

## THE PROPOSED UNIFORM STATE PUBLIC RECORDS ACT

AT THE October, 1938, meeting of the Society of American Archivists, at Springfield, Illinois, Dr. Albert Ray Newsome, then president of the Society, gave a memorable address entitled "Uniform State Archival Legislation." In this address the various provisions of the archives laws of the states were discussed at length. The paper was printed as the leading article in the January, 1939, issue of THE AMERICAN ARCHIVIST.

At the council meetings held at that time, Dr. Newsome reported his correspondence with the Committee on Scope and Program of the National Conference of Commissioners on Uniform State Laws. At that time he was authorized to appoint a special committee, of which he was made chairman, to consider further the question of a draft law which would represent the framework of an enlightened archival practice in the states. The committee appointed to collaborate with Dr. Newsome consisted of J. Edward Boell, Victor Hugo Paltsits, Francis S. Philbrick, and Marcus W. Price. Since then Richard B. Morris has joined the committee. This action was reported in the April, 1939, issue of this journal.

The report of the committee was enthusiastically received at the 1939 meeting of the Society at Annapolis. The council voted at that time to continue the committee for another year and voted it two hundred dollars to cover the expenses it would necessarily incur.

The completed draft law here printed has been referred to the Committee on Scope and Program of the National Conference of Commissioners on Uniform State Laws.

The following comment was made by the committee:

This proposed public records act presupposes or contemplates the establishment in each state of an official state archival agency for the centralization and administration of noncurrent state archives. At present, 1939, thirty-three states have such agencies. In nine of these, effective control of the agency rests with a political official or department whose archival interest and knowledge is accidental and secondary—the secretary of state, the governor, the department of education, or the director of business control. Twenty-five states vest real control in bodies independent of or only indirectly responsible to political offi-

cials—the state library or library department, a self-governing historical society, the state university, or a separate, independent state agency such as an historical, archives or records commission, or a distinct department. The administrative heads of these twenty-five state archival agencies are generally selected and controlled directly by small nonsalaried boards—self-perpetuating, elected by historical societies, composed of ex-officio members who are educators, historians, and public officials, or are appointed by the governor for long, overlapping terms.

Complete uniformity in organization and function of state archival agencies is not necessary. But the weight of experience indicates that every state should have an official archival agency with authority to collect and administer noncurrent state and local records, so constituted and governed as to provide the maximum likelihood that the archival function will be placed in the hands of capable and trained persons who have the greatest possible freedom from political and extraneous influences which tend to vitiate the professional character of archival administration. Though no system is certain of success, a self-governing historical society and a distinct, independent archival agency, governed by a nonsalaried, nonpolitical board appointed for long, overlapping terms, are definitely superior systems. It is of the greatest importance that an expert supervisor or examiner function constantly on behalf of the state archival agency.<sup>1</sup>

#### THE DRAFT ACT

SECTION 1. *Definitions.* Public records comprise all written or printed books, papers, letters, documents, maps, and plans and all motion pictures, other photographs, sound recordings, and other records, in whatsoever form, made or received in pursuance of state law or in connection with the transaction of public business by an agency of the state and preserved or required to be preserved by that agency for record purposes. The body of public records accumulated by an agency of the state and preserved in official custody by that agency or its legal successor constitutes the archives of that agency. The public records of all agencies of the state are subject to control by the state. Agencies of the state comprise all executive, legislative,

<sup>1</sup> See A. R. Newsome, "Uniform State Archival Legislation," *THE AMERICAN ARCHIVIST*, II (January, 1939), 1-16.

judicial, and administrative officials, officers, offices, departments, boards, commissions, committees, institutions and other instrumentalities of the state as a whole and of all its counties, municipalities and other governmental subdivisions. Public offices and public officers comprise, respectively, the offices and officers of the state and of all the agencies of the state.

SECTION 2. *Production and Custody.* All agencies of the state shall make and keep all records necessary to a full and accurate knowledge of their activities; and the chief administrative officer of each agency of the state shall be the legal custodian of its public records and shall be responsible for their making and preservation. Every public office is empowered to record or copy public records by any photographic process, approved by the (state archival agency), which clearly and accurately records or copies them.

SECTION 3. *Paper.* All paper used in public offices for record purposes shall be of durable quality and well-finished. All materials used in making photographic records shall be of such quality as to produce durable records. The (state archival agency) shall determine the specifications for and shall select and make available to all public offices lists of approved papers and photographic materials for different classes of public records, and only the papers and photographic materials so approved may be purchased for use in the making of such records. Any public officer who shall use or permit to be used for public records made in his office any paper or photographic material not included in said lists shall be punishable by a fine of not more than (one hundred) dollars. Provided that paper and photographic materials acquired by agencies of the state before this act becomes effective may be utilized.

SECTION 4. *Ink.* All ink used in public offices for record purposes, including ink on typewriter ribbons, carbon papers, stamping pads, or other writing devices, shall be of durable quality. The (state archival agency) shall determine the specifications for and shall select and make available to all public offices lists of approved inks, typewriter ribbons, carbon papers, and inked pads, and only those so approved may be purchased for use in the making of public records. Any public officer who shall use or permit to be used for public records made in his office any ink, typewriter ribbon, carbon paper, or inked pad not included in said lists shall be punishable by a fine of not more than (one hundred) dollars. Provided that ink and inked materials ac-

quired by agencies of the state before this act becomes effective may be utilized.<sup>2</sup>

SECTION 5. *Fireproof Filing Facilities.* The (state archival agency) shall set standards of fireproofing facilities for the preservation of public records. It shall be the duty of each agency of the state, as soon as possible, to provide and maintain such rooms, vaults or safes, together with the furnishings thereof, as conform to the standards established by the (state archival agency).

SECTION 6. *Availability.* Every custodian of public records shall keep them in such arrangement and condition as to make them easily accessible for convenient use. Except as otherwise expressly provided by law, he shall permit all public records in his custody to be inspected, examined, abstracted or copied at reasonable times and under his supervision and regulation by any person; and he shall upon the demand of any person furnish certified copies thereof on payment in advance of fees as prescribed by law.

SECTION 7. *Legal Evidence.* Any copy or photographic reproduction of any public record shall be admissible as evidence in like cases and with like effect as the public record itself, when certified as a true copy by the legal custodian of the public record under the seal of his office when there is such seal, or, if there is no official seal, under his hand with an annexed certificate of the clerk of any court of record that such certification is made by the proper officer. Copies of public records transferred in pursuance of law from the office of their origin to the legal custody of the (state archival agency), when certified by the chief administrative officer of the (state archival agency) under its seal, shall have the same legal force and effect as if certified by the original custodian of the records.

SECTION 8. *Re-Execution and Re-Recording of Records Lost or Destroyed.*

a) The (superior) courts of this state shall have jurisdiction at the suit of the state or of any county or municipality thereof or of any citizen of the state who gives security for the costs of the proceeding, to order the re-execution in *ex parte* proceedings of any public record that has been lost or wholly or partially destroyed. The evidence in the hearing in the (superior) court may be by depositions or affidavits, and witnesses may be examined orally and their testi-

<sup>2</sup> In determining the specifications for record paper and ink, state archival agencies are referred to the findings of the United States Bureau of Standards, Washington, D.C.



mony taken by the court stenographer and certified by him as correct.

*b)* Any citizen of the state who gives security for the costs may appeal to the supreme court of the state from the decision of the (superior) court ordering the re-execution or refusing to order the re-execution of a record, provided the appeal is taken within (six) months from the rendition of the judgment of the (superior) court; and on appeal the transcript of the complete record shall be certified by the (superior) court to the supreme court. Upon the hearing in the supreme court, that court may affirm or reverse the judgment of the (superior) court, or may render such judgment as the (superior) court should have rendered on the record and evidence so certified.

*c)* A public record established or restored by judicial proceedings as just provided shall thereafter have the same authority and effect, in imparting notice and otherwise, as the original.

*d)* If the record of a judgment, writ of execution or return thereon, deed, contract, marriage certificate, inventory, bill of sale, or other instrument, the recording of which is required or authorized by law, is lost or destroyed, the original of such instrument may be recorded again. Such re-recording may be at the instance of any official who executed the original or before whom it was executed, or of any private citizen who executed the original, or of any person interested financially or otherwise in the permanence of its record, or of the agent or attorney of any such person. The authority and effect, in imparting notice or otherwise, of the original record or of the re-recorded instrument, during the period when the former was lost or destroyed is not by this act provided for.

*e)* If both the original document and its record are lost or destroyed a copy of either may be recorded if the recorder is satisfied of the fact of earlier recording, of the loss or destruction of said record, and of the correctness of the copy. Such re-recording may be at the instance of any official who executed the original or before whom it was executed, or of any private citizen who executed the original, or of any person interested financially or otherwise in the permanence of its record, or of the agent or attorney of any such person. Any such person may file in the office of the proper legal custodian of the missing document a sworn statement setting out as exactly as possible the contents of the same, and when so filed it shall be the duty of said legal custodian, if personally convinced of the genuineness of the document so offered for replacement of the lost record, to receive it

as a substitute therefor. The record of documents thus re-recorded shall constitute *prima facie* evidence of their contents pending a final establishment of their validity or invalidity by the judicial proceedings referred to in sub-sections (a) and (b) of this section.

f) The provisions of the preceding sub-sections of this section have no relation to records involved presently or formerly in litigated causes, for the re-execution of which records, in case of their loss or destruction, all courts shall be deemed to possess adequate inherent powers.

SECTION 9. *Delivery to Successor in Office.* Every legal custodian of public records, at the expiration of his term of office or authority, or on his death his legal representative, shall deliver to his successor in office all public records in his custody; and the successor shall receipt therefor to his predecessor or his legal representative and shall file in his office a signed acknowledgment of the delivery. Every public officer shall demand from his predecessor in office, or his legal representative, the delivery of all public records belonging to his office. If such person in unlawful possession of the public records shall neglect for the space of ten days after a demand made in writing by the person legally entitled to their custody or by any citizen of the state to deliver such records to such proper legal custodian, he shall be punishable by a fine not exceeding (five hundred) dollars, to be collected on complaint of the proper custodian or the demanding citizen by proceedings in any court of record in the county.

SECTION 10. *Recovery.* Every public officer is entitled to the custody of all public records belonging to his office and shall make demand in writing for any records that have illegally left his office upon any person who acquires possession of them after the enactment of this law, but this provision shall not be understood to qualify the right to recover records earlier removed from his office. If any person in unlawful possession of public records refuses or neglects for thirty days to comply with the written demand by such public officer or by any citizen of the state for their delivery to the proper legal custody, the public officer or citizen shall make an affidavit setting forth proper facts to any judge of a court of record in the county of residence of the person so refusing or neglecting. If the judge is satisfied that any public records are illegally withheld, he shall grant an order directing the person so withholding them to show cause before him at a time specified therein why he should not deliver such records.

At such time, or at any time to which the matter may be adjourned, on proof of due service of the order, the judge shall proceed to inquire into the circumstances. If the person charged with withholding public records shall prove by written evidence to the judge's satisfaction that he has already delivered the records to their proper custodian, the inquiry shall cease and the person be discharged. But if it appears that any public records are withheld by him, the judge shall commit him to jail and shall forthwith issue his warrant directed to any (sheriff) commanding him to search all places where he may suspect the records to be, to seize them, and to bring them before the judge who shall determine whether they are public records, and if so shall cause them to be delivered to their legal custodian; and the defendant shall then be discharged upon paying a fine of not less than (twenty-five) or more than (one hundred) dollars. But if the public records so proved to have been wrongfully in the defendant's possession shall not be discovered by the (sheriff), said defendant shall be discharged upon paying a fine of not less than (one hundred) or more than (five hundred) dollars.

SECTION 11. *Records of Defunct, Reduced, or Transferred Agencies.* All public records of any public office shall, upon the termination of the existence and functions of that office, be transferred to the custody of the (state archival agency). When a public office is terminated or reduced by the transfer of its powers and duties to another office or to other offices, its appropriate public records shall pass with the powers and duties so transferred. When any question shall arise as to the proper division and custody of the records of an office thus terminated or reduced, the (state archival agency) shall determine the question after consultation with all offices affected.

SECTION 12. *Care by Legal Custodian.* Every legal custodian of public records shall carefully protect and preserve them from deterioration, mutilation, loss or destruction. He shall at public expense cause all public record books in his custody to be securely bound and all records or record books in his custody to be repaired, renovated, or rebound when necessary to preserve them. Records or record books that are so worn, damaged, or faded as to be difficult to read or to preserve may be copied at public expense by direction of the custodian thereof, who shall attach to the copy his certification under oath that it is a true copy of the original record or record book. The certified copy shall then have the authority for all purposes of the original.

Any legal custodian of public records who, without authority of law, removes any public record from the office where this or other law requires it to be kept, or who steals, sells, or gives it away, or wilfully alters, falsifies, defaces, injures, mutilates or destroys it in whole or in part, or permits any other person to do so, shall be punishable by imprisonment not exceeding (one year) or by a fine not exceeding (one thousand) dollars or by both.

SECTION 13. *Abuses by Persons Other than Legal Custodians.* Any person other than the legal custodian of a public record, who, without authority of law, removes it from the office where this or other law requires it to be kept, or who steals, buys or disposes of it, or wilfully alters, falsifies, defaces, injures, mutilates, or destroys it in whole or in part, or colludes with another person in so doing, shall be punishable by imprisonment not exceeding (one year) or by a fine not exceeding (one thousand) dollars or by both.

SECTION 14. *Disposal of Useless Records.* Every public officer who has in his custody public records deemed by him to be without legal or administrative value or historical interest shall compile lists of such records sufficiently detailed to identify them and submit such lists to the chief administrative officer of the (state archival agency), who shall authorize the disposal, by such method as he may specify, of such records in the said lists as he finds to be without legal or administrative value or historical interest. He may also, upon request of the custodian, authorize in advance the periodic disposal of routine records that he considers to have no legal or administrative value or historical interest. After receipt of written authorization, the custodian of the records may proceed with the disposal of the records in accordance with the provisions thereof. He shall file in the office from which the records are drawn a descriptive list of all records so disposed of and a record of the disposal itself and shall transmit copies of both of these documents to the (state archival agency), which shall file and preserve them. The chief administrative officer of the (state archival agency) may dispose of any public records in his custody deemed by him to be without legal or administrative value or historical interest, with the written approval of the agency from which the records were received or its legal successor. He shall file and preserve a descriptive list of any records so disposed of and a record of the disposal itself and shall transmit copies of both of these documents to the agency concerned, which shall file and preserve them.

No public records may be destroyed or otherwise disposed of except as provided in this section.

SECTION 15. *Penalties.* In cases where no other penalty is elsewhere provided in this act, any public officer who refuses or neglects to perform any duty herein required of him shall be punishable by a fine of not more than (twenty) dollars for each month of such refusal or neglect.

SECTION 16. *State Supervision.* The chief administrative officer of the (state archival agency), in person or through a deputy, shall have the right of reasonable access to and examination of all public records in the state. He shall examine into and report to ( ) on their condition; he shall have general supervision over their making, administration, and preservation; and he shall cause such action to be taken by custodians as may be necessary to put such records in the custody and condition required by this and other laws of the state and to secure their safety and preservation. The (state archival agency) is empowered to employ such staff as is necessary for the purpose of enforcing this public records act and of carrying out its duties imposed by law.

SECTION 17. *Centralization of Public Records.* The (state archival agency) is hereby authorized to negotiate for the transfer of and to receive public records from any agency of the state, and it is hereby made the legal custodian of such public records as may be turned over to it by any such agency. Any public officer is hereby authorized to turn over to the (state archival agency) such public records legally in his custody as are not needed for the transaction of the business of his office, whenever the (state archival agency) is willing to receive and care for them. Whenever such transfers are made, the chief administrative officer of the (state archival agency) shall transmit to the office from which the records are transferred a list in which such records are described in terms sufficient to identify them, which list shall be filed and preserved in said office.

SECTION 18. This act may be cited as the "Public Records Act."

SECTION 19. All acts and parts of acts in conflict with this act are hereby repealed.

SECTION 20. All the provisions of this act shall be deemed separable, and if any provision shall be held unconstitutional the other provisions shall not be thereby affected.

SECTION 21. This act shall be in full force and effect from and after its enactment.

## SHORTER NOTICES

The recently published *Fifth Annual Report* of the archivist of the United States traces the progress made during the fiscal year 1938-1939 in surveying, accessioning, rehabilitating, arranging, and servicing records and in appraising records that various agencies of the government have listed for disposition. Other topics upon which information appears include the Franklin D. Roosevelt Library and the National Historical Publications Commission. A descriptive list of accessions received during the year appears as an appendix. The report is illustrated by a war and neutrality sequence of twenty-two reproductions of documents, including a map showing the plan of the attacks on Yorktown in 1781, General Grant's famous letter declaring his purpose "to fight it out on this line if it takes all summer," and President Roosevelt's proclamation of neutrality issued on September 5, 1939.

The *Bulletin* of the Institute of Historical Research of the University of London for June, 1939, contains a review by R. B. Pugh of the *Proceedings* of the Society of American Archivists for 1936-1937 and of the four issues of *THE AMERICAN ARCHIVIST* for 1938. The following admonition constitutes the concluding paragraph of the review:

"That the conservation of public documents is primarily a legal and administrative question does not yet seem to have been fully realized in America, where many states have placed their archives in the charge of historical bodies. Nor is it universally recognized that the convenience of searchers must be subordinated to an intelligent plan of arrangement and to competent listing. In acclaiming the wisdom and courage with which a formidable problem is being tackled these heretical tendencies should not be forgotten."

The *Biennial Report of the Mississippi Department of Archives and History, July 1, 1937-June 30, 1939* (Jackson, Mississippi, 1939), in which the work of the department during the past two years is sketched and analyzed, provides evidence of the increasing services archives are rendering to the public at large. During the two year period covered by the report, the use of the archives has more than doubled. Written requests for information are reported as having come from forty-three states and five foreign countries. A list of the more important publications of the late Dr. Dunbar Rowland is printed; accessions in the form of manuscripts, books, newspapers, and public documents are listed; and there is a short description of the WPA projects sponsored by the department. The report closes with "A Program for the Future" which is at once ambitious and practical. It envisages the department as an important cultural influence on the life of the Lower Mississippi Valley region as well as a repository for the safekeeping of records for historical and legal purposes.

*Special Collections in the Hoover Library on War, Revolution, and Peace* is the title of an informative catalogue of manuscripts, books, newspapers, and other forms of printed material in the keeping of the Hoover Library at Stanford University, California. In addition to the extensive list of collections relating to the World War and its aftermath, it is to be noted that the library contains the papers of former President Hoover and that these papers are now being organized. Representative of a new type of historical source material are the reports and verbatim transcripts of radio broadcasts relating to the European crisis of March, 1938. A short account of the origin of the library, written by Mr. Hoover, forms a preface to the catalogue.

The publication of the volumes of the *Inventory of the County Archives of Illinois* for Macoupin, St. Clair, and Douglas counties marks the appearance of the seventeenth, eighteenth, and nineteenth of the 102 inventories in the Illinois series. Each is similar in form to the earlier volumes, being mimeographed and bound in the attractive paper covers prepared by the Illinois Art Project. Of these three volumes, that of St. Clair County proves most interesting. Its records include some originating in the eighteenth-century French Period as well as in the British, American Territorial, and Statehood periods. Most records, of course, date from the latest period. The historical sketch of the county is pretentious, offering a survey of Illinois history, but is badly documented and errors are frequent. The same may be said of the sketch of Douglas County. The records are reported as well cared for in all three counties.



## NEWS NOTES

### NECROLOGY

Dr. John C. Fitzpatrick, who died at Washington, D.C., on February 10, had spent nearly forty-three years in the caring for and editing of historical manuscripts, and was a founding member of the Society of American Archivists. He was born in the District of Columbia and lived there almost all his life. He was on the staff of the Division of Manuscripts of the Library of Congress from 1897 to 1928, serving as assistant chief after 1902. He resigned to devote full time to historical editing, primarily on his best known work, the United States Bicentennial Edition of the *Writings of George Washington*. Members of the Society know him particularly for his pamphlet, *Notes on the Care, Cataloguing, Calendaring and Arranging of Manuscripts*, published by the Library of Congress (Washington, 1913; revised edition, 1934), which has gone through three editions. He also edited, among other works, the *Autobiography of Martin Van Buren* (1920), *Complete Diaries of George Washington* (1925), and several volumes of the *Journals of the Continental Congress*. Dr. Fitzpatrick was the author of *Washington's Expenses as Commander-in-Chief* (1917), *The Spirit of the Revolution* (1924), *George Washington, Colonial Traveller* (1927), and *George Washington, Himself* (1933). He was a member of the Public Archives Commission of the American Historical Association in 1916 and 1917.

### THE SOCIETY OF AMERICAN ARCHIVISTS

Minutes of the Council, December 29, 1939

The council of the Society met at the Mayflower Hotel in Washington, D.C., on Friday, December 29, 1939, at 12:30 P.M. There were present the new president (Waldo G. Leland), the secretary (Philip C. Brooks), and Margaret C. Norton. The treasurer (Julian P. Boyd) and R. D. W. Connor concurred in all votes immediately after the session. The editor (Theodore C. Pease) sat with the council.

Voted, to accept the invitation of the state of Alabama to hold the fourth annual meeting of the Society in Montgomery, Alabama, the dates to be determined later.

Voted, to reappoint Herbert I. Priestley to membership on the editorial board for a term of four years ending at the annual meeting in 1943.

Voted, to adopt the budget proposed by the finance committee for the calendar year 1940, based on estimated assets of \$3,024, including the estimated balance on hand at the end of 1939, accounts payable, and expected new and renewal memberships and subscriptions. The following appropriations were made: secretary's office, \$225; treasurer's office, \$85; committees, \$275 (including \$200 voted for the Committee on Uniform State Legislation at the October meeting); publications, \$1,200; and the fourth annual meeting, \$100. The publication allowance was increased by \$100 over the previous year's allowance.

Voted, to elect to membership in the Society the following qualified applicants: Hugh M. Flick, Ruth K. Nuermberger, and Henry J. Young.

The council adjourned at 1:00 P.M.

PHILIP C. BROOKS, *Secretary*

#### BUDGET FOR CALENDAR YEAR 1940

Approved by the Council, December 29, 1939

Estimated balance December 31, 1939 .....	\$1,424.00
Estimated revenue from renewal memberships .....	\$1,250.00
New memberships .....	100.00
Subscriptions .....	150.00
Annual meeting .....	100.00
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	1,600.00
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Estimated total assets .....	\$3,024.00
Expenditures authorized:	
Secretary's office .....	\$ 225.00
Treasurer's office .....	85.00
Committees .....	275.00
Publications .....	1,200.00
Annual meeting .....	100.00
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	1,885.00
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Estimated balance December 31, 1940 .....	\$1,139.00

## Partial List of Committees

The following committee appointments have so far been made and accepted for terms ending with the annual meeting of November, 1940. All are re-appointments except those marked with asterisks.

Public Relations: William D. McCain, chairman; Theodore C. Blegen, Lester J. Cappon, J. Marius Scammell, and Edward J. Hughes.

International Relations: Solon J. Buck, chairman; Waldo G. Leland, and James F. Kenney.

Terminology: Nelson M. Blake, chairman; Thomas E. Drake, and Morgan P. Robinson.

Training of Archivists: Theodore C. Pease, chairman; R. D. W. Connor, Ralph H. Lutz, Clarence E. Walton, and Ernst Posner.\*

Reduction of Archival Material: Emmett J. Leahy, chairman; Helen L. Chatfield, and Hugh M. Flick.\*

Maps: S. W. Boggs, chairman; Lloyd A. Brown, Mrs. Clara Egli LeGear, and W. L. G. Joerg.

Membership: Philip C. Brooks, chairman; Charles M. Gates, Virginia Leddy,\* Robert H. Slover,\* and Ora A. Williams.\*

Business Archives: William D. Overman,\* chairman; Herbert A. Kellar, Oliver W. Holmes, and William H. Galbraith.\*

Advisory to the Historical Records Survey: William R. Hogan, chairman; Herman Kahn, and Lewis G. VanderVelde.

Uniform State Legislation: A. R. Newsome, chairman; J. E. Boell, Francis S. Philbrick, Richard B. Morris, Victor Hugo Paltsits, and Marcus W. Price.

Nominations: Charles M. Gates,\* chairman; Edwin A. Davis,\* and Carl J. Wennerblad.\*

Committee on Classification and Cataloguing: William J. Van Schreeven,\* chairman; Esther S. Chapin, Ellen Jackson, Margaret C. Norton, and Almon R. Wright.

Committee on Archival Publications: Leon de Valinger, Jr.,\* chairman; C. C. Crittenden, Luther H. Evans, Preston W. Edsall.

Local Arrangements for Fourth Annual Meeting: Mrs. Marie B. Owen.\*

Program Committee for the Fourth Annual Meeting: Lester J. Cappon,\* chairman; Suda L. Bane,\* James Brewster,\* George M. McFarland,\* David L. Darden,\* Theodore R. Schellenberg,\* and Philip C. Brooks, ex officio.

## THE AMERICAN ARCHIVIST

## FINANCIAL STATEMENT

December 28, 1937, to December 31, 1938

*Balance per Books*

Balance on hand, December 28, 1937 .....\$ 866.67

## Income:

## New memberships:

Individual	65 <sup>1</sup>	@	\$ 5.00	....	\$323.50
Institutional	10	@	10.00	....	100.00

## Renewals:

Individual	133	@	5.00	....	665.00
Institutional	17	@	10.00	....	170.00

## Subscriptions:

Semi-annual	2	@	2.50	....	5.00
Annual	14	@	5.00	....	70.00
18 months	2	@	7.50	....	15.00

*Proceedings:*

Copies	3	@	2.50	....	7.50
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*The American Archivist:*

Copies	3	@	1.25	....	3.75
Registrations	95	@	1.00	....	95.00

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Total income .....\$1,454.75

## Expenditures:

Secretary's office	.....	\$234.39
Committees	.....	136.75
Treasurer's office	.....	81.65
Publication fund	.....	913.25

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Total expenditures .....\$1,366.04

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Net income .....\$ 88.71

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Balance on hand, December 31, 1938 .....\$ 955.38
<sup>1</sup> Representing 64 full-paid and 1 part-paid memberships.

## FINANCIAL STATEMENT

December 28, 1937, to December 31, 1938

*Expenditures under Budget*

## Secretary's office:

Budget allowance for calendar year 1938 .....\$ 250.00

## Expenditures:

Postage .....	\$ 37.78
Post Office box .....	18.00
Telegrams .....	2.88
Paper .....	31.90
Stamp .....	.50
Stencils .....	9.35
Stenographic services .....	114.00
Ledger .....	.50
Envelopes .....	6.50
Applications .....	4.50
Application blanks .....	4.50
Notice of dues .....	1.50
Remittance notices .....	1.50
Telephone .....	.60
Express .....	.38

Total expenditures during calendar year ..... 234.39

Balance remaining under budget for 1938 .....\$ 15.61

## Publication fund:

Budget allowance for calendar year 1938 .....\$1,000.00

## Expenditures:

Envelopes .....	\$ 2.57
Postage .....	6.02
Paper .....	10.05
Telegrams .....	2.27
Publications .....	892.34

Total expenditures during calendar year ..... 913.25

Balance remaining under budget for 1938 .....\$ 86.75

## Treasurer's office:

Budget allowance for calendar year 1938 . . . . . \$ 80.00

## Expenditures:

Account Books . . . . . \$ 2.65<sup>1</sup>  
 Bookkeeping . . . . . 75.00<sup>1</sup>  
 Postage . . . . . 4.00

Total expenditures during calendar year . . . . . 81.65

Deficit under budget allowance . . . . . \$ 1.65

## Committees:

Budget allowance for calendar year 1938 . . . . . \$ 75.00

## Expenditures:

## Committee on Terminology:

Postage . . . . . \$ .90

## Committee on Membership:

Stenographic service . . . . . 4.00  
 Postage . . . . . 16.50  
 Paper . . . . . 2.00

\$ 23.40

Committee on Arrangements for  
the Springfield meeting:

Complimentary luncheons . . . . . \$ 8.55  
 Paper . . . . . 33.20  
 Lincoln's Springfield meeting . . . . . 8.00  
 Badges . . . . . 4.00  
 Reporting agency . . . . . 59.60

Total expenditure . . . . . \$113.35  
 Less 95 registrations at \$1.00 . . . . . 95.00

Balance charged to 1938 budget . . . . . 18.35

Total expenditures during calendar year . . . . . 41.75

Balance remaining under budget for 1938 . . . . . \$ 33.25

<sup>1</sup> \$2.65 and \$25.00 of bookkeeping account applicable to 1937 budget but checks cashed in 1938.

"Alice in Wonderland, or the Historian Among the Archives" was the title of a stimulating address by Professor Roy F. Nichols of the University of Pennsylvania before 120 members and guests at the Society's luncheon conference at Washington, D.C., on December 29, 1939. The session was held in conjunction with the annual meeting of the American Historical Association, following the custom by which the Society has carried on the annual conferences of archivists, held every year during that meeting since 1909. The new president of the Society, Dr. Waldo G. Leland, presided. Professor Nichols' remarks began with the contention that *Alice in Wonderland* was written by an English constitutional historian, an argument which was accompanied by incisive remarks upon the characteristics of historians and archivists. This was followed by a discussion of the problems that current accumulations of masses of records present to the historian, and illuminating suggestions as to how the archivist can aid in the solution of those problems.

Nine different categories of government interest in business records formed the subject of a discussion by Mr. Oliver W. Holmes, chief of the Division of Interior Department Archives, the National Archives, before forty-one members of the Society and other persons interested in record problems at a luncheon in the Department of the Interior building at Washington, D.C., on February 3, 1940. Mr. Holmes covered both the ways in which federal and state governments have stimulated the preservation of business archives and the utility of business records to government officials and students of government. Mr. William H. Galbraith, chief, Mail and Files Section, Federal Trade Commission, presided and added remarks on the business records acquired by that agency.

Archives constituted the general subject of one session of the third annual convention of the Inter-American Bibliographical and Library Association in the Pan-American Union building at Washington, D.C., on February 23. Dr. R. D. W. Connor, archivist of the United States, presided over the session, at which Dr. Vernon D. Tate of the National Archives spoke on "Microphotography in the Mexican Archives"; Dr. Luther H. Evans of the Library of Congress discussed "Local Archives and the Study of History in the United States"; and Dr. Robert C. Smith of the Library of Congress described "The Projected Archives of Hispanic Culture." Dr. Philip C. Brooks of the National Archives led the panel discussion, to which Dr. Silvio Zavala of the Mexican National Museum and Dr. Solon J. Buck of the National Archives contributed. The session was followed by an exhibit in the field of microphotography, which was explained by Dr. Llewellyn P. Raney of the University of Chicago Libraries.



The Middle Western members of the Society will join with the American Library Association and the Historical Records Survey in four sessions on archives and historical manuscripts during the annual meeting of the Library Association at Cincinnati, May 26 to June 1. The program, which is being planned by Dr. A. F. Kuhlman, chairman of the Committee on Archives and Libraries of the Library Association, will include among others papers by Sargent B. Child, Margaret S. Eliot, and Douglas C. McMurtrie in a session on the Historical Records Survey; by Margaret C. Norton and Roscoe R. Hill in a session on classification of archives; and by Theodore C. Pease and Solon J. Buck in a session devoted to the training of archivists.

The fourth annual meeting of the Society will be held, probably in November, at Montgomery, Alabama. The council voted to accept the invitation of the Alabama Department of Archives and History, and Mrs. Marie B. Owen, director of that department, will be chairman of the local arrangements committee. Dr. Lester J. Cappon, archivist of the University of Virginia, has accepted the chairmanship of the program committee.

Mr. Julian P. Boyd, treasurer of the Society, has left his position as librarian of the Historical Society of Pennsylvania, and will become librarian of Princeton University on July 1 of this year. Mr. John R. Russell has resigned as chief of the Division of Cataloguing of the National Archives, and assumed his duties as librarian of the University of Rochester on April 1. Mr. R. W. G. Vail, formerly librarian of the American Antiquarian Society, became director of the New York State Library on January 15.

#### THE NATIONAL ARCHIVES

Notable recent additions to the growing body of agricultural records in the National Archives are basic informational materials, 1908-1922, collected by the farm management survey of the Department of Agriculture and somewhat similar records pertaining to large-scale farming in 1933. Records concerning agricultural rehabilitation cases handled by the Federal Emergency Relief Administration in 1935 and loans made by the Regional Agricultural Credit Corporations, 1932-1938, contain materials for studying phases of the attack on the depression.

Recent accessions received from the Interior and War Departments have reunited in the National Archives a collection of manuscript maps and route profiles of the Pacific Railroad Surveys of 1853-1856. One of these accessions also includes Reclamation Service maps relating to Imperial Valley and the lower Colorado River area, and the other embraces original large-scale maps and profiles of the segments of the National Road from Cumberland, Maryland, to Vandalia, Illinois.

Among records concerning military and naval affairs received by the National Archives in recent months are 5,200 glass-plate negatives of Virginia documents pertaining to the Revolutionary War, which were made for the War Department in 1914 and 1915; general correspondence files of the offices of the adjutant general, 1861-1917, the secretary of the navy, 1885-1926, and the judge advocate general of the navy, 1880-1907, and of the Navy Department Bureau of Aeronautics, 1921-1935; and records of the Marine Corps expeditionary forces in Haiti, 1915-1934, and in Nicaragua, 1926-1933.

Other materials recently received by the National Archives include records of the office of the secretary of the interior, 1849-1907; log-books of vessels in the former Revenue Cutter Service and the Coast Guard, 1850-1935; records of the former War Department Bureau of Insular Affairs relative to Puerto Rico, 1914-1934, the Philippines, 1898-1935, customs matters in the territories, 1899-1935, and the Dominican customs receivership, 1905-1935; monthly reports of superintendents of national parks, 1924-1935; and general files from the Immigration and Naturalization Service pertaining to immigration and deportation of aliens, 1921-1932, and to applications by American citizens for the admission of alien relatives, 1924-1937.

The National Archives is conducting during the present academic year in-service training courses for its employees in which the understanding of archival principles has been substantially furthered. Of these one in Federal Administrative History is under the direction of Dr. Solon J. Buck, director of publications, and one in Correspondence and Report Writing is conducted by Dr. Philip M. Hamer, chief of the Division of Reference. Dr. Buck is also teaching a course in the History and Administration of Archives in co-operation with Dr. Ernst Posner, lecturer at American University. That course is open to students of American University as well as to employees of the National Archives.

#### THE HISTORICAL RECORDS SURVEY

The appointment of Sargent B. Child, of New York, as director of the Historical Records Survey of the Work Projects Administration was announced on March 12. Mr. Child succeeds Dr. Luther H. Evans who resigned in December to become chief of the Legislative Reference Section of the Library of Congress.

The formation of a national advisory committee to assist the Historical Records Survey in locating historical materials and in other technical phases of its work was announced at the same time. Eleven outstanding historians and archivists have agreed to serve in addition to two staff members of the Survey.

The advisory committee, which will hold its first meeting sometime within the near future, is composed of the following persons:

Dr. Robert C. Binkley, Western Reserve University, Cleveland; Dr. Julian P. Boyd, director, Historical Society of Pennsylvania, Philadelphia; Herbert A. Kellar, director, McCormick Historical Society, Chicago; Dr. Luther H. Evans, chief, Legislative Reference Section, Library of Congress, Washington; Dr. C. C. Crittenden, director, North Carolina Historical Commission, Raleigh; Dr. Robert L. Schuyler, editor, *American Historical Review*, New York; Dr. Waldo G. Leland, secretary, American Council of Learned Societies, and president, the Society of American Archivists, Washington; John Clement, lawyer and historian, Rutland, Vermont; Dr. Theodore C. Blegen, University of Minnesota, Minneapolis; Dr. Herbert E. Bolton, University of California, Berkeley; and Miss Margaret C. Norton, Illinois State Library, Springfield.

Douglas C. McMurtrie, editor of the American imprints section of the Historical Records Survey, and Dr. Philip M. Hamer, director of the federal archives section, both of Washington, have been named ex officio members of the committee.

#### SCHOOL OF LIBRARY SERVICE, COLUMBIA UNIVERSITY

The School of Library Service, Columbia University, announces a new course on American archival organization and practice, to be given the first time in the 1940 summer session, by Miss Margaret C. Norton, archivist of the Illinois State Library, Springfield, Illinois. The course will provide a survey of American practice in the administration of archives and is designed as a general introduction to the field for students who contemplate taking up archival work as a career, as well as for librarians and others who are actually responsible for archival collections.

The lectures and discussions will deal with the philosophy of archives; the major archival institutions of the world; public documents as archives; archival legislation; the service of the archivist to the public and to officials; the archivist and the librarian; the care of archives, including such topics as accessioning, classification, cataloguing, authentication, binding and repair, building and equipment, pests, rules and regulations; reproduction by photographic and other processes for official and other purposes; the destruction and reduction of records; local archives; bibliographical and other reference tools.

Students expecting to specialize in the archival field should supplement this course by advanced graduate work in history and political science, especially historical method and bibliography, and by courses in the history of manuscripts and books, bibliographical methods, reference work, public documents, etc.