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Bibliography

GRACE QUIMBY, *Editor*

National Archives

WRITINGS ON ARCHIVES, CURRENT RECORDS, AND HISTORICAL MANUSCRIPTS

1964

COMPILED BY GRACE QUIMBY AND FRANK B. EVANS

This selective bibliography comprises titles published during the calendar year indicated, with the customary addition of some titles issued, but not examined, earlier.¹

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

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

¹ The compilers are indebted to JoAnn C. Campbell and Geneva H. Penley for assistance in compilation and to Mrs. Campbell also for typing the manuscript.

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

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II. MANAGEMENT OF CURRENT RECORDS

A. General Discussion

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 97. ———. Applying standardization to manufacturers' instruction books [and] staff agency directives. [n.p., n.d.] 16 p. 1963-1964 season, 7th meeting, April 17, 1964. Speakers: Frederic C. Osgood, Federal Aviation Agency, and Charles E. Wylie, Department of Agriculture.
 98. ———. The art of selling records management; promoting good records management principles and practices. [n.p., n.d.] 14 p. [2d] meeting, October 18, 1963. Speaker: Dr. Nathaniel Stewart, Agency for International Development.
 99. ———. Clerical work measurement. [n.p., n.d.] 13 p. 1964-1965 season, [1st] meeting, September 18, 1964. Speaker: Marvin Mundel, Bureau of the Budget.
 100. ———. The Federal paperwork jungle; the natives are getting restless. [n.p., n.d.] 15 p. 1963-1964 season, 6th meeting, March 20, 1964. Speaker: Representative Arnold Olsen of Montana. See also: 172.
 101. ———. Information for management; developing and designing management information and reporting systems. [n.p., n.d.] 11 p. 1963-1964 season, 4th meeting, January 17, 1964. Speaker: Dr. Herman Limberg, Office of the City Administrator, City of New York.
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See also: 12, 20-22, 49, 164, 169, 172, 189, 203, 209, 236, 253, 269, 271, 286, 346, 347, 351, 357, 360, 390, 397, 424, 455, 506, 514, 580, 581, 618, 635, 636.

II. B. Machine Techniques in Office Operation and in Information Processing

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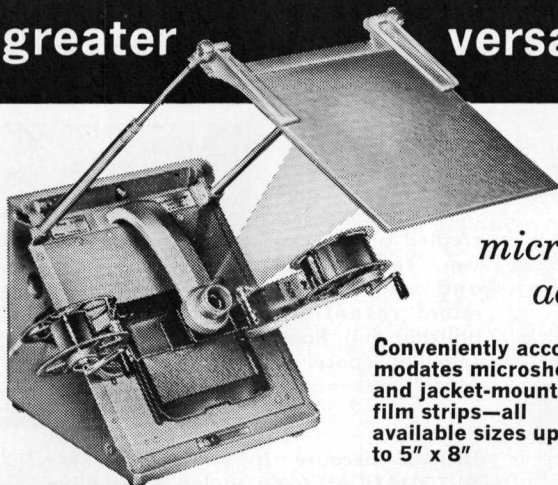
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OF MANUSCRIPTS, AND RECORD OFFICERS

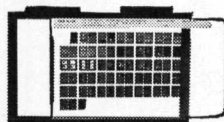
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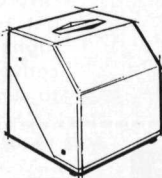
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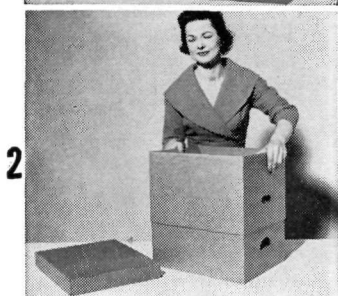
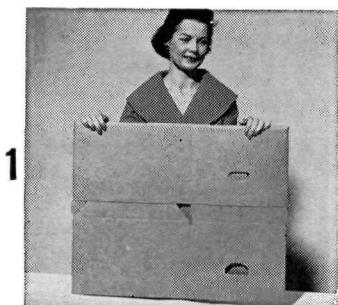
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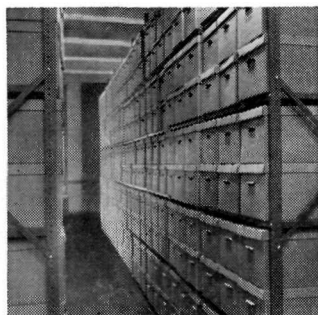
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THE AMERICAN ARCHIVIST

Technical Notes

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INCIDENCE OF ALLERGY IN ARCHIVAL WORK

by Peter M. McLellan

Corporate Historian, The Boeing Company

and

Gordon P. Baker, M.D.

Pediatric Allergist, Seattle Medical Surgical Clinic

It is well documented in medical experience that certain fairly severe disease conditions are caused by inhalation of specific dusts from certain occupations. It has long been accepted fact that coal miners and quarry workers are exposed to special health problems. Conditions associated with the inhalation of smog and tobacco smoke are now of paramount importance and are gaining much attention in medical literature.

We people working with old records have heretofore received no recognition for our acute or chronic occupational health problems. It may come to pass in our archival profession that the librarian stereotype—a wan, timid spinster with a sinus infection—may well become the established hallmark of a deep-seated major health problem—that of allergy.

Before we investigated this problem, we would never have believed that there could be any hazard of consequence associated with archival work. We have since learned that there is a hazard, and it seems to us that it merits the earnest attention of archivists.

The Problem

By way of testimonial it may be appropriate to point out that one of the authors, Peter McLellan, has become unable to work with certain archives unless he wears a dust mask. He has developed a runny nose and itchy eyes—occurring only when he is working in a room containing old records. At first he did not realize what caused this condition, but it was soon evident that dust from the records was responsible. In fact, he was more fortunate than others in his group who are unable to work in the records room because of breathing difficulties. Two colleagues in another work area complain of open skin sores that they attribute to the dust.

Visible evidence notwithstanding, one always seems faced with the necessity of demonstrating, or proving beyond reasonable doubt, that such a problem really exists. A search of archival literature has revealed no mention of

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any health problem associated with old records, nor have any standards or specifications for facilities been found that provide specifically for the human element. To date, it has been of public concern that only the records themselves do not become damaged by the dust.

Believing that we might have an important but unrecognized problem on our hands, we prepared a questionnaire and distributed it in quantity to persons attending the symposium on archival administration cosponsored by the Society of American Archivists, the General Services Administration, and the University of Washington, in Seattle on May 23, 1964.

The Questionnaire

This questionnaire was prepared to call attention to possible allergic symptoms. The problem was introduced, the purpose and data sought were explained, and a series of questions were asked, to be answered by checking squares, completion, and essay. If all had gone as we hoped, we would have learned, with respect to Oregon, Washington, Idaho, and Alaska: (a) the incidence of allergy cases among persons working with old records, (b) whether the allergy could be related to the work environment, and (c) whether environmental control or specific medical investigation might be indicated. The replies received were reviewed and tabulated.

The general lack of fully completed questionnaires prevented uniform tabulation, and therefore we could not obtain statistically conclusive data. For this reason the self-completion question forms may be considered unreliable. The design of the questionnaire was such, however, that in some cases we could determine by close examination of parallel answers that a "yes" answer should have been given when no allergy problem was checked.

Some of the results are: 41 persons registered for the meeting and received a supply of questionnaires; 35 questionnaires returned by mail, representing 8 different organizations and one unaffiliated individual, revealed that 15 persons had no allergy, 5 were questionable cases due to inconclusive answers, and 15 definitely had work-related allergy problems; 27 persons were in favor of further study of the problem. Comment was forthcoming from several organizational supervisors upon their learning of this heretofore unnoticed problem within their domain.

We feel that the data show that 43 percent of those responding had definite allergy symptoms varying from mild to quite severe. While the sample is admittedly very small, the participation of members in our sample group was gratifying. The written description of the problem proved to be the most useful of the answer forms.

The incidence of allergy in the general population ranges from 10 percent for major allergy to 50 percent for minor allergy.¹ These figures are totaled from the incidence of specific allergic conditions. For example, 5.3 percent of the general population suffer from hay fever and 0.6 percent suffer from eczema. These percentages are given as examples only. The extent of our

¹ Warren T. Vaughan, *Practice of Allergy* (3d ed., revised by J. Harvey Black; C. V. Mosby Co., St. Louis, 1954).

sample and the need for more specific data do not lend themselves to conclusive statistical treatment. A more systematic study directed toward obtaining data on the incidence of specific allergens will be necessary.

What Is Allergy?

Allergy may be defined as an altered reactivity of the body to ordinarily innocuous substances. In this hypersensitive state a foreign substance known as an antigen reacts chemically with a specific product of the body's immune systems, known as an antibody. This antigen-antibody reaction causes some degree of damage to the body cells, with release of several chemical substances including histamine, followed by the appearance of symptoms. A given individual will usually respond in the same way to a specific antigen, *i.e.*, the shock organ or specific tissue that has been sensitized will react with the offending substance.

The shock organ in asthma is the lungs, in hay fever it is the nose and eyes, and in eczema it is the skin. Actually, any part of the body may be involved in an allergic reaction. The common causes of allergic difficulties in man are usually inhalants and foods. Inhalants are any of the substances that are breathed. Dust is a known major cause of allergic difficulty and is the substance with which we are concerned here.

Medical science is not certain about the exact chemical makeup of dust, but a few facts are known. House dust and outside dust are two different things. Outside dust may be irritating, but it does not cause allergy. House dust, which may be very similar to our records dust, is the end result of the breakdown and decomposition of the various animal and vegetable products found in the interior environment, including the results of bacterial actions on these materials. There are large numbers of people suffering from dust allergy, which would cause our observed nasal, eye, and skin symptoms.

Action To Take

It may be broadly stated that an allergy is never cured. The only definite way to "cure" an allergy is to remove the offending allergen. In some cases with an inhalant allergen, if complete removal is impossible, varying degrees of relief may be obtained by injection, under careful supervision, of specially prepared extracts of the material. This may yield very gratifying results.

With modern heating and air cleaning equipment available, however, it would seem that the most sensible approach to our problem would be to exercise strict environmental control. Heating systems should be supplemented by electronic dust precipitators, which will effectively remove 70 to 99 percent of the dust particles from the air. These machines are available in both centrally installed units and portable models. Dust masks, while somewhat uncomfortable, may be of help on an interim basis. It remains to be determined whether some of the offensive smells associated with some records are caused by particulate matter or gases.

Several difficulties that may be encountered in working toward any solution should be considered at this point. First, workers may be inclined to minimize their discomfort rather than subject themselves to the possibility of having to

seek other employment. At the outset employers may feel that the matter is a personal one with any particularly affected individual. That is to say, it may be considered the allergic's problem rather than the employer's. Second, particularly in industrial archives, any proposed additional cost in setting up or maintaining archives may delay their growth by many more years. Third, while workman's compensation insurance applies to any disability caused on the job, our particular situation is not generally defined. This should be done, and perhaps we should look into this matter to see how we may seek uniform coverage in all the States.

Conclusion

The incidence of allergy in the general public varies between 10 and 50 percent and depends on one's point of reference. In our preliminary survey of the archivists in the Northwest, it appears that approximately 43 percent of this small sampling have varying degrees of difficulty in working with archives and old books. In some cases the difficulty is so severe as to make work very unpleasant.

It would seem that the difficulty suffered by so many of our group may be inhalant and contact allergy. Some persons stated that specific eye, nose, and skin symptoms exist. Dust from various old or decaying products may be very potent. Environmental control of dust and specific medical investigation seem warranted at this time.

MICROFILMING LARGE DRAWINGS

by C. Frank Poole

*Records Management Officer
City of Baltimore*

In June 1958 the City of Baltimore contracted for microfilming a considerable number of drawings on 105mm. film. Because many of these drawings were too large for one exposure of 105mm., they had to be photographed in sections. In a pilot project, the same drawings were photographed at a 30 : 1 reduction ratio on 35mm. film, with poorer results than on the 105mm. Since it was necessary in any case to photograph the larger drawings in sections, we decided to recommend using 35mm. at a 15 : 1 reduction ratio rather than 30 : 1 because of the following advantages:

1. The city already possessed a 35mm. camera. Ways and means were needed to find better use for it.
2. In general, those seeking information were interested in only one section, not the entire drawing. The 35mm. would probably be sufficient for their purposes.
3. By using the 15 : 1 reduction ratio instead of 30 : 1 a full-size blowback of the original could be produced on an 18" X 24" reader-printer.
4. The use of the standard 15 : 1 reduction on 35mm. film now has the advantages of larger films.
5. When put on 105mm. film, approximately 20 percent of our drawings required overlapping exposures. Because of this we decided to try the 35mm. film, even though more exposures were required.

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6. Approximately 60 percent of the drawings would fit a single frame of 35mm. with the 15 : 1 reduction.

The maximum reduction ratio of an engineering camera is 30 : 1. It is capable of filming a drawing 36" × 48" or larger. When using this reduction, however, one is limited to an 18" × 24" blowback, one-half the size of the original. This reduction does not always prove to be satisfactory, especially for older drawings difficult to read.

By changing the reduction ratio to 15 : 1, it is necessary to take four overlapping exposures of the drawing instead of one, thus offsetting reduction of the camera's field as the camera is brought closer to the object board. We are, however, then able to produce a full-size copy of a section of the original drawing.

With the possibility of using aperture cards, we decided to use the full 2-inch pulldown on the camera, thereby eliminating any future card-mounting problems.

Cost is the important element to be considered in using any film larger than 35mm. In the various tests we have conducted, the 35mm. at 15 : 1 was found to give essentially the same clarity that the 105mm. gives. It is true that the 105mm. negative will cover a much larger area. As previously mentioned, not all drawings required such a large negative, and 60 percent were ideal for the 35mm. The remaining 40 percent, even with numerous overlaps, were still satisfactory for our use.

COLORADO STATE HOSPITAL RECORDS PROGRAM
AN EXPERIMENT IN INSTANT RETRIEVAL

by Dolores C. Renze
State Archivist of Colorado

No uniform records programing has been in effect at the Colorado State Hospital (Insane Asylum) since it opened in Pueblo in 1879. A change in organization in 1963-64 made possible a complete revision of records procedure and the establishment of a long-range records planning program.

Under this program, records have been inventoried, evaluated, and scheduled for disposal or permanent retention. Rooms full of old, useless records have thus been cleared out of underground passageways and other storage areas, many of which were in buildings being demolished to make way for new structures.

One essential of the records planning is a major microfilm program going forward under the supervision of Dorothy K. Taylor, Assistant State Archivist. The new General Hospital Building was dedicated on January 15, 1965, and will contain, among its functional units, space for a microfilm unit to film on a current basis its various departmental records.

The present backlog of records is being microfilmed in the centralized microfilm unit of the State Archives. Here microfilming of finance department, payroll, personnel, and medical-surgical department records is in process. The

largest single series is 155 solidly packed 5-drawer file cabinets of patients' medical records from 1879 to 1959. These records will be scheduled for destruction after filming, and the reusable file cabinets will be reallocated.

To fulfill the doctors' immediate access requirements, each specific document from a case record is being filmed for instant, automatic, "pushbutton" retrieval. Image control is achieved by means of a blip-counter system that, once the microfilm roll is on the reader, allows access to any particular case history or specific document in a matter of seconds. The total retrieval time is 3 to 5 minutes, with printout also available.

Through the use of special techniques during filming, a document mark (blip) is photographed for each case on the film's edge. When filming, the operator assigns to each new case (first document's image) the next sequential blip-count number within the roll. Both the roll number and the first case-sequence number are later posted to the patient's alphabetical case-history index card from the index sheets provided by the Archives. The completed roll is processed and checked, and a Diazo negative working copy is made. This is loaded into a self-threading Lodestar magazine for instant retrieval use on the Recordak PESIC Model Reader. (The magazines can also be used on a Recordak Lodestar Reader.)

When a retrieval request is received, the roll number and case- or document-sequence number are taken from the patient's index card. This number becomes the call number for the correct Lodestar magazine. This magazine is then inserted in the reader, where the sequence number is punched into the reader's keyboard control, and in seconds the requested case history or document is ready for viewing or printout.

As the filming backlog is completed through 1959, the original master silver-negative microfilm rolls are deposited in the State Archives for permanence and security. Then, each year, the fifth year of backlog will be filmed as a current project. This system will enable the hospital administrators to keep the records storage problem controlled under the scheduled records retention and disposition program approved by the State Archivist as a total records program for their institution.

Development of this system provided a great challenge to the ingenuity of the microfilm unit's personnel. As the project was originally conceived, it called for the use of a 16mm. Reliant 500, at a 24 : 1 reduction, with electronic signal device. Many problems arose because of the nature of the materials to be filmed. After long experimentation and because costs proved prohibitive, it was decided to convert a planetary Model C to 16mm., using a 30 : 1 reduction. A scheme was devised to record the electronic blip along the film's edge for every document, and also to record the numeric counter for each document. The use of the planetary camera gave greater density and exposure control.

One of the division's operators, Mike Motoishi, an expert photographer of long experience, cooperated with Gilbert Bauer, Chief of the Photographic Section, in devising several aids to the project. They are:

1. A blip signal for the planetary camera, made by placing in a fixed field posi-

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tion a very white bar, which automatically records on the film's edge beside each document frame for retrieval purposes.

2. A case separator signal consisting of ooo on a taped hinge so that it is always uniformly placed and visible to the naked eye.

3. A "jogger" for case papers filmed and returned to file folder until checking is completed. (Use of a jog box from another operation and attachment of a small vibrator unit work very successfully, not only on this job, but in other operations as well.)

4. Cartridge insertion setup for film cartridges. (Rather than purchase new equipment, we devised from items already on hand a system that is simple and expeditious.)

The system is one any competent microfilm laboratory can use. The only additional "special" equipment required is a Recordak PESIC Reader-Printer. Since costs are of great concern on such a project, it was prohibitive to purchase the full complement of new equipment that might have been used. The filming time, checking, correction of errors, and other factors made the adaptation necessary.

It may be argued that the Reliant fast-speed camera, with electronic signal built in, is faster. Experience has shown, however, that errors and other machine problems resulted in considerable slowdown for retakes and checking and that, with the filming as described, the speed is greater and errors are almost nonexistent.

Equipment and Supplies Used

Equipment :

1. Recordak Model C Planetary Camera, converted to 16mm. (Use 30 : 1 reduction ratio with fixed white blip signal, hinged case, and case separator signal.)
2. Jogger with electric vibrator attachment.
3. Cartridge inserter.
4. Recordak PESIC Reader-Printer to check correctness of retrieval signals.

Supplies :

1. Film coding lists used for making index cards and for permanent list filed with security film (original typed list from hospital and Xeroxed copy for Archives).
2. Film—200' rolls of 16mm. negative cut to 100' for planetary camera.
3. Plastic film reels with paper band of archival standard for State Archives deposit.
4. Working Diazo copy—to be mounted in Lodestar cartridge.

Agency will get the cartridges, the lists for transfer of case code number to index card, and the Model PESIC Reader-Printer for instant retrieval.

An additional technical item of interest: the Model PESIC Reader-Printer has a fixed head. On the Reliant 500 the documents were to have been filmed lengthwise of film because of the throat limitations of the machine. On the

planetary, all documents could be filmed so that they read left to right with no strain on the reader. Furthermore, this procedure enables us to get from 600 to 800 more documents on a roll.

Conclusion

This project held particular interest for all members of the division, since it was an introduction to and an experiment in a system of instant retrieval of specific documents. We feel that the system evolved will be applicable to numerous projects in the near future.

Department of Getting Around to It

It might be noted that provenance is still supplied in the entry. This seems superfluous for a catalog designed merely "to bring scholars and manuscripts together," since provenance is one of the last things a researcher wants to know, and he can obtain this information from the repository when he gets around to evaluating the material and actually using it.

—FRANK G. BURKE, in a review of *The National Union Catalog of Manuscript Collections, 1962* and *The National Union Catalog of Manuscript Collections, Index 1959-1962*, in *Library Quarterly*, 34:268 (July 1964).

BRITISH RECORDS RELATING TO AMERICA IN MICRO FORM

A further group of microfilmed material is now available in this extensive series of micro texts selected by the British Association for American Studies under the general editorship of Professor W. E. Minchinton of the University of Exeter.

The Parker Family Papers 1760-1795. Introduced by Professor W. E. Minchinton. Parker was a merchant in Norfolk, Virginia and fought as a captain in the British Army during the War of Independence. Most of the items relate to his Virginian career and his activities during the War.

Calef and Chuter Letter Book 1783-1796. Introduced by Oscar Tapper. Calef and Chuter were London merchants who had a considerable trade with the United States. The letters are mainly addressed to their American correspondents.

American Material in the Liverpool Papers 1727-1828. Introduced by Dr. Geoffrey Seed. This material has been selected from the papers of Charles Jenkinson, the 1st Earl of Liverpool, 1727-1808 and his son, Robert, 1770-1828.

Further details of these and other micro texts already issued in this series from

MICRO METHODS LIMITED
East Ardsley, Wakefield, Yorkshire, England

News Notes

DOROTHY HILL GERSACK, *Editor*

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

SOCIETY OF AMERICAN ARCHIVISTS

Winter Luncheon

The Society will meet with the American Historical Association in San Francisco, December 28–30. Headquarters for this 80th annual meeting of the association will be the San Francisco Hilton Hotel. The joint SAA-AHA luncheon session will meet on December 29 in the Georgian Room (mezzanine) of the St. Francis Hotel. Dolores C. Renze, as 1965–66 president of the Society, will preside at the session; and Allen DuPont Breck will speak on “New Dimensions in the Education of American Archivists.” Dr. Breck, chairman of the department of history of the University of Denver, is a Fellow of the Royal Historical Society of Great Britain. A specialist in paleography, he is the author of *Johannis Wyclif Tractatus De Trinitate* (Boulder, 1963), among other writings.

New Directories

The *Biographical Directory of the Society of American Archivists 1965*, compiled and edited by Herbert J. Horwitz under the general direction of Ken Munden, is now available. Copies have been sent without charge to all individual members of the Society. Additional copies may be ordered from H. G. Jones, Treasurer, SAA, P.O. Box 548, Raleigh, N.C. 27602, at \$2 a copy. ¶ Also now available from the treasurer at the same address, at \$1 a copy, is the *Directory of State and Provincial Archivists and Records Administrators 1965*, edited by Charles F. Hinds.

OTHER PROFESSIONAL ASSOCIATIONS

Administrative Management Society

This international society of some 15,000 administrative managers, founded in 1919, made its first Federal paperwork management awards in Washington, D.C., on September 28. The 6 recipients, selected from a group of 22 nominees of U.S. Government agencies, were Sam C. Beckley (Veterans Administration), Edwin G. Callahan (Federal Housing Administration), Marden D. Kimball (Agriculture Department), Thomas J. Pugliese (Atomic Energy

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

Commission), Edward Rosse (Department of Health, Education, and Welfare), and Donald J. Simon (Department of State).

American Association of Law Libraries

One session of the 58th annual meeting of the AALL in New York City considered legal history and rare books. Archivist of the United States Wayne C. Grover described the Federal system of records repositories (the National Archives, the annex being constructed at Suitland, Md., the regional centers, and the Presidential Libraries), stressing the facilities offered the legal historian. Librarian Edwin C. Surrency (Temple University School of Law), chairman of the session, stated that no great history of American law comparable to Holdsworth's *History of English Law* has yet been written because the American legal system is more complex than the English and because the sources (legal treatises, the records of governmental bodies, court records, and manuscript records of judges, law officers, and the like) are yet to be organized.

American Association of University Presses

Donald Jackson of Illinois was chairman of an AAUP session of May 23, 1965, on "The Editorial Handling of Documentary Editions." The panel was composed of Mary Stith, University of Oklahoma Press ("The Journals of Zebulon Montgomery Pike"), David Horne, Yale University Press ("The Papers of Benjamin Franklin"), and Mary Hargreaves of the University of Kentucky history department ("The Papers of Henry Clay"). The panelists discussed general and technical problems of producing documentary publications.

American Indian Historical Society

This society, founded on August 6, 1964, and directed entirely by American Indians, publishes the *Indian Historian*. The society maintains an Indian archives and library. The annual membership fee is \$2.50; associate members (non Indians) pay an additional \$3 for a subscription to the journal. Applications for membership should be sent to the American Indian Historical Society, Inc., 206 Miguel Street, San Francisco, Calif. 94131.

American Society of Corporate Historians, Archivists, and Librarians

A group organized informally as the Honorable Society of Corporate Historians at the 1964 conference of California Historical Societies was encouraged by Luther H. Evans to enlarge its objectives at the 1965 conference. The name has been changed and membership is now open on a national basis to any interested person, with annual dues of \$5. C. E. Parker, Historian of Orange County Title Co., Box 267, Santa Ana, Calif., is president.

Asociación Venezolana de Archiveros

Venezuelan archivists on January 25, 1965, established a professional association to work for the improvement of the archival profession in Venezuela. A set of rules governing the activities of the society has been adopted, and the

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following officers have been elected: president, Mario Briceño Perozo, Director of the Archivo General; vice president, José Daniel Vera Custodio; secretaries, Regina Ibarra de Medina and Rafael Angel Velásquez; treasurer, Francisco González Lugo; council members, Hely Saúl Peraza and José Rodrigo Hernández. ¶ Dr. Briceño Perozo has suggested that the Committee on Archives of the Pan American Institute of Geography and History work for the attainment of the following objectives: (a) to liberalize restrictions on documentary sources, (b) to adopt an international searcher's card that would be valid in all archival institutions of the countries belonging to the Pan American Institute of Geography and History, (c) to standardize the form used in requesting documents for examination and to standardize regulations that must be observed in search rooms, and (d) to invite Spain to adopt these recommendations.

Canadian Historical Association (Archives Section)

The Archives Section of the association held its annual meeting on June 9, 1965, at the University of British Columbia in conjunction with the meetings of the Learned Societies of Canada. Activities planned for 1965-66 include the establishment of committees to examine the section's organization and constitution, the question of archives training courses, and the professional status of archivists. ¶ Alan D. Ridge (McGill University Archives, Montreal) is the 1965-66 chairman of the section, Douglas H. Bocking (Saskatchewan Archives, Saskatoon) is vice chairman, Sandra Guillaume (Ontario Archives) is secretary, and William Naftel (Public Archives of Canada, Ottawa) is treasurer.

Interagency Records Administration Conference, Washington, D.C.

Allen N. Humphrey (General Accounting Office) has been elected chairman and William B. Rapley (Post Office Department) vice chairman of IRAC for the 1965-66 season. Last year IRAC attracted over 1,500 participants.

Recorded-Sound Archivists

A group of "recorded-sound archivists" met at Dearborn, Mich., on July 9 to discuss the need for improved communications among archivists of recordings so that they might exchange information and materials and develop an inventory of American collections. The group will meet again this winter, when a formal organization is expected to be announced. Phillip L. Miller (New York Public Library) was elected president at the first meeting.

NATIONAL ARCHIVES AND RECORDS SERVICE

National Archives

Among recent National Archives accessions are correspondence, memoranda, reports, and studies of geographical and other offices of the Department of State, 1917-44; records of the Bureau of Indian Affairs concerning Indian lands and related matters, 1836-1909; records of the Secretary of Labor

relating to his membership on the Trade Policy Committee, 1958-63, including agenda and minutes of meetings, committee documents, and correspondence with the White House and the Secretary of Commerce; 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, 1964; docket cases of the Federal Trade Commission, 1936-43, relating to complaints of unfair methods of competition or undue restraint of trade; annual financial reports submitted to the Federal Communications Commission by communications common carriers, 1954-60; and records of the Mississippi River Commission, 1870-1927. Other accessions include the papers of Paul Sachs relating to his service on the American Commission for the Protection and Salvage of Artistic and Historic Monuments in War Areas, ca. 1942-46; records of Judge Charles Fahy as Solicitor General, 1941-45, as Chairman of the Civil Service Board of Legal Examiners, 1942-45, and as Legal Advisor to the Office of Military Government for Germany, 1945-46; and the W. H. Tipton collection of Civil War photographs (1,600 items). ¶ Microfilm publications completed include Records of the Department of State Relating to Political Relations Between Great Britain and Other States, 1910-29 (13 rolls); Letters Sent by the Postmaster General, 1789-1836 (50 rolls); Letters Received by the U.S. Geological Survey, 1879-1901 (118 rolls); Letters Received by the Secretary of the Navy From Navy Agents and Naval Storekeepers, 1843-65 (12 rolls); Federal Nonpopulation Census Schedules in the Custody of the Pennsylvania State Library, 1850-80 (23 rolls); and Investigation and Trial Papers Relating to the Assassination of President Lincoln (16 rolls). ¶ The National Archives has recently issued *Federal Population Censuses, 1790-1890, a Price List of Microfilm Copies of the Schedules*. Also recently issued are a preliminary inventory (no. 164, *General Records of the Housing and Home Finance Agency*, compiled by Katherine H. Davidson) and two guides to German records microfilmed at Alexandria, Va.—no. 47, *Records of German Field Commands: Armies (Part V)*, and no. 48, *Records of German Field Commands: Armies (Part VI)*. ¶ Further information about copies of publications and microfilm may be obtained from the Exhibits and Publications Division, National Archives, Washington, D.C. 20408.

Franklin D. Roosevelt Library

The Library has been given the diary of Harold D. Smith, Director of the Bureau of the Budget under Presidents Roosevelt and Truman. The diary, April 1939-June 1946, consists of daily accounts of Smith's activities as head of the Bureau and of notes of his conferences with the two Presidents. The Library has also been given additional papers of Hilda Smith, former Director of the Workers' Education Projects of the Works Progress Administration, relating to Workers' Education Projects, 1933-45, the National Committee for the Extension of Labor Education, 1945-51, and the resident workers schools she conducted at Bryn Mawr College and at West Park, N.Y.; over 200 recordings of speeches and messages to Congress by President

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Roosevelt, 1924-45; and recordings of tributes to Roosevelt's memory broadcast shortly after his death.

Harry S. Truman Library

Recent accessions include papers, 1934-47, of Joel D. Wolfsohn covering his service as Assistant Commissioner of the General Land Office and as associate Director of the Bureau of Land Management; and additional papers, 1947-52, of Gen. Harry H. Vaughan, Military Aide to President Truman, and of Maj. Gen. Ralph E. Truman, 1947-52, cousin of President Truman and Commanding General of the 35th Division. ¶ The Grants-in-Aid Committee of the Harry S. Truman Library Institute has awarded grants to Susan M. Hartmann, University of Missouri, Davis R. B. Ross, Hunter College, Athan G. Theoharis, Wayne State University, Alfred L. Lorenz, Southern Illinois University, and Harold L. Wallace, Indiana University. Grants-in-aid up to \$1,000 each are available from the Institute for projects relating to the Truman administration or the history and nature of the Presidency of the United States. Applicants should write to the Director of the Library for further information. ¶ Sixty-five persons did research at the Library in the last quarter of fiscal 1965. During the same period, over 51,000 persons visited the Museum of the Presidency—making a total of 179,800 for the fiscal year ending June 30, 1965.

Dwight D. Eisenhower Library

The Library has received the papers, 1952-64, of Joseph M. Dodge, Director of the Bureau of the Budget, 1953-54, Chairman of the Council on Foreign Economic Policy, 1954-56, and a member of the President's Committee To Study the U.S. Military Assistance Program under President Eisenhower. Records of the Republican National Committee, 1944-64, consisting of clippings, news releases, and pamphlets, have also been received.

National Historical Publications Commission

Implementing its policy of emphasizing microfilm publication of "documentary sources significant to the history of the United States," the NHPC has granted \$67,184 to Cornell University, the University of Washington, Kansas State Historical Society, Nebraska State Historical Society, Notre Dame University, the University of North Carolina, and the University of Virginia. A number of selected collections will be microfilmed at each institution, and copies of the microfilms will be available for sale or loan. An allocation of \$15,356 has been made to the National Park Service for the microfilming of the Lloyd W. Smith Collection, which emphasizes the period of the American Revolution, at Morristown National Historical Park. Grants were made earlier in the year to the Massachusetts Historical Society, the Minnesota Historical Society, and the Pennsylvania Historical and Museum Commission. ¶ Directors and editors of the 11 institutions with microfilm publication programs aided by Commission grants met at the National Archives on May 25 and 26 in what was probably the first conference ever held on the microfilm

publication of historical source materials. Objectives, standards, and production problems were discussed, and the microfilm publication activities of the National Archives and the Library of Congress were studied. It was decided that the Commission will issue from time to time a catalog of the papers filmed under its program. Fred Shelley, former Chief of the Presidential Papers Section of the Library of Congress and in charge of the microfilming of the Presidential Papers there, joined the staff of the Commission in August to assume general responsibility for its microfilm publication program. ¶ Modest grants to encourage and assist letterpress publication projects have been made to Rice University for The Papers of Jefferson Davis (Haskell Monroe, editor), to the Ulysses S. Grant Association for The Papers of Ulysses S. Grant (being edited at the University of Southern Illinois by John Y. Simon), to Wayne State University for The Papers of Henry R. Schoolcraft (Philip Mason, editor), and to the University of Missouri for Circular Letters of Congressmen to Their Constituents, 1789-1829 (Nobel E. Cunningham, Jr., editor). Allocations have been made from funds supplied by the Ford Foundation to continue work on The Papers of Thomas Jefferson at Princeton University (Julian P. Boyd, editor), The Papers of Alexander Hamilton at Columbia University (Harold C. Syrett and Jacob E. Cooke, editors), and The Adams Papers at the Massachusetts Historical Society (Lyman H. Butterfield, chief editor). ¶ In an effort to get underway its long-recommended project for an edition of The Papers of John Marshall, the Commission has offered to provide half the estimated cost for 4 years provided that matching funds can be found within a year. This technique may be used in other instances to give the Commission more initiative with priority needs in documentary publication. To determine priority needs, the Commission has circularized several hundred specialists in American history and is tabulating the results for its guidance.

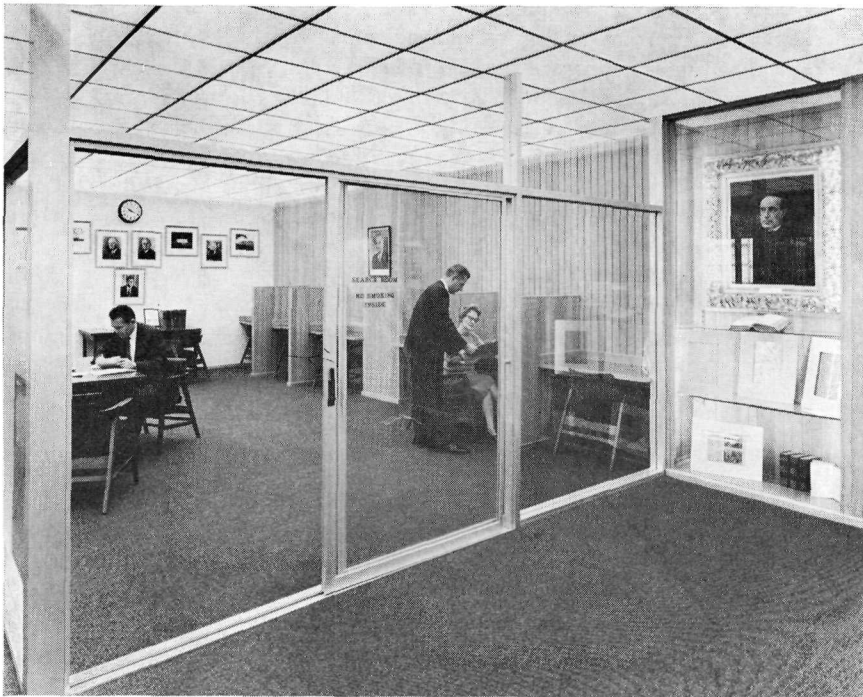
Office of the Federal Register

This Office has recently issued the 1950 volume of the *Public Papers of the Presidents*, containing verbatim transcripts of President Truman's news conferences and speeches and the full texts of messages to Congress and of other materials released by the White House; vol. 78 of the *U.S. Statutes at Large*, containing the laws and concurrent resolutions enacted by Congress in 1964, the 24th Amendment to the Constitution, and Presidential proclamations; and the 1965-66 edition of the *U.S. Government Organization Manual*, describing the creation and legislative authority, organization, functions, and activities of the agencies in the legislative, judicial, and executive branches. These publications may be purchased from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402—the Truman volume for \$7.75, the *Statutes* volume for \$8.75, and the *Government Organization Manual* for \$1.75. ¶ With the issue of August 2, 1965 (vol. 1, no. 1), the Federal Register has introduced a new information service, the *Weekly Compilation of Presidential Documents*, that will make available transcripts of the President's news conferences, messages to Congress, public speeches and statements, and

other Presidential materials. The *Weekly Compilation* was decided upon because circulation of mimeographed press releases failed to give proper notice to Government officials who needed them. The *Weekly Compilation* also contains lists of laws approved by the President and of nominations submitted to the Senate, a checklist of White House releases, and a cumulative index.

Office of Federal Records Centers

The National Archives and Records Service has made considerable progress in its program of renovating or building new Government-owned facilities for its Federal Records Centers. GSA recently completed the renovation of a former Marine Corps facility at 100 Harrison St. to house its San Francisco Center. Occupying five floors with a total of 125,000 square feet of space, the Center has an ultimate capacity of 500,000 cubic feet of records. The accompanying photograph shows the search room in the Center's new quarters. In the foreground of the photograph is a corner of the reception room containing an exhibit of documents and bound volumes transferred from the United States District Court for the Northern District of California. The portrait, lent by that court, is of its first judge, Ogden Hoffman, who served 40 years in that capacity from 1851 to 1891.



SEARCH ROOM OF THE NEW FEDERAL RECORDS CENTER,
REGION 9, SAN FRANCISCO

LIBRARY OF CONGRESS

Oliver H. Orr, Jr., has been appointed Specialist in American History in the General Reference and Bibliography Division, effective August 2. He succeeds the late Donald H. Mugridge.

Manuscript Division

The resources of the Library of Congress for the study of military history have been strengthened by the acquisition of the papers of Gen. George S. Patton, Jr., theorist and master tactician in armored warfare. The papers cover all phases of General Patton's career, from schoolboy essays to his World War II diary. They describe military action in Mexico against Francisco Villa; in Europe in World War I, during which Patton served as headquarters commandant for General Pershing; and in the North African, Sicilian, and European campaigns of World War II, in which General Patton distinguished himself. There are also lectures and subject files pertaining to the theory of tank warfare, scrapbooks, maps, correspondence, and diaries. For the time being, the papers may be consulted only by special permission, which should be requested through the Chief of the Manuscript Division. ¶ Author and political philosopher Hannah Arendt has presented a first installment of her papers to the Library. Included are approximately 50 letters she exchanged with Judah L. Magnes, first president of Hebrew University in Jerusalem; these pertain chiefly to the problems of the Israeli Republic, which was proclaimed upon termination of the British mandate in May 1948. There is also an extensive correspondence with officials of the Judah L. Magnes Foundation, established to further Dr. Magnes' ideals. The papers also include five separate volumes of Dr. Arendt's *Eichmann in Jerusalem* and the manuscripts of a number of her published and unpublished articles and lectures and of two additional books, *Between Past and Future* (1961) and *On Revolution* (1963). ¶ Included in a recent gift from Mrs. James W. Morrisson are a diary and 45 letters written by philologist and historian Arthur Middleton Reeves (1856-91), whose most notable contributions were in the field of pre-Columbian discovery. ¶ Pulitzer Prize winning poet and dramatist and former Librarian of Congress Archibald MacLeish has added to his personal papers in the Library the screenplay and correspondence relating to "The Eleanor Roosevelt Story," a documentary film. This material, like other papers of Mr. MacLeish in the Manuscript Division, is closed to investigators for the time being. ¶ An important addition to the Benjamin W. Huebsch Papers, received as a gift from Mrs. Huebsch, includes 76 letters from Sherwood Anderson, which pertain mainly to publishing matters. ¶ The October 1965 issue of the Library's *Quarterly Journal* contains a comprehensive report on materials added to the holdings of the Manuscript Division during 1964. ¶ John Caruthers Broderick, formerly Specialist in American Cultural History in the Manuscript Division, was appointed Assistant Chief of the Division in July 1965. He succeeded Daniel J. Reed, who had resigned to become Historian of the National Portrait Gallery. ¶ Russell M. Smith has been promoted to Head of the Presidential Papers Section, effective August 2. He

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succeeds Fred Shelley, who resigned to become Assistant to the Executive Director of the National Historical Publications Commission.

STATE AND LOCAL ARCHIVES OF THE UNITED STATES

Indiana

To facilitate the microfilming of newspapers and large blueprints and plans of public buildings, an additional planetary camera has been installed in the Archives Division's photographic laboratory. ¶The division has received from the Insurance Department 541 reels of microfilm of annual statements of insurance companies doing business in Indiana.

Kansas

The Kansas State Historical Society has acquired the John J. Ingalls manuscript collection and associated Ingalls Family material, 1841-1946. Included are hundreds of letters, speeches, photographs, scrapbooks, and memorabilia. Ingalls served as U.S. Senator, 1873-91.

Massachusetts

The Records Laws Study Commission, set up in 1963 by the legislature, reported in February 1965 on several deficiencies in the laws concerning records, including the lack of a definition of "records," of standards for records retention and scheduling, and of care of endangered records. The report was published as House Document 3775.

Michigan

Adoption of House Bill 2169, "Executive Organization Act of 1965," transferred the Michigan Historical Commission to the Department of State. All functions of the commission are included, and Secretary of State James M. Hare may "allocate and reallocate duties and functions to promote economic and efficient administration and operation of the department." The law consolidates some 150 agencies into 19 major departments.

Nebraska

Archivist William F. Schmidt has prepared *A Guide to the Archives and Manuscripts of the Nebraska State Historical Society*, published as *Bulletin* no. 1 in 1965.

North Carolina

On June 24 Christopher Crittenden and Mrs. Crittenden were presented gifts in recognition of Dr. Crittenden's 30 years of service as head of the State Department of Archives and History (formerly the North Carolina Historical Commission). ¶Julia C. Meconnahey, an archivist in the department for 35 years until her retirement in 1959, died on September 7. ¶The records holdings of State agencies and institutions (excluding State colleges and the university) as of June 30 totaled 154,243 cubic feet. Of this amount, 115,635 cubic feet were in the agencies and institutions and 38,608 cubic feet

were in the State Records Center. The net increase for the fiscal year was 11,043 cubic feet. ¶ The 1965 General Assembly established a new State building commission with authority to select the site of the new Archives, History, and Library Building for which \$3 million was appropriated in 1963. Plans are now being drawn by the architects. ¶ Two additional employees were granted to the Division of Archives and Manuscripts by the General Assembly, bringing the staff to 50 members in the archives-records management program. The 1965-66 budget of the division is approximately \$350,000, including a 10 percent across-the-board salary increase for all permanent employees. ¶ The *John Willis Ellis Papers*, edited by Noble J. Tolbert, have been published in two volumes. Ellis, Governor of North Carolina during the period of secession, died on July 7, 1861. The two volumes are available from the department, P.O. Box 1881, Raleigh, N.C., at \$5 each.

Ohio

The board of trustees of the Ohio Historical Society has selected a site of over 4 acres in the downtown Columbus Civic Center complex for the Ohio historical center that will house the principal museum, library, and archives facilities of the society. Approximately \$6 million will be used to construct the center of 300,000 square feet. Two million dollars has been earmarked for equipping the building and providing exhibits. ¶ The 106th General Assembly enacted a law defining the public functions of the 80-year-old private historical body and providing a contractual arrangement for the appropriation of State funds to the organization; appropriated a \$1.4 million biennial subsidy for society operations; and clarified the archival and records management laws. ¶ The society has acquired 39 cubic feet of Franklin County welfare records, 1920-54. The material relates to mothers' pensions, aid to the blind, aid to dependent children, aid to the disabled, and general relief. Because of the large volume of the county's welfare records, only every 50th case was selected, but the full record of 12 families with their kin was preserved. These records are being analyzed by graduate students of Ohio State University's School of Social Work.

South Carolina

Charles E. Lee, Director of the South Carolina Archives Department, reports that the appearance of the Reynolds-Faunt *Biographical Directory of the Senate of the State of South Carolina, 1776-1964* (reviewed in the July 1965 issue of the *American Archivist*) was followed almost immediately by an appropriation to permit the same authors to compile a similar directory of the House of Representatives of the State. Eventually a single historical directory covering all the personnel who have served in the South Carolina General Assembly since 1776 will be feasible.

Texas

James M. Day, Director of State Archives, won the 1965 C. S. Hammond Company Library Award of \$500. The award is given annually to a librarian

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who has effectively encouraged the use of maps and atlases or promoted an interest in cartography. Mr. Day was honored for his many publications dealing with historical cartography, particularly his *Maps of Texas, 1529-1900*, published in 1964.

Wisconsin

The State Historical Society of Wisconsin has received the papers, 1929-50, of Wisconsin Supreme Court Justice Oscar M. Fritz; the records, 1852-1964, of the Milwaukee-Downer College, including the Fox Lake Academy and the Milwaukee Female Seminary; the papers, 1897-1955, of Congressman John M. Nelson; the papers, 1834-80, of Wisconsin editor and political boss Josiah A. Noonan; and papers, 1964, of Hubert R. Murphy pertaining to the Democratic Party and to the effort of the Mississippi Freedom Democratic Party to be seated at the 1964 convention. ¶ The Mass Communications History Center has acquired progress reports, 1947-51, and materials pertaining to the "Register and Vote Campaign," 1953, of the American Heritage Foundation; papers, 1928-62, of Richard Myers, theatrical producer, and of the Cape Cod Playhouse, 1928-59; and papers, 1960-65, of Newton N. Minow, chairman of the Federal Communications Commission. ¶ The State Historical Society's seventh Area Research Center has been opened at the Wisconsin State University-La Crosse. The center, serving the general public as well as the students and faculty of the university, houses private papers, public records of the nine-county area, and archives of the university.

PROVINCIAL AND LOCAL ARCHIVES OF CANADA

Reported by Sandra Guillaume

Items for this section should be sent direct to Miss Sandra Guillaume, Secretary, Archives Section, Canadian Historical Association, Ontario Archives, Parliament Buildings, Toronto 5, Ont.

Manitoba

Recent accessions of the Public Archives include records from the Department of Public Works and the Department of Mines and Natural Resources and the chronicles, 1844-1918, of the Sisters of Charity.

Quebec

Quebec Provincial Archives has added three archivists to its professional staff. ¶ A general inventory of the Archives holdings is being prepared for publication. ¶ Recently the papers of Senator Bouchard were acquired.

Saskatchewan

The Saskatchewan Archives reports numerous accessions of both government records and private papers, including the following: records of the Public Service Commission; P. H. N. Cumberland papers; Richard Mason papers; A. W. Johnson papers; and an extensive collection of photographs, including 25,000 negatives (1945-60) acquired from the Saskatoon *Star-Phoenix*.

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.

Baptist

The Historical Commission of the Southern Baptist Convention and the Southern Baptist Historical Society issued vol. 1, no. 1, of *Baptist History and Heritage* in August 1965. Among its articles is "State Baptist Historical Repositories—A Symposium." The periodical may be ordered from the commission (127 9th Ave. North, Nashville, Tenn.). The commission has approved an oral history project to obtain "tape recorded interviews, addresses, sermons, and proceedings of conferences and conventions." The commission has recently received the correspondence and reports related to the Baptist World Alliance Commission on Evangelism. Its new headquarters, in use since July 15, doubles the library, archives, and museum space. ¶ The Indiana Baptist Collection has recently been moved into a special section of the new library of Franklin College, Franklin, Ind. The American Baptist Historical Society arranged the archival materials in the collection.

Catholic

Available upon request to the Chancery Building, Diocese of Austin, Box 1828, Austin, Tex. 78767, is a brochure on the Catholic Archives of Texas. Among recent accessions are portraits of three early bishops and several parish histories. ¶ The Thomas Workman Temple collection of historical transcripts has been acquired by the Chancery Archives of the Archdiocese of Los Angeles. These valuable papers are part of an extensive survey made of early California, its missions, padres, and people by Mr. Temple, who has spent most of the past 35 years patiently transcribing entries from the old baptismal, confirmation, marriage, and burial registers of the mission era. As soon as the 2,000-page manuscript is indexed it will be made available to historians. ¶ Catholic archivists took part in a Symposium on Archival Collections and Administration on May 18 at the University of Southern California. Among those on the program were Rev. Francis J. Weber, Archdiocesan Archivist, who spoke on "Diocesan Archives in Los Angeles," Rev. Maynard Geiger, O.F.M., who discussed "Archives of the Mission Period," and Rev. Richard H. Trame, S.J., who spoke on "Loyola University Archives." The symposium was sponsored by the Society of American Archivists.

Episcopal

The Church Historical Society, 606 Rathervue Place, Austin, Tex., has issued an attractive booklet on the *Why? What? and How?* of its program. Archivist V. Nelle Bellamy in her yearly report indicated that approximately 2,500 items had been received in the 14-month period ending April 30, 1965. Recently 15 boxes were received containing the papers of the Right Reverend Robert Lewis Paddock, Bishop of Eastern Oregon, 1907-39.

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Friends

The archives and historical records of the New England Yearly Meeting of Friends have been placed on temporary deposit with the John Carter Brown Library, Brown University, Providence, R.I. The New Bedford Free Library has given its entire collection of Quaker pamphlets and bound Quaker periodicals to the New England Yearly Meeting. ¶ The guest register in the Quaker Collection—Archives in the new Lilly Library of Earlham College, Richmond, Ind., shows names of visitors during the past year from 25 countries in six continents. Opal Thornburg in her *Seventh Annual Report* as Archivist and Historian of Earlham College, dated May 15, 1965, lists paintings, letters, photographs, marriage certificates, and manuscripts received during the year. An especially valuable acquisition was an 1854 diary relating to attendance at North Carolina and Indiana Yearly Meetings of Friends, with comments on travel, economic conditions, slavery, and other topics. Having reached retirement age, Miss Thornburg will give only part time to the archives in 1966. ¶ The Quaker Library, Wilmington College, Wilmington, Ohio, has a large fireproof vault in its new library to house its early church records. The library recently received a copy of the Richardson manuscript of the writings of George Fox. Haverford College possesses the original. ¶ The *Minutes of the Indiana Yearly Meeting of the Religious Society of Friends* for 1964, available from Willard Heiss, 4020 East 34th St., Indianapolis 46218, presents a "report of the custodian of the safe," which lists an inventory of the records of the safe in the Friends Home, Waynesville, Ohio. The report of six pages lists Hicksite Quaker records. A large amount of this material has been microfilmed by Mr. Heiss, who plans to deposit the negative with the Indiana Historical Society.

Lutheran

The American Lutheran Church has issued an attractive four-page brochure, *Archives*, explaining "Where Are the Archives," "What Materials Are in the Archives," "Special Collections at Wartburg Theological Seminary," "Special Collections at Luther Theological Seminary," "Materials To Be Sent to the Archives for Preservation," and "Services Available From the Archives." The pamphlet may be obtained from The American Lutheran Church, Office of the Secretary, 422 South Fifth St., Minneapolis, Minn. 55415. ¶ A considerable amount of material relating to the former United Evangelical Lutheran Church is housed at Dana College, Blair, Nebr. The Reverend Peder C. Jensen of Blair has placed his large collection of Lutheran materials in this depository.

Mennonite

Delbert Gratz, Librarian of Bluffton College, Ohio, spent the past year in Europe visiting many archives to find manuscripts concerning the Anabaptists and related religious groups. He has compiled an impressive bibliography, containing many items never before mentioned by church history scholars. The Bluffton College Library has been enlarged, and its Mennonite materials will be housed in a new section.

Methodist

The Upper Room Devotional Library, 1908 Grand Ave., Nashville, Tenn., is setting up an archives division under the leadership of Brooks B. Little.

Presbyterian

The Presbyterian Historical Society in its 39th annual report, for 1964, stated that it has been "collecting, cataloguing and preserving the official records of the Church since 1852." It now has some 400,000 manuscripts, films, and records of other kinds. In 1963 it received the manuscript papers of several prominent 19th-century ministers, including Abraham Hagaman (1807-85), Richard Webster (1811-56), and William Cattell (1827-98). Recently it has acquired the papers, registers, and journals of Robert Johnson (1788-1861). The society has issued a 10-page booklet entitled *Special Collections in the Presbyterian Historical Society*. The booklet may be obtained by writing the society at 520 Witherspoon Bldg., Philadelphia 7, Pa.

Reformed Church in America

The denominational archives of the Reformed Church in America, located in the Gardner A. Sage Library, New Brunswick Theological Seminary, New Brunswick, N.J., continues to receive the records of the various ecclesiastical bodies within its denomination. Work is in progress on a historical directory of ministers and churches of the Reformed Church.

ARCHIVES AND SPECIAL COLLECTIONS OF COLLEGES AND UNIVERSITIES

University of California at Los Angeles

The archives of editor-publisher Roger Mennevé have been acquired by UCLA. The papers contain documented information on almost every aspect of French political, social, and economic life since 1910, but mainly 1914-40.

Dickinson College, Carlisle, Pa.

A large collection of Joseph Priestley material has been given to Dickinson College by a direct descendant of the 18th-century English scientist and theologian. A great number of family letters and documents are included with 84 books and pamphlets by Priestley, 92 works about him, newspaper clippings, and many objects.

Indiana University

The university's Lilly Library has purchased 8 tons of books, manuscripts, and correspondence of Upton Sinclair.

Johns Hopkins University

The university's Center for the Study of Recent American History is preparing for publication (in 10 volumes) selected letters of Dwight D. Eisenhower. Persons, institutions, libraries, and archives owning Eisenhower let-

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ters, memoranda, and the like are asked to communicate with Dr. Alfred E. Chandler, Editor, Eisenhower Project, Milton S. Eisenhower Library, Johns Hopkins University, Baltimore, Md.

McGill University

McGill University Archives has prepared an index to the names of governors, fellows, and staff members appearing in the university calendars since 1857. One set of the cards will be arranged alphabetically; another will be arranged by department or administrative positions. ¶ The records of the faculty and conservatorium of music are now being classified. Among them are two photographs of the studio of Ernst Perabo (c. 1900) at 19 Derne St., Boston. One is endorsed "My Master." The Archives would be interested in any records relating to Ernst Perabo and his studio.

University of Michigan

The papers of Emil Lorch, architect, designer, and dean of the College of Architecture and Design at the university, 1906-40, have been processed and are ready for use by scholars and students. The papers include his lifelong correspondence and early drawings and sketches of Louis Henry Sullivan dating from the 1870's and 1880's, including a manuscript discussing the *Chicago Tribune* exposition competition. Included also are records of the Architectural League of America, 1901-16, and of the Mid-West District of the Historic American Buildings Survey of the 1930's.

University of Minnesota

Clarke A. Chambers, Director of the Social Welfare History Archives Center of the University Libraries, founded in 1964, reports on the content of the collections of records now ready for use: the Survey Associates (the magazines *Survey* and *Survey Graphic*), National Federation of Settlements and Neighborhood Centers (NFS), and Paul U. Kellogg collections.

In these collections are primary materials pertinent to research in 20th-century social welfare and related areas, including health services, mental health programs, the development of the profession of social work, the settlement movement, housing, recreation, civil rights, and the development of public welfare. The *Survey* collection (168 feet) . . . is complemented by the personal papers (6 feet) of Paul Kellogg, editor of the *Survey*, 1909-52. The NFS papers, 1911-52 (30 feet), record the work of a crucial voluntary organization devoted to the betterment of settlement work in the United States.

The Social Welfare History Archives Center has received a grant from the National Institute of Mental Health to continue its work of acquiring from around the country historical records of social work, social welfare, and reform. Records sought are "manuscripts, correspondence, old office files, personal papers, minutes of meetings, office memoranda, reports and press releases."

New York University

The university has acquired the personal papers of Frances Steloff (Gotham Book Mart in New York), a pioneer in the promotion of unknown writers

and experimental writing, and the archives of the James Joyce Society, which has been meeting at Gotham Book Mart since 1947; and the personal 1,000-volume chess library of Fred Reinfeld, chess champion, author, and teacher, including an international collection of leading chess periodicals, 1880-1964.

Ohio State University

Bruce C. Harding was appointed University Archivist in September. The archival program, established in 1959 under the direction of University Historian James E. Pollard, has acquired and processed several hundred cubic feet of university records now located on the 12th deck of the main library. Under Mr. Harding the program of collecting, organizing, and preserving the university's archives will be consolidated. Manuals, disposal schedules, and the like will be developed and issued as the program expands. ¶ The university has recently purchased a collection of books, letters, manuscripts, and photographs (over 500 items) relating to James Thurber, 1919-64.

Queen's University

Queen's University, Kingston, reports as recent acquisitions the J. M. Macdonnell Papers (not yet open for inspection); important additions to the Benjamin Tett papers; and records of the Kingston Branch, International Typographical Union, 1886-1920.

University of Texas

The Humanities Research Center has purchased 1,000 pounds of Goldwater campaign material of Stephen C. Shadegg, his campaign manager in 1952 and 1958. ¶ The university has acquired the Helmut and Alison Gernsheim collection. It includes the world's "first" photographs, made with an 8-hour exposure on pewter in 1826 by Joseph Nicéphore Niepce, a French amateur scientist, and other materials for the study of the evolution of photography and cinematography.

University of Victoria

The university has purchased manuscripts, letters, galley proofs, files, and a first edition of every book brought out by the small Dublin publishing house, Dolmen Press, in its 15-year history.

Yale University

The university has acquired 48 letters written by William Howard Taft, commenting on the Hoover-Smith Presidential campaign of 1928.

OTHER SPECIAL COLLECTIONS

Detroit Public Library

Most of the private and personal papers of Joseph M. Dodge, Director of the Bureau of the Budget in the Eisenhower Administration, were presented to the library's Burton Historical Collection on June 1. Included are personal

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papers, correspondence, his speeches, publicity materials, and other items relating to his many assignments for the Federal Government.

Francis A. Countway Library of Medicine

The Francis A. Countway Library of Medicine, opened in June 1965, houses two of the most extensive collections of medical literature in the United States: the Harvard Medical Library and the Boston Medical Library. There are "strong collections" of manuscripts and archives, especially of New England origin. Robert W. Lovett, Curator of Manuscripts and Archives at Harvard University's Baker Library, serves similarly at the Countway Library. He reports:

The Medical School Archives, where I am [spending] two days a week, now numbers some 7,000 volumes and boxes In recent years we have been adding collections of papers of former Faculty as they retire or leave the School. Recent administrative records of the School (back as much as fifty years) still remain under the control of the various offices, but the Archivist maintains records of their location and contents. . . . Archives and rare books and manuscripts will share a reading room on the fifth floor (Holmes Hall, named for Oliver W. Holmes, Sr.), work room and stacks . . . but the two activities will continue separate for administrative purposes. . . .

The Boston Medical Library will bring to the new building many rare medical books, including over 700 incunabula. There are also that Library's own archives and collections of papers relating to Boston doctors and to local medical organizations. Where these can be related to the [Medical] School's Archives this will be done

Glenbow Foundation

The Slocum-Howland papers relating to the Alberta oil industry, 1914-21, have been acquired by the Glenbow Foundation, Calgary, Alba.

Library of Presidential Papers

Several New Yorkers (Edouard L. Cournand, Generoso Pope, David A. Schulte, Jr., Henry O. Dormann, and Andrew C. Miller, Jr.) plan to establish a Library of Presidential Papers at 17 East 80th St., New York City. The library will provide a central source of Presidential papers—mostly copies, presumably—and will lend copies for a small fee to cover the expense. The State Board of Regents has issued a charter for the library as a nonprofit institution. The library's trustees plan to obtain financial support from private persons and foundations.

MacArthur Archives

Philip P. Brower, formerly a specialist in military documents in the National Archives and Records Service, became head of Norfolk's new Bureau of Archives on September 1. Principally, he will administer the personal papers of General of the Army Douglas MacArthur, to be housed eventually in a restored building near the MacArthur Memorial.

Marine Historical Association, Inc.

Charles R. Schultz, Keeper of Manuscripts for the association, has prepared an *Inventory of the Silas Talbot Papers, 1767-1867*. Mimeographed
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copies of the inventory are available upon request to the G. W. Blunt White Library, Mystic Seaport, Mystic, Conn.

Virginia Historical Society

The society reports that two card files are being prepared. One is a record of each marriage and death reported in every extant Virginia newspaper published, 1736-1820. Births were not reported in the newspapers during this period. It is expected that some 40,000 cards will be accumulated in this index. The other card file is a guide to published Virginia portraiture. Each portrait of a Virginian that appears in a printed book or periodical as well as in the society's own collection of engravings and photographs will be indexed. At present the index to the society's own collection is a separate file.

PROFESSIONAL INSTRUCTION

University of Delaware

The university and the Eleutherian Mills-Hagley Foundation will award two or more Hagley Fellowships in a 2-year program in American economic or technological history leading to a Master of Arts degree. Students take graduate courses at the university, perform research in primary materials at the Eleutherian Mills Historical Library, and become familiar with the work of the Hagley Museum in preparation for careers in college teaching, research, and positions of responsibility in historical agencies. A stipend of \$6,100, including \$1,500 tuition, is paid over a 23-month period to single and married students or \$7,250, including tuition, to married students with children. Applications should be received by March 1, 1966. Further information may be obtained by writing Hagley Fellowship Program, Department of History, University of Delaware, Newark, Del.

Institute on Modern Archives Administration

The 19th institute on modern archives administration, sponsored jointly by the National Archives and Records Service, The American University Center for Technology and Administration, the Library of Congress, and the Maryland Hall of Records was held June 7-18, 1965, at the National Archives Building. A record number of 44 persons participated in the institute, and at least 40 additional applicants could not be admitted because of limited physical facilities. Of those attending, 8 represented Federal agencies, 12 represented State and local agencies, 7 came from the field of church archives, 8 from college and university archives, 4 from manuscript repositories and libraries, and 5 from private business. Nineteen States and Puerto Rico were represented, and there were delegates from three foreign countries—Canada, British Guiana, and the Philippines.

Undoubtedly the reduction in the length of the institute, from 4 to 2 weeks, enabled many who have previously been unable to attend to do so this year. This compression was achieved by the elimination of internship projects. Coverage of all phases of archives administration was continued.

The institute was again directed by Frank B. Evans, with the able assist-

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ance of staff members of the National Archives and Records Service and guest lecturers such as Helen Chatfield, Archivist of The American University. The institute was the guest of the Maryland Hall of Records and Morris L. Radoff and his staff during one field trip and of Daniel J. Reed and the staff of the Manuscript Division of the Library of Congress for a second field trip. The lecturers and the enrollees were the guests of The American University for a closing luncheon at which the speaker was Ernst Posner. He spoke on trends in archives administration observed during his recent research visit to Europe.

Institute of Genealogical Research, Washington, D.C.

Some 35 persons attended the 15th institute of genealogical research, a course offered by The American University in cooperation with the American Society of Genealogists, the Maryland Hall of Records, and the National Archives and Records Service, July 12-30, 1965. Sessions were held in the National Archives, the Library of Congress, and the Maryland Hall of Records. The institute was directed by Jean Stephenson and Frank E. Bridgers. Mr. Bridgers retired from the National Archives on September 30, 1965, after 30 years of service in the institution.

Allerton Park Institute (University of Illinois)

A compilation of the papers on "university archives" presented at the 11th annual institute sponsored by the University of Illinois Graduate School of Library Science, November 1-4, 1964, is available from the Illini Union Bookstore, 715 Wright St., Champaign, Ill., at \$2 (soft cover) and \$3 (hard cover) a copy. For a discussion of the sessions see *American Archivist*, 28: 182 (Jan. 1965).

WINTER MEETING

SOCIETY OF AMERICAN ARCHIVISTS
and
AMERICAN HISTORICAL ASSOCIATION

JOINT LUNCHEON
Dolores C. Renze, presiding
Allen DuPont Breck, speaker

**"NEW DIMENSIONS IN
THE EDUCATION OF AMERICAN ARCHIVISTS"**

GEORGIAN ROOM (MEZZANINE)
ST. FRANCIS HOTEL
SAN FRANCISCO

DECEMBER 29, 1965
12:30 P.M.

Tickets may be purchased at the time of registration.

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

1966 Competition

The author of the winning entry in 1966 will receive a Certificate of Award and a prize of two hundred dollars, donated by Victor, Dorothy, and Robert Gondos in memory of the late Dr. Victor Gondos, Sr.

Contest Rules

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

2. The Award Committee will consist of the Editorial Board of the Society of American Archivists and representatives of The American University. Miss Helen Chatfield is senior representative of the University. Entries for the 1966 Award should be addressed to the chairman of the Editorial Board: Ken Munden, Editor, American Archivist, National Archives, Washington, D.C. 20408.

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

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

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

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

6. To be considered for the current year's award an essay must be received by the Award Committee by July 31, 1966.

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.

Editor's Forum

Back Issues

Effective January 1, 1966, all back issues of the *American Archivist*, vols. 1-27 (1938-64), and the *General Index to the American Archivist, Volumes I-XX, January 1938 to October 1957* will be handled by Johnson Reprint Corp., 111 Fifth Avenue, New York, N.Y. 10003. That organization will reprint all previously out-of-print issues and offer for sale complete sets and individual numbers of the journal.

Now available in reprint for \$10 each are vols. 1 and 2, and for \$3.50 per number, vol. 3, nos. 3 and 4; vol. 4, nos. 1 and 2; vol. 24, no. 1; vol. 26, no. 1; and vol. 27, no. 1.

All other issues are available for \$2.50 each (\$10 per volume) *except* the following, which have not yet been reprinted: vol. 3, no. 2; vol. 6, no. 3; vol. 7, no. 1; vol. 8, no. 4; vol. 10, nos. 1 and 2; vol. 11, nos. 1, 2, and 4; vol. 13, nos. 2, 3, and 4; vol. 14, nos. 1, 2, and 3; vol. 15, nos. 1 and 2; vol. 17, no. 2. The *General Index* continues to sell for \$8.

H. G. Jones, Treasurer, Society of American Archivists, P.O. Box 548, Raleigh, N.C. 27602, will continue to handle back issues for 1965 (vol. 28) and subsequent years as well as all other Society publications, but henceforth orders for the *General Index* and for back issues of vols. 1-27 (1938-64) of the *American Archivist* should be sent to:

Johnson Reprint Corp.
111 Fifth Avenue
New York, N.Y. 10003

The Obvious Overlooked

TO THE EDITOR:

May I call your attention to two failings I have noticed in archival collecting?

The first is related to the receipt of manuscripts. A number of university libraries are asking their publishing faculty members to give them manuscripts of their works. Yet they do not wish to accept the correspondence and papers of these men. But what good are manuscripts, galleys, pageproofs and the like without the papers, not necessarily all the notes, which are related to them and to the author's life as a whole? Future researchers, when faced with nothing but the semifinished and finished product, may well paint an erroneous picture of their man and his mind. Correspondence, notes, memoranda, and even course reading lists would be and should be valuable sources. Of those who say otherwise let us ask, What have you spent in the past in the way of time, effort, and money to acquire these very materials for those who have achieved even a modicum of fame? *Think not of the past and the present but of the needs of researchers 100 years from now!*

And thinking of the future, have you, especially you State and local archivists, collected railroad, bus, and airline schedules, telephone directories, and the like? Or sample menus from various types and levels of eating establishment?—for these items reflect changing technology, prices, economic, business, and social habits. Is anyone collecting or seeing to the preservation of State materials on services such as barbershop, restaurant, and elevator licensing, on public school syllabi, highway development, parks and conservation programs, etc.? It may well be that in some cases all that is necessary is to ensure that the appropriate departments are themselves retaining these materials. But I write from experience in saying that the obvious, like the purloined letter, has often been overlooked. It may also be destroyed by some new director who is antipaperwork. What is trite today may be rare tomorrow—just because it is so obvious that no one considers it worthy of inclusion.

ROBIN HIGHAM

History Department, Kansas State University

Use of Manuscripts at Yale

TO THE EDITOR:

My attention has been called to the article in the July 1965 issue of the *American Archivist* by Jean Preston entitled "Problems in the Use of Manuscripts."

In this article, at the top of page 368, the following statement occurs: "At Yale honor students are allowed to use manuscripts for certain purposes . . ." A footnote gives as the authority for this statement an article in the January 1960 issue of *American Archivist* by H. B. Gotlieb.

The statement that honor students only are allowed to use manuscripts at Yale is not a correct statement of our policy, and does not occur in the Gotlieb article which is cited as source.

All registered readers are allowed to use manuscripts at Yale, and this includes all enrolled students in all schools of the University without regard to whether they are honor students or not. We are proud of the very extensive use which undergraduate students make of our manuscript resources for educational purposes, and I am therefore anxious to correct the impression that access to manuscripts is limited to honor students only.

If you could make this correction in a subsequent issue of your publication, in a little note somewhere in the magazine, I would be greatly obliged.

HERMAN W. LIEBERT

*The Beinecke Rare Book and Manuscript Library
Yale University*

TO THE EDITOR:

Fritz Liebert . . . is quite right of course, and I don't know where I got the idea it was only honor students who use manuscripts there. . . .

JEAN PRESTON

The Huntington Library

THE AMERICAN ARCHIVIST

Original Materials for Students

TO THE EDITOR:

Eminent "soothsayers" have for some years been predicting population, school, college, university and whatnot "explosions." Observers as eminent have warned that the humanities or the social sciences have been too long neglected in the scientific and technological buildup.

No one complains too loudly about expenditures for laboratories, the essential equipment and materials for the teaching of physics, chemistry, and the like in our burgeoning secondary schools, colleges, and universities, old or newly established. Libraries in these institutions, as a matter of fact, have been receiving increased support almost everywhere, although few would agree that support . . . [is] adequate.

The education of social scientists (take the historian and teacher of history for example) also calls for laboratory materials at a certain stage of development. The material needed consists of writings on paper. True, many history textbooks today have companion volumes of the important documents of the period, and more. Also true, there never was a period when the papers of important men, under well-financed and -edited projects, were coming out in book form in greater numbers.

However, to train an historian, starting in the senior year of college or university, or during the first year of graduate study, unique writings on paper are called for. From them the student gets the "feel" and, let us hope, learns something of the critical methods he must thereafter apply. Older universities have long collected such writings. For some it hasn't been necessary because a nearby institution has done so. With the proliferation of new institutions of higher learning in recent years, scores of busy scholars and teachers have been assigned to build up such collections for their new institutions. Competition is rife; some collections go into dead storage for lack of competent processing, service, and care. Too many such collections are going to the wrong depository.

So, I wonder if the time hasn't arrived when archivists and manuscript curators in established repositories shouldn't give broader consideration to making available to the new and the overflowing graduate schools certain collections of materials which have been microfilmed or which could be microfilmed? Microfilm could well serve the established clientele of the established repositories. The writings on paper could well serve to train their next generation of customers. The National Archives of the United States has offered to the States originals of certain types of papers which it filmed for space saving and probably for mail reference service economies, so this is nothing new. Let me hasten to add that I do not mean to suggest that because the papers of a President or a Prime Minister are microfilmed . . . the originals should be sent to a new university for graduate students to wear to shreds. Nor am I suggesting that this service be provided for doctoral candidates except under the usual rules and regulations governing loans, microfilm copies, and access already in existence in any repository.

There are, however, literally thousands of collections which in microfilm form would serve the scholarly community in their present repositories and which in the original could be used to train a better generation of historians and teachers of history. Terms of deposit or gift would eliminate some collections from consideration. New copyright legislation will undoubtedly complicate matters a bit more.

Where my example has been the historian-history teacher, one could well substitute economist, sociologist, business administrator, literature teacher, and many others.

I have discussed this proposal with a number of graduate professors and have been assured that there is a real problem. One suggested that his university and department could guarantee the assignment of a specific number of graduate students to selected collections annually and that the university library administration would take full responsibility for appropriate administration of such papers.

Whether this is something for the waste basket, an SAA committee, or a matter which should be arranged between individual curators of collections and archivists and the graduate school representative, I don't know. I do have a strong notion that if archivists and curators of manuscript collections thought a little less of "Come to My House" and a little more of "Where the Boys and Girls Are" it would benefit the coming generation of researchers and teachers in the social sciences and no doubt collect a few SAA recruits, as well.

JOHN ANDREASSEN

Copy Editor Wanted

The Commission also included in this priority group the publication under its own auspices of "The Documentary History of the Ratification of the Constitution and the First Ten Commandments." of which no adequate edition had ever been published.

—*Boston Sunday Globe*, Jan. 5, 1964, as quoted in *Collecting Documentary Material Significant to U.S. History (Hearing Before a Special Subcommittee of the Committee on Government Operations, United States Senate, Eighty-eighth Congress, Second Session, on H.R. 6237 . . . March 11, 1964)*, Exhibit 1, p. 33 (Washington, 1964). We hasten to note that the passage as published in the *Globe* (in an article, "Will Congress Rescue Our Presidential Papers?" by Herbert A. Kenny) reads otherwise.

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POSITIONS WANTED

RECORDS MANAGEMENT/ARCHIVES: Experienced in management, systems, forms management, microfilming. Nine years in government. B.A. degree. Salary negotiable. Write Secretary. A-40.

ARCHIVES/MANUSCRIPTS: German native with wide range of teaching, research, archeological, and archives experience. Licentiate of Philosophy. Qualified in English, German, French, Italian, Dutch, Greek, Latin, Hebrew, and Arabic. Experience in American colonial and early Federal periods. Write Secretary. A-42.

ARCHIVES/RECORDS MANAGEMENT: Male in thirties desires employment in archival or records management field in government, college or university, or business. M.A. in history; certificates from American University for training in archival administration and records management. Eleven years' professional experience in State archives. Salary \$9,000. Write Secretary. A-46.

ARCHIVES/RECORDS MANAGEMENT: Male, many years' experience in State, national, and inter-American levels, looking for position with liberal salary, fringe benefits, possibilities of advancement. Write Secretary. A-47.

ARCHIVIST: Mid 30's, multilingual (Czech, Russian, Polish, Bulgarian, Old Church Slavonic, French, German, Spanish, Latin); publications; 4 years' experience in major university as assistant archivist; course work near completion for doctorate. Salary negotiable. Write Secretary. A-48.

TRAINEE: Man, 23, citizen of the Philippines, college graduate including courses in archival administration, desires 2 years' on-the-job training in archival or manuscript collection under U.S. Exchange Visitor Program. Write Secretary. A-49.

ARCHIVES: Male, early 30's, wishes employment in archival field in government, college, university, or business. M.A. in history; certificate from American University in archival administration. Two years' experience in State archives, present salary \$7,000. Write Secretary. A-50.

COLLEGE/UNIVERSITY ARCHIVES: Widow, 35. A.B., M.A., American literature and history. Experienced in manuscript cataloging in college collection, arranging, describing, correspondence, reference. Extensive commercial and scholarly editorial background. Currently member midwestern university English faculty. Wants career position in college or university archives or manuscript collection, or in active State historical society. Salary open. Write Secretary. A-52.

ARCHIVES/MANUSCRIPTS: Male in late 30's desires employment in archives or manuscript collection. M.A. degree in history. No experience. Interest in military history. Salary negotiable. Write Secretary. N-53.

ARCHIVES/RECORDS MANAGEMENT: Male in early 30's desires employment in archival or records management field in business or government. Five years' experience as administrator of State archival and records management agency. Emphasis on microfilm applications in State government and in the establishment of records management program including planning for new building. M.A. degree

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in American history, course requirements for doctorate completed. No location preference but prefer opportunity to develop new program. Write Secretary. A-54.

POSITIONS OPEN

ARCHIVIST: The Arkansas History Commission, a State agency, is seeking a person to organize and develop an archival program under the general supervision of the State Historian. Salary \$7,000 a year, retirement plan, social security coverage, paid vacation, holidays. Must have adequate professional training and/or experience. Applicants should send written application to State Historian, Arkansas History Commission, Old State House, Little Rock, Ark. O-39.

CURATOR OF MANUSCRIPTS: the Ohio Historical Society, Columbus. Man or woman, preferably with Master's degree in United States history and familiarity with Ohio history, is being sought to administer the manuscript collections of the society numbering nearly 2 million pieces and including the presidential papers of Warren G. Harding among other important collections. Curator also responsible for collecting manuscripts. Serves as department head in library division; salary \$6,900 to \$8,200 per year. Retirement and other benefits included. For information write Daniel R. Porter, Director, Ohio Historical Society, Columbus 43210. O-40.

ARCHIVIST: Arizona Department of Library and Archives, Phoenix. Salary \$6,200-\$6,800. Minimum requirements are a baccalaureate degree plus archival experience. Write to Director, Arizona Department of Library and Archives, 3d Floor, State Capitol, Phoenix, Ariz. 85007. O-44.

MANUSCRIPT CATALOGER: Needed to organize collection in recently opened Rare Book Department in new library. Will have sole responsibility for setting up manuscript catalog and play important part in determining its form. Clerical assistance available. Present collection strong in English and American history

and literature. Must have relevant experience with manuscripts. Library degree not required. Salary depends upon qualifications. Sick leave, TIAA, and 22 days' vacation. Position immediately available. Apply: Andrew Eaton, Director, Washington University Libraries, St. Louis, Mo., 63130. O-45.

ASSISTANT ARCHIVIST, STATE OF NEBRASKA: Position includes work with public records and manuscripts. M.A. degree and experience preferred. Salary \$5,500. Write Marvin F. Kivett, Director, Nebraska State Historical Society, 1500 R Street, Lincoln, Nebr. 68508. O-46.

ARCHIVIST, CASE INSTITUTE OF TECHNOLOGY. Needed to direct a "Pilot Study To Establish a Regional Union Catalog and Microfilm Record of Manuscripts on the History of American Science and Technology." Beginning salary \$7,200. Write Edwin Layton, Associate Professor of History, Case Institute of Technology, Cleveland, Ohio. O-47.

ARCHIVIST I: Salary \$6,090-\$8,163. Applicants must be college graduates with major in history or related fields and possess one year's experience in archival or historical library work. A Master's degree in history may be substituted for this experience. Civil Service protection and liberal fringe benefits. Write Pennsylvania Historical and Museum Commission, Box 232, Harrisburg, Pa. 17108. O-48.

ARCHIVIST, to administer manuscripts division of historical research library. Minimum prerequisites: Master's degree in American history (or equivalent), with specialization in history of the American West, and some training or experience in arranging and cataloging manuscript materials. Starting salary \$7,000 per year. Other benefits: work adjacent to large State university, time off for further graduate study. Opportunity to research and publish in Southwestern U.S. history. Travel expenses for work outside library. Annual vacation and State retirement plan. Write Director, Arizona Pioneers' Historical Society, 949 E. 2d St., Tucson, Ariz. 85719. O-49.

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ARCHIVIST: DIRECTOR OF ARCHIVES OF STATE OF MICHIGAN: IIIA classification, \$8,038-\$10,293. Civil Service appointment. Liberal retirement and fringe benefits. Requirements are Ph. D. degree in the social sciences or humanities or, as a minimum, a Master's degree in one of these fields and archival experience. Write Charles E. Feinberg, President, Michigan Historical Commission, 872 W. Boston Blvd., Detroit, Mich. 48202. O-51.

ARCHIVIST, STATE OF MINNESOTA ARCHIVES COMMISSION: Salary \$8,664-\$10,536. To administer the public records program for the State. Responsible for the application of efficient and economical management methods to all phases of archival administration. Prefer Master's degree and considerable experience. Write Minnesota Civil Service Department, Room 180, State Office Bldg., St. Paul, Minn. 55101. O-52.

ASSISTANT ARCHIVIST: Salary \$6,312-\$7,692. Serves as a supervisory analyst of work performed by governmental agencies on matters relating to the retention and disposal of public records. Assists State Archivist in all areas of his responsibility. Prefer Bachelor's degree and some experience. Write Minnesota Civil Service Department, Room 180, State Office Bldg., St. Paul, Minn. 55101. O-53.

ASSISTANT ARCHIVIST: Salary \$5,500. A good university degree and a diploma in archives administration or experience in archives work essential. Duties include

accessioning and listing new deposits and helping with final arrangement of records. The Archives Office houses most of the official papers of the university from 1821 and advises on current records management problems. Send applications setting out details of education and experience and including the names of two referees to University Archivist, McGill University, Sherbrooke Street West, Montreal 2, Que., Canada. O-54.

PUBLIC RECORDS ANALYST, VERMONT PUBLIC RECORDS DIVISION. Salary \$90-\$116 weekly. Assists Public Records Director in the review, selection, analysis, and preservation of public records. B.A. degree. No experience required. Fringe benefits. Write Vermont Personnel Division, State Administration Bldg., Montpelier, Vt. O-55.

ARCHIVIST/RECORDS MANAGEMENT OFFICER: Several posts in archives and/or records management are now open or will be in the near future at the United Nations in New York and elsewhere. Basic requirements are good English, working knowledge of French, the equivalent of at least an A.B. degree, and several years of specialized training and work experience in archives or records, preferably in a government agency. Salaries will range from \$6,000 to \$10,650 after taxation. Certain additional allowances. Write Office of Personnel, United Nations, New York, N.Y. O-56.

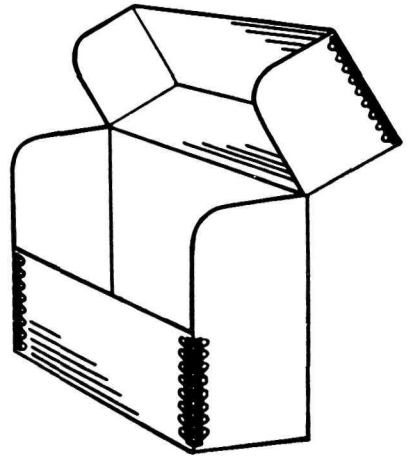
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