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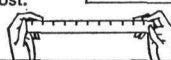


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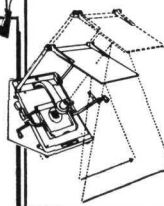
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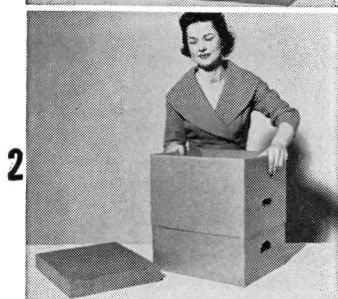
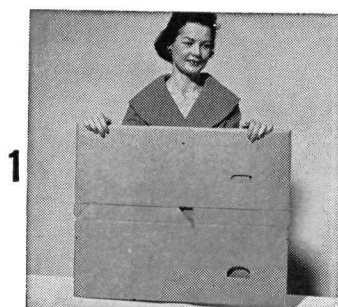
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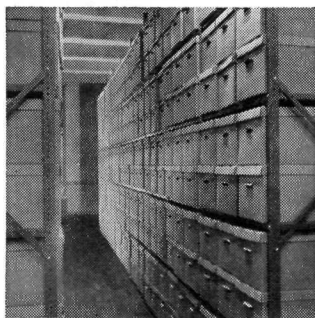
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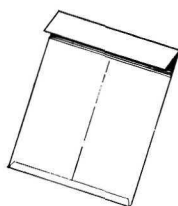
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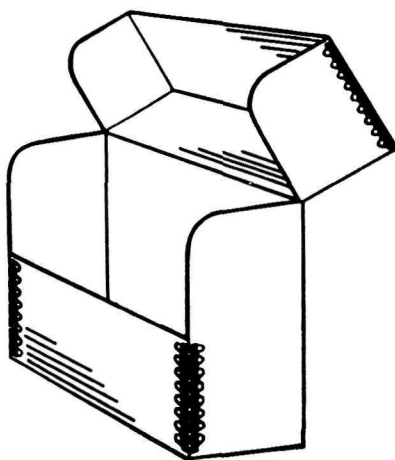
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# Archives for Scholarship: The Washington Extraordinary Congress of the International Council on Archives

By MORRIS RIEGER

*National Historical Publications Commission*

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THE IDEA for the Extraordinary Congress originated in the spring of 1964 with Wayne C. Grover, then Archivist of the United States. He was much concerned with problems of access often encountered by historians and other scholars dependent on archival and manuscript sources—chiefly with excessive restrictions on their use and illiberal microcopying policies. It was his hope that systematic reconsideration of these problems at the regular 1968 Congress of the International Council on Archives would serve as the springboard for an effective cooperative international effort to promote the maximum practicable freedom of access.

Accordingly Dr. Grover proposed to the leaders of the ICA that its 1968 Congress be held in the United States with the National Archives as host in cooperation with the Society of American Archivists. Since, however, invitations from Spain and Russia for 1968 and 1972, respectively, had already been informally accepted, it was decided to hold a more limited Extraordinary Congress in Washington in 1966—in effect an expanded version of the annual International Archival Round Table, to which the leaders of the world archival community would be invited. The specific dates finally agreed upon were May 9–14, 1966.

Archivists and their budgets, whether official or private, being notoriously impecunious, it was necessary for the host to finance the transportation of the overseas participants in order to ensure their attendance at the Congress. This essential requirement (and certain other basic costs) were met by a substantial grant from the Council on Library Resources, Inc., whose enlightened understanding of the great potential value of the meeting for historical scholarship thus made the Congress possible.

Thereafter more than a year was spent in the detailed prepara-

The author was a member of the Organizing Committee of the Congress on which he reports in this paper. A Fellow of the Society of American Archivists, Mr. Rieger is chairman of the Society's International Relations Committee. The present paper was read before the Society on Oct. 6, 1966, at a session of the Society's 30th annual meeting, held in Atlanta, Ga., Oct. 5–8.

tions for the Congress, beginning with the elaboration of its program and operating procedures. An Organizing Committee, initially headed by Dr. Grover and then, after his retirement, by his successor as Archivist of the United States, Robert H. Bahmer,<sup>1</sup> reached agreement with the ICA officers and Executive Committee on the general theme of the Congress, "Archives for Scholarship: Encouraging Greater Ease of Access," and on the specific aspects of that theme to be examined in four working sessions, namely: "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." It was also decided that a keynote speaker would sound the overall Congress theme at the formal opening session—in the event, L. H. Butterfield, Editor in Chief of the Adams Papers, whose most effective address, "The Scholar's One World," has already been published in the *American Archivist*.<sup>2</sup> Provision was made, too, for a closing session that would consider and act on resolutions, drafted by a Resolutions Committee,<sup>3</sup> embodying the conclusions reached by the delegates in the course of their discussions.

To lead the discussions, each working session was equipped, in addition to its chairman, with two reporters and a panel of five discussants.<sup>4</sup> The reporters were responsible for preparing back-

<sup>1</sup> The members of the Organizing Committee, in addition to the successive chairmen, were: L. Quincy Mumford, Librarian of Congress; W. Kaye Lamb, Dominion Archivist of Canada; Ernst Posner, Professor of History Emeritus, The American University, Washington, D.C.; Kenneth W. Munden, National Archives and Records Service; and Morris Rieger, National Historical Publications Commission.

<sup>2</sup> 29:343-361 (July 1966).

<sup>3</sup> The members of the Resolutions Committee were: Robert H. Bahmer (U.S.), chairman, J. M. Akita (Ghana), Gh. Belov (U.S.S.R.), Guy Duboscq (France), Johan Hvidfeldt (Denmark), W. Kaye Lamb (Canada), Heinz Lieberich (Fed. Rep. of Germany), Antonio Matilla Tascón (Spain), Gunnar Mendoza (Bolivia), Étienne Sabbe (Belgium), Leopoldo Sandri (Italy), S. S. Wilson (U.K.), and Charles Kecskeméti (France), secretary.

<sup>4</sup> These were:

Session on "Liberalization of Restrictions on Access to Archives": *Chairman*, Wayne C. Grover (U.S.). *Reporters*: W. Kaye Lamb (Canada) and Herman Hardenberg (The Netherlands). *Panelists*: Robert-Henri Bautier (France), E. W. Dadzie (International Association for the Development of Libraries in Africa), Juan Eyzaguirre E. (Chile), Olof Jagerskiöld (Sweden), and A. Solovjev (U.S.S.R.).

Session on "National Documentary Publication Programing": *Chairman*, Franjo Biljan (Yugoslavia). *Reporters*: Gh. Belov (U.S.S.R.) and Oliver W. Holmes (U.S.). *Panelists*: Marcel Baudot (France), K. D. Bhargava (India), Roger H. Ellis (U.K.), Antonino Lombardo (Italy), and Gunnar Mendoza (Bolivia).

Session on "Microreproduction of Archives for Reference and Publication Purposes": *Chairman*, Sir David Evans (U.K.). *Reporters*: Antal Szedő (Hungary) and Albert H. Leisinger, Jr. (U.S.). *Panelists*: Franjo Biljan (Yugoslavia), Harald



ground reports on the sessional theme: a comprehensive report in the case of the principal reporter and one focused on an important particular aspect of the theme in the case of the associate reporter. The reports were translated into the four official Congress languages (English, French, Spanish, and German), published, and distributed to the delegates in advance. At the sessions it was the role of the panelists, after the reporters had introduced the problems and issues to be discussed, to provide a considered analysis of them from their respective points of view—either by short formal statements or by means of a direct, extemporaneous, and critical exchange of views. This was followed by comments from the floor and terminal remarks by the reporters.

To help assure informed and balanced discussions the reporters and panelists for each working session were selected by the Organizing Committee and the ICA officers on the basis of their expertise in the theme(s) of the session, their representation of the differing viewpoints known to exist thereon, and their representation of the major regions of the world. A similar geographical distribution on the Resolutions Committee, consisting of 12 national archivists or their deputies, was intended to promote fairness and objectivity in its conclusions.

Arrangements were made for simultaneous interpretation of the Congress proceedings in the four official languages, and, at the urgent request of the U.S.S.R. delegates, Russian was added after the opening session. The proceedings were also tape-recorded in their entirety for eventual publication, together with the formal Congress documentation, in *Archivum*.

While all invitations to prospective delegates to the Congress were issued by the Archivist of the United States as host, he had agreed, insofar as the countries of the Eastern Hemisphere were concerned, to act in accordance with nominations made by the ICA officers. To these nominees, on the basis of a supplementary grant for the purpose made by the Council on Library Resources, the Archivist added several others to fill certain obvious gaps. In the end 33 countries of the Eastern Hemisphere were represented at the Congress, including 22 in Europe (virtually all), 6 in Asia and Australasia, and 5 in Africa. There was a total of 59 delegates from the Eastern Hemisphere in attendance, all either national

Jorgensen (Denmark), Heinz Lieberich (Fed. Rep. of Germany), Antonio Matilla Tascón (Spain), and Luis M. Rodríguez Morales (Puerto Rico).

Session on "International Cooperation in Facilitating Access to Archives": *Chairman*, J. I. Rubio Mañé (Mexico). *Reporters*: Aurelio Tanodi (Argentina) and Charles Kecskeméti (France). *Panelists*: Alexander Bein (Israel), Morris Rieger (U.S.), Jean Valette (Malagasy Republic), Peter Walne (U.K.), and I. Zemskov (U.S.S.R.).

archivists or senior archival officials. A few invitations were not accepted for various reasons, and one, to East Germany, could not be accepted because the diplomatic situation prevented issuance of visas by the State Department.

In the Western Hemisphere almost all countries in Latin America and the Caribbean, as well as Canada, responded favorably to Dr. Grover's invitations to their national archivists, and a few other leading archival figures were also invited. Apart from the United States, 19 Western Hemisphere countries were represented at the Congress by a total of 27 delegates. As it was obviously necessary to limit the size of the American delegation to avoid too excessive an imbalance, the Organizing Committee sought a fair and objective criterion of selection. This was found in the roster of Fellows of the Society of American Archivists, to all of whom invitations were issued. To this group was added a small number of distinguished historians, librarians, and some officials, mostly from Washington, whose presence was desired. With a normal number of declinations, the U.S. delegation finally amounted to 82 persons.

Besides the 53 national delegations, four international organizations were also represented: the United Nations, by two delegates; and Unesco, the Pan American Institute of Geography and History, and the International Association for the Development of Libraries in Africa, by one delegate each. In all there were 173 official delegates taking part in the Extraordinary Congress.

Since interest in the Congress on the part of archivists, historians, and others was widespread, and since considerable space was available in the ideally suitable International Conference Room so generously put at the disposal of the Congress by the Department of State, the Organizing Committee invited the attendance of nonparticipating observers. Registration in this category totaled 265, virtually all from the United States and naturally including a substantial number of National Archives staff members.

So much for the background of the Congress. It would be appropriate at this point to offer some general evaluative comments concerning its substance.

First, with respect to the *pre-Congress reports*: These were all conscientiously prepared documents based on considerable research—by means of widely distributed questionnaires in four cases—and considerable thought. All served well their purpose of providing a solid background of facts and ideas on which the sessional discussions could be based. As was to be expected, however, some were

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superior to the others: better constructed, more cogently reasoned, and better balanced.

Second, *the quality of discussion* was at a high professional level for the most part, addressing itself thoughtfully to the substance of the principal questions at issue in each session, ventilating the various viewpoints, and usually covering and even going beyond the ground suggested in the agenda. However, the hopes of the organizers for a free and enlivening give-and-take, particularly among the reporters and panelists on the rostrum, were largely unrealized. There were expressions of opposing points of view, both on the platform and from the floor, but rarely in direct response to previous speakers. For the most part the delegates made pre-prepared statements in the conventional manner of ICA Congresses.

Third, *the success of the Congress*: To what extent has the Congress—in concrete terms—contributed to improved conditions of access for scholars in the future? While this is difficult to measure so soon afterward, consideration of the resolutions adopted by the Congress may provide some indications.

In the area of formal restrictions, where the archivist is confronted by the difficult problem of reconciling the often conflicting needs of the state, the citizen, and the scholar, the Congress has probably made little progress toward liberalization by adopting the mild resolution that “archival authorities [should] strive to obtain substantial liberalization of access by reducing, if possible, the restriction periods in effect.” And this meek recommendation is not very much strengthened by the additional proviso that “certain categories of documents [should] be opened to research use before expiration” of the restriction period. While conditions vary in different countries, and the imposition of a universally applicable rule would therefore be unsound, the interests of scholarship would have been better served by the establishment of a specific international standard, somewhere in the 25-35-year range, as advocated in at least one of the reports and by a number of delegates in the Congress discussions. As an internationally approved model, such a standard could have been a potent weapon in the hands of proponents of liberalization within each nation: the archivists alone or in collaboration with the scholarly community, or the latter alone in the face of conservative archival opposition.

The Congress took a much stronger stand in connection with the discrimination often practiced in archival institutions overseas between native and foreign researchers. Its resolution calls for recognition of the principle of “equal and easy” access “irrespec-

tive of nationality" and, as a step toward achieving this in practice, requests an ICA investigation—with an early report date—of the device of "an international reader's card to serve as a recommendation of the bearer [by his own archival authorities] to foreign archival institutions." The proposed card, of course, is a compromise that falls far short of the desired goal, but the principle of equality has been unequivocally approved and thus now serves as the useful international standard of comparison the Congress failed to achieve in the case of restriction periods.

The role of proper archival arrangement, and particularly of finding aids, in facilitating scholarly access is obvious, and it must be confessed that the Congress planners were remiss in not devoting a session to this subject. Nevertheless, frequent expression was given during the meetings to the need for the acceleration and expansion of arrangement and finding aid work as an essential precondition of access, and a resolution to this effect was adopted. Although the Congress recognized the concomitant need for increased personnel to do the job, its resolution could do no more than urge the provision of sufficient personnel on concerned administrative authorities.

The Congress discussion of documentary publication ranged over two sessions and resulted in three far-reaching resolutions. One called for a thoroughgoing inquiry into the documentary publication situation in Latin America as a preliminary to the development of improved national publication programs there. (This resolution reflects the revitalization of international archival relationships in Latin America made possible by the common meeting ground afforded by the Congress, the first available since the 1961 Washington seminar of Latin American archival leaders sponsored by the National Archives.)

A second resolution required the ICA Executive Committee to establish an international working committee to study the applicability of efficient and advanced methods, particularly microfilming, to documentary publication. Following the Congress—at the Munich meeting of the Executive Committee in September—the committee was actually set up and its members were appointed although funds for its operation remain to be found. This development is a most heartening one, an indication of the growing understanding demonstrated at the Congress of the manifold advantages of microfilm as a publications medium. Though the creation of the committee is in itself only a modest step forward, it was realistically the most that could be expected at this time, and its report

should do much to persuade conservative opinion, which is still widespread in foreign archival circles.

Closely related to the micropublication resolution is a clause in a third resolution recommending "the strengthening of micro-filming programs by extending them, if possible, to entire series or *fonds*." While the Congress reports and discussions showed increasing international support for this practice, and time is thus clearly on the side of its proponents, powerful opposition still remains. Accordingly the positive tone of the resolution, weak though it is, is an accomplishment. It points in the direction of an international standard, even if it does not actually set one.

The Congress deliberations on international cooperation were more productive of resolutions for concrete action than any of the other areas of discussion, but in the process the Congress appears to have wandered quite far from its basic theme of scholarly access. The resolutions were much less concerned with this than with the urgent need for archival technical assistance to the underdeveloped regions of the world. In addition, a number of adopted resolutions related to international cooperative projects of specifically professional value only.

There were six resolutions of direct value to scholarship. They endorsed (i) the resumption of publication of the International Archival Bibliography suspended since 1960 for lack of funds and personnel; (ii) the establishment of an International Archival Documentation Center with worldwide retrospective and continuing coverage; (iii) the continuation and completion of the work currently going forward on the ICA Guides to the Sources of the History of Latin America and Africa maintained outside those regions; (iv) the inauguration of a new series of guides under ICA sponsorship to sources preserved in Latin America, Africa, and Asia; (v) the participation on the board directing the new Unesco "General History of Africa" project of ICA representatives familiar with Africa-related documentary sources; and (vi) the allocation of a "considerable share" of national micro-filming programs "to documentation relating to nations [the ex-colonial states, for the most part] whose history is dependent upon archival sources held in other countries." Valuable though these resolutions are (particularly to historians of imperialism and of the emerging nations), it is regrettable that, despite considerable discussion of the subject, no resolution aimed at the expansion and regularization of international exchange of finding aids, documentary publications, microcopies, and other facsimiles was adopted.

The group of resolutions concerned with technical assistance

add up to one of the most imaginative, ambitious, and useful programs ever conceived by the ICA. They recommend (i) that Unesco make regular provision in its biennial budgets for archival technical assistance to the new states; (ii) that a permanent joint ICA–Unesco technical assistance planning and coordinating group be established; (iii) that an international roster of archivists competent to undertake technical assistance missions in underdeveloped nations be compiled by the ICA for Unesco use (a sort of archival “peace corps”); (iv) that regional archival “pilot” (*i.e.*, demonstration and training) projects be established by Unesco under ICA direction in East and West Africa; (v) that a study of the problems of film preservation in the tropics be undertaken by the ICA; and (vi) that regional branches of the ICA be set up in Southeast Asia and Africa in order to upgrade its services to archival institutions in those areas. The first step to initiate this magnificent program of archival improvement over much of the world was taken in September when the ICA Executive Committee appointed the professional members of the joint ICA–Unesco planning and coordinating committee. Hopefully the Unesco representatives will be designated shortly and funds for the committee’s operations will be provided by the biennial Unesco General Conference late in 1966. It must be said, nevertheless, that the technical assistance program, essential though it is in the archival sense, will benefit scholarly access only indirectly and after a considerable period of time.

The same may be said of several other resolutions in the international cooperation sphere of specifically professional interest that were adopted by the Congress: those calling for “a study of the problems of international law in the archival field,” the reactivation of the ICA Committee on Archival Terminology, whose work had been only partially completed, and the establishment of an international committee of document preservation technicians to facilitate exchange of information in this basic field.

Although there was thus some deviation from the Congress theme, the overall resolutions record is a very good one—frankly, a much more successful one in terms of the basic objectives of the Congress than the organizers had anticipated. The potential benefits to scholarship inherent in the initiatives taken with respect to liberalization of restrictions (though the resolution was inadequate), equality of access regardless of nationality, microfilming of complete series and *fonds*, the recognition of microfilm as a legitimate publication medium, the reiterated emphasis on the need for increased finding aid production; the promotion of specific in-



ternational bibliographical and guide projects—the prospective benefits of all of these steps are incalculable but undoubtedly very great. Moreover, for the first time in the ICA's history a resolution was adopted providing for a special committee to oversee the implementation of the entire body of resolutions and to continue the work of the Congress. The existence of this committee (already appointed by the ICA Executive Committee), and its responsibility to report on progress to the next ICA Congress in Madrid in 1968, should assist materially in stimulating such progress.

A cautionary note, however, must be sounded. To translate the will of the Congress into reality, much depends upon the International Council on Archives. Yet the ICA is starved for funds, has no adequate secretariat, and thus in the present situation would be unable to play its central part effectively. Hopefully the effort now being made by several member nations, in response to one of the Congress resolutions, to increase substantially the ICA's regular subvention from Unesco will meet with success. Even so it will probably be necessary to seek supplementary means of support, including foundation grants, and, possibly, increased annual contributions from the member nations.

Finally, attention should be called to one outstanding achievement of the Congress that perhaps in the long run will overshadow its actual deliberations. This is the fact that by means of the Congress the great majority of the national archivists of the world were brought together in one place for an extended period and given ample opportunity to meet and communicate with one another: at the Congress itself, at the formal Congress functions (the various receptions, luncheons, dinners, and excursions), and privately. True, there have been other Congresses and Round Table meetings, but the Extraordinary Congress was unique in that many more countries from every quarter of the world were represented there than ever before, the rank of the participants was typically higher, and the number of people in attendance was small enough to promote more than superficial contact. The nature of the impact that this extensive interchange will have on the future course of the archival profession is, of course, unknown. But that it will have profound and prolonged effects is certain.

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# The Conference on the Utilization of Archival and Educational Resources

By EDWIN F. KLOTZ

*Department of Education, State of California*

WHEN Frank D. Largent, Chief of the Bureau of National Defense Education Act Administration, California State Department of Education, introduced Robert H. Bahmer, Archivist of the United States, as featured speaker at the Conference on the Utilization of Archival and Educational Resources on September 17 at Sacramento State College, he noted that what had come to pass in the year 1966 had been suggested as early as 1913 by James Morton Callahan. Moreover, Dr. Largent gave credit to the *American Archivist*<sup>1</sup> for presenting for our generation the question raised by Mr. Callahan: "Could not some plan be devised by which state or local historical societies, or state departments of archives and history, would plan their work regularly with a view of aiding teachers and advanced students of American history either in collecting or in publishing?"

Dr. Largent said that what had been a germinal idea in 1913 is still short of fulfillment. Mr. Callahan had lamented, "It has too frequently happened that there has not been sufficient contact and cooperation between our institutions of learning and the state or local historical societies." As chief of a bureau dedicated to innovation and creativity in the improvement of instruction, Dr. Largent announced that this conference was designed to reduce such compartmentalization of knowledge, wherein each specialist talks only to other specialists. He said that Dr. Bahmer is the epitome of the new look. No longer need archivists be confused with architects. No longer need educators be confused by a newsman's definition of an archivist—"a dead file clerk." No longer should archivists "tend to introspection," as Dr. Bahmer commented in an interview not long ago, but rather "recognize our obligations to the world of scholarship, participating as scholars as well as technicians."

This "new look," *i.e.*, the participation of archivists and re-

Dr. Klotz is Administrative Consultant, Bureau of National Defense Education Act Administration, Department of Education, State of California. The Conference he reports in this paper was held at Sacramento, Calif., on the 179th anniversary of the signing of the Constitution of the United States in Philadelphia.

<sup>1</sup> 25:13 (Jan. 1962).

source librarians in the educational arena, was the theme of the Conference, which drew over a hundred participants from all parts of the State and specialists from such neighboring States as Nevada, Utah, and New Mexico. Max Rafferty, California's Superintendent of Public Instruction and Director of Education, in an invitational letter to the county and district superintendents had declared, "This is a Conference designed to alert educators, teachers, and school administrators to the new trends in archival dissemination for instructional purposes, as well as to bring those responsible for the care of our historic treasures into a closer liaison with the active teaching profession."

The issue was clear: Teachers and educators are not only often unaware of the tremendous resources available to them in State, county, and local archives, museums, and historic sites, but they are frequently unaware of the newest technological methods of extracting these resources for local school use. It was time this *Urquellen*, i.e., these primary sources, of the historical sciences, be put to better instructional uses. The goal of the Conference was to reach educators and administrators with this message. The technique was to provide them with an opportunity to listen to and question the most expert figures in the State and Nation on several specialized topics. The list of participants reads like a Who's Who of those official, quasi-official, and nonofficial Californians involved in the movement to organize the living heritage of the most populous State of the Union.

W. N. Davis, Jr., Chief, California State Archives, and a former professor of history, crystallized his case in the keynote address by putting the resources and the student in the same context: "How can we get the resources of archives and libraries and museums and historic sites through the educational pipeline into the classroom?" Pointing out that archives are the permanent materials of history, upon which all writing of history must depend, Dr. Davis proceeded to demonstrate the descent of much historical writing to impressionistic exercises or to the collection of "haphazard scatterings of imprecise data." He cited Richard McCormick's observation about the Beards' description of the "democratic explosion" of the Jacksonian era, which McCormick compared to the documentary evidence that in every one of the 18 States in which electors were chosen by popular vote the percentage of voter participation was less in 1824 than it had been in previous years. The editor of a recent publication of the Selden Society of England, Dr. Davis noted as another example, has revealed that legal historians had often reconstructed the history of

England's central courts without ever reading the actual records of the courts themselves, preferring "error in print to accuracy in manuscript."

"Freshness and authority"—attributes which made Frederic William Maitland a perennial "great"—declared Dr. Davis, are "two words which best sum up the values and virtues of the educational resources under review here today." A vital task of our age is to find ways of opening up these resources and provide new substance to curriculum planners, history majors, and scholars alike. One of California's great Superintendents of Public Instruction, he recalled, in a text, *Methods of Teaching*, published in 1882, brought home to the teacher of his day an observation equally applicable to our day. "It requires decisive firmness," John Swett wrote, "to clear away the rubbish of superficial education and get down to a solid basis. There is no mistaking the fact that a great deal of current school education, like the ornamental tattooing of the South Sea Islanders, is only skin deep." The real question for Dr. Davis, as with Swett, is not what is simply *good*, but what, under the circumstances, is *best*. If the best is available, it is incumbent upon all members of the instructional world to make it known.

Four panels followed Dr. Davis' address, each moderated by a county superintendent of schools. Each panel consisted of four panelists, who delivered their 10-minute "capsule" addresses. There followed a 20-minute period of discussion.

The first morning panel posed the problem: "What You May Not Know About Archival Resources." The Chairman of the California Heritage Preservation Commission, Walter C. Frame, talked about "unexplored and undiscovered country" that "presents a challenge to all of us." His theme was the countless treasures existing in the basements and attics of county courthouses and city halls and in family trunks and how teachers, educators, and museum curators can keep whole communities alert to this vast amount of material, which so often is lost to posterity. In salvaged documents near the town of Downieville, he recalled, he found documents that legalized marriages contracted in the wilderness of the Overland Trail but were recorded after the wagon trains reached civilization in some small California community in the 1850's. "American history is still in the stage of discovery," declared Mr. Frame. Treasures are to be found, records are yet to be discovered and preserved, history is still to be written. "It is a challenge to us all."

Allan R. Ottley, Librarian, California Section of the State

Library, gave a detailed picture of the records, documents, manuscripts, and early newspapers available in the originals or on microfilm at the State Library. It was James L. Gillis, an early political appointee without library training, he told the assembled educators, who became the State's most productive leader in the development of the State Library from a resource used primarily by the legislature to the central depository for a vast system of county libraries that today use its enormous facilities. Knowing where the materials might be found is the first step to "discovery" by students. Mr. Ottley's presentation excited the imagination of the curriculum specialists present at the Conference with its new insights into the vast resources available at their fingertips, just for the asking.

Dr. Albert Shumate, a practicing physician who also serves as Grand Historian of the Native Sons of the Golden West and Vice President of the Conference of California Historical Societies, reviewed the collections of the great libraries of the Bay area. He described the immense losses by fire following the San Francisco earthquake of 1906, and he stressed the need for protection of the valuable collections that have been accumulating in such great libraries as Bancroft, Sutro, Gleason, St. Thomas More, Stanford, and the Library of the Society of California Pioneers. He announced that a new edition of *California Local History*, the standard bibliography in the field, will soon be published. It represents the holdings of some 260 libraries and lists the location of rare and valuable books in the different libraries.

The last member of the morning's first panel was a self-styled "transistorized version of the efficiency expert," Gerald Newton, Director of Systems Automation for the Library at the University of California at Davis. He explained his role in computerizing and linking together the libraries of the nine University of California campuses. Although his project started a scant 3 years ago, he can already see future applications of the system for archival uses.

The archival garment, Mr. Newton related, has five threads (modules in GIGO talk), like any other data and dissemination problem. First is the acquisition of the materials. Second is the organizing, the classifying, and the indexing of the materials, perhaps in different schemes, which can be transformed from one form to another. Third is the variety of storage techniques, reduction to file size, etc. Fourth is the retrieval of items stored (security and processing for the requester). Fifth, and most important be-

THE AMERICAN ARCHIVIST



cause it gets so little attention, is the feed-back module—the means of disseminating materials in demand.

The probable first step for archives and resource libraries, Mr. Newton said, is the taping of already existing catalogs. Computers can read tapes at a rate of 125,000 characters per second and print out 200 lines per minute on a printer. These cataloged tapes can be combined with those of other libraries and archives to produce a resource of millions of items, all available to other libraries and ultimately to schools. Within 10 years the University of California Libraries system should be in full operation, including some form of visual reproduction.<sup>2</sup> True, services cost money. And extending such services will cost more money. But you will be building on our experience. "The main costs are the printing out of needed materials. But what's it all about if not the use of materials?"

The second panel of the morning, "The Function of Museums and Exhibits in the Educational Process," was moderated by the Imperial County Superintendent of Schools, Olin R. Gresham. Irene Simpson, Director, History Room, Wells Fargo Bank, San Francisco, and Norman Wilson, Supervisor of Exhibits, California State Division of Beaches and Parks, both upheld the theme that visits by adults and students to historical sites and museums can stimulate a sense of values, an understanding of our heritage, and a respect for the accomplishments of our predecessors. Wells Fargo Bank, as all Californians know, has centered its advertising around the galloping stagecoach drawn by six powerful horses. Some of its branch banks reflect the architecture of the 1860's, giving the Wells Fargo client a sensation of physical participation with the past. Even students from the school for the blind "see" the exhibits at Wells Fargo, said Miss Simpson, as they handle and touch artifacts of the past.

Mr. Wilson reflected that the increasing attendance at historic sites and museums, such as Sutter's Fort in Sacramento, has actually brought about a crisis within the Parks system. He estimated that 6 million people visited State historic parks and monuments last year and that 3 to 4 million children attended in groups accompanied by their teachers. There is too little planning for such numbers, he observed, and as the population of the State continues to increase, so will the need not only for better planning and more staffing but, more important, for the intensive briefing of teachers

<sup>2</sup> Charles R. Timpany, Superintendent, Santa Clara County Schools and moderator of the panel, suggested a tie-in to district and county instructional centers from the University of California Libraries as an extension of Mr. Newton's project.

in the history and function of the site being visited. Most California teachers, Mr. Wilson observed, as others observed during the course of the day, are not native Californians, nor are they knowledgeable about California history. He recommended several steps to alleviate the problem: (1) Participation of schools in organizing visits; (2) special guides to conduct study tours for students; (3) mobile museums to serve out-of-the-way schools; (4) better audiovisuals for instructional purposes; (5) reproductions of historical documents for school use.

Carl Dentzel, Director, Southwest Museum of Los Angeles, and Vice President of the Cultural Heritage Board of the City of Los Angeles, viewed some of the problems confronting the public parks personnel—even though the Southwest Museum, specializing in California Indian cultures, is financed entirely by private means. The pressures for the use of his facilities have resulted in a program of appointments by interested school districts and of the careful selection of these groups to fit specific patterns of interests. The Southwest Museum, said Dr. Dentzel, is frequently used by such professional groups as the American Institute of Architects and the American Institute of Designers, by the Daughters of the American Revolution, and by other patriotic societies and various service clubs. In cooperation with local school boards, the museum also sponsors institutes on Saturdays for primary and secondary school teachers. Exhibits from the museum are not only shown throughout the State, but a traveling exhibit has gone to Japan, where a million and a half viewed it, and to Scandinavia and other parts of Europe, where great numbers were exposed for the first time to authentic relics and artifacts of American Indian culture.

The slogan of the Southwest Museum, declared Dr. Dentzel, is *Manana, flor de sus ayeres* (Tomorrow, the flower of your yesterdays). Museums are living entities, he asserted. History is not dead. Students, when they are in contact with these realities of the past, *live* the pageant of life we call "history."

The second morning panel closed with a colorful presentation of certain facts of California life by Elliot Evans, Curator for the Society of California Pioneers, headquartered in San Francisco. The museum of this society is also entirely supported by private funds, said Dr. Evans, but this can be something of a handicap as well as a blessing. When people come to the society's museum to see the original Bear Flag of California, raised at Sonoma in 1846, and learn to their dismay that it was burned in the great fire of 1906, they are so history-minded that they retort: "Then may we see the ashes?" It is Dr. Evans' experience, in observing visitors

to the California Pioneer Museum, that people express wonder, awe, and excitement when viewing and touching objects of historical importance. He observed that even with all our potential in automated retrieval and facsimile reproductions, nothing can replace the original and the personal feeling of contact with the authentic object.<sup>3</sup> Dr. Evans then described the many artifacts housed in the museum: Chinese artifacts of the last century; and collections of early products manufactured in California, such as San Francisco silver, abalone shell articles, furniture, and iron and brass pieces. Dr. Evans and other speakers were concerned with the out-of-state teachers in California's schools—"an intrusion of very nice people," as he put it, who need instruction and orientation in the history they are supposed to be teaching. He closed by pleading for more cooperation among school systems, local museums, and historical societies to fill this need.

Robert H. Bahmer, Archivist of the United States, addressed the Conference following the luncheon. He stated, in opening his remarks, that the Conference was advancing "an important and exciting and, to an archivist of my age, a rather bold proposal, that is, to increase the use of original sources in the teaching of American history, particularly below the graduate level in college." He remarked on the fact that California is the number one State in the Union for several reasons, not the least of which is the fact that in 1966 it became the first State to declare a "State Archives Month," which would open with the commemoration of the adoption of the State Constitution, October 13, and would close on the date of the State's first election, November 13, when the Constitution was ratified in 1849.

The Conference on the Utilization of Archival and Educational Resources has created an exchange that could produce good results, Dr. Bahmer noted. He then touched on the vast resources of the National Archives: a million cubic feet of records, which are at the disposal of all Americans. Considering new techniques of retrieval available, secondary school history students have ready access to these materials, as do undergraduate and graduate scholars. Teachers can use archives for several legitimate objectives: to arouse interest; to inspire; to impart factual information; to develop understanding of the historical process; to interpret; and even to bring forth the picaresque, which brightens the otherwise often solemn atmosphere of "history." Dr. Bahmer discussed the

<sup>3</sup> Dr. Gresham, the moderator, called attention to human resources as used by the schools in his county, where the elderly teach Indian crafts and basket weaving.

many divisions<sup>4</sup> of the National Archives proper, the 12 regional records centers of the National Archives and Records Service, and the use of microfilm, on slides as well as in rolls. He then illustrated some of the treasures of the National Archives relating to California: W. T. Sherman's map of the gold mines along the American River; some 20 watercolor sketches by a gunner's mate of Stockton's flagship who captured for posterity the Mexican horseman at the battle of San Pasquale in 1846, the battle for Los Angeles, and the fleet at Monterey. Dr. Bahmer's ability as a teacher to hold a student's attention was illustrated in the use of a slide: a patent application for a hog-weighing device showing hogs moving along on hooks. It was this idea, Henry Ford once said, which stimulated his imagination and resulted in the assembly line process of automobile manufacturing.

The theme of the third panel, "How Do Historic Sites and Monuments Fit Into the Educational Spectrum?" was skillfully introduced by Aubrey Neasham, Professor of Park Management, Sacramento State College. Sacramento could have another Williamsburg if the present plans to restore the old town develop as planned. It is not only culturally but economically advantageous. Historic buildings, he asserted, play to all the senses. "They can be seen, touched, heard and smelled . . ." Historic sites "instill within the minds of the younger generation a veneration for the efforts of others." "Young people understand by projection that much that we have was made possible by the courage, sacrifice, hard work, and vision of former generations." When such reverence for these past deeds emerges, we call it patriotism. Historic places provide us with this continuity as Americans and allow us to relate our lives with those of bygone eras.

William I. Murtagh, Education Director of the National Trust for Historic Preservation, Washington, D.C., called historic houses under the administration of the National Trust "three-dimensional historical documents" because of their genuine authenticity down to the last plate in the kitchen cupboard. There is a veritable wave of interest in preserving historic houses today, the number having increased from 700 in 1945 to 4,600 today, and three new ones are being established each day. Nearly 200 million visits have

<sup>4</sup> During lunch Dr. Bahmer had accepted the first verbatim sound recordings of a Senatorial Hearing (Hearings on the Communication Satellite Bill; Senate Space Committee 2/27-3/7/62) from H. Lewis Shay, Jr., who presented them to the National Archives on behalf of William H. Offenhauser, Jr., who directed the project (Verbatim) for Telefact Foundation. These recordings, Dr. Bahmer said, would be added to the vast store of tape and film that relates to the Federal Government and/or is of high national importance.

been paid to these historic buildings in recent times. Williamsburg, the old capital of Virginia, has been called a living history textbook and is visited by 80,000 children a year from as many as 38 different States. Educators could benefit more from visits if they encouraged their teachers and their students to look at each visit as an integral part of a class assignment and not as an "outing." Textbooks simply are not enough. He felt that local or county school offices could prepare special guides for the historic sites and monuments in their areas. A brochure by the National Trust presents many additional suggestions for better utilization of historic buildings by schools.

To Merrill Mattes, Historian, National Park Service, historic sites are "shrines of civilization" whose preservation "is among the deepest obligations of our society . . . it is a cultural imperative." These shrines evoke, in the words of Lincoln, "the mystic chords of memory" which are a "hopeful bridge to the future." Reviewing the organization and function of the National Park Service, Dr. Mattes warned that if a people lose this mystic sense of communion with history, if "a society rips itself away from its roots . . . forgets its origin and ignores the crucibles in which its spirit was forged . . . this is a society which is threatened by amnesia and spiritual dissolution." (This warning was noted by Max Rafferty, State Superintendent of Public Instruction, at the Conference banquet later that day when he recalled that such Founding Fathers as Madison, Hamilton, and Jefferson shared a "common opinion" upon which all our institutions rest, that "self-evident truths," "inalienable rights," and "natural law" were not political slogans of the time, but expressions of a common philosophy, a philosophy which holds America true to those great principles which inspired our forefathers and which gave life to our Nation.)

R. Coke Wood, Executive Secretary of the Conference of California Historical Societies and a professor of history at the University of the Pacific, Stockton, described the "history explosion" in California. The sudden consciousness of a heritage was resulting in demands by many Californians to identify important historical landmarks in their communities. At present California has 813 registered historical sites, the last one registered being Old Sacramento. There are also 42 State historic monuments. Last year alone 14 new local historical societies or museums applied for membership in the Conference of California Historical Societies, which now has a membership of 126 societies. The latest trend is in historical activities in relation to ethnic groups: Negro historical societies, Chinese historical societies, Indian historical

groups, and the like. Dr. Wood urged schoolmen to establish liaison with all these groups.

Nearly every panelist during the course of the day referred to the essential problem presented by the final panel: "Communications: The Pipeline and How To Reach It." The panel was moderated by Fred J. Greenough, Superintendent of Schools of Santa Barbara County, who has had considerable experience in working with public and private historical agencies in the cause of better education.<sup>5</sup> Thomas J. Hammer, Jr., Chairman of the California History Commission, described the functions of this commission and its efforts to coordinate the various commissions and committees that seemingly compete with each other in their efforts to further the cause that all purport to support. Gerald Schlenker, the only active secondary schoolteacher on the panels, who also serves as State Coordinator of Young Historians (an adjunct of the Conference of California Historical Societies), declared that the individual school district is the obvious "pipeline" of communication to the discovery and efficient use of archival and other educational resources. The Young Historians organization affords students an opportunity to develop research and writing skills while taking field trips or examining newspapers for significant past events. Prizes are awarded by service clubs and local newspapers for historical essays. He described how the Young Historians of Chula Vista took over an old adobe and made it into a museum with the assistance of a local historical society and with the blessings of the school district officials. Attic searches are conducted on Saturdays by avid young scholars bent on finding a rare diary or other source material. Both teachers and students must be encouraged to use community facilities. Teachers should be encouraged, by extra pay if necessary, to coordinate these activities. "The result will be better educated students, a better resourced school district, closer ties established between schools and the communities." This is the essence of the "pipeline" as Mr. Schlenker sees it. He stressed that students and teachers are the growing resources that could unearth and spark the flow of *Urquellen*<sup>6</sup> when thus encouraged.

H. Lewis Shay, Jr., who acted as the representative of Sylvester K. Stevens, Executive Director of the Pennsylvania Historical and

<sup>5</sup> He termed museums "archives of artistic achievement" and pointed out that school administrators would have to follow up on the suggestion made at the Conference. In this they would need help.

<sup>6</sup> Defined by Jacob N. Bowman as the plural of *Urquel* (German): the original source; there is nothing before.



Museum Commission, concurred, and he added, "Reaching the youth in Pennsylvania is especially the work of the Pennsylvania Federation of Junior Historians, with about 15 chapters and an active membership of 5,000. Clubs in the junior high schools, led by an inspired teacher, bring stimulating projects, field trips and elementary research projects to youngsters eagerly receptive to teachers radiating genuine enthusiasm and having knowledge of pertinent facts." Dr. Stevens, he said, recognized as the greatest need

the recruiting and training of inspired social science teachers!—history teachers! If we are to teach our young the basic values, if we are to learn from our past mistakes, if we are to understand the origins of current social and economic problems, if we are to achieve progress through intelligent planning, we must recruit some of the best young minds inspired with the deepest dedication to the study of and understanding of our culture, which can only be achieved through a knowledge of living history.

Robert Johns, President of Sacramento State College, cited the need for developing public support. In his welcoming remarks he observed that more money could be found for archives if so much were not spent on auditors.

T. R. Smedberg, Superintendent, Sacramento County Schools, observed, "One of the problems is not just to talk about what we're talking about today but have it translated into learning experience for children." He favored an oral history program to use the knowledge stored in the experience of early Californians still living. He termed these people reservoirs of information and in a sense "archives of the mind." Proper use of these resources could preserve the "human values that should become part of the matrix of character because children have certain kinds of experiences in the presence of a monument or in a museum. Some become part of himself."

Calvin Bertolette, President, Telefact Foundation, felt that the term "pipeline" needed to be defined with reference to the purpose of the Conference. Since emphasis needed to be placed on teachers, students, and interested citizens as users and, occasionally, on contributors of *Urquellen*, there should be a multilateral aspect to the flow. All of us are both sources and users of information—hence the problem lies in finding ways to improve methods of information handling in each function or role. California Archives Month furnished an opportunity for the resources of the Conference to be used through an information exchange that Telefact would organize, he said.

*Urquellen* seemed the best word to cover the manifold primary resources discussed by the Conference. Scholars have used the term since the 12th century. It has become the hallmark of integrity. Jacob N. Bowman, who was introduced by Dr. Davis at the Conference banquet as "Mr. Urquellen," was there honored as "scholar, historian, and patron of the archives" in a joint citation of the Conference and the California Department of Education. Dr. Rafferty presented Dr. Bowman with the award before making his own address, which proved Dr. Rafferty to be indeed—to use his own phrase—"a public advocate of Urquellenism."

. . . We have identified America's *Urquellen*, which I promised you I would do [Dr. Rafferty said]. We know where the treasures are stored, and you know better than any one else. We know what spirit lies within them. We also know they are dusty with time and with disuse.

Now, how to extract the finest of these precious things and set them in the black cavities of our instructional programs, which are so much in need of repair?

Can we fill and line those diseased portions of our society long exposed to drifting filth with a firm, smooth, golden surface immune to the viral onslaughts of our age? I wonder.

I am told we can. I am told that technology has lately made possible entire computerized libraries, described as a vast network, with computer terminals across the entire United States. A person can type out his request for a specific document at one end of the country and find swishing across his video receiver in a few moments the desired document, or letter or section of a book. Moreover, if it is something he really needs, he can press another button and have a copy of this image for his permanent possession!

I have been called, among many other things, a troglodyte from the antediluvian age because I constantly look to tradition for guidance. But if these developments and others like them suggest what I think they do for education, my critics will soon have me riding the stars of outer space with Flash Gordon.

Because I can envision an eager high school history teacher, the kind I was 25 years ago, enraptured by his topic (say the shooting of Hamilton by old Burr), plugging in with the archives or State Library in New York and extracting for his class the verbatim newspaper account of the event.

Or think of what such a system would do for the master and doctoral student. Our scholars might actually rediscover the world of primary sources! Because if Stanislaus State College here in California were linked with the State Archives and with Berkeley, let's say—with the computer visual system of transmission—what would prevent genuine research being done without leaving one's own home campus? Nothing!

All this sounds beyond Buck Rogers' 25th century, I suppose. And the sheer manual labor involved in indexing our resource depositories guarantees that such facilities are not just around the corner by any means. Still, the possibilities are there and the future beckons rather compellingly. What these

THE AMERICAN ARCHIVIST

facilities could do for creative approaches in 20th-century education is beyond my abilities to imagine, but I presume not at all beyond yours; you are the specialists in this field. It is going to be interesting to speculate what our critics will say as we continue to seek to harness modern technology to electrify the present with the living heritage of the past. That tap root about which I spoke earlier can operate as an AC current, moving in both directions, spreading the sparks of enlightenment as it bursts over the surface of our contemporary world so much in need of a renaissance, and of a sound philosophy of existence.

You are here tonight; you have analyzed throughout the day some of the means of making this possible. We in the area of public education have a keen interest in assisting you not only because we are interested but quite frankly for our own selfish interests.

Because the educator's interest is the Nation's interest. So much depends upon how quickly we can get the pipelines flowing. Americans are thirsty without knowing it for the fresh deep waters of experience. Whatever resolutions you may propose as a result of these sessions today that fall within my office and my public station, rest assured . . . [that] I will do all legally and morally possible to assist. This is part of my job, and in addition it would be a pleasure.

Ninety-one years young, Dr. Bowman later spoke concerning *Urquellen*, stressing their need in establishing fact as against mere tradition. History, Dr. Bowman said, is filled with old traditions. Tracing tradition as against *Urquellen* through ancient Greece and Rome to modern times, he demonstrated the importance of checking remembered tradition with *Urquellen*. For example, tradition, even *Quellen* such as contemporary newspapers, placed the cornerstone of the California State Capitol at the northwest corner of the building. A bronze plaque marked the spot. However, the specifications, the *Urquel*, discovered in the State Archives placed the stone in the northeast corner. In 1950 excavation disclosed the cornerstone one-quarter of an inch from where the specifications (the *Urquel*) said it was.

Dr. Bowman's remarks included other examples of tradition corrected by the discovery of *Urquellen*, such as the first Great Seal Press of the State of California and the founding date of the Presidio at San Diego. His message pointed up the need for the discovery and sharing of *Urquellen*. It also made us conscious of the great responsibility we bear in recording, storing, and sharing the *Urquellen* of our times. The hope of future generations rests on our discharge of this paramount duty, this vital task of the scholar, the teacher, and the citizen.

In their discourses, the participants in the Conference on the

Utilization of Archival and Educational Resources raised the standard. They honored a living example of the dedication required in the person—Jacob N. Bowman. He was indeed, as he termed himself, "Exhibit A."

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***"Perhaps we ought to be flattered..."***

It would be an interesting, but useless, exercise to collect all the fallacies about our profession which are at present in current circulation. One of the most popular confuses our work with that of the archaeologist. This has recently been given further currency by an adventure story for children. According to one reviewer this tells of a young county archivist who leads two children through various exciting incidents. Perhaps we ought to be flattered, but it is this same error which provides an inexhaustible flow of coins, pots and skeletons for our inspection. This is bad enough, but there is a worse fallacy that we are only concerned with *old* documents. In this context "old" can mean anything from prehistoric to pre-1945 according to the interests of the speaker, but every member of the public seems to be convinced that there is some magic date which we wave over a heap of waste paper to sort the archives from the junk. Perhaps the destruction schedules of the Public Record Office with their insistence on 1660 may be responsible. The present fifty year rule certainly helps to perpetuate it. As a result it seems to be generally expected that the average archivist should have a long white beard, at least one noticeable eccentricity, and no interest in anything which has happened in the present century.

The true facts are to be found (as most of us know) on page 11 of *Archive Administration* where in the classic definition of archives there is no mention of dates or antiquity, but awareness of the archives of the present and the future. Yet many of us are prepared to let the public view of us go by default in our own offices. So far as other departments are concerned we are the magpies collecting old documents like coloured stones. If we can persuade them that old does not just mean before 1889 or 1835 then we are content. An even more unfortunate example is the record office which cares for the archives of every local institution but those of their own authority. It is difficult to see how this can ever be justified. These offices are the final proof to the public at large that we are expendable, a luxury provided by the local authority as a sop to the culture-mongers.

—EDWIN WELCH, "Records Management," in *Journal of the Society of Archivists*, 3:198 (Oct. 1966).

THE AMERICAN ARCHIVIST

## President's Page

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PROFESSIONAL organizations like the Society of American Archivists, not yet large or affluent enough to afford a paid secretariat, must depend heavily if not completely on the participation of volunteers in its activities. This participation is a two-way street, however, benefiting both the Society and the volunteers.

Three principal areas exist for volunteer effort. The most obvious is the *American Archivist*, which keeps our entire membership of some 1,700 informed of professional developments and at the same time provides a medium through which members can share their knowledge and experiences with the rest of the fraternity by contributing articles, book reviews, and news notes. Almost equally obvious are the annual meetings of the Society, which usually draw an attendance of 250 to 300 members. Here again those in attendance can inform themselves on a wide variety of subjects; those reading papers or serving on panels can impart their knowledge and conclusions; and all can exchange their experiences and views during the formal sessions, the workshops, and—perhaps most important of all—during the many opportunities for informal give-and-take throughout the entire annual meeting.

Much less is known by the general membership about the third important area of volunteer effort, service on the committees of the Society. Yet this area, unglamorous as it is, produces or encourages much of the professional output of the Society, including directories, guides, manuals, standards, and the like. For these reasons and many others, committees deserve a few paragraphs here about their nature, composition, and work.

Currently the Society has 26 committees: 21 standing committees prescribed by the bylaws and 5 ad hoc committees established by the president. With membership on individual committees ranging from 1 to 16, no less than 150 members served on the various committees last year. Aside from three administrative committees where special provisions apply, the chairmen and members of all committees are appointed by the president for 1-year terms, often on the recommendation of other officers, Council members, committee chairmen, and other members of the Society. Particular

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care is taken to have each committee include the broadest possible representation of interests and geographical distribution.

Eleven of the standing committees are administrative committees, their duties described by their names: Auditing, Awards, Education and Training, Finance, Local Arrangements, Membership Development, Nominations, Professional Standards, Program, Publicity, and Resolutions.

Four standing committees are technical advisory committees—Archival Buildings and Equipment, Manuscripts and Special Collections, Preservation, and Technical Devices and Systems. These committees keep abreast of new technical developments in their respective fields; keep the membership informed of significant developments through articles and news notes published in the *American Archivist* and elsewhere; answer inquiries and consider and act upon matters referred to them by officers of the Society, its committees, or the Council; and initiate recommendations to the Council for action by the president, the Council, or the Society that may further the objectives of the Society.

The remaining standing committees are responsible for special areas—Archives of the Professions, Business Archives, Church Archives, College and University Archives, International Relations, Records Management, and State and Local Records. In these areas the committees gather and publish information about the records and recordkeeping practices and develop and disseminate information that will influence organizations in their areas to preserve their records of enduring value.

Ad hoc committees are appointed to deal with special problems or to explore new areas to determine whether they warrant the establishment of standing committees. Five ad hoc committees have been appointed for the current year—Automated Techniques for Archival Agencies, Copyright Legislation, Scientific and Technological Manuscripts, Terminology, and Uniform Archival Statistics.

This summary has been prepared to bring the committees and the importance of their work to the attention of the membership. Another purpose is to encourage members of the Society, new and old, who would like to participate in committee work to make this fact known to the chairmen of the committees in which they are interested. These chairmen, whose names and addresses are listed elsewhere in this issue, are looking for workers to improve the contributions that their committees can make to the Society. Volunteers are still needed.

HERBERT E. ANGEL

*President, Society of American Archivists*

THE AMERICAN ARCHIVIST

# Bibliography

GRACE QUIMBY, *Editor*

*National Archives*

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## WRITINGS ON ARCHIVES, CURRENT RECORDS, AND HISTORICAL MANUSCRIPTS

1965

COMPILED BY GRACE QUIMBY AND FRANK B. EVANS

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

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

- I. General Literature
- II. Management of Current Records
- III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
  - A. United States in General and Federal Government
  - B. State and Local
  - C. Foreign Countries
  - D. International Organizations
- IV. Buildings and Equipment for Archival and Manuscript Depositories
- V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts
- VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts
- VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Finding Aids
  - A. General Discussion
  - B. United States in General and Federal Government
  - C. State and Local
  - D. Foreign Countries
  - E. International Organizations

<sup>1</sup> The compilers are indebted to Geneva H. Penley for assistance in compilation.



- VIII. Application of Photographic Processes to Work With Records and Historical Manuscripts
- IX. Service, Use, and Publication of Records and Historical Manuscripts
- X. Special Physical Types of Records and Historical Manuscripts
- XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Record Officers

### I. GENERAL LITERATURE

1. ANDREASSEN, JOHN C. L. A paper prepared for a symposium on business archives, Wednesday, 9 June, 1965. The University of British Columbia, Vancouver, B.C. [n.p., n.d.] 8 l.
2. APPLEBAUM, E. L. Implications of the National register of microform masters as part of a national preservation program. *Library resources & technical services*, 9:489-494 (Fall 1965).
3. BENISON, SAUL. Reflections on oral history. *American archivist*, 28:71-77 (Jan. 1965).
4. CHATFIELD, HELEN L. College and university archives; a bibliographical review. *American archivist*, 28:101-108 (Jan. 1965).
5. COBLANS, HERBERT. Qué es la Documentación? *Universidad* [Argentine Republic], 64:259-270 (Apr./June 1965). Mr. Coblans of Aslib (Association of Special Libraries and Information Bureaux, London) develops and compares definitions of "documentation" by documentalist/librarians, notably Samuel C. Bradford, Edith M. R. Ditmas, Jesse H. Shera, Suzanne Briet, and Mortimer Taube.
6. COLLOQUIUM ON TECHNICAL PRECONDITIONS FOR RETRIEVAL CENTER OPERATIONS, *Philadelphia*, 1964. Proceedings, April 24-25, 1964. Washington, D. C., Spartan Books, Inc., 1965. 156 p. See also: 33.
7. COLMAN, GOULD P. Oral history—an appeal for more systematic procedures. *American archivist*, 28:79-83 (Jan. 1965).
8. DADZIE, E. W., and J. T. STRICKLAND. Directory of archives, libraries, and schools of librarianship in Africa. Répertoire des archives, bibliothèques et écoles de bibliothéconomie d'Afrique. [Paris], Unesco, [1965]. 112 p. (*Unesco bibliographical handbooks*, 10.) Arranged by country with subject index in English and French.
9. DARLINGTON, IDA. Archives and archivists, 1964. In Robert L. Collison, Progress in library science, 1965. London, Butterworth, 1965. P. 57-79.
10. DIRECTORY of special libraries in Montreal; revised by [the] Directory Committee, Montreal Chapter, Special Libraries Association. 7th edition. Dec. 1965. Montreal, The Association, 1965. [52 l.]
11. DOWD, MARY JANE. Critical judgment of Posner's *American State Archives*. *American archivist*, 28:526-528 (Oct. 1965). A well organized compilation of comments culled from many reviews of Dr. Posner's book.
12. DRAKE, MILTON, comp. Almanacs of the United States. New York, Scarecrow Press, 1962. 2 vols. Reviewed by Leonard Rapport in *American archivist*, 28:268-269 (Apr. 1965).
13. DUCKETT, KENNETH W., and FRANCIS RUSSELL. The Harding papers: How some were burned, by K. W. Duckett; and Some were saved, by Francis Russell. *American heritage*, v. 16, no. 2:24-31, 102-110 (Feb. 1965). These articles describe the continuing efforts to censor the former President's record by destroying his papers and the efforts of historians to preserve all papers, particularly some recently discovered letters. Mr. Duckett concludes that "suppression hides small facts to breed larger fabrications."

14. EVANS, FRANK B. Modern archives administration; a select bibliographic guide. Washington, National Archives and Records Service, 1965. 121 p.
15. FISHBEIN, MEYER H. The archivist meets the records creator. *American archivist*, 28:195-197 (Apr. 1965). Initiating and maintaining good relations with agency officials is an important aspect of liaison.
16. GUIDE to microforms in print, 1965. Albert James Diaz, editor. Washington, D.C., Microcard Editions, 1965. 106 p.
17. HAM, F. GERALD. Archival standards and the Posner report: some reflections on the historical society approach. *American archivist*, 28:223-230 (Apr. 1965).
18. HAMILTON, CHARLES. The robot that helped to make a President: a reconnaissance into the mysteries of John F. Kennedy's signature. New York, 1965. 63 p. Reviewed by Ken Munden in *American archivist*, 29:100 (Jan. 1966).
19. HAMMITT, J. J. Government archives and records management. *American archivist*, 28:219-222 (Apr. 1965).
20. HOSMER, CHARLES B., JR. Presence of the past; a history of the preservation movement in the United States before Williamsburg. New York, G. P. Putnam's Sons, 1965. 386 p.
21. ILLINOIS UNIVERSITY. GRADUATE SCHOOL OF LIBRARY SCIENCE. University archives. Papers presented at an institute... November 1-4, 1964. Edited by Roland E. Stevens. Champaign, Ill., distributed by the Illini Union Bookstore, 1965. 95 p. (*Allerton Park Institute*, no. 11.) Contents: Oliver W. Holmes, History and theory of archival practice; Thornton W. Mitchell, Records management; Edith M. Fox, The collecting of archival materials at Cornell University; Maynard Brichford, Appraisal and processing; Harold W. Tribolet, Conservation; Clifford K. Shipton, The reference use of archives; Laurence R. Veysey, A scholar's view of university archives.
22. INTERNATIONAL FEDERATION FOR DOCUMENTATION. Bibliographie de la documentation et de la bibliothéconomie, année 1964. La Haye, 1965. 75 p.
23. J. FRANKLIN JAMESON: A TRIBUTE. Edited by Ruth Anna Fisher and William Lloyd Fox. Washington, D.C., Catholic University of America Press, 1965. 137 p. Reviewed by Elizabeth Hawthorn Buck in *American archivist*, 29:409-410 (July 1966).
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25. LICKLIDER, J. C. R. Libraries of the future. Cambridge, Mass., M.I.T. Press, [1965]. 219 p. Discusses problems of documentation and the potentialities and limitations of computers for certain library applications.
26. LORD, CLIFFORD. Keepers of the past. Chapel Hill, N.C., University of North Carolina Press, 1965. 241 p. A series of biographical sketches of leading figures in the evolution of historical societies, museums, archives, and restoration.
27. MACLEAN, IAN. Archives in the machine age. Offprint from Library Association of Australia, 13th Biennial Conference, *Canberra*, 23-27 August 1965, *Papers*. [n.p., n.d.] P. 421-435.
28. McLELLAN, PETER M., and GORDON P. BAKER. Incidence of allergy in archival work. *American archivist*, 28:581-584 (Oct. 1965).
29. MASTERSON, JAMES R., ed. Writings on American history, 1957. Compiled by the National Historical Publications Commission. Washington, 1964. 698 p. (American Historical Association, *Annual report for the year 1959*, v. 2.)
30. MEZINÁRODNÍ archivní bibliografie, 1955-1962. *Sborník archivních prací* [Czechoslovakia], v. 14, [no.] 2:3-302 (1964). The whole issue is given over to the classified and indexed international bibliography.
31. MOHRHARDT, F. E. Special libraries; pioneers in documentation. *Special libraries*, 56:121-122 (Feb. 1965).

32. MORRISSEY, CHARLES P. Truman and the Presidency—records and oral recollections. *American archivist*, 28:53-61 (Jan. 1965).
33. NATIONAL COLLOQUIUM ON INFORMATION RETRIEVAL, 2d, Philadelphia. Toward a national information system. Second annual colloquium... April 23-24, 1965, Philadelphia, Pa. Edited by Morris Rubino. Washington, D.C., Spartan Books, 1965. 242 p. Sponsored by the Special Interest Group on Information Retrieval of the Association for Computing Machinery, and others. The antecedent colloquium was the Colloquium on Technical Preconditions for Retrieval Center Operations, Philadelphia, 1964. See: 6.
34. POLDEN, KENNETH A. The role of records management in archives administration. Offprint from Library Association of Australia, 13th Biennial Conference, Canberra, 23-27 August 1965, *Papers*. [n.p., n.d.] P. 493-504.
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36. SCHELLENBERG, T. R. The management of archives. New York, Columbia University Press, 1965. 383 p. (Columbia University, *Studies in library service*, no. 14.) Reviewed by H. G. Jones in *American archivist*, 28:565-567 (Oct. 1965).
37. SCHUTZE, GERTRUDE. Documentation source book. New York, Scarecrow Press, 1965. 554 p.
38. SHARP, HAROLD S., ed. Readings in information retrieval. New York and London, Scarecrow Press, 1964. 759 p.
39. SIMMONS, JOSEPH M. The special librarian as company archivist; the processes of establishing a company archival program. *Special libraries*, 56:647-650 (Nov. 1965).
40. SLAMECKA, VLADIMIR, ed. The coming age of information technology. Washington, D.C., Documentation, Inc., 1965. 166 p. (*Studies in coordinate indexing*, v. 6.)
41. SOCIAL SCIENCE RESEARCH COUNCIL. COMMITTEE ON THE PRESERVATION AND USE OF ECONOMIC DATA. Report . . . March 1965. [Washington, D.C., 1965.] 43, 50 p.
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43. SRIVASTAVA, K. P. Care of archives. Allahabad, State Archives of Uttar Pradesh, 1964. 192 p. Bibliography, p. [164]-182. Intended as a "primer for the non-professional staff who have any responsibility for the care and maintenance of records." Attempts to distill the professional literature of the West for the benefit of Indian readers.
44. SUELFLOW, AUG. R. Some maximum and minimum standards for religious archives. [n.p., n.d.] 7 p. "Presented at the SAA Workshop, 6 Oct. 1965, New York."
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46. THOMPSON, EDWIN A., comp. A glossary of American historical and literary manuscript terms. Washington, [n.p.], 1965. 183 l. Bibliography: l. 181-183.
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- guide to science information and documentation services. New York, Unesco Publications Center, 1965. 211 p.
51. VICKERY, BRIAN CAMPBELL. On retrieval system theory. 2d edition. Washington, Butterworth, 1965. 191 p.
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  53. WEBER, DAVID C. The place of "professional specialist" in the university library staff. *College & research libraries*, 26:383-388 (Sept. 1965). Includes discussion of a university archivist position.
  54. WESTERN RESERVE UNIVERSITY, *Cleveland*. CENTER FOR DOCUMENTATION AND COMMUNICATION RESEARCH. A selected bibliography on documentation and information retrieval. Revised. Cleveland, 1964. 10 l.
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## II. MANAGEMENT OF CURRENT RECORDS

### A. General Discussion

57. BEACH, TERRY. Fetishes and facts about plain and fancy filing systems. *The Office*, 60:14-17, 20-28, 31, 235-248 (Sept. 1964).
58. BLEGEN, AUGUST H. Records management, step by step. Stamford, Conn., Office Publications, 1965. 140 p. Contents: Storage areas; Office areas; Comments on special subjects.
59. CALIFORNIA. GENERAL SERVICES DEPARTMENT. Paperwork management; a guide to installing forms management. [Sacramento], 1964. 4 p.
60. ———. Paperwork management; a program for forms management. [Sacramento], 1964. 13 p.
61. CANADA. MINISTÈRE DE LA PRODUCTION DE DEFENSE. Archives essentielles dans l'industrie. [Ottawa, 1965.] 28 p. Includes bibliography, p. 27-28.
62. CILLIERS, J. H. The scrutinising of government records in South Africa. *S. A. Argiefblad/S. A. Archives journal*, no. 3:22-35 (1961). Translated by J. J. Davies from the Afrikaans. A detailed description of the processes in records management most often referred to as scheduling and the functions dependent on such scheduling. Abstract in *American archivist*, 28:117 (Jan. 1965).
63. CLARK, J. d'A. Time-tested functional filing system. *Tappi*, v. 48, no. 1:57A-60A (Jan. 1965). Includes an outline of a recommended "Functional filing system for pulp paper, and board."
64. COLLISON, R. The filing of tomorrow. *O & M bulletin*, 20:39-43 (Feb. 1965).
65. DEARDEN, J. How to organize information systems. *Harvard business review*, 43:65-73 (Mar. 1965). Includes bibliography.
66. DEUTRICH, MABEL E. Decimal filing; its general background and an account of its rise and fall in the U.S. War Department. *American archivist*, 28:199-218 (Apr. 1965).
67. DOWN with mass filing. *Business equipment digest*, 5:12-17 (Jan. 1965). Microfilm and business records.
68. HARDING, BRUCE C., *ed.* Records management manual for Michigan municipalities. Ann Arbor, Michigan Municipal League, 1964. 47 p. (*Information bulletin* no. 104.) Reviewed by A. M. Patterson in *American archivist*, 29:98-99 (Jan. 1966).
69. INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS. Sample book of attractive and effective forms for various municipal occasions. Chicago, 1963. 100 p. Designed to give municipal clerks a convenient "forms file" for almost any

- type of situation. Any of these 246 forms may be adapted for local use. Reviewed by J. F. Pontius in *American archivist*, 28:273 (Apr. 1965).
70. LEAHY, EMMETT J., and CHRISTOPHER A. CAMERON. Modern records management; a basic guide to records control, filing, and information retrieval. Hightstown, N.J., McGraw-Hill Book Co., 1965. 236 p.
  71. ———. Paperwork explosion. Can we control it? *Nation's business*, v. 53, no. 9:102-112 (Sept. 1965). Excerpts from the authors' Modern records management; a basic guide to records control, filing, and information retrieval. See: 70.
  72. MELLOAN, GEORGE. More companies turn to experts to clear files, store records. *Wall Street journal*, 165:11 (Feb. 23, 1965).
  73. MOULDS, HAROLD A. Records management. Royal Architectural Institute of Canada, *Journal*, 42:58-59 (July 1965).
  74. NEW YORK (CITY). OFFICE OF THE MAYOR. ADMINISTRATION OFFICE. A management program to revitalize the system of maintaining the inventory of city-owned property. New York, 1964. 43 p., 6 folded sheets, maps. Prepared for the Department of Real Estate.
  75. OREGON. FINANCE AND ADMINISTRATION DEPARTMENT. Records disposition manual. Revised edition. Salem, 1965. 11 p.
  76. RENZE, DOLORES C. Colorado State Hospital records program; an experiment in instant retrieval. *American archivist*, 28:585-588 (Oct. 1965).
  77. SCHNEIDER, RUSSELL W. The war against paperwork. Are we winning? *Association management*, 17:27-29 (Mar. 1965).
  78. SHARPE, D. J. The design of a larger alpha-numeric file. *O & M bulletin*, 20:3-14 (Feb. 1965).
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  80. U.S. FEDERAL COUNCIL FOR SCIENCE AND TECHNOLOGY. COMMITTEE ON SCIENTIFIC AND TECHNICAL INFORMATION (COSATI). Recommendations for national documents handling systems in science and technology. [Washington], 1965. 18 p. Report by the Task Group on National Systems for Scientific and Technical Information. A two-volume appendix was prepared by System Development Corporation as its Technical memorandum TM-WD-213/001/00. The three volumes may be ordered, by number PB 168 267, from the U.S. Department of Commerce, Clearinghouse for Federal Scientific and Technical Information, Springfield, Va. 22151.
  81. U.S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D.C.* Advanced records system. [n.p., n.d.] 23 p. 1964-1965 season, [4th?] meeting, April 16, 1965. Speaker: Stewart Schmalbach, Transportation and Communications Service, General Services Administration. Describes ARS, a portion of the Federal Telecommunication System, which permits high-speed data and facsimile image transmission and provides Federal agencies with a unified record system.
  82. ———. Mail and messenger studies pay off. [n.p., n.d.] 15 p. 1965-1966 season, [2d?] meeting, October 15, 1965. Speakers: Ernie Wylie, Department of Agriculture, John E. Westgate, Federal Aviation Agency, [and] Russell O. Hess, Health, Education, and Welfare [Department].
  83. ———. Mechanized filing: good or bad? [n.p., n.d.] 12 p. 1965-1966 season, 1st meeting, September 17, 1965. Speakers: Ollon D. McCool, Department of the Army, Donald J. Goettsche, Internal Revenue Service, [and] Herbert E. Angel, National Archives & Records Service.
  84. ———. Recent breakthroughs in carbonless paper. [n.p., n.d.] 17 p. 1964-1965 season, 3d meeting, January 15, 1965. Speakers: Raymond M. Brown, Standard

- Packaging Corporation, [and] Carleton T. Vangsness, Minnesota Mining and Manufacturing Company. This program [was] sponsored by the Forms Management Council.
85. ———. Reducing paperwork costs (Symposium of November 16-17, 1965). Special release. [n.p., n.d.] 10 p. "Keep bailing," by Lawson B. Knott, Jr., Administrator, General Services Administration. "The endless horizon," by William D. Carey, Executive Assistant Director, Bureau of the Budget.
  86. ———. DIRECTIVES MANAGEMENT COUNCIL. Telling people what directives they need. [n.p., n.d.] [3 p.] Annual meeting, November 5, 1965. Speaker: Hubert E. LaCroix, Federal Aviation Agency.
  87. ———. FORMS MANAGEMENT COUNCIL. Optical scanning, present and future. [n.p., n.d.] 15 p. [1965-1966 season, 1st meeting], October 21, 1965. Speakers: Bernard Radack, Internal Revenue Service, [and] Richard W. Hessinger, Post Office Department.
  88. ———. The President's special review of reporting requirements. [n.p., n.d.] 10 p. [1964-1965? season], 2d meeting, March 26, 1965. Speaker: Walter F. Ryan, Bureau of the Budget.
  89. ———. So much remains to be done. [n.p., n.d.] 12 p. [1964-1965 season], annual meeting, June 25, 1965. Speaker: Wesley S. Cadmus, Forms Management Consultant, Hartford, Connecticut.
  90. WEST, J. W. "Look! no carbons; look! no stencils." *O & M bulletin*, 20:88-97 (May 1965). Describes the advantages of new copying machines.
- See also: 34, 38, 80, 152, 156, 165, 171, 174, 228, 254, 259, 262, 264, 267, 279, 302, 304, 512, 525, 607, 608, 611.

## II. B. MACHINE TECHNIQUES IN OFFICE OPERATIONS AND IN INFORMATION PROCESSING

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92. ASSOCIATION OF DATA PROCESSING SERVICE ORGANIZATIONS. Directory of data processing service centers. Abington, Pa., 1964. 44 p.
93. AWAD, ELIAS M. Business data processing. Englewood Cliffs, N.J., Prentice-Hall, Inc., 1965. 310 p. A nontechnical introduction to modern business data processing for professionals.
94. BERNSTEIN, RICHARD A. A manager's guide to computerese. *Supervisory management*, v. 10, no. 7:40-43 (July 1965). A glossary of the language used in computer work. Reprinted from *Factory*, Apr. 1965.
95. BOURNE, CHARLES P. Bibliography on the mechanization of information retrieval. Menlo Park, Calif., Stanford Research Institute, 1958-[62]. 5 vols. in 1. Includes Supplements I-IV, Feb. 1959-Feb. 1962. Continued in the Literature notes section of *American documentation*.
96. BUCKLAND, LAWRENCE F. The recording of Library of Congress bibliographical data in machine form; a report prepared for the Council on Library Resources, Inc. Revised. Washington, D.C., Council on Library Resources, 1965. 54 p.
97. CALIFORNIA. COMMISSION ON MANPOWER, AUTOMATION, AND TECHNOLOGY. Hearings before the Commission . . . San Francisco, California, November 19 and 20, 1964, April 1965. [San Francisco], 1965. 2 vols. (*Report* no. COMMAT 65-1, 65-2.)
98. ———. Report, 1964. Sacramento, [n.d.]. 1 vol. (various pagings). (*Report* no. COMMAT 64-1.)

99. CANADIAN LIBRARY ASSOCIATION. Library automation projects; a collection of papers by Canadian librarians. Ottawa, 1965. 50 p. (*Occasional paper* no. 48.)
100. CECCATO, SILVIO. Automatic translation of languages. *Information storage and retrieval* [Great Britain], 2:105-158 (Dec. 1964).
101. CLEWLOW, CARL W. Data processing in the Federal Government. *Federal accountant*, v. 14, no. 4:35-62 (Summer 1965). The expert who directed the Government-wide study of automatic data processing reviews the related activities of the Federal Government. He touches on such problems as computer utilization, funding, leasing, sharing; Government-contractor relationships; public policy in computer management; and the impact on the role of the accountant.
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103. DIEBOLD, JOHN. What's ahead in information technology. *Harvard business review*, 43:76-82 (Sept. 1965).
104. ELLIOTT, C. ORVILLE. Business information processing systems. Homewood, Ill., Richard D. Irwin, Inc., 1965. 554 p. An introduction to modern data processing, in nontechnical language. Emphasis is on the "how" and "why" of available methods and techniques. Contents include: Manual and mechanical methods; Systems analysis and flow charting; Punched card machines; Computer organization, programming, application, and management; and the EDP justification study.
105. GENTLE, EDGAR C., JR., ed. Data communications in business: an introduction. New York, American Telephone and Telegraph Co., 1965. 200 p.
106. INTERCOLLEGIATE CASE CLEARING HOUSE. Intercollegiate bibliography; cases in data processing. Boston, Harvard Graduate School of Business Administration, 1965. 32 p.
107. JOURNAL of data management. V. 1, June 1963- . Mount Morris, Ill., Data Processing Management Association, 1963- .
108. KING, GILBERT W. The Library of Congress project. *Library resources and technical services*, 9:90-93 (Winter 1965).
109. MACY, JOHN W., JR. Men, machines and management in the Federal service. *Federal accountant*, v. 15, no. 1:4-15 (Fall 1965). The Civil Service Commission chairman reviews actions of the Commission to make man and machine compatible and describes the new Data-Processing Training Center.
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111. SNYDER, SAMUEL A. Automation at LC: philosophy, plans, progress. *Library journal*, 90:4709-4714 (Nov. 1, 1965). The Library of Congress is using automation in some areas.
112. TROLLHANN, LILIAN, and ALFRED WITTMANN, comps. Dictionary of data processing. Amsterdam and New York, Elsevier Publishing Co., 1964. 300 p. English, German, and French.
113. U.S. ARMY DEPARTMENT. Army information and data systems. Washington, 1965. 321 p.
114. U.S. BUDGET BUREAU. Report to the President on the management of automatic data processing in the Federal Government. Washington, 1965. 86 p. *See also*: 117.
115. ———. STATISTICAL STANDARDS OFFICE. Review of proposal for a national data center. [Washington], 1965. 1 vol. (various pagings). (*Statistical evaluation report* no. 6.)



116. U.S. CENSUS BUREAU. U.S. censuses of population and housing, 1960: 1/1,000, 1/10,000, two national samples of the United States; description and technical documentation. [Washington, 1964.] 147 p.
117. U.S. CONGRESS. SENATE. GOVERNMENT OPERATIONS COMMITTEE. Report to the President on the management of automatic data processing in the Federal Government. Prepared by the Bureau of the Budget. Washington, 1965. 111 p. (89th Cong., 1st sess. *S. doc. 15.*) *See also:* 114.
118. U.S. GENERAL ACCOUNTING OFFICE. Management of automatic data processing facilities in the Federal Government. Report to the Congress of the United States by the Comptroller General of the United States. Washington, 1965. 263 p.
119. U.S. GENERAL SERVICES ADMINISTRATION. The Government-wide ADP sharing exchange program. April 1965, updated Sept. 1965. Washington, 1965. 19 p.
120. U.S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D.C.* New Government-wide ADP coordination program. Implications of the Brooks Bill. [n.p., n.d.] 18 p. 1965-1966 season, 3d meeting, December 3, 1965. Speaker: Edmond J. Rouhana, General Services Administration.
121. U.S. NATIONAL ARCHIVES AND RECORDS SERVICE. OFFICE OF RECORDS MANAGEMENT. Source data automation. Washington, 1965. 78 p. (*Records management handbook: Mechanizing paperwork.*)
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- See also: 13, 154, 187.

## VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

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- See also:* 2, 441, 532.

## VII. ARRANGEMENT AND DESCRIPTION OF RECORDS AND HISTORICAL MANUSCRIPTS, INCLUDING PUBLISHED FINDING AIDS

### A. General Discussion

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- See also:* 38, 40, 66, 78, 80, 126, 154, 512, 535, 600.

## VII. B. United States in General and Federal Government

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  348. ———. Preliminary inventory of the records of the Commodity Credit Corporation (Record group 161). Compiled by Norman D. Moore. [Washington], 1965. 6 p. (No. NC-98.)
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  352. ———. Preliminary inventory of the records of the Federal Fuel Distributor (Record group 89). A revision of Preliminary checklist 13. Revised by Genevieve S. O'Brien. [Washington], 1965. 9 p. (No. NC-129.)
  353. ———. Preliminary inventory of the records of the Federal Home Loan Bank System (Record group 195). Compiled by Forrest R. Holdcamper. [Washington], 1965. 4 p. (No. NC-94, Revision.)
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  355. ———. Preliminary inventory of the records of the Federal Mediation and Conciliation Service (Record group 280). Compiled by Norwood N. Biggs. [Washington], 1965. 7 p. (No. NC-125.)
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  357. ———. Preliminary inventory of the records of the Federal Reserve System (Record group 82). Compiled by James E. Primas. [Washington], 1965. 3 p. (No. NC-104.)
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  360. ———. Preliminary inventory of the records of the Foreign Agricultural Service (Record group 166). Compiled by James E. Primas. [Washington], 1965. 6 p. (No. NC-113.)



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362. ———. Preliminary inventory of the records of the International Cooperation Administration (Record group 286). Compiled by J. Eric Maddox. [Washington], 1965. 3 p. (No. NC-110.)
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373. ———. Preliminary inventory of the records of the President's Scientific Research Board (Record group 220). Compiled by Marion M. Johnson. [Washington], 1965. 3 p. (No. NC-96.)
374. ———. Preliminary inventory of the records of the Rent Commission of the District of Columbia (Record group 132). Compiled by Buford Rowland and revised by Herbert J. Horwitz. [Washington], 1965. 3 p. (No. NC-126.)
375. ———. Preliminary inventory of the records of the Smithsonian Institution (Record group 106). Compiled by Charlotte M. Ashby, Kenneth Bartlett, Thomas Devan, and Forrest R. Holdcamper. [Washington], 1965. 5 p. (No. NC-108.)
376. ———. Preliminary inventory of the records of the Social Security Administration (Record group 47). Compiled by Herbert J. Horwitz. [Washington], 1965. 7 p. (No. NC-105.)
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379. ———. Preliminary inventory of the records of the United States Coal Commission (Record group 68). Compiled by Robert R. Nicolosi. [Washington], 1965. 24 p. (No. NC-130.)
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381. ———. Preliminary inventory of the records of the United States Secret Service (Record group 87). A revision of Preliminary inventory no. 16. Compiled by Lyle J. Holverstott and Forrest R. Holdcamper. [Washington], 1965. 16 p. (No. NC-109.)
382. ———. Preliminary inventory of the records of the United States Soldiers' Home (Record group 231). Compiled by Patricia Andrews. [Washington], 1965. 7 p. (No. NM-61.)
383. ———. Preliminary inventory of the records of the War Minerals Relief Commission (Record group 194). Revised by Kathleen E. Riley. [Washington], 1965. 7 p. (No. NC-128.)
384. ———. Preliminary inventory of the seized enemy records in the Office of Military Archives (Record group 242). Compiled by Cleveland E. Collier, Ignaz Ernst, Steven Pinter, Julius Wildstosser, and Donald E. Spencer. [Washington], 1965. 27 p. (No. NM-44.)
385. ———. Preliminary inventory of the textual records of the American Battle Monuments Commission (Record group 117). Compiled by Garry D. Ryan. [Washington], 1965. 4 p. (No. NM-56.)
386. ———. Preliminary inventory of the textual records of the Army Air Forces (Record group 18). Compiled by Maizie H. Johnson. [Washington], 1965. 118 p. (No. NM-53.)
387. ———. Preliminary inventory of the textual records of the International Military Tribunal for the Far East (IMTFE), (Record group 238). Compiled by Charles V. Kirchman and revised by Garry D. Ryan. [Washington], 1965. 5 p. (No. NM-62.)
388. ———. Preliminary inventory of the textual records of the Office of Strategic Services (Record group 226). Compiled by Harry W. John. [Washington], 1965. 13 p. (No. NM-54.)
389. ———. Preliminary inventory of the textual records of the Office of the Chief of Engineers (Record group 77). Part II, Records of Engineer Divisions and districts. Compiled by Maizie H. Johnson. [Washington], 1965. 160 p. (No. NM-45.)
390. ———. Preliminary inventory of the textual records of the Office of the Chief of Ordnance (Record groups 156 and 336). Part II, Records of Ordnance Field Installations. [Washington], 1965. 79 p. (No. NM-59.)
391. ———. Records of the Bureau of Plant Industry, Soils, and Agricultural Engineering (Record group 54). A supplement to Preliminary inventory no. 66. Compiled by Herbert J. Horwitz. November 1965. [Washington], 1965. 22 p. (No. NC-135.)
392. ———. Selected list of titles in the Bureau of Public Roads Highway Transport File (Prints), (Record group 30). Compiled by Susan Kay Parker and Sadie S. Mittman. [Washington], 1965. 21 p. (No. NC-137.)
393. ———. Supplement to Preliminary checklist 32, records of the Office of the Judge Advocate General (Navy), (Record group 125). Compiled by Harry Schwartz. [Washington], 1965. 6 p. (No. NM-55.)
394. ———. Supplement to Preliminary checklist 41, records of the Bureau of Supplies and Accounts (Navy), (Record group 143). Compiled by Harry W. John. [Washington], 1965. 4 p. (No. NM-50.)

395. ———. Supplement to Preliminary checklist 42, records of the Naval Observatory (Record group 78). Compiled by Harry Schwartz. [Washington], 1965. 3 p. (No. NM-47.)
  396. ———. Supplement to Preliminary checklist 44, insurance records of the Bureau of War Risk Insurance and of the Insurance Division of the Veterans' Bureau (Record group 15). Compiled by Evelyn Wade. [Washington], 1965. 3 p. (No. NM-60.)
  397. ———. Supplement to Preliminary inventory no. 6, records of the Bureau of Medicine and Surgery (Record group 52). Compiled by Harry Schwartz. [Washington], 1965. 5 p. (No. NM-48.)
  398. ———. Supplement to Preliminary inventory no. 10, records of the Bureau of Yards and Docks (Record group 71). Compiled by Harry Schwartz. [Washington], 1965. 3 p. (No. NM-46.)
  399. ———. Supplement to Preliminary inventory 15, records of the War Production Board (Record group 179). Compiled by Harry Schwartz. [Washington], 1965. 9 p. (No. NM-57.)
  400. ———. Supplement to Preliminary inventory no. 26, records of the Bureau of Aeronautics (Record group 72). Compiled by Harry Schwartz. [Washington], 1965. 6 p. (No. NM-52.)
  401. ———. Supplement to Preliminary inventory no. 33, records of the Bureau of Ordnance (Record group 74). Compiled by Harry Schwartz. [Washington], 1965. 5 p. (No. NM-51.)
  402. ———. Supplement to Preliminary inventory no. 39, records of the Hydrographic Office (Record group 37). Compiled by Harry Schwartz. [Washington], 1965. 4 p. (No. NM-49.)
  403. ———. Supplement to Preliminary inventory no. 133, records of the Bureau of Ships (Record group 19). Compiled by Harry Schwartz. [Washington], 1965. 7 p. (No. NM-58.)
- See also: 127, 308, 462, 513, 568, 590.

## VII. C. State and Local

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

**1967 Competition**

The author of the winning entry in 1967 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 1967 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, 1967.

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.

# Technical Notes

CLARK W. NELSON, *Editor*

*Mayo Clinic*

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## NEW PRODUCTS & DATA

### *Deteriorating Paper Study*

The Graduate Library School, University of Chicago, has received a grant of \$12,300 from the Council on Library Resources, Inc., Washington, D.C., for a laboratory study of nonaqueous deacidification treatments to improve the permanence of paper in library holdings. The principal investigator will be Richard D. Smith, a doctoral student of the Graduate Library School. One of the critical problems facing archivists and librarians is the deterioration of paper. A major cause of paper deterioration over prolonged periods has been identified as being the acid-catalyzed hydrolysis of the cellulose in paper fibers. The useful life of such paper can be improved and possibly extended several times by deacidification treatment. Although deacidification processes are used to preserve valuable paper records, there is, at present, no practical process for deacidifying books. The aim of the principal study is to design and evaluate within a laboratory setting a number of treatments by which single sheets and whole books can be deacidified. The goal of the investigation is to set the stage for a more extensive study wherein whole books are deacidified by a mechanized process. In a series of preliminary experiments conducted during the past 18 months, both single sheets and whole books were treated by total immersion in a solution of ethyl alcohol, magnesium acetate, and diethylene glycol. Single sheets were also deacidified by immersion in a solution of methyl alcohol and magnesium methoxide. The results were encouraging. The effectiveness of these deacidification treatments will be evaluated using standardized tests established by the Technical Association of the Pulp and Paper Industry or by more rigorous procedures designed by paper authorities to improve the consistency of the tests. The Chicago Paper Testing Laboratory, Chicago, Ill., is providing the Graduate Library School with experimental facilities for the investigation. The Institute of Paper Chemistry, Appleton, Wis., has freely provided counsel and is continuing in an advisory capacity. The Department of Chemistry, University of Chicago, is also providing guidance.

### *Microfilm Blemishes*

A short article, "Research on Archival Microfilm," appears in the *NBS Technical News Bulletin* for September 1966. It summarizes the current status of NBS's research into microspot or blemish formation in microfilm. Included are tentative recommendations for exposing, processing, storing, and inspecting microfilm. The article notes that "spot formation is a chemical

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

process, and as usual in such cases, the probability of reaction depends on many factors." Biological mechanisms do not appear to contribute directly to blemish formation. Emphasis is again placed on following standards of the American Standards Association in exposing and processing film. Densities should be kept to the minimum needed for good results. It seems to be desirable to add potassium iodide to fixing solutions not otherwise containing them. Thorough washing is stressed. Careful drying without water spots is also recommended. The film should not be stored or exposed to sulfur dioxide, hydrogen sulfide, peroxides, volatile bases and acids, gaseous industrial wastes, or fumes of turpentine, linseed oil, or paints containing such. Sealed containers impermeable to peroxides are further suggested. Providing it serves the user's purposes, positive film appears to be the best choice for permanent copies where only one film is kept.

### *Microform Norms*

The American Library Association, 50 East Huron St., Chicago, Ill. 60611, has issued *Microfilm Norms*. The 48-page booklet is subtitled "Recommended Standards for Libraries." It was prepared by an ad hoc committee of the ALA and contains the pertinent standards of the American Standards Association, the National Microfilm Association, and the U.S. Government. Included also are target descriptions, target and page arrangements, reduction ratios and image orientation, quality requirements for first-generation films, and a section on duplicate films. The Council on Library Resources, Inc., provided the funds for publication, and the cost is \$1.75 a copy.

### *Xerox Magnafax Telecopier*

A new facsimile transceiver has been introduced by Xerox Corp., Rochester, N.Y. 14603. It is a compact unit that transmits and receives documents through normal telephone circuits. By placing a conventional telephone receiver into the unit's acoustic coupler, one can transmit an 8½"×11" document in 6 minutes to any spot in the Nation where there is an ordinary telephone and a counterpart Telecopier. The nonxerographic device can be moved almost anywhere since it does not require wiring into telephone circuits. Its 46-pound weight and small size allow for movability. The only power required is a conventional 110-volt outlet. The unique feature of the Telecopier is its ability to operate over any telephone line that provides normal voice clarity.

In operation, the document to be sent is placed within the unit on a curved platen. When transmission begins, a focused light source illuminates the document. Opposed optical scanning devices rotate and pick up reflected light from the document. The darker image areas absorb the light, whereas the lighter background areas reflect most of it. The reflected light is optically focused and passes through a rotating "chopper" disc to a photocell. The chopper disc breaks up the light signal into small impulses that enable the photocell to provide an AC signal corresponding to the light level. The signal is then amplified to produce voltage signals of varying strengths corresponding

to the light and dark areas being picked up from the document. A white background would produce a zero-volt signal while black would produce a seven-volt signal. Shades of gray and color would produce voltage signals varying between zero and seven. The zero-to-seven volt signals are then converted into a frequency-modulated signal that is applied to the coupler and that in turn converts the frequency-modulated signal into an audible signal. It is this audible signal that is transmitted over the telephone lines to the recipient's unit, where the signal is reconverted into an electronic signal and then into a varying DC voltage. The voltage is applied to the stylus drive mechanism to extend the stylus, making contact with a Telecopy set on the curved platen of the recipient's unit. Since twin styli, also 180° apart, rotate in synchronization with the scanning devices, whenever a scanner picks up a dark area the stylus on the receiving end is activated to extend and print out a corresponding dark area. The scan rate of 180 lines a minute corresponds to a scan density of 96 lines an inch. Transmission is thus accomplished with a high degree of quality reproduction. The length of time for transmission depends upon the length of the document sent. The printing speed of the unit enables a full 8½"×11" message to be sent in 6 minutes. The shorter the message, the shorter the time required for transmission. The printing speed is at the rate of 1.875 inches a minute. A half-page message would take 3 minutes to transmit, while a signature for verification purposes may only take 30 seconds or less.

### *Microfilm Guide Supplement*

Hubbard W. Ballou's *1966 Supplement to the Guide to Microreproduction Equipment* is now available from the National Microfilm Association, P.O. Box 386, Annapolis, Md. This 128-page work updates the original guide published by NMA, now in its third edition. The *Guide* has become one of the standard reference works of microreproduction equipment made and sold in the United States. This latest paperback supplement costs \$5, and the current hardbound third edition of the *Guide* is also available for \$12.50.

### *New Microfilm Line*

Canon U.S.A., Inc., 554 Fifth Ave., New York, N.Y. 10036, has introduced a complete line of microfilm equipment and accessories. This well-respected Japanese firm has developed its machines around the use of Kalvar film. The Canon Processor Camera K-3 is supposed to be the first automatic machine in the world to photograph directly on aperture cards using Kalvar film. By using this machine, documents can be copied in 20 seconds at a reduction of 16:1. The unit's resolving power is advertised at 120 lines/mm. at the center and more than 80 lines/mm. at the edges. Other Canon equipment available includes Documat Universal Reader 300, Kaljet Printer 200, Kalfile Developer, Roll Duplicator 250, Kalkard Mounter 350, Kalfile Printer 340 VC, Kal-Printer, Kal-Developer, and Monomicrol Developing Tank.

VOLUME 30, NUMBER 1, JANUARY 1967

*Aperture Card Printer*

A printer for automatically making low-cost paper copies from aperture cards has been introduced by 3M Co., St. Paul, Minn. Known as the "333" Dry Silver Printer, the unit will automatically produce up to 25 prints from each card without operator attention. The prints can be varied in size up to a maximum of 18"×24". Their cost varies according to size, with the largest costing about 9c each. The machine uses a new technology developed by 3M. It employs a dry silver paper that is developed by heat and light. Cleanup work is supposed to be minimal. Printing time depends upon the method of operation. Prints are produced at the rate of 3 per minute when manually operated, and 6 per minute when automatically operated. The paper comes in 500- and 1,000-ft. rolls, either 12 or 18 in. in width. The machine is about 5 ft. wide, 4 ft. high, and 2 ft. deep and weighs 350 lbs. It comes mounted on casters for easy moving.

*Oral History Bulletin*

Cornell University Libraries issued in July their first *Bulletin of Cornell Program in Oral History*. This newsletter is to appear semiannually and contain information about Cornell's oral history program. Included in the first 4-page issue are descriptions of the program's objectives, procedures, and current activities:

All interviews are transcribed. Since it is important to preserve the flavor of first-hand conversation, these transcripts are as faithful as we can make them to the oral record. One copy is returned to the respondent for review along with a letter urging him to limit his alterations to changes which improve the accuracy or clarity of the transcript ("edit" has no place in our correspondence). Any changes he makes are transcribed to the other copies, one of which becomes his property. The third copy is placed in the Collection of Regional History at Cornell for the use of researchers. The respondent may retain literary rights in his interview. He may also restrict the use of his interview. Such restrictions are the price of candor. Only rarely does a respondent choose to restrict access to his interview beyond his lifetime. Most of the nearly 200 oral history transcripts at Cornell are available for use without the respondent's permission. We also preserve the oral record since some of the flavor of the interview is lost in even the most carefully prepared transcript.

A selection of current projects is described. They include interviews in such areas as labor management relations, Russia, Taft, Coolidge, Quantum Theory, progressive education, artificial breeding, Ithaca Festival, etc. The program's "principal concern is with persons less well known in their own time." Cornell expects to build an oral history collection of national significance.

## ACIDITY: AN UNDESIRABLE PROPERTY IN PASTE AND MENDING TISSUE\*

by W. J. Barrow

*Barrow Research Laboratory*

Paste and mending tissue are frequently used in archival agencies and libraries to make minor repairs on documents. These materials can easily be

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

THE AMERICAN ARCHIVIST

Table I

The hydrogen-ion concentration of active acids (expressed in logarithms—pH values) and their arithmetical equivalents follow.

| pH  | Active Acidity |
|-----|----------------|
| 3.5 | 3150           |
| 4.0 | 1000           |
| 4.5 | 320            |
| 5.0 | 100            |
| 5.5 | 32             |
| 6.0 | 10             |
| 6.5 | 3              |
| 7.0 | 1              |

obtained and used but may contribute to the long-range deterioration of documents that have lasting value.

The primary object of this report is to call attention to acidity, a deteriorative property often found in both paste and mending tissue. It does not discuss all materials and procedures that may be suitable or unsuitable for repairing paper.<sup>1,2</sup> The findings stem from studies conducted under grants from the Council on Library Resources, Inc., which in turn is supported by the Ford Foundation.

As mentioned, acidity is a prevalent deteriorative property of both paste and mending tissue.<sup>1,2,3</sup> Acidic compounds, carried by the water used in making paste, migrate back and forth between paste, tissue, and document. There does seem to be a tendency for acidic compounds to approach an equilibrium in some materials, but it is doubtful that such a state is ever fully achieved in repaired documents. "Repaired" documents, therefore, are not necessarily "saved" documents because the migration process may slowly continue over a long period of time.<sup>4</sup>

The tissue used in mending documents of lasting value should be free of injurious acidity. A pH 6.5 or above is desirable for good stability.<sup>5,6,7</sup> For maximum longevity of documents, the presence of even a relatively small amount of acidity is undesirable. (See Table I.) For strength it is also desirable to have a long, strong, well-purified fiber tissue.

During the past year, this laboratory made pH tests on a number of domestic and foreign tissues that are used in repairing and laminating deteriorated documents. While most of the tissues showed satisfactory pH values, a few were found to be more acid than desirable.

Several restorers of documents recommended using an imported tissue and a domestic dried paste in repairing materials of lasting value. Laboratory tests on these two products showed that the tissue had a pH 5.4 and the paste a pH 3.5. When these products (the paste having been made workable by the addition of 7 parts water by weight) were used in repairing a near neutral paper (pH 6.7), the resultant laminate, or layered sheet, had a pH 5.6. While pH 5.6 is in the moderate acidity range, it is more acid than is desirable for a repaired document of lasting value.<sup>1,5</sup>



Table II

The pH values of two tissues, three pastes, one unsized paper, and the combination of all as a repaired document.

| <i>Samples</i>              | <i>pH Values</i> |                     |                         |                      |                       |
|-----------------------------|------------------|---------------------|-------------------------|----------------------|-----------------------|
|                             | <i>Tissue</i>    | <i>Dried Paste*</i> | <i>Prepared Paste**</i> | <i>Unsized Paper</i> | <i>Repaired Paper</i> |
| 1. Dried Paste              | 5.4              | 3.5                 | —                       | 6.7                  | 5.6                   |
| 2. Dried Paste              | 7.1              | 3.5                 | —                       | 6.7                  | 5.8                   |
| 3. Flour (bleached) paste   | 7.1              | —                   | 5.4                     | 6.7                  | 6.6                   |
| 4. Flour (unbleached) paste | 7.1              | —                   | 5.5                     | 6.7                  | 6.8                   |

\* One gram of dried paste was soaked in 70 cc. distilled water for 1 hour and pH (cold extraction) made of filtrate.

\*\* The above procedure was followed but on the basis of one gram of solid matter per 70 cc. distilled water.

The paste used for repairing the paper was diluted (one gram of solids to seven of water), and efforts were made to apply about the same amount to each side of the sample before adding the tissue. All repaired paper was dried thoroughly before testing.

Since both products were acidic, the above paste was used to affix a near neutral tissue (pH 7.1) to both sides of the near neutral paper (pH 6.7). The resultant laminate had a pH 5.8. This value indicates that the paste alone contributes to an increase in the acidity of the repaired sheet and, therefore, creates an undesirable condition.

To explore the use of freshly made paste, both unbleached and bleached wheat flour were employed. The former was obtained from a small mill near Richmond, Va. Using either of these, a good workable paste was made from one part flour and two parts water by volume. Constant stirring and kneading with a wooden spoon prevented lumps from developing as the water was gradually added to the flour in a crock. The mixture was also stirred constantly while being cooked on a steam bath until it reached a soft, smooth consistency. Such a paste, it should be noted, must be made fresh daily in order to prevent spoilage (microbial decomposition) that makes it unfit for later use.

When the bleached wheat flour paste was further thinned by adding five parts water (near neutral) by weight and then used to paste down the aforementioned near neutral tissue and paper, the resultant laminate had a pH 6.6. The unbleached flour paste, when similarly thinned and used, produced a laminate with a pH 6.8. In other words, fresh paste made with either bleached or unbleached flour gave satisfactory pH values.

When thinned as above, the filtrate of the paste made from bleached flour showed a more acid (pH 5.4) condition than was anticipated. After standing overnight, the pH of this clear extract increased to 6.0 and, after being heated to 200° F. and cooled, the value rose to pH 6.8. These tests indicated the presence of volatile organic acids in the freshly made paste. The high volatility of these acidic compounds no doubt accounts for the near neutral laminate of samples 3 and 4 in Table II.

Purchases of tissue intended for use in repairing documents of lasting value should be checked periodically by a competent chemist using the cold extraction method of the Technical Association of the Pulp and Paper Industry.<sup>5,7</sup>

Until thorough studies can be made of the various additives for improving the workability and the preservability of paste, it is a wise practice to make paste fresh daily, without additives, when repairing documents of lasting value.

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# News Notes

DOROTHY HILL GERSACK, *Editor*

*National Archives*

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## THE ARCHIVAL EMERGENCY IN ITALY

Herbert E. Angel, President, Society of American Archivists, has addressed to the members of the Society the following appeal for assistance in the salvage and rehabilitation of cultural objects damaged by the November floods in Northern Italy:

"As you know from the press, the November floods in Northern Italy have caused catastrophic damage to the archives and libraries of Florence and Venice. A particularly informative report [by Nicolai Rubinstein] on the situation in Florence, from which the following extracts are quoted, appeared in *The Times Literary Supplement* of London on December 1, 1966.

. . . since books and records were, to a large extent, stored in basements and on ground floors, it [the flood] wrought damage of almost unimaginable proportions. Petrol and fuel oil added to the havoc. . . .

For importance and amount of material damaged or destroyed, the worst hit were the Archivio di Stato and the Biblioteca Nazionale Centrale, both situated close to the Arno . . . but extensive damage was also suffered by . . . many smaller public archives and by a large number of ecclesiastical archives in Florence and its province . . . .

In the State Archives, forty rooms on the ground floor were flooded to the height of three shelves or more; about 50,000 volumes were under water and mud. The damaged records include . . . altogether forty-five archives [groups] ranging from the thirteenth to the twentieth century. . . .

The first and most pressing need was to retrieve books and records from the flooded rooms and basements. This was done largely by volunteers, most of them students from all over Italy and abroad, and by the officials of the archives and libraries, often in appalling conditions which necessitated the wearing of gas masks; and it was done with extraordinary energy and speed and in a spirit of cooperation which reminded one of war-time London. . . . this first phase of the rescue operation was nearing completion at the State Archives [in mid-November] . . . the second phase had already begun . . . namely the drying of the submerged volumes. At the State Archives . . . these were taken at first to the upper storeys which soon proved inadequate, and then loaded on trucks and transported to drying centers outside Florence . . . .

The two principal methods used in this first-aid operation are interleaving by hand and drying by mechanical means, which range from primitive domestic heaters to sophisticated industrial equipment; where the volumes are covered with mud, it is preceded by washing. . . . in the State Archives . . . the emphasis is on drying by mechanical equipment. Archival registers on parchment are invariably dried by interleaving . . . .

. . . While it is hoped to complete the drying operation in the near future (at the State Archives within two months), restoration and rebinding will take a very long time in view of the vast mass of damaged books and records. It is hoped to set up, for this purpose, an International Centre for Book Restoration at Florence. . . . the speed with which the full recovery of the Florentine libraries and archives will take place will largely depend upon the means available to them.

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News for the next issue should be sent by February 28 to Mrs. Dorothy Hill Gersack, Records Appraisal Division, The National Archives, Washington, D.C. 20408.

This . . . applies, most particularly, to the proportion of the flooded volumes which can be saved. . . . The Archivio di Stato believes it can save about 80 per cent of its damaged volumes . . . But much will depend on the size and speed of the rescue operation.

. . . the most pressing need is for money . . . for the running of the existing drying centres and the setting up of new ones, for transport for structural repairs . . . for much additional personnel . . . for restoring and rebinding the salvaged volumes . . . . The danger of rapid deterioration requires immediate help . . . .

"This, then, is the tragic background of the appeal that has been addressed by the President of the International Council on Archives to the world archival community requesting its wholehearted and timely support of Italy's restoration efforts.

"Emergency assistance from the United States for the salvage and rehabilitation of works of art, books, manuscripts, archives, and other cultural objects is being coordinated by the Committee To Rescue Italian Art (CRIA), a nationwide body representing all scholarly fields under the Honorary Presidency of Mrs. John F. Kennedy. Accordingly, in transmitting the appeal of the International Council on Archives to the SAA membership, I suggest that contributions be sent to CRIA, Inc., National Gallery of Art, Washington, D.C. 20565. All donations are tax deductible and may be earmarked for use in archival and documentary restoration work.

"If the unique archival heritage of Florence, Venice, and other localities affected by the recent unprecedented disaster is to be saved, financial assistance on a large scale is required. In the name of the Society, I earnestly hope for a truly generous response to the urgent needs of our Italian colleagues."

#### SOCIETY OF AMERICAN ARCHIVISTS

##### *1966-67 Officers*

In accordance with the constitution of the Society, HERBERT E. ANGEL, 1965-66 vice president, succeeds to the 1966-67 presidency. On October 7, 1966, at the annual business meeting of the society, the other officers for 1966-67 were elected as follows: CLIFFORD K. SHIPTON, vice president; PHILIP P. MASON (reelected), secretary; H. G. JONES (reelected), treasurer. Elected to the Council for 4-year terms were VICTOR GONDOS, JR., and JOSEPH F. HALPIN. Also elected to the Council (to fill the unexpired term, 1965-69, of Clifford K. Shipton) was F. GERALD HAM. Continuing Council members, with the years of expiration of their terms, are ELIZABETH B. DREWRY (1967), WILLIAM T. ALDERSON (1967), ROBERT W. LOVETT (1968), LEWIS J. DARTER, JR. (1968), and MAYNARD J. BRICHFORD (1969).

##### *Spring Luncheon*

The Society will hold its customary joint luncheon session with the Organization of American Historians in the course of the OAH annual meeting, in Chicago, Ill., April 26-29. Society President Angel will preside at the luncheon, and Gerald T. White, professor of history at San Francisco State College, will speak on "Government Archives Afield: The Federal Records

THE AMERICAN ARCHIVIST

Centers and the Historian." The date, time, and place of the luncheon will be announced in the OAH annual meeting program.

### *1967 Annual Meeting*

The 31st annual meeting of the Society will be held in Santa Fe, New Mexico, October 18-21, 1967.

### *1966-67 Committees*

President Angel announces as follows the appointments of chairmen of committees:

#### ADMINISTRATIVE COMMITTEES

*Auditing:* Charles E. Lee, 1430 Senate St., Columbia, S.C. 29201

*Awards:*

*Education and Training:* T. R. Schellenberg, Route 1, Box 11, Broad Run, Va. 22014

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

*Local Arrangements:* Joseph F. Halpin, 404 Montezuma, Santa Fe, N. Mex. 87501

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

*Nominations:* W. Kaye Lamb, 7 Crescent Heights, Ottawa 1, Ont., Canada

*Professional Standards:* Dolores C. Renze, 1530 Sherman St., Denver, Colo. 80222

*Program:* W. N. Davis, Jr., 4440 Sycamore Ave., Sacramento, Calif. 95841

*Publicity:*

*Resolutions:* Dorman H. Winfrey, 6503 Willamette Dr., Austin, Tex. 78723

#### TECHNICAL ADVISORY COMMITTEES

*Archival Buildings and Equipment:* Victor Gondos, Jr., 4201 Massachusetts Ave. N.W., Washington, D.C. 20016

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

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

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

#### SPECIAL AREA COMMITTEES

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

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

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

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

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

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

*State and Local Records:* F. Gerald Ham, State Historical Society of Wisconsin, 816 State St., Madison, Wis. 53706

#### AD HOC COMMITTEES

*Automated Techniques for Archival Agencies:* Frank G. Burke, 3529-A, S. Stafford St., Arlington, Va. 22206

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

*Scientific and Technological Manuscripts:* Robert B. Eckles, Department of History, University Hall, Purdue University, Lafayette, Ind. 47907

*Terminology:* Ken Munden, 2673 N. Upshur St., Arlington, Va. 22207

*Uniform Archival Statistics:* Frank B. Evans, 3102 Belair Dr., Bowie, Md. 20715

*New Members*

## Individual

- ARLEEN AHERN (Mrs.), Denver, Colo., Librarian and Archivist, Colorado Women's College.
- ALAN C. AIMONE, West Chicago, Ill., Librarian.
- HOWARD L. APPEGATE, Syracuse, N.Y., Administrator of Manuscripts, Syracuse University.
- JUDITH A. ARMSTRONG, Washington, D.C., Archivist, National Archives.
- DOUGLAS A. BAKKEN, Lincoln, Nebr., Archivist, Nebraska Historical Society.
- J. JOE BAUXAR, DeKalb, Ill., Archivist, Northern Illinois University.
- JOSEPH F. BOYKIN, JR., Charlotte, N.C., Assistant Librarian, University of North Carolina.
- CHARLES A. CASSELL, East Point, Ga. (Reinstated.)
- LEAH CITRON (Mrs.), Brooklyn, N.Y., Records Analyst.
- DONALD COFFEY (Brother), C.F.X., Baltimore, Md., Librarian, Mt. St. Joseph High School.
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- A. OTIS HEBERT, JR., Baton Rouge, La., Professor of History.
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- CLEO A. HUGHES (Mrs.), Nashville, Tenn., Senior Archivist, Search Section, Tennessee State Library and Archives.
- HARRY W. JOHN, Laurel, Md., Archivist, National Archives.
- WALTER L. JORDAN, Franklin, Tenn. Director of Archives, Tennessee State Archives.
- JAMES A. KANE, Silver Spring, Md., Archivist and Records Management Officer, Walter Reed Army Medical Center.
- CHARLES R. KENT, Lock Haven, Pa., Associate Professor of History, Lock Haven State College.
- ODELL B. LAMB, Dallas, Tex., Chief, Records Management Division, National Archives and Records Service.
- CARL E. LARSON, North Olmsted, Ohio.
- DAVID C. MASLYN, Marcellus, N.Y., Assistant Administrator of Manuscripts, Syracuse University.
- JAMES C. MASSEY, Radnor, Pa., Supervisory Architect, Historic American Buildings Survey.



- OLLON D. McCOOL, Washington, D.C., Chief, Office Management Division, The Adjutant General's Office, Department of the Army.
- MARY LYNN McCREE, Springfield, Ill., Illinois State Archives.
- HORACE M. MERRELL, Atlanta, Ga.
- NEAL E. MILLER, Cheyenne, Wyo., Director, Wyoming State Archives and Historical Department.
- MARY MOLEK, Minneapolis, Minn., Curator, Immigrant Archives, University of Minnesota.
- GORDON E. PARKS, Whitewater, Wis., University Archivist, Wisconsin State University.
- HERBERT R. PASCHAL, Greenville, N.C., Chairman, Dept. of History, East Carolina College.
- JACK G. PENNINGTON, Kalamazoo, Mich., Assistant in Michigan Archives, Western Michigan University.
- RONALD L. PERKINS, Madison, Wis., Research Assistant, Wisconsin State Historical Society.
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- HELEN M. WHITE (Mrs.), St. Paul, Minn., Historian, Fort Snelling Restoration, Minnesota Historical Society.
- JOHN E. WICKMAN, Abilene, Kans., Director, Dwight D. Eisenhower Library.
- MARVIN D. WILLIAMS, JR., Nashville, Tenn., Director of the Library, Disciples of Christ Historical Society.
- RODNEY S. WILLIAMS, Wooster, Ohio, Secretary, College of Wooster.
- WILLIAM E. WRIGHT, Minneapolis, Minn., Director, Center for Immigration Studies, University of Minnesota.
- CHUN HAE-BONG, Seoul, Korea, Librarian of Dongguk University. (Asia Foundation.)
- MANUEL DE JESÚS GOICO CASTRO, Santo Domingo, Dominican Republic.
- J. K. JAIN, Bikaner, India, Asst. Director of the Archives (Tajasthan). (Asia Foundation.)
- CHARLES KECSKEMÉTI, Paris, France, Secretary, International Council on Archives.
- DANIEL DE NORIEGA, Mexico, D.F., Sociedad Mexicana de Archivistas.
- PATRICIA A. WRIGHT, Rome, Italy, Chief, Registry and Archives, FAO of the United Nations.

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SUPREME COUNCIL 33, Aemil Pouler, Washington, D.C.

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*30th Annual Meeting*

With the kind permission of the editor of the Library of Congress *Information Bulletin* we reprint the account of the Society's annual meeting that appeared as Appendix I to the *Bulletin* of October 27, 1966 (25:662-665).

A Report on the  
30th Annual Meeting of the Society of American Archivists  
and the  
26th Meeting of the American Association for State and Local History,  
Held in Atlanta, Ga., October 5-8, 1966

The Society of American Archivists and the American Association for State and Local History met jointly in Atlanta, Ga., on October 5-8. Sessions were chiefly concerned with subjects of particular interest to members associated with manuscript repositories or public archives.

At a session devoted to "Collecting Manuscripts" on Wednesday morning, October 5, William S. Ewing of the William L. Clements Library at the University of Michigan in Ann Arbor related some of the experiences of his institution. Because of his library's concentration in the period of the American Revolution, acquisitions are largely the result of purchases, he said. Efforts are now being made to broaden the holdings of the Clements Library for the period of the War of 1812, and long-term plans look to the development of well-integrated collections covering American history from the age of discovery to 1850. James W. Patton, Director of the Southern Historical Collection in the University of North Carolina Library, paid special tribute to the collecting skills of his predecessor, James G. de Roulhac Hamilton (known to many, he noted, as "Ransack" Hamilton). Bennett H. Wall of the Department of History, Tulane University, a former field collector of manuscripts, presented the subject from the historian's point of view. He called for greater inclusiveness by collectors and attention to neglected or ignored research materials. At the same time, he suggested that many historians are only skimming the cream off the top of existing collections. The session was chaired by Clarence A. Bacote of Atlanta University.

On Wednesday afternoon a "Manuscripts and Special Collections Workshop," chaired by Josephine L. Harper of the State Historical Society of Wisconsin, gave considerable attention to arranging and describing collections. Jack T. Ericson, also of the State Historical Society of Wisconsin, led the discussion of problems involved in arranging, and Lester J. Cappon, Director of the Institute of Early American History and Culture, conducted the session's consideration of manuscript guides, inventories, indexes, and catalogs.

Another Wednesday afternoon workshop session was devoted to scientific and technical archives. Frank M. Twigger of the National Geographic Society described the extensive archives of that Society, which contain records as early as 1912. Clyde M. Collier of the National Weather Records Center reported on the returns from a questionnaire sent to 314 corporations requesting information about their technical archives; the results indicated a general indifference toward keeping archives and insufficient training in archives or records management. John Beer of the University

THE AMERICAN ARCHIVIST

of Delaware discussed reasons for businessmen's indifference to technical archives and methods for activating their interest in establishing them. Richmond D. Williams, commenting on the papers read, proposed a meeting of science historians and records management personnel to formulate a statement concerning records preservation, and he recommended the production of a manual for business archivists.

A session on Thursday morning, chaired by Julian Parks Boyd, Editor of the Papers of Thomas Jefferson, evaluated the microfilm publications of the National Historical Publications Commission, concentrating on pioneer examples filmed at six repositories. These examples were the George Bancroft papers (7 rolls), Cornell University; the Thomas Bragg diary (1 roll), University of North Carolina; the Lee family papers (8 rolls), University of Virginia; the Minutes of the Provincial Council of Pennsylvania (26 rolls), Pennsylvania Historical and Museum Commission; the Winthrop Sargent papers (7 rolls), Massachusetts Historical Society; and the Lawrence Taliaferro papers (4 rolls), Minnesota Historical Society.

Herbert Finch of Cornell commented on these projects from the viewpoint of an editor, discussing the limitations and advantages of microfilm publications, the variations in arrangement of the collections, in targeting practices, and in the guides issued with them. He stated as prerequisites for good microfilm publication a good photoduplication laboratory, close supervision, and authority vested in the editor to control decisions on targets, breaks, positioning of material, and other technicalities.

Thomas Deahl of the Minnesota Historical Society outlined from the viewpoint of a microfilm technician a very comprehensive design for microfilm publication of manuscripts, including targeting, frame-numbering, camera position, document flow, quality check, editing, and retakes.

The viewpoint of the librarian and scholar, expressed by Stephen T. Riley, Director of the Massachusetts Historical Society, was one of gratitude for this form of aid to scholarship. The program, Dr. Riley said, would encourage families to donate historically valuable papers, and the guides should attract scholars to research. He urged repositories having segments of divided collections to film their segments to make the entire collection readily available.

A series of papers read Thursday afternoon on the preservation of special classes of records emphasized the crucial importance of storage conditions for microfilm, still photographs, motion-picture film, sound recordings, and magnetic tape.

Reporting on the recently noted appearance of aging blemishes on negative microfilm, Calvin S. McCamy of the National Bureau of Standards summarized the findings of the NBS in examining film from several agencies. Blemishes were found in all the film of one agency which used a processor no longer on the market. A much smaller incidence of blemishes was found on other film. The report recommended careful control in fixing and washing the film, storage in metal cans at a temperature of 50-60 degrees and a relative humidity level of about 30 to 35. Low temperatures, low humidity, and clean air were indicated as requisites for the proper maintenance of other media, with color motion-picture film the most unstable and demanding the most rigid conditions. . . .

Another session on Thursday afternoon, conducted by Lucile M. Kane of the Minnesota Historical Society, considered the question of "Appraisal of Manuscripts and Museum Objects." Seymour V. Connor, Director of the Southwest Collection at the Texas Technological College, recommended that the donor of a collection seek an outside appraisal of his gift for tax purposes. If appraisals are made by institutions, a standard of minimum worth, he said, would be the costs of arranging and filming the collection plus the value of individual significant items that could have their value substantiated through a comparison with catalog prices. Stephen T. Riley, easily the busiest panelist in Atlanta, said that the Massachusetts Historical Society calls in professional appraisers after the materials have been presented and the value of the gift is seen to be more than \$50. The last speaker was Karl Ruhe, Chief of the Appraisal Section of the Income Tax Division, Internal Revenue Service, who made it clear that "value" is not easily determined. When the term is elaborated to "fair market value" and further established as the price that would obtain, granted

a willing buyer and a willing seller, the issue is still far from clear. Nevertheless, Mr. Ruhe said that the IRS intends to mitigate controversy and that guidance in difficult matters will be sought from manuscript curators. The goal is to determine a value which is equitable and which falls in a range of acceptability. [The full texts of the papers by Stephen T. Riley and Karl Ruhe and a partial text of the paper by Seymour V. Connor were published in the Nov. 14, 1966, issue of *Antiquarian Bookman*.—Ed.]

At a Thursday session on "New National Programs in the Humanities," chaired by Robert Bahmer, Archivist of the United States, John B. Gardner of the National Endowment for the Humanities outlined four major programs that the NEH is supporting. They are fellowships for individual scholars; support for the improvement of teaching in institutions; aid in the preparation of guides, bibliographies, indexes, and inventories of scholarly material to provide research scholars with tools; and a program to improve staff competency in museums and historical source repositories. Dr. Gardner dwelt on the current limitations of the Endowment in carrying out all its aims because of present funds.

Samuel T. Suratt, Archivist of the Smithsonian Institution, described support to scholarship given by the Institution as the "pursuit of the unfashionable by the unconventional," a quotation from Secretary S. Dillon Ripley. Mr. Suratt traced the Smithsonian's traditional support of science and outlined its newer programs—internal reorganization, providing technical assistance to other museums, creating a Department of American Studies for cooperative seminars between the Smithsonian and universities in the Washington metropolitan area, establishing the Smithsonian Press, and establishing grants to scholars for research in the Institution, ranging from \$600 for 10-week research assistantships to \$19,000 for a year of post-doctoral work.

Jeremy Blanchet of the U.S. Office of Education described the programs designed to provide Federal assistance to libraries through the Library Services and Construction Act, the Higher Education Facilities Act, and the Higher Education Act of 1965. Dr. Blanchet stressed those parts of the acts which were written so that archival institutions and manuscript repositories not directly associated with libraries could benefit.

By Friday morning the indefatigable panelists were giving papers on papers, as Chairman Blanche Henry Weaver, associated with the James K. Polk project at Vanderbilt University, introduced a session on "Editing Papers." W. Edwin Hemphill of the South Carolina Archives Department spoke of his work in preparing the papers of John C. Calhoun for publication; the project for the publication of the papers of Henry Clay is in the capable hands of James F. Hopkins at the University of Kentucky. The review of the Jefferson Davis Papers by Haskell Monroe of Texas A. and M. showed that he has lost neither wit nor humor in the face of the tasks that still lie ahead of him. All the speakers paid their respects to the importance of the collections in LC's Manuscript Division.

Speaking to a standing-room-only crowd of approximately 300 persons, five panel members addressed a Friday afternoon session on the application of automation to the control of archives and manuscripts. Participants in the panel were Frank Evans of the National Archives and Records Service, who introduced the panel members; Mrs. Elizabeth Ingerman Wood of the Winterthur Museum in Winterthur, Del., who discussed subject- and name-indexing with the optical-coincidence card system; Russell Smith of LC's Manuscript Division, who described the function and operation of the program for computerized item-indexing the Library's Presidential collections; Mrs. Rita Campbell of the Hoover Institution for War, Revolution and Peace, who explained the automated system being adopted by the Hoover Archives for indexing at the folder level the manuscript and archival materials at that institution; Frank G. Burke of LC, who described bibliographic and administrative control of manuscript collections by computer techniques being applied in the Preparation Section of LC's Manuscript Division; and Sister M. Claudia Carlen of the *New Catholic Encyclopedia* staff, who detailed the use of automated techniques in the creation and publication

of a comprehensive index. It was announced at the meeting that all the papers would be published in full in the April 1967 issue of the *American Archivist*. [See p. 128—Ed.]

Other sessions were devoted to college and university archives, church archives, local and regional history, records management, and business archives. Daniel J. Reed, formerly of LC and now Historian of the Smithsonian Institution's National Portrait Gallery, was chairman of a session that looked back upon and evaluated the results of the Extraordinary Congress of the International Council on Archives, held in Washington last spring.

Special events worthy of notice included the presentation by the SAA and the AASLH of a plaque in memory of Mrs. Mary Givens Bryan, Director of the Georgia Department of Archives and History, 1951-64. The plaque has been placed in the entrance foyer of the new 17-story Archives and Records Building that Mrs. Bryan worked so hard to have established. Ben W. Fortson, Jr., Georgia's Secretary of State, accepted the plaque from Dr. Bahmer.

The Annual Awards Luncheon of the SAA was held on Thursday, October 6, when several members were certified as Fellows of the Society and the Institutional Distinguished Service Award was presented to the State Historical Society of Wisconsin. The Waldo G. Leland Prize was awarded to Edward Hill of the National Archives and Records Service, compiler of an inventory to an extensive series of manuscripts in the records of the Bureau of Indian Affairs. The Gondos Award was withheld by the committee this year.

The business session followed a Friday night dinner and an address by the departing President of the Society, Mrs. Dolores C. Renze, Archivist of the State of Colorado. Mrs. Renze identified the qualities of leadership necessary to a successful archivist in a speech entitled "The Archivist's Challenge: To Lead or Not To Lead?"

Herbert E. Angel of the National Archives and Records Service took office as President of the Society, and Clifford K. Shipton, Custodian of the Harvard University Archives, was elected Vice President and President-elect. Philip Mason of Wayne State University will continue as Secretary and H. G. Jones, State Archivist, North Carolina Department of Archives and History, as Treasurer. New Council members are Joseph Halpin, Records Administrator of New Mexico, and Victor Gondos, Jr., Editor of the journal *Military Affairs*. Since the election of Dr. Shipton to the Vice Presidency left his Council position vacant, his unexpired term will be filled by F. Gerald Ham of the State Historical Society of Wisconsin, who was elected at the meeting. [Frank Burke, John McDonough, Russell Smith]

The following sessions of the annual meeting are not covered by the account printed above:

#### WEDNESDAY, OCTOBER 5

COLLEGE AND UNIVERSITY ARCHIVES WORKSHOP, *Building the College Archives*: Herbert Finch, Chairman; "Sources of Material," Rev. R. N. Hamilton, Ruth J. Simmons, and Jane P. Franck; "Kinds of Material," J. R. Kantor, Alan D. Ridge, and David E. Estes.

RECORDS MANAGEMENT WORKSHOP, *Procedural Surveys in Records Management*: Charles F. Hinds, Chairman; "Organizing and Planning the Survey," Harold A. Moulds; "Conducting the Survey," Walter W. Stender; "Preparing the Report," Richard C. Grimes.

CHURCH ARCHIVES WORKSHOP: Rev. August R. Suelflow, Chairman; "A Records Management Program for Denominational Archives," Belden Menkus; Responses from Representatives of Church Archives—William B. Miller, Melvin Gingerich, and Albea Godbold.

#### FRIDAY, OCTOBER 7

*Accessibility of Archives and Manuscript Collections for Photocopying*: Richard C. Berner, Chairman; "Pro," Walter Randell; "Con," Winston Broadfoot.

*Archives and Records Center Buildings*: Victor Gondos, Jr., Chairman; "Features of New Archives Buildings," Kenneth W. Richards; "Features of New Records

Center Buildings," William Benedon; "Logistics of Moving Into New Archives and Records Center Buildings," Edward G. Campbell; "Fire Protection for Archives and Records Center Buildings," Harold E. Nelson.

*Evaluating the Effectiveness of Records Management Program:* Theodore J. Casady, Chairman; "Federal Government," Robert L. Anderson; "Military Department," Ollon D. McCool; "Local Government," William B. Warren; "Business Corporation," Richard D. Dunlop.

*Public Records and Public Relations—the Archivist as Adman:* Charles E. Lee, Chairman; "Informing the Government About Its Archives," Maynard J. Brichford; "Interpreting Archives to a Nongovernmental Public," David J. Delgado. *Salaries in Historical and Archival Institutions:* Clifford L. Lord, Chairman; "Historical Organizations," William T. Alderson; "Archival Institutions," Philip P. Mason; Commentator: James C. Olson.

*Business Archives:* Helen L. Davidson, Chairman; "Why Keep Business Archives," Helen L. Davidson; "What Kinds of Business Archives Should Be Kept," Joseph M. Simmons; "How To Collect Business Archives," Icko Iben.

We have received descriptions of the following meetings from the chairman of each.

WEDNESDAY, OCTOBER 5

RECORDS MANAGEMENT WORKSHOP, *Appraisal of Records Having Joint Interest:* Neal E. Miller, Chairman.

"Federal-State Interest," F. W. Burch:

It is the archivist's duty to anticipate the future needs of those who will use archives, spell out retention alternatives—their consequences and their costs—and compete for the allocation of resources. The archivist and the politician generally understand each other very well—they are among the few generalists left in an otherwise specialized world. No archival organization can rely on others for appraisal, for, as has been demonstrated in other fields, a borrowed technology is an expensive one.

"Federal-Municipal Interest," James Katsaros:

. . . the selection of records and information with permanent value and of Federal-municipal interest depends upon the establishment of specific criteria as follows: documentation of operating methods and techniques, evidence of progress and accomplishments, research on plans and program. . . both Federal and local requirements for retention of Urban Renewal records are virtually nonexistent . . .

"Federal-University Interest," Bruce Harding:

If the origin and development of the relationship of Federal agencies to higher education are to be preserved, it is time to provide guidance to those who create and maintain the records documenting this phase of our nation's history. . . . It [is] suggested that an advisory group composed of university officials and Federal agency personnel could provide some basic guidelines in the future and resolve some of the problems now existing.

"Federal-Industry Interest," William L. Rofes:

In industry, records appraisal involves defining the record series, determining the benefits to be derived from its retention or disposal, and establishing a retention period based on a consideration of all appraisal factors. The records of a business that are worth preserving for long-term historical use comprise less than 1 per cent of total records holdings. . . . the real solution (to industrial record retention problems arising from joint Federal interest) is to have a central spot in the Federal Government responsible for the records appraisal . . . of industrial and business records.

THE AMERICAN ARCHIVIST



CHURCH ARCHIVES WORKSHOP, Rev. John H. Ness, Jr., Chairman; "Policies for Sale, Exchange, and Loan of Microfilm in Church Archives," Rev. Edward R. Vollmar; Responses From Representatives of Church Archives—Rev. Robert C. Wiederaenders and Davis C. Woolley:

It was pointed out by the speaker that microfilming performed several services: the preservation of records, greater access to a volume of material, and an increase in the holdings. To save budgeted funds it was advised not to produce both negative and positive reproductions.

Father Vollmar opposed the mail loan of film to a researcher. Improper loading of reading machines produces scratches on the microfilm. In addition, a second researcher may find the material unavailable. He urged the use of photostats or the sale of a positive copy to mail requests. Both representatives of church archives differed at this point, insisting that *use* was one of the prime functions of an archives.

A *microfilm expedition* consisting of a minimum of three persons was recommended for filming records that could not be obtained by the depository. It was argued, however, that few church archives have sufficient funds to own equipment and place it under a touring, three-man team.

THURSDAY, OCTOBER 6, 1966

*Different Approaches to Archival Training*; Dorman H. Winfrey, Chairman:

The first paper was given by H. G. Jones on "Archival Training in Universities." The paper was presented along the following lines: (1) References to the early interest of archivists in the establishment of archival training programs in the United States, with special mention of the Bemis report; (2) a brief survey of archival training courses since 1937 with some emphasis upon those at the American University and the University of Denver; (3) some general observations on . . . [the] opinion that a good archivist must be a good historian and, desirably, other things also; (4) some fundamental differences between public archivists and manuscript curators; (5) a proposed plan for instituting a limited number of courses in university departments of history and/or public administration around the country to (a) provide training for personnel engaged in archival agencies in those areas, (b) provide training for prospective recruits, and (c) provide graduate history students with a better understanding of the role of the archivist and of original source materials in relation to his profession. Although introduction of archival training in library schools will be a fine thing provided that it is taught by practicing archivists, we—the archival profession—can no longer sit back and allow another profession to do alone what we should have been doing the past 30 years: establishing courses in our own geographic areas to provide a reservoir of individuals with basic training in the philosophy and practices of our work, while at the same time promoting our "trade" by showing the scholarly profession and public officials why we spend a lifetime at what the uninitiated must consider a guardianship over useless paper.

T. R. Schellenberg discussed "Archival Training in Library Schools," and his paper related to these main points: (1) the nature of the functions that American archivists must perform, which, he believes, are determined by the nature of the records that they administer; (2) the nature of the training courses that will prepare American archivists to discharge their functions effectively—and these courses relate to the fields of history; archival methodology; technical methods of preserving, repairing, and reproducing documentary material; and library science and records administration; (3) the administration of training either in single courses or through a comprehensive program of courses by (a) history departments or (b) library schools. Under point three there is a discussion of the advantages and disadvantages of having training courses administered by historians and by librarians.

In the discussion period that followed the first person to speak was a professional



librarian from Florida. She called attention to what was taking place in the library profession and some areas to which the archivist might give some serious thought, such as valuable library courses to assist the archives profession. A lengthy discussion took place and was halted only when it was necessary to vacate the room. . . .

*Church Archives—Strengths and Weaknesses*; V. Nelle Bellamy, Chairman:

"Insights from a Research Historian": William A. Hogan.

Against a prolog that traced the rising importance of American religious studies in the academic community and affirmed the value of records and manuscripts belonging to the churches in understanding our culture, both past and present, Mr. Hogan spoke of his insights into the various denominational approaches to preserving religious records. He compared the strengths and weaknesses of the large number of religious depositories where he had done research. From this experience he recommended the compiling of joint catalogs and the exchange of visits by archivists with their colleagues. He warned that in an era when the telephone is all important, and diaries and correspondence less extensive, the archivist should utilize the tape recorder, record player, and videotape.

"Insights from a Church Archivist": August R. Suelflow.

Pointing out the paucity of specific literature for the church archivist and the necessity for adaptation of principles from national and State archives, Pastor Suelflow, from his own extensive experience, discussed with detailed suggestions the strengths and weaknesses of church archives. He saw the wealth of collections available, the progress in building programs, and the emphasis on a professionally trained staff as the three chief strengths. Four weaknesses were described. Insufficient funds was stressed as a basic weakness affecting all areas of the work of the archivist. Also listed were the problems of a limited and overburdened staff, inadequate facilities—with the lack of a clearly defined collecting policy—and poor public relations programs. He suggested, in conclusion, that the archivist must arouse interest in an archival program in his own denomination, realizing the value of fund-raising techniques and also encouraging closer relationships with other religious depositories. He urged that churches give a respectable professional status to their archivists and provide the necessary training.

#### *Minutes of the Council*

*Atlanta, Georgia, October 4, 1966*

The meeting was called to order by President Dolores Renze at 7:30 p.m. in Room 804 of the Marriott Motor Hotel. Present were: Herbert Angel, vice president; Philip P. Mason, secretary; H. G. Jones, treasurer; Kenneth Munden, editor; and Council Members Maynard Brichford, Lewis Darter, Elizabeth Drewry, Robert Lovett, Clifford Shipton, and Gust Skordas. Dr. Alderson was unable to attend the Council meeting because the governing board of the AASLH was meeting at the same time.

Herbert Angel moved to dispense with the reading of the minutes of the April 28, 1966, Council meeting and approve them as mailed and printed in the *American Archivist*.

The president reported on the recent meetings of the Special Libraries Association, held in Minneapolis in June 1966, and the Oral History Colloquium, sponsored by the University of California at Los Angeles in September 1966.

The secretary reported to the Council the results of the survey of salaries in archival and historical agencies conducted in the spring of 1966 by the

THE AMERICAN ARCHIVIST

Society and the American Association for State and Local History. [The complete report of the survey appears on p. 105-122 of this issue.—ED.]

The secretary and the editor presented to the Council their report on the policy of exchanging the *American Archivist* with other scholarly journals. The Council reaffirmed its policy that the Society should exchange its publication, the *American Archivist*, for other periodicals devoted primarily to the field of archives, records management, and manuscripts. It was also agreed that although the Society welcomed the bulletins of State archives, historical agencies, and similar organizations, the Society's exchange policy should not encompass this type of publication. The Council directed the secretary to review the current exchange list and the recommendations of the editor and to prepare a new exchange list. The secretary was directed to present to the Finance Committee each year an up-to-date list of exchange periodicals (moved by H. G. Jones; seconded by Gust Skordas and passed).

The Council discussed the problem of attendance at its meetings and reaffirmed its policy that all candidates to stand for election to the Council be apprised of the sites of future Council meetings and of the necessity to attend those meetings. If a Council member is frequently absent, the Council reserves the prerogative to ask him to resign and be replaced by a member who can attend.

The secretary reported that membership in the Society had continued to increase steadily. In the 12 months since the last annual meeting, 314 new members were added to the rolls. With 124 deletions, this represented an overall gain of 190 members, bringing the total membership of the Society to 1,778. Fourteen institutions have become sustaining members in the \$100-a-year category.

The treasurer presented to the Council his financial report for the period January–August 1966. It was accepted and filed with the secretary. As chairman of the Society's Finance Committee, the treasurer recommended that the Society authorize the publication of an index to volumes 21–30 of the *American Archivist*. The Council requested that at the December Council meeting the editor present cost figures on various methods of printing (motion by H. G. Jones; seconded by Elizabeth Drewry and passed).

The Council approved the editor's recommendation of the appointment of Julian P. Boyd, of Princeton University, to the Editorial Board of the *American Archivist* to serve the term for 1967–70 (motion by Philip Mason; seconded by H. G. Jones).

The secretary reported the results of his poll of Council Members concerning the Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors. The Council unanimously approved the statement but requested that it be brought before the membership at the annual business meeting.

The Council approved the following Amendment to the by-laws of the Society: *Re-number Section 9, PARLIAMENTARY PROCEDURE, making it Section 10, and then inserting between Section 8, COMMITTEES, and Section 10, PARLIAMENTARY PROCEDURE, the following:*

*VOLUME 30, NUMBER 1, JANUARY 1967*

## SPECIAL PROJECTS FUNDS

9. In addition to the general operating account of the Society, the Council may establish such Special Projects Funds as may serve to further the aims and purposes of the profession. Such funds shall be set apart from the operating account and may be used only for the purposes for which they are or were established. Special Projects Funds shall include, but are not restricted to, the following: Waldo Gifford Leland Prize and Life Membership Funds, only the earnings of which are subject to disbursement; and Asia Foundation Fund, Publications Revolving Fund, and Meeting Fund, both principal and earnings of which may be expended upon direction of the Council.

A constitutional amendment forwarded to the secretary by the president, providing for the election of the president for a 2-year term, was tabled by the Council because the proposed amendment did not include the required 5 signatures and was not presented 30 days before the annual meeting, as prescribed by Section 22 of the Society's constitution. Furthermore, there was little support for the amendment by Council members, the general consensus being that the present constitution, which specifies that the vice president automatically becomes president, provides sufficient continuity to direct the affairs of the Society effectively.

President-elect Herbert Angel reported that he was preparing a policy-and-procedures manual for the committees of the Society on the basis of data received from committee chairmen. He informed the Council that his final recommendations would be submitted at a future Council meeting.

The Council considered the report of the Committee on Education and Training. Because of the ramifications of the recommendations of the committee, the Council requested that the report be circulated to its members and discussed at a future meeting.

The meeting was adjourned at 10:30 p.m.

PHILIP P. MASON, *Secretary*

*Minutes of Awards Luncheon*

*Atlanta, Georgia, October 6, 1966*

Robert H. Bahmer, representing W. Kaye Lamb, chairman of the Committee on Professional Standards, announced the 1966 election to the rank of Fellow for Charles E. Lee, South Carolina Archives; James Berton Rhoads, National Archives and Records Service; Jane Frances Smith, National Archives and Records Service; and Peter Walne, Hertfordshire County Record Office, Hertford, Eng.

W. Edwin Hemphill, of the Society's Awards Committee, presented the Waldo Gifford Leland Prize to Edward E. Hill for his *Preliminary Inventory of the Records of the Bureau of Indian Affairs* (National Archives Preliminary Inventory no. 163; Washington, 1965). Mrs. Renze announced that the Gondos Memorial Award would not be presented this year because none of the entries met the standards of the committee.

Philip C. Brooks presented the Distinguished Service Award to the Wisconsin State Historical Society's Department of Archives and History. F. Gerald Ham, Archivist, accepted the trophy for Wisconsin.

PHILIP P. MASON, *Secretary*

*THE AMERICAN ARCHIVIST*

*Minutes of Business Meeting**Atlanta, Georgia, October 7, 1966*

The annual business meeting of the Society was called to order at 8:45 p.m. by President Dolores C. Renze. All officers and members of the Council were in attendance with the exception of Thomas Wilds. In addition, there were about three hundred individual members, institutional delegate members, and visitors present.

It was voted to dispense with the reading of the minutes of the 1965 annual business meeting because 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 1967 issue of the *American Archivist*, was approved as presented.

The annual report of the treasurer was presented and filed with the secretary. Charles E. Lee, chairman of the Society's Auditing Committee, gave the following report:

The Auditing Committee, consisting of William T. Alderson and Charles E. Lee as chairman, has had the treasurer's accounts of the Society of American Archivists for the year ended December 31, 1965, audited by Kenneth C. Batchelor, certified public accountant of Charlotte, North Carolina. Mr. Batchelor has submitted his report and stated that in his opinion the accounts of the Society are in good order.

Your committee is satisfied with the correctness of the audit report, a copy of which is hereby delivered to the secretary, who will make it available to any member wishing to inspect it.

Both reports were accepted as presented.

The report of the Committee on Resolutions was presented by the chairman, John H. Ness, Jr., as follows:

The Committee on Resolutions, consisting of John H. Ness, Jr., Marguerite K. Kennedy, and Marvin A. Danforth, is pleased to present the following report:

We are especially grateful to Carroll Hart, A. K. Johnson, and the members of the Local Arrangements Committee for the gracious handling of our physical needs during the 30th Annual Meeting of the Society of American Archivists in Atlanta, Georgia, October 5-8, 1966. Our appreciation includes the management and personnel of the Marriott Motor Hotel for the use of their excellent facilities and services. It is no small task to entertain a gathering of this nature.

We also offer our gratitude to Herbert E. Angel and the members of the Program Committee for a very helpful and inspirational series of sessions. In addition, we are appreciative of the speakers, chairmen, and panel participants for their significant papers and presentations. At this point, we feel justified in expressing our approval of another joint meeting with the American Association for State and Local History. A real program feast has been enjoyed by each one attending the 30th Annual Meeting. Now be it

*Resolved*, That additionally our appreciation be extended as follows:

1. To the officers, directors, and committees of the Society who labored faithfully during the year to advance the purposes and interests of this organization.
2. To that group responsible for the planning and carrying out of the arrangements for the Extraordinary Congress of the International Council on Archives at Washington, D.C., May 9-13, 1966. The success of the Congress, the effectiveness of its meetings, and the enthusiasm of the delegates were due in large part to the splendid work of the host committee.
3. To Secretary of State Ben W. Fortson, Jr., his associates, and the citizens of the State of Georgia for the impressive new Archives and Records Building and for the privilege of placing a memorial plaque therein to the memory of Mary Givens Bryan, a past president of the Society.

4. To Rich's Department Store for their kindness in entertaining the women guests of the Society.

5. To the Coca Cola Company, the Atlanta Historical Society, and the several exhibitors who provided hospitality periods for our convenience and comfort.

We acknowledge the remembrance of those from our fellowship who were removed by death this past year, namely:

Col. William Robinson, Jr., September 24, 1965

Elizabeth Meade Thomas, April 16, 1966

Benjamin Pershing, August 4, 1966

Blanche L. Moore, September 17, 1966

therefore, be it further

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

On recommendation of the Council, the delegates voted to endorse the Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors. Since it was originally approved in 1940, more than 40 professional organizations have adopted the statement.

The secretary announced that the Council had amended the bylaws to include a provision for special projects funds. (See Council Minutes, October 4, 1966.)

The following slate of officers was presented by Leon deValinger, chairman of the Nominations Committee: August Suelflow, vice president, 1966-67, and president-elect, 1967-68; Philip P. Mason, secretary, 1966-67; H. G. Jones, treasurer, 1966-67; and Joseph Halpin and Victor Gondos for the two Council vacancies. Clifford Shipton was nominated from the floor for vice president.

The delegates discussed the desirability and constitutionality of counting ballots that had been filled out by Society members who had to leave Atlanta before the annual business meeting. On a vote of members present, it was resolved not to count these absentee ballots and to have them destroyed by the secretary.

President Renze named a committee of tellers and distributed ballots to the membership. The following were elected: Clifford K. Shipton, vice president; Philip P. Mason, secretary; H. G. Jones, treasurer; and Victor Gondos, Jr., and Joseph F. Halpin to the Council. F. Gerald Ham was nominated to fill the unexpired Council term of Clifford Shipton. There being no further nominations, a unanimous ballot was cast for F. Gerald Ham.

President Herbert Angel announced that the Society is sponsoring joint luncheon meetings with the American Historical Association in New York in December and with the Organization of American Historians in April 1967. He also announced that the Council would meet in the Whitehall Suite at 9 a.m., Saturday, October 8, 1966.

There being no further business, President Angel declared adjournment at 10:30 p.m.

PHILIP P. MASON, *Secretary*

THE AMERICAN ARCHIVIST

*Minutes of the Council**Atlanta, Georgia, October 8, 1966*

The meeting was called to order by President Herbert Angel at 9 a.m. in the Whitehall Suite of the Marriott Motor Hotel. Present were: Clifford Shipton, vice president; Philip P. Mason, secretary; H. G. Jones, treasurer; Kenneth Munden, editor; and Council Members Lewis Darter, Elizabeth Drewry, Victor Gondos, Joseph Halpin, Gerald Ham, and Robert Lovett.

Approval of the minutes of the Council meeting of October 4, 1966, was deferred until the next meeting of the Council.

The Council voted unanimously (motion by Victor Gondos, seconded by Elizabeth Drewry) to amend Section 7 of the Bylaws by substituting "prior to the" in place of "at the" in line 6, and by inserting "annual business" before "meeting" in line 10. The amended section will read:

## ELECTION OF OFFICERS AND COUNCIL

7. There shall be a nominating committee composed of the two retiring elected members of the council and one member of the Society to be appointed by the president, the appointed member to serve as chairman. This committee shall consult the membership for suggestions, shall make nominations for officers and members of the council, and shall promulgate its report prior to the beginning of the annual meeting at which the election is to take place. Other nominations may also be made from the floor by any member of the Society. A majority of the votes cast by the members and delegates present at the annual business meeting shall be necessary for election. Only individual members shall be eligible for election as officers or members of the council. Newly elected officers and council members shall assume their duties immediately after election.

The secretary recommended that an announcement on the various Society awards be published in the April issue of the *American Archivist*. This notice will obviate a special awards mailing to the membership. The secretary reported also on the salary survey and the question of rating archival institutions on their salary scales for professional personnel, similar to the AAUP system. The Council requested the secretary to report his recommendations at the next meeting of the Council.

President Angel announced his plans for the 1967 annual meeting, to be held in Santa Fe, N. Mex., October 18-21, 1967. He recommended that a 2-hour session be scheduled for committees to meet and that not more than three concurrent sessions be held at one time. The secretary announced that he would go to Santa Fe after the first of the year to meet with the Local Arrangements Committee and hotel officials. The Council recommended that the annual business meeting be held at the noon meeting following the evening meeting at which the presidential address is given.

The president reported that as soon as he has received reports from all committee chairmen he will prepare for Council approval a manual for the Society's committees. He announced also that he was considering the appointment of several ad hoc committees to deal with special areas of interest to the Society. These will be announced at the December Council meeting.

The Council discussed the desirability of making available promptly following the annual meeting some of the papers presented. The editor explained some of the difficulties involved, especially the lack of staff to edit the papers

properly. The Council requested the editor to consider these problems and report to the Council at its December meeting.

President Angel was requested by the Council to make a formal request to the Council on Library Resources, Inc., for a grant to the Society to sponsor the preparation and publication of a history of archives administration by Ernst Posner. The details of the request will be worked out in consultation with Verner Clapp, President of the Council on Library Resources, Inc., and reported to the Council in December.

The Council passed the following resolution:

Whereas, the International Council on Archives, since its establishment under the auspices of Unesco in 1948, has acted as the central organization of the world's archival profession;

Whereas, the contributions of the Council toward the growth of international archival cooperation have immensely benefited both the profession itself and those it serves throughout the world;

Whereas, the Extraordinary Congress of the Council held in Washington in May 1966, at which the majority of the nations of the world were represented, assigned to the Council new responsibilities of vital importance with respect to the liberalization of scholarly access to archives and the provision of technical assistance to the archival establishments of underdeveloped countries;

Whereas, it is unlikely that the Council will be in a position to carry out these new responsibilities successfully unless its present inadequate secretariat—inadequate because the Council has been funded only minimally over the years by Unesco—is considerably strengthened;

Whereas, in order to accomplish this purpose, an amendment to the projected 1967-68 Unesco budget has been proposed providing for a substantial increase in the regular subvention allocated by Unesco to the Council to defray its administrative expenses;

*Be it resolved*, That the Society of American Archivists considers it essential that the International Council on Archives properly fulfill the responsibilities entrusted to it by the world archival profession now and in the future, and therefore it urges that the U.S. Delegation to the 1966 Unesco General Conference lend its full support to the proposed increase in the Council's subvention and to other appropriate measures serving to improve the precarious financial position of the Council.

The Council also approved Mr. Rieger's recommendation that the Society urge the larger archival establishments in the United States and Canada to become institutional members in the International Council on Archives.

The meeting adjourned at 11:45 a.m.

PHILIP P. MASON, *Secretary*

### *Report of the Secretary, 1965-66*

The 12 months that have elapsed since our last annual meeting have been productive ones for the Society. The professional activities of the Society have expanded; new programs have been inaugurated; our administrative, technical advisory, and special area committees have continued to take an active role in the affairs of the Society and of the profession; and many new members have been added to our rolls. Some critical problems remain unsolved.

One of the highlights of the past year was the Extraordinary Congress of

THE AMERICAN ARCHIVIST



the International Council on Archives, sponsored by the National Archives in cooperation with the Society of American Archivists. A generous grant from the Council on Library Resources, Inc., made it possible to hold the Congress in Washington, D.C., in May 1966. More than 150 archivists from Europe, Africa, Asia, and North and South America attended. The theme of the Congress was "Archives for Scholarship: Encouraging Greater Ease of Access." With the aid of a grant from Eastman Kodak, the Society sponsored a reception for the visiting delegates and their wives.

The Society's 1965 membership directory, distributed last fall, has been favorably received by the members. We hope to publish similar directories periodically although we cannot, at this time, put one out every year.

The committees of the Society have been active and productive. Many have sponsored workshop sessions for this conference, and, as anyone who has organized such meetings knows, a great deal of time and effort is required to put together a good program. Several committees have prepared directories. The College and University Archives Committee has just completed a directory of research collections in institutions of higher learning. It will be ready for distribution at a nominal cost within a few weeks. The State and Local Records Committee is preparing a directory of State and Provincial archivists and records administrators. The Church Archives Committee has undertaken the task of preparing a comprehensive guide to research collections relating to church history in the United States.

Other committees have worked on special projects. The Technical Devices and Systems Committee cooperated with the National Microfilm Association in developing standards for the "microfilming of public records that must meet legal requirements." The Preservation Methods Committee continued to urge scholarly journals to use more permanent types of paper and continued to investigate the need for lamination specifications.

The Membership Development Committee, in cooperation with the National Archives and Records Service, sponsored archival symposia in Nashville, Los Angeles, Boston, Atlanta, Portland (Oreg.), Fort Worth, and twice in San Francisco. Each of these meetings, which were designed to reach the non-professional, attracted an average of 45 persons. At each session the work of the Society was explained, and subsequently the secretary sent membership invitations to each participant. More than a hundred have become members of the Society.

The other committees have also been active. Since the reports of their work will be published in the January issue of the *American Archivist*, I shall not discuss them here.

The placement activity of the secretary's office has continued to expand. As new archival programs are established, particularly in colleges and universities, and as existing archives expand their activities, new positions are created. Unfortunately, the supply of qualified archivists has not kept pace with the demand. On the average, there are about six vacancies for every applicant on file in the Placement Register. The better paying jobs are filled easily, usually by someone from another institution. This in turn creates another vacancy at a lower salary, and this vacancy is often more difficult to

fill. Thus, in one year we may be called upon to fill several vacancies created by one new position. As you know, each issue of the *American Archivist* contains a section devoted to applicants and openings. For every listing printed there are several job openings and applicants not listed because an individual may not wish to publicize his availability or because an institution may choose to fill a vacancy without advertising. Within the next few weeks the secretary plans to inaugurate a monthly placement newsletter listing all vacancies and qualified applicants. Issued more often than the quarterly journal, the *American Archivist*, this newsletter will be more timely and will facilitate the placement of qualified archivists. It will be mailed to all institutions seeking archivists, as well as to applicants applying for new positions.

We have continued to encourage institutions with archival vacancies to set salaries at a competitive level. Often we are successful. Occasionally, the cold facts of the archival marketplace prove more convincing than any advice we might give. For example, one midwestern institution asked for assistance in finding an experienced archivist with a Master's degree and 5 years' experience to work for \$4,200 a year. Although we advised them that this salary was too low and that it would be extremely difficult to find someone, they insisted that there were persons who were so dedicated to their work that money would not be a factor! After 6 months of searching, they raised the salary to \$6,500 and found a candidate.

Closely related to the Society's placement program is the problem of recruiting qualified persons into the archival profession. Unless we find a solution to it, the profession will be in serious difficulty within a decade and will have to lower its standards. Archival salaries, particularly beginning ones, are a factor. We are losing the competitive position we once held in attracting graduate students. Another factor is that there are few places where an interested person can receive academic training in archival work. Five universities—American University, University of Denver, North Carolina State University, Wayne State University, and University of Wisconsin—offer courses each year. A few library schools offer occasional courses. And, of course, there are the well-known summer institutes at the National Archives and at the University of Denver. But the number of these courses is hopelessly inadequate to meet the needs of our profession. We should have dozens of

During the past year, several archives have agreed to establish a budget for interns, and we hope to get others to follow suit.

An actual internship program will be particularly helpful in a recruitment program. Each year the secretary receives inquiries from about 50 college students who wish to find out more about archival work. An internship would provide them with the opportunity to find out firsthand whether they want to make it a career.

During the past 2 years the Society has made a concerted effort to reach the high school and college guidance counselors. We have distributed thousands of a brochure, "Careers in Archives." We have also arranged with publishers of brochures on careers in history to include a section on opportunities in archival work.

In order to gather reliable data about salaries of archivists and historical administrators, the Councils of the Society and the American Association for State and Local History approved a joint survey of the salary structure of the two professions. This survey, conducted this spring, included several hundred archival and historical agencies in the United States and Canada.

The results of the survey, which were reported earlier this afternoon and which will be published later, provided few surprises. The archival profession has lost the advantageous position it held 15 years ago in competing for the graduates of colleges and universities. In fact, in many sections of the country, we now have difficulty competing with public school teachers and librarians as well as with college and university teachers and administrators. In coming months the Council will attempt to deal with this problem and determine what steps can be taken by the Society. [See p. 105-122—ED.]

Membership in the Society has continued to rise steadily. We added 314 new members and subscribers to our rolls between October 1, 1965, and October 1, 1966. With 124 deletions, this represents an overall gain of 190. One can get a better perspective of the membership situation by looking at the growth over the past 3 years. In June 1963 we had 1,343 members and subscribers; in October 1964 this figure had risen to 1,468; in September 1965, to 1,670. As of October 1, 1966, the Society is supported by 1,778 members. The explanation of this steady increase is not difficult to find. Our profession is growing, and even though we have hardly scratched the surface, we have made steady gains. We have had some success in combating the misconception that one has to be invited or sponsored in order to join the Society.

Furthermore, many archivists have become individual members even though their organization is an institutional member of the Society. Aside from very compelling professional arguments for making this distinction, there are more practical ones. Individual membership carries certain prerogatives not available to institutional members and subscribers. For example, our membership directory contains biographies of individual members only. Moreover, only individual members in good standing for 5 years are eligible for election as Fellows—I don't believe I am revealing any secrets by telling you that many persons selected by the Professional Standards Committee are disqualified because their memberships have been in the institutional category.

MEMBERSHIP CHART AS OF OCTOBER 1, 1966  
(DOMESTIC)

| STATE                | INDIVIDUAL | INSTITUTIONAL | SUBSCRIBERS | TOTAL |
|----------------------|------------|---------------|-------------|-------|
| Alabama              | 5          | 2             | 8           | 15    |
| Alaska               | 2          | 0             | 0           | 2     |
| Arizona              | 1          | 3             | 4           | 8     |
| Arkansas             | 1          | 1             | 1           | 3     |
| California           | 47         | 5             | 35          | 87    |
| Colorado             | 15         | 0             | 6           | 21    |
| Connecticut          | 11         | 4             | 8           | 23    |
| Delaware             | 3          | 4             | 3           | 10    |
| District of Columbia | 97         | 11            | 33          | 141   |
| Florida              | 5          | 5             | 3           | 13    |
| Georgia              | 24         | 1             | 6           | 31    |
| Hawaii               | 4          | 1             | 0           | 5     |
| Idaho                | 2          | 0             | 3           | 5     |
| Illinois             | 33         | 15            | 25          | 73    |
| Indiana              | 9          | 4             | 5           | 18    |
| Iowa                 | 4          | 3             | 3           | 10    |
| Kansas               | 10         | 3             | 5           | 18    |
| Kentucky             | 10         | 3             | 4           | 17    |
| Louisiana            | 9          | 2             | 4           | 15    |
| Maine                | 5          | 0             | 4           | 9     |
| Maryland             | 70         | 2             | 14          | 86    |
| Massachusetts        | 32         | 14            | 17          | 63    |
| Michigan             | 24         | 6             | 20          | 50    |
| Minnesota            | 9          | 1             | 7           | 17    |
| Mississippi          | 3          | 0             | 2           | 5     |
| Missouri             | 38         | 13            | 14          | 65    |
| Montana              | 0          | 0             | 3           | 3     |
| Nebraska             | 4          | 2             | 2           | 8     |
| Nevada               | 1          | 2             | 2           | 5     |
| New Hampshire        | 6          | 3             | 1           | 10    |
| New Jersey           | 16         | 4             | 9           | 29    |
| New Mexico           | 7          | 1             | 2           | 10    |
| New York             | 93         | 16            | 46          | 155   |
| North Carolina       | 19         | 3             | 7           | 29    |
| North Dakota         | 1          | 0             | 2           | 3     |
| Ohio                 | 21         | 14            | 22          | 57    |
| Oklahoma             | 2          | 2             | 5           | 9     |
| Oregon               | 6          | 0             | 4           | 10    |
| Pennsylvania         | 35         | 13            | 21          | 69    |
| Rhode Island         | 3          | 2             | 3           | 8     |
| South Carolina       | 6          | 1             | 2           | 9     |
| South Dakota         | 0          | 0             | 1           | 1     |

|                 | INDIVIDUAL | INSTITUTIONAL | SUBSCRIBERS | TOTAL |
|-----------------|------------|---------------|-------------|-------|
| Tennessee       | 15         | 1             | 9           | 25    |
| Texas           | 20         | 5             | 22          | 47    |
| Utah            | 3          | 4             | 2           | 9     |
| Vermont         | 4          | 1             | 1           | 6     |
| Virginia        | 73         | 7             | 7           | 87    |
| Washington      | 9          | 3             | 5           | 17    |
| West Virginia   | 2          | 1             | 3           | 6     |
| Wisconsin       | 16         | 5             | 6           | 27    |
| Wyoming         | 5          | 1             | 1           | 7     |
| Puerto Rico     | 0          | 1             | 1           | 2     |
| Virgin Islands  | 0          | 0             | 1           | 1     |
| (FOREIGN)       |            |               |             |       |
| Canada          | 23         | 15            | 43          | 81    |
| Africa          | 3          | 4             | 14          | 21    |
| Asia            | 14         | 3             | 25          | 42    |
| Australia       | 1          | 2             | 21          | 24    |
| Central America | 4          | 1             | 3           | 8     |
| Europe          | 16         | 0             | 77          | 93    |
| South America   | 5          | 1             | 5           | 11    |
| Fiji            | 0          | 0             | 1           | 1     |

Within the next year we are planning to prepare a profile of our membership. With biographical data obtained from the recent questionnaire, we shall list the special interests of each member, the type of archival work he performs, and the type of institution in which he is employed. These data will be fed into a computer so that we can immediately locate individuals with particular experience and training. The data will be particularly helpful in making committee appointments or giving special assignments.

In my report last year I stated that I believed that the biggest challenge facing the Society in the immediate future was finding the resources to hire a full-time, paid secretary. I will not cite the reasons again; they are the same as those of last year. Each new member brings an added burden to the secretary's operations; the growth of our profession and the expanding role of the Society has led to the inevitable increase in responsibilities.

One of the approaches the Council adopted last year to raise additional funds was the \$100 annual "Sustaining Membership." President Kaye Lamb and I wrote to all State Archivists asking them to become sustaining members in the \$100 category, and during the past year I have invited a number of the larger archives to become members. The results have been heartening—14 institutions have joined this \$100-a-year category: the State Archives in Illinois, Kentucky, Massachusetts, New Jersey, New Mexico, North Carolina,

Tennessee, Texas, and Wisconsin; the City of Baltimore, the University of Kentucky, the National Archives and Records Service, Ohio State University, and Wayne State University have also joined. In addition, about 15 institutions have agreed to support the Society in this way as soon as new budgets are prepared. If we can get from 75 to 100 sustaining members, and I am sure we can, we will be in a position to attract outside foundation support and hire a secretary on a full-time basis. As a first step, the Council authorized, in May, the hiring of a full-time stenographer to work in the Secretary's office.

In coming months I will be sending letters to many of you requesting that you encourage your institutions to become sustaining members of the Society. By giving us this support you will help the Society develop into a strong professional organization.

PHILIP P. MASON, *Secretary*

*Report of the Treasurer, January 1–December 31, 1965*

This report covers the Society's fiscal year beginning January 1, 1965, and ending December 31, 1965. During the *current* fiscal year (1966) periodic reports have been made to the Council, that covering the 8-month period ending August 31 having been approved on October 4.

We had another good year in 1965, though the General Fund surplus—\$2,660.01—was somewhat below our annual goal. Even so, the size of the *American Archivist* was increased from 580 to 624 pages, the *Biographical Directory* was published, and other advances were made in the Society's programs. As in previous years, officers and committee personnel absorbed considerable parts of expenses involved in their separate activities.

The Special Projects Funds showed a \$3,634.74 increase, accounted for largely by an additional Asia Foundation grant of \$2,500 and royalties from the sale of Ernst Posner's *American State Archives* in the amount of \$643.06.

GENERAL FUND

The Society's General Fund or operating account is tax exempt under section 501(c)(6) of the Internal Revenue Code and carries the identification number 84-6023531.

Cash on hand in the General Fund as of January 1, 1965, amounted to \$17,683.73 and receipts during the year totaled \$21,806.42, as follows: membership dues, \$10,474.33; subscriptions to the *American Archivist*, \$7,031.25; advertising in the *American Archivist*, \$717.00; back issues and microfilm copies of the *American Archivist*, \$960.30; other publications of the Society, \$78.50; bank interest, \$406.04; reimbursement for Asia Foundation expenses, \$485.70; reimbursement for Leland Prize expenses, \$101.25; reimbursement from Life Membership Fund, \$54.27; income from archival symposia, \$373.61; sale of labels, \$78.47; refunds, \$36.20; reimbursement for meeting expenses, \$9.50; and follow-up grant from Council on Library Resources, Inc., \$1,000.00.

Expenditures amounted to \$19,146.41, as follows: editing, printing, and mailing the *American Archivist*, \$10,961.26; maintaining mailing list, \$571.59; president's office, \$32.50; vice president's office, \$85.00; secretary's office, \$1,910.06; treasurer's office, \$475.33; committees, \$179.68; annual and midwinter meetings, \$132.18; printing and mailing the *Biographical Directory*, \$1,886.83; purchase of back issues, \$74.65; printing *Directory of State Archivists*, \$49.95; reprinting membership brochure, \$64; printing career brochure, \$93; organization dues, \$117.50; bank charges and returned checks,

THE AMERICAN ARCHIVIST

\$27.86; State intangibles tax (to be refunded), \$5.55; Leland Prize, \$100; Asia Foundation grants, \$435; transfer to Life Membership Fund (for Posner honorary membership), \$200; transfer to Meeting Fund (surplus from symposia), \$244.85; symposia expenses, \$128.41; labels for resale, \$130.21; refunds, \$241; and State Archives Study follow-up honorarium to Ernst Posner, \$1,000.

The General Fund balance as of December 31, 1965, was \$20,343.74, of which \$10,406.04 was in Raleigh Savings and Loan Association Account #28372; \$8,754.68 was in Detroit Bank and Trust Company Checking Account #421009192; and \$1,183.02 was in North Carolina National Bank Checking Account #041034687.

#### SPECIAL PROJECTS FUNDS

In addition to the General Fund, the Society has five separate 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*, for educational grants and memberships to Asian citizens, brought forward a cash balance of \$666.97. Income included an additional \$2,500 grant from the Asia Foundation, and interest on the savings account amounted to \$14.58. Disbursements totaled \$557.70, including an award of \$435.00, membership fees totaling \$72.00, and administrative expenses of \$50.70. The cash balance as of December 31, 1965, was \$2,623.85, of which \$123.85 was deposited in Savings Account #23574, First Federal Savings and Loan Association of Raleigh, and \$2,500 was in Checking Account #9117350, Wachovia Bank and Trust Company, Raleigh.

*Waldo G. Leland Prize Fund*, the income from which is used annually for the Leland Prize, brought forward \$2,550, and interest income amounted to \$101.50. The Society's operating fund was reimbursed for expenses in the amount of \$101.25, and the balance as of December 31, 1965, was \$2,550.25, deposited in Account #23713, First Federal Savings and Loan Association of Raleigh.

*Life Membership Fund*, the income from the principal of which is transferred each year to the General Fund for pro rata membership fees, brought forward \$2,700. Income included \$200 from the General Fund for the honorary membership of Ernst Posner, and bank interest amounted to \$108.54. A transfer of \$54.27 to the General Fund left a balance at the end of the year of \$2,954.27 in Account #23712, First Federal Savings and Loan Association of Raleigh.

*Meeting Fund*. Any surplus from Society-sponsored meetings is deposited in a special Meeting Fund. The balance brought forward was \$413.23. Income included proceeds from the 1964 annual meeting, \$454.59; surplus from the various symposia, \$244.85; and interest, \$30.55. There were no disbursements, so the balance of \$1,143.22 at the end of the year was in Account #21988, First Federal Savings and Loan Association of Raleigh.

*Publications Revolving Fund*, for Society publications, brought forward \$1,026.80. Income included \$643.06 from royalties from sale of Posner's *American State Archives* and \$50.29 in interest. There being no disbursements, the balance of \$1,720.15 was in Account #24277, First Federal Savings and Loan Association of Raleigh.

#### SUMMARY

At the close of the day on December 31, 1965, the Society's balances in all funds, both general and special, were as follows: General Fund, \$20,343.74; Asia Foundation Fund, \$2,623.85; Leland Prize Fund, \$2,550.25; Life Membership Fund, \$2,954.27; Meeting Fund, \$1,143.22; and Publications Revolving Fund, \$1,720.15. Thus the total of all funds belonging to the Society amounted to \$31,335.48.

Officers, Council members, and committee chairmen gave the treasurer their usual cooperation, thus lightening the burdens of bookkeeping. To them, and particularly to our advertising editor, William E. Bigglestone, I express my



thanks. For the fifth straight year Julius H. Avant bore the brunt of the day-to-day work of the treasurer's office, and to him I offer both my personal and the Society's official thanks.

H. G. JONES, *Treasurer*

*Report of the Committee on Archival Buildings and Equipment*

Two outstanding events of the year in the archival building field were the virtually simultaneous completion and dedication of two of the finest State archival buildings in America: those for the State of Georgia and for the Commonwealth of Pennsylvania. As, in past years, your committee chairman had rendered numerous consultations in the preplanning stage for both buildings, he was pleased to receive invitations for the dedication ceremonies: one from Gov. Carl E. Sanders of Georgia to attend the dedication of the Georgia Archives and Records Building in Atlanta on October 11, 1965; the other from Gov. William W. Scranton of Pennsylvania to attend the dedication of the William Penn Memorial Museum and Archives Building at Harrisburg on October 13, 1965. . . .

The 17-story Georgia Archives Building is built of reinforced concrete faced with Georgia Cherokee marble and cost approximately \$6½ million. It was designed by A. Thomas Bradbury and Associates of Atlanta, who brilliantly brought to fruition the dreams of its founders, the late Mary Givens Bryan, past president of the Society of American Archivists, and Secretary of State Ben Fortson of Georgia. The building contains some 560,000 sq. ft. of space, of which some 400,000 sq. ft. are located in four basement floors. This is somewhat analogous to the principle of the iceberg of which nine-tenths is said to be below water. An interesting commentary on our atomic age. The ground floor contains receiving, cleaning, fumigating, processing, laminating, and photoreproduction areas, with a vault in the center. The first floor contains archivists' offices, the Memorial Hall entrance, control desk and search room, a microfilm reading room, a 130-seat auditorium, conference room, a special patriotic reading room, catalog room, typing room, and a reception room and snack kitchen. The second floor contains miscellaneous offices and a microfilm reading room. A unique box-like, eight-story stack storage surmounts the two colonnaded lower floors. Until needed for records storage sometime in the future, the several basement levels presently provide over a thousand parking spaces. . . . Robert Schoenberger of the Bradbury architectural firm supervised the planning and construction of this outstanding archival building.

The Pennsylvania Archives in Harrisburg is housed in a new tower building, which is part of the William Penn Memorial complex. The Archives Tower is 180 feet high, 80 feet long on one side, and 44 feet wide on the other. There are 18 stack levels above ground; each level is 9' 6" high and provides space for clear shelving 7' 6" high. The tower is served by two elevators and two stairways. Altogether the building provides some 116,000 cu. ft. of storage space for records. Around a sunken court on the ground level are archivists' offices, a reference library, a main search room, small research study rooms, a conference room, and archival work areas with the usual equipment.

THE AMERICAN ARCHIVIST

There are also two vaults having an area of 10,200 sq. ft., with shelving 10' 6" high, which house record center material. All of these areas use certain common facilities with the Museum Building to which they are connected by means of a flagstone-paved, landscaped plaza. Under the plaza are receiving and storage facilities, mailroom, workshops, and parking space for State vehicles. The circular Museum Building is 200 ft. in diameter and six stories high, topped by a low, but striking, aluminum dome. There is a 400-seat auditorium in the Museum to serve the Archives as well. The auditorium is on the ground-floor level as are, also, workrooms and classrooms. There are five floors above ground level of which exhibit halls occupy the first three floors, workrooms and storage areas are on the fourth floor, and executive offices of the commission occupy the fifth floor. In its biennial report for 1962-64 the commission states that the past decade has seen a "remarkable upsurge of interest in museums. More people visit museums than attend major league baseball games—approximately 70,000,000 visitors to museums during 1963." The wise archivist will note this in his future planning. The combined archives and museum complex affords a total of some 350,000 sq. ft. of floor area. The outside covering of both structures required 67,000 cu. ft. of Alabama limestone. The combined buildings were designed by architects Lawrie and Green, Harrisburg, Pa., and the cost was \$9,200,000, exclusive of site, fees, movable furniture, and equipment.

Another outstanding records depository approaching completion during the year is the huge Federal Records Center at Suitland, Md. This is under the administrative direction of E. G. Campbell, Regional Director of the National Archives and Records Service, Region 3, General Services Administration. This building, one of the largest depositories in the world, will afford 850,000 sq. ft. of floor space. The total cost is \$11 million of which \$7,400,000 is for the building itself, \$2,600,000 for equipment, and \$1 million for fees, supervisory costs, miscellaneous expenses and the like. . . .

Conferences and consultations were had with the following: at the request of Philip P. Brower, archivist and director of the MacArthur Memorial Archives, the plans for the proposed new archival addition to the Kirn Library in Norfolk, Va., were reviewed and a critique was rendered; as the committee chairman was not able to answer a call for a visit to Maine, the present Deputy Archivist of the United States, James B. Rhoads, at the request of SAA Vice President Herbert E. Angel, made a consulting trip to Augusta in late December 1965 to advise the State of Maine legislative committee on a program for an archival facility; also in December a conference was held with Philip P. Mason, Archivist, Wayne State University, in connection with a proposed new Labor Archives; conferences were also held with D. Mannsaker, Archivist of Norway; and with B. D. Shields, Archivist of the Australian National University, both in May 1966; and with Rex Dennis Parady, librarian, Merrimack Valley Textile Museum, North Andover, Mass., in June.

Correspondents included: Earl E. Olson, committee member and librarian-archivist of the Historian's Office of the Mormon Church, Salt Lake City, Utah, in connection with the proposed visit of Finnish Architect Olof Hansson,

and for data relating to the plans of the proposed new archival facilities still in the planning stage in Utah; also, in October 1965, and subsequently, with Architect Olof Hansson of Helsinki, Finland; with Solan Weeks, Museum Director, Michigan Historical Commission, in October 1965, relating to an archival facility in a new History Building, which is to contain 225,000 sq. ft. of gross and 145,000 sq. ft. of net usable space; S. K. Stevens, Executive Director, Pennsylvania Historical and Museum Commission; Willard L. Jordan, Librarian, Cleveland State University, Ohio, November 1965, pertaining to archives in the university library; William H. Work, Public Records Officer, Pennsylvania, relating to the use of an air-filter table; C. D. Pascoe, Archivist of New Zealand, pertaining to data for archival plans; David Gracy, April 1966, on the use of sprinkler systems; and others.

Photostats of plans were furnished, at cost, to: Ray Downs, Acting Director, Louisiana Archives and Records Commission, in September 1965; and to C. D. Pascoe, Auckland, New Zealand, for the New Zealand National Archives, in August 1966. A set of architectural plans of the new North Carolina archives was received from Architect F. Carter Williams, FAIA, of Raleigh, N.C., in July 1966.

Other activities included: a lecture delivered by the committee chairman on archival buildings and storage to the 20th summer institute on archives administration of The American University, at the National Archives, June 9, 1966; as a delegate he attended the Extraordinary Congress of the International Council on Archives, held at the Department of State, Washington, D.C., in May 1966; and, as chairman of the session on archival and records center buildings, October 7, 1966, Atlanta, Ga., for the 30th annual meeting of the Society of American Archivists, he conducted preparations throughout the spring of 1966. Papers were presented at this session by Kenneth W. Richards, Archivist, New Jersey State Library, on a comparative study of recent archival buildings; by William Benedon of the Lockheed Corporation, and Edward G. Campbell of the National Archives and Records Service, on records centers; and by Harold Nelson of the General Services Administration on fire protection systems and methods.

In addition to the chairman, the membership of the committee during the year 1965-66 consisted of Edward G. Campbell of Washington, D.C., Earl E. Olson of Salt Lake City, Utah, Leon deValinger, Jr., of Dover, Del., Dorman H. Winfrey of Austin, Tex., and William H. Work of Harrisburg, Pa., to all of whom the chairman expresses his deep appreciation and best wishes.

VICTOR GONDOS, JR., *Chairman*

#### *Report of the Committee on Business Archives*

In the course of the year plans were made and carried out for a workshop session on business archives at the 1966 annual meeting of the Society in Atlanta.

One object of the committee, to serve in an advisory capacity to firms seeking help in establishing business archives, was met through the efforts of individual committee members.

THE AMERICAN ARCHIVIST

A review of correspondence dealing with committee matters over the past 15 years reveals that various chairmen of the Business Archives Committee have felt the need for some form of a manual or handbook on business archives that could be sent to firms requesting help in setting up an archives program. This would include a brief bibliography and cover the WHY, WHAT, and How of such a program. I believe the time has come for something tangible to be done about such a handbook and would like to see the committee undertake this next year.

Perhaps the following suggestion is beyond the scope of this committee, but I would like to suggest that an area seminar on archives, similar to those held in the Boston and Denver areas, be arranged for some city in the Middle West. Surely the potential is great enough in the Chicago area for such a seminar to be successful.

One of the members of our committee participated in a 1-day Workshop Seminar on Business Archives and Historical Records, sponsored by the Association of Records Executives and Administrators.

The directory of business archives is still to be completed.

HELEN L. DAVIDSON, *Chairman*

#### *Report of the College and University Archives Committee*

The College and University Archives Committee embarked on the most ambitious project in its history during the past year. The committee, at its New York meeting, agreed to undertake the compilation and publication of a directory of college and university archives in the United States and Canada. Throughout the past year an enormous amount of work has gone into the compilation of this directory. It was hoped that the directory would be ready for distribution at the Atlanta meeting. Publication problems, however, will delay the publication date until early November.

The country was divided into regions, with Canada serving as a separate region. Each member of the committee was assigned one of these regions from which to gather data. All accredited, 4-year institutions in each region were polled by means of a questionnaire. For American institutions the *Education Directory, 1962-1963, Part Three* was used in compiling the list of institutions to be polled.

Allan Ridge did all the polling for Canada. Helen Chatfield polled all the States in her East-Central region. Herbert Finch was assisted by 6 people in polling New England and New York. Raphael Hamilton, who polled the Midwest, was assisted by 7 people. David Estes polled the South with the help of 10 people, and Julius Barclay polled the West, assisted by 14 people. All questionnaires were returned to the chairman's office at the University of Michigan. The last of these arrived at the end of July. All of the editorial work, reducing the raw data into the formal entry for the directory, was accomplished at the University of Michigan. The mailing costs and other costs of the survey were born by the institutions of regional and State chairmen. The average cost of each region, excluding the time of the individuals participating, was approximately \$50, which totaled \$300. The Michigan

Historical Collections of the University of Michigan donated the cost of editorial staff and typing of the directory at a cost to date of \$667.98.

The committee meeting at Cincinnati in March approved a program of "passing the hat" among various colleges and universities to finance publication. The committee chairman, therefore, has approached 16 institutions asking for \$50 donations to cover publication costs. We have also asked the Society of American Archivists to contribute \$200. The estimated cost will be around \$750. Order blanks for the directory will be made available at the Atlanta meeting. The price has been set at \$1, with the hope that all contributing institutions might recapture some of the publication costs. [See p. 248 of this issue for details about availability of copies.—ED.]

The directory, which goes far beyond a mere listing of personnel, should prove of great assistance to the Society of American Archivists in conducting its program, as well as serving as a useful tool for librarians, archivists, and scholars throughout the United States and Canada.

The second important committee activity this year has been to plan for the Atlanta program. The program has largely been the responsibility of Herbert Finch, who has organized a session around the theme of sources and kinds of materials. This year's program utilized the members who did not serve on last year's program, in addition to other college archivists.

ROBERT M. WARNER, *Chairman*

#### *Report of the Committee on Church Archives*

Reporting time is a time of reflection, self-analysis, and, particularly, anticipation. This report is designed to take cognizance of the work done by the committee during the past year and anticipates further implementation of some of the goals and objectives of the committee and the Society itself. As with many functioning committees, this one has many projects, programs, and plans on its drawing board. Some of these could be implemented and concluded, while others required considerable planning and labor in order to move them off the drawing board into operation. In the case of some of these plans and programs, their ripening or maturation came much more quickly than anticipated, though in the case of others certain obstacles had to be overcome and modifications provided. . . .

The Committee has assiduously applied itself to meeting its short- and long-range goals. In summary, these are:

1. To serve as an advisory committee in church records;
2. To discover, discuss, and share mutual problems, developments, and prospects in church recordkeeping;
3. To survey and study continuously materials and resources issued on church records;
4. To interest and enlist groups and individuals in the general movement for the preservation and administration of church archives;
5. To compile and maintain lists of church archival repositories.

Objective number one has been admirably achieved chiefly through the

*THE AMERICAN ARCHIVIST*

services and advice of individual members of the committee. Your chairman has been in frequent communication with other church archival institutions and individuals, particularly as new agencies were being formed or as existing repositories were modifying and altering their programs. I feel rather confident, even though this particular committee service cannot be measured statistically, that this has become one of the major contributions of the committee.

The second current objective has been met chiefly through the annual workshops conducted in conjunction with the meetings of the Society. Such workshops have been intensely helpful and have served the excellent purpose of raising the standards of church archival functions and services to a very great degree. The committee is at present attempting to work out the details so that regional workshops and symposia can be conducted for church archival personnel. One of the reasons for planning such regional conferences is that an untold number of church archival workers serve in a part-time capacity and consequently require more help and assistance than a professional worker. Besides, since they are part-time workers, they often find it impossible to attend the annual meetings of the Society. The survey and study of materials and resources on church records and archives have been continued as in the past. It is particularly gratifying to note that the literature in the field has increased significantly over the past few years. The committee itself is also working on an expansion of its *Directory of Religious Archival and Historical Depositories in America* so that it will become more useful to the scholar. Its successor, *A Guide to Religious Depositories*, is in process of development, and a *Manual for Religious Archival Workers* is in the offing.

With perhaps upwards of 500 church archival workers in America, this group presents the Society with one of its largest membership potentials. We have functioned on the principle that enlistment of these workers in the total Society program will aid them significantly in the execution of their specific responsibilities. Workers in this field, therefore, including both professionals and amateurs, have been urged to join the Society. In addition, the chairman has served on the Society's Membership Development Committee, seeking further enlistment of those qualifying for membership.

Lists of religious depositories have been maintained. It is a growing list, even though some of these depositories are extremely limited in their resources and programs. Nevertheless, because of their resources of interest to the scholar, they need to be identified. It is to be regretted that at times nothing short of a personal visit provides data on their operations.

The goals and objectives of the Church Archives Committee are increasingly . . . more diversified . . . . In addition, the workers in this field vary significantly in their professional abilities and backgrounds. This poses a problem with respect to the implementation of the committee's total program.

So that the committee would be able to expedite its work, we divided it into subcommittees for the first time this past year. The committee, which served with distinction, consists of: V. Nelle Bellamy, Eleanore Cammack, Mabel Deutrich, Melvin Gingerich, Bernard E. Granich, Elizabeth Hughey,

Brooks Little, Vernon Nelson, John H. Ness, Jr., Earl Olson, Davis C. Woolley, and the undersigned as chairman.

To provide more efficient implementation of the program, the following subcommittees were established: a committee for the production of the guide and manual, a committee on conferences and symposia, and one on finances. I am deeply gratified to report that all of these have functioned excellently.

The report would become too detailed if the achievements of these subcommittees were identified. Permit me to summarize. . . . It is hoped that within the next 9 to 12 months the plans that have been laid during the year just past can be tangibly implemented in the production of the guide and in conducting regional symposia-conferences. The manual, the ingredients of which have already been identified, may require an additional year or two for completion. The subcommittee on finances and foundations is already at work attempting to provide the financial requirements of these projects.

The guide, which we hope to issue before the 1967 Society meeting, is designed to assist the scholar to locate and isolate specific religious archival depositories having resources of immediate interest for research purposes. Hence it will define the status of the depository, describe the collections and resources, and reveal the types of services and facilities available. Provisions of access will also be included. An instrument for the gathering of the data has already been designed and will be distributed to the participating groups in the immediate future. The predecessor to the guide, the directory referred to above, has served a most useful purpose but does not enable the user to become selective and hence needs to be superseded. The manual, on the other hand, will offer church archival depositories helpful techniques and programs for developing their collections, particularly with reference to their acquisitions, appraisal, arrangement, and service programs. It is hoped that such a manual will supply a longfelt need and materially assist the specialized religious archivist, whether serving on a full- or part-time basis. At present there is nothing of the kind available to him as a working resource. Plans are underway to obtain financial grants and assistance for the production of the manual.

The necessity of regional symposia and conferences has already been indicated above. Perhaps unlike many other archival workers, the religious archivist often finds himself handicapped most painfully by financial limitations. This makes it extremely difficult for him to attend the annual meetings of the Society. Yet he desperately needs assistance and guidance from other workers. It is hoped that a considerable amount of "piggybacking" can be practiced by inviting religious archival workers in a geographical area to either denominational or Federal and State conferences. Several denominations are already conducting national and regional conferences on archives and history, and it is hoped that these will increasingly attract workers from other ecclesiastical organizations.

In conclusion, permit me to express the appreciation of all church archivists for the splendid and significant interest that the officers and the Council of the Society have shown this area of archival functions and services. We are

*THE AMERICAN ARCHIVIST*



also most grateful to the Program Committee for providing ample time and facilities for the discussion of our special concerns at the Atlanta meeting.

AUGUST R. SUELFLOW, *Chairman*

*Report of the Committee on International Relations*

(1) Extraordinary Congress of the International Council on Archives, Washington, May 1966: During the year the committee was primarily concerned with the organization of the Extraordinary Congress, in close collaboration with the hosts, the [Society of American Archivists and the] National Archives and Records Service. The chairman, as a member of the Congress Organizing Committee, was very active in many aspects of the programing and logistical preparations and during the Congress itself served as conference officer. Other committee members active in the Congress preparations were Albert Leisinger, who was responsible for all press and informational activities, and George Ulibarri, who played an important role in the translation of Congress reports and other documents. In addition, Mr. Leisinger served as associate reporter at the Congress session on microfilm publication and Mr. Rieger as panelist at the final working session on international cooperation.

The chairman assisted Mr. Angel, the chairman of the Atlanta Program Committee, in planning the session there on the Extraordinary Congress. . . .

(2) Relations with the International Council on Archives: The committee has been in frequent contact with the ICA "bureau" during the year, largely in connection with arrangements for the Extraordinary Congress. In recent months it has actively supported ICA's efforts to obtain the larger subvention from Unesco that would enable it to establish a permanent secretariat and to discharge properly its responsibilities to the world archival community. The chairman assisted the Archivist of the United States in his approaches to the U.S. National Commission for Unesco and to the Unesco Secretariat on behalf of ICA, in the latter case lobbying as Dr. Bahmer's representative at Unesco headquarters in Paris. The decisions of the Unesco General Conference meeting in Paris this autumn will show whether these efforts, part of a widespread international campaign in ICA's interest, have met with success. The committee has also cooperated with Dr. Bahmer in seeking the earliest practicable implementation by ICA of key resolutions adopted by the Extraordinary Congress.

(3) Assistance to foreign archivists: On several occasions during the year the committee endeavored to help African and Asian archival authorities seeking funds to enable promising staff members to visit the United States and Canada for training purposes. To facilitate their applications to appropriate foundations, the chairman advised on study and observation programs for the prospective trainees, and in one case (Malaysia) his support of an application contributed to a substantial increase in the amount of the grant.

(4) Proposed continuing program for basic training in the United States and Canada of selected beginning archivists from the developing nations of Asia, Africa, and Latin America: Such a program, starting with a pilot project involving a limited number of trainees from English-speaking tropical

Africa, was originally proposed in 1964 (see the committee's report for that year). Increasing concentration on preparatory work for the Extraordinary Congress, however, resulted in the temporary suspension of the proposal. It was recently revived in preliminary conversations with African delegates to the Extraordinary Congress (who are much interested in its success) and within SAA. The chairman also discussed the matter informally with a staff member of a potentially receptive foundation. Priority will be given to this project during the coming year.

(5) Visits abroad: During the year the chairman, as a member of the ICA African Guide Committee, had an opportunity to tour the fascinating State Archives of Venice. He also paid a rewarding visit, on a semiofficial basis, to the USSR Main Archives Administration and the Foreign Office Archives in Moscow and renewed contacts with old friends at the Archives Nationales in Paris and the Public Record Office in London. While lobbying for ICA at Unesco headquarters (see 2, above), he took advantage of the opportunity to pay a call on the Unesco Archivist.

MORRIS RIEGER, *Chairman*

#### *Report of the Committee on Manuscripts and Special Collections*

. . . Numerous subjects have been suggested for study by the various members of the committee, but those chosen have been more or less limited by the wishes of the president and the chairman of the Program Committee. Much interest has centered on the information retrieval program and its possible use for manuscripts. The field of oral history has also developed by leaps and bounds, and problems arising from the use of the inventions of microphotography, xerography, and other methods of reproduction are of vital concern to the Committee on Manuscripts and Special Collections. These and other suggestions are made for future study.

HARRIET C. OWSLEY, *Chairman*

#### *Report of the Committee on Membership Development*

The committee in 1966 generally continued the same course it had in 1965—holding a series of archival symposiums about the country, to which nonmembers of the Society were invited, and sending individual letters of invitation to nonmembers to join the Society. Most of the individual letters came from the Secretary's Office and are being reported as part of the work of that office.

Symposiums were held in San Francisco (Nov. 9, 1965), Nashville (Nov. 12, 1965), Los Angeles (Feb. 2, 1966), Boston (May 6, 1966), San Francisco (May 16, 1966), Atlanta (May 20-21, 1966), Ft. Worth (June 3, 1966), and Portland, Oreg. (Aug. 27, 1966). Attendance averaged about 45 persons.

The Society treasurer has developed an accounting procedure that standardizes reporting of registration fees and expenditures vouchered against those fees. Financially, the symposiums are expected to be self-sustaining.

EVERETT O. ALLDREDGE, *Chairman*

THE AMERICAN ARCHIVIST

*Report of the Preservation Committee*

During the past year, additional comments and letters were received relative to the committee's 1965 campaign encouraging scholarly journals to use more permanent-type papers. One University of Pennsylvania journal published a short note crediting the committee with its changeover. Unfortunately, some journals could not change even though they were interested. As yet, only a few papers are rated permanent. Those journals requiring top-quality letterpress reproduction do not find a satisfactory paper among these. *American Heritage* is one such publication. Its publishers have been very concerned about the problem, and their printer has developed a special paper for them that combines both requirements in the best way possible.

The committee studied the possibility of a lamination standard. One draft was circulated among the members, but no agreement was reached. It is hoped that the committee will continue its investigation and come to an agreement within the next year. From the types of inquiries received, it would appear that one of the best services this committee can perform is to bring together such technical information and keep it current. Unfortunately, this type of data is now fragmented and scattered.

Answers to inquiries about preservation methods often return to a common theme—watch the acidity! Try to avoid things that are acidic in quality or that would hasten the development of those tendencies in archival materials. Pollution is becoming an increasing problem in America, and the movements now forming may eventually help the archivist in his preservation task. Professionally, he should be alert to assist, where possible, in these.

In 1966 vapor phase deacidification was announced in England by Langwell. In the United States, with the exception of the Barrow Laboratory and the Engineering Department of Washington State University, the literature contains no evidence of research activities into the problems of archival preservation. Members of the Society are reminded and encouraged to continue their interest in supporting investigations into new ways and means of preserving the past. The October issue of the *American Archivist* (29:566–568) carries instructions for the new Langwell deacidification process. Society members are urged to assist in determining the possibilities of this technique.

CLARK W. NELSON, *Chairman*

*Report of the Committee on Science Manuscripts and Archives*

Because of the resignation of Clyde M. Collier as committee chairman my activities have been confined to organizing a workshop for the annual meeting and trying to have each member of the committee outline what he believes an active program should contain.

I have tried by mail to alert committee members to the necessity of exchanging information and coming with prepared proposals to the Atlanta meeting.

The immediate goal of the committee is the establishment of a Society program to help and guide those who need or who may request assistance in archival maintenance or organization. A questionnaire sent by Collier to

industries and scientifically oriented firms demonstrated the real need of such help. This questionnaire was discussed at the workshop in Atlanta.

The members of the committee understood that at the 1966 SAA meeting an attempt will be made to create a working group for the purpose of carrying forward committee plans and goals.

Peter M. McLellan has resigned from the committee. He has been replaced by Richmond Williams of the Eleutherian Mills Historical Library.

ROBERT B. ECKLES, *Chairman*

### *Report of the Committee on State and Local Records*

The State and Local Records Committee was created on October 10, 1950, by the Council of the Society of American Archivists. Since that time, the committee has played a vital role in publishing an annual directory of State and local archives and records management officials and in providing technical assistance to the States. The State archivists have been very active in the Society of the American Archivists. Through the office of secretary of the Society, ably filled by Dolores Renze, State Archivist of Colorado, and Philip Mason, former State Archivist of Michigan, and principally through the offices of previous chairmen of the State and Local Records Committee, David Duniway, Mary Bryan, H. G. Jones, William T. Alderson, and Richard Hale, the State and local programs in the United States have come a long way in 16 years. The archivist is no longer just a nice person but has become a nice person to have around in good government.

The present chairman served in this capacity for the first time last year. In the 1965 report he recommended the publication by State archives officials of a paperback guide to modern archival procedures addressed to the State and local records situations. He is still of the opinion that such a manual would be of great assistance to the State and local records officials and of special importance to officials of newly created programs. Perhaps this could be a project of the committee in the near future.

In 1966, instead of the manual, the committee decided to concentrate on issuing a statistical and pictorial guide to State and local records programs. Forms were sent out from this office through regional chairmen to every State of the United States, to every Province of Canada, and to Puerto Rico. The chairman discovered that the State and Provincial archivists are, for the most part, extremely busy this year but as cooperative as they could be under the circumstances. Programs vary considerably from State to State. Consequently, it was impossible to design perfect questionnaire forms, but no complaint was lodged with the chairman, though it is obvious that, with experience, better forms can and should be designed.

No claim is made that a fairly comprehensive guide to the State and local records programs should be issued annually. The directory would probably suffice as an annual guide, but it is hoped that a more complete analysis of the States can be made, perhaps every 5 years. For one thing, the budget allowed by the Society for publication of the directory falls short of the amount

THE AMERICAN ARCHIVIST

needed for the more detailed study of the States and local governments. The 1966 guide is being underwritten by the State of Colorado. [See p. 245.—ED.]

CHARLES F. HINDS, *Chairman*

*Report of the Technical Devices and Systems Committee*

The Technical Devices and Systems Committee has worked in cooperation with the Standards Committee of the National Microfilm Association in developing a proposed standard for the "Microfilming of Public Records That Must Meet Legal Requirements." In compiling this proposed standard, the laws of most States were studied and incorporated into the draft. Also, the regulations of States that had prepared them were considered. After the joint committee had completed its initial work, 200 copies were distributed to various organizations and individuals for comment. All answers received were carefully considered and incorporated into the draft when applicable. Comments that should be studied have been received from eight more States.

The committee feels that one more draft should be prepared and turned over to the Society of American Archivists and the National Microfilm Association for whatever discussions are considered valuable.

T. HAROLD JACOBSEN, *Chairman*

NATIONAL ARCHIVES AND RECORDS SERVICE

Barry Faulkner, creator of the murals in the exhibition hall of the National Archives, died in Keene, N.H., on October 27, at the age of 85. Faulkner's murals, many of which depict American historical events, hang in public buildings across the Nation and in Europe.

A reorganization effective September 19, 1966, combined the Office of Civil Archives and the Office of Military Archives into the Office of the National Archives, with Sherrod East as Acting Assistant Archivist for the National Archives. A new office, the Office of Administration and Technical Services, was created with Walter Robertson, Jr., as Acting Assistant Archivist for Administration and Technical Services. Main offices that continue as before are the Office of Federal Records Centers, the Office of the Federal Register, the Office of Records Management, and the Office of Presidential Libraries.

Lewis J. Darter, Jr., was appointed Acting Assistant Archivist for the National Archives, effective December 22, 1966, upon the retirement of Sherrod East.

*National Archives*

Recent accessions from the Bureau of the Census include records relating to the development of classification methods for occupations, 1870-1950, and manuscript statistical maps based on the 1929 and 1939 Censuses of Manufactures. Other accessions include indexes to the 1907-42 central classified files of the Bureau of Indian Affairs; the records of Charles O'Dell, Special Assistant to the Secretary of Labor, 1954-56, mainly concerning the employment of older workers; correspondence of the Office of the Secretary of Agriculture, 1960; records of the Federal Communications Commission, including

docketed case files closed in 1963, minutes for 1964, and annual financial reports of broadcasting stations for 1961; and engrossed public laws, private laws, and concurrent resolutions enacted by the 89th Congress, first session, 1965. Also accessioned were motion pictures produced or collected by the Air Force, 1910-55; aerial survey film, 1934-38, used by the Forest Service for mapping; and photographs used for various USIA activities, 1948-61. ¶ Records of the Department of State that have been microfilmed include Records From the Decimal File, 1910-29, Relating to Political Relations Between the United States and British Africa (1 roll), and to Political Relations Between British Africa and Other States (1 roll). Also completed were Records of the Southern Superintendency of Indian Affairs, 1832-70 (22 rolls), and Letters Sent by the Commissioner of Education, 1870-1909 (71 rolls). Military records filmed include the Area File of the Naval Records Collection, 1775-1910 (414 rolls); Gen. James Wilkinson's Order Book, Dec. 31, 1796-Mar. 8, 1808 (3 rolls); and the Index to Compiled Service Records of Volunteer Soldiers Who Served During the War of 1812 in Organizations From the State of South Carolina (7 rolls).

Recently published was another of the *Guides to German Records Microfilmed at Alexandria, Va.*, no. 52, *Records of German Field Commands: Army Groups (Part III)*. ¶ Further information about copies of publications and microfilm may be obtained from the Publications Sales Branch, National Archives and Records Service, Washington, D.C. 20408.

#### *Dwight D. Eisenhower Library*

Among the Library's recent accessions were papers of Robert Cutler, Administrative Assistant to the President, Sept. 1952-June 1956, and additional files of the following: Gerald D. Morgan, Special Assistant and Administrative Assistant to the President, 1953-55, Kevin McCann, Special Assistant to the President, 1954-60, and Don Paarlberg, Special Assistant to the President for Economic Affairs, 1954-61. Also accessioned were papers of the President's Advisory Committee on Government Organizations, 1953-61, the President's Committee for Hungarian Refugee Relief, 1956-57, and the Council on Foreign Economic Policy, 1955-61.

#### *Harry S. Truman Library*

Recent accessions included the records of the President's Committee on Foreign Aid, 1947; copies of records of the United States Employment Service in the National Archives, relating to Harry S. Truman's service as State Director of the National Reemployment Service for Missouri, 1932-34; and additions to the records of the President's Air Policy Commission, 1947-48, the President's Materials Policy Commission, 1951-52, and to the papers of James Webb, 1963-64, Administrator of the National Aeronautics and Space Administration.

The Grants-in-Aid Committee of the Harry S. Truman Library Institute awarded grants to Manoranjan Jha, of the Indian School of International Studies, New Delhi, India; Richard C. Ratliff, of Central Missouri State

College; Richard M. Freeland, of the University of Pennsylvania; and Daniel E. Thornburgh, of Eastern Illinois University. Applicants for grants should write to the Director of the Library to obtain information and application forms.

#### *Herbert Hoover Library*

Recently accessioned were the papers, 1918–37, of George Edward Akerson. Mr. Akerson was an assistant to Secretary of Commerce Herbert Hoover from 1925 to 1928 and was from 1929 to 1931 a secretary to President Hoover.

#### *National Historical Publications Commission*

At its meeting on June 23, 1966, the Commission voted continuing support for the letterpress publication of the Papers of Thomas Jefferson, the Papers of Alexander Hamilton, and the Papers of the Adams Family. It also voted continued support to the project at Morristown (N.J.) National Historical Park for microfilm publication of the outstanding Lloyd W. Smith collection and the smaller Park collection, both of which emphasize, but are not limited to, the period of the American Revolution. The latter project should be completed in 1967.

Two new microfilm publication projects were inaugurated by grants recommended at this meeting. One is to be completed within the year and covers the papers of the noted astronomer, George Ellery Hale, at the Mount Wilson Observatory and the California Institute of Technology. The other, a longer project, will cover the records of Spanish and Mexican administration of New Mexico, 1688–1846, which are in the custody of and will be filmed by the New Mexico State Records Center and Archives at Santa Fe.

A new letterpress publication, the Documentary History of the First Federal Elections, was provided for by a grant to the University of Wisconsin. Merrill Jensen will be the chief editor, and Kenneth Bowling will be his assistant. Sponsorship of the project for editing the Papers of the First Federal Congress was transferred to George Washington University by a grant to that institution. Linda G. DePauw was named editor.

The Commission voted to prepare a new "Report to the President" to be published in 1967. The report will give an account of the Commission's stewardship since the passing in 1964 of the legislation (P.L. 88–383) authorizing a modest grant program to support documentary publication in the field of American history. Also, it will contain a statement of continuing needs. Such a presentation is considered necessary since the next Congress must extend the authorizing legislation or let it expire in 1969.

#### MANUSCRIPT DIVISION, LIBRARY OF CONGRESS

The Library has received approximately 4,000 papers of Gordon Stifler Seagrave, the famed "Burma Surgeon," from Brig. Gen. Rothwell S. Brown, chairman of the board of the American Medical Center for Burma, Inc., a

*VOLUME 30, NUMBER 1, JANUARY 1967*



philanthropic organization created in 1946 to support Dr. Seagrave's work. The papers, dated between 1946 and 1966, consist of correspondence, reports, and memoranda reflecting Dr. Seagrave's postwar work and his relationship with the American Medical Center for Burma. Requests to use the Seagrave papers should be directed to the Chief of the Manuscript Division. ¶ Two small groups of letters, written in the first half of the 19th century, have been acquired by the Library. The first consists of some 60 letters written by the prominent Boston physician, chemist, and geologist Charles T. Jackson (1805-80), when he was studying in Europe. Dated 1829-33 and addressed mainly to members of his family, the letters fill more than 200 closely written pages and reveal Dr. Jackson as a careful and articulate observer of occurrences related to his several fields of interest. The second group consists of 54 letters written by Martin Van Buren between 1819 and 1845. Most of these are directed to David E. Evans (1788-1850) of Batavia, N.Y., a resident agent of the Holland Land Company, a State senator, and a Representative in Congress for a few months in 1827. The letters, which touch on national and State politics and reflect the warmth and steadfastness of the friendship that existed between Van Buren and Evans for many years, form the largest addition to the Library's Van Buren collection since the corpus of the papers of the eighth President was presented in 1904-5 and 1912. ¶ James M. Cain has presented a group of his literary manuscripts and personal papers to the Library. These pertain chiefly to the period when Mr. Cain was in Hollywood as a screen writer, 1932-48. They include his correspondence with film executives and performers there; with members of the *New Yorker* group, among them Harold Ross, Clifton Fadiman, and Wolcott Gibbs; with publishers and fellow authors; and with H. L. Mencken, Walter Lippmann, and other newspaper friends of earlier days. Several literary manuscripts, including the author's manuscript of *The Postman Always Rings Twice*, are in the papers. Mr. Cain has also presented material pertaining to his father, James W. Cain, who was a professor and vice president of St. John's College in Annapolis, president of Washington College in Chestertown (Md.), and, following his retirement from academic life, a Maryland banking executive. ¶ Important additions to the papers of three 20th-century figures have been received by the Library. The Woodrow Wilson papers have been enlarged by a gift from the National Trust for Historic Preservation of materials reflecting Wilson's boyhood in Augusta, Ga., and his activities as scholar and historian, President of the United States, and peacemaker after World War I. Some 6,000 items have been added to the papers of George B. Cortelyou, Sr., as the gift of his son; these reflect Mr. Cortelyou's personal career, in a small degree, but the bulk of the new material consists of correspondence, memoranda, addresses, drafts, and diaries of President McKinley, whom Mr. Cortelyou served as private secretary, and a smaller amount of material relating to President Theodore Roosevelt, in whose Cabinet Mr. Cortelyou served. To the Newton D. Baker papers have been added about 4,000 pieces of Mr. Baker's personal and official correspondence, 1905-16, contained in 21 volumes of letterpress copybooks; these volumes, which had been stored in the City Hall of Cleveland, Ohio, where Mr. Baker served

as city solicitor and mayor, were received through arrangements made by Lee Wachtel, librarian of the municipal reference library in the City Hall.

Dorothy S. Eaton, Specialist in Early American History, retired October 30, following more than 30 years of service in the Manuscript Division. Widely known for her writings on Washington, Madison, and Monroe, Mrs. Eaton has also served as Library of Congress Consultant to The Papers of Thomas Jefferson. She has assisted other major editorial publications, including the Adams Family, Benjamin Franklin, and Alexander Hamilton Papers. Mrs. Eaton is treasurer of the Manuscript Society and a former member of its board of directors.

#### PROFESSIONAL INSTRUCTION

*American University, Washington, D.C.*

Beginning January 31, 1967, a 3-semester-hour course, part II of a paperwork management course, Management of Institutional Records Systems: Maintenance and Retirement, will be offered for interested students by the School of Government and Public Administration of the university. The class will meet in the National Archives Building in the late afternoon. This records management and paperwork management course is being offered for the 12th year by S. J. Pomrenze, Chief, Systems Branch, Records Management Division, The Adjutant General's Office. Part I is not a prerequisite to enrollment in part II. Tuition is \$120. For registration details and university entrance requirements one should write to the Dean of the School of Government and Public Administration, The American University, Washington, D.C. 20006.

The university and the National Archives and Records Service are sponsoring an Institute on Vital Records Protection, February 13-16, 1967. Directed by Everett O. Alldredge, the institute is designed to aid persons responsible for vital records protection. The tuition fee is \$150. To register or to obtain more information one should write to the Center for Technology and Administration, The American University, 2000 G St. N.W., Washington, D.C. 20006.

The 21st Institute: Introduction to Modern Archives Administration, sponsored jointly by the National Archives and Records Service, the university's Center for Technology and Administration, the Library of Congress, and the Maryland Hall of Records, will be held June 5-16, 1967, at the National Archives. A brochure containing a tentative syllabus and other information about the institute may be obtained from the Director, Center for Technology and Administration, The American University, 2000 G St. N.W., Washington, D.C. 20006; or from Frank B. Evans, Director, Diplomatic, Legal, and Fiscal Records Division, The National Archives, Washington, D.C. 20408.

*George Washington University, Washington, D.C.*

The university is offering a special course in heraldry and genealogy. Registration forms or further information regarding the spring course may be

VOLUME 30, NUMBER 1, JANUARY 1967

obtained by writing to Mrs. Jessie Mullins, College of General Studies, George Washington University, 2029 G St. N.W., Washington, D.C. 20006.

*University of Illinois Graduate School of Library Science, Urbana*

A new course, Administration and Use of Archival Materials (LS 438), will be given by SAA Council Member Maynard Brichford, University Archivist, in the spring semester of 1966-67. Open to graduate students, the course will include instruction on the research use of materials; reference work; theory and techniques of processing documents, recordings, and photographs; records management; organizing, staffing, and equipping a program; acquisition procedures; reference service and descriptive guides; and a survey of leading American research collections. Additional information may be obtained by writing to Mr. Brichford or Herbert Goldhor, Director, Graduate School of Library Science, University of Illinois, Urbana, Ill. 61801.

T. R. Schellenberg will teach the Graduate School of Library Science course Library Science 438, "Administration and Use of Archival Materials," June 19-July 15, in the first 4 weeks of the summer session. The course, to include the main aspects of the selection, arrangement, physical handling, and use of the common types of archival materials, will be of value to librarians, historians, and archivists. There will be a limited amount of student field work in the archives of the University of Illinois. ¶Persons wishing to apply for admission to this course who will not otherwise be students in the university should write to Richard Dremuk, Office of Admissions, 176 Administration Building, University of Illinois, Urbana, Ill. 61801. Such applicants must have a bachelor's degree and qualify for admission to graduate school. Tuition is \$55 for an Illinois resident and \$155 for a nonresident. Please apply before June 1, 1967, to be assured of admission to the course. Housing in the graduate residence halls is available; for an application write to Housing Division, 420 Student Services Building, 610 East John St., Champaign, Ill. 61820.

*University of Maryland School of Information Services, College Park*

The school will offer a course on Manuscript Collections, June 28 to August 18, 1967. Visiting Lecturer Robert H. Land, Chief of the General Reference and Bibliography Division of the Library of Congress, will teach the course, which will cover all phases of manuscript handling, including acquisition, appraisal, care and repair, arrangement, description, and service. The course is open to interested special students. Inquiries may be addressed to the School of Library and Information Services, University of Maryland, McKeldin Library, College Park, Md. 20740.

*Massachusetts Department of Education*

Beginning in February a 15-night, 2-semester-hour course in management paperwork systems will be offered by the Division of University Extension, Massachusetts Department of Education, in Harvard Hall of Harvard University. This course will be conducted by Harold F. O'Neil, Chief of Records

Management Division, National Archives and Records Service, GSA Regional Office, Boston, Mass. 02109. Additional information may be obtained by writing to Mr. O'Neil, 37 Franklin St., Belmont, Mass. 02178.

*National Archives and Records Service*

NARS will sponsor a symposium, "Putting Information Retrieval to Work in the Office," to be held May 8-10, 1967, at the Hotel Washington Hilton, Washington, D.C. The basic program is focused primarily on the needs of and applications suitable for governmental situations, and attendance will be limited to 850 program directors, managers, systems men, and other key personnel of the Federal Government. "The objective of the symposium is to promote the use of modern information retrieval methods and equipment to solve the information problems of Government offices. Special attention will be given storage and retrieval of computer-produced data and computer-based systems for production of a wide variety of user reference tools, publications, miniaturized records, and on-demand reports. The program will include system presentations, panel discussions and state-of-the-art reports conducted by leaders in the field from Government, private industry, and institutions of learning. Problems and solutions in such areas as legal, personnel, and procurement will be discussed." For further information one should write to Frederick W. Babel, Symposium Coordinator, Office of Records Management, National Archives and Records Service, Washington, D.C. 20408.

*Washington University, St. Louis*

The Washington University Library and University College, the adult education division of Washington University, has initiated training courses in records management and archives administration. Since the Library administers the University Archives, it is sponsoring the courses. The records management course was offered this past fall (1966-67) by Richard Wolff of the Monsanto Company. The archives administration course will be offered next fall (1967-68) by August Suelflow, Director of the Concordia Historical Institute. "Those of us planning the course intend to develop a fairly extensive program in archives and records management training," University Archivist Richard H. Lytle informs us, "drawing upon other courses given in University College and perhaps developing into a certificate program. We are beginning by introducing the records manager to archives, and the archivist to records management."

*University of Wisconsin Library School, Madison*

This spring the library school tentatively plans to offer a course in Modern Archives Administration to be conducted by F. Gerald Ham, Archivist of Wisconsin and member of the SAA Council. In addition to lectures there will be laboratory work in the State Historical Society's Division of Archives and Manuscripts. More information may be obtained from Jack Clarke, Library School, University of Wisconsin, Madison, Wis. 53706.

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## SOCIETY OF AMERICAN ARCHIVISTS

### PUBLICATIONS AVAILABLE

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

Back issues of vols. 1 through 27 (1938-64) are supplied by Johnson Reprint Corporation, 111 Fifth Avenue, New York, N.Y. 10003. The complete set for these years (partly in the original edition, partly in reprint) sells for \$350. Individual issues range from \$2.50 to \$5 each. Address inquiries direct to Johnson Reprint Corporation. (European patrons may order through Johnson Reprint Company, Ltd., Berkeley Square House, London W. 1, England.)

Johnson Reprint Corporation 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. Include zip code when ordering.

Available also from the Treasurer are the complete microfilm edition of the *American Archivist*, vols. 1 through 29 (1938-66), for \$140, 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.

*College and University Archives in the United States and Canada, 1966.* \$2.

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# Editor's Forum

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## ***Amateurs Still?***

"I would like to join the Society of Amateur Archivists. Would you please send information?" This request, typed on a postal card received recently in the editorial offices, reminded us of the title of a paper by the first Archivist of the United States and the Society's third president, R. D. W. Connor: "Adventures of an Amateur Archivist" (*American Archivist*, 6:1-18; Jan. 1943). From Connor's paper we quote the following passage:

In his presidential address of 1940, Waldo Leland told us that when he received the notice of his election as president of our Society, he was "happily pursuing" his personal and official education in Lima, the "City of the Kings," gazing with awe upon the "towering Andes," and still somewhat dazed by his "initiation into the fascinating mysteries of Peruvian archaeology." He confessed that the "exaltation of mind," induced by these novel and stimulating circumstances, led him to accept his election without giving sufficient consideration to "the incongruous position" that he, who had never been an archivist, "would occupy as president of this professional association." However, upon his return to mental normalcy, his apprehensions were allayed by the comforting thought that if he had never been an archivist "there were many of the members of the Society who had not been archivists very long." Thus with that amiability that is so characteristic of him he told us in the kindest way possible that he considered all of us mere amateurs playing at a game intended for professionals. The scientific exactitude of his classification was so obvious, so far as one of us was concerned, that I have chosen for the title of my address, "Adventures of an Amateur Archivist."

## ***The Record Group Concept***

TO THE EDITOR:

Peter Scott's article on the record group concept (*American Archivist*, 29: 493-504; Oct. 1966) deserves critical review. His examples of weaknesses in the concept have been thoughtfully selected and his alternative proposal is rational and persuasive. I nevertheless disagree with Scott's conclusion that the concept should be abandoned.

Record groups were established in the National Archives to provide a major unit of arrangement and description for the rapidly increasing volume of holdings during World War II. Noncurrent records were being offered to the Archives in large quantities to vacate needed office space. The average series occupied about 3 cubic feet, and many were of the subject variety common to recent noncase file records. Preparing series descriptions requires more manhours than an initial identification of the record group for several series.

The records creator had usually been established by the time records were transferred to archival custody. It was therefore practical to develop a control system based on the agency of origin. This approach, after all, assured basic adherence to *respect des fonds*. The concept did not envision rigid, completely objective standards. The designations, as explained in *The Control of Records at the Record Group Level*, were not "necessarily conclusive."

In this context, it should be recalled that the manual of Muller, Feith, and Fruin defined and analyzed archival principles to achieve relative consistency and uniformity. The manual, as the authors explained, was not designed to place a "heavy yoke on archivists' shoulders." On the contrary, they recognized that deviations would be necessary in special cases. Archival students, however, were virtually told that no deviation would be condoned. So it was that practical archival procedures became dogma. Some archivists may similarly believe that record group designations are based on a rigid formula.

The problems of record group allocations that Scott cited have equivalents in other public archives. Examples appear in Mario D. Fenyo's article on the same subject in the April 1966 issue of the *American Archivist*. The arbitrary symbols and serial numbers that Fenyo criticizes are merely internal identifications. One alternative would require a two-part number. The first would identify the major department and the second, the bureau or office. A zero would indicate a small independent agency, board, or commission. Record group allocations should not be based on volume of records. The determining criteria should be the autonomy and history of particular units of government or other institutions.

Professional, seasoned archivists usually correctly identify the agency that most influenced the content and arrangement of offered records. This identification may be changed when definitive descriptions are prepared. Readiness to change designations on later examination is contingent on recognition that record group allocations may involve subjective, educated judgments. Problems concerning transferred functions, frequent reorganizations, and successor agencies may be resolved by establishing a new record group for each bureau during a relatively static period.

The weaknesses in control are not derived from the record group concept. They result from the failure to record the provenance of each series after the records are brought under preliminary control. The solution is not necessarily abandonment of the system. Develop, instead, an auxiliary control based on names of key persons and agencies. Name indexes may be prepared from detailed series entries that list all custodians, as well as the names of other persons and agencies with which the records deal importantly. By adding the subjects to which the records relate, an archives may develop catalogs that are convertible to an automatic information retrieval system.

The record group concept has continued value in archival establishments that are large enough to require some specialization by the staff. Specialists' knowledge about particular agencies should encompass the history of their records. Intelligent junior members may become expert in several related record groups (functional or organizational links) within a relatively short time. All members of the staff may also acquire basic information about all holdings from record group lists and "registration statements."

Series, folder, and even document controls should by no means be neglected. Such finding aids may be planned and executed after the record group is analyzed and defined.

MEYER H. FISHBEIN  
*National Archives*

THE AMERICAN ARCHIVIST



***Devil's Advocate***

TO THE EDITOR:

This letter is occasioned by having read the article entitled "Annals of Law: The Lewis and Clark Case" by Calvin Tomkins in the *New Yorker*, 42:105-145 (Oct. 29, 1966). Like all but a few of my archival colleagues, my role in the 1956-58 suit to quiet title in the Clark journals was solely that of an interested bystander. My interest has continued and intensified. The Tomkins article, in spite of its journalistic form, was therefore of great interest to me.

Unless I am very far wrong, I imagine that some members of the archival community will dismiss Tomkins' handiwork simply on the ground that it is *journalistic*. I want to counteract that attitude; for the time being, I am a self-appointed *advocatus diaboli*, pleading that Tomkins' article deserves to be subjected to sober, scholarly scrutiny. Unquestionably, it breaks new ground—new, at least, for anyone not an insider during the court proceedings in the case. Tentatively, it seems to me, from internal evidence only, that Tomkins has been scrupulous in his treatment of the motives animating the participants in the case; he apparently lets them speak for themselves in that regard.

If Tomkins has misrepresented, by commission or omission, the attitudes of anyone who played a major role in the case, I trust that the record will be set straight forthwith, preferably through scholarly channels such as the *American Archivist*.

I found one of Tomkins' observations especially provocative: he indicates that the crucial testimony in the U.S. District Court case, the testimony that the judge found peculiarly persuasive, was given by Robert Metzdorf, sometime Curator of Manuscripts in the Yale University Library. It is high time that the Metzdorf testimony, and other important documentation in the Clark journal case, should be published.

The accessibility of the court proceedings *in re United States v. First Trust Company of St. Paul* would first have to be looked into. By direct inquiry of the Clerks of the two Federal Courts involved, I have ascertained that the Appeals Court records, except for the Judge's opinion, are still held *in camera*, but the District Court records, with certain exceptions, are open (they are apparently kept in a Federal Records Center). Nine years after the event, steps should be taken to make the primary sources available to the scholarly community. This would seem to be an appropriate project for the Society of American Archivists.

C. E. DEWING  
*National Archives*

***NEH-NHPC Collaboration***

TO THE EDITOR:

Enclosed is a copy of an agreement reached recently by the National Endowment for the Humanities and the National Historical Publications Commission with respect to policies of collaboration between the two agencies in areas in which their interests may appear to overlap.

VOLUME 30, NUMBER 1, JANUARY 1967

We would appreciate your publishing . . . the substance of this agreement perhaps quoting any parts that seem to have special pertinence for your audience.

BARNABY C. KEENEY

*Chairman, National Endowment for the Humanities*

ROBERT H. BAHMER

*Chairman, National Historical Publications Commission*

MEMORANDUM OF UNDERSTANDING BETWEEN THE NATIONAL ENDOWMENT FOR THE  
HUMANITIES AND THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION

A. *General Operations*

1. NHPC will continue to fulfill its mandate to "cooperate with and encourage appropriate Federal, State, and local agencies and nongovernmental institutions, societies, and individuals in collecting and preserving and, when it deems such action to be desirable, in editing and publishing the papers of outstanding citizens of the United States and such other documents as may be important for an understanding and appreciation of the history of the United States." This has particular relevance to the programs of NEH, and NHPC and NEH will therefore establish close liaison with regard to this aspect of NHPC's activities.

2. In endeavoring to carry out the above mandate NHPC will continue to draw on all available resources, both public and private, as was intended by the Congress, and will not limit itself to the grant funds authorized and appropriated under P.L. 88-383, which were intended only "for necessary supporting and supplementary projects," for example, grants to insure continuity to projects that may have run into financial difficulties, grants to finance necessary but less attractive projects such as microfilm publication, and challenge grants to increase non-Federal support and help shape a more balanced documentary publication program. The NHPC consequently will feel free to call upon the National Endowment for the Humanities for help with appropriate projects just as it will call upon other foundations, public and private. It intends especially to:

a. look to NEH for funds to finance grants directly to individual scholars (which its own law does not permit) who propose editorial projects of more modest dimensions, not requiring long spans of time, and, consequently, not requiring institutional sponsorship of formal nature;

b. call upon NEH for help with publishing the papers of American authors, artists, scholars, jurists, educators, philosophers, and others belonging especially to the humanities just as it may look to the National Science Foundation for help with publishing the papers of great American scientists, inventors, engineers, and explorers, or to the National Institutes of Health for help with the papers of great figures in the history of medicine and health, and to business corporations and foundations for help with the papers of American leaders in business and industry; but will not expect to limit its requests to categorical boundaries;

c. call upon NEH for help with documentary publication projects involving certain appropriate subject areas, topics or events.

3. NEH, if it decides it wishes to and can respond favorably to these calls, may in its discretion

a. make direct grants to NHPC to fund worthwhile proposals, with NHPC assuming administrative responsibility, or

b. make grants directly to the individuals or sponsoring institutions, in which case it will assume administrative responsibility always feeling free to call upon NHPC for advice); but NHPC will continue to give such approved projects its usual professional cooperation and support, including searching for and providing without cost photocopies of any pertinent documentation in the National Archives.

*THE AMERICAN ARCHIVIST*

4. NHPC is concerned with discovering, controlling, and making more widely available the written "primary" source material for the history of the United States. It is not concerned with the writing of that history beyond its desire to encourage greater use of primary sources. All proposals for the writing and publishing of "secondary" narrative and interpretive works in American history are agreed to be wholly the responsibility of NEH and should be submitted directly to it. Such proposals, or inquiries, when submitted to NHPC will be referred to NEH for final determination and the applicants so advised. Conversely, NEH would expect to refer to NHPC such proposals as it may receive that involve the collection, compilation, editing, and publishing of original source materials, stating whether it wishes NHPC to take final action on the proposal or return the proposal to NEH with its advice and recommendations. NEH may request the advice of NHPC with respect to proposals that involve both the writing of history and the publication of substantial amounts of related source material.

5. Institutes and fellowships for training in the editing and publishing of historical source materials will be carried on by NHPC, but NEH may plan (or be asked by NHPC) to fund supplemental institutes, and for fellowships.

6. As one of NEH's on-going programs may be for the subvention of publication costs when necessary or desirable, NEH may provide funding of publishing costs of NHPC editorial projects. In order to make the proper judgments in this area, NHPC will keep NEH informed on its grants and sponsor's publishing plans and needs but except for microfilm publication projects, will make no grants itself for publication costs.

7. NHPC will undertake to maintain liaison with NEH on the general operations of NHPC, providing it with copies of all statements, reports, and regulations concerning its general program, and providing information, when requested, on the status of individual proposals and projects. Conversely, NHPC shall be provided by NEH with information on programs, projects, and proposals that appear to infringe on its more limited area of responsibility. Designated channels of communication will be established to insure continuing liaison.

### ***Historic American Architectural Drawings***

TO THE EDITOR:

This is by way of a request for assistance in a project I am undertaking under a grant from the Ford Foundation to survey the sources for historic American architectural drawings in Europe. What I am concerned with are drawings of American buildings generally erected during the colonial period and preserved in governmental archives and institutions. Also of concern are drawings for later American buildings that may be found abroad—exhibition buildings, for example, or drawings of an architect who returned to Europe after working here. . . . The records of the survey will go to the Smithsonian Institution. It is hoped that this preliminary survey will later lead to a full-scale recording of these basic records for the study of American architecture and cities.

. . . I need help on two matters. First, to contact archivists who have worked in Europe and who may be familiar with holdings of these architectural drawings. Second, I want to learn of projects that may have copied or reproduced sets or groups for particular research undertakings.

[Readers who are able to assist the writer are requested to write to him as soon as possible.]

JAMES C. MASSEY  
206 Gulph Creek Road  
Radnor, Pa. 19087

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***For the Records Manager's Casebook***

April 18, 1924.

From: Chief Clerk, Navy Department.

To: Chief Clerks all Bureaus, Offices and Boards.

Subject: Economy in the Use of Paper Clips, Fasteners, and Pins.

1. Attention is directed to the copy of memorandum attached hereto.
2. The quantity of paper clips saved by Mr. H. T. Risher, as reported in the attached memorandum, was in excess of 200 pounds, which is equivalent to 800 boxes of clips, the kind being what is known in the current General Schedule of Supplies as Gem Paper Clip #1, item 1068-A1.
3. Mr. H. T. Risher, Bureau of Navigation, is hereby commended for his splendid interest and accomplishment in behalf of economy, and it is urged that his example be emulated by all the Offices, Bureaus and Boards of the Department.
4. Believing that each Office, Bureau or Board can do likewise, it is urged that all records be stripped of clips, fasteners and pins before they are filed in folders, and the clips thus saved deposited in small boxes conveniently placed for collection, for re-issue to their own offices, divisions or sections.
5. Requisitions for Gem Paper Clips will not be honored until the turnover of individual stocks on hand will not meet the demand.

F. S. CURTIS

[ATTACHMENT]

15 April 1924.

***MEMORANDUM FOR MR. PLANT***

This Bureau is turning over to you these paper clips and pins for reissue to other bureaus in the Department. Every week Mr. Risher goes through the different divisions and collects all the excess clips and pins and puts them up in ¼-lb. pkgs., and gives them out again. As this Bureau has enough to last for some time, these are being turned over to the Supply Division.

(Signed) E. HENKEL,  
Chief Clerk.

—File 63/1283, General Correspondence of the Office of Naval Records and Library, 1913-25, in Record Group 38, Records of the Office of the Chief of Naval Operations, in the National Archives.

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“... more fitting on second thought ...”

Having finished his chores, the enumerator sent his notebooks off to Washington, probably heaving sighs of relief. When the statisticians received the records, there were several important decisions to make, and questions to answer including: How can we list the members of the world’s oldest profession? The United States Census surely cannot be a pornographic document! Finally, someone hit upon a solution that seems peculiar on first reading, but more fitting on second thought. All the “prostitutes,” “courtesans,” “harlots,” and “prostitutes of the lowest order” appear in the 1870 census compiled statistics as “cotton and woolen mill operatives.” The hundreds of women “keeping house” are lost in the statistical compilation.

—MARY ELLEN GLASS, “Nevada’s Census Taker: A Vignette,” in *Nevada Historical Society Quarterly*, vol. 9, no. 4, p. 9 (Winter 1966).

STATEMENT OF OWNERSHIP, MANAGEMENT, AND CIRCULATION

(Act of October 23, 1962; Section 4369, Title 39, United States Code)

- 1. Date of filing: October 13, 1966.
- 2. Title of Publication: THE AMERICAN ARCHIVIST.
- 3. Frequency of issue: Quarterly (January, April, July, and October).
- 4. Location of known office of publication: Ken Munden, Editor, The National Archives, Washington, D.C. 20408.
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- 6. Names and addresses of publisher, editor, and managing editor:  
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Editor: Ken Munden, The National Archives, Washington, D.C. 20408.  
Managing Editor: Same as above.
- 7. Owner (If owned by a corporation, its name and address must be stated and also immediately thereunder the names and addresses of stockholders owning or holding 1 percent or more of total amount of stock.)

The Society of American Archivists, a non-profit corporation, consists of members and associates of the archival profession. The legally constituted business office of the Society is with the Secretary, who holds office by election on an annual basis. On the date of this filing, the Secretary and the office are as indicated under Item 5. There are no

stockholders in the corporation—only members who pay annual dues and who receive the *American Archivist* as a professional journal.

8. Known bondholders, mortgagees, and other security holders owning or holding 1 percent or more of total amount of bonds, mortgages, or other securities.

None. The Society is governed by four elected officers and an elected Council. The Editor is appointed by the Council for a 3-year term. He is not an elected officer.

9. Paragraphs 7 and 8 include, in cases where the stockholder or security holder appears upon the books of the company as trustee or in any other fiduciary relation, the name of the person or corporation for whom such trustee is acting, also the statements in the two paragraphs show the affiant’s full knowledge and belief as to the circumstances and conditions under which stockholders and security holders who do not appear upon the books of the company as trustees, hold stock and securities in a capacity other than that of a bona fide owner. Names and addresses of individuals who are stockholders of a corporation which itself is a stockholder or holder of bonds, mortgages or other securities of the publishing corporation have been included in paragraphs 7 and 8 when the interests of such individuals are equivalent to 1 percent or more of the total amount of the stock or securities of the publishing corporation.

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| Members .....   | 1,100  | 1,084                                     |
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| E. Total Distribution .....   | 1,800  | 1,785                                     |
| F. Office Use, Left-over, Unaccounted, Spoiled After Printing                     | 200  | 215                                       |
| G. Total .....  | 2,000  | 2,000                                     |

I certify that the statements made by me above are correct and complete.  
PHILIP P. MASON  
THE AMERICAN ARCHIVIST

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## PLACEMENT REGISTER

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*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

ARCHIVIST: Male in early 30's desires employment in college, university, government, or business. B.A. and M.A. degrees in American history, including courses in archival science. Experience in university archives and manuscript collection. Salary negotiable. Write Secretary. A-61.

### POSITIONS OPEN

SYRACUSE UNIVERSITY LIBRARY. NEW POSITIONS IN EXPANDING SPECIAL COLLECTIONS DIVISION: (1) MANUSCRIPT CATALOGER—to catalog new collections and maintain departmental card catalog in accordance with professional standards. M.S.L.S. and/or cataloging experience required and subject background in American cultural and political history strongly recommended. (2) MANUSCRIPT FIELD REPRESENTATIVE—to assume responsibility for development in Syracuse University's fields of manuscript collecting. Should

have competency in American cultural and political history. (3) ARCHIVIST—with professional training in recognized archival education program. M.A. or equivalent with background in American cultural and political history. Salaries open. One month vacation; sick leave; TIAA retirement plan; life and health insurance; social security; educational and other fringe benefits. Apply to: Howard L. Applegate, Administrator of Manuscripts, 401 Carnegie Library, Syracuse University, Syracuse, N.Y. 13210. 0-69.

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ARCHIVIST-HISTORIAN: Must have educational background in history, political science, library science, with modern information retrieval experience. Master's degree preferred. Will assist one of the top administrators at the Jet Propulsion Laboratory in researching and reconstructing the contemporary history of the laboratory. This will include important scientific "firsts" of a technological nature. Salary open; depending on education and experience. Please send résumé to: M. Wallace Peterson, Employment Manager, Jet Propulsion Laboratory, 4800 Oak Grove Dr., Pasadena, Calif. 91103. 0-72.

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## ***Scales of Archival Justice Redefined***

Records Management: all records are guilty until proven innocent.

Archives Management: all records are innocent until proven guilty.

—Axiom anon., ca. 1966, overheard at ICA Extraordinary Congress, May 1966.



***The Enterprising American***

I now learned that the Selected Salic Scions had greatly increased in numbers during my short absence. It appeared that the origin of the whole movement had sprung from a needy but ingenious youth in some manufacturing town of New England. This lad had a cousin, who had amassed from nothing a noble fortune by inventing one day a speedy and convenient fashion of opening beer bottles; and this cousin's achievement had set him to looking about him. He soon discovered that in our great republic everywhere there were living hundreds and thousands of men and women who were utterly unaware that they were descended from kings. Borrowing a little money to float him, he set up *The American Almanach de Gotha* and began (for the minimum sum of fifty dollars a pedigree) to reveal to these eager people the chain of links that connected them with royalty. Thus, in a period of time the brevity of which is incredible, this young man passed from complete indigence to a wife and four automobiles, or an automobile and four wives—I don't remember which he had the four of. There was so much royal blood about that it had spilled into several rival organizations, each bitterly warring with the other; but my Aunt assured me that her society was the only one that any respectable person belonged to.

—OWEN WISTER, *Lady Baltimore*, p. 402 (New York, 1906).

**SOCIETY OF AMERICAN ARCHIVISTS**

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### ***The Priceless Value***

President Kennedy was more than a great President. He was an author of renown and would have been listed among our Nation's notables even if he had limited his activities to those of the professional historian. As a historian, he understood the priceless value of basic historic source material.

During his service as President, this subcommittee had the pleasure of working with him on the legislation to provide this Nation with a coordinated program for the preservation of historic source material, fulfilling a long neglected need for the careful preservation of the documents themselves which reflect the actual course of our history. In lending his full support to that legislation, President Kennedy, in a letter addressed to the Administrator of GSA, stated:

Documents are the primary sources of history; they are the means by which later generations draw close to historical events and enter into the thoughts, fears, and hopes of the past.

—REPRESENTATIVE JACK BROOKS, in *Hearing Before a Subcommittee of the Committee on Government Operations, House of Representatives, Eighty-ninth Congress, Second Session, on H.J. Res. 1207* [on the John Fitzgerald Kennedy Library], p. 4 (Washington, 1966).

### ***Ink and Paper in the Dying Confederacy***

Extracts from the manuscript diary, 1856–65, of the die-hard secessionist Edmund Ruffin, now bound into 14 volumes at the Manuscript Division, Library of Congress:

*From Vol. II, p. 1986, entry for January 6, 1864:*

The ink which I made, last summer, of maple-bark & pine-leaves, fermented in the warm weather, & was spoilt. It should have been kept in a cellar. The ink with which the last few lines are written, I made a few days ago of native oak-balls (gall-nuts) collected as fallen last summer, dried, & pounded—& mixed with vinegar, rain-water, & a little copperas. It seems still too pale.

*From Vol. 13, p. 2237, entry for September 6, 1864:*

Our stock of ink being nearly exhausted, yesterday I began to make more, from the juice of ripe elder-berries. The operation is not yet completed, though I am writing (beginning with this page except two first lines) with this new preparation. The preceding 2½ pages were written with ink bought in R[ichmon]d, at \$2 for a pint-phil full. Nearly all of the still earlier portions of this volume were written with ink made by myself from maple-bark & pine leaves—& from p. 61 to 65 with the dregs of the same diluted with water.

*From Vol. 14, p. 2460, entry for April 11, 1865:*

Continued to write my notes . . . . In the afternoon I had reached to the 18th page of writing—though on very old & bad paper, difficult & disagreeable to write upon with steel pens. I cannot afford to use good paper for such a purpose. This kind, which I keep exclusively for my diary, I bought some months ago for \$140 the ream. \$200 was then the price of good paper.

VOLUME 30, NUMBER 1, JANUARY 1967

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## CALENDAR

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*Notices for insertion in this section should be sent to Miss Kathryn M. Murphy, National Archives, Washington, D.C. 20408. Only suitable notices will be used, and there is no charge for insertion.*

### *FEBRUARY 1967*

13-16/Institute on Vital Records Protection, Washington, D.C. Apply to Center for Technology and Administration, The American University, 2000 G St. N.W., Washington, D.C. 20006.

15-17/American Association of Medical Records Librarians, Special Subject Institute on Utilization Review, Penn-Sheraton Hotel, Pittsburgh, Pa. Apply to Mary J. Waterstraat, Executive Director, 840 North Lake Shore Dr., Chicago, Ill. 60611.

27-Mar. 10/Records Management Workshop, National Archives. Apply to Frederick W. Babbel, National Archives and Records Service, Washington, D.C. 20408.

### *MARCH 1967*

13-17/American Association of Medical Records Librarians, Basic Institute, Sherman House, Chicago, Ill. Apply to Mary J. Waterstraat, Executive Director, 840 North Lake Shore Dr., Chicago, Ill. 60611.

20-31/Forms Analysis & Design Workshop, National Archives. Apply to Frederick W. Babbel, National Archives and Records Service, Washington, D.C. 20408.

### *APRIL 1967*

10-21/Records Management Workshop, National Archives. Apply to Frederick W. Babbel, National Archives and Records Service, Washington, D.C. 20408.

20, 21/Sixth Conference on Records Administration, Minneapolis, Minn., jointly sponsored by the Twin Cities Chapter of the American Records Management Association and the University of Minnesota. Apply to J. P. Shaner, Program Director, Dept. of Conferences and Institutes, Nolte Center, University of Minnesota, Minneapolis, Minn. 55455.

26-28/American Association of Medical Records Librarians, Special Subject Institute on Health Records in Nursing Homes and Extended Care Facilities, Hilton Hotel, New York City. Apply to Mary J. Waterstraat, Executive Director, 840 North Lake Shore Dr., Chicago, Ill. 60611.

26-29/Annual Meeting of the Organization of American Historians, Palmer House, Chicago, Ill. Apply to William D. Aeschbacher, Secretary, University of Utah, Salt Lake City, Utah 84112.

### *MAY 1967*

8-10/Information Retrieval Symposium, Washington Hilton Hotel, Washington, D.C. Apply to Frederick W. Babbel, National Archives and Records Service, Washington, D.C. 20408.

15-26/Records Management Workshop, National Archives. Apply to Frederick W. Babbel, National Archives and Records Service, Washington, D.C. 20408.

24-26/Annual Conference of the Association of Records Executives and Administrators,

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## CALENDAR

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New York Hilton, New York City. Apply to Norman L. Gullifer, P.O. Box 4259, Grand Central Station, New York, N.Y. 10017.

26-28/Annual Convention of the National Microfilm Association (which will also host the Second International Microphotographic Congress), Miami, Fla. Apply to Vernon D. Tate, Executive Secretary, P. O. Box 386, Annapolis, Md. 21402.

### *JUNE 1967*

5-16/Institute: Introduction to Modern Archives Administration, Washington, D.C. Apply to Director, Center for Technology and Administration, The American University, 2000 G St. N.W., Washington, D.C. 20006.

19-July 15/Library science course, Administration and Use of Archival Materials, University of Illinois. Apply to Richard Dremuk, Office of Admissions, 176 Administration Bldg., University of Illinois, Urbana, Ill. 61801.

28-Aug. 18/Course in Manuscript Collections, University of Maryland. Apply to School of Library and Information Services, University of Maryland, McKeldin Library, College Park, Md. 20740.

### *JULY 1967*

10-28/Institute of Genealogical Research, Washington, D.C. Apply to Department of History, The American University, Washington, D.C. 20016.

### *AUGUST 1967*

"In late August"/Annual Meeting of the Pacific Coast Branch of the American Historical Association at Stanford University.

30-Sept. 2/Annual Meeting of the American Association for State and Local History, Toronto, Canada. Apply to William T. Alderson, Jr., Director, 132 Ninth Ave. North, Nashville, Tenn. 37203.

### *SEPTEMBER 1967*

12-22/Meeting of the International Federation for Documentation (F.I.D.), Tokyo, Japan. Apply to the organization at 7 Holweg, The Hague, Netherlands.

14-17/Annual Meeting of Manuscript Society, Baltimore, Md. Apply to Ellen Shaffer, President, Rare Book Librarian, Free Library of Philadelphia, or P. W. Filby, Asst. Director, Maryland Historical Society, Baltimore, Md.

### *OCTOBER 1967*

12-14/Annual Conference of the Western History Association, Sheraton-Palace Hotel, San Francisco, Calif. Apply to John Porter Bloom, Sec.-Treas., Western History Association, Box 6187, Washington, D.C. 20004.

15-19/American Association of Medical Records Librarians, Annual Meeting, Ambassador Hotel, Los Angeles, Calif. Apply to Mary J. Waterstraat, Executive Director, 840 North Lake Shore Dr., Chicago, Ill. 60611.

18-21/Annual Meeting, Society of American Archivists, Santa Fe, N. Mex. Apply to Philip P. Mason, Secretary, Society of American Archivists, Wayne State University, Detroit, Mich. 48202.

## SOCIETY OF AMERICAN ARCHIVISTS SUSTAINING MEMBERS

as of November 1, 1966

It has become increasingly apparent that the Society must have additional resources if it is to develop into a strong professional organization. Resources are needed for a publication program and other professional services; but most important, the Society must be able to afford a full-time, paid secretary in the near future.

As a result of the pressing need for funds, the Council has directed the president and the secretary to invite archival institutions to become Sustaining Members, each for the fee of \$100 per year.

The initial response has been gratifying. As of November 1, 1966, fourteen institutions have joined as Sustaining Members and many more are considering similar action. The realization of the Society's goal of one hundred Sustaining Members will enable it to make definite plans for a permanent secretariat.

For further information, please write to the secretary: Philip P. Mason, Secretary, Society of American Archivists, Wayne State University, Detroit, Mich. 48202.

*City of Baltimore*

*Illinois State Library*

*Kentucky State Archives and Records Center*

*University of Kentucky Library*

*Commonwealth of Massachusetts*

*National Archives and Records Service*

*New Jersey State Library*

*New Mexico State Records Center and Archives*

*North Carolina Department of Archives and History*

*Ohio State University Archives*

*Tennessee State Library and Archives*

*Texas State Library*

*Wayne State University Labor History Archives*

*Wisconsin State Historical Society*



