International Council on Archives and the Inter-American Technical Council on Archives.* The ICA had for some years sought the affiliation with it of the Inter-American Council, but without success. Last spring the committee

was instrumental in putting key officials of the two organizations in direct contact, with the result that the Inter-American group made an application for affiliation. This was approved by the ICA Executive Committee at its June meeting.

(6) *Proposal for preparation of a new world directory of national archives.* According to this proposal, which originated with President Alldredge, the entry for each institution covered would include a brief characterization of the nature of its holdings in addition to the usual listing of the names and titles of its chief officials and other standard information. To avoid the possibility of overlapping, analogous work that ICA might have in hand, the committee chairman, while at Brussels, discussed the proposal with the secretary of the ICA. He recommended that the proposed directory appear not independently, but rather as the second, fully revised, edition of the "International Archival Directory" originally published in 1955 as vol. V of *Archivum*. Although a short supplement was issued in 1959 as an annex to vol. IX, much of its content is now out of date. Publication under the imprint of *Archivum*, he argued, would insure worldwide distribution and facilitate reference. The ICA was now without funds to undertake the needed new edition, but minimal outside support (an estimated \$3,000-\$4,000 to cover a letterpress printing of 1,500 copies) would make an early start possible. He felt that ICA might well agree to issue the directory in English (a major breakthrough); and, of course, the fact of SAA support would receive appropriate acknowledgment on the title page. There the matter rests at the moment pending consideration by the committee.

(7) *Meetings with foreign archivists and visits to foreign depositories.* As SAA representative at Brussels and as a member of the ICA African Guide Committee, the chairman had an excellent opportunity during the year to meet and exchange views with numerous foreign archivists, particularly those of Western Europe. In Washington, too, he met with various visiting archivists (*e.g.*, Dr. Lamb of Canada, Dr. Rubio of Mexico, Dr. Tanodi of Argentina). He visited several depositories in Europe, notably the Public Record Office in London, the Hertfordshire County Record Office, and the National Archives of Belgium, France, the Netherlands, and Sweden. In each of these institutions he was warmly received by their principal officials (*e.g.*, Sir David Evans and Messrs. Wilson, Johnson, and Walne in England; Messrs. Andersson and Jagerskiold in Sweden) and was taken on highly informative tours of inspection.

MORRIS RIEGER, *Chairman*

Report of the Committee on Manuscripts

The duties of the Committee on Manuscripts as defined by the president of the Society are to report problem areas in the acquisition, care, and servicing of manuscripts and to recommend solutions whenever possible. The problem areas considered by the committee during this year have been in the fields of manuscript cataloging, evaluation, and literary copyrights. The work has been carried on through correspondence culminating in the workshop program at the annual meeting.

Cataloging is and has always been the greatest problem facing manuscript curators. The large volume of recently assembled collections presents problems never before faced by the scholar or the curator. The National Union Catalog of Manuscript Collections was initiated in an effort to help both the scholar and the curator—the scholar by enabling him to locate his materials anywhere in the United States, and the curator by making catalog cards for the collections in his repository and thereby helping him to service his materials. A session on the catalog was held at the annual meeting of this Society in October 1963 at Raleigh, N.C. Problems of the catalogers and those reporting data for this catalog were discussed at the meeting. After the session, members of the Committee on Manuscripts agreed that more discussion and study were needed. This led to the decision of the committee to hold a workshop at the annual meeting in 1964 on this subject. Discussions were scheduled by scholars and curators on evaluation and criticism of the catalog. Arline Custer, Head of the Manuscript Section of the Descriptive Catalog Division of the Library of Congress, opened the discussion with a progress report on the catalog. Representing the point of view

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of the scholar were William C. Binkley and Haskell Monroe; representing the curator were James W. Patton, A. M. Gibson, Stephen T. Riley, and Isabel Howell. Mrs. Custer responded to the criticisms of the scholars and curators. The session was both informative and constructive. [Mrs. Owsley is preparing a full report on the session for publication in the *American Archivist*.—Ed.]

The second problem area to receive attention from this committee was the evaluation of manuscripts for income tax purposes. Almost every member of the committee expressed an interest in this subject. The problem has increased in importance each year, and the committee was requested to work out, if possible, a broad set of guidelines to govern appraisals. Many universities have refused to allow staff members to make appraisals. On the other hand, a number of repositories have gone into the work in a big way. Josephine Harper, manuscripts librarian for the State Historical Society of Wisconsin, stated that manuscript appraisals have been major projects for her during December and January each year. Tax evaluations have been provided by the Wisconsin society since 1955, and the work has become more pressing each year since that time. Stephen Riley reported that the Massachusetts Historical Society has followed the practice of not appraising manuscripts but has relied on outside experts. Lucile Kane wrote that evaluation is fast becoming a major problem in Minnesota and that the evaluation of manuscripts with an unknown market value appears to be arbitrary. Dan Reed reported that evaluations are made by the Library of Congress only after the items have been received as gifts.

Several years ago Seymour Connor, Director of the Southwestern Collection, Texas Technological College, worked out a form for reporting manuscript appraisals to the Internal Revenue Service. The form contains the statement that "the appraised value is based on opinions of independent dealers and collectors and prices quoted in catalogs and auction lists" and that "where fair market value is difficult or impossible to ascertain because of the nature of the materials donated a minimum value derived from the cost to the College of repairing, restoring, cataloging and preserving these materials is used as a basis." Appraisals made according to these rulings were accepted by the Internal Revenue Service in Texas and in Tennessee, where some use has been made of them. More work needs to be done on this subject, and some discussion of the problem took place at the afternoon session of the workshop in Austin.

A third problem that has received some attention of the Committee on Manuscripts is that of literary copyrights. The ad hoc Committee on Copyright Laws made a report to the SAA president and Council. One portion of the report deals with rulings regarding manuscripts placed in archives. Frank Evans, a member of this ad hoc committee, read the proposals made on this subject at the workshop meeting. Dan Reed of the Library of Congress talked at length regarding the proposed law and concluded that the archivists should study the law and make recommendations.

All of these problem areas need more study. We have barely scratched the surface and there are other areas in need of study. Much time could be profitably spent discussing arrangement of papers and the pros and cons of card catalogs, guides, inventories, and registers. Protection of manuscripts is another problem area. In at least one case on record, some historical manuscripts have been overprotected by locking them in a bank vault. Only microfilms of the papers are available for the use of researchers. The inventions of microfilming and Xerography have introduced large new problem areas regarding literary rights of authors. Some attention should be given to the proper training of staff members and the restriction of manuscripts for the use of particular persons. These are only a few of the problems facing curators of historical manuscripts. The Committee on Manuscripts recommends these areas for future study.

HARRIET C. OWSLEY, *Chairman*

Report of the Committee on Membership Development

The Council, in authorizing the president to establish a Committee on Membership Development, did not define the precise purpose of the committee but indicated that

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the committee would write its own charter for Council review. Under the capable direction of the chairman of the committee, the late Mary Givens Bryan, Archivist, State of Georgia, the purposes of the committee were conceived to be to develop sources of membership for the Society; to disseminate information on the Society; and to explore and develop means by which individual members and organizations in the field could contribute to as well as receive benefits from the Society.

There are many sources for potential members that have not been thoroughly explored (yet are in need of technical and professional assistance that could be obtained through the Society). It is known that a number of the State archival institutions are represented by only one member—seemingly, their professional staffs have been discouraged from seeking membership. There are colleges and universities, large and small, that do not have representation in the Society, though they administer archival collections. There are many libraries throughout the country with collections of varying size and scope in need of services and advice such as could be obtained through membership. There are segments of private industry that not only would be interested but have much to offer. Most religious organizations have archives, but few have been invited to participate.

To help meet the objectives of the Society, as spelled out in the constitution, individual and institutional membership must be expanded. Areas must be found and explored that will permit individuals and institutions to participate and contribute and to have a sense of belonging without necessarily attending the annual meeting as the only means of personal contact. Many individuals in all of these areas could be called beginners responsible for very small archives. Neither they nor the organizations for which they work are financially able to afford attendance at the annual meeting. The Society could both gain in membership from this group and offer it a much-needed means of improving its professional competence.

To explore the various areas of potential membership, promote the Society, and provide a service to the professional community, a series of symposia on archival administration was planned. The first of these symposia was presented in Atlanta, Ga., April 9, 1964. There were 102 persons in attendance, representing a cross section of the potential areas mentioned above. The second symposium was presented in Seattle, Wash., May 23, 1964, for the northwestern part of the country, with an attendance of approximately 50 librarians, archivists, and historians. These first two symposia were sponsored by the Society of American Archivists in cooperation with the General Services Administration, National Archives and Records Service, and by the Georgia Department of Archives and History and the University of Washington, School of Librarianship, respectively. The third seminar was a 3-day affair, July 26–28, 1964, sponsored by the University of Denver's Department of History and the Graduate School of Librarianship in cooperation with the Colorado Division of State Archives and Public Records, the Society of American Archivists, and GSA, National Archives and Records Service. Some 70 persons attended the Denver symposium. Additional symposia are scheduled for Boston and Kansas City for the early fall of 1964. Others are being planned elsewhere.

Although these symposia could not yet have a marked effect on membership increase in the Society, considerable interest in the Society and its organization is quite evident. It should be noted that there is some misunderstanding of the mechanics of becoming a member, as a number of instances came to light where the interested individual felt he had to be sponsored by a member or institution in the archival field.

The Society, for the period October 1, 1963, to September 15, 1964, has gained the following memberships: individual, U.S., 94; institutional, U.S., 29; individual, foreign, 8; institutional, foreign, 4; subscription, U.S., 42; subscription, foreign, 12. It is felt that the Committee on Membership Development, particularly individual members of the committee, was responsible for a goodly portion of the increase.

There have been some feeling and argument that a membership card or certificate should be developed and presented to members. Most professional organizations do issue to members on payment of dues a card or certificate or both. The printing of

such devices is not in itself particularly expensive. However, organizations that issue these items generally employ a full-time secretary and staff.

To effectively increase the membership of the Society of American Archivists and assist in the promotion of the opportunities and benefits the Society offers to its members, the following suggestions are offered for consideration:

1. Continue the Membership Development Committee.
2. Expand membership of the committee to provide general geographic coverage. This could mean some 15 to 20 active members carefully selected and located.
3. Continue and expand the symposia program to be followed at an appropriate interval with workshops or seminars on specialized subjects that would not only be of interest and benefit to existing members but would attract potential members.
4. Encourage secretaries of State and other public records officials to designate qualified representatives in the records field to take advantage of the opportunity of being a member of the Society.
5. Expand institutional memberships to include the working archivists of such organizations who are not at present sufficiently inspired to join personally. It might be desirable to limit this inclusion for a period of time.
6. Consider the issuance of a membership card or certificate in relationship to the benefits to be derived by the Society, and in so doing the following points should be weighed: (a) Since membership is an annual affair, should we send out yearly certificates? (b) Would this cost be favored by the Society? (c) If a certificate had no terminal date, would nonmembers have it displayed?

A. K. JOHNSON, JR., *Acting Chairman*

Report of the Committee on Microfilming

During the summer of 1963 it became known that microscopic blemishes of a destructive nature had been found on microfilm being used for storing public records. This discovery has been a matter of grave concern for archivists, records managers, and librarians, not only because of the possible threat to records retained only on microfilm but also because of the adverse publicity the discovery received. Several research efforts were immediately begun to attempt to discover the cause and a method of preventing the blemishes. Because able people, both in the Federal Government and in the microfilm industry, had taken the necessary steps toward finding the cause of the blemishes, there seemed no reason for the Committee on Microfilming to take part in the research efforts. The fact that so much attention had been directed toward microfilm, however, made this seem an opportune time to reappraise the uses of microfilm.

Microfilm has always had its critics. Many of the arguments against it, as in the case of the microscopic blemishes, are well founded. Nevertheless, microfilm is an invaluable tool when used judiciously. Whenever the critics find something to talk about, there is a possibility that some injudicious use has been made of film. The committee has attempted to find out as much as possible about how microfilm is being used by archivists; what, if any, major difficulties beyond the blemishes have been encountered; whether record repositories are making any attempt to inspect film after it has been stored; whether the appearance of blemishes is widespread; and something about the use of the various forms of microfilm.

To accumulate this information, a questionnaire was sent out to all State archivists and to approximately 40 other member agencies of the Society, representing a variety of types of record collections. Not all expected replies to these questionnaires are in at the time of this writing, making it impractical to collate the answers received. Enough have been seen, however, to give the committee encouragement that its activities have been very much along the lines of the interest of those members of the Society who use microfilm.

In order to make it possible for all interested members of the Society to be informed about microscopic blemishes and other recent developments in microfilm, the committee planned a workshop, which was given at the annual meeting of the Society

in Austin. Vernon Tate, Librarian and Archivist of the U.S. Naval Academy at Annapolis and executive secretary and editor of the National Microfilm Association, discussed the types of film on which blemishes had been found, pointing out that they are not restricted to microfilm but have been found on other types of negative film as well. At the time of the National Microfilm Association's meeting in Philadelphia in April 1964 no blemishes had been found on positive film, and at that time a statement was made to the effect that no word of an image had been rendered illegible on film. Dr. Tate announced that since April a very few blemishes had been seen on 16mm. positive film and that some isolated images had been lost due to the blemishes. He stated his belief, however, that a method of preventing the problem is nearly ready to be made public.

Dr. Tate then introduced R. W. Henn and Donald Weist, researchers from the Eastman Kodak Co. Both men have been investigating the blemish problem. Dr. Henn reviewed the basic nature of film and the chemical makeup of the blemishes. Dr. Weist showed colored film slides, previously shown at the National Microfilm Association's meeting in Philadelphia. His remarks emphasized that blemishes seem to occur most densely along scratches on the film and particularly on the fogged leader.

Herbert Angel of the National Archives arranged for the workshop a demonstration of the microscope and other equipment necessary for identifying the blemishes on microfilm. Samples of the various types of blemishes were available for inspection. The film and equipment were furnished by the Federal Records Center at St. Louis and were shown by Delbert Bishop of the Kansas City Federal Records Center. T. Harold Jacobsen, Archivist of Utah and a member of the Committee on Microfilming, distributed a leaflet containing abstracts of statements about the blemish problem, entitled "Checklist of Information About Microscopic Spots on Microfilm." Dr. Tate made available a number of copies of the more comprehensive June 1964 *Micro-News*.

The second portion of the workshop was a brief talk by Robert B. Eckles of Purdue University, who discussed the efforts of the newly formed American Microform Academy to investigate the possibility of setting up a clearinghouse for microform publications. He also read and discussed portions of the proposed copyright law pending in Congress, which, if passed as it stands, might seriously affect archives, microfilm publishers, and scholars.

At the request of the National Microfilm Association, T. Harold Jacobsen, chairman of the NMA Committee on Standards, announced the formation of a committee to investigate standards for microfilming contracts. The complexity of setting up acceptable contracts and the need for standards were stressed. SAA members are asked to cooperate by sending Mr. Jacobsen copies of suitable contracts.

Recommendations of the Committee on Microfilming are as follows:

1. That members of the Society watch the *American Archivist* for developments in the microscopic blemish problem.
2. That the chairman of the Microfilming Committee be given the support of the Council in cooperating with the National Microfilm Association in setting up standards for microfilming contracts.
3. That the need for standards in filming and film storage and use be carefully considered during the next year. In particular, the means of preventing scratches on film needs to be investigated, and recommendations should be made for proper titling and identification of copied material. The questionnaire sent out this past year will be collated and will be available for consideration of standards.
4. It is the further, personal recommendation of the chairman of this committee that a full-time, paid secretary for the Society ought to be secured as quickly as possible, even if an increase of dues is required. At the Austin meeting it became evident that a lack of communication between committees had resulted in overlapping of efforts. This could be corrected by proper channeling of correspondence through a secretary. Further, in the event of crises such as the microfilm blemish or the copyright bill it is

to the best interest of the Society to have someone available with enough time and authority to act for the Society as a whole.

During the year President Everett O. Alldredge kindly kept the chairman informed of developments within the Federal Government, while correspondence with Dr. Tate of the National Microfilm Association supplied information about efforts within the microfilm industry. Their help is greatly appreciated, as is that of Clark Nelson, editor of the Technical Notes in the *American Archivist*, and the members of the committee.

ELIZABETH A. INGERMAN, *Chairman*

Report of the Ad Hoc Committee on Municipal Archives

The ad hoc Committee on Municipal Archives conducted an interesting survey during the first 6 months of 1964. We gathered information about archives in major cities throughout the United States.

The committee sent a questionnaire to the 130 largest cities in the United States by population. The last 5 cities having been eliminated from the survey, the report covers the first 125 cities. The questionnaire asked such questions as: "Does your city have a municipal archives? What is its mailing address? Who is administrator? Is the person in charge a professional archivist?" Additional space was provided on the form for any remarks the recipient might care to make.

Eighty-six cities responded to the questionnaire and 49 of these entered their remarks in the space provided. The remarks have been included in our final report. Overall response to the questionnaire was 69%, and in order to determine if this was to be considered a good response we had the opinion of a well-known advertising agency in Baltimore that the results were especially good.

In order that we might analyze the results of the survey, the cities were divided into 5 groups of 25 cities each. As expected, in the first group, embracing the largest cities, 22 out of 25 responded to the questionnaire. It is interesting to note that of the first 25 cities only 12 have an archives, 9 of which are administered by professional archivists. Of the 4 remaining groups, or 100 cities, only 8 have a municipal archives, 4 of which are administered by professional archivists. At the outset of the survey I was overly optimistic, for I expected much better results.

Because response was not so favorable as anticipated, one of the members of our committee suggested that followup letters be sent to those who had not replied. I was reluctant to agree to this suggestion, however, because I surmised that we should have received an answer had there been a municipal archives in operation.

The committee's recommendations are listed in our printed report, which is available to everyone, but here they are in brief:

1. That copies of the report be forwarded to all cities that received questionnaires;
2. That any city not presently represented in the Society should be invited to become an institutional member;
3. That State Archivists would be of considerable benefit in encouraging the establishment of programs for municipal archives within their States;
4. That publicity should be expanded;
5. That every effort should be made to hold conventions in cities not having municipal archives;
6. That a standing committee on municipal archives be appointed.

[Copies of the report referred to—*Report of the Chairman, Ad Hoc Committee on Municipal Archives* (SAA, 1964)—may be obtained from C. Frank Poole, Room 408, City Hall, Baltimore, Md. 21202—ED.]

As to topics and activities that this committee should take up in the future, I think that the above recommendations more than cover the points and should be carried out in whole or in part, at the discretion of the committee.

C. FRANK POOLE, *Chairman*

Report of the Preservation Methods Committee

This year the membership of the committee was increased from two to six. Most of the inquiries received have related to lamination as a means of document preservation. In answering these we have utilized particularly the experience of two of our members, W. J. Barrow and J. L. Gear, as well as some Government agencies.

Our major activity was the investigation and subsequent recommendation that the Society change the paper used in printing our quarterly. At the request of Ken Munden, the editor, a study was conducted early this year of the characteristics of the paper used for the quarterly. The study showed this paper to be unacceptable as a permanent one. Using again the help of Messrs. Barrow and Gear, a list of papers was prepared that appeared to be more stable because laboratory tests showed them to have low acidity and high-folding endurance. The papers included: Permalife and Acid-Free Offset—Standard Paper Manufacturing Co., Richmond, Va.; Silkote Offset and Printone—S. D. Warren Paper Co., Boston, Mass.; and White Milletex—Georgia Pacific Corp., Hopper Division, Modena, Pa. This list was submitted to our printer and a choice was then made on the basis of the one that is most economical for our use. This was Warren's Printone, which was used in printing the October 1964 issue of the quarterly.

In this connection, the committee has approved a project to encourage other professional societies to use a permanent-type paper for their publications. This project should be completed before the end of this calendar year.

The committee has noted the problems experienced recently in the microfilm field. It concurs strongly with those advocating proper processing and storage conditions as being one of the best preventatives against the formation of the microspot. A reminder might be made here that proper storage is still one of the major factors in insuring the maximum life for all our archival materials.

CLARK W. NELSON, *Chairman*

Report of the Program Committee

Even before the 1963 meeting was over the planning for the Austin convention in October 1964 was begun. President Alldredge, Dorman Winfrey, Texas State Librarian, James Day, Texas State Archivist, and I discussed possible topics that could be incorporated into the next program, and a Program Committee was appointed. This prompt action by the Society's president enabled the committee to accomplish its task with a minimum of "last minute" activity.

In late October 1963 the committee chairman sent to each committee member a list of several subjects that had been recommended as possible program topics. The committee members replied promptly, and the chairman selected the topics that had received the most favorable comment. Each committee member was then assigned one or more sessions for which he was to obtain participants. By late April all committee members had completed their assignments or had had affirmative replies from at least two speakers. The Council approved the program during its meeting in Cleveland on April 30. During May and June minor adjustments were made in the timing of certain sessions so as to avoid as much conflict of interest as possible. By the end of June the program was complete.

The Program Committee members are to be congratulated on a job well done. The task would have been much more difficult, however, without the excellent cooperation of President Alldredge, the various committee chairmen who organized their "workshop" sessions, and the coordination of all convention activities provided by the Local Arrangements Committee in Austin. Also, a special vote of thanks is due to Lewis Beeson and Jack Crosby, Jr., of the Michigan Historical Commission for allowing your chairman and his most able secretary, Aleta Johnson, to devote the necessary time to carrying out the required duties of program chairman.

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The following members served on the Program Committee and obtained the participants for the session appearing after their name:

- William Davis—Lamination After 30 Years: Record and Prospect.
 Mabel Deutrich—Selection of Source Documents for Publication.
 Meyer Fishbein—Archival Materials in the United States Relating to Latin America.
 James Day—Manuscript Collections in the Southwest Area.
 Belden Menkus—Improving Communications Among Records Managers, Archivists, and Researchers.
 John Porter—Business Archives: Why? What? How?
 Irene Strieby—Operating a Small Archives.
 Maynard Brichford—Literary Property Rights and Copyright Law. (This session was postponed for later consideration.)

BRUCE C. HARDING, *Chairman*

Report of the Committee on Science Manuscripts and Archives

The Committee on Science Manuscripts and Archives made two notable advances during the year: (1) it established, as its first objective, the task of compiling a list of depositories of scientific records in the United States; (2) it took positive action toward the accomplishment of this objective. Two things had to be done as quickly as possible: (1) devise a suitable questionnaire for use in the survey; (2) develop a program for the annual meeting. The first questionnaires were mailed to selected depositories early in September.

The committee recognizes that some very valuable work has already been done in specific areas and that an exchange of information with other organizations having common interests in scientific records can be mutually beneficial. Exploratory letters, outlining this committee's project and soliciting cooperation, have resulted in enthusiastic responses from the History of Science Society, the Society for the History of Technology, and the American Institute of Physics' Project on the History of Recent Physics in the United States. A member of the staff of the National Union Catalog of Manuscript Collections, Library of Congress, inquired about the project, and an encouraging exchange of information is underway.

The first questionnaires were mailed to selected depositories to determine the suitability of the form for general use in the survey. This phase of the project will accelerate during the next few months. Much work remains to be done. At the conclusion of the survey a summary report, or directory, will be prepared for publication.

Cooperation with organizations or projects with common interests will be encouraged. The committee will explore the possibilities of suitable publicity about its project in appropriate journals and other publications. Membership development possibilities, as one of the byproducts of the survey, will not be overlooked. As the completed questionnaires are returned, nonmembers can very easily be determined. This information will be passed on to the next chairman of the Committee on Membership Development.

In addition to the chairman, the membership of the committee during the year 1963-64 consisted of Emma H. Busey, Lowell H. Hattery, Icko Iben, and Jean R. St. Clair. Their support has been sincerely appreciated.

The committee is especially grateful to President Alldredge for his support and encouragement.

CLYDE M. COLLIER, *Chairman*

Report of the Committee on State and Local Records

The Committee on State and Local Records again issued the annual *Directory of State and Provincial Archivists and Records Administrators*. It has been distributed at the convention. This year ZIP code postal numbers and telephone numbers were

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added to types of information previously given. Publication of the directory has been an example of cooperation. The text was typed in Boston and was photoduplicated in Washington; the cover was printed in Raleigh; and the pamphlet was collated and stapled in Austin.

We started machinery for keeping current the file of information created by Dr. Posner in his Study of State Archival Programs. This has been done this year through a circular sent out to the various States.

The committee met at Austin and wishes to make two recommendations:

1. That we try to keep Dr. Posner's file updated in the years to come.
2. That the distribution of Dr. Posner's book, *American State Archives*, to the States be handled through the head of each State archival agency.

RICHARD HALE, JR., *Chairman*

OTHER PROFESSIONAL ASSOCIATIONS

AASLH-WHA

A joint meeting of the American Association for State and Local History and the Western History Association was held in Oklahoma City, October 28-31. Among the 31 sessions were those devoted to manuscript collections, historical museums, landmarks and sites, and the training of personnel to handle historical materials. Especially well received were papers by Richard A. Erney (on Wisconsin's area research centers) and Richard C. Berner (on the accessibility and research potential of manuscript collections). Most of the other sessions were devoted to various aspects of the history of the West.

American Records Management Association

William Benedon, corporate director of records management at Lockheed Aircraft Corp., a past national president of ARMA and currently editor of its quarterly *Records Review*, was named the 1964 "Records Manager of the Year" by ARMA at the association's ninth annual conference, held in San Francisco, October 8-10. This annual award, presented for outstanding contributions to records management, consists of \$100 in cash and a "coat-of-arms uniquely depicting records/archival management." Emil H. Peterson, Humble Oil & Refining Co., is the newly elected president of ARMA. The association's next conference will be held in Minneapolis, Minn., October 11-13, 1965.

Special Libraries Association

The association's statement of "Objectives and Standards for Special Libraries" was published in the December 1964 issue of *Special Libraries* (p. 671-680). Its value to archivists and records managers is implicit in the following extract from SLA President William S. Budington's preface to the standards: "It should be understood that the phrase 'special library' is not meant as strictly exclusive; the concept of 'information center' as presently developing is to be read into this picture as well." (The special library's collection, according to the standards, may, indeed, include "archival materials.") The standards, approved by the association's board of directors at its September 25, 1964, meeting, are the culmination of 5 years of work; they cover six

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areas of specialized information service (objectives, staff, collection, services, physical facilities, and budget), and an appendix gives standard specifications for stack and shelf areas, general space requirements, and levels of recommended lighting.

Canadian Historical Association (Archives Section)

The Archives Section of the Canadian Historical Association held its annual meeting on June 10, 1964, in Charlottetown, Prince Edward Island, in conjunction with the meetings of the Learned Societies of Canada. Among the items discussed were the establishment of a certification board for archivists, the continuation of the section's annual publication, the *Canadian Archivist*, and the compilation of the Union List of Manuscripts in Canadian Repositories under a cooperative program. (For additional information on the Union List, see Public Archives of Canada, p. 170. □ Allan R. Turner (Archives Division, Legislative Library, Regina, Saskatchewan) is the 1964-65 chairman of the section. Alan D. Ridge (McGill University Archives, Montreal) is vice chairman, and Sandra Guillaume (Ontario Archives) is secretary-treasurer. Hugh A. Dempsey (95 Holmwood Ave., Calgary, Alberta) continues as editor of the *Canadian Archivist*.

Lutheran Historical Conference

Two members of the Society of American Archivists participated in the second biennial meeting of the Lutheran Historical Conference held at Concordia Historical Institute and Concordia Seminary in St. Louis, October 29-30, 1964. Rev. August R. Suelflow spoke on "Locating and Processing Archival Resources" and Rev. Joel W. Lundeen on "The Responsibility of College and Seminary Librarians for Archival Material." Another SAA member, Rev. Dorris A. Flesner, is president of the executive committee of the conference. The conference voted to expand its program of microfilming and publishing of American Lutheran historical resources, and an anonymous gift of \$500 was received to initiate the program. The Reverend Suelflow is the newly elected president of the conference. Its next regular meeting will be in 1966 at Waterloo Lutheran University, Waterloo, Ontario.

NATIONAL ARCHIVES AND RECORDS SERVICE

The design for an \$11.8 million Federal Records Center to be constructed in Suitland, Md., has been accepted by the General Services Administration. Designed by the architectural firms of Ellerbe & Co. of St. Paul and the Abbott Engineering Co. of Boston, the building will contain a gross floor space of approximately 863,000 square feet. According to the Administrator of General Services, "The new structure will consolidate official Federal records now stored at widely scattered warehouses throughout the Washington, D.C., area and will add a new link in a growing chain of 16 existing Federal Records Centers throughout the country. . . . A 1,500 square foot lobby will have exhibit cases for the display of historical documents." The design plan consists essentially of two rectangles. The larger and higher portion will

be windowless and will contain stack and work areas. The smaller rectangle at the front of the building will contain office and conference areas. The exterior walls of the two-story building will be constructed in brick. It will have quartz columns, with an entrance and windows framed in aluminum. Interior construction will be composed of concrete masonry, acoustic tile ceilings, vinyl asbestos floors, plaster on finished walls, and movable partitions. There will be a parking area for 150 vehicles.

National Archives

The 175th anniversary of the Judiciary Act of 1789 was commemorated at the National Archives by an extensive exhibit of documents, photographs, and prints relating to the history of the Supreme Court of the United States. The Honorable Earl Warren, Chief Justice of the United States, gave an address on the Judiciary Act at the formal opening of the exhibit on September 22. Among the invited guests attending the ceremony were Associate Justices Black, Harlan, Brennan, Stewart, and White. The exhibit, tracing the history of the Court from its predecessors under the Continental Congress to the present time, begins with a letter from George Washington of November 8, 1775, concerning the need for a court to handle prize cases and ends with Clarence Earl Gideon's petition for certiorari on the grounds that he had been denied counsel in his felony trial in a Florida State court.

Among recent National Archives accessions are records created or maintained by the Office of News, Bureau of Public Affairs, and predecessor offices of the Department of State, including transcripts of press conferences, news digests and summaries, and correspondence, 1906-60; records of the Bureau of Transportation, Post Office Department, mainly concerned with the operation of airmail service and the transition to the present contract system, 1907-52; reports and descriptions of National Bureau of Standards research projects, 1960-63; Bureau of the Census microfilm of abstract cards of the 1880 population census schedules covering families with children aged 10 or under; records of the Program Planning and Review Committee, Department of Labor, 1955-62; records of the General Services Administration consisting of inventory listings of property owned or leased by the Federal Government in the United States and other countries for the year ending June 30, 1963; and the Civil Aeronautics Board case file relating to the investigation of the accident that killed Wiley Post and Will Rogers, 1935. Photographs recently received include 2,500 relating to Project Vanguard, 1956-59, the first United States earth satellite program, undertaken as part of the United States participation in the International Geophysical Year, July 1957-December 1958. ¶ The National Archives has recently published *National Archives Accessions* no. 58, which contains a description of the records it received from July 1, 1962, to June 30, 1963. In the same issue is an article by Kenneth F. Bartlett, "Early Correspondence Filing Systems of the Office of the Secretary of the Navy." ¶ Among microfilm publications recently completed are the Indexes to Compiled Service Records of Volunteer Union Soldiers Who Served in Organizations From the States of Michigan (48

rolls), Minnesota (10 rolls), New Hampshire (13 rolls), New Jersey (26 rolls), New York (157 rolls), and Oregon (1 roll). Recently filmed records of the Department of State include Lists of United States Diplomatic Officers, 1789-1939 (3 rolls); and Records from the Decimal File, 1910-29, Relating to Internal Affairs of Morocco (26 rolls), and to Political Relations Between the United States and Morocco (1 roll), Morocco and Other States (1 roll), and the United States and Great Britain (15 rolls). Also recently completed are Records of the District of Columbia Commissioners, 1791-1802, and of the Offices Concerned With Public Buildings, 1802-67 (27 rolls); Letters Received by the Office of the Adjutant General, 1805-21 (144 rolls); Letters Received by the Secretary of the Navy From the President and Executive Agencies, 1837-86 (49 rolls); Records Relating to the United States Surveying Expedition to the North Pacific Ocean, 1852-63 (27 rolls); and Letters Relating to Claims Received in the Office of the Secretary of the Treasury, 1864-87 (91 rolls). ¶ Information about microfilm and copies of publications may be obtained from the Exhibits and Publications Division, National Archives, Washington, D.C. 20408.

Franklin D. Roosevelt Library

The papers of Frederic A. Delano (1863-1953), uncle of President Roosevelt, have been given to the Library by his daughter, Mrs. James L. Hough- teling. The papers document his career in railroading, mining, and banking, as Colonel in the Transportation Corps in World War I, and as a Govern- ment official in his nephew's administration—chiefly as Chairman of the National Capital Park and Planning Commission and as Vice Chairman of the National Resources Committee. Other papers relate to his lifelong interest in regional planning, conservation, the history and politics of the Hudson Valley, and Delano family history. ¶ Also received was a small body of correspondence of Helen Ferris (Mrs. Albert B. Tibbets), an editor of the Junior Literary Guild, with Mrs. Roosevelt in connection with Mrs. Roose- velt's work as a reader of manuscripts for the guild from 1944 to 1960.

Harry S. Truman Library

Recent accessions include papers of Gordon R. Clapp and the late James K. Knudson and microfilm copies of the papers of Stephen J. Spingarn. ¶ Recent researchers and their topics have included Richard S. Kirkendall, University of Missouri, a biography of Harry S. Truman; Richard Ratliff, Midwestern University, the political thought of Harry S. Truman; Merlin Gustafson, Kansas State University, church-state relations; Monroe Billington, University of South Dakota, civil rights; and Harold F. Gosnell, How- ard University, the 1944 and 1948 Presidential elections. ¶ Grants-in-aid up to \$1,000 each are available from the Harry S. Truman Library Institute for projects involving the Truman administrations and the history and nature of the Presidency of the United States. Applicants should write the Director of the Library to obtain information and application forms. ¶ Four entries have been received in competition for the first David D. Lloyd Prize. The winner

will be announced after the David D. Lloyd Prize Committee has made its selection.

National Historical Publications Commission

On October 10 the Ford Foundation announced a grant of \$2,000,000 to assure the continuation during the next 10 years of five publication projects that the Commission has encouraged in recent years—the Adams Family Papers, the Franklin Papers, the Hamilton Papers, the Jefferson Papers, and the Madison Papers. The full amount will be made available to the National Archives Trust Fund Board and will be allocated in accordance with the Commission's recommendations. The interest that is expected to accumulate over the 10-year period will permit the Commission "to institute an inquiry into the availability and use of primary source materials in the graduate teaching and study of history throughout the country" and for the recruitment and training of editorial staffs for documentary publication projects by awarding fellowships and internships and holding seminars and conferences. ¶ Congress has appropriated \$350,000 that will allow the Commission to make modest grants to State and local agencies and nonprofit organizations and institutions for the arrangement, description, and publication of documentary source materials significant to the history of the United States. Applicants for such assistance should write to the Executive Director, National Historical Publications Commission, National Archives Building, Washington, D.C. 20408. ¶ At the Commission's meeting on September 11, 1964, resolutions were passed recommending that the first two allocations from the then-expected Congressional appropriation be to support the continuation of the project for compiling and publishing the Documentary History of the Ratification of the Constitution and First Ten Amendments and to begin work on the project for publishing the Records of the First Federal Congress. The consideration of all other allocations was delayed until the next meeting. The Commission also passed resolutions commending projects already organized and underway for publishing the Papers of Ulysses S. Grant and Jefferson Davis, the former at the University of Southern Illinois at Carbondale and the latter at Rice University, Houston, Texas. These resolutions permit the Commission to give professional assistance to these projects, chiefly by making available to them copies of extensive documentary materials in the National Archives. ¶ Among the material to be buried in Westinghouse Time Capsule II at the New York World's Fair next October is a microcopy of an article, "A White House Luncheon, June 17, 1963," by Julian P. Boyd, published in the April 1964 issue of *New York History*. On that day the members of the National Historical Publications Commission were guests at a luncheon given by President Kennedy; the article gives the texts of the President's talk and Dr. Boyd's response.

Office of the Federal Register

The 1949 volume of the *Public Papers of the Presidents* has been issued. It covers the fifth year of Harry S. Truman's Presidency and contains tran-

scripts of the President's news conferences and speeches and the full texts of messages to Congress and of other materials released by the White House. The 671-page clothbound book sells for \$6.75. Similar volumes are available covering the Truman administration from 1945 to 1948 and the administrations of President Eisenhower and President Kennedy. Volumes covering the other years of Truman's administration and the administration of President Johnson are under preparation. All volumes in the series are sold by the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. Prices vary for the individual volumes.

LIBRARY OF CONGRESS

General Notes

After being without a real street address for 164 years the Library of Congress now has a fixed address, 10 First Street S.E., granted by the Government of the District of Columbia upon application by the Librarian of Congress, in response to a staff suggestion by Warren Guinn, a research analyst in the Library's Reference Department. ¶ Florence E. Nichol, formerly chief editor at the National Archives, joined the staff of the Publications Office on July 20 and on October 12 became Assistant Publications Officer. ¶ Stephen R. Salmon of the Administrative Department (Photoduplication Service) has prepared and the Government Printing Office has issued *Specifications for Library of Congress Microfilming*. The pamphlet reflects in large measure the solutions to problems encountered in the newspaper microfilming program at the Library. Copies may be ordered from the U.S. Superintendent of Documents, Washington, D.C. 20402 for 25c.

Manuscript Division

The Library has acquired some 50,000 papers of Nathaniel P. Banks (1816-94) from the estate of one of his granddaughters. The material, which has been on deposit and available to scholars for a number of years at the Essex Institute in Salem, Mass., relates to every phase of Banks' varied career as longtime member of the U.S. House of Representatives and Speaker of the House during the 34th Congress, Governor of Massachusetts (1858-61), and Major General in the Union Army during the Civil War. The correspondence is particularly rich in letters from persons prominent during the Civil War and Reconstruction periods. ¶ A series of 58 letters written by Andrew Jackson between 1827 and 1845 to Amos Kendall, Postmaster General under Presidents Jackson and Van Buren, has been acquired for the Library with the assistance of Arthur A. Houghton of New York City. Most of the letters were written after Jackson's return to the Hermitage, his estate near Nashville, and the last (May 20, 1845) was written just 18 days before Jackson's death. Fewer than half of these letters were printed, and then generally only in part, in John Spencer Bassett's six-volume edition of *Correspondence of Andrew Jackson* (Washington, 1926); the letters were printed in full, however, in the issues for February 4, 5, and 10, 1879, of the

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Cincinnati *Commercial*. ¶ Benjamin W. Huebsch, prominent New York publisher, presented a first installment of his papers to the Library just a few weeks before his sudden death in London last August. The papers number nearly 5,000 pieces of correspondence dating from just after the turn of the century until 1964. They detail the remarkable career of Mr. Huebsch, who achieved fame as publisher of some of the major literary works of the 20th century. When he discontinued publishing under his own imprint in 1925, he joined the Viking Press as editor in chief and vice president. He was also active in liberal and humanitarian organizations, having served as member of the Ford Peace Plan mission during World War I, treasurer of the American Civil Liberties Union, and special U.S. representative to Unesco. Among the most interesting and valuable segments of the Huebsch correspondence is one of several hundred items dealing with British political theorist Harold L. Laski in which there are at least 150 letters from Laski to Huebsch. ¶ A number of collections pertaining to science have been received or augmented. Supplementing the Arnold Gesell papers is the correspondence exchanged between Drs. Louise Bates Ames and Frances L. Ilg, officials of the Gesell Institute, and readers of their syndicated newspaper column, "Parents Ask." The first installment of the papers of George Gamow contains correspondence, manuscripts of scientific books and articles, and miscellaneous additional material. Two collections have been begun of notable contributors to science and technology, both of whom died in the 1930's, Arthur D. Little and Henry Smith Pritchett. ¶ Frank Burke, who has been assistant curator for archives and manuscripts at the University of Chicago Library, joined the staff of the Manuscript Division on September 2 as head of the preparation section.

STATE AND LOCAL ARCHIVES OF THE UNITED STATES

Colorado

The Division of State Archives and Public Records has undergone a major readjustment of staff assignments in the past several months owing to emergency programs, increased demands for services and usage of archival holdings, and the resignation of some professional staff members. The division now consists of administration, archival management, records management, and technical services sections. Assistant State Archivist George E. Warren has resigned after 11 years of service in the division. His position will remain vacant for the present. New staff members are: Mrs. K. C. Hayes, senior administrative assistant, by transfer from the Coordinator's Office, Department of Natural Resources; Sam Redman, archival intern, who will enable the division to strengthen its publications program; John Carpenter, who has returned to the records center; and Hazel Armishaw, formerly with the Department of Natural Resources, and Ada Holtz, formerly with the Division of Water Conservation, who have been assigned to Technical Services.

Among the comprehensive archival and records management programs underway are those relating to court records at all levels of jurisdiction. Legislation passed early in 1964 provided for complete court reorganization. Jus-

tice of the peace courts were abolished and duties of the county and district courts were revised substantially. A program for transfer of archival materials and noncurrent records to the State Archives has been implemented in cooperation with the Court Administrator's Office and the judges and the clerks of all courts. Handbooks for procedures on transfer, disposition, microfilming, etc. of court records, with applicable schedules, have been prepared for the emergency. Approximately 20,000 cubic feet of records will be placed in the custody of the State Archivist. This legislation has greatly increased the interest of the courts in microfilm-recording programs, and a substantial number of installations for current microfilming have been established. Security copies of the microfilm are deposited in trust with the State Archivist. (There are 63 county courts and 63 district courts in Colorado, as well as some superior, municipal, and special juvenile courts.) ¶ Another extensive program underway is the microfilming of records of the State Hospital at Pueblo. The microfilming is being done by the Technical Services' Central Microfilm Unit. All filmed records are being coded for electronic indexing and rapid retrieval. The project is planned to extend over a 2-year period.

State Archivist Dolores C. Renze has been appointed Colorado State Chairman for the Inter-University Consortium for Political Research at Ann Arbor, Mich. Thus far, the Colorado committee has provided microfilmed archival recordings of election returns and voting for the offices of Governor and other elective officers of the executive department and for U.S. Senators and Representatives, 1869-1962. Information is now being microfilmed relating to State constitutional amendments and to initiative and referendum bills for the period 1876-1962. Other assignments will follow as the program is developed.

Delaware

The Public Archives Commission is microfilming the *Smyrna Times*, a local weekly newspaper, from its beginning, July 5, 1854, to the present time. The bound set of this newspaper is complete except for 1 year during the Civil War; it contains a wealth of local and historical information. The work is made possible through the generous gift of Prof. B. Stimson Carrow of Philadelphia, Pa. ¶ State Archivist Leon deValinger, Jr., was honored by the University of Delaware, his alma mater, with the award of the honorary degree of Doctor of Humane Letters on September 21, 1964. "As State Archivist since 1941," the award citation stated in part, "you have brought distinction to yourself and your native State by imaginative approaches to the practice of your art, and leadership in your chosen profession as a founding member of the Society of American Archivists."

Florida

Chapter 63-39 of the Florida Laws of 1963 established the "State Library and historical archives" to be administered by the Florida Library and Historical Commission (see Ernst Posner, *American State Archives*, p. 82). The September 1964 issue of the *Newsletter of Florida History* (vol. 1, no. 1)

reports that "An initial step has been taken by Commission Chairman Adam G. Adams in querying institutions and historical groups throughout the state on archival interests preliminary to calling a meeting in the Fall for a discussion of archival needs. The 1965 Legislature will be approached for an appropriation needed to implement the historical duties of the Commission." The *Newsletter* is distributed from 3680 Hedrick St., Jacksonville.

Indiana

The State Archives has received from the Adjutant General of Indiana service records of members of the Indiana National Guard, 1946-64 (567 rolls); from the Conservation Department, the administrative correspondence, 1949-52; and from the Insurance Department, its correspondence, 1949-60.

Kentucky

The State Archives and Records Service issued in July 1964 the *Checklist of Kentucky State Publications, 1963 and State Directory 1964*—the second checklist to appear in this series. Compilation was again primarily the responsibility of Guerdon Ramsey, who has improved considerably the organization of the material. This is a valuable model on which State Archives having responsibilities for such compilations can base their own style.

Maine

On August 29, 1964, Richard Hale, Archivist of Massachusetts, addressed the Federation of Maine Historical Societies and Museums at Portland. He compared the constitutional and legal positions in Maine and Massachusetts in respect to archives and suggested that Maine follow the example of Massachusetts. At the request of Gov. John Reed of Maine, Dr. Hale spoke to the Governor and council on September 22 concerning the question of an archives for Maine and, in particular, on the advisability of using the so-called McLean House and grounds as a site for an archives building. On December 10 Dr. Hale informed us that Governor Reed "has appointed an Archives Committee with as its chairman former Dean [Ernest] Marriner of Colby College."

Massachusetts

Archivist of the Commonwealth Richard W. Hale, Jr., is a member and acting chairman of the Massachusetts Historical Commission, which has recently issued its standards for the certification of historic landmarks and standards for the care and management of certified historic landmarks. The commission had held a public meeting at the State House on October 16 to present the latter set of standards. ¶ On December 7 the Supreme Judicial Court amended General Rule Nine by inserting this paragraph: "Subject to the foregoing proviso, any such clerk may deliver for safekeeping to the State Archives, with the consent of the Secretary of the Commonwealth, any papers and records over twenty years old including docket books and indices. The court authorizing such delivery may in its discretion condition the delivery upon the agreement of the Secretary of the Commonwealth to make and de-

liver from time to time on request such photostat, microfilm, or other copy as the court shall require, or such indices and descriptions as the court may deem necessary or desirable for preservation in the clerk's office." This addition to General Rule Nine will allow archival preservation of historic records in the Massachusetts court system.

Michigan

A revision of the *Schedule of Retention and Disposal of Public School Records* (Publication no. 522) was issued by the Department of Public Instruction, Lansing, in April 1964. It includes a definition of "non-record material" approved by the State Administrative Board on July 6, 1961. ¶The Michigan Municipal League in November 1964 published *Records Management Manual for Michigan Municipalities* (Information Bulletin no. 104, \$3.50), compiled by Bruce C. Harding, Chief, Archives Division, Michigan Historical Commission. The purpose of the manual is to explain the procedure for the disposition of administrative records of local governments, and to "outline a simple yet adequate municipal records management program." Copies of the manual are available from the League, 205 South State St., Ann Arbor, Mich.

The seventh annual history conference, "Michigan in Perspective," sponsored by the Detroit Historical Society, the Burton Historical Collection, and the Archives and Department of History of Wayne State University, was held at the university on October 16 and 17, 1964. Sidney Fine of the University of Michigan discussed the problems of working on recent American history, particularly in the Presidential papers. Walter Poulshock of Wayne State University reported on the work of the American Historical Association Committee To Collect the Basic Data of American Political History. During the conference a meeting of archivists and historians was held to discuss archival problems and cooperative historical projects. A Guide to Photographic Resources in Michigan and an Inventory of Census Records in Michigan were planned, and a progress report was heard on the Cooperative Newspaper Microfilm Project. Representatives of the Burton Historical Collection, Michigan State Archives, Western Michigan University, Michigan State Library, Historical Society of Michigan, Central Michigan University, Michigan State University, and Wayne State University were present. This group meets informally several times a year. ¶The Detroit Historical Society, with the assistance of a grant from the Detroit Bank & Trust Co., has published *Detroit, Fort Lernoult, and the American Revolution* (Wayne State University Press), by SAA Secretary and Associate Professor of History (Wayne State University) Philip P. Mason. This handsomely illustrated and printed booklet was inspired by excavations for the new Detroit Bank and Trust Building. After workers dug up pickets and other remnants of the fort that occupied the site, professional archeologists from Wayne State uncovered valuable historical evidence about the fort and its placement in relation to present-day Detroit.

Mississippi

The Department of Archives and History has received from Jefferson Hayes-Davis, grandson of Jefferson Davis, a collection of family papers of William Burr Howell of Natchez, father of Varina Howell Davis; and maps and plans of Ship Island and Fort Massachusetts from M. James Stevens, leader in the movement to preserve the historic fort and to develop the island. ¶ The Louisiana State University Press has reprinted for the Mississippi Historical Society John Francis Hamtramck Claiborne's *Mississippi, As a Province, Territory and State*—an edition “financed by the . . . Society from publication funds that have been accumulated over the years, beginning with the tenure of Dr. William D. McCain as director of the Department of Archives and History. . . . Under Dr. McCain and his successor, Miss Charlotte Capers, the funds accumulated . . . have now become substantial enough to bring back into print one of the truly great histories” of Mississippi. As is well known, only the first volume of Claiborne's history was published, in 1880; the manuscript of the second volume was lost in a fire in 1884, 2 months before Claiborne's death. The new printing of the work contains an index prepared in 1939 by C. M. Lagrone. ¶ The *Mississippi History News-Letter* gives the entire first page of its November 1964 issue to the “Posner Report,” which, it avers, “will undoubtedly become the Bible of the archival profession.”

Nebraska

Marvin F. Kivett, Director of the Nebraska State Historical Society, has requested a 30 percent increase in his budget for the biennium 1965–67. The State is celebrating its centennial in 1967, and the society expects an increase in its workload because of this historical observance. Each of the county historical societies will participate. ¶ Archivist William Schmidt addressed the Society of Professional Engineers on October 8, in Lincoln, and the Omaha branch of the Association of Childhood Education on October 30.

Nevada

Director Clara S. Beatty reports that the Nevada Historical Society plans to publish the recently acquired letters of Harry Innes Thornton, Jr., 19th-century State Senator of California, who resigned to serve in the Confederate Army and later returned to Nevada. The 78 letters describe in detail the mining booms, camps, and litigation in Austin, Hamilton, and Pioche, Nev.

New Jersey

Although it does not bear directly on archival matters, the completion of the publication of the New Jersey Historical Series by D. Van Nostrand Co., Inc., of Princeton, should not go unnoticed in our pages. Published in cooperation with the New Jersey Tercentenary Commission, the series is edited by Richard M. Huber and Wheaton J. Lane; it consists of 26 volumes already published; and the publication of 5 supplements by early spring 1965 will complete the work. Almost every conceivable topic of State historical

interest is covered in the series, which has been written by 31 of New Jersey's most distinguished scholars.

New York

A committee "on the future of the State Historian's office," appointed by the Commissioner of Education of New York State, submitted on June 25, 1964, its report, *The New York State Historian and the Division of Archives and History* (Albany, University of the State of New York, 1964). The report recommends that the Division of Archives and History be headed by an Assistant Commissioner and State Historian and that it be composed of four major subdivisions with the following functions:

[I] *Bureau of Historical Research.* To edit and publish documents and archives; to administer grants-in-aid for research and publication in State and local history; to publish pamphlets, brochures, booklets, etc., for school use. With funds to publish directly or through contract subsidies to university presses or other outlets.

[II] *State Archives.* To operate the State's records management, records center and archives program in a new State Archives facility and the projected new State records center. To continue to protect the historically valuable local record, and to advise and consult on the establishment of county and municipal records center and archives, hopefully with matching funds to encourage such developments.

[III] *State History Museum.* To consolidate and develop historical collections and exhibits in a new State History Museum with traveling exhibits or historymobiles, school services, etc. To advise the local historical society on exhibits or museums. To operate any program of State aid to historical museums. To supervise, renovate where needed, restore where needed, maintain, and operate the State-owned historic sites. To prepare and distribute films, filmstrips, radio and television programs on State and local history, the background of present problems, etc.

[IV] *Community Services.* To supervise the State's historic markers program, prepare texts of historical authenticity, etc. To advise local groups on restoration, preservation, operation of sites on urban renewal, highway salvage, Federal housing and other situations where historic properties are threatened. To work with the local historical societies, museums, town historians, the patriotic and other history-minded organizations, in developing and improving programs in State and localized history, drawing so far as possible on the professional skill of people assigned to the other three divisions.

Persons interested in appointment as Assistant Commissioner and State Historian or as head of one of the four subdivisions should write to Hugh M. Flick, Associate Commissioner, State Department of Education, University of the State of New York, Albany, N.Y.

North Carolina

On November 23 Everett O. Alldredge, 1963-64 SAA president, in a ceremony in Raleigh, formally presented to Gov. Terry Sanford the Society's Distinguished Service Award for 1964. The award had been announced at the SAA awards luncheon in Austin, Tex., on October 8. (State Archivist H. G. Jones' doctoral dissertation, "The Public Archives of North Carolina, 1663-1903," has been accepted by Duke University, and the Ph. D. degree will be awarded him at the June 1965 commencement. (A fire seriously damaged the records of the North Carolina Board of Nurse Registration and

Nursing Education on October 1. Salvaged by the staff of the State Department of Archives and History, the records were dried in the State Records Center and restored to their original order. ¶ Disposition schedules for the records of the Rural Electrification Authority and the State auditor have been approved. ¶ The department has published two new eight-page leaflets (available at no cost from the State Archivist): *Historical Research in the North Carolina Department of Archives and History* and *North Carolina's Local Records Program*. A new list of the department's available books and pamphlets has also been issued.

Ohio

Gov. James A. Rhodes has proposed that the Ohio Historical Society receive \$10 million from a contemplated \$275 million State capital-improvements bond issue. These funds would be used to construct a new historical museum, library, and archives building for the society. The new structure would replace the State Museum, which for 100 years has housed the society's museum and library, and the former Governor's Mansion, which has housed the State Archives since 1957. No site for the new structure has been selected. ¶ Letters written between 1909 and 1920 by President Warren G. Harding to Mrs. James Phillips have been turned over to the Ohio Historical Society. For security purposes, photographic copies of these letters (valued by appraisers at \$15,000) have been deposited in a sealed package in the vault of a New York bank. According to the *New York Times* (August 4, 1964), Curator of Manuscripts Kenneth W. Duckett said, "I have heard the words 'burn, destroy and suppress,' so many times since I acquired the papers that I have determined that extraordinary precautions must be taken to insure their preservation and their use by historians."

Pennsylvania

The exterior of the William Penn Memorial Museum and Archives Building has been completed, and the Historical and Museum Commission hoped to move into the new building by the end of 1964. The State Archives and the State Records Center will share the Archives Tower, which will have offices on the garden courts at its base. ¶ The Governor's Office of Administration, which is charged with the records management program, announces that records scheduling is nearing completion. This office has issued another of its paperwork management handbooks: *How to Use Your State Records Center*. This processed, 10-page publication, with four attachments, contains procedures for transferring records from State agencies to the new Records Center.

South Carolina

After almost 100 years the North Carolina Department of Archives and History has transferred to the South Carolina Archives Department, in Columbia, the entire South Carolina election returns of April 14-16 and June 2-3, 1868 (73 volumes). Research by North Carolina State Archivist H. G. Jones established that the records had been sent to Raleigh, N.C., in the

summer of 1868 from the headquarters of the Second Military District in Charleston, S.C. The manuscript volumes show the registration by race and the vote on the State and county levels. Charles E. Lee, Director of the South Carolina Archives Department, was reported by the *Columbia, S.C., State and Columbia Record* (Nov. 8, 1964) to say: "We are most grateful to our friends in North Carolina for finding these records and sending them to us. Studied along with voter registration books, census schedules, and other documents already in the South Carolina Archives, the election returns for 1868 will enable us for the first time to see clearly the structure of political power in South Carolina at the lowest point in her history, as she started the long road back from the disaster of defeat in the Confederate War."

Tennessee

Newly appointed State Librarian and Archivist Samuel Boyd Smith has been named chairman of the Tennessee Historical Commission.

Utah

State Archivist T. Harold Jacobsen reports that Utah's State election papers are being microfilmed. Copies of the film will be available in most of the universities in the State. ¶ The State Archivist, in consultation with the State purchasing agent, has established a standard file folder to be used by State agencies. "This will eliminate the present waste necessitated by refileing the records arriving at the State Archives," Mr. Jacobsen informs us, "since many records can be transferred to the archives in their original folders."

Vermont

Olney W. Hill, Public Records Director for Vermont, listed in his November 15, 1964, *Information Bulletin* the ball point pens recommended for use on permanent records by town and city clerks and treasurers. ¶ Mr. Hill's presentation to Governor Hoff of a copy of Ernst Posner's *American State Archives* was well publicized in early December by articles and photographs in the *Burlington Free Press*, the *Bennington Banner*, and the *Brattleboro Reformer*.

Wisconsin

During the last half of 1964 the Division of Archives and Manuscripts of the State Historical Society received papers of Adolph Germer, Socialist Party leader, United Mine Workers of America official, and CIO organizer; Fred Bassett Blair, chairman of the Wisconsin Communist Party; William H. Davis, labor mediator; Charles D. Rosa, Wisconsin Progressive and State tax commissioner; Julius P. Heil, Governor of Wisconsin (1939-43); and Charles A. Page, U.S. Consul at Zurich. ¶ The Mass Communications History Center has issued a revised *Summary Inventory of Organized Collections*. The inventory describes most of the 226 collections in the center on June 30, 1964, in the fields of radio, television, journalism, public relations, and the theater arts. Interested researchers may have a copy of the inventory

by request to the center (816 State St., Madison, Wis. 53706). ¶ The University of Wisconsin Extension Division and the State Historical Society have issued an 88-page *Guide to Theses on Wisconsin Subjects*; this is available without charge from the society at the same address. ¶ David J. Delgado has been appointed Assistant Archivist of the society.

PUBLIC ARCHIVES OF CANADA

In cooperation with the Humanities Research Council of Canada and the Archives Section of the Canadian Historical Association, the Public Archives is engaged in the compilation of a national catalog of archival sources to be known as the Union List of Manuscripts in Canadian Repositories. The project calls for a comprehensive survey of Canadian archival collections and a listing of all manuscripts therein. When completed it should provide information on the nature and location of most of the significant bodies of unpublished research material in Canada. A total of 162 repositories, including all major archival institutions, were asked to contribute and all but a few have responded to this appeal. Over 10,000 returns have now been received, or approximately two-thirds of the estimated total. W. Kaye Lamb, Dominion Archivist, is director of the project; Robert S. Gordon is secretary and editor. The master catalog, which is being compiled from edited returns, already includes some 10,000 main entries and 8,000 nominal cross-reference cards. The catalog is housed in the Manuscript Division of the Public Archives, where it is already being used for reference purposes. Publication of the Union List in book form is planned, and it is hoped that it may be ready for the printer in another year. ¶ W. G. Ormsby, Chief of the Manuscript Division, has resigned to join the department of history at Brock University, St. Catharines, Ont. Wilfred I. Smith, formerly Assistant Chief, has succeeded him as Chief. Robert S. Gordon succeeds Mr. Smith as Assistant Chief. Roger Comeau is now head of the Pre-Confederation Section of the division. ¶ New record acquisitions include the William Smith-Jonathan Sewell papers. The William Duncan papers are on loan for microfilming from the Duncan Memorial Church in New Metlakatla, Alaska. Microfilm copies of selected correspondence from the Lansdowne papers and Stanley of Preston papers have been acquired from England. ¶ The Manuscript Division has published a 67-page preliminary inventory, *Manuscript Group 18, Pre-Conquest Papers* (available in English or French from Roger Duhamel, Queen's Printer, Ottawa, for 50c). Also available from the Queen's Printer at 25c a copy are checklists of census returns on microfilm for Ontario (1842-71), Quebec (1825-71), New Brunswick (1851-71), and Nova Scotia (1871). ¶ The National Library has released recently (although with an imprint date of 1963) the bibliographical checklist, compiled by Olga Bernice Bishop, *Publications of the Government of the Province of Canada, 1841-1867* (available from the Queen's Printer, Ottawa, at \$3 a copy).

PROVINCIAL AND LOCAL ARCHIVES OF CANADA

Sandra Guillaume (Secretary-Treasurer, Archives Section, Canadian Historical Association, Ontario Archives, Parliament Buildings, Toronto 5, Ont.) has kindly consented to assemble the news notes for this new section. Our Canadian members and subscribers are asked to send suitable items about their Provincial and local archives direct to Miss Guillaume. Much of the news printed below, however, is drawn from the *Canadian Archivist Newsletter*, vol. 1, no. 2 (1964).

Alberta

The first unit of the Alberta Government Archives and Museum Building will be completed by 1967. A Provincial Archivist has not yet been appointed.

British Columbia

The Federal centennial grant to the British Columbia Government will be used for a new building to accommodate the Provincial Archives and Museum, planned for completion in 1967. A site adjacent to Thunderbird Park and Helmcken House Historic Museum has been chosen.

Manitoba

Recent accessions of the Public Archives include the original journal of John West, 1820-23, deposited by St. John's Anglican Cathedral, Winnipeg; correspondence of, and manuscripts of papers read before, the Historical and Scientific Society of Manitoba; and records of the Department of Public Works, ca. 1875-1954 (120 ft.).

New Brunswick

The Archives has acquired some 19 feet of Northumberland County papers, 1806-1919, and 6 feet of records, the "Merritt collection," from St. John. The former record the development of a county in New Brunswick and the latter the business and social life of the city of St. John for more than a century.

Newfoundland

The Archives has accessioned the old records of the magistrate's court at Harbour Grace, dating back to 1799. They consist of 180 volumes and 62 cartons of documents and contain useful historical information about the city of Harbour Grace and the Northern Circuit of Newfoundland.

Nova Scotia

Provincial Archivist C. Bruce Fergusson has issued two new bulletins: *Nova Scotian Institute of Science* (no. 18) and *The Public Archives of Nova Scotia* (no. 19).

Ontario

D. F. McOuat became Archivist of Ontario upon the retirement of George W. Spragge in August 1963. The Historical Branch of the Department of Tourism and Information is now under the jurisdiction of the Provincial

Archivist. ¶Gerald E. Boyce reports that work has begun on the sorting of the Hastings County Clerk's papers, 1850-70, which are among the holdings of the Hastings County Museum at Belleville.

Prince Edward Island

Following a preliminary survey of government records during the summers of 1962 and 1963, an archives act, patterned after similar legislation of Saskatchewan, was passed by the P.E.I. legislative assembly on March 24, 1964. The archives office is located in the museum-gallery section in the new Confederation Centre in Charlottetown. It includes receiving, fumigation, central records, and storage rooms. Douglas B. Boylan, who drafted the legislation, is Provincial Archivist.

Quebec

Bernard Weilbrenner succeeded M. Antoine Roy as Provincial Archivist in November 1963. ¶Henri LeRouzes has succeeded Paul Gauthier as head of the Archives for the City of Montreal.

Saskatchewan

The planned Public Documents Centre to be opened on the new University of Saskatchewan Regina Campus late in 1966 will be administered by the Saskatchewan Archives Board and will include the Regina office of the Saskatchewan Archives, the government publications of the Legislative Library, and space for the storage of government records.

CHURCH ARCHIVES

Reported by Melvin Gingerich

Items for this section should be sent direct to Dr. Melvin Gingerich, Archives of the Mennonite Church, Goshen College, Goshen, Ind. 46526.

Northeast and East

Because of the merger of the Congregational Christian Church several years ago, all records of the General Council of the Congregational Church, which were in the New York office, have been moved to the Congregational Library, 14 Beacon St., Boston, Mass. More than a dozen scholarly studies are underway at the Congregational Library. Corrina M. Nordquest was appointed librarian on June 1, 1963.

The archives of the New England Yearly Meeting of Friends are now in the John Carter Brown Library, Brown University, Providence, R.I. Mrs. Henry Foster is custodian of the records.

The St. Mark's Library, General Theological Seminary, 175 Ninth Ave., New York City, has recently acquired the papers of the Right Reverend William Thomas Manning, 1866-1949. This collection contains over 12,000 separate pieces.

The Huguenot Historical Society, New Paltz, N.Y., has many copies of the records of churches in Ulster County.

The Manuscript Division, New York Public Library, New York City, reported the greatest use of its records in its history during the summer of 1964. Its most significant accessions of religious source materials during the past 5 years have been the records pertaining to the Shaker communities.

The Presbyterian Historical Society, Philadelphia, Pa., is planning a new building for its library and archives. A brochure describing the new facility may be obtained from the society at 520 Witherspoon Building.

The 1963 report of the Archives of the Moravian Church, Bethlehem, Pa., contains an impressive list of manuscripts and other materials received during the year. A copy of the report can be obtained from Archivist Vernon H. Nelson.

The archives of the Pittsburgh Theological Seminary are now in the new Clifford E. Barbour Library.

The Lancaster Mennonite Conference Historical Library is now in a new building east of Lancaster, Pa., on the Lincoln Highway. The Curtis Rittenhouse collection and the Amos K. Stauffer collection have recently been acquired.

A brochure, *The Quaker Collection of the Haverford College Library, Haverford, Pennsylvania*, is available from the curator, Edwin B. Bronner. Two pages describe its manuscript collection.

South

The records of the Baltimore Yearly Meeting of Friends (3107 North Charles St., Baltimore, Md.) have recently been microfilmed by the Maryland Hall of Records.

The Lovely Lane Museum, 2200 Saint Paul St., Baltimore, Md., serves a growing number of tour groups who come to see its historical exhibits and documents on Methodism.

The *Historical Foundation News*, published quarterly by the Historical Foundation of the Presbyterian and Reformed Churches, Inc., Montreat, N.C., can be had for \$1 a year. Each issue contains news concerning the archival collections of its churches.

The Carolina Disciplina Library at Wilson, N.C., has a rich collection of rare books and documents pertaining to the history of the Disciples of Christ. The collection is in the C. L. Hardy Library of Atlantic Christian College.

The Moravian Archives of Winston-Salem, N.C., has expanded its facilities by adding a floor to its building. This includes a vault, a periodical room, and a consultation room. The records of the Moravians in North Carolina, 1848-56, are now being translated for publication.

The *Report of the Director of the Baptist Historical Collection and the Minutes of the North Carolina Baptist Historical Committee Meeting Held at Wake Forest College, Winston-Salem, North Carolina*, published on August 18, 1964, is available from John R. Woodard, Director of the Baptist Historical Collection, Wake Forest College.

The Archives of the Texas-Louisiana Synod, Lutheran Church in America,

Austin, Tex., receives basic historical materials that its congregations wish to place with it for safekeeping and historical reference.

The Church Historical Society of the Protestant Episcopal Church, 606 Rathervue Place, Austin, Tex., has issued a 16-page brochure presenting the "why," "what," and "how" of the society. The booklet lists some of the extensive source materials held by the society, pointing out that in 1940 it became the official repository for the archives of the General Convention of the Episcopal Church. Virginia Nelle Bellamy is the Archivist.

Sister M. Claude, O.P., is back as full-time Archivist of the Catholic Archives of Texas. A brochure on the archives is available from its address, Box 1057, Austin, Tex.

Central

John H. Ness, Jr., secretary and curator of the Historical Society of the Evangelical United Brethren Church, 1810 Harvard Blvd., Dayton, Ohio, has been commissioned by the Board of Publication of the church to prepare a denominational history of publishing.

The *Sixth Annual Report of the Archivist-Historian* of Earlham College, Richmond, Ind., was issued on May 15, 1964. Archivist-Historian Opal Thornburg reports that in the new Lilly Library the archives quarters and the Quaker library area have been combined into one unit.

Some 350 manuscripts of church records in the Archives of DePauw University and Indiana Methodism, Greencastle, Ind., are listed by the compiler, Archivist Eleanore A. Cammack, in *Indiana Methodism*, published in November 1964.

The Reverend A. Milton Freedholm succeeded Professor E. Gustav Johnson as Archivist of the Evangelical Covenant Church of America on January 1, 1965.

The Reverend Harold E. Olsen has been appointed Archivist of the Iowa Synod of the Lutheran Church in America Archives, Grand View College, Des Moines, Iowa.

The Bethel Theological Seminary, St. Paul, Minn., has under construction a new library, which will have an area for the archives of the Baptist General Conference.

The Archivist of the Nebraska Synod Archives of the Lutheran Church in America is A. B. Lentz. Records are kept in the office headquarters of the synod in Omaha. Irreplaceable material is housed in a vault in Central Seminary at Fremont, Nebr. The Archives is acquiring congregational histories and pictures of churches and institutions.

Canada

The nine archives of the United Church of Canada are compiling a master index to all their holdings. Arthur G. Reynolds, Archivist-Historian, is supervising and in some cases doing the cataloging.

Archival materials collected by the Presbyterian Church in Canada before 1925 are in the custody of the United Church of Canada and are now housed

in the United Church Archives, Victoria University, Toronto. Material collected by the Historical Committee since 1925 is housed in the library of Knox College, Toronto, except for materials from the churches in the Montreal area, which are housed in the library of Presbyterian College, Montreal. Neil G. Smith, Archivist of the Presbyterian Church in Canada since 1952, has cataloged much of the early materials.

The General Synod Archives of the Anglican Church of Canada has been quartered in the new extension to Church House at 600 Jarvis Street, Toronto, since the summer of 1962. The Archives is under the direction of Rev. Dr. T. R. Millman, professor of church history at Wycliffe College, Toronto. A detailed card index of the holdings has been compiled. Most of the holdings (records of the General Synod and of the Missionary Society) constitute a specialized library of Canadian Anglicana (printed books and pamphlets) relating to every aspect of the history of the church.

The Canadian Baptist Historical Collection, central depository for all such materials west of the Atlantic Provinces, will celebrate its centennial on October 18, 1965. It is quartered in the McMaster Divinity College, Hamilton, Ont.

ARCHIVES AND SPECIAL COLLECTIONS OF COLLEGES AND UNIVERSITIES

Boston University

The private papers and other manuscripts being deposited with the university are to form eventually a part of the collections of the projected Mugar Library, the construction of which will be possible as the result of a gift "in excess of \$1,000,000" by Stephen P. Mugar, president of the Star Market Co. of Cambridge. The university's News Bureau is giving increasing attention in its press bulletins to the papers being acquired for the library: no. 387-64 deals with the papers of Maxwell D. Geismar, literary critic and author; no. 401-64, with the papers of Charles Angoff, former editor of the *American Mercury*; no. 413-64, with the papers of Mary Borden, novelist; and no. 437-64, with the papers of Mary Jane Ward, author.

Central Michigan University

Clark Historical Library has received the letters and other business and family documents (some 100,000 items) of Amos Gould, attorney, judge, and State senator, who died in 1882.

University of Illinois

Marguerite Jenison Pease, a Fellow of the Society of American Archivists, retired on August 31, 1964. As director of the Illinois Historical Survey (an agency of the graduate college created in 1910) she collected, organized, and described source materials essential for study and research in the history of Illinois and the Mississippi Valley. So as to publish or otherwise publicize these source materials covering the French and British periods of colonial North America, the Old Northwest, and early Illinois, a fund honoring Mrs.

Pease and her husband, the late Theodore Calvin Pease, first editor of the *American Archivist*, has been established in the University of Illinois Foundation. A resolution, approved at the annual meeting of the Society of American Archivists in Austin, Tex. (see p. 135 of this issue), urged all Society members to participate in this honor to Theodore and Marguerite Pease. Contributions (tax deductible) should be made payable to and sent to the University of Illinois Foundation, Urbana, Ill. 61803. ¶ Robert M. Sutton became director of the Illinois Historical Survey on September 1. ¶ Four albums of photographs of H. G. Wells have been given to the university library by his younger son, Frank. They record the early married life of Wells and contain manuscripts, programs, sketches, newspaper clippings, and many pictures. ¶ University Archivist Maynard Brichford has made his first report, covering the 10-month period September 1, 1963–June 15, 1964, processed copies of which are available. Mr. Brichford has launched a program to preserve documents important to the history of physics. A special brochure, based on information supplied by the Project on the History of Recent Physics and distributed to members of the university's physics department, urged physicists to save historically significant source materials.

Indiana University

The complete files, from shortly after the Civil War until 1940 (some 50,000 letters and other papers) of the Indianapolis publishing house, Bobbs-Merrill Co., now a subsidiary of Howard W. Sams & Co., have been given to the Lilly Library of Indiana University.

University of Massachusetts

The University of Massachusetts Press released on September 15, 1964, its first publication, *The Talkative President: the Off-the-Record Press Conferences of Calvin Coolidge*, edited by Howard H. Quint and Robert H. Ferrell. The typewritten verbatim transcripts of Coolidge's press conferences (found in a wooden box at the Forbes Library in Northampton) are the basis of the volume.

University of Michigan

The Michigan Historical Collections of the university has acquired the papers of the Detroit Urban League (1917–61), the Grand Rapids Urban League (1948–61), and the Urban League of Greater Muskegon (1943–61). Totalling approximately 27 feet of correspondence, minutes, reports, and financial statistics, the papers are an important source for research in Negro social history. Acquired within the past year are several small collections of manuscripts relating to the American (Polar Bear) Expedition to North Russia in World War I; these materials reveal the mistakes and successes of, and conditions encountered by, Michigan men in Russia. ¶ About 3,000 individual collections, 1765–1963, and varying in size from a single item to 850 feet, have been described by Robert M. Warner and Ida C. Brown in their *Guide to Manuscripts in the Michigan Historical Collections of the University of Michigan*, published by the university in 1963, available at a cost of \$7.50.

University of Minnesota

An "archives of materials on the history of social welfare in the United States during the 20th century" has been established at the university under a grant from the Russell Sage Foundation of New York. The Social Welfare History Archive Center, as the archives will be called, will be directed by Clarke A. Chambers. The first major body of manuscripts in the center—a gift received in August 1964 from Helen Hall, director of the Henry Street Settlement in New York City—consists of 27 file cabinets of the office files of the social service and social reform journals, *Survey* and *Survey Graphic*, which were published from 1909 to 1952 under the general editorship of Paul U. Kellogg. The center also has received extensive records of the National Federation of Settlements (dating from 1909), the United Neighborhood Houses of New York City (beginning with the turn of the century), and the National Association of Social Workers (from 1917). The center is housed in and administered by the University of Minnesota Libraries. It will be closely associated with the Libraries' newly established Immigrant Archives.

University of Montreal

Reginal Hamel has been appointed Archivist of the library of the University of Montreal.

Ohio State University

The university library has purchased 84 letters sent to novelist Louis Bromfield. Included are letters from Gertrude Stein, F. Scott Fitzgerald, Ernest Hemingway, and Ezra Pound.

Princeton University

David E. Lilienthal, formerly head of the Atomic Energy Commission and board chairman of the Tennessee Valley Authority and now chairman of the Development and Resources Corporation, has given his personal papers to Princeton's Center for Studies in Twentieth Century American Statecraft and Public Policy. His papers include a diary, kept since 1931, and some 60 file drawers of correspondence and speech and book manuscripts.

Queen's University

The university's Douglas Library has accessioned the private papers of the late Lorne Pierce, donor of the Edith Chown Pierce Trust, which endowed the Canadiana Collection. As described in *Douglas Library Notes*, vol. 13, no. 3 (Summer 1964), the papers comprise "correspondence (12 feet), memoranda, scrapbooks and MSS of his published and unpublished writings," 1920–61—the private papers of a publisher (of the Ryerson Press) who was "pre-eminently a literary editor . . . who knew and corresponded . . . with most of the Canadian men of letters . . . from the generation of Roberts and Grove to that of Layton and Pacey." ¶ Available from Douglas on interlibrary loan are the microfilms of the journals and letters of Rev. William Bell of Perth and the B. K. Sandwell papers. ¶ Archivist E. C. Beer reminds us

that the quarterly *Douglas Library Notes* is available free upon request sent to Queen's University at Kingston, Ont.

Swarthmore College

The Swarthmore College Peace Collection, a part of the Friends Historical Library of the college, has been designated as the official repository for the records, dating from 1957, of the National Committee for a Sane Nuclear Policy. Also acquired are the complete records of the Lake Mohonk (N.Y.) Conferences on International Arbitration, held annually from 1895 to 1917 and attended by national and international figures influential in shaping policies in the field of international arbitration during that period; the papers of the National Council Against Conscription, accumulated from 1946 to 1959 in Washington, D.C., by John W. Swomley as executive secretary; and the papers, chiefly correspondence, of Devere Allen of Wilton, Conn., leader in the peace movement during both World Wars, writer, and editor of *Nofrontier News Service*, later known as *Worldover Press, Inc.* Ardith L. Emmons is curator of the collection.

University of Texas

Books, archives, private papers, and other items relating to Texas and Southwestern history are collected by the Eugene C. Barker Texas History Center in the Old Library Building on the campus of the University of Texas in Austin. The collection, authorized by the Board of Regents in 1945, was dedicated in 1950. The archival and manuscript holdings constitute more than 2,500 collections, including the Bexar archives (acquired in 1898); the Austin papers and the papers of Guy M. Bryan, James F. Perry, James Harper Starr, James Stephen Hogg, and Thomas J. Rusk; and the Solms-Braunfels archives. Preserved as transcriptions are the Nacogdoches archives, the Matamoros archives, and the Massie plantation papers. A leaflet describing the center is available.

University of Trinity College, Toronto

George Spragge, retired Archivist of Ontario, is examining and cataloging the records of the University of Trinity College, which date back to 1852 and include a number of manuscripts and pamphlets of Bishop John Strachan (1778-1867), first bishop of Toronto, and Bishop Alexander Neil Bethune (1800-79).

Victoria University, Toronto

The archives of the university and those of the United Church of Canada are housed together at the university. ¶ Under a Canadian Council grant, Marjorie Macdonald, formerly acting secretary of the Central Archives, United Church of Canada, Toronto, is indexing the *Christian Guardian* for the university.

University of Wyoming

The Western History Research Center was established at the university in Laramie in 1945 "to preserve, perpetuate and disseminate" the history of the American West. The center has issued an illustrated brochure describing the more interesting of the 1,500 collections of records already acquired and housed in Coe Library. According to the brochure, "The Center is very anxious to obtain manuscripts and books on the following subjects: mining, petroleum and livestock industries; political papers; transportation—freighting, stage lines and railroads; irrigation and reclamation data; manuscripts of authors; banking records; legal files; and material on religious groups."

VISIT OF FRENCH ARCHIVISTS

François Dousset and Étienne Taillemite of the Archives Nationales in Paris recently spent 2 weeks in the United States at the joint invitation of the Librarian of Congress and the Archivist of the United States. The Council on Library Resources, Inc., made the trip possible. M. Dousset is the Deputy Archivist of France and Inspector-General of French Archives. M. Taillemite is Curator of Early Naval Records at the Archives Nationales. The French visitors toured the Library, spending time particularly in the Manuscript Division. At the National Archives and Records Service they were shown the facilities, holdings, and operations, including those of records management. They also visited the Department of the Navy, the Naval Academy, the Maryland Hall of Records, and the State Records Center at Annapolis. The visitors were officially entertained by the National Archives and the Library of Congress at a luncheon at the Cosmos Club and a reception in the Library's Whittall Pavilion. Among those with whom they conferred were Wayne C. Grover, Archivist of the United States; Oliver W. Holmes, Executive Director, National Historical Publications Commission; Adm. Ernest M. Eller, Director of Naval History, Navy Department; Morris Radoff, Archivist and Records Administrator of Maryland; Verner W. Clapp, President of the Council on Library Resources; Theodore R. Schellenberg, author of *Modern Archives: Principles and Techniques*; and Waldo G. Leland, dean of the archival profession in the United States. Ernst Posner, author of *American State Archives*, was prevented by illness from seeing them. M. Dousset and M. Taillemite spent their second week in Philadelphia and New York City visiting outstanding historical societies, manuscript repositories, and rare book libraries of both a private and a public nature, a city archives, a Federal records center, and the United Nations Archives. [The foregoing is paraphrased from the Library of Congress *Information Bulletin*, 23: 674 (Dec. 7, 1964).—ED.]

PROFESSIONAL INSTRUCTION

Institute on Information Storage and Retrieval, Washington, D.C.

The seventh institute, sponsored by the Center for Technology and Administration of The American University, will be held at the Willard Hotel,

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Washington, D.C., February 1-4, 1965, with the theme, "The Testing and Evaluation of Information Systems." Major topics will include value engineering; indexing, abstracting, and search techniques; technical and scientific information systems; command and control systems; and gaps in testing technology. The registration fee is \$175 (including luncheon each day). To register or to obtain further information one should write to Paul W. Hower-ton, Director, Center for Technology and Administration, The American University, 2000 G St. N.W., Washington, D.C. 20006.

Institute on Modern Archives Administration, Washington, D.C.

The 19th institute, sponsored jointly by The American University, the National Archives and Records Service, the Library of Congress, and the Maryland Hall of Records, will be held June 7-18, 1965. The decision to eliminate the traditional internship projects and to confine the institute to 2 weeks is part of a larger program that currently includes 1- or 2-week advanced institutes in the following areas: public records administration, business archives, church archives, college and university archives, and problems in archives administration.

Requests for additional information about the 1965 institute and the planned advanced institutes may be obtained by writing to Paul W. Hower-ton, Director, Center for Technology and Administration, The American University, 2000 G Street N.W., Washington, D.C. 20006.

Institute of Archival Administration, Denver, Colo.

The fourth institute will be held next summer, July 25-August 20, 1965. Persons wishing to attend should apply to University of Denver Archives Institute, Department of History (Attn. D. C. Renze), Denver, Colo. 80210. Institute Director Dolores C. Renze gives us the following detailed report on the work of last summer's institute:

The third annual summer institute . . . jointly sponsored by the University of Denver's Department of History, the Graduate School of Librarianship, and the Colorado State Archives, was held from July 12 to August 14, 1964. The opening function was a reception held in the Renaissance Room of the Mary Reed Library on the University Park Campus. Faculty members, graduate students, archivists, librarians, and historians were on hand to welcome students coming from as far away as South Carolina and Delaware to attend the institute. Lectures started on Monday, July 12, and were alternated between the University Park Campus and the Colorado State Archives Building. Students taking the course represented the fields of archives, special libraries, a university, manuscript and photographic depositories, and special administrative areas of government concerned with record functions.

Some of the projects worked on for 1964 were: (1) records of the Territorial legislature—house and council bills and journals series, 1861-76; (2) records of the trustees of State colleges in Colorado—minute book series, 1889-1962; (3) records of Gov. Edwin C. Johnson, 1955-56 term—general correspondence series; (4) preliminary inventories—committee records series, Society of American Archivists; (5) records of State welfare and social service agencies—survey. Lectures were divided between Dolores C. Renze, director of the institute and State Archivist of Colorado, and Codirector Leon deValinger, Jr., State Archivist of Delaware. The fields covered were in ten lecture areas: (1) historical introduction to archives; (2) modern archives; (3) records management; (4) the archivist's interest in related disciplines; (5) archival

administration at the State and local levels; (6) archives and manuscript collections; (7) archives other than government; (8) basic methods and techniques applicable to archival and manuscript collections; (9) genealogy; and (10) professional and administrative relationships.

The students were able to attend a special summer lecture series given by Edward McLean, widely known, fine bookbinder. Mr. McLean has an international reputation and is one of the few artist-craftsmen in the field of bookbinding today who allocates a portion of each year to lecturing and exhibiting. He has lectured and exhibited in museums, art galleries, and universities across the country and has had one-man shows in Amsterdam, The Hague, Stuttgart, Munich, and Vienna. There was also an excellent field trip to the Air Force Academy, where approximately 90 graduate students from the library school and the institute were guests of the Academy Library and Archives staff.

During the course of the institute the students were privileged to participate in the symposium held July 26-28 at the Margaret Phipps Conference Center. Successful completion of the course work, project assignments, and comprehensive oral examinations culminated in a "graduation" luncheon and award of the university's Institute Certificate in Archival Theory and Practice on August 15 to institute students.

Arrangements were occasionally made for exchange audit of special lectures in either the Department of History or the Graduate School of Librarianship, and joint social arrangements were frequently scheduled. Comfortable living accommodations both on and off campus, availability to institute students of all campus activity schedules, and sightseeing and field trips made the institute a very pleasant continuing educational experience.

Columbia University

The School of Library Service, Columbia University, will give a course on archival management in its summer session in July 1965. The course, which will combine laboratory work on records with lectures, will be taught by T. R. Schellenberg, who will use his new book on the management of archives as text. Further information regarding the course may be obtained from Jack Dalton, Dean of the School of Library Service, Columbia University, New York, N.Y. 10027.

University of Delaware

The university, in cooperation with the Eleutherian Mills-Hagley Foundation, will award two or more Hagley Museum Fellowships in April of 1965 for the academic years 1965-67. Recipients of these grants take a 2-year graduate program in history and related fields leading to the Master of Arts degree in American history. They spend half of each week during the academic year at the Hagley Museum, Wilmington, Del., where they receive training in museum work, and at the Eleutherian Mills Historical Library, where they conduct research. The program is of special interest to those who wish to study the development of American industry and technology. Each fellowship carries an annual stipend of \$2,000. Applications should be received by March 5. For further details, address the Chairman, Department of History, University of Delaware, Newark, Del.

University Archives Institute, Monticello, Ill.

On November 1-4, 1964, the University of Illinois Graduate School of Library Science sponsored a University Archives Institute at Allerton House

near Monticello, Ill. Attending the sessions were 75 persons from 63 institutions in the United States and Canada.

Oliver W. Holmes of the National Historical Publications Commission traced the development of archival theory and practice. J. E. Boell of the University of Wisconsin discussed his experience in organizing, staffing, and equipping a university archives. Thornton Mitchell of the North Carolina State Department of Archives and History covered records management with emphasis on inventorying and scheduling. Edith Fox of Cornell University reviewed her experiences in collecting archival materials. Maynard Brichford of the University of Illinois discussed the appraisal, processing, and description of records. Harold Tribolet of R. R. Donnelley & Sons Co. spoke on eight enemies of records conservators. Clifford Shipton of Harvard University covered the use of archival materials by administrators and researchers. Laurence Veysey of the University of Wisconsin spoke on the scholar's interests in archives and his use of archival material at 11 universities.

The librarians, historians, and archivists at the institute enthusiastically participated in the discussion of papers, archival training, and the possibility of future training and workshop sessions for university archivists. They also visited the Illinois Historical Survey and the University Archives. The institute papers will be published.

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Robert F. Metzdorf, formerly director and vice president of the Parke-Bernet Galleries, has asked us to announce that he has established an appraisal service for books and manuscripts, designed for insurance, estate, and gift situations. Mr. Metzdorf should be addressed at 404 East 66th Street, New York, N.Y. 10021.

JOINT LUNCHEON MEETING

Society of American Archivists
and
Mississippi Valley Historical Association

WAYNE C. GROVER

ARCHIVIST OF THE UNITED STATES, *speaker*

“TOWARD EQUAL OPPORTUNITIES FOR SCHOLARSHIP”

Thursday, April 22, 1965

Kansas City, Missouri

Muehlebach Hotel

Terrace Grill, 12:30 p.m.



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SOCIETY OF AMERICAN ARCHIVISTS

CHECKLIST OF ANNUAL MEETINGS

<i>1st</i>	Washington, D.C.	June 18-19, 1937
<i>2d</i>	Springfield, Ill.	Oct. 24-26, 1938
<i>3d</i>	Annapolis, Md.	Oct. 13-14, 1939
<i>4th</i>	Montgomery, Ala.	Nov. 11-12, 1940
<i>5th</i>	Hartford, Conn.	Oct. 6-7, 1941
<i>6th</i>	Richmond, Va.	Oct. 26-27, 1942
<i>7th</i>	Princeton, N.J.	Nov. 15-16, 1943
<i>8th</i>	Harrisburg, Pa.	Nov. 8-9, 1944
<i>9th</i>	Indianapolis, Ind.	Nov. 6-7, 1945
<i>10th</i>	Washington, D.C.	Oct. 24-25, 1946
<i>11th</i>	Glenwood Springs and Denver, Colo.	Sept. 3-7, 1947
<i>12th</i>	Raleigh, N.C.	Oct. 27-29, 1948
<i>13th</i>	Quebec, Canada	Sept. 18-20, 1949
<i>14th</i>	Madison, Wis.	Oct. 9-10, 1950
<i>15th</i>	Annapolis, Md.	Oct. 15-16, 1951
<i>16th</i>	Lexington, Ky.	Oct. 27-28, 1952
<i>17th</i>	Detroit and Dearborn, Mich.	Sept. 13-15, 1953
<i>18th</i>	Williamsburg, Va.	Sept. 12-14, 1954
<i>19th</i>	Nashville, Tenn.	Oct. 9-11, 1955
<i>20th</i>	Washington, D.C.	Oct. 11-12, 1956
<i>21st</i>	Columbus, Ohio	Oct. 2-4, 1957
<i>22d</i>	Salt Lake City, Utah	Aug. 17-20, 1958
<i>23d</i>	Philadelphia, Pa.	Oct. 7-9, 1959
<i>24th</i>	Boston, Mass.	Oct. 4-7, 1960
<i>25th</i>	Kansas City and Independence, Mo.	Oct. 5-7, 1961
<i>26th</i>	Rochester, N.Y.	Oct. 1-2, 1962
<i>27th</i>	Raleigh, N.C.	Oct. 2-5, 1963
<i>28th</i>	Austin, Tex.	Oct. 6-10, 1964
<i>29th</i>	New York City	Oct. 6-8, 1965

