

# Reviews of Books

GENEVA H. PENLEY, *Editor*

*National Archives*

*J. Franklin Jameson: A Tribute*, ed. by Ruth Anna Fisher and William Lloyd Fox. (Washington, D.C., Catholic University of America Press, 1965. ix, 137 p. \$3.25, cloth; \$1.95, paper.)

This book merits praise for its editors and for its publisher, the Catholic University Press.

Beyond that statement my review cannot be "objective." I have known, slightly or well, 10 of the 14 contributors to this memorial volume. I did not meet Dr. Jameson until 1935, when my husband (Solon J. Buck) and I came to Washington, but I had heard about him for almost two decades before then. In discussing archives or manuscripts my husband would so often begin with "Jameson says . . ." that as a young woman I thought of Jameson as the Oracle of Delphi—but without the Delphic ambiguity. So I approached the threshold of his house on Q Street with proper awe and trepidation. Once inside the house, however, I felt immediately his warmth and kindness and delighted in his sense of humor.

Each essayist writes on at least one phase of Jameson's multifarious activities: Ruth Anna Fisher on the program to copy, in foreign archives, documents relating to American history, on the guides to such archives published by the Carnegie Institution, and on her long association with Jameson; Msgr. John Tracy Ellis on Jameson's interest in religious history and his encouragement in the founding of the American Catholic Historical Association; William Lloyd Fox on the inception of the list of doctoral dissertations in American history; Waldo Gifford Leland on the beginnings of the National Historical Publications Commission; Verner W. Clapp on Jameson as Chief of the Manuscript Division of the Library of Congress and "inevitably the first incumbent" of the Library's Chair of American History; Allan Nevins on Jameson's encouragement to a journalist just embarking on serious historical research; Mary R. Dearing on his sponsorship of women graduate scholars in Washington and his obtaining funds for their support; Curtis Garrison on "Dr. Jameson's Other Side," a delightful view of the Chief as seen by a young staff member of the Manuscript Division; John K. Wright on the *Atlas of the Historical Geography of the United States*; Dumas Malone on the *Dictionary of American Biography* (it was Jameson who obtained from Adolph Ochs the subvention that made the great work possible and Jameson who served as chairman of its "Committee of Management"); Fred Shelley on Jameson's campaign of more than three decades to establish the National Archives; and Boyd C. Shafer on Jameson as editor of the *American Historical Review*. The volume ends with a 2-page vignette by David C. Mearns

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and a 35-page bibliography of Jameson's writings, compiled by the late Donald H. Mugridge.

Of this distinguished roster of essayists, each can speak with authority on at least one of Jameson's many contributions to historical scholarship in the United States. What is most striking about the volume, however, is that the writers who knew him, even slightly, have evoked for the reader the image of Jameson the man: he who lent \$10 to a student from Cuba whom he barely knew (Garrison); who remarked deprecatingly, "You know I have never written a book" (Nevins); who during World War I, when an emissary from the State Department asked him to explain why he received so many foreign (possibly subversive) periodicals, "gave the bewildered young man a free lecture on the universal scope of history and the importance of scholarship" (Fisher); who said of a manuscript somewhere in the stacks of paper on his desk, "I think I can retrieve it from the Jurassic Strata" (Garrison); who "would answer my questions precisely and completely in a single sentence" (Clapp); and who "never wrote an imperfect sentence . . . I doubt if he ever uttered one" (Malone).

Washington, D.C.

ELIZABETH HAWTHORN BUCK

#### BIBLIOGRAPHY

*The Arts in Early American History: Needs and Opportunities for Study; an essay by Walter Muir Whitehill [and] a bibliography by Wendell D. Garrett and Jane N. Garrett.* (Published for the Institute of Early American History and Culture, at Williamsburg, by the University of North Carolina Press, 1965. xv, 170 p. \$4.50.)

A brief foreword and essay by Dr. Whitehill on the importance of basing a study of early American arts and crafts on an understanding of their European roots precede the bibliography prepared by the Garretts. The book is the direct result of a conference on the arts held at Williamsburg, Va., on March 7, 1964, under the joint sponsorship of the Institute of Early American History and Culture, the Archives of American Art, and the Henry Francis du Pont Winterthur Museum. It seeks to present topics for more fruitful study in the area of early American arts by social, cultural, and art historians.

In their bibliography, which comprises all but 30 pages of the volume, the Garretts have noted the most important publications of the past 40 years on the early American arts. They emphasize the significance to their subject of the founding of *Antiques* magazine in 1922 and of the opening in 1924 of the American Wing of the Metropolitan Museum of Art in New York City. The bibliography is not intended, say its compilers, to be comprehensive in scope or definitive in depth. It is not designed to guide the museum curator in research but is planned for the art historian who seeks opportunities for further study.

Limited to titles concerned with the American arts before 1826, the bibliography covers architecture, topography, painting, sculpture, the graphic arts,

THE AMERICAN ARCHIVIST

medals, seals and heraldic devices, crafts, furniture, silver, pewter and other metals, woodenware, pottery, glass, lighting devices, wall decoration, folk art, and textiles. Each of these areas is subdivided by more specific subjects, by regions, and by artists. Each title is briefly summarized and critically annotated. An index to the volume assures it considerable appeal as a reference tool.

The Government's accomplishment in furthering studies in the early American arts is compared unfavorably by Dr. Whitehill with the activity shown in this same area by the British Government. Judged noteworthy, however, are the Historic American Buildings Survey and the Index of American Design. In the bibliography, a number of seemingly pertinent writings concerning Government records were omitted, such as *Art and Government: a Report to the President by the Commission of Fine Arts, 1953*, now somewhat obsolete but pointing to available Government archives on Federal art and architecture from 1789; and *American Medals and Medalists*, by Georgia Stamm Chamberlain, published in 1963, having to do with the work of the early medalists (Furst, Reich, and others) and noting the richness of source materials available among records of the Bureau of the Mint, now in the National Archives.

*National Archives*

JOSEPHINE COBB

#### FINDING AIDS

*The National Union Catalog of Manuscript Collections, 1963-1964*, comp. by the Library of Congress. (Washington, Government Printing Office, 1965. xv, 500 p. \$10.)

This volume includes 2,050 manuscript collections in 98 repositories. With those described in the earlier volumes for 1959-62, the new volume brings the total number of collections to 14,374 and the number of contributing repositories to 465. The form of the descriptions is the same as in the earlier volumes, but the style and arrangement have been changed. The use of a somewhat larger type makes the entries easier to read, and the incorporation of the size of the collection with the title saves a line. (Another line could be saved by incorporating the entry number with the first line of the entry.) Whereas the entries in earlier volumes are arranged entirely by the numbers assigned when they were sent to the printer, the descriptions in the present volume are in four groups of several hundred entries each, and each group is arranged alphabetically by repository and alphabetically by collection thereunder. Future volumes will follow this style and arrangement. The revision of the arrangement satisfies in part the criticism that has been made of the numerical arrangement, which expedited the printing but disregarded the suggestions of those who favored a logical arrangement by name and subject. The inclusion of a guide to entries by repository facilitates the use of the catalog. It also includes a complete list of repositories represented in the volumes for 1959-64. An examination of the list shows that there are still many important repositories that are not contributing to the catalog. It is to be hoped that

VOLUME 29, NUMBER 3, JULY 1966

they will be able to overcome the obstacles to cooperation and make contributions in the future. The description of the coverage of the catalog and of the individual entries given by the present reviewer in the *American Archivist* of April 1963 still applies except for the changes mentioned above. Many entries are still very general and cover vast quantities of manuscripts; whole classes of papers are grouped together without naming the businesses or organizations that created them. Such entries are necessarily of limited use, but in some cases it is possible to obtain more detailed information from guides published by repositories.

Initiated originally with a grant from the Council on Library Resources, Inc., this catalog is now supported with funds appropriated by Congress. It is compiled by the Manuscripts Section of the Descriptive Cataloging Division, which invites suggestions for improvements and inquiries regarding participation in the cataloging program.

*National Archives*

HENRY P. BEERS

*Guide to Manuscripts and Archives in the West Virginia Collection—Number II, 1958–1962*, comp. by F. Gerald Ham. (Morgantown, West Virginia University Library, 1965. xiii, 147 p.)

The West Virginia Collection continues to serve the cause of scholarship and to enhance the value of its material by publishing excellent guides. The first, carrying the same title as the volume being reviewed but without a distinguishing number or date, appeared in 1958. The new book is improved in appearance by a change from offset to letterpress printing, and its usefulness is extended by cross-references to the earlier work. The format of the descriptions remains the same, and, aside from the introduction of a new series of collection numbers and the inclusion of the names of the donors, it is satisfactory and can be adapted quite easily to the listing used in the National Union Catalog of Manuscript Collections.

A foreword reports on an encouraging increase in the use of the collection since the publication of the first guide. Repositories that have not yet published guides may be convinced by this evidence that one of the keys to distinction in the scholarly community can be found in the fulfillment of this obligation.

Although regional in focus, the broad scope of the 437 collections of private papers, institutional archives, and business records is gratifying. The greatest depth will be found in 19th- and 20th-century papers relating to the Civil War; local government; West Virginia industries, politics, education, and institutions; family history; and genealogy. Such well known names as Senator Harley Martin Kilgore (no. 185) and Governor Herman Guy Kump (no. 187) are represented along with less well known but no less valuable materials from Gideon D. Camden (no. 32) and William Lyne Wilson (no. 426). Collections from institutions are illustrated by the papers of the West Virginia Federation of Labor (no. 382) and the West Virginia University Archives (nos. 395–419). The materials relating to the coal and timber

THE AMERICAN ARCHIVIST

industries, churches and schools, and West Virginia newspapers should also prove exciting to scholars. Numerous acquisitions were made through micro-filming. Although this is a completely valid technique, it is hoped that the collection will continue to be interested in the original papers. This *Guide* illustrates the wealth of source material that exists and the commendable efforts that individuals and institutions are making to preserve it and make it useful.

Cornell University

CLOYD HERBERT FINCH

#### MANUALS

*Modern Records Management; a Basic Guide to Records Control, Filing, and Information Retrieval*, by Emmett J. Leahy and Christopher A. Cameron. (New York, McGraw-Hill Book Company, 1965. xii, 236 p. illus. \$8.50.)

The preface to *Modern Records Management* states that "the basic concepts and techniques of modern records management" as set down in this book "were in large measure originated and developed by the late Emmett J. Leahy." The reader, if he is at all acquainted with Leahy's efforts in this field, will quickly recognize his oft quoted anecdotes and the results of surveys reported by his consulting firm. This is particularly evident in the opening chapters of the book dealing with records inventorying, scheduling, and records center operations. Unfortunately, some of the major techniques introduced in these areas by Leahy—for example, multilevel records centers and schedule analysis—are not adequately explored. The book also acknowledges the assistance of Mona Sheppard in the preparation of these materials. Widely recognized in government and industry for her work in files and correspondence management, Miss Sheppard's vast knowledge of the subject is clearly demonstrated in the sections of this book devoted to files management.

According to the authors, functions bearing on fewer and better records fall into three major categories: (1) production controls affecting quality and quantity of records, (2) files organization and maintenance, and (3) disposition of inactive records and destruction of useless records. The first of these includes the improvement of office organization and procedures and paperwork simplification through correspondence improvement, reports control, forms control, control of instructions and directives, and better machine utilization. The second major category covers the design of filing systems, training in filing methods and techniques, equipment control, and filing operations. The disposition category involves records scheduling, records center operations, vital records, historical documentation, and the use of retention microfilm. It is the last two categories that form the foundation to this publication.

The first two chapters of *Modern Records Management* present a very dramatic view of the paperwork problems facing government and industry today. The findings of the Hoover Commission and related studies are again used to cite the enormity of the problem and the resulting efforts to curb its increasing effects on business economy and efficiency. Chapters 3 through 5

VOLUME 29, NUMBER 3, JULY 1966

are devoted to techniques for records inventorying, the development of retention schedules, and records center organization. Except for chapter 10, which touches upon the first category mentioned previously, chapter 11 on vital records, and a final chapter on archives management, the remainder of the book discusses files organization and filing systems. It is in this subject matter that far greater detail is presented and where the value of the book as a practical guide is demonstrated.

One of the most interesting chapters is the one entitled "Stemming the Paper Tide." Here we are exposed to the total records management concept as it extends beyond retention and disposition and filing. This is the only chapter in which forms and reports management are considered. As in most other books on records management published to date, these very important subjects have been totally neglected or very briefly covered. If we are to accept the concept of records management fostered by the Federal Government, which also includes mail management and directives management in its coverage of records management programming, the authors fall far short of its meaning. If we go back to early Hoover Commission studies, records management is primarily concerned with the items emphasized by *Modern Records Management*. The American Records Management Association includes in its definition of records management the areas of records retention and preservation, forms and reports control, and correspondence and files management. It is this last approach that has been truly neglected in written text.

*Modern Records Management* is very well written, easily understood, and direct in its support of the principles advocated by the authors in the surveys conducted by their organization. It fits well into the library of existing texts on records management, for such books have also been limited in coverage. The much needed and desired text, which would offer a detailed coverage of records from creation to disposition, or *true* records management, is, unfortunately, still on the unpublished list.

*Lockheed Aircraft Corporation*

WILLIAM BENEDON

Colorado. Division of State Archives and Public Records. *Archives Handbook Series No. 1: Records Center Services*. (Denver, 1964. 12 p. exhibits, illus.)

Although many States operate records centers, few have been known to issue handbooks for records personnel. This one, distributed by the State Archivist of Colorado, describes the advantages of center storage, procedures for transfers to the Colorado Records Center, the services it performs, and the methods for disposing of center holdings. No reference is made to the transfer of records from center to archival storage.

The list of actions required to transfer records to the center, which appears at the beginning of the main text, is a unique and welcome feature of this handbook. Explanatory comments are generally simple and unambiguous.

Copies of all forms for disposition activities are appended to the handbook. Brief annotations on use would be an added help to the clerks who use them.

THE AMERICAN ARCHIVIST

One form is mentioned on four pages of the text whereas another is not mentioned at all. The paragraph about the use of the records inventory form (Exhibit no. 1) makes no mention of the value of the form for controlling records whether or not they are destined for the center.

Two passages in the handbook deserve the special attention of other records centers: (1) the Colorado center destroys records in accordance with authorized schedules without notifying the agency of origin; and (2) the center furnishes, on request, statistics on reference activities to each transferring agency.

*National Archives and Records Service*

MEYER H. FISHBEIN

Colorado. Division of State Archives and Public Records. *Archive Handbook Series No. 5: Records Procedures for District Courts; Court Reorganization, January 1965*. (Denver, 1964. 26 p., exhibits and schedules.)

———. *Archives Handbook Series No. 6: Records Procedures for County Courts and Dissolution of Justice of the Peace Courts; Court Reorganization, January 1965*. (Denver, 1964. 26 p., exhibits and schedules.)

Except for a minor difference in the body of the texts and the natural difference in retention schedules these two works are identical. They will stand as useful guides for other States still tormented by transition and records problems similar to those experienced by Colorado.

The text is the weakest point of the books and shows lack of sound editing. Annoying repetition occurs throughout. It perturbed me to be told more than once that when taking two rolls of film from their containers I must be careful to replace them properly. There is also repeated information on no-cost services and supply of containers. Punctuation is far from good and some phrases, by their vagueness or ambiguity, will either confuse or convulse the user. This reviewer conjured up a most enjoyable mental picture of apoplectic court clerks on being told: "Those expecting to remain in jobs or with plans for future public office should do everything possible to expedite this transition." Some typing errors have crept in. We may all be amused at the prospect of clerks with a devilish sense of humor taking the following instruction on microfilming literally: "Retakes to be taken of all unsatisfactory documents and: (1) Spliced in place on unsatisfactory frames." While still in the area of errors, may we all please know the significance of the following: "Space relief for current records may be partially alleviated . . ."

The schedules are models of simplicity, though more conclusive retention direction is desirable in one or two places. Bank records are one example. A court clerk, or any other person, coming within the sphere of records management for the first time might well be annoyed to read 23 pages brimming with professional terminology before any of it is defined. The foreword appears superfluous to the job these books set out to do.

In defense of the compilers it should be understood that they worked under

VOLUME 20, NUMBER 3, JULY 1966



considerable pressure to meet a deadline. Nevertheless, the professionalism of these works lies in the procedures laid down and not in their compilation.

*City of Toronto*

A. R. N. WOADDEN

U.S. Department of the Army. *Copying Equipment*. (*Technical Bulletin* AG 4. Oct. 1965. Washington, Government Printing Office, 1966. 67 p. 75c.)

A commonsense discussion of copying needs and copying equipment designed to help managers select and use copiers, the pamphlet contains excellent evaluations of 13 machines selected from the current generation of copiers and much good advice about copying. Many aspects of copier procurement and use are discussed lucidly and concisely, with an accent on value analysis.

The cost figures provided are adequate for the purpose they serve but have obviously been selected to avoid undue emphasis on this single factor. Those for each machine are useful for comparison of rental with purchase costs and cost-per-copy with volume but do not include personnel time or waste. Those for "Cost of Distance in Walking Time," in Appendix VIII, do not allow for holidays, vacations, or coffee breaks and are thus at least 20 to 25 percent too low per hour and minute.

This does not detract from the value of the bulletin, for its message, *buy and use for needs—not for wants*, is clearly stated and the discussion of copying needs is worth reading by anyone who wants, or now uses, copying equipment. The bulletin is suitable for use in orientation classes for operational managers and top level supervisors and contains much data worth study and evaluation. It may be purchased direct from the Government Printing Office, Washington, D.C. 20402 (no. D101.25: AG 4).

*Oregon State Archives*

JAMES D. PORTER

#### CONFERENCE REPORTS

*University Archives: Papers Presented at an Institute Conducted by the University of Illinois Graduate School of Library Science, November 1-4, 1964*. Ed. by Rolland E. Stevens. (Allerton Park Institute No. 11. Champaign, Ill.; distributed by the Illini Union Bookstore. vii, 95 p. \$2, paper; \$3, cloth.)

The enterprising faculty of the University of Illinois Graduate School of Library Science, realizing that recognition by librarians of the important kindred science of archives administration was long overdue, chose "University Archives" as the topic for its 11th annual Allerton Park Institute. The well-planned program began most appropriately with the "History and Theory of Archival Practice" by Oliver W. Holmes, Executive Director, National Historical Publications Commission. Extending over a range of subjects that included most of the important phases of modern archive admin-

THE AMERICAN ARCHIVIST



istration, it ended with "A Scholar's View of University Archives" by Laurence R. Veysey.

Thornton Mitchell of the North Carolina Archives gave the best rationale this reviewer has seen of the controversial field of "Records Management." The ramifications involved in "The Collecting of Archival Materials at Cornell University" were interestingly told by Edith M. Fox. Maynard Brichford gave a useful and informative description of "Appraisal and Processing," exemplified by his own work at the University of Illinois Archives. Authoritative and practical information on the "conservation" of papers and books was furnished by Harold W. Tribolet, manager of the Extra Bindery of the Lakeside Press in Chicago. Clifford K. Shipton, in his talk on "The Reference Use of Archives," gave a delightful view of the variety and fruitfulness of his work in the Harvard College Archives. (An additional paper by J. E. Boell, on "Organizing, Staffing and Equipping a University Archives Program," arrived too late for inclusion in the publication.)

Most of those who attended the conference were librarians with some responsibility for archives. They participated with keen interest and expressed surprise at the degree of independence developed in a field in some respects so like their own and in the difference between the principles governing the management of archives and those pertinent to their own field. During the lively discussion at the end of the session they agreed "(1) on the need for special training of university or 'small' archivists, (2) that the training should include formal training in archival theory and practical work with materials, and (3) that Library School students need some archival training, if only to enable them to distinguish archival material."

Although they all did not agree on the type of training, they proposed several possibilities. The dilemma was expressed by Maynard Brichford when he said, "The main problem is that a competent archivist needs an interest in research, a graduate degree in history and practical work experience. Short courses and electives provide training, but do not equip one without this background to manage an archival program."

This booklet would be a useful addition to the reference shelf of all archivists and librarians.

*The American University*

HELEN L. CHATFIELD

"Records Management," by Dolores C. Renze. (*In the Proceedings of the 19th Annual Conference of the International Institute of Municipal Clerks, May 25-27, 1965. Chicago, 1965. P. 11-15.*)

Mrs. Renze's address to the International Institute of Municipal Clerks was concerned with the increasing need for records management and archival programs. In her role as good will ambassador she extended the hand of friendship in such a manner that it could hardly be ignored by municipal clerks. Her vast knowledge of the management of public records specially qualified her to deliver the message on municipal records problems and that on the justification and need for programs for the care and preservation of

VOLUME 29, NUMBER 3, JULY 1966

records for posterity. Her observation on laws and regulations—the thought that one must work within the framework of his own government—is undoubtedly true. For obvious reasons, the success of these programs is governed by the wording of the law. I am fairly convinced, however, that for all practical purposes even greater success may be achieved if a certain amount of discretion is given to the administrators to discover and apply the intent and not just the letter of the law. This intent perhaps is the nucleus around which the records program will either grow or lie fallow. I am impressed by Mrs. Renze' description of the "buddy" system she has fostered in relation to her associates: she has let them know that she is one of their members. Liaison and goodwill happen to be the most important ingredients to success. Without such an approach one may expect to accomplish very little or possibly nothing.

I gather that Mrs. Renze is cautious about surveys and perhaps rightly so. It has been difficult for me to understand why *costly* surveys might be needed in order to solve existing problems. I should presume that if a real effort were made by responsible officials and there were a "do something" attitude, the battle would be won. I am not opposed to surveys *per se* but am inclined to be extremely cautious.

Mrs. Renze pointed out about microfilming that "a little experience and factual knowledge may be of great help" and that in her microfilm program she has had no difficulty in the retrieval of information. I am firmly convinced that one cannot administer a sizable records program without relying on some form of microfilming. Technological advances have greatly enhanced its use.

Mrs. Renze mentioned the fact that during the life span of one individual we can expect, under present circumstances, to have 28 file drawers of public records to document that one life. That statement certainly must have had a far-reaching effect on the municipal clerks she addressed. Although she declared it to be projected from known factors, there is some doubt in my mind about the reliability of her estimate. Perhaps the figures have been drawn from areas with which I am totally unfamiliar, and I want to present here some figures that I have used in the City of Baltimore. From a survey made in 1954 we found that we had on hand, excluding records of the courts and the Department of Education, a total of 40,000 feet of records. I made some calculations and even doubled the figure of 40,000 to 80,000 feet. Considering each foot to be equivalent to a file drawer and with a population of 960,000 for Baltimore City, I arrived at the average of one-twelfth of one file drawer, or 2 inches, of records per person. I realize that many areas of the State and the Federal Government do accumulate documents on the citizenry that are of an entirely different nature. Notwithstanding this fact, Mrs. Renze' figure seems rather large to me.

Reports from the workshop captains reveal that many of the clerks need to know how and when to destroy records, where to obtain the authority, and how to determine which records are of historical value. It seems to me that Mrs. Renze covered these matters rather thoroughly. Another captain sug-

gested that the clerks should acquaint themselves with State law pertaining to retention and destruction of records. This, I believe, is one of the most important steps to be taken.

*City of Baltimore*

C. FRANK POOLE

## SPECIAL REPORTS

*El Archivo General de la Nación*, [by] Mario Briceño Perozo. (Caracas, Biblioteca Venezolana de Historia, 1965. 14 p. illus.)

This is the first of a series of monographs planned for publication by the National Archives of Venezuela as part of a program for diffusion of information concerning archival activities. Its author is Director of the Venezuelan National Archives. The present work is a rather brief, but well written, account of the origin, purpose, contents, and organization of the Archives, with particular attention focused on the vital need for a new and modern building.

It is interesting to note the interest felt by educated Venezuelans and by their Government in the preservation of the nation's cultural and historical heritage. A very large quantity of material, some of it dating back to early colonial times, has been preserved (for example, a document from the year 1535, a copy of which is contained in the present pamphlet). This material was not collected in one place until 1911, when the building now in use was opened. It is solid and fireproof and was, for its time, perfectly adequate. The growing accumulation of archival material, however, together with technical advances has made imperative the construction of a new building. A location has been selected, and plans have been drawn up.

In the meantime there has been no slackening in carrying on the work of the institution. Material already in possession of the Archives has been arranged, and copies of documents from other collections have been obtained, particularly from the Archivo de Indias in Seville. Of particular interest to archivists is the practice of binding documents together in book form and storing these volumes in series according to their contents. Copies from other institutions alone fill 676 volumes and are placed in a special section.

The Archives has a laminating machine and is also equipped to do micro-filming. Since 1923 it has published a periodic bulletin.

*National Archives*

CLEVELAND E. COLLIER

