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DOLORS C. RENZE

President, Society of American Archivists

1965-1966

Archeologist, U.S. National Museum, with National Geographic Society expeditions, 1927-28; secretary to U.S. Senator Francis E. Warren, 1928-29; staff member, Laboratory of Anthropology, Santa Fe, New Mexico, 1930-33; investigator, U.S. Departments of Agriculture and Labor, 1934-46; ranch owner in Colorado, 1947-48; associate professor of history and archives, University of Denver, since 1952; State Archivist, Colorado State Historical Society, 1949-59; State Archivist of Colorado and Director, Division of State Archives and Public Records, since 1959. Director, Institute of Archival Studies, University of Denver, 1962- . Secretary, Society of American Archivists, 1956-63; Vice President, 1964-65; President since October 7, 1965.



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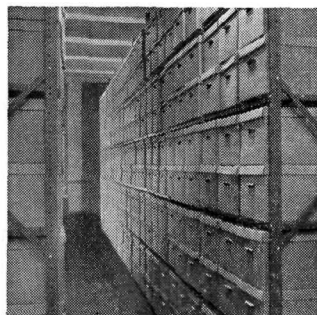
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President's Page

SINCE I first knew that I should be serving as president for 1965–1966, I have felt that I should like to attempt to pursue a program theme for development during the year. As a result, a basic outline emerged in my mind, one that can, I think, provide an opportunity for every officer, Council member, committee chairman, and committee member—in fact every member of the Society—to make a contribution to his chosen profession.

In this jet age of automation and electronics, the challenges to us are indeed great, but the opportunities for each of us are equally great. These opportunities stem in part from the challenging and proud heritage of the Society of American Archivists.

Whenever one contemplates a program, where can one turn first but to the individuals directly involved? As is rather universally the case, it seems natural to go on the premise that the program can be brought to fruition by starting to work with what we now have and building from within—in other words, “God helps those who help themselves.” And I am convinced that we have untold resources and talents within our membership that have never been called upon or exploited.

It is no secret that one of my deepest interests and convictions is the necessity for pursuit of better educational and professional standards for the archival profession in broad connotation. I have no patience with the situation we all too often face (with apologies to the Chinese mystic Lao-tse),

*That those who know, do not tell;
Those who tell, do not know.*

As individuals and collectively, we do have, I think, a moral and professional obligation never to be satisfied with the status quo and to maintain a zeal for the ideal, whether we approach it or not—which means, of course, that our sights will always be set toward the impossible.

If we have any worthy convictions at all, we must feel our ideal is worth pursuit so intense that it becomes an intellectual passion. Such pursuit implies a duty of intellectual thoroughness, arguments for which must be followed wherever they lead, relentlessly to the end. And perhaps most important of all is the obligation to be

Communications to the Society president may be addressed to Mrs. Dolores C. Renze, Division of State Archives and Public Records, 1530 Sherman St., Denver, Colo. 80222.

meticulously accurate in dealing with empirical evidence and to have a willingness to approach controversial questions with the temper of the judge rather than the advocate, yet with no disposition to compromise a passion for knowledge, for the whole truth. If we, individually or collectively, realize our purposes, duties, and privileges, the destiny of our profession will not be jeopardized.

More than ever in our organizational history we stand at the crossroads—not only as a Society, but as a profession. Are we to be afraid to cross swords with those adversaries who advocate bifurcation? The easy way? The head-in-the-sand, ostrich method? If the archivists are unwilling, there are others who will pose the challenge.

Within the framework of the limited contribution I can make during my term of office, I hope that every officer, Council member, committee, and institutional or individual member can *do something* and perhaps stimulate some of us to the intellectual and idealistic leadership that does, indeed, make the laborer “worthy of his hire.”

DOLORES C. RENZE, *President*
Society of American Archivists

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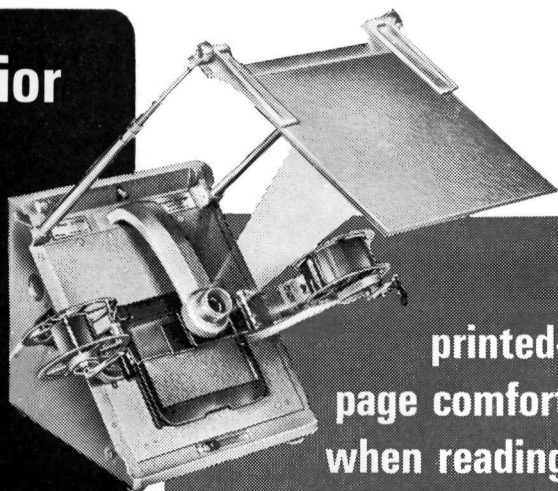
RANDOLPH DOWNES, *speaker* THE HARDING PAPERS

Cincinnati, Ohio

April 28, 1966

*At the annual meeting of the
Organization of American Historians*

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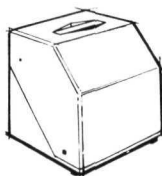
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Technical Notes

CLARK W. NELSON, *Editor*

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ANNOUNCEMENT

Beginning with this issue, two new sections will replace the former RECENT DEVELOPMENTS. The first one, NEW PRODUCTS & DATA, will contain notes on equipment and other information that reflects recent advancements; and the second, TECHNICAL MAILBAG, will feature comments from Society members on technical problems and how they have or have not been solved. As in the past, the longer articles on technical subjects will conclude the department. It is hoped that this new format will make the notes more useful and will stimulate greater reader response.

NEW PRODUCTS & DATA

Filmcard Camera-Processor for Microfiche

The Council on Library Resources has announced a contract with Westwood Division, Houston Fearless Corp., for the development of a filmcard camera-processor for microfiche. The \$63,000 contract provides for delivery of a prototype in about a year. It is hoped that the machine will make low-cost microfiche copies of documents, periodicals, and books for scholars. The unit is to feature a step-and-repeat camera utilizing silver halide technology that will copy up to 60 microimages per film card at an 18 : 1 ratio with the document positioned face-up while copying.

Microfiche & Roll Film Reader

Documentation, Inc., 4833 Rugby Ave., Bethesda, Md. 20014, is now marketing a Doc Inc 1010 Reader that will handle any microfiche up to and including 5" × 8" and, with a special attachment, 16mm. film. The machine is collapsible, forming a compact 14½-lb. carrying case. It features fan cooling, 10" × 10" opaque screen, 100 watt lamp (transformer powered), 18 : 1 magnification ratio, and a 90° swivel microfiche holder. Lenses for 24 : 1 magnification are available. Price \$169.50 F.O.B. Bethesda. Roll film attachment, \$30.50.

Microscopic Blemishes

During the past year a number of statements have been issued concerning progress in research on the microscopic blemishes in microfilm. The June issue of the *National Micro-News* and volume 13 of the National Microfilm Association's *Proceedings* contain considerable data on the subject. Recordak Corp. issued a statement in April describing the use of their gold-protective

Contributions to this department should be addressed to Clark W. Nelson,
Archivist, Mayo Clinic, Rochester, Minn. 55902.

process to arrest the spread of the blemishes. Also in April the National Bureau of Standards released its Technical Note 261, *Summary of Current Research on Archival Microfilm*. This pamphlet, available from the Superintendent of Documents, reports on laboratory data to date, emphasizing that the findings are subject to change. It notes that the film base, density, processing, scratches, and splices all contribute to the phenomenon, as do humidity, handling, storage containers, and atmospheric gases. All publications emphasize the need for regular inspection and rigid adherence to archival standards.

Time-Capsule Storage

Besides the aforementioned publications on microfilm, Recordak Corp. released in June its Kodak Pamphlet no. P-108, *Storage and Preservation of Microfilm*. This excellent pamphlet covers the "composition and properties of film as they relate to film permanence and describes the essential requirements of good processing and storage practices." It includes a unique section on the preparation of microfilm for time-capsule storage. Storage in a stainless steel cylinder of properly processed microfilm dried to 5 percent relative humidity is recommended. Recordak will supply appropriate capsules for suitable occasions.

PVA Adhesives for Bookbinding

The W. J. Barrow Research Laboratory, Virginia Historical Society Bldg., Box 7311, Richmond, Va. 23221, has published the results of its investigation of polyvinyl acetate adhesives suitable for manual application in binderies. Sponsored by the Council on Library Resources, Inc., the *Polyvinyl Acetate (PVA) Adhesives for Use in Library Bookbinding* indicates that certain adhesives may be expected to have a longevity of at least 450 years. Tested were six brands of commercially available brands of PVA emulsions. These "confirmed the conjecture that the commercial emulsions of low and moderate stability were homopolymers-with-plasticizer, while those of high stability were internally plasticized copolymers." The "increased viscosity of PVA adhesive . . . can be achieved by the addition of methyl cellulose without endangering the stability of the adhesive." The 66-page work is available from the Barrow Laboratory.

Recordak Corporation

Among the many releases by Recordak Corp. over the past months was the announcement of the availability of microfilm seminars for customers. Conducted by company experts, these educational seminars are available in Washington, D.C., at the 1015 Wisconsin Ave. office or by mobile equipment on the user's premises. Also announced was a precision aperture card system that can produce 2,000 apertures per hour with low-cost duplication available. A new high-speed microfilmer, the Reliant 600 Microfilmer, was introduced with the highest reduction ratio ever offered. It features a redesigned optical system, a new document-conveyor system, and four interchangeable film units

providing ratios of 45 : 1, 40 : 1, 32 : 1, and 24 : 1. Also last year the Micro-Thin Film Jacket made its debut. By using a thin polyester film in the jacket's walls, an increase of more than 300 percent is realized in a file's capacity. The 4" × 6" jacket holds 30 inches of 16mm. film and can be easily contact printed.

Xerographic Supplies

Users of Xerox equipment will be interested in the products offered by Copyshops Inc., 131 West Fourth St., Charlotte, N.C. Like other companies now working in this field, they offer reprocessed xerographic toner at a savings of 30 percent. Other products listed include an acoustical silencing device for the Xerox 914, a xerographic film remover for drums, cleaning absorbent, and a Copy Shine Drum Kit for increasing drum life. All of their products carry a guarantee of satisfaction.

High-Resolution Microfilm Duplicators

Two diazo microfilm duplicators are available from CBS Laboratories, Stamford, Conn. One is the Model 303 Roll-to-Roll Duplicator that is supposed to work at speeds up to 50 ft. per minute giving resolutions as high as 500 lines per millimeter. In this unit the film surfaces are held together within tolerances of 7 to 12 millimicrons while printing, and a 2,400 watt ultraviolet optical system exposes the diazo film perpendicular to the printing drum. The other machine, Model 601 Card-to-Card Duplicator, is a rotary-type unit designed for duplicating microfiche or other nonrigid cut films at resolutions of 300 lines per millimeter.

3M Company

Among the new products announced by 3M Co., 2501 Hudson Rd., St. Paul, Minn. 55119, is the 3M brand microfilm. Included in the new line are all types and speeds, each delivered in a new package made of inert plastic. The ingenious box can be used for mailing as well as for protecting the film in storage. Also available are two dry silver printers that allow you to choose one document from either 8 or 4 documents (depending on the model) on a microfilm frame and to make an 8½" × 11" print for 2c. Other new machines include a processor camera for producing processed films of engineering drawings on aperture cards within 45 seconds and a new line of reader-printers featuring cartridge load with motorized drive, variable-speed drive, or manual operation.

250-Year-Old Paper

In the March 1965 issue of the *Florida Anthropologist* Charles B. Harnett reports on the discovery and excavation of a large quantity of paper from a 17th-century wreck off Cape Canaveral. Brought to the surface were a considerable number of what appear to be pages from a printed book. Their condition and legibility were generally excellent. Since the discovery, the papers have been analyzed by several paper chemists, including the Institute

THE AMERICAN ARCHIVIST

of Paper Chemistry, who have concluded that the papers were made from "linen fiber (flax), probably by a conventional European process involving rags." Harnett believes that if such records can survive 250 years in the sea others may be found in similar wrecks that could further advance historical research.

Bell & Howell

The Micro-Data Division, 6800 McCormick Rd., Chicago, Ill. 60645, has announced a microfiche camera that handles any microfiche film size to 105mm. and features continuously variable reduction ratio; 60-, 72-, and 98-page formats; film cutoff signal; exposure control; automatic focus; and automatic column and row advance. Two models of the Specialist Microfilm Processors are also introduced. Depending on the model, either 16mm. or both 16mm. and 35mm. can be handled. The machines feature variable speeds electronically controlled, automatic temperature and flow controls, and stainless steel construction. A silver printer has been incorporated into Bell & Howell's Autoload Reader allowing copies to be made from any type of microfilm. The printer can be added to any Autoload Reader whenever the customer desires.

TECHNICAL MAILBAG

Mounting Newsprint

Last year James K. Owens, Archivist of Syracuse University, needed to find a relatively inexpensive way of mounting newspaper clippings. Before his investigation, the university had been using rubber cement, which was both odorous and staining. The Society's Preservation Methods Committee recommended several alternatives, including the desirable deacidification of the clippings and subsequent lamination on permanent-type paper. Because of budgetary considerations, Mr. Owens chose a glue used by the New York Public Library and made by Borden Chemical Co. Produced by the Arabol Division, 350 Madison Ave., New York City, N.Y. 10017, the adhesive, D-417-B, is high in solids giving it excellent nonwarping characteristics plus a neutral pH of 7.0-7.4. Utilizing this and a permanent-type paper solved the problem fairly well for Syracuse. It should be noted, however, that the acidic quality of the newsprint still remains and will speed up its eventual deterioration.

Granite Records Vault

Near Salt Lake City there has been constructed a unique records storage vault. In Little Cottonwood Canyon at an elevation of 6,000 ft., six storage vaults have been tunneled out of a solid granite mountain. Each vault is approximately 190 ft. long by 25 ft. wide. They have been constructed to house safely the valuable records and genealogical microfilms of the Church of Jesus Christ of Latter-day Saints. In a natural temperature of 57° F. almost 30,000 sq. ft. of records can be accommodated. The records are ventilated through a filtered air system that keeps the humidity between 40 and 50 percent. Additional service rooms and access tunnels are provided so that the

total footage involved is over 65,000 sq. ft. The underground rooms are lined on the sides and top with corrugated steel plates about $\frac{1}{8}$ -inch thick that are welded together to form a solid steel arch. The 18-inch space between them and the rock is filled with concrete. This steel lining forms a vapor-tight seal and provides a good painting surface. The floor of the vaults is a double concrete slab bisected by a waterproofing membrane of asbestos felt and asphalt. In emergencies, auxiliary diesel power is available to run the semi-direct fluorescent lighting system.

Fight Against Impermanency

One of the biggest problems an archivist has to face is the impermanent nature of his records. Because of this, he should be constantly on guard to prevent the use of materials and equipment not up to his standards. An excellent way of meeting this challenge is shown by H. G. Jones, Archivist of North Carolina, in his memo of June 1, 1963, to registers of deeds and county health directors. This communication concerns itself with the problem of making copies of birth and death certificates. It expresses concern for the quality and life expectancy of the copy filed with the register of deeds. In this connection Dr. Jones makes the following statement about satisfactory copying equipment:

1. No low cost (under \$2,000) instant copying equipment has come to our attention that has satisfactorily proved to us that it can meet standards of both quality and permanence.

2. To meet the standard of quality of image, the copy must faithfully reproduce the original with such contrast and clarity that the copy is approximately as readable as the original, and the copy must be reproducible on the *same* machine for a third generation copy, the quality of which should also approximate the readability of the original. It should be kept in mind that the Register's copy is preserved for a purpose, and that purpose most often involves the later copying of the recorded copy. All portions of the original—both printed and handwritten—must be faithfully reproduced. Copiers which tend to permit the "plugging up" of letters (for instance, the plugging up of the letter "e" which makes it indistinguishable from a plugged up "o") should not be accepted. Neither should copiers be accepted which do not give generally uniform results without the necessity of highly skilled personnel.

3. To meet the quality of permanency, the manufacturer should be required to furnish a certification from an independent testing laboratory or the National Bureau of Standards showing that tests of image quality, folding and tearing resistance, pH (acid) content, and other pertinent characteristics of the image and paper, all meet the requirements for lasting at least 100 years under normal storage and usage. At least one manufacturer has used the period of 50 years as meeting the requirements for permanency, an assumption that is made ridiculous when it is remembered that if this were the case, we could now dispense with the birth and death certificates of 1913 which are now 50 years old. As every Register of Deeds knows, these early certificates are of equal importance with those recorded the past year. The William J. Barrow Laboratory in the Virginia State Library Building, Richmond, which specializes in the testing and development of permanent papers, is recommended for the testing in the event that the National Bureau of Standards is not used. *The manufacturer should furnish such test results at his own expense, and he should be expected to give a reasonable guarantee with indemnity provisions for the faithful performance of the copies from his machine as claimed in promotional literature and test results.* Under no condition should the Register of Deeds or County Health Director be expected to pay for such testing.

4. While not necessarily a consideration in permanency, one other characteristic of quality should be required of the copies from any copying machine: the copies should be generally uniform in background color and in contrast between image and background. A copier producing positive copies should generally give off a copy with a white background; the background on a negative copy should generally be black. Copies with discolored backgrounds not only are less readable but are less easily copied for a third generation print.

ARCHIVES AND AUTOMATION*

by Morris Rieger

National Historical Publications Commission

Basically there are two interrelated types of automation that have archival implications: data processing and information retrieval.

Automated Data Processing (ADP)

Public and private organizations and institutions in the United States have increasingly used mechanical and electronic devices for the manipulation of data in connection with both administrative and substantive operations. Concomitantly there has been a considerable growth in the special types of documentation (such as punch cards and magnetic tapes) associated with ADP procedures. Such documentation, when produced by governmental agencies, is necessarily of interest and concern to public archival institutions. For a long period, however, it was regarded by them as lacking in record character, as merely transitory work material linking the input and output records at the beginning and end of the ADP process. As it has become increasingly clear that creating agencies rely on parts of their ADP documentation for record purposes—preserving them for long periods or indefinitely and referring to them frequently in connection with official operations—archival attitudes are now changing, certainly at the national level.

In our view there is no special problem in determining the eligibility of ADP-type records for archival preservation. In principle, their physical form is irrelevant; like records of conventional form they should be appraised in terms of the standard criteria of archival value and, to the extent they meet these criteria, be considered accessionable. This theoretical position, however, is complicated by certain material factors: the fragility and possible impermanence of punch cards and magnetic tapes;¹ the great variety of and incompatibility between the machines required to render intelligible the various bodies of cards and tapes and the prohibitive cost of acquiring for the archives a battery of such expensive machines; and the high expense of renting elsewhere machine time to render reference service. For the present this situation may

* First part of "Comments on Subjects To Be Discussed at the Ninth Archival Round Table" in London, 1965, submitted on behalf of the SAA.

¹ Punch cards deteriorate rapidly with use and age. They can easily be damaged (possibly affecting their informational content) or lost. Opinions vary regarding the reliability of magnetic tape recording, some experts regarding it as indefinitely dependable with normal care, but others claiming content loss due to the relative ease of accidental erasure, fading of the magnetic impulses over time, plastic flow, and tape warpage (the latter condition arising from inconstant temperature and humidity).

dictate preservation of the content of archivally valuable ADP-type records in converted microfilm print-out form, intelligible without reference to a machine. To facilitate data manipulation in connection with research inquiries, the specific films involved could be reconverted to their original form at the expense of the inquirer. In time it is probable that the abovementioned problems will be solved—technological progress in this field being very rapid—and that unconverted ADP-type accessions can be accepted.

It is established principle in the United States that public records of permanent value are retired to public archival custody. Since this principle applies equally regardless of record form, it follows that data archives that house retired public records of ADP character should be included within the public archival structure. Apparently in accord with this thinking is the consideration currently being given to the establishment of a national data archives in association with the National Archives.

Automated Information Retrieval (IR)

IR makes use of mechanical and electronic equipment of the ADP type (punch card, microform, and computer systems in varying combinations) for the automated storage and retrieval of previously analyzed, classified, and coded information concerning documentation. This information may be descriptive only, or it may be descriptive in combination with the actual content or image of the documentation involved. IR systems of many kinds have been widely employed in the United States by government, business, industry, universities, research institutes, libraries, information centers, etc. in connection with current operations—primarily to retrieve and disseminate published and unpublished documentation of a scientific and technological character.

Although IR has not yet been employed in archives in the United States at either the national or State level, by its very nature it obviously has archival potential. A survey of IR equipment and systems in being, and of nonarchival applications, suggests the probable technological feasibility—now or in the fairly near future—of performing by IR techniques any archival function associated with the location and recovery of records, including the production of all varieties of conventional finding aids. In theory, it would even be possible eventually to do at a large archival institution what a recent study proposes be done within the next decade at the Library of Congress: to store in a random-access electronic memory fully descriptive (bibliographic) data regarding each item in the Library's holdings, so as to permit virtually instantaneous, on-demand recovery of any item or combination of items relating to any subject.

There are relevant considerations, however, other than theoretical or technological feasibility. Chief among them are the typically high costs of automation in equipment and personnel (it must be borne in mind that the essential information-coding function is and will probably long remain unmechanized), and the likelihood that in most situations improvements in conventional non-mechanical finding-aid techniques will achieve an acceptable level of reference efficiency. When these factors are weighed in the balance, it will probably be found, in most cases, that automation is uneconomic.

To a limited extent, however, the reverse may be true. An appropriate IR system may be the ideal solution in specific reference problem situations where a premium on rapid reply regularly coincides with an exceptionally high volume of inquiries with respect to a large body of records,² or with a major degree of complexity in records structure reflected in time-consuming manual search procedures, or with the need to integrate widely scattered information, or with a combination of these factors. IR techniques could also be used with profit to facilitate the integration of large bodies of finding-aid literature on the institutional, regional, or national levels in the form of detailed comprehensive subject indexes. Undoubtedly there are other economic applications of IR. These may well increase in time with the simplification and standardization of IR technology, and as suitable equipment becomes more readily available to archival institutions in associated data archives established to preserve the valuable core of the new ADP-type records now accumulating.

RECORDS CENTER-ARCHIVES BUILDINGS*

by Ernst Posner

A new type of archival building has emerged in certain States of the United States. It is the combined records center-archives building. A trend towards housing records center and archives in one and the same structure can be observed in the new buildings of New Hampshire, Pennsylvania, and Washington State and in existing structures in Kentucky, Minnesota, New Mexico, and Puerto Rico, where older buildings have been or are being adapted to this dual purpose. In all these States, both records center and archival holdings are controlled by the head of the combined archives-records management agency. This arrangement makes for particularly effective reference service to government agencies.

Two types of records center-archives buildings are found: (1) A representative and relatively costly building of the kind of the Pennsylvania "archives tower," in which nine floors have been set aside for records center use. Out of a total of 138,000 cu. ft. of storage space, 78,000 cu. ft. are available for archival use and 60,000 cu. ft. for the records center. (2) Cheap structures of the utilitarian type like those of New Hampshire and Washington State. The respective figures for these records center and archival buildings are:

	<i>Records Center</i>	<i>Archives</i>
New Hampshire	18,000 cu. ft.	800 cu. ft.
Washington	130,000 cu. ft.	13,000 cu. ft.

² As a quasi-archival illustration of this possibility, a random-access computer-stored index to the files of separated Federal civilian and military personnel is now in the planning stage.

* Second part of "Comments on Subjects To Be Discussed at the Ninth Archival Round Table" in London, 1965, submitted on behalf of the SAA.

News Notes

DOROTHY HILL GERSACK, *Editor*

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

SOCIETY OF AMERICAN ARCHIVISTS

1965-66 Officers

According to the constitution of the Society DOLORES C. RENZE succeeds to the 1965-66 presidency. On October 7, 1965, at the annual business meeting of the Society, the other officers for 1965-66 were elected as follows: HERBERT E. ANGEL, vice president; PHILIP P. MASON (reelected), secretary; H. G. JONES (reelected), treasurer. Elected to the Council for 4-year terms were MAYNARD J. BRICHFORD and CLIFFORD K. SHIPTON. Continuing Council members, with the years of expiration of their terms, are GUST SKORDAS (1966), THOMAS WILDS (1966), ELIZABETH B. DREWRY (1967), WILLIAM T. ALDERSON (1967), ROBERT W. LOVETT (1968), and LEWIS J. DARTER, JR. (1968).

Spring Luncheon

At the forthcoming annual meeting of the Organization of American Historians (formerly the Mississippi Valley Historical Association) in Cincinnati, Ohio, the Society will hold a joint luncheon meeting with the organization on April 28, 1966. The speaker is to be Randolph Downes, who will discuss "The Harding Papers." Information about the time and place of the luncheon will be available in the OAH annual meeting program.

1966 Annual Meeting

The 30th annual meeting of the Society of American Archivists will be held in Atlanta, Ga., October 5-8, 1966. This will be a joint meeting with the American Association for State and Local History. Headquarters for the meeting will be the Marriott Motor Hotel.

American State Archives

The ninth annual report of the Council on Library Resources, Inc. (for the year ending June 30, 1965), notes that 1,395 copies of *American State Archives* had been sold by the end of June 1965. Ernst Posner, the author of the study report, was given an additional grant by the CLR to make a report of developments to the end of the fiscal year, a summary of which is appended to the CLR report. When making the original grant the CLR hoped that the

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

Study . . . might result in an action document that could be used to promote remedial measures in States lagging in the protection of their records. A year and a half later it may be simply stated that the speed and extent of the response has exceeded the expectation. . . . [The Study's] contributions cannot be measured merely by the short-term . . . action . . . but rather by long-term legislative and executive concern for the preservation of records, and by the heightened professional purpose and confidence which very evidently followed upon the episcopal visitations of the Study Director.

Regional Symposia

On May 20, October 22, and November 9 and 12, 1965, four more in the series of 1-day regional symposia sponsored by the Society of American Archivists in cooperation with the National Archives and Records Service were held. The May 20 and the November 9 symposia were held in the Federal Records Center in San Francisco. The one held on May 20 had the additional cooperation of the Bancroft Library and the University of California, and the November 9 symposium was supported also by the State of California Archives and the California State Library. SAA participants in the May 20 symposium on "archival collections and administration" included Herbert E. Angel, O. G. Wilson, and W. N. Davis, Jr. Society participants in the November 9 symposium on "archival techniques and document collections" included Rita Campbell and W. N. Davis, Jr. A symposium held at State College, Portland, Oreg., on October 22, 1965, had the cooperation of the Oregon State Historical Society and the Oregon State Library, with David Duniway, Archivist of Oregon, as host. A symposium on "archival administration," held on November 12 in Nashville, Tenn., in cooperation with the Tennessee State Library and Archives, was led by SAA members William T. Alderson, Carroll Hart, A. K. Johnson, Thornton W. Mitchell, and Davis C. Woolley.

Committees

President Renze announces as follows the 1965-66 committee assignments:

ADMINISTRATIVE COMMITTEES

Auditing: Charles E. Lee, *chairman*, 1430 Senate St., Columbia, S.C. 29021.
William T. Alderson, Jr.

Awards:

Philip C. Brooks, *Distinguished Service Award*
W. Edwin Hemphill, *Waldo Gifford Leland Prize*
Helen L. Chatfield, *Gondos Memorial Award*

Education and Training: T. R. Schellenberg, *chairman*, 2637 Military Rd., Arlington, Va. 22207.

Richard C. Berner	Daniel J. Reed
Frank B. Evans	Dolores C. Renze

Finance: H. G. Jones, *chairman*, P.O. Box 548, Raleigh, N.C. 27602.

Herbert E. Angel	Dolores C. Renze
Philip P. Mason	

Local Arrangements: Carroll Hart, *chairman*, 33 14th St. N.E., Atlanta, Ga. 30309.
A. K. Johnson, Jr.

Membership Development: Everett O. Alldredge, *chairman*, 1649 45th St. N.W., Washington, D.C. 20007.

Theodore J. Cassady
Bruce C. Harding
Herbert J. Horwitz
Harold J. Koenig
N. Harold Mundell

Seymour J. Pomrenze
Kenneth W. Richards
August R. Suelflow
Dorman H. Winfrey

Nominations: Leon deValinger, Jr., *chairman*, Hall of Records, Dover, Del. 19901.
Gust Skordas Thomas Wilds

Professional Standards: W. Kaye Lamb, *chairman*, 7 Crescent Heights, Ottawa 1, Ont., Canada.

Everett O. Alldredge
Robert H. Bahmer
Philip C. Brooks
Lester J. Cappon
Christopher Crittenden
Leon deValinger, Jr.
Wayne C. Grover
Philip M. Hamer

Oliver W. Holmes
Waldo Gifford Leland
William D. McCain
Margaret C. Norton
William D. Overman
Ernst Posner
Morris L. Radoff

Program: Herbert E. Angel, *chairman*, 8919 Brickyard Rd., Potomac, Md. 20854.

Publicity: John C. L. Andreassen, *chairman*, 65 rue St.-Louis, St.-Eustache, Que., Canada.

Resolutions: John H. Ness, Jr., *chairman*, 1033 Yorkshire Pl., Dayton, Ohio 45419.
Marvin A. Danforth Marguerite K. Kennedy

TECHNICAL ADVISORY COMMITTEES

Archival Buildings and Equipment: Victor Gondos, Jr., *chairman*, Room 20W, National Archives Building, Washington, D.C. 20408.

Edward G. Campbell
Leon deValinger, Jr.
Earl E. Olson

Dorman H. Winfrey
William H. Work

Manuscripts and Special Collections: Harriet C. Owsley, *chairman*, 120 Mockingbird Rd., Nashville, Tenn. 37205.

Richard C. Berner
Ruth B. Bordin
Lester J. Cappon
Josephine L. Harper

Jean F. Preston
Stephen T. Riley
Clifford K. Shipton

Preservation: Clark W. Nelson, *chairman*, 930 Seventh Ave. S.W., Rochester, Minn. 55901.

William J. Barrow
Dale Fields

James L. Gear

Technical Devices and Systems: T. Harold Jacobsen, *chairman*, 196 West 2900 South, Bountiful, Utah 84010.

Frank B. Evans
Richard W. Hale

Elizabeth Wood

SPECIAL AREA COMMITTEES

Archives of the Professions: Robert G. Ballentine, *chairman*, 10700 Unity Lane, Rockville, Md. 20854.

Warren Albert
Elizabeth B. Drewry
Philip M. Hamer

Mabel Lee
Paul Lewinson
Leonard Rapport

THE AMERICAN ARCHIVIST

Business Archives: Helen L. Davidson, *chairman*, Eli Lilly & Co. Archives, Bldg. 58, Indianapolis, Ind. 46206.

Meyer H. Fishbein
Icko Iben
Isabelle C. Loughlin

Robert W. Lovett
O. G. Wilson

Church Archives: August R. Suelflow, *chairman*, 801 DeMun Ave., St. Louis, Mo. 63105.

V. Nelle Bellamy
Eleanor Cammack
Mabel E. Deutrich
Melvin Gingerich
Bernard E. Granich
Elizabeth Hughey

Brooks B. Little
Vernon Nelson
John H. Ness
Earl E. Olson
Davis C. Woolley

College and University Archives: Robert M. Warner, *chairman*, Michigan Historical Collections, Rackham Bldg., Ann Arbor, Mich. 48104.

Julius P. Barclay
Helen L. Chatfield
David E. Estes
Herbert Finch

Raphael N. Hamilton
Philip P. Mason
Alan D. Ridge

International Relations: Morris Rieger, *chairman*, 4522 Harling Lane, Bethesda, Md. 20014.

Lester K. Born
Robert Claus
David C. Duniway
Albert H. Leisinger, Jr.

Yves Pérotin
W. I. Smith
George S. Ulibarri
Peter Walne

Records Management: Belden Menkus, *chairman*, 7 Blauvelt Ave., Bergenfield, N.J. 07621.

Charles F. Hinds
Virginia Lake
John Walter Porter

Dorothy K. Taylor
Thomas Wilds

State and Local Records: Charles F. Hinds, *chairman*, State Archives and Records Center, 851 East Main St., Frankfort, Ky. 40601.

James M. Day
Leon deValinger, Jr.
David C. Duniway
Richard W. Hale

Joseph F. Halpin
F. Gerald Ham
Nyle H. Miller
Sam B. Smith

AD HOC COMMITTEES

Science Manuscripts and Archives: Robert B. Eckles, *chairman*, Department of History, University Hall, Purdue Univ., Lafayette, Ind. 47907.

Maynard J. Brichford
Emma H. Busey
Clyde M. Collier
Peter M. McLellan

Jean R. St. Clair
Walter W. Walker
Patricia M. Watkins
Charles Weiner

Copyright Legislation: Robert H. Bahmer, *chairman*, 5603 Surrey St., Chevy Chase, Md. 20015.

New Members

Individual

ADAM G. ADAMS, Coral Gables, Fla., Chairman, Florida Library and History Commission.

MARJORIE R. ANDERSON (Mrs.), Palm Beach, Fla., Librarian, Palm Beach County Historical Society.

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- PATRICIA A. ANDREWS, Washington, D.C., Archivist, National Archives.
- CHARLES L. ATCHER, Lexington, Ky., Field Representative, Special Collections Department, University of Kentucky.
- LEE BENSON, Philadelphia, Pa., Professor of History, University of Pennsylvania.
- LUC-ANDRÉ BIRON, Montreal, Canada, Archiviste, La Commission des Écoles Catholiques de Montréal.
- HORACE G. BLADES, Nashville, Tenn., Director, Restoration and Reproduction, Tennessee State Library and Archives.
- PAULETTE BOIVIN, Montreal, Canada, Archivist, Montreal Catholic School Commission.
- IRMA BOLANDER, La Jolla, Calif., Departmental Assistant, Research, Development and Engineering Department, Administrative Services, La Jolla.
- MOHAMED BOUAYED, Alger, Algeria, Administrateur, Bibliothèque Nationale.
- ROBERT L. BRUBAKER, Springfield, Ill., Curator of Manuscripts, Illinois State Historical Library.
- GORDON F. BUNNELL, Fox River Grove, Ill., Records Administrator, Fifth U.S. Army, Chicago.
- FRANK G. BURKE, Washington, D.C., Head, Preparations Section, Manuscript Division, Library of Congress.
- JORGE I. BUSTAMANTE, Mexico, D.F., Subdirector de Servicios Generales, Departamento de Computación Electrónica.
- CHARLES C. CARNES, Washington, D.C., Special Agent, U.S. Secret Service.
- MARJORIE BELL CHAMBERS (Mrs.), Los Alamos, N. Mex., Historian, U.S. Atomic Energy Commission, Los Alamos Area Office.
- CARL CHARLICK, Washington, D.C., Reviewer, Department of State.
- MAXINE B. CLAPP, Minneapolis, Minn., Archivist, University of Minnesota.
- REBECCA K. CLEGG (Mrs.), Raleigh, N.C., Records Management Analyst, Raleigh.
- C. F. W. COKER, Raleigh, N.C., Assistant State Archivist.
- GEORGE W. CORNELL, Yellow Springs, Ohio, Catalog Librarian and Consultant to Curator of Antiochiana.
- JOSEPH G. COYNE, Accokeek, Md., Deputy Chief, Administrative Services, Branch C, Clearinghouse for Federal Scientific and Technical Information.
- MIRIAM I. CRAWFORD, Philadelphia, Pa., Curator, Templana-Conwellana Collection, Temple University.
- BERNARD DAVID, New York, N.Y., Methods Analyst, Municipal Archives and Records Center, N.Y.
- FRANCIS A. DELOUGHERY, Madison, Wis., Assistant Archivist, State Historical Society of Wisconsin.
- ABRAHAM G. DUKER, New York, N.Y., Director of Libraries and Professor of History, Yeshiva University.
- BENTLEY DUNCAN, Chicago, Ill., Manuscripts Cataloger, University of Chicago.
- DAVID E. ESTES, Atlanta, Ga., Chief, Special Collections Department, Emory University.
- ELAINE C. EVERLY, Washington, D.C., Archivist, National Archives.
- MARIO D. FENYO, Washington, D.C., Archivist, National Archives.
- JANE P. FRANCK, New York, N.Y., Archivist, City College, City University of New York.
- RENA K. FRANKLIN, Silver Spring, Md., Chief, Forms Management, Department of the Army.
- ELIZABETH A. FREEL, Oxford, Ohio, Archivist, Miami University.
- ELSIE T. FREEMAN (Mrs.), Manhattan, Kans., Instructor of English, Kansas State University.
- FREDERICK C. GALE, Carson City, Nev., Assistant State Archivist.
- C. EDWARD GIBSON, Lancaster, Pa.
- DANIEL T. GOGGIN, Washington, D.C., Archivist, Records Appraisal Division, National Archives and Records Service.

- JUDITH S. GREENBLATT (Mrs.), New York, N.Y., Archivist, Municipal Archives and Records Center, New York City.
- JOHN F. GUIDO, Hempstead, N.Y., Librarian, Hofstra University.
- GAYLAND L. HAGELSHAW, Bay City, Mich.
- FLOYD L. HAIGHT, Dearborn, Mich., Chairman, Michigan Civil War Centennial Observance Commission.
- M. STEVE HAJEK, Woodbridge, Va., Agency Records Management Officer, Office of Chief of Research and Development, Department of the Army.
- LAWRENCE H. HALSTED, Detroit, Mich., Archivist, Labor History Archives, Wayne State University.
- MARY E. HAMILTON, Washington, D.C., Records Administrator, Office of the Judge Advocate General, Department of the Army.
- DOROTHY HAMLEN, Akron, Ohio, Director, University of Akron Archives.
- CAMILLE HANNON, Washington, D.C., Reference Librarian, National Archives Library.
- GRACIA M. HARDACRE (Mrs.), Nashville, Tenn., Senior Archivist, Tennessee State Library and Archives.
- DANIEL D. HOLT (Lt.), Charleston, S.C., Curator, General Mark Clark Collection, The Citadel.
- HERBERT J. HORWITZ, Silver Spring, Md., Management Analyst, Federal Aviation Agency, Washington, D.C.
- THOMAS C. HUERTAS, New York, N.Y., Chief, Personnel Records, United Nations.
- PHEBE R. JACOBSEN (Mrs.), Annapolis, Md., Archivist, Maryland Hall of Records.
- LOUISE KENNEY (Mrs.), Huntsville, Ala., Records Management Officer, U.S. Army Missile Support Command.
- DONALD H. KENT, Harrisburg, Pa., Director, Bureau of Archives and History, Pennsylvania Historical and Museum Commission.
- JOHN A. KNIGHT, Brooklyn, N.Y., Archivist, National Council of Churches.
- HORACE H. KRAMER, College Park, Md., Records Officer, U.S. Bureau of Public Roads.
- HARRIET LACY (Mrs.), Concord, N.H., Manuscripts Librarian, New Hampshire Historical Society.
- DON W. LEMMER, Springfield, Ill., Records Management Archivist, Archives-Records Management Division, State of Illinois.
- MARGUERITE L. LEVINE, Forest Hills, N.Y., Records Supervisor, American Foundation for the Blind.
- ANITA J. LONNES, Washington, D.C., Archivist, Smithsonian Institution.
- M. AGATHA (Sister), I.H.M., Los Angeles, Calif., Archivist, Immaculate Heart College.
- WAYNE C. MANN, Kalamazoo, Mich., Director of Records Management and Assistant to Archivist, Western Michigan University.
- MARGUERITE EMMA (Sister), F.S.E., Putnam, Conn., Holy Ghost Provincial House.
- ARTHUR F. McCLURE II, Kansas City, Kans.
- L. J. McDONALD, St. Helens, Lancashire, England, Archivist, Pilkington Brothers, Ltd.
- JOHN J. McDONOUGH, JR., Chevy Chase, Md., Manuscript Historian, Library of Congress.
- LOCKWOOD MERRIMAN, Middlebury, Vt., Archivist, Middlebury College.
- JAMES W. MOORE, Hyattsville, Md., Archivist, Records Appraisal Division, National Archives and Records Services, Washington, D.C.
- IRWIN L. MOSS, Brooklyn, N.Y., Systems Consultant, Supreme Steel Equipment Corporation.
- CLODAUGH M. NEIDERHEISER, Minneapolis, Minn., Instructor-Librarian, University of Minnesota.
- SAM NISSENSON, Brooklyn, N.Y., Technical Sales, Supreme Steel Equipment Corporation.

- RICHARD C. OVERTON, London, Ont., Canada, Professor of History, University of Western Ontario.
- PATRICIA J. PALMER, Palo Alto, Calif., Assistant Manuscripts Librarian, Palo Alto.
- JULIO PÉREZ, Kensington, Md., Management Analyst, National Archives and Records Service, Washington, D.C.
- WARNER W. PFLUG, Detroit, Mich., Archivist, Labor History Archives, Wayne State University.
- ROCKWELL H. POTTER, JR., Hartford, Conn., State Examiner of Public Records, Connecticut State Library.
- GUY RICCI, Mamaroneck, N.Y., Management Analyst, National Archives and Records Service, Region 2.
- LEO RICHMAN, Los Altos, Calif., Records Management Consultant.
- EVELYN J. ROBESON, Washington, D.C., Records Officer, Bureau of Indian Affairs.
- HELENE ROSENFELD, Washington, D.C., Indexer, Presidential Papers Section, Manuscript Division, Library of Congress.
- LINWOOD F. ROSS, Augusta, Maine, Deputy Secretary of State.
- ANTOINE ROY, Quebec, Canada, Archiviste Conseil.
- HERBERT J. SCHWARZ, JR., New York, N.Y., graduate history student, Columbia University.
- LOUIS SHORES, Tallahassee, Fla., Dean, Graduate School of Library Science, Florida State University.
- SAMUEL S. SILSBY, JR., Augusta, Maine, Assistant Director of Legislative Research, Maine Secretary of State Office.
- CHRISTINE SIMPSON, San Jose, Calif., General Reference Librarian, San Jose State College.
- MARYALICE STEWART, Banff, Alberta, Canada, Archivist, Banff Public Library.
- LOUISE M. SULLIVAN, Woburn, Mass., Archivist, Mitre Corporation.
- SAMUEL T. SURATT, Washington, D.C., Archivist, Smithsonian Institution.
- WITOLD S. SWORAKOWSKI, Stanford, Calif., Assistant Director, Hoover Institution, Stanford University.
- ELLA C. THOMPSON, Washington, D.C., Forms Management Analyst.
- DELLENE M. TWEEDALE (Mrs.), Washington, D.C., Cataloger, Manuscript Section, Library of Congress.
- JAMES S. TWITCHELL, Fairfax, Va., Records Administrator, Office of the Secretary of Defense.
- CARLOS DANIEL VALCARCEL, Miraflores, Peru, Professor, University of San Marcos.
- DORATHEA E. WALLNER, Washington, D.C., Head, Communications and Records Management Section, Rural Electrification Administration.
- EMILY H. WEBSTER, East Aurora, N.Y., Assistant Vice President for Business Affairs, State University of New York at Buffalo.
- RICHARD H. WEST, San Leandro, Calif., City Clerk.
- RALPH J. WHITE, Washington, D.C., Records Officer, Public Housing Administration.
- PAUL C. WIRTH, Hyattsville, Md., Chief, Records Management, Administrative Services Division, Agricultural Research Services, U.S. Department of Agriculture.
- ROBERT WOLFE, Alexandria, Va., Specialist in Archives Relating to European History, National Archives, Washington, D.C.
- FRANCES M. WOODWARD, Victoria, B.C., Canada, Archivist, Provincial Archives.

Institutional

- AUBURN UNIVERSITY, Dr. Thomas A. Belser, Jr., Auburn, Ala.
- THE AUSTRALIAN NATIONAL UNIVERSITY, Canberra, A.C.T., Australia.
- COUNTY OF NASSAU, Norman S. Levine, Mineola, N.Y.
- DEARBORN HISTORICAL MUSEUM, Winfield H. Arneson, Dearborn, Mich.
- DEPARTMENT OF ARCHIVES, M. J. Chandler, Barbados, West Indies.

FLORIDA SECRETARY OF STATE OFFICE, Thomas Adams, Tallahassee, Fla.
 INSURANCE COMPANY OF NORTH AMERICA, George A. P. Daly, Philadelphia, Pa.
 INTERNAL REVENUE SERVICE, Program Manager, Washington, D.C.
 MILWAUKEE COUNTY HISTORICAL SOCIETY, Martin K. Gordon, Milwaukee, Wis.
 MISSOURI SECRETARY OF STATE OFFICE, Robert F. Connor, Jefferson City, Mo.
 MOUNT ST. VINCENT, Sister Francis d'Assisi, Halifax, Nova Scotia.
 NORTH CAROLINA STATE UNIVERSITY AT RALEIGH, Maurice S. Toler, Raleigh, N.C.
 WESERN RESERVE UNIVERSITY, Mrs. Ruth Helmuth, Cleveland, Ohio.

Deaths of Members

COL. WILLIAM M. ROBINSON, JR. (U.S.A., retired), on September 24, 1965, in Quincy, Fla. Regarded as an authority on specialized phases of Confederate history, he was the author of *The Confederate Privateers and Justice in Gray, a History of the Judicial System of the Confederate States*. Since 1951 he had served as registrar-historiographer of the Episcopal Diocese of Florida, and his most recent publication was *The First Coming to America of the Book of Common Prayer, Florida, July 1565*.

Minutes of the Council

New York City, October 6, 1965

The meeting was called to order by President W. Kaye Lamb at 4:00 p.m. in Room 2710 of the New York Hilton Hotel. Present were: Dolores C. Renze, vice president; Philip P. Mason, secretary; H. G. Jones, treasurer; Kenneth Munden, editor; and Council Members William T. Alderson, Lewis J. Darter, Elizabeth B. Drewry, Robert Lovett, Gust Skordas, and Thomas Wilds. Also present was Robert Bahmer.

The minutes of the Council meeting of April 23, 1965 (as they appeared in the July issue of the *American Archivist*), were approved (motion by Gust Skordas, seconded by William Alderson).

Dr. Bahmer, the chairman of the Society's Committee on Copyright, reported on the progress of the House hearings on the proposed revision of the copyright law. He expressed regret that more professional historical organizations were not represented at the hearings to testify as to the needs of historians and archivists. He voiced deep concern about the outcome of the hearings and believed that this proposed legislation would seriously impair historical research and microfilming programs.

Dr. Bahmer reported also on a planning conference of the American Historical Association Committee on the Federal Government and the Historian to be held soon to discuss the copyright issue. The Council thanked Dr. Bahmer for the report and asked him to keep the Council informed of the AHA conference and the progress of the Senate hearings on the bill.

On behalf of the Finance Committee, H. G. Jones recommended Council approval of a proposal by the Johnson Reprint Corp. for the handling and

sale of all back issues of the *American Archivist* and the *General Index to Volumes I-XX*. Under the terms of the proposed agreement:

1. The Society of American Archivists appoints the Johnson Reprint Corp. as the exclusive agents for Volumes 1-27 of the *American Archivist*.
2. The volumes shall remain the property of the Society of American Archivists. The stock shall be shipped freight collect to such warehouse premises as the Johnson Reprint Corp. may designate to the Society of American Archivists. The Johnson Reprint Corp. shall be charged with all costs (if any) involved in the packaging of the stock for shipment.
3. The Johnson Reprint Corp. shall insure the stock at their own expense.
4. The Johnson Reprint Corp. shall actively promote the sale of this stock.
5. The list price for the back volumes and/or issues shall be determined with the approval of the Society of American Archivists.
6. In consideration of their distribution efforts, the Johnson Reprint Corp. shall retain 50 percent of all net income derived from sales actually completed and shall remit to the Society of American Archivists 50 percent of the net income from sales actually completed.
7. Settlement shall be made annually about 90 days after the end of the calendar year.

A similar proposal was received for the sale of 200 copies of the *General Index to Volumes I-XX*:

1. The Society of American Archivists appoints the Johnson Reprint Corp. as the exclusive agents for 200 copies of the *General Index* of the *American Archivist*.
2. The volumes shall remain the property of the Society of American Archivists. The stock shall be shipped freight collect to such warehouse premises as the Johnson Reprint Corp. may designate to the Society of American Archivists. The Johnson Reprint Corp. shall be charged all costs (if any) involved in the packaging of the stock for shipment.
3. The Johnson Reprint Corp. shall insure the stock at their own expense.
4. The Johnson Reprint Corp. shall actively promote the sale of this stock.
5. The list price for the *General Index* shall be \$8.
6. In consideration of their distribution efforts, the Johnson Reprint Corp. shall retain 37.5 percent and shall remit to the Society of American Archivists 62.5 percent of all net income derived from sales actually completed.
7. Settlement shall be made annually about 90 days after the end of the calendar year.
8. The Society of American Archivists shall retain the balance of the existing copies of the *General Index* but shall not, however, offer these copies for sale. The Johnson Reprint Corp. shall have the option of taking over additional numbers of the *General Index* from the Society of American Archivists.

In the discussion, Mr. Jones made it clear that this agreement did not affect the Society's sale of microfilm copies of the *American Archivist*.

The Council voted to approve the agreement and have the secretary execute the contract (motion by H. G. Jones, seconded by Gust Skordas).

The Council adopted the following resolution:

Whereas, Alice E. Smith recently retired as Director of Research at the State Historical Society of Wisconsin after a long and distinguished career; and

Whereas, Dr. Smith was for many years head of the manuscripts library at the State Historical Society of Wisconsin and, in that capacity, made significant contribution to our techniques of handling and servicing manuscript materials; and

Whereas, in her more recent post as Director of Research she has demonstrated in

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her books and articles the high standards of scholarship she earlier had insisted upon from those who used the manuscripts in her care; and

Whereas, as curator of manuscripts, director of research, and friend she has influenced deeply the many scholars with whom she worked; now therefore be it

Resolved, that the Council of the Society of American Archivists extend to Alice E. Smith its sincere thanks for her many contributions to the archival profession and its best wishes for her future good health and success in a planned active retirement that will place the historical profession still more in her debt; and be it further

Resolved, that a copy of this resolution be spread upon the minutes of the Council meeting and a copy forwarded to Dr. Smith.

The president reported on plans for the Extraordinary Congress of the International Council on Archives to be held in Washington, May 10-13, 1966. The Society is cooperating with the National Archives, the sponsor of the Congress. The theme of the Congress will be "Archives for Scholarship: Encouraging Greater Ease of Access." Approximately 55 European and 25 South American archivists have been invited as delegates to the Congress. The National Archives has invited Fellows of the Society and officers and Council members to attend the Congress as delegates. Provisions will be made later for observers at the Congress. Further details of the Congress will be announced in a forthcoming issue of the *American Archivist*.

On the recommendation of the secretary (seconded by William Alderson), the Council voted Ernst Posner an honorary member of the Society. Honorary membership is extended to persons chosen by a two-thirds vote of the full membership of the Council who have achieved eminent distinction in any of the fields of the Society's objectives or who have rendered eminent and unusual services in those fields or to the Society. The secretary reported that other honorary members are: Waldo Gifford Leland, Margaret C. Norton, Harry S. Truman, Charles Braibant, and Emilio Re. The motion passed unanimously and the president was asked to make the announcement at the awards luncheon.

Kenneth Munden reported that the new membership directory would be ready for distribution about November 1, 1965. It will be sent free to all individual members of the Society and will be sold for \$2 to others. The total publication cost of the directory will be \$1,442 minus \$317.50 realized from advertisements. The Council commended the editor and his staff for the work they have done on the directory.

The secretary reported that the Asia Foundation had made another grant to the Society in the amount of \$2,500. The purpose of the grant will be (1) to offer memberships to Asian archivists residing in their home countries, including a subscription to the *American Archivist* (renewable for not more than a total of 3 years) and (2) to award travel grants to visiting Asian graduate students or scholars to attend annual or regional meetings of the Society or to visit places of significant importance to their research or work.

Under the terms of the agreement between the Society and the Asia Foundation, travel assistance to any one individual will be limited to a maximum of \$300. Those eligible should be residents of Afghanistan, Burma, Cambodia, Ceylon, Hong Kong, India, Indonesia, Japan, Korea, Laos, Malaysia, Nepal,

Pakistan, the Philippines, the Republic of China, the Ryukyus, Thailand, or Vietnam.

On a motion by H. G. Jones (seconded by Lewis Darter), Ernst Posner was selected to serve on the editorial board of the *American Archivist* for the term 1966-69.

The president announced that he had appointed Frank Evans to represent the Society on the Committee for the National Union Catalog of Manuscript Collections.

The secretary reported on the response to the letters sent to all State archivists requesting them to become sustaining members at \$100 per year. Four States—Illinois, Texas, Tennessee, and Wisconsin—had agreed to take out this type of membership and several other States reported that they were considering the matter. The Council recommended that two copies of the *American Archivist* be sent to each member in this category.

The secretary reported that the Society had received invitations from approximately 20 cities to hold annual meetings therein starting in 1969. After some discussion, in which some members expressed the view that the Society was committing itself too far ahead, the Council decided to postpone any decision on a site for the annual meeting in 1969 for at least one year (motion by Gust Skordas, seconded by Lewis Darter).

The secretary reported on the serious competitive position the archival profession is now in and the difficulty of recruiting competent graduate students. Dr. Alderson observed that a similar situation exists in historical societies. Several years ago it was possible to compete with colleges and universities for the graduate students, particularly persons with the Ph. D. degree. The beginning salaries paid by colleges and universities have increased faster than those offered by archival and historical organizations. The president appointed the secretary to work with Dr. Alderson, Director of the American Association for State and Local History, to prepare a survey questionnaire to send to archival and historical organizations to determine what the salary structure is throughout the United States and Canada.

The treasurer's report was approved by the Council as amended (motion by Lewis Darter, seconded by Gust Skordas).

The Council unanimously expressed its appreciation to W. Kaye Lamb for his long service to the Society and particularly for his leadership as president.

The meeting adjourned at 7:00 p.m.

PHILIP P. MASON, *Secretary*

Minutes of Awards Luncheon

New York City, October 7, 1965

Lester Cappon, chairman of the Society's Awards Committee, presented the following awards: the *Waldo Gifford Leland Prize* to ERNST POSNER for *American State Archives*; the *Gondos Memorial Award* to MARIO FENYO for his essay "The Record Group Concept in the National Archives"; and the *Distinguished Service Award* to the MARYLAND HALL OF RECORDS. Gust Skordas, Assistant State Archivist, accepted the trophy for Maryland.

President Lamb announced that Ernst Posner had been chosen by the

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Council to be an honorary member of the Society for his outstanding contributions to the archival profession.

Everett O. Alldredge, chairman of the Committee on Professional Standards, announced the 1965 *election to the rank of Fellow* for MEYER H. FISHBEIN, National Archives and Records Service; COL. SEYMOUR J. POMRENZE, Department of the Army; MORRIS RIEGER, National Archives and Records Service; STEPHEN T. RILEY, Massachusetts Historical Society; and VERNON B. SANTEN, New York State Office of General Services.

PHILIP P. MASON, *Secretary*

Minutes of Business Meeting

New York City, October 7, 1965

The annual business meeting of the Society was called to order at 8:45 p.m. by President W. Kaye Lamb. All officers and members of the Council were in attendance with the exception of William T. Alderson and William D. Overman. In addition, there were about 200 individual members and institutional delegate members present.

It was voted to dispense with the reading of the minutes of the 1964 annual business meeting since they had been published in the *American Archivist* and were available to the membership. The secretary's report, which will be printed separately in the January 1966 issue of the *American Archivist*, was approved as presented.

The annual report of the treasurer was presented and filed with the secretary. In the absence of William T. Alderson, President Lamb gave the following report of the Auditing Committee:

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

Both reports were accepted as presented.

The report of the Committee on Resolutions was presented by its chairman, Robert Claus, as follows:

The Committee, consisting of Frances Bourne, Marie Stark, and Robert Claus, submits the following resolutions for consideration:

Whereas, the success of the Society's 29th annual meeting, held in conjunction with the 8th annual conference of the Association of Records Executives and Administrators, is due in large part to the untiring efforts of the officers, Council members, and committees throughout the past year, be it

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

1. All members of the Committee on Local Arrangements under the chairmanship of Peter S. Iacullo, all members of the Program Committee under the guidance of Richard G. Wood as chairman, and all cooperating officers and committees of AREA.
2. The following organizations and institutions for their hospitality: National Archives and Records Service, Federal Records Center, Region 2; Pierpont Morgan Library; New York City Municipal Archives; New-York Historical Society; New York Public Library, Manuscripts Division; United Nations Registry and Archives.
3. The manager and the staff of the New York Hilton Hotel for their cooperation in making facilities available.

Whereas, the Society of American Archivists is deeply conscious of the losses it has suffered through death during the past year of the following members:

Dorothy C. Barck, Sacramento, California
 Robert M. Brown, St. Paul, Minnesota
 Wilhemina E. Carothers, Hillsboro, North Dakota
 Henry H. Eddy, Rutland, Vermont
 Enrique L. Morales, Villa Obregon, Mexico
 Donald H. Mugridge, Washington, D.C.

therefore be it

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

Whereas, the Honorable Robert F. Wagner, Mayor of the City of New York, has by proclamation declared the week of October 4, 1965, to be "Records Management Week" and extended his greetings to the Society and to the Association of Records Executives and Administrators, be it

Resolved, that the Society through its secretary communicate to the mayor its gratitude for his support and its appreciation for the hospitality of the City of New York.

The following slate of officers was presented by David Duniway, chairman of the Nominations Committee: Herbert E. Angel, vice president, 1965-66, and president-elect, 1966-67; Philip P. Mason, secretary, 1965-66; H. G. Jones, treasurer, 1965-66. There being no nominations from the floor, nor dissenting votes, President Lamb declared the officers elected unanimously.

The committee presented the following for the two vacancies on the Council: Maynard Brichford and Clifford Shipton. Kenneth Munden nominated Victor Gondos. There being no further nominations from the floor, President Lamb named a committee of tellers and distributed ballots to the membership. The following were elected: Maynard Brichford and Clifford Shipton.

President Dolores C. Renze announced the following committee assignments for 1965-66: Nominations Committee—Leon deValinger, Jr., chairman; Local Arrangements Committee—Carroll Hart, chairman; Awards Committee—W. Edwin Hemphill, member in charge of Waldo Gifford Leland Prize.

President Renze announced that the Council would meet at 8:30 a.m., Friday, October 8, 1965.

There being no further business, President Renze declared adjournment at 10:15 p.m.

PHILIP P. MASON, *Secretary*

Report of the Secretary, 1964-65

The past year has been a successful one for the Society. New programs have been inaugurated; the committees have been active and productive; the membership has continued to grow; and the work of the Society has received widespread public attention. There are also some problems that the Society will have to face in the near future.

One solid accomplishment of the Society was the adoption of a new constitution and set of bylaws. This action was long overdue and has already helped streamline the work of the Council. A copy of these documents appeared in the July 1965 issue of the *American Archivist* and reprints are available from the secretary's office on request.

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During the past year the Council on Library Resources gave the Society an additional grant of \$1,000 to enable Ernst Posner to prepare a report on his study of State archival programs. Spurred on by the recommendations in Dr. Posner's book, *American State Archives*, two States, Missouri and Maine, have now established statewide archival programs.

The Society received another grant from the Asia Foundation of \$2,500 to help subsidize membership fees and travel expenses up to \$300 of Asian archivists in the United States. The foundation has assured continued support as soon as these funds are exhausted. The secretary and the chairman of the International Relations Committee are now exploring possibilities for other grants to the Society to assist archivists from other countries in the world.

The Society is cooperating with the National Archives in sponsoring an Extraordinary Congress of the International Council on Archives, May 10-13, 1966. Eighty archivists from Europe, Africa, and South America are joining American archivists at this congress.

In April 1965 the Council approved a joint publication program of the Society with the American Association for State and Local History. Definite plans are now being made for the publication of a number of manuals that will have mutual interest for both organizations. The Society and the American Association for State and Local History are cooperating also in operating a joint placement service. Information on job openings and data on applicants, unless, of course, the information is confidential, are exchanged. These joint efforts have helped avoid much useless duplication of effort and have helped fill a number of positions. Moreover, by offering realistic suggestions on archival salaries, we have been able to persuade many institutions to upgrade their archival salary structure.

The placement activity has increased more than any other single area of the secretary's work. Scores of new archives have been started in the past year and established archives have expanded their programs. At the present time, the Secretary is working with about 30 institutions that are looking for archivists. During the month of September alone he received requests from a dozen institutions needing archivists. The area where there is greatest activity, incidentally, is the college and university field.

The careers brochure is beginning to get results. We have distributed thousands of these to high school and college and university guidance counselors and to chairmen of history departments. The secretary has received about one hundred inquiries from college students who are interested in archival careers or who actually want archival jobs. Admittedly, we need more courses in archives administration in the liberal arts graduate schools and schools of library science of our colleges and universities. Some progress has been made during the past year by our Education and Training Committee in getting universities to establish archival institutes.

The Committee on Membership Development has also made a contribution in the educational area. Through its 1-day symposia, it has called attention to the need for professional archival training and to the role of the Society in fostering sound archival techniques. During 1965 symposia were held in

Tallahassee, Fla., Los Angeles, San Francisco, Philadelphia, St. Louis, and Portland, Oreg.

I believe there is another program for training archivists that should seriously be considered—that is, the establishment of formal internships at some of the major archival institutions. The National Archives has had success with such a program although its program is aimed at training its own employees. What I have in mind is the establishment of a number of fellowships or internships at leading archives. Trained professional staff would be assigned to supervise the work of interns who would be paid a small honorarium or given a fellowship for this work. In this way young college graduates would have an opportunity to get on-the-job training in archival work and would be better prepared to determine if they want to select a career in this field. It would be desirable to establish such training programs at institutions in all sections of the country.

Several institutions are now taking steps to establish internship programs. I hope that others will also, because we need a concerted effort to insure a steady supply of competent, well-educated archivists. Unless we do something soon, there will be a critical shortage in the field within the next decade. Already I have noticed the difficulty of attracting graduate students, particularly history Ph. D.'s, into archival and historical society work. Ten years ago we could compete for the talented graduate student, but not in 1965. The problem is one of *money*. Archival salaries—and those in historical societies too—have fallen critically behind those in the teaching profession. A graduate student in history, nearing the completion of work on his Ph. D., has a choice of any number of teaching positions at a beginning salary of \$7,000 to \$9,000 for a 9-month appointment, plus liberal fringe and research benefits. Anyone attending recent meetings of the American Historical Association or the Organization of American Historians is aware of this situation. If the archival profession is to compete for the best talent, it must raise its salaries to a more competitive position.

The Council has been concerned about this problem for some time. At its meeting on Tuesday, October 5, it authorized your secretary to join the Director of the American Association for State and Local History to conduct a joint survey of the salaries of professional archivists and historical society personnel. We feel that this is the first step in working for higher archival salaries. We hope that we can count on the cooperation of archival agencies throughout the country in this study.

Within 2 months, the membership directory of the Society will be ready for distribution. It will be much more detailed than previous ones and will include brief biographical sketches of individual members and a list of institutional members. The Council has already decided to send the directory free of charge to individual members; others can obtain copies at a nominal charge. Ken Munden, our editor, and his assistant, Herbert Horwitz, deserve our gratitude for their fine work in getting out this directory.

During the past 2 years, your secretary has worked with the Committee To Collect the Basic Quantitative Data of American Political History of the American Historical Association. One of the major projects of this committee

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has been the collection of a complete file of county election statistics that is edited, key punched, and readied for computer control. Through the cooperative efforts of State archivists and other members of the Society, the committee has been extremely successful in its endeavors. By September 15, 1965, the committee had collected election statistics since 1824 on 95 percent of the returns for State Governor, 87 percent of the returns for the House of Representatives, and 98 percent of the returns for President. The work of this committee represents another way in which the Society can help meet the needs of modern historical research.

Membership has continued to grow steadily. We have 270 new members and subscribers since October 1964 and an overall gain of 203. Our total membership as of October 1, 1965, is 1,670. I am convinced more than ever that we can double our membership in the next decade. With the help of our present membership in encouraging their professional coworkers to join the Society, we can get a substantial number of new members each year. Our growth would have been even greater were it not for the prevalent view that membership in the Society is restricted and that one has to be invited or sponsored in order to join the Society. An indication of this misconception was brought out during the past year in response to letters of invitation sent to several hundred prospects by the secretary. A very significant number became members as a result of this invitation, and many wrote that they would have joined long ago if they had been aware of their eligibility.

I believe the biggest challenge facing the Society in the immediate future is to find the resources to hire a full-time paid secretary. Until a few years ago it was possible to operate the secretary's office on a part-time volunteer basis. The rapid increase in membership alone is making this arrangement impossible. It now requires a competent typist or clerk at least 25 hours a week to keep up with the billing, posting, depositing checks, and all of the correspondence relating to this procedure. Indeed, it takes a day or two a month to translate letters from foreign archivists throughout the world who want information on the Society and its programs. Yet, membership is only one of the many functions of the secretary. The placement service and correspondence with officers and Council, committee chairmen, and Society members also require a heavy commitment of time.

But even more important, a permanent secretary is needed at this time to develop new programs, to work with the hundreds of institutions that need assistance in setting up new archival programs, to coordinate a broader publication program, and to provide greater services to members.

The obstacle, as you know, is money. At the present time, it takes about \$18,000 a year to run the secretary's office, and this is on a shoestring budget. Of this amount, the Society contributes about \$2,000; the remainder is contributed by the institution with which the secretary is associated.

The officers and members of the Council have been aware of this problem for a number of years. In 1962 the Society's Long Range Planning Committee, under the chairmanship of Philip C. Brooks, conducted a comprehensive study on the needs of a paid secretariat. In its final report the committee

recommended that the Council direct major attention to securing the necessary funds to hire a full-time director.

One might think that the obvious answer is to get a foundation to grant the necessary funds. This solution has been explored and will continue to receive the attention of the Council. But, as many of you know, foundations are reluctant to give funds for administrative purposes.

Increased membership dues is another possibility that the Council will need to consider. In fact, we have already made some progress in this direction. Acting on a recommendation of Assistant State Archivist Theodore Cassady of Illinois, and at the direction of the Council, your president, W. Kaye Lamb, and I wrote to all State archivists asking them to increase voluntarily their institutions' membership fee from \$10 to \$100 a year. Although the letters were not sent until September, the response has been heartening. Already, Illinois, Tennessee, Texas, and Wisconsin have subscribed their institutions to the new rate. We hope to approach other major archival institutions in the coming months.

An increase of individual memberships might also be encouraged. Frankly, the \$10 fee is small compared to many professional organizations. The American Library Association, for example, fixes the dues according to professional salary. For \$3,000 annual salary or less, you pay \$6; from \$5,000 to \$6,000, dues \$18; from \$8,000 to \$9,000, dues \$30; from \$10,000 to \$15,000, dues \$40; from \$15,000 up, dues \$50.

It is obvious that the Society must find solutions to these vexing problems soon if it is to continue to grow as a vital professional organization.

PHILIP P. MASON, *Secretary*

Report of the Treasurer, January 1–December 31, 1964

This report covers the Society's fiscal year beginning January 1, 1964, and ending December 31, 1964. During the current fiscal year (1965), your treasurer has made periodic reports to the Council, and on October 5, 1965, that body approved the report for the 8-month period from January 1, 1965, through August 31, 1965.

Members of the Society who have been attentive to previous reports of our financial status will no doubt recall that your present treasurer has a rather dubious record in that of my three earlier reports, one showed a surplus for the year, one showed a deficit, and last year, believe it or not, our General Fund showed a to-the-penny break even. This year I come to you with a smile—a tremendous smile—because 1964 was the best year in the Society's spotty financial history!

Our Society has two types of funds—a General Fund, which constitutes our unrestricted operating account, and six (five after January 1, 1965) Special Projects Funds for restricted purposes. These latter funds will be described later.

This report for fiscal 1964 reveals the happy fact that General Fund income exceeded expenditures by a total of \$6,259.30. Furthermore, \$1,052.36

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was transferred to Special Projects Funds. Lest we be too elated over these figures, however, it should be remembered that we received in 1964 approximately \$3,000 from nonrecurring sources. Nevertheless, the saving made possible through a conservative budget and economical operations is encouraging evidence that we can make progress toward our goal of a full-time secretariat in the not-too-distant future if we will but set our minds to it. Your treasurer believes that each annual budget should provide for a minimum surplus of \$3,000 to be set aside toward that goal.

GENERAL FUND

The General Fund, the Society's operating account, *excludes* all Special Projects Funds for which books and funds are kept separately and which will be reported individually later. The General Fund is tax exempt under section 501(c)(6) of the Internal Revenue Code, and our identification number is 84-6023531.

Cash on hand in the General Fund as of January 1, 1964, amounted to \$11,424.43. Receipts during the year totaled \$20,983.14, as follows: membership dues, \$10,053.65; subscriptions to the *American Archivist*, \$6,353.34; advertising in the *American Archivist*, \$667.50; back issues and microfilm copies of the *American Archivist*, \$1,549.13; other publications of the Society, \$179.62; reimbursement for 1962, 1963, and 1964 meeting expenses, \$667.89; literature display at 1964 meeting, \$490.00; reimbursement for Asia Foundation expenses, \$179.45; reimbursement for Leland Award expenses, \$50.29; reimbursement from Life Membership Fund, \$294.13; surplus from Atlanta, Seattle, and Cambridge archival symposia, \$210.09; and bank interest, \$278.05.

Expenditures from General Fund amounted to \$14,723.84, as follows: editing, printing, and mailing four issues of the *American Archivist*, \$10,063.80; purchase of back issues of the *American Archivist*, \$178.30; printing, membership brochure, \$91.52; printing, career brochure, \$102.44; president's office, \$174.66; secretary's office, \$1,441.80; treasurer's office, \$451.97; committees, \$235.49; annual meeting, \$371.04; winter Council meeting, \$49.35; spring Council meeting, \$3.50; organization dues, \$38.50; Leland Award, \$100.00; Asia Foundation expenses, \$87.50; engraving Distinguished Service Award, \$8.50; expenses of Atlanta and Seattle symposia, \$163.40; flowers for Bryan funeral, \$10.30; refunds, \$50.00; transfer to Publications Fund, \$1,000.00; transfer to Leland Award Fund, \$52.36; and bank charges, \$49.41.

The General Fund balance as of December 31, 1964, was \$17,683.73, of which \$2,526.35 was in a North Carolina National Bank checking account, \$7,364.51 was in a National Bank of Detroit checking account, and \$7,792.87 was in Raleigh Savings and Loan Association Account #28372.

SPECIAL PROJECTS FUNDS

The Society had in 1964, in addition to the General Fund, six Special Projects Funds, which are tax exempt under IRS section 501(c)(3) and which have the collective identification number of 84-6023532. These funds are maintained apart from the operating account, and a separate report is made to the Internal Revenue Service each year. Moneys in these funds may be used only upon direction of the Council and then only within the purposes for which each was established.

Asia Foundation Fund. This fund is for educational grants and memberships to Asian citizens. The cash balance as of January 1, 1964, was \$852.29, and receipts in the form of bank interest amounted to \$30.13. Expenditures totaled \$215.45 for microfilm, membership fees, and administrative expenses. As of December 31, 1964, the cash balance of \$666.97 was in savings account #23574, First Federal Savings and Loan Association of Raleigh.

Waldo G. Leland Award Fund. The income from this fund is used annually for the Leland Award. The balance as of January 1, 1964, was \$2,447.64. Receipts included a donation from the General Fund of \$52.36 in order to bring the principal to \$2,500, and bank interest amounted to \$100.29. The only expenditure was a \$50.29

reimbursement to the General Fund, and as of December 31, 1964, the balance of \$2,550 was in savings account #23713, First Federal Savings and Loan Association of Raleigh.

Life Membership Fund. The income from the principal (\$2,700) of this fund is transferred to the General Fund each year for pro rata membership fees. The cash balance as of January 1, 1964, was \$2,877.86, and receipts in the form of bank interest amounted to \$116.27. A transfer of \$294.13 to the General Fund left a balance as of December 31, 1964, of \$2,700, which was in savings account #23712, First Federal Savings and Loan Association of Raleigh.

Meeting Fund. The surplus from annual meetings, if any, is deposited in a special Meeting Fund. The balance as of January 1, 1964, was \$1,039.14, and bank interest amounted to \$41.98. The Society's General Fund was reimbursed in the amount of \$667.89 for meeting expenses incurred in 1962, 1963, and 1964, leaving a balance on December 31, 1964, of \$413.23, which was in savings account #21988, First Federal Savings and Loan Association of Raleigh.

Publications Revolving Fund. This fund was established during the year by a \$1,000 donation from the General Fund for the purpose of providing a revolving fund for Society publications. Bank interest totaled \$26.80. There being no disbursements, the balance on December 31, 1964, was \$1,026.80, which was in savings account #24277, First Federal Savings and Loan Association of Raleigh.

Study of State Archival Agencies Fund. The January 1, 1964, balance in this fund for the completion of the Study of State Archival Agencies was \$3,727.52. Income included \$74.40 in bank interest and a \$4.49 refund. Expenditures totaling \$3,806.41 were as follows: subsidy for printing *American State Archives*, \$1,800; purchase of copies of *American State Archives*, \$1,575; contractual services, \$383.80; postage, \$37.78; bank charge, \$1.66; and refund to the Council of Library Resources upon completion of the project, \$8.17. Thus the fund was closed out and the balance as of December 31, 1964, was zero.

SUMMARY

At the close of business on December 31, 1964, the Society's balances in all funds, both general and special, were as follows: General Fund, \$17,683.73; Asia Foundation Fund, \$666.97; Waldo G. Leland Award Fund, \$2,550; Life Membership Fund, \$2,700; Meeting Fund, \$413.23; Publications Revolving Fund, \$1,026.80; and the Study of State Archival Agencies Fund, zero. Thus the total of all funds belonging to the Society amounted to \$25,040.73.

In order that we might conform to both the spirit and the letter of proper bookkeeping procedures and to provide all required reports for the Internal Revenue Service, the work of the treasurer's office has become increasingly complex in the past several years. The task has been made easier by the advice and assistance of our auditor, Kenneth C. Batchelor, Certified Public Accountant and Business Manager of the University of North Carolina at Charlotte, and by the time and effort of a trusted assistant, Julius H. Avant of the North Carolina Department of Archives and History. The officers and editor of the Society have continued their individual and collective cooperation, and to each of them I express my sincere appreciation. Finally, I should like to convey not only my own but also the Society's appreciation to one of our phantom saints, William E. Bigglestone of the Firestone Archives and Library, who serves as our energetic advertising editor but who seldom gets to our meetings.

H. G. JONES, *Treasurer*
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*Minutes of the Council**New York City, October 8, 1965*

The meeting was called to order by President Dolores Renze at 8:30 a.m. All Council members and officers were present except William T. Alderson.

Approval of the Council minutes of the meeting of October 6, 1965, was deferred until the next meeting of the Council.

H. G. Jones recommended that the Council approve payment of the \$100 membership fee in the Council of National Library Associations (seconded by Elizabeth Drewry and passed).

The secretary asked for a poll of those members in attendance regarding the proposed Council meeting in San Francisco at the American Historical Association meeting, December 27-30, 1965. Because an insufficient number found it possible to attend to make a quorum, Mr. Angel recommended that the secretary poll the officers and Council members in November.

The president announced that she was exploring the possibilities of holding a 1-day symposium in Wilmington, Del., immediately before the Extraordinary Congress of the International Council on Archives to be held in Washington, May 10-13, 1966. She proposed to invite the officers, Council members and Fellows of the Society. The Council believed that the idea had merit, but that it should in no way conflict with the Extraordinary Congress. On a motion by H. G. Jones, seconded by Tom Wilds, the president and the editor were requested to discuss the proposed symposium with Wayne Grover and Robert Bahmer and report back to the Council. In the event that the symposium could be arranged, the Council recommended that a Council meeting be held in Wilmington immediately before the Congress.

The secretary read a report from Herbert Angel and Ken Munden, who had been appointed by the Council at its meeting on October 9, 1964, to review the draft of a microfilming manual prepared by the Society's Microfilm Committee. The Council accepted their recommendation that the manuscript is not comprehensive enough for publication and that it be filed with the secretary.

The secretary reported on a request from Theodore J. Cassady, Assistant Archivist of Illinois, for the Council to consider a proposal to work for Federal legislation to aid in the construction of State and local archival facilities. After a lengthy discussion, the Council decided that the support of such a proposal should come from interested individuals rather than the Society.

Ken Munden recommended that the Council approve plans for the compilation of an international directory of archives to be sponsored by the Society and published as a separate issue of *Archivum*. The Council agreed (motion by Herbert Angel, seconded by Lewis Darter) that this proposal be tabled until the spring Council meeting.

The meeting adjourned at 10:30 a.m.

PHILIP P. MASON, *Secretary*

Report of the Program Committee on the Annual Meeting

According to the now hoary tradition, the first day of the 1965 annual meeting (in New York City, October 6-8) was given over to assorted workshops. The College Workshop was presided over by Robert M. Warner, University of Michigan. Herbert Finch, Cornell University, enumerated the various possibilities of administrative authority for an archives within a college or university (you can avoid 18 mooseheads only if you are attached to a high college administrative office instead of the library). The bases of a collection policy were discussed by Howard Williams of Colgate University while Helen Chatfield, American University, insinuated ideas of records management into the ivory tower of academic life. Gerald Ham, State Historical Society of Wisconsin, set forth the research functions of a college archives, but Philip P. Mason, SAA secretary, faced the bitter truth of what the costs would be.

Charles F. Hinds, Kentucky State Archives, assigned to his workshop the title *State and Local Archives in a Democracy—Relations with Politicians and Scholars*. To this end the archives of North and South Carolina emerged cheek and jowl when H. G. Jones (North Carolina) covered the subject of archival personnel and Charles Lee (South Carolina) exposed his ideas on professional standards. Our durable editor, Kenneth Munden, spoke on the assorted subjects of publications, finding aids, and indexing; Carroll Hart, Georgia State Archives (who has just got plenty), expounded the desirability of adequate space and equipment.

The workshop for church archives, under the direction of Rev. August R. Suelflow, toiled all day long, eschewing the opportunity to visit the United Nations Registry Office. The subjects under consideration were: "Authority and Responsibility With Reference to Financing Religious Archives," by Rev. John Ness; "Maximum and Minimum Standards for Religious Archives," by Rev. August R. Suelflow; "A Central Religious Depository and Its Relationship to Local Depositories," by V. Nelle Bellamy; "Service Program for Ecclesiastical Archives," by Earl Olson; "Catalogs, Finding Aids, Inventories in Religious Archives," by Davis C. Woolley; and "An Effective Acquisition Program for the Religious Archives," by Melvin Gingerich.

Robert Claus, Chief of Registry, United Nations, was well-nigh overwhelmed by the number of SAA members who responded to the invitation to visit his domain. He rallied nobly and the members visited both the registry and the archives sections.

The second day began briskly with a panel entitled *Echoes of the Past*. It was designed to inform the younger archivists about the background of our Society. This group stayed away in droves, but it was a field day in nostalgia for many who had been closely associated with our early days. Elizabeth Hamer, having denied that she was a "founding father" of SAA, but admitting to the title "founding mother," presided with charm over this session. Luther H. Evans was in fine fettle as he recounted his experiences in launching the Historical Records Survey. Next, Philip C. Brooks, Truman Library, reviewed the early years of the Society of American Archivists.

Our committee member, Olney W. Hill, Director of Vermont Public Records, chaired the session *What's New in Archives*. Two new archival establishments were represented—Maine and New Hampshire. Edwin H. Hunt described the new Records Management and Archives Building in Concord, N.H., and Linwood Ross, Deputy Secretary of State, told the story of archival legislation in Maine. A new type of archives appeared when John C. Poppeliers discussed the Historic American Buildings Survey. Sidney McAlpin illustrated the construction of the new State of Washington Archives with appropriate slides. The session concluded with a rundown of Canadian trends by W. Kaye Lamb, Dominion Archivist.

The Committee on Manuscripts and Special Collections arranged two programs for the annual meeting. The first program was on the subject *Do Archival Techniques Meet the Needs of the Manuscript Library?* The program was presided over by Samuel Smith, Librarian and Archivist of the Tennessee State Library and Archives. The panelists were Robert L. Brubaker, Illinois State Historical Library; Josephine Harper, State Historical Society of Wisconsin; Theodore R. Schellenberg, formerly

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Assistant Archivist of the United States; and Ruth B. Bordin, Manuscripts Librarian, University of Michigan. The program was well attended and the discussion was stimulating. The second program arranged by this committee was on *Copyright Law and Proposed Revisions* with special reference to manuscripts. After some remarks concerning the history of copyrights by Robert H. Bahmer, chairman for this session, Waldo Moore, Chief of the Reference Division of the Copyright Office, explained the law as it now stands and gave the details of the proposed revisions. Bartholomew Cox and Walter Rundell discussed the revisions from the point of view of the scholar. Historians, especially those of the recent period, are concerned about the duration of the copyrights on manuscripts.

To Jesse L. Clark of Raytheon was assigned the task of balancing archives and records management on his broad shoulders as he presided over the panel by that name. The protagonists were: Government Archives, Frank Evans, National Archives, versus Government Records Management, Everett Alldredge, National Archives and Records Service; Business Archives, William Rofes, IBM Corp., versus Business Records Management, Frank Sward, General Electric Co.

The panel *Salute to New York City* saw Bruce C. Harding, Michigan Historical Commission, in the chair. The panel began with a scholarly presentation on the archival heritage of New York City when it was the capital of the Federal Government. Other New York agencies represented archivally were the New York Academy of Medicine by Gertrude L. Annon and the American Jewish Historical Society by Isadore Meyer.

The session on *Source Data Automation* was successfully presented by Guy Ricci, George J. Arnstein, and A. K. Johnson. The first delineated its beginnings, the second stressed the practical applications, and the third delivered a compendium.

The panel *Archives at the Grass Roots* was delivered to counteract the county syndrome. Clifford K. Shipton, American Antiquarian Society, was a patient and urbane chairman. Olney Hill, our own committeeman, led off with a description of the records of Vermont towns. Julia B. Reinstein countered with a résumé of the records of Cheektowaga, a New York town, contrasting with its New England sister. Elizabeth Smedley showed the place of the borough in the Pennsylvania governmental and records system.

Robert Lovett, Harvard Business School, grown grey in the service of business history, presided at the panel *Company Histories*. Muriel Hidy gave examples of some histories from the academic point of view while Carl Kaufman, Du Pont Co., responded with the company's slant. A leading discussant was Richard Overton, author of the new *opus* on the Burlington Road.

The critique held on the *American Archivist* represented a new departure in programming. Oliver W. Holmes was the presiding officer for this session. Kenneth Munden, in a learned lucubration, set forth the history of our periodical from its beginning to the present. He had assembled a formidable group composed of the periodical's staff and editorial board, who enlightened the audience on further details of the magazine.

A program committee must always face the nagging reality of emphasis. It cannot go so far astray as the bride who came to her wedding with her hair in pin curls because she "wanted to look nice at the reception." Time was, when the program emphasis has been on attendance of all to all meetings. This has led to the suggestion of compulsory attendance. Recently, the tendency for concurrent sessions, designed to give wide choices, has faced the committees with this stricture: "I couldn't go to everything in which I was interested."

The relations between the Council and the Program Committee need clarification. In the early weeks the Council may wish to lay down the guidelines to follow, but this should cease by January 1. If the committee keeps in close touch with the president, that should be ample supervision. For the Council to make changes as late as April, as was done to our committee, compelling us to dismantle a panel and apologize to the participants, does not make it easier for the next committee to do its work. The

late W. S. Gilbert, when spoofing the House of Lords, has some lines that may be applicable to the situation:

*And while the House of Peers withholds
Its legislative hand,
And noble statesmen do not itch
To interfere with matters which
They do not understand,
As bright will shine Great Britain's rays
As in King George's glorious days.*

RICHARD G. WOOD, *Chairman*

Report of the Committee on Archival Buildings and Equipment

In accordance with long established practice the committee, during the year 1964-65, provided a number of practical services to inquirers. These services consist of furnishing photostatic plans of archival facilities, literature on planning and equipment, personal conferences and consultations, answering queries by mail, and lectures to archival trainees.

There was a considerable demand for publications kept in stock by the committee. A number of queries were answered by correspondence. F. Gerald Ham, State Archivist, Historical Society of Wisconsin, in October 1964, was given information on fumigator manufacturers. In January 1965 Robert E. Fessenden, Chief Librarian, Oregon Historical Society, received information on vaults and fire protection. The same month Kenneth F. Neighbours, Fort Belknap Archives, Wichita Falls, Tex., was provided with a list of local architects for planning local archives.

March 1965 saw several requests for information satisfied: Architect J. O. Keller-mann of Pretoria, South Africa, with the help of William K. Wilson of the U.S. Bureau of Standards, was furnished air-conditioning tolerances for optimum storage conditions for South Africa; Justin G. Turner of the California Heritage Commission received a list of unifunction State archival buildings and their directors; and R. O. Harrison of Alberta, Canada, was given advice on church-related archives and their planning; Norman Korff of Chicago, Ill., on fire protection and sprinkler systems; and H. G. Jones, Department of Archives and History, Raleigh, N.C., was sent data on air-cleaning apparatus and vaults.

Materials received during the year: a set of photostat copies of selected plans of the William Penn Memorial Museum and Archives at Harrisburg, Pa., obtained by committee member William H. Work; and a brochure of the new United States Military Academy Library at West Point, sent by Egon Weiss, Librarian. In correspondence with other committee members the chairman was informed by Dorman Winfrey that he expected to send in some materials on the new Texas State Library and Archives. Plans have also been promised of the new Georgia Archives at Atlanta. . . .

A somewhat delayed letter of acknowledgment from Mrs. Jack M. Yeaman, Librarian, University of Utah, Salt Lake City, is similar in tone to others received—"information which you sent me in December of 1962 regarding Archives equipment . . . was extremely helpful to me in completing the assignment which I had at that time." In addition to the chairman, the membership of the committee for the year 1964-65 consisted of E. G. Campbell, Regional Director, National Archives and Records Service; Earl E. Olson, Church of Jesus Christ of Latter-day Saints, Salt Lake City, Utah; Leon deValinger, Jr., State Archivist, Hall of Records, Dover, Del.; Dorman H. Winfrey, Texas State Library and Archives; and William H. Work, Public Records Officer, Pennsylvania Historical and Museum Commission, Harrisburg, Pa. To each of these valued members the chairman wishes to express his thanks and appreciation.

VICTOR GONDOS, JR., *Chairman*

Report of the Committee on the Archives of the Professions

This report will be presented as an article in our April 1966 issue.—Ed.

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Report of the Committee on Church Archives

In the course of the year the committee, formerly known as the Committee on Church Records, was renamed the Committee on Church Archives. If there is a significance in the change of the name, the committee has not specifically been informed of it. While one would not find any quarrel with the change as such, it would seem that the general tendency and thrust among ecclesiastical historical records agencies have decidedly been to move toward inclusiveness rather than exclusiveness. For this reason, it may have been preferable to retain the name associated with "church records." Ecclesiastical depositories, more often than not, are responsible for wide ramifications of historical data and information, usually including a large number of informational media.

The chairmanship of the committee was transferred from Melvin Gingerich, who had served in 1963 and 1964, to the undersigned. The committee during the past year consisted of: August R. Suelflow, chairman; V. Nelle Bellamy, Mabel Deutrich, Melvin Gingerich, Rev. John H. Ness, Jr., Davis C. Woolley, Eleanor Cammack, and Earl Olson. All have served individually with distinction and have demonstrated a lively and concerted interest in areas of the committee's concern. Further, the committee has worked together most harmoniously and has remained in touch, chiefly through correspondence.

At the annual meeting in Austin, the committee conducted two separate sessions in addition to the open workshop held in conjunction with the meeting itself. Not only these meetings but the workshop, particularly, has been tremendously valuable and profitable for the workers.

It may be advisable at this point to reiterate the objectives of the committee and subsequently look at their implementation. The objectives are: to serve as an advisory committee in the area of church records in America; to discover, discuss, and share mutual problems, developments, and prospects in the field of church records; to survey and study continuously materials and resources issued on church records; to interest and enlist further participation in the general movement for preservation and administration of church archives; and to compile and maintain lists of archival depositories of church records. In a general way, the committee has continued to apply itself to the attainment of these goals and objectives. The first objective has been largely met through individual contacts and through personal correspondence. In addition, however, the committee has been accumulating data and information of more significance on church records in our country. Ultimately it is hoped that this material can also be made available on a more permanent basis.

Ranging from specific problems to complex systems, the committee has discussed approaches to problem solving. Again, similarly to meeting the first objective, the members of the committee have often freely given of their time and "know how" to the questioners and groups they represent. . . .

Although on the agenda for the past several years, and in spite of continued agitation, the third objective, "to survey and study continuously materials and resources issued on church records," has been less successfully pursued. . . . The field still seems to be wide open. And yet, the committee has attempted to fill the gaps, if no more than by discussing problem areas in workshops, symposia, and conferences.

Even though the Council of the SAA urged that a guide to religious historical collections be produced during the course of the year, only a beginning could be made by the committee. A questionnaire undoubtedly will need to be designed to obtain as quickly and painlessly as possible information . . . for inclusion in the contemplated guide. . . .

After the guide has been successfully launched, the committee feels that a Manual for Church Archives should be worked on, to include instructional concepts on all levels, from the local unit to the denominational level. . . .

On projects intimately identified with some of the previous objectives, the committee has continued to compile and maintain lists of archival depositories for church archival records in America and has endeavored to enlist them also in greater participa-

tion in the affairs of the Society. The committee believes that the some 500 depositories of religious archival and historical materials serve as one of the major untapped sources of membership in the Society—and a group that could benefit most profoundly by becoming more intimately involved as members, both through the *American Archivist* and the annual meetings. We would propose respectfully that these depositories, whether served by full-time or limited part-time workers, be considered prime prospects in the future.

Most members of the Committee on Church Archives are extensively involved in the administration, management, and services of religious archival institutions. This involvement brings with it both its assets and liabilities. Assets are demonstrably there because of the deep dedication, willing service, and profound interest in the work. Liabilities are present also in that all too often their immediate situation demands more than can be discharged by individuals in the course of the average week, allowing only minimum services to the committee or to the Society itself. In spite of this, and perhaps chiefly because of our assets, we believe that we experienced a most profitable and wonderful year, and we are looking forward with enthusiasm to the successful completion of the projects that lie ahead.

AUGUST R. SUELFLOW, *Chairman*

Report of the Committee on College and University Archives

The first activity of the College and University Archives Committee was the organization of the program for the New York meeting. After consultation by correspondence, it was decided that the program would take the form of a panel discussion to be presented by the committee members, covering five pertinent phases of the organization and development of college archives. The panelists aimed to present a broad view of the subject, with the thought that the issues receiving the most attention might be the subject for extended discussion at subsequent programs in future years. . . . The committee met on April 22, 1965, in Kansas City, during the annual convention of the Association of American Historians. The New York program was discussed, as well as activities that the Committee might undertake in the future. The two ideas that appear to be most immediately useful and feasible are: to prepare a directory of college and university archives and archivists in the United States and Canada; to look forward to the publication of a manual on college archives.

A flyer announcing the committee's New York program was prepared, printed, and widely distributed to colleges and universities throughout the United States and Canada. Included in the announcement was a brief statement of the committee's objectives. This announcement stimulated inquiries for further information about the program and the work of the committee, which was supplied by the chairman.

ROBERT M. WARNER, *Chairman*

Report of the Committee on Education and Training

During the year 1964-65 the Committee on Education and Training concerned itself mainly with archival training in library schools for the following reasons: library courses will reach a large and growing class of manuscript custodians that is not now exposed to archival training; library courses, because of the importance attached to methodological training in library schools, will promote the development and standardization of archival methodology; and library courses will supplement, not supplant, the training courses now being developed by State and Federal archival institutions.

Toward this end, the committee took the following actions:

1. The chairman of the committee, at the suggestion of Ernst Posner, considered the feasibility of requesting a grant from the Council on Library Resources, Inc., to subsidize an institute on archival training for librarians. The Council of the Society,

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in its spring meeting at Kansas City, indicated that, "although it favored the idea of having archival courses given, it would be premature at this time to apply for a grant." The matter was, accordingly, dropped.

2. The chairman of the committee taught a course on archival management in the School of Library Service at Columbia University, which was attended by three faculty members of the library school, as well as by a number of students with institutional connections. The chairman of the committee made tentative arrangements to teach a similar course at the Graduate School of Library Science at the University of Texas and at the School of Librarianship of the University of Washington. The plans for a course at the University of Texas were thwarted for an unknown reason. The chairman believes that archival courses should be introduced only in a limited number of strategically located library schools. It is unlikely that they will become part of the curriculum of all library schools, for they compete for attention with a number of other specialized courses.

3. At the request of the committee member representing the National Archives, the possibility of introducing archival training courses at the newly established library school of the University of Maryland was discussed with the director of the school. He indicated that arrangements had been completed for a course on the management of historical manuscripts, to be taught by a staff member of the Library of Congress.

4. On invitation of the Jamaican Government, the chairman of the committee discussed "Archival Training in the Caribbean Countries" at a Caribbean Archives Conference, held in Jamaica on September 20-27, 1965.

5. The Council of the Society, in its spring meeting, asked the committee "to consider further the implications of Society sponsorship of archival courses and the feasibility of having the Society, through its Professional Standards Committee, certify teachers of archival courses." The chairman discussed these matters with the two members of the committee who are resident in Washington, D.C. They share the apprehension of the Council "that archival training courses may be introduced that are neither satisfactory in content nor given by people who we feel are competent to deal with the subject satisfactorily." They believe it is possible to formulate "quite specific requirements about the length of courses, the topics dealt with, and so on," but, for lack of time, have been unable to present a statement on such requirements. They believe it to be undesirable, at the present time, to have the Society's Professional Standards Committee certify teachers of archival courses.

T. R. SCHELLENBERG, *Chairman*

Report of the Committee on Manuscripts and Special Collections

It was the duty of the chairman of the Committee on Manuscripts and Special Collections to report on the workshop program on the National Union Catalog of Manuscript Collections held at the meeting of the Society of American Archivists in Austin, Tex., last October. This report was published in the July 1965 issue of the *American Archivist*.

Several subjects were suggested for study during this year, and programs were arranged on two of the topics for the New York meeting. With the revision of the Copyright Law now before Congress the committee decided that this would be an excellent time for a program on this subject. . . .

The other program arranged by this committee was on the subject, "Do Archival Techniques Meet the Needs of the Manuscript Library?" . . .

Other subjects proposed for study by this committee include information retrieval as applied to manuscripts, developments in oral history, cataloging and its various problems, proper training of staff members, problems arising as a result of inventions for copying such as microphotography, xerography, and others.

HARRIET C. OWSLEY, *Chairman*

Report of the Committee on Membership Development

The members of the Committee on Membership Development for 1965, in addition to the chairman, were A. K. Johnson of Atlanta, Lawrence Carnevale of New York, Harold Koenig of San Francisco, Benjamin Cutcliffe of Kansas City, and Truett Lee of Chicago. The work of the committee fell into two parts: individual letters of solicitation to nonmembers; holding 1-day symposia for nonmembers.

During the year about 300 letters were written. The problem here is getting the names of persons with archival interests who are not members. So long as some activity is conducted in this area, the activity is bound to have some effect. The work of the Society's secretary is probably more important in this area than the work of the committee.

The following symposia have been held: May 14, Tallahassee, Fla.; May 18, Los Angeles, Calif.; May 20, San Francisco, Calif.; May 26, Philadelphia, Pa.; Sept. 24, St. Louis, Mo.; Oct. 22, Portland, Oreg.

Symposia in Columbus, Chicago, Nashville, Salt Lake, Richmond, and Denver, which had been initially planned, never came to fruition. They will be high on the 1966 list, however, so any work in connection with them has not been wasted. The symposia follow a fairly standard pattern. A small registration fee is charged. The Society provides a set of handouts on basic archival themes, to which the best available local speakers address themselves. The committee feels that it will be 5 or 6 years before the symposium approach can become an effective recruiting vehicle.

There seems to be a consensus that the work of the Committee should go on.

EVERETT O. ALLDREDGE, *Chairman*

Report of the Ad Hoc Committee on Municipal Records

The 1964 report of this committee contains various recommendations directed toward establishing and perhaps improving the status of municipal archives. Six recommendations were listed in that report, . . . [of which only the first, sending copies of the report to all cities that received the questionnaire, has been carried out]. The other five recommendations were merely of a suggestive nature for consideration by officers of the Society. . . . Special thanks are in order to former President Alldredge for his cooperation in having a sufficient number of reprints [of the report] made for dissemination. Shortly after the report was mailed, we received inquiries from several cities requesting some guidelines as to the type of record that is considered to be of historical value. For example, the City of Albuquerque wrote: "In conjunction with our Records Management Program, we are concerned with preserving valuable documents which may be of historical value. Do you have a brochure or other literature which could be made available to us in facilitating our records-archives program?"

The committee feels that this request for a brochure or other literature . . . [that] could be used for guidelines should be investigated by the Society [and that some sort of publication be devised] for the express purpose of setting forth certain elementary standards which are common to all archivists. . . .

. . . I feel that this committee has served its purpose and therefore should be discontinued. . . .

C. FRANK POOLE, *Chairman*

Report of the Preservation Committee

This past year has been an active one for the Preservation Committee. The highlight . . . was a meeting on July 12 at the W. J. Barrow Research Laboratory in

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Richmond, Va. Attended by all committee members, this first gathering outside of regular Society meetings included a tour of the Barrow laboratory and a discussion of committee activities. All members agreed the session was an extremely useful one and recommended it be made a regular activity of this committee.

The other major undertaking was the preparation and mailing of over 450 letters to scholarly publications covering a wide range of professional pursuits. The letter encouraged the use of permanent-type papers in these journals. It was especially well received, and the committee acknowledges the generous help of the National Archives and the Mayo Clinic in the successful completion of the project.

During the year the committee noted the publication of a report of the California Heritage Preservation Committee recommending the "preservation, organization and display of California's historic documents." Several of the committee's members assisted in furnishing information for this study. Also noted was the publication in English of two Russian works on preservation. The variety of investigations reported in these works are particularly impressive, and the committee hopes this will help spur additional research in these areas in this country.

Besides answering numerous inquiries about permanent papers, requests for information concerning a suitable paste for newsprint and for names of suppliers of archival boxes and folders to foreign countries were answered.

Some committee members expressed concern over growing tendencies to use lamination without proper deacidification beforehand. The committee, therefore, began some preliminary studies toward preparing a standard in this field. Next year, it is recommended that this investigation be continued and when completed a standard be prepared.

CLARK W. NELSON, *Chairman*

Report of the Records Management Committee

The Records Management Committee for the year 1960 conducted a survey of records management activities at State and local level. As its project for the year 1965 the committee decided to investigate the growth of records management functions in the intervening years in State government.

A form was mailed to all State archival and records management agencies. The replies were not so satisfactory as was hoped for. Seventeen of the 50 States failed to reply to the questionnaire. The States from which no reply was received are as follows: Arkansas, Colorado, Delaware, Florida, Georgia, Hawaii, Idaho, Louisiana, Maine, Nebraska, South Dakota, Massachusetts, Montana, Oklahoma, North Dakota, Wisconsin, and West Virginia.

It was the hope of the committee that this study would present a survey of actual State practices in the areas of records management. The failure to receive replies from 34 percent of the States results in a study of much lesser magnitude than the committee had hoped for. The results of the study, meager though they may be, indicate that the growth of records management, which began so hopefully in the late 1950's, has been making little progress lately. Hopefully, by focusing some attention on this continuing paperwork morass in State government, more States may be encouraged to improve their programs for records management.

The functional areas covered in the questionnaire and the results of the replies are as follows:

1. *Correspondence management*: 7 States reported responsibility for this area in 1960 and 7 States in 1965. No increase.
2. *Forms management*: 11 States reported in the affirmative in 1960 and 15 States in 1965.
3. *Publications management*: not covered in the 1960 study; 8 States reported in the affirmative in 1965.

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4. *Review of proposed legislation:* not covered in 1960 study; 10 States reported in the affirmative in 1965.

5. *Microfilming systems:* not covered in the 1960 study; 20 States reported responsibilities in this area in 1965.

6. *Filing systems:* 19 States reported responsibility for this function in 1960; 13 reported in the affirmative in 1965.

7. *Filing equipment:* 19 States reported in the affirmative in 1960; 16 reported in the affirmative in 1965.

8. *Filing supplies:* not covered in the 1960 study; 10 States reported in the affirmative in 1965.

9. *Records inventories:* 26 States reported in the affirmative in both studies of 1960 and 1965.

10. *Retention and disposition studies:* 26 States reported yes in 1960; 28 States reported yes in 1965.

11. *Records centers:* 19 States reported the operation of centers in 1960; 22 States reported operating centers in 1965.

12. *Reference service on retired records:* 19 reported providing such service in 1960; 28 reported in the affirmative on this service in 1965.

13. *Microfilming in records centers:* 23 reported yes on this function in 1960; 19 reported yes in 1965.

Recommendations: the chairman of the Records Management Committee, of his own volition, makes the following recommendations:

a. That the Society of American Archivists pay more heed to the needs of records management and come to the realization that without good records management there can never be adequate archives.

b. That a committee for records management *per se* can never do an adequate job. The area is too broad and touches on too many facets of the very broad programs. It is recommended that the Committee on Records Management be eliminated and that committees be established for records management in specialized areas, *i.e.*, State and local, church, business, etc.

JOSEPH F. HALPIN, *Chairman*

Report of the Committee on Science Manuscripts and Archives

The objectives of the Committee on Science Manuscripts and Archives were reappraised during the Austin meeting last October [1964] and at a subsequent meeting in Mr. Alldredge's office in Washington on February 24, 1965.

One result of these discussions was the development, by each NARS Regional Director, of a list of up to 50 firms or other organizations in his region that were known, or believed, to have accumulations of scientific records. Using these lists and excluding Federal agencies, professional societies, and the largest corporations, . . . a letter was mailed to 320 addresses during August. Replies are still being received and can be more appropriately summarized a little later in the fall.

A few facts seem to be emerging as a result of the Committee's first contacts. They are: scientific records do not usually seem to be isolated but are incorporated with other records that must be kept; very few persons with scientific records or archival responsibility are either archivists or records managers; few people contacted gave any indication that they had ever heard of the Society of American Archivists. An excellent membership cultivation prospect list is being compiled for the Committee on Membership Development. . . .

CLYDE M. COLLIER, *Chairman*

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Report of the State and Local Records Committee

The Committee on State and Local Records again in 1965 undertook to publish the directory of State and Provincial archives and records administrators. . . .

The committee plans to hold a workshop in New York City this year similar to the very successful one held in 1961 and in other years. The theme will be "Systems and Communication." . . .

It had been the original intent of the 1965 committee to make a follow-up study of the Posner Report. This project was put into abeyance when it was learned that the Council on Library Resources, Inc., had made a grant to Ernst Posner for this purpose. . . . Two new States have entered the archival fold, largely, undoubtedly, as a result of the Posner visits to those States. These States are Maine and Missouri. . . .

The State of Arizona has only recently established by law a records management division in the Department of Library and Archives. The California legislature provided \$26,704 for a document repair shop and for finding aids to archival materials. The Secretary of State of Nevada was given an appropriation and permissive authority to receive State archives. The archives-records management program in Illinois was removed from its previous position as a part of the State Library Division of the Office of the Secretary of State and placed directly under the Secretary. . . .

Three States have constructed "archives" buildings: Georgia, New Jersey, and Pennsylvania. North Carolina received an appropriation exceeding \$3 million for a new building for the Department of Archives and History. Other States have received or will shortly receive archives buildings or additions. Kentucky moved into its first building, consisting of an area of 22,500 sq. ft., in January 1964—a direct result of Dr. Posner's visit and his specific recommendations.

Two States, Kentucky and New Mexico, have followed the leadership of Maryland and North Carolina in establishing local records divisions and in publishing local records manuals. Tennessee is also making similar moves and is shortly expected to issue a guide manual in this area. Indiana and South Carolina have records centers within their archives and records management programs, which these States report are operating in cooperation with the older and well-established "historical" archives.

Older States with excellent programs—to name only a few: Colorado, Georgia, Maryland, and North Carolina—have been of great assistance to States that have inaugurated competent programs in very recent years. The Federal Government and industry also have provided valued assistance. The State and Local Records Committee since its inception in 1950 has stood for improved standards and facilities in all the States. David Duniway and Mary Bryan were the pioneers, and their task of acquiring detailed and accurate information anticipated Dr. Posner's on-the-spot, State-by-State study. The late Robert Brown, H. G. Jones, William T. Alderson, and Richard W. Hale, Jr., endeavored, while each was chairman of the State and Local Records Committee, to keep information about the States current.

The time has now come to strengthen the committee. Perhaps the States could be divided into regions and a representative appointed from each region to serve on the committee as the region's representative. Another suggestion has been made that the committee publish a paperback manual on archival classification and arrangement systems. States have their own peculiar problems, but the general problem is the same. Each State has a certain volume of archives and records. How does each of us contemplate eventually bringing these public records under control? What is the plan? And how can this committee help the States plan for the future, with public records increasing in bulk by the hour?

CHARLES F. HINDS, *Chairman*

OBSERVERS AT THE EXTRAORDINARY CONGRESS OF THE
INTERNATIONAL COUNCIL ON ARCHIVES*Washington, D.C., May 10-13, 1966*

The Organizing Committee for the 1966 Extraordinary Congress of the International Council on Archives has announced that it will invite a limited number of observers in addition to the official delegates. The congress will meet in Washington, D.C., from May 10 to 13 to discuss the overall theme "Archives for Scholarship: Encouraging Greater Ease of Access." Four working sessions are to be devoted to the following aspects of the theme: liberalization of restrictions on access to archives; national documentary publication programing; microreproduction of archives for reference and publication purposes; and international cooperation in facilitating access to archives. A final session will consider and decide on resolutions for concrete action growing out of the working sessions.

With the U.S. National Archives and Records Service as host, in cooperation with the Society of American Archivists, some 150 national archivists and other leading figures of the world archival community will participate as official delegates. The invitations to these official delegates—restricted generally, in the case of the United States and Canada, to Fellows of the Society of American Archivists—have already been extended, but the widespread interest of archivists and historians in the theme of the congress has led the Organizing Committee to develop plans to accommodate a substantial but limited number of observers. The observers would have seats at the congress and access to the simultaneous translation facilities, but they would not participate in the deliberations. While no registration fee would be charged, observers will be responsible for their own travel, hotel, and other expenses. (Through the generosity of the Council on Library Resources, Inc., the National Archives and Records Service will pay the cost of the air transportation of most of the official delegates from countries other than the United States and Canada.)

Persons wishing to attend the congress as observers under the aforementioned conditions should apply at once to Robert H. Bahmer, Chairman, ICA Extraordinary Congress Organizing Committee, National Archives and Records Service, Washington, D.C. 20408. Seats will be allocated, as long as they are available, in the order of receipt of the applications. Applicants will be notified promptly in order that they may make their own plans and reservations.

Observers from Europe are welcome to purchase seats on the Paris-Washington flight on which the official European delegates are all traveling. The \$374.60 jet economy excursion fare for this flight and return between 2 and 3 weeks later is the lowest available. Applicants interested in making this arrangement should so indicate in their letters of application.

NATIONAL ARCHIVES AND RECORDS SERVICE

Wayne Clayton Grover, Archivist of the United States, retired on November 5, 1965, after 32 years of Government service. Dr. Grover, the third Archivist of the United States, was appointed by President Truman in 1948. Among his many honors are the Legion of Merit, U.S. Army (1946), the

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WAYNE CLAYTON GROVER

Archivist of the United States, 1948-1965

Distinguished Service Award of the General Services Administration (1959), and the Career Service Award, National Civil Service League (1961). He has held various offices in the Society of American Archivists, serving as president in 1954. The breadth and worth of his achievements are so well stated in a *Washington Post* editorial of November 5, 1965, entitled "Revolution at Archives," that with the editor's permission we reprint it in full:

Wayne C. Grover, who is retiring this week after serving under four Presidents as Archivist of the United States, has been at the center of three revolutionary achievements, each of which was astonishingly successful in large part because of his wise counsel and sound guidance.

When Dr. Grover first entered the service of the National Archives establishment in 1934, its building was almost empty, Government documents were scattered all over the world, there was nothing that could properly be called an archival profession in the United States, records were controlled in a haphazard manner, there was no network of regional records centers, the first of the presidential libraries had not been conceived, and a national program for the publication of significant historical documents existed only on the statute books. To complicate all of these problems, the explosion of paper in Government offices was such that the annual increment of records was enough to fill four buildings of the size of the National Archives.

Yet within a single generation, three revolutionary achievements have changed all of this. The first of these was the establishment of an archival profession and the application of systematic methods to the production, preservation, reduction, and use of official records by government, by scholars, and by the public. The second was the creation of a network of presidential libraries. The third—described by historians as nothing less than "a bloodless revolution in American historiography"—was one that brought astonishing life and vigor to the moribund National Historical Publications Commission.

Under Dr. Grover's chairmanship and with the support of government and private philanthropy, the Commission has promoted publication of the papers of the Adamases, Franklin, Hamilton, Jefferson, Madison, and other statesmen; has issued in book form the first comprehensive guide to archival and manuscript resources in some 1300 libraries and other repositories in the United States; has mounted a campaign against the poverty and maldistribution of our intellectual resources by microfilming vast manuscript collections with the aim of making these available to scholars everywhere through purchase or interlibrary loan; and has sponsored preparation of the records of the ratification of the Constitution and of the proceedings of the First Congress, two long neglected tasks concerning one of the most momentous events of modern history.

In each of these three revolutionary developments Dr. Grover has played a significant role. In each, as a leader of his profession and as a dedicated public servant, he has been in quiet revolt against a narrow conception of his duty.

This quiet revolutionist in triplicate has elevated his office, inspired his profession, won the esteem of historians, and earned the gratitude of his country. We salute him and wish him well.

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National Archives

Recent National Archives accessions include records of the Temporary Alaska Claims Commission, consisting chiefly of correspondence, photographs, financial statements, vouchers, and the report of the Commission dated October 10, 1964; abstracts and original vouchers with supporting records of the Geological Survey, 1887-88; and the film entitled "The State Funeral of Sir Winston Churchill," January 1965. ¶ Records of the Department of State that have been microfilmed recently include Records From the Decimal File, 1910-29, Relating to Internal Affairs of Great Britain (249 rolls), of Panama (58 rolls), and of Liberia (34 rolls); and to Political Relations Between the United States and Panama (14 rolls) and Panama and Other States (3 rolls). Also recently completed are Records of the City of Georgetown (D.C.), 1800-79 (49 rolls), and Letters Sent by the Indian Division of the Office of the Secretary of the Interior, 1849-1903 (127 rolls). Military records filmed recently include the Index to Compiled Service Records of Volunteer Soldiers Who Served During the War of 1812 (234 rolls); Inspection Reports of the Office of the Inspector General, 1814-42 (3 rolls); Letters Received by the Office of the Adjutant General (Main Series), 1822-60 (636 rolls); Compiled Records Showing Service of Military Units in Volunteer Union Organizations (225 rolls); Selected Records of the War Department Relating to Confederate Prisoners of War, 1861-65 (145 rolls); Letters and Telegrams Sent by the Confederate Adjutant and Inspector General, 1861-65 (6 rolls); and Reports and Decisions of the Provost Marshal General, 1863-66 (1 roll). ¶ The National Archives has recently issued *National Archives Accessions* no. 59, which contains a list of the records accessioned from July 1, 1963, to June 30, 1964. In the same issue is an address by the Honorable Earl Warren, Chief Justice of the United States, delivered at the opening ceremonies of the National Archives exhibit to commemorate the 175th anniversary of the Judiciary Act of 1789. Also recently issued in the series of *Guides to German Records Microfilmed at Alexandria, Va.* was no. 49, *Records of German Field Commands: Armies (Part VII)*. ¶ Further information about copies of publications and microfilm may be obtained from the Exhibits and Publications Division, National Archives, Washington, D.C. 20408.

Harry S. Truman Library

Among recent accessions are the papers, 1920-65, of Tom L. Evans, long-time associate of former President Truman, secretary of the corporation that built the Library and treasurer of the Truman Library Institute; records of the Harry S. Truman Library Institute for National and International Affairs, 1957-63; and a set of the *Democratic Digest*, 1922-52. ¶ The Grants-in-Aid Committee of the Harry S. Truman Library Institute has awarded grants to: Ian J. Bickerton, Kansas State University (a study of Mr. Truman's decision to recognize Israel); Ruth P. Morgan, Louisiana State University (civil rights); and Jerry M. Anderson, Michigan State University (the 1948 presidential campaign). Grants-in-aid up to \$1,000 each are available from the

Harry S. Truman Library Institute for projects involving the Truman Administration and the history and nature of the Presidency of the United States. Applicants should write the Director of the Library to obtain information and application forms.

Dwight D. Eisenhower Library

Plans are being made to open a substantial part of the holdings of the Library for research use on April 1, 1966. Application for access to the holdings for research purposes should be addressed to the Director, Dwight D. Eisenhower Library, Abilene, Kans. 67410.

Lyndon Baines Johnson Library

On August 6, 1965, W. W. Heath, chairman of the Board of Regents of the University of Texas, wrote to President Johnson offering on behalf of the university to donate a site for and to construct and equip the Lyndon Baines Johnson Presidential Library. The Library would be in the immediate vicinity of the university's campus. It was also proposed that a Lyndon Baines Johnson Institute of Public Service be associated with the Library. President Johnson, on August 9, responded to this proposal, referring to it as an "unexampled offer" and remarking on "the fine public spirit and magnificent generosity" that had prompted this gesture. On September 6 the President approved a joint resolution of Congress authorizing the Administrator of General Services to accept this offer from the University of Texas and to enter into necessary agreements with the university to utilize the land, buildings, and equipment that will be made available. Shortly thereafter the Administrator accepted for the Federal Government the university's offer. The Lyndon Baines Johnson Library, like the other Presidential Libraries, will be administered by the General Services Administration through the National Archives and Records Service. Architectural planning of the Library building has begun.

National Historical Publications Commission

Two new members attended their first meeting of the NHPC on September 17, 1965. They are Justice William J. Brennan, Jr., who fills the vacancy caused by the death of the late Felix Frankfurter, and Prof. Henry F. Graff of Columbia University, who fills the vacancy caused by the expiration of the term of Dean Tracy E. Strevey of the University of Southern California. ¶ Arthur Meier Schlesinger, distinguished American historian and member of the Commission, died in Boston on October 30, 1965, at the age of 77. Among his many other honors were the presidency of the American Historical Association in 1942 and his recent appointment as Honorary Consultant in American History to the Library of Congress. ¶ The Commission has recommended and the Administrator of General Services has approved grants to support two letterpress and four microfilm projects. The letterpress projects are *The Papers of Isaac Backus*, Brown University (Robert G. McLoughlin, editor) and *the Susquehannah Company Papers*, Wyoming Historical and Geological

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Society (Robert J. Taylor, editor). The microfilm projects are the Peter B. Porter Papers (Buffalo and Erie County Historical Society), the Albert Gallatin Papers (New York University), the Minutes and Official Correspondence of the Philadelphia Academy of Natural Science, 1812-1924 (Philadelphia Academy of Natural Science), and the Bexar Archives, ca. 1717-1836 (University of Texas).

Office of the Federal Register

The 1963-64 volume of the *Public Papers of the Presidents* has been issued. It contains public messages and statements, news conferences, and other materials released by the White House between November 22, 1963, and December 31, 1964. Containing 1,709 pages of text and fully indexed, this volume consists of two books. Book I covers the period November 22, 1963-June 30, 1964, and sells for \$6.75. Book II covers the period July 1-December 31, 1964, and sells for \$7. ¶ Similar volumes are available covering the first 6 years of President Truman's administration and the administrations of Presidents Eisenhower and Kennedy. Volumes covering the last 2 years of Mr. Truman's administration and the year 1965 are under preparation. All volumes in the series are sold by the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. Prices vary for the individual volumes.

LIBRARY OF CONGRESS

The Library has announced the publication of the *National Union Catalog of Manuscript Collections, 1963-64*, the third volume of the series, describing the collections cataloged in 1963-64. The 500-page volume is sold at \$10 by the Card Division, Library of Congress, Building 159, Navy Yard Annex, Washington, D.C. 20541. It contains its own index (p. 265-500) and has a guide to entries by repository. ¶ Lola M. Cook, Records Analyst in the Paperwork Management Section, Office of the Secretary, since 1956, retired on December 3, 1965.

Manuscript Division

A first installment of the papers of Edward Bok (1863-1930) has been presented to the Library. Included in the gift are the original manuscripts of *The Americanization of Edward Bok*, Pulitzer Prize-winning autobiography; of *Twice Thirty* (1924); and of Bok's biography of his father-in-law, Cyrus H. K. Curtis, *A Man From Maine* (1923). Two manuscripts reflecting Bok's musical interest—his poem, "God's Hand," which was set to music by Josef Hofmann, and a Hofmann manuscript dedicated to Bok—were received in the first installment; these have been placed in the Library's Music Division. ¶ Reinhold Niebuhr, distinguished clergyman, author, reformer, and recipient of the Presidential Medal of Freedom in 1964, has deposited his papers in the Library, and the Library's resources for the study of Dr. Niebuhr's life and work have been significantly strengthened also by a gift of additional papers from Congressman and Mrs. Jonathan Bingham of New York. The Niebuhr papers will also include those of Mrs. Niebuhr, chairman

of the department of religion, Barnard College. Among the papers is a relic of Dr. Niebuhr's 13 years in Detroit—the manuscript of "The Negro in Detroit," prepared in 1926 by an interracial committee appointed by the mayor of that city and of which Dr. Niebuhr was chairman. The papers also include considerable material documenting his academic career during his long association with Union Theological Seminary in New York City, correspondence with his American and English publishers, and a large segment of personal correspondence. ¶ Approximately 1,000 papers of the late Robert E. Cecil have been presented to the Library. Cecil, an American businessman in Manila, was interned by the Japanese early in January 1942 and was in their custody until the Philippines were liberated by American forces in February 1945. During this time Cecil served as the secretary of an executive committee that administered the internal affairs of the camp. His papers consist of minutes of the almost daily meetings of this committee, mimeographed bulletins and notices to the internees, lists and descriptive censuses of the camp population, regulations, and issues of camp publications. The material illustrates in detail the ingenuity and effort required for survival and the deterioration of conditions as the war progressed. ¶ Smaller groups added to the Library's holdings include papers of the Adee family. Most of the material relates to Alvey Augustus Adee, whose long service, from 1877 to 1922, earned him the title "Mr. Department of State." The gift includes a scrapbook of clippings related to Mr. Adee, who for 36 years was Second Assistant Secretary, and frequently Acting Secretary, of State. There are also a diary Mr. Adee kept on his first European tour of duty in 1867 and a series of letters written by his father, Augustus Alvey Adee, while he was a surgeon aboard the U.S. Frigate *Potomac* during a trip along the coast of South America. ¶ Gretchen Hood of Washington, D.C., has given the Library a small group of papers of her father, Edwin Milton Hood, Washington correspondent for the Associated Press from 1875 until his death in 1923. Hood's particular province was the Department of State, and the papers reflect his friendship with such diplomats as John Hay, Cecil A. Spring-Rice, and Lord Bryce.

J. Jean Hecht was appointed as the division's Officer of the Center for the Coordination of Foreign Manuscript Copying, effective November 15, 1965. Dr. Hecht has distinguished himself through his articles and books on 18th-century social history and his leadership in the Conference on British Studies.

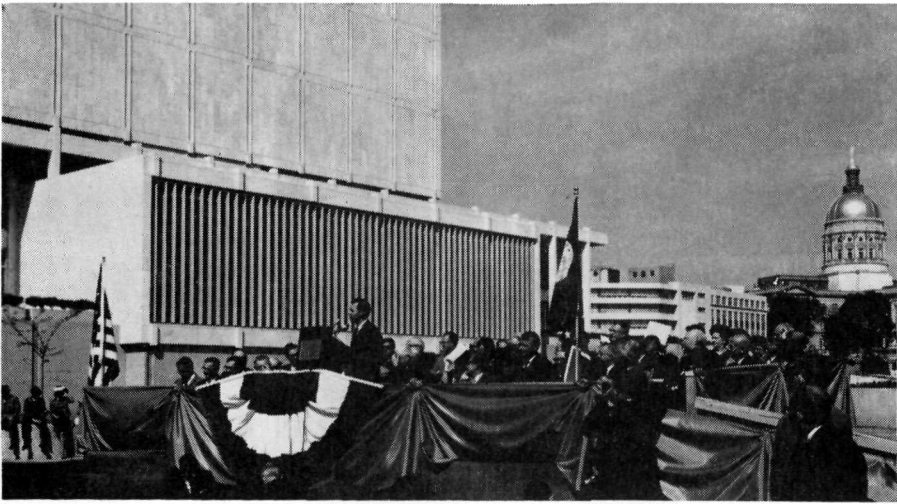
STATE AND LOCAL ARCHIVES OF THE UNITED STATES

New State Archives Buildings

In 1965 three States formally dedicated new archives buildings.

NEW JERSEY'S new cultural center, a complex of four buildings (library-archives, museum, auditorium, and planetarium) next to the State House, was dedicated on September 26. Gov. Richard J. Hughes and some 3,000 other persons attended the ceremonies. The library-archives building, at 185 West State St., Trenton, is west of the State House and is connected to it and the Annex by a pedestrian tunnel. The Archives and History Bureau is quartered

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GOVERNOR SANDERS DEDICATES GEORGIA ARCHIVES BUILDING

This photograph appeared in the December 1965 issue of *History News* and is reproduced here by courtesy of Editor William T. Alderson, Jr.

in the basement of the library-archives building, with an exhibit area for documents on the main floor. Kenneth W. Richards heads the bureau.

GEORGIA's new State Archives building was dedicated on October 11, with nearly 1,000 persons in attendance. During the ceremonies numerous tributes were paid to the late Mary Givens Bryan, whose portrait hangs in the new building. South Carolina Secretary of State Frank O. Thornton marked the occasion by presenting the record copy of the original Georgia charter placed in South Carolina's official records by Gen. James Oglethorpe. The text of the addresses of Gov. Carl E. Sanders, of former Gov. Ernest Vandiver, and of Deputy Archivist of the United States Robert H. Bahmer appears in the *Congressional Record* (Oct. 13, 1965, p. A5772-A5774). Carroll Hart is director of the Department of Archives and History, which now is in occupancy of the new building at 330 Capitol Ave. S.E., Atlanta.

PENNSYLVANIA's William Penn Memorial Museum and Archives Tower, in the center of the State capital, Harrisburg, was formally dedicated on October 13, with members of the American Association for State and Local History, convened in its 25th annual meeting, in attendance. William H. Work, Chief of the Division of Archives and Manuscripts, shares the Archives Tower with the State Records Center, which is managed by Frances Swank.

Hawaii

The Division of Archives of Hawaii's Department of Accounting and General Services has microfilmed "The Origin and Development of the Public Archives of Hawaii: A Study in Administrative History," the M.A. thesis of Rev. Chester R. Young. Both positive film prints (\$6) and Xerox copies

(\$20) are offered by the division, which may be addressed at Iolani Palace Grounds, Honolulu, Hawaii 96813.

Illinois

On November 13 Assistant State Archivist Theodore J. Cassady addressed the Historical Society of Indiana, in Indianapolis, on "The Resources of the Illinois State Archives." ¶ The Library of Illinois State University, at Normal, has been designated as a repository of the local records of Illinois before 1870 for the counties in the northeastern section of the State. ¶ The revised brochure, *Illinois State Archives*, is an attractively printed item with new illustrations.

Indiana

The State Archives has received a number of records from Marion County: all volumes of deed records are being accessioned from the county recorder, and records of the circuit, superior, and probate courts are also being received. ¶ The photographic laboratory of the archives has acquired a Xerox microfilm printer and a heat film splicer for both 16 and 35mm. film.

New Hampshire

The indexing of the records of the Adjutant General, which were accessioned by the Division of Records Management and Archives in 1963, is nearing completion. The records of the Office of the Secretary of State covering the history of the province and the State, formerly maintained by the New Hampshire Historical Society, have been indexed and are available for research. ¶ In the Records and Archives Center, completed in November 1962, the archives vault, with a storage capacity of 1,700 cu. ft., is 35 percent filled; the records center has 8,444 cu. ft. of records in storage, with space for an additional 9,220 cu. ft.

North Carolina

After a 2-year delay, the site has been designated for the new building to house the North Carolina State Department of Archives and History and the State Library. It will be located in Raleigh on Jones Street between the State Legislative Building and the Governor's Mansion—the site pointed out by Gov. Terry Sanford during the meeting of the SAA in Raleigh in 1963. Bids are expected to be let in April for the structure, which will provide 130,000 square feet of floor space. ¶ Significant recent accessions in the State Archives include a collection of private letters of Zebulon B. Vance, North Carolina's Civil War Governor; personal papers of Isaac S. London, newspaper publisher; and the public records of Gov. Terry Sanford for 1964. ¶ The department has completed, with the exception of a few newspapers that are still being published, the microfilming of all North Carolina newspapers published before 1900. ¶ Maurice S. Toler, formerly on the staff of the department, has been appointed University Archivist of North Carolina State University

at Raleigh. This is the first full-time archival position established by a college in the State.

Ohio

Ireland & Associates of Columbus, Ohio, will be the architect for the new Ohio Historical Center to be erected north of 17th Avenue and immediately west of Interstate 71, Columbus. The \$9 million structure will house the museum, library, and archives of the Ohio Historical Society.

Utah

T. Harold Jacobsen, State Archivist and Records Administrator, informs us that the Utah State Archives has recently published a booklet entitled *Veterans Buried in Utah—Beaver County to 1965*. This booklet lists personal, military, and cemetery information for each veteran with federally recognized military service whose body was buried in Beaver County from the Territorial period to 1965. A similar booklet covering Grand County will be available shortly. ¶ The archives has prepared approximately 500 microfilm aperture cards of maps gathered from basement vaults in the State Capitol and other public buildings. In all cases the maps were very brittle, soiled, and difficult to handle. There are many maps in courthouses throughout the State that could be preserved in this manner.

Wisconsin

The State Historical Society has received the papers, 1920–62, of Roland White, editor of the *Dubuque Leader*, a labor newspaper; papers, 1894–1960, of Nat Green, editor of the *Billboard*; papers, 1934–64, of Toni Sender, United Nations delegate to the International Conference of Free Trade Unions; and papers of three members of the Peace Corps serving in Peru and Panama. ¶ The society published recently the second in its series of *Guides to Historical Resources*, a 66-page work entitled *Wisconsin's Civil War Archives* (1965); copies of this descriptive list of 173 record series may be ordered from the society, 816 State St., Madison, Wis. 53706.

Wyoming

Lola M. Homsher, Director of the State Archives and Historical Department, resigned from office on December 31, 1965. Miss Homsher, head of the department since 1951, was responsible for developing the archives, organizing a State Historical Society that now has 1,200 members and 17 county chapters, and restoring many historic sites. Before coming to the archives she was an assistant professor at the University of Wyoming, where she created the Archives and Western History Center in 1945. She has published several books on Wyoming history. The State Library, Archives and Historical Board is expected to appoint a new Director at its quarterly meeting on January 17, 1966.

PROVINCIAL AND LOCAL ARCHIVES OF CANADA

Reported by Sandra Guillaume

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

New Brunswick

Lloyd Muir, Curator, Department of Canadian History, New Brunswick Museum (277 Douglas Ave., Saint John), writes to correct two errors made in a news note in our July 1965 issue (p. 486):

While the New Brunswick Historical Society is affiliated with the New Brunswick Museum, our museum is the Provincial Museum incorporated by statute. The Archives section is part of the Department of Canadian History of the New Brunswick Museum. There has also been an error in the spelling of Saint John.

Ontario

The Archives has recently received about 150 feet of records from the Department of Public Works, 1866-1956. The new acquisition contains correspondence of the minister, the architect, and the engineer; contracts and specifications of major construction jobs; and "Runoff and Meteorological Data" reports, 1886-1936. ¶ The checklist of Ontario public documents published under the title *Publications of the Government of Ontario, 1901-1955* was prepared by Hazel I. MacTaggart. It was printed and distributed at \$6 a copy by the University of Toronto Press for the Queen's Printer, Toronto, Canada, in 1964. Provincial publications since 1955 are included in *Canadiana*, the national bibliography.

CHURCH ARCHIVES

Reported by Melvin Gingerich

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

Baptist

The archives of the Baptist General Conference are now housed in a fire-proof room in the library of Bethel Theological Seminary Library, St. Paul, Minn. ¶ The Copiah Baptist Association of Mississippi has purchased the 107-year-old building of Damascus Baptist Church in Hazlehurst and converted it into a Baptist historical museum. The association is seeking copies of church land grants, church records, pictures, and other items for the museum. ¶ The historic building of the Independence Baptist Church at Independence, Tex., has been converted into a historical museum. ¶ Owing to shortage of staff, the Canadian Baptist Historical Collection at McMaster Divinity College, Hamilton, Ont., will be able to provide only minimal research and mail service from November 1, 1965, to September 1, 1966.

Roman Catholic

The Santa Barbara Mission Archives, Old Mission, Santa Barbara, Calif., has recently obtained photostat copies of the Taylor collection, consisting of

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2,500 documents, from the Archives of the Propagation of the Faith in Rome. These records relate to Santa Barbara Mission affairs, 1856-62. Fr. Maynard Geiger is preparing a New Calendar of Documents in the Santa Barbara Mission Archives. Dr. Florion Guest has joined the staff of the archive-history section of the mission. ¶ The archdiocesan archives of the Archdiocese of Portland, Oreg., have recently been placed in a fireproof vault reserved for that purpose. ¶ The biography of Aloysius, Cardinal Muench is being written at the Archives of the Diocese of Fargo (N. Dak.). ¶ A grandnephew of Archbishop Joseph Sadoc Alemany has presented to the Chancery Archives of the Archdiocese of Los Angeles 18 pages from the long-lost diary of Archbishop Alemany of San Francisco. This fragment covers the years 1850-53.

Congregational

The American Congregational Association dedicated its new Archives and Rare Book Room in the Congregational Library, 14 Beacon St., Boston, Mass., on May 24, 1965. Early manuscript minutes, treasurer's books, and correspondence of the United Church of Christ Board for Homeland Ministries, dating from 1803, are available in the library.

Disciples of Christ

The Carolina Discipliana Library, Wilson, N.C., has acquired microfilm copies of American Baptist records relating to the history of the early Disciples of Christ in various areas.

Protestant Episcopal

The General Theological Seminary Library has the papers of Bishop William T. Manning, Bishop of the Diocese of New York, 1921-46. The estimated 15,000 items consist of correspondence, addresses, sermons, newspaper clippings, photographs, magazine articles, handwritten notes, Bishop Manning's diary, and his own notes for a planned volume of personal reminiscences. ¶ The Episcopal Church of South Dakota has acquired, in Sioux Falls, a large room for storing its records.

Evangelical Covenant Church of America

The Archives and Historical Library of the Church are located at North Park College and Theological Seminary, 5125 North Spaulding Ave., Chicago, Ill. The Covenant Archives is under the control of the Commission on Covenant History. When E. Gustav Johnson retired as Archivist at the end of 1964, he was succeeded by the Reverend A. Milton Freedholm.

Evangelical United Brethren

The Historical Society has moved into new facilities. A brick wing, three stories high, was erected in conjunction with the new Board of Publication Building at 140 South Perry St., Dayton, Ohio 45402. Although only the first floor will be occupied at this time, it will provide 3,000 sq. ft. and two offices for the museum, archives, and library. At a later time the second and

third floors, each with equal footage, will be available. The fireproof quarters are nearly 100 percent windowless and are tied into the alarm detection system of the American District Telegraph Co. ¶ A quadrennial Historical Council, bringing together the historians of the church, will be held July 12-14, 1966, on the campus of Lebanon Valley College, Annville, Pa. Speakers will include Albea Godbold, executive secretary of the Association of Methodist Historical Societies, Lake Junaluska, N.C.; Vernon Nelson, Archivist of the Moravian Church (Northern Province), Bethlehem, Pa.; Reuben Mueller, president of the National Council of Churches of Christ in America, Indianapolis, Ind.; and Paul A. W. Wallace, Pennsylvania Historical and Museum Commission, Harrisburg, Pa. Workshops will be provided in historical research; oral history, tape recordings, visual and audio techniques; library techniques; and training of local church historians. On the closing day historical religious shrines of several counties of the area will be visited. Although this council is arranged primarily for historians within the Church, others who are concerned with church archives may attend. For information one should write to John H. Ness, Jr., Secretary and Curator, Historical Society of the Evangelical United Brethren Church, 140 South Perry St., Dayton, Ohio 45402.

Society of Friends

The Treasure Room of the Haverford College Library, Haverford, Pa., has recently acquired the archives of the Lake Mohonk Conferences of Friends of the Indians and Other Dependent Peoples (1883-1929).

Lutheran

The Concordia Historical Institute, St. Louis, Mo., recently received a grant that will enable it to continue its manuscript transcription project. The manuscripts of C. F. W. Walther, who served as the first president of the Lutheran Church-Missouri Synod beginning in 1847, are currently being transcribed from the old Gothic script into modern German to make possible their translation into English. The institute held its eighth annual Archivists' and Historians' Conference on the campus of Concordia Seminary, St. Louis, on October 19-21. The program featured a 1-day workshop dealing with the problems of archival work. More than 40 participants and guests from the United States, Canada, Australia, and India attended. ¶ The Ontario District Archives of the Lutheran Church-Missouri Synod has transferred its most valuable records to the Concordia Historical Institute Archives for safe-keeping.

The Texas-Louisiana Synod, Lutheran Church of America, has a collection of short congregational histories prepared for anniversary observances. Rev. Emerson Urelius, 408 West 45th St., Austin, Tex., is the Archivist. ¶ The Archives of Cooperative Lutheranism, 50 Madison Ave., New York City, contains records not only of the National Lutheran Council but also of cooperating Lutheran groups. For this institution Frederick Wentz, Lutheran Theological Seminary, Gettysburg, Pa., has prepared two pages of "Recommendations for Policies Concerning Records Retention, Disposal, or Trans-

fer . . .," a copy of which may be obtained by writing to Helen M. Knubel at the New York address. Dr. Wentz recently spent 13 months guiding the work of this new agency. ¶The archives of the Finnish Lutheran Church in America (Suomi Synod) and the archives of the Finnish Lutheran Book Concern have been deposited in the new quarters of the Finnish-American Historical Archives, Suomi College, Hancock, Mich. Armas K. E. Holmio is the Archivist.

Presbyterian

It is hoped that the new building of the Presbyterian Historical Society will be completed in 1966. The two-story brick structure of colonial design will be located in the vicinity of Independence National Historical Park in Philadelphia. ¶At its annual meeting in October 1965 the American Association for State and Local History gave an award of merit to the Presbyterian Historical Society, Philadelphia, "for an intensive and successful program to preserve the records of a major American church." ¶Mrs. Edwin Matthews, former custodian of the records of the Historical Foundation of the Presbyterian and Reformed Churches, Montreat, N.C., died on August 20, 1965. ¶The action of the last general assembly makes possible the completion of the microfilming of the minutes of the synods and presbyteries of the Presbyterian Church in the United States.

ARCHIVES AND SPECIAL COLLECTIONS OF COLLEGES AND UNIVERSITIES

Boston University

On December 17, 1965, the cornerstone for the Mugar Memorial Library was laid. The library, to house 14,000,000 volumes, is expected to be completed in August 1966 and in operation in September. The library's special collections are increasingly significant in holdings of literary papers.

Case Institute Archive of Contemporary Science and Technology

The Archive of Contemporary Science and Technology at Case Institute of Technology is a "permanent repository for significant documents of American scientific and technological achievement during the last century." The Archive invites the deposit of personal papers, correspondence, notes, pictures, drawings, minutes, research and development records, plans, or other documents by individual scientists, engineers, and inventors, as well as by "first-hand observers." Especially wanted are records from institutions, organizations, and companies "whose research experience may have generated a wealth of historically valuable documents." The Archive plans to have its staff "maintain the coherence of the collection . . . to prevent its becoming unmanageably large." Inquiries should be directed to Dr. Robert E. Schofield, Curator, Archive of Contemporary Science and Technology, Case Institute of Technology, University Circle, Cleveland, Ohio.

Indiana University

Elfrieda Lang is now Curator at the Lilly Library, Indiana University, in Bloomington.

Joint University Libraries, Nashville, Tenn.

Although the Joint University Libraries, a cooperatively sponsored enterprise of George Peabody College, Scarritt College, and Vanderbilt University, dates from September 1, 1936, the special collections department was not established until 1964. It began operation on March 1, 1965, and is now in the General Library Building (at the point where the three campuses intersect); its collections include manuscripts, rare books, and the Vanderbilt University archives. Woodrow W. Wasson, Archivist of Vanderbilt University, is Curator of Special Collections.

Mercer University

Baptist historical records (letters and documents of Georgia Baptists) and the university archives are housed in the Special Collections Room of the university's new Eugene W. Stetson Memorial Library, formally dedicated on October 21, 1965. Louis B. Wright, Director of the Folger Shakespeare Library in Washington, D.C., spoke at the convocation held in front of the new structure.

Michigan State University

G. Robert Vincent created and is curator of the National Voice Library, established at the university in East Lansing, Mich., in 1962. The sound from cylinders, discs, and electrical transcriptions is being transferred onto heavy-duty recording tape by student help. A comprehensive index file in the form of a card catalog (recording the name of the speaker, the date, the synopsis of the contents, and the number) has been started. The National Voice Library proposes to preserve the spoken word in all fields of human endeavor.

University of Michigan

The Michigan Historical Collections of the university has conducted an extensive oral history project on U.S. Supreme Court Justice Frank Murphy and has received the note cards used and autographed by President Lyndon B. Johnson when he made "The Great Society" speech at the university's May 1964 commencement exercises. ¶ Ruth B. Bordin has resigned as Curator of Manuscripts after 8 years of service. Her successor is Charles E. Jones. ¶ *Michigan's Polar Bears*, published by the university as *Bulletin* no. 14 of the Michigan Historical Collections (Sept. 1965), was written by Richard M. Doolen. According to the "Bibliographic Essay," Mr. Doolen used the materials on the 1918-19 American Expedition to North Russia that had been acquired in 1964 for the collections.

University of Washington

Richard C. Berner, Curator of Manuscripts, informs us that a list of 56 notable manuscript accessions received by the university library during 1963-65 was published in the July 1965 issue of the *Pacific Northwest Quarterly*.

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Wayne State University

The university's Labor History Archives reports the acquisition of the papers of Henry Kraus, former editor of the *United Auto Worker* and author of *The Many and the Few*. The materials in the collection cover all phases of auto unionization from 1933 to 1939. The period antedating the AFL's organization efforts is documented, with emphasis on the activities of the Auto Workers Union of the Trade Union Unity League. There are many items relating to the attempts by the AFL to organize the automobile industry. The actions of the automobile unions in the Cleveland area, which were instrumental in the formation of an international automobile union, are particularly well documented. The split between the UAW and the AFL in 1936 and the early factional disputes within the UAW are also covered in detail. *The Many and the Few*, a history of the Flint sitdowns of 1936-37, is based on items found in this collection. These papers include clippings, correspondence, minutes, diaries, reminiscences, newspapers, and other documents. Of particular interest are the minutes kept inside the plants and correspondence from the strikers. Other sitdowns of the same period are also covered. ¶ The archives has acquired two other collections that supplement the Kraus Collection materials on the sitdowns of 1936-37. "Bud" Simons, chairman of the strike committee in Fisher Body Plant Number 1, has donated his papers. A collection of photographs has been given to the archives by "Doc" Wilson, a long-time member of the UAW in the Flint area.

OTHER SPECIAL COLLECTIONS

Archives of American Art

A large collection of personal papers (letters, notebooks, diaries, catalogs, clippings, and other items), 1901-48, of painter and cartoonist Walter Kuhn has been microfilmed by the Archives of American Art. ¶ "Archives in Venice," an article by Richard R. Wadleigh in the *Journal of the Archives of American Art*, vol. 5, no. 4: 9-11 (Oct. 1965), briefly describes the facilities for research in art history of the Venetian State Archives (Archivio di Stato), the Archives of the Biennale (Archivio Storico di Arte Contemporanea), founded in 1928, and the Tursi Archives (Fondo Tursi), begun 30 years ago.

Business and Professional Women's Foundation

Three rooms of documentary material by, for, and about women is being organized and cataloged by Mrs. Fred P. Riesbol for the Business and Professional Women's Library established in 1964 by the Business and Professional Women's Foundation. Most of the material (books, papers, and microfilmed research studies) came from BPW chapters all over the country. The library is located at 2012 Massachusetts Ave. N.W., Washington, D.C. Material is not circulated, but telephone and mail requests are answered.

Charles Warren Center for Studies in American History, Harvard University

The widow of Charles Warren, Washington lawyer and historian of the Supreme Court, left a \$7 million bequest to "stimulate the interest in, promote

the study of, and aid constructive scholarship in the study of American history." On November 23, 1965, Harvard President Nathan M. Pusey announced establishment of the center that is expected to provide a focus for the tradition of scholarship in American studies, give research opportunities for the most promising younger historians, and encourage the use of new tools for statistical and sampling studies. In other countries, where interest in American history is growing, it will help the development of scholars and teachers in this field. Prof. Oscar Handlin has been appointed director of the new center. In addition to the new chair in American history that Dr. Handlin will hold, three other new professorships—in American legal history, in the history of American education, and in the history of religion in America—have been established as a result of Mrs. Warren's bequest. Moreover, the bequest makes it possible for Harvard to "enhance its strong library collections of American materials, and to deal with the special problems of accumulating manuscripts, documents and newspapers."

Henry Ford Museum—Greenfield Village

Deputy Archivist and Librarian Kenneth N. Metcalf and his wife, Margaret, were killed in an automobile accident on September 17, 1965. A few weeks before the accident he had been reelected to the board of trustees of the Historical Society of Michigan, and he was also on the boards of both the Special Libraries Association and the Abraham Lincoln Civil War Round Table.

Inter-University Consortium for Political Research, Ann Arbor

As the result of a visit to the Inter-University Consortium for Political Research, Meyer H. Fishbein, National Archives and Records Service, gives us the following report:

The consortium, established by 18 universities in 1962 to promote research in political science, is now supported by 50 universities and grants from the National Science Foundation. It gathers and services machine-readable data primarily for use in political science and history. Its archives consist of 60 magnetic tapes and about 10 million punch cards (data gathered for Samuel Stouffer's study on *Communism, Conformity, and Civil Liberties*; Paul Lazarsfeld's studies of Erie County and Elmira, N.Y.; the Almon-Verba studies of 5 nations; the Survey Research Center's political surveys; surveys of 4 State legislative bodies; data concerning presidential, gubernatorial, and legislative elections since 1824; and congressional votes by individual Members of Congress).

Most requests for data are embodied in letters to the archives of the consortium, now housed in the new Survey Research Center within the university area. The required data are transcribed on a new tape supplied by the researcher (usually his only cost). To aid information retrieval, a dictionary based on kwic (key word in context) is in preparation. Terms involving concepts (*e.g.*, socioeconomic status, ecology, migration) will be added. Other retrieval techniques are being explored.

The center maintains regular contacts with similar depositories here and abroad. A National Council of Social Science Data Archives has been established to coordinate activities, avoid duplication, and plan the establishment of specialized centers. Only nonprofit organizations, including governmental agencies, may be admitted to membership. The council is expected to begin active operations within a year. The consortium also corresponds with and attends the International Council. The most

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advanced foreign organizations are the University of Cologne Data Center, the Bad Gottesberg Archives, and the centers in the Netherlands, Finland, and Norway. In England the newly formed British Social and Economic Archives is planning an active acquisition program. Domestically, the consortium works closely with the Berkeley Center, the Roper Center at Williams College, and the experts at MIT.

Thus far, disposition lacks planning, but space is not yet a problem. Program descriptions are kept neatly in binders. Cards are replaced every 2 or 3 years. At the first sign of any fading, a new tape is made.

John F. Kennedy Library for Minorities

The New York Citizens Forum, an interfaith civic group, announced on November 21 that it is establishing a special library, to be opened this spring at 31 Lafayette St., Brooklyn, N.Y., inspired by John F. Kennedy's revised, re-issued *A Nation of Immigrants*. The library will collect memorabilia of the late President's interest in and activities on behalf of the foreign born and related historical materials. In the beginning the library will be devoted to the seven dominant ethnic groups in New York City—Germans, Irish, Italians, Jews, Negroes, Puerto Ricans, and Poles. Materials relating to other groups will be added as funds become available.

Peabody Institute Library

On October 8, 1965, a 14-year-old Towson, Md., boy turned himself in to the police, saying that he had taken from the Peabody Institute Library in Baltimore a part of a letter written by Edgar Allan Poe that had turned up in New York in the hands of a manuscripts dealer. The boy also admitted to taking 139 other items of historical interest. Court evidence showed that the boy had sold the Poe letter to a Baltimore dealer for \$125.

Performing Arts Library and Museum

The New York Public Library's Library and Museum of the Performing Arts, located in Lincoln Center, was opened on November 30, 1965. It houses some 60,000 books and 12,000 phonograph albums relating to theater, music, and dance. The research library section is directed by Thor E. Ward, the central library by Ralph Long, and the museum by Paul Seitz.

Vermont Historical Society

A 1753–58 diary of John Adams was found by Wendell D. Garrett (associate editor of *The Adams Papers*) while searching through the Royall Tyler papers in the Vermont Historical Society, Montpelier, for letters from Adams' daughter, Abigail, who was once engaged to Tyler. The diary will be published in February (100 p., \$3) by the Belknap Press of Harvard University Press under the title *The Earliest Diary of John Adams*.

Western Reserve Historical Society

The society's recent publication, *The Basic Papers of George M. Humphrey as Secretary of the Treasury 1953–57* (644 p.), edited by Nathaniel R. Howard from the collection turned over to the society by Humphrey in 1962, may be purchased from the World Publishing Co., or from the society at 10825

East Boulevard, Cleveland, Ohio 44106, for \$12.50. ¶ The society has been given the papers of Hezekiah Eldredge (1795-1845), master builder of homes, factories, warehouses, and churches in western New York State and in the Western Reserve, and the papers, dating from the 18th century to the 1920's, of the Grasselli family. Descendant of a family of European chemical manufacturers, Eugene R. Grasselli went to Cleveland in about 1865 to build the Grasselli Chemical Works. The company merged with Du Pont in 1928.

PROFESSIONAL INSTRUCTION

American Management Association

AMA's annual data processing conference will be held this year from February 28 to March 2 in New York City. The conference will have as its theme "The 3rd Generation Manager." For details one should write to American Management Association, Inc., AMA Building, 135 W. 50th St., New York, N.Y. 10020.

Workshop on Map Librarianship, Philadelphia

The Drexel Institute of Technology Graduate School of Library Science will sponsor a 6-day Workshop on Map Librarianship, March 7-12, 1966, at the Free Library of Philadelphia, which has one of the leading collections of maps in the East. Bill M. Woods, executive director of the Special Libraries Association, and several guest authorities will speak on map history and terminology; the types, sources, and use of maps and other cartographic materials; and map care and technical processing. The workshop fee is \$125. Enrollment is limited to 20, and no applications will be accepted after March 1. For further information one should write to Margaret D. Warrington, Administrative Assistant, Drexel Institute of Technology Graduate School of Library Science, 33d and Lancaster Ave., Philadelphia, Pa. 19104.

20th Institute: Introduction to Modern Archives Administration, Washington, D.C.

The 20th institute, Introduction to 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, has been scheduled for June 6-17, 1966, at the National Archives. Requests for copies of a brochure containing a tentative syllabus and giving other information about the institute may be obtained from Prof. Paul W. Howerton, Director, Center for Technology and Administration, The American University, 2000 G St. N.W., Washington, D.C. 20006.

16th Institute of Genealogical Research, Washington, D.C.

In cooperation with the National Archives and Records Service, the Maryland Hall of Records, and the American Society of Genealogists, The American University will offer the 16th institute of genealogical research in Washington, D.C., from July 11 to 29, 1966. For information about the institute

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one should write to the Department of History, The American University, Washington, D.C. 20016.

Archives Administration Course, Montreal

Alan D. Ridge, University Archivist of McGill University, reports that in October and November 1965 the Department of University Extension inaugurated a series of six 2-hour lectures on archives administration—believed to be the first of its kind in Canada. Of the 15 people who registered for the course 3 were honorary museum curators, 2 were archivists or Provincial historical research workers, and 6 had records responsibilities in their daily occupations. Archivist Ridge opened the course with definitions of terms, outlined the functions of an archives office, and gave a detailed analysis of the basic administrative procedures to be followed in such an office—"keeping accessions registers, raising domestic files, preparing lists and indexes, [and] methods of stamping and numbering." The basic text was *Modern Archives: Principles and Techniques*, by T. R. Schellenberg. One evening was devoted to the principles of arrangement (with particular reference to family papers) "stemming from the twenty-two propositions of Muller, Feith, and Fruin." The Director of University Libraries (a former Provincial Archivist of Saskatchewan) outlined the history of archives keeping in Canada. Other evenings were spent in considering storage requirements and the principles of documentary repair, with a final lecture on the bibliography of archives and a commentary on the uses to which archives might be put by John Andreassen, Archivist of the Canadian National Railway and a Fellow of the SAA. "The three lecturers were impressed by the number of questions from class members and the interest evinced in the theoretical and practical sides of the subject." Attendance at the course carried no credit. Although it was a separate series of lectures, it may also be considered as part 1 of two groups of lectures, the second of which, scheduled to be given in January and February 1966, would deal with records management. "The organizers of the lectures hope that the course will continue in future years. . . . By linking the two series, it is deliberately intended to demonstrate that, fundamentally, there is no difference between an archive and a record—they are the same items at different stages in their life cycle."

SPECIAL SERVICES

ABC—Ancestral Birth Chart

Monroe Worthington of Wheeling, W. Va., has devised a large chart for recording ancestors to the 10th generation on which he has found a way to put all the people of one family line or name on one continuous horizontal line. The chart, called Ancestral Birth Chart, may be ordered from the Ancestral Records Co., Box 655, Wheeling, W. Va. The chart is printed on the largest sheet available of heavy-weight all-rag Parson's Linen Ledger paper. The price of each chart (it takes one chart for each side of a family) is \$1.25 postpaid. If desired, the charts will be shipped unfolded, in a tube.

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R. R. Bowker Company

Lee Ash will edit the third edition of *Subject Collections: A Guide to Special Book Collections and Subject Emphases as Reported by University, College, Public, and Special Libraries in the United States and Canada*. It is planned to include collections in museums, archives, and other research institutions. Librarians and archivists who have collections of subject interest suitable for entry in the new edition may obtain questionnaires from the R. R. Bowker Co., 1180 Avenue of the Americas, New York, N.Y. 10036.

U.S. Foreign Relations Papers

Microcard Editions, Inc., has announced that *Papers Relating to the Foreign Relations of the United States, 1861-1942*, originally published by the Department of State of the United States between 1861 and 1956, will be republished on microfiche if a demand is evident. The set, consisting of microfiche of 209 volumes of *Foreign Relations*, is priced at \$1,399 to those placing orders in advance of publication, and this price includes an FR-5 Microfiche Reader at no additional cost if the set is ordered before March 1, 1966. Institutions not wishing to order the entire set at one time may place prepublication orders for the years 1861-1909 at \$450. To order, or for more information, one should write to Microcard Editions, Inc., 901 26th St. N.W., Washington, D.C. 20037.

Promotional Literature

An article, "Paperwork Explosion: Can We Control It?" adopted from *Modern Records Management: A Basic Guide to Records Control, Filing, and Information Retrieval*, by Emmett J. Leahy and Christopher A. Cameron, appeared in *Nation's Business* (p. 103-112, Sept. 1965). Reprints may be obtained for 30¢ a copy, \$14 per 100, or \$120 per 1,000 postpaid from *Nation's Business*, 1615 H St. N.W., Washington, D.C. 20006.

AA Bibliographical Lists

We noted in the Editor's Forum of our July 1965 issue the initiation of a series of bibliographical lists, topically presented, of articles published in the *American Archivist*. Additional titles available are: no. 6, *List of Articles Published in the American Archivist Concerning Business Archives*; no. 7, . . . *Buildings and Equipment for Archives*; no. 8, . . . *the Archives of Europe*; and no. 9, *A Checklist of the Bibliographies of Writings on Archives, Current Records, and Historical Manuscripts Published in the American Archivist, 1943-65*. Copies of the nine lists will be sent to persons requesting them upon receipt by the editor of a 4¢ stamp for each list ordered, to cover mailing costs.

Attendance List, SAA 29th Annual Meeting

Any Society member wishing to receive a copy of the 29th annual meeting (1965) attendance list, compiled under the direction of Peter Iacullo, should apply to SAA Secretary Philip P. Mason, Wayne State University, Detroit, Mich. 48202.

Editor's Forum

Self-appraisal

On October 8, 1965, at the final session of the Society's 29th annual meeting, in New York City, Oliver W. Holmes presided over an appraisal, to which contributions were made by members of the editorial board and staff and many persons in the audience, of the *American Archivist*. As a result, the members attending the session gained a better appreciation of the policies, objectives, and problems of the journal, and, in turn, the board and staff had the benefit of hearing the opinions of many members candidly expressed. Many suggestions made by members attending the session are being adopted. Space not permitting, the principal paper read at the session—"The *American Archivist*: The Measure of Its Success and Failure"—will not be published in the journal, but any member wishing to read it may apply to the editor for a copy.

"... making it easy of access ..."

TO THE EDITOR:

The enclosed letter appeared in the *Labor Standard* of January 31, 1880. This paper, published in Fall River, Mass., called itself the "organ of the wage workers of the United States," and was edited by George Gunton, a distinguished New England labor leader of the period. I thought your readers would find it interesting in view of the fact that a reader of the labor press thought it of value to use that medium to bring to the attention of the library and the public the need for a cataloguing system and suggested one himself. Of course, four years before this, in 1876, Melvil Dewey first published his Decimal Classification and Relative Index, but this had evidently made no impression on the librarian of the Fall River Public Library. This is hardly surprising, for as T. R. Schellenberg points out in *The Management of Archives* (Columbia University Press, New York, 1965, p. 12): "Dewey's system of classification was not accepted without very considerable opposition. Against it were brought to bear all the forces of those who had improvised their own systems and were loath to change them. In the year in which his system was first issued, the librarian of Congress, Ainsworth R. Spofford, observed that attempts to apply systems for the distribution of human knowledge to the classification of libraries 'have not been signally successful' and that 'the first thing to be done is to get rid of the system-mongers, each of whom has a plan admirably adapted to the operations of his own mind, but quite unmanageable by those of other men.'"

It would be interesting to learn if the Fall River Public Library followed the suggestions of the reader of the *Labor Standard*, but regardless of the effect of the proposal, the letter is certainly an interesting one. [The letter follows.]

PHILIP S. FONER
The Citadel Press

Labor Standard, January 31, 1880

A Suggestion for the City Librarian

Editor *Labor Standard*:

Sir,—Having lately purchased a part of a catalogue known as Bulletin No. 1, containing a list of the books in our public library, I was struck with the constant repetition which occurs in it, both of the names of authors and of books. This must of necessity take up both space and material, and, consequently, expense. I would therefore suggest, to our affable and obliging librarian, that each kind of books and their authors, be placed in a separate part of the catalogue. For instance, I would place the works of history all together, with their authors' names alphabetically arranged, and so on with every other kind of books, according to their nature and character. I would then place an index at the beginning, stating the number of page where each kind of book could be found. It seems to me that by this plan a reader could find the book he might want more direct than by having to go through the catalogue, as he must do with the present arrangement. I submit these suggestions in a courteous and deferential spirit. There is no institution in our city that is more keenly appreciated than our public library, and would be more so if newspapers were added thereto. It is for the purpose of making it easy of access that I have now thrown out these suggestions to our excellent librarian, or to those who may have the compilation of the next bulletin or catalogue.

Yours respectfully,
A Reader

Jenkinson's Philosophy

TO THE EDITOR:

If the statement by Hilary Jenkinson quoted on page 612 of the October 1965 issue of the *American Archivist* is a subtle exposition of the policy of the Society of American Archivists, I wish to revoke my membership.

Jenkinson's philosophy has appeared too often to be ignored (cf., Richard C. Berner, "The Arrangement and Description of Manuscripts," *American Archivist*, 23 (Oct. 1960), 397; and Jean L. Finch, "Some Fundamentals in Arranging Archive and Manuscript Collections," *Library Resources and Technical Services*, 8 (Winter 1964), 30), and exhibits an anti-professionalism of an order which directly contravenes the basis and intent of any professional society. If the archivist is to accept blindly all material given to him, adhere to provenance to the degree of ignoring rational order and purpose, store documents merely to be storing them, and turn away from subject involvement in order to avoid empathy with the material under his control, then the archival profession might as well be relegated to uneducated clerks who will blindly follow prescribed rules established by a single, unconcerned authority.

If the *American Archivist* does not agree with Jenkinson's statement, then why does it publish it without comment? In fact, there is never any indication whether the editors agree or disagree with any of the "snippets" published as fillers in the journal. If they are there merely to fill space, perhaps it would be more entertaining to imitate the style of the *New Yorker* by publishing humor, or to quote aphorisms of Montaigne, Edmund Burke, or Tocqueville, rather than to cite authors out of context.

FRANK G. BURKE
Arlington, Va.

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PLACEMENT REGISTER

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

POSITIONS WANTED

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, 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.

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

DOCUMENTARIAN. Graduate woman librarian with additional university courses in both records management and information retrieval. Will classify, index/abstract, compile bibliographies, and organize files. Background includes writing, editing, and research, besides 4 years in a distinguished rare book collection. Write Secretary. A-55.

ARCHIVES/MANUSCRIPTS: Male, 41, desires employment in archives and/or manuscripts with preferably a university or public connection. Two years of study in history beyond the M.A.; 2 years at the National Archives; 6 years as corporate archivist where manuscripts constitute large part of holdings. Write Secretary. A-56.

PLACEMENT REGISTER

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.

ARCHIVIST: DIRECTOR OF ARCHIVES OF STATE OF MICHIGAN: IIIA classification, \$8,038-\$10,293. Civil Service appoint-

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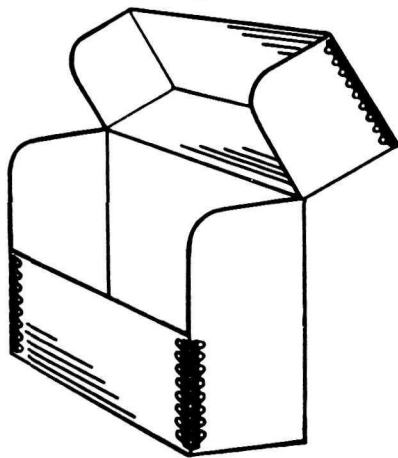
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ment. Liberal retirement and fringe benefits. Requirements are Ph. D. degree in the social sciences or humanities or, as a minimum, a Master's degree in one of these fields and archival experience. Write Charles E. Feinberg, President, Michigan Historical 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.

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.

ASSISTANT ARCHIVIST, SYRACUSE UNIVERSITY ARCHIVES. Starting salary \$6,000. Assists the University Archivist in carrying out the university's archival program. M.A. in history or M.S. in library science or two years' experience in archival work and some graduate work. Write to James K. Owens, Archivist, Syracuse University Library, Syracuse, N.Y. O-57.

ARCHIVIST, STATE OF MISSOURI. Duties will include helping to organize and develop an archival program in newly created agency. Must have adequate professional training and/or experience. Salary \$6,600 a year. Write: Director, Records Management and Archives Service, Office of Secretary of State, State of Missouri, Jefferson City, Mo. O-58.

HISTORIAN/LIBRARIAN: Western historian with an interest in books to assume position as librarian in maintaining and building museum library on all facets of human history and adaptation in the Great Plains of North America. Should be familiar with Library of Congress catalog system, but not necessarily a trained librarian. Prefer candidate with M.A. in history or equivalent experience. Excellent working library already established with assistant. Employee benefits available. Salary \$5,500 to \$6,500 depending upon experience. Write Director, Museum of the Great Plains, P.O. Box 1122, Lawton, Okla. O-59.

ARCHIVIST: Trained archivist with interest in western history and the Great Plains to assume curatorship of Great Plains archives, with at least 2 or 3 years' experience in archival procedures, cataloging, accessioning, and related duties. Employee benefits available, excellent working conditions. Prefer B.A. in history or related field or its equivalent. Salary \$5,000 to \$6,000 depending upon experience. Write Director, Museum of the Great Plains, P.O. Box 1122, Lawton, Okla. O-60.

STATE HISTORIAN V: Department of State

PLACEMENT REGISTER

Historical Commission, Lansing, Mich. Salary \$11,755 to \$14,135. Qualifications: Ph. D. in history, with administrative experience in historical agency and editorial experience. Supervision over State Ar-

chives, State Museum, State Historical Markers Program, Research, and publication of *Michigan History* and other publications. Apply Michigan Civil Service Commission, Lansing, Mich. O-61.

Burning Task

In the same way that in some countries the Jews were annihilated or “swallowed up” by peoples, research into Jewish history in the countries of the dispersion in both the east and west has disappeared or, as it were, has been swallowed up by the history of the nations. But more than anything our historical research has suffered from poverty. One of the fundamentals of modern historical research is the systematic collection of literary sources and documents preserved in archives and the publication of the most important of them for this research. Generations of scholars have been trained in the preparation of these publications and the historiography of most peoples has been based on the research connected with them. In this sphere we are still weak and dependent on the graciousness of others. All peoples maintained extensive archives, and the modern historical research of nations begins from the publication of their sources and historical documents based on the collections of manuscripts in their libraries and archives. And as I said previously, scores of historians were educated and trained in this work.

. . . But we do not even have the elementary requirements for such publications. First of all the Jews in the Diaspora kept few archives at all, and the destruction of communities throughout the generations left no vestige of them, except for what was preserved in the general archives. Jewish communal archives, to the extent that they existed, were plundered and destroyed in our own times. What remains, if anything at all, is widely scattered and is threatened with being lost for ever. The assembling of the remnants of this scattered Jewish archival material is our most urgent task, for every moment is precious. I fear that when we finally come to appreciate the gravity of the situation, it will be too late: nothing will be left to salvage. The gathering of vast archival material, consisting of hundreds of thousands of documents pertaining to the history of the Jews which exists in archives of towns, states and institutions—their significance, identification and even the very knowledge of their existence—is a precondition to the scientific publication of sources of Jewish history. The publication of this material is the burning task of our generation; we have been entrusted with the renewal of research into Jewish history.

—B. DINUR, Chairman, Historical Society of Israel, in *Addresses Delivered at the Inauguration Ceremony of the President of the State Zalman Shazar as Honorary President of the Historical Society of Israel on December 15th 1963* (Jerusalem, 1964).

SOCIETY OF AMERICAN ARCHIVISTS

PUBLICATIONS AVAILABLE

American Archivist Back Issues, 1938-64, and General Index

Available back issues of vols. 1 through 27 (1938-64) are supplied by Johnson Reprint Corp., 111 Fifth Avenue, New York, N.Y. 10003.

Vols. 1 and 2, reprinted and bound separately, are available for \$10 per volume. In addition, the following numbers are available in reprint for \$3.50 each: 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.

Most numbers of vols. 3 through 27 are available in the original print. The out-of-print numbers will be reprinted in the near future.

Johnson Reprint Corp. also supplies the *General Index to the American Archivist, Volumes I-XX (1938-1957)*, which sells for \$8.

American Archivist Back Issues, 1965-66, and Other Society Publications

Back issues of vols. 28 and 29 (1965 and 1966) will continue to be sold for \$2.50 per number by SAA Treasurer H. G. Jones, P.O. Box 548, Raleigh, N.C. 27602.

Available also from the Treasurer are the complete microfilm edition of the *American Archivist*, vols. 1 through 28 (1938-65), for \$130, and the following Society publications for the prices indicated:

Biographical Directory of the Society of American Archivists 1965. \$2.

Annual Directory, 1963, 1962, 1960, and 1957. \$1 each. (Biographical sketches appear in the 1957 directory.)

Directory of State and Provincial Archivists and Records Administrators, 1965, 1964, 1963, and 1962. \$1 each.

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.