

Reviews of Books

EDWARD E. HILL, *Editor*

Washington National Records Center

MANUALS

Archives & the Public Interest: Selected Essays by Ernst Posner, edited by Ken Munden, introduction by Paul Lewinson, foreword by Herbert E. Angel. (Washington, Public Affairs Press, 1967. 204 p. \$6.)

These *Selected Essays* from the writings of Ernst Posner are a delightful and edifying literary sampler, and an excellent biographical introduction and bibliographical guide as well, to his long, versatile, productive—and ongoing—career among us, at home and abroad, devoted to the theory and practice of the common archival faith in the service of history. Affectionately conceived and thoughtfully compiled under this Society's auspices, this book of *Essays* was published in August 1967 to honor him on his 75th birthday. It also celebrates, in effect, the approaching 50th anniversary of his professional historical and archival career: first in Europe, then in America, and after World War II in the world at large. His has been an ambidextrous and influential career—successively, and successfully—as archival student, research historian, archival curator and administrator, historical bibliographer, academic teacher and manager, governmental and institutional consultant, and now senior historical counselor and elder statesman at large, as it were, moving with undiminished grace and wisdom among the various local, provincial, national, and trans-national echelons inhabited by those who profess and practice the archival faith.

What has, indeed, been Posner's lifetime archival faith, and also our unifying credo in this Society's 30-some years of progress, is the conviction that historical records (under whatever labels and provenances their *fonds* explode and accumulate among us, in somewhat organized disarray) do comprise an essential and unique and ever-present ingredient in the conduct of public affairs—and a basic input, as well, in private institutional and personal affairs, including both the advancement of erudite scholarship and the more mundane tasks of teaching and learning by which civilization itself, in all of its marvelous classifications in historical time and geographical and cultural dimension, is effectively transmuted to the generations ahead.

Whether it is Ernst Posner's diamond or golden anniversary that our Society has been observing over these past months, the landmarks of his career, from his student days in Berlin to the fulfillment of the present day, have so far actually spanned all seven decades, to date, of our 20th century. It has been a really full century, so far, of political revolutions, ideological upheavals, technological innovations and marvels, and institutional and bureaucratic proliferation—each of them perhaps without exception having its historical implications and archival facets. And Ernst Posner has had most if not all of them in his archival purview, as archival observer, as archival curator, or as archival activist. Further, the century has not fully run its course, nor we trust have Ernst Posner and his ongoing career, with his wife Katharina Melchior Posner serving effectively at his side. His work, far from

Books for review and related communications should be sent to Edward E. Hill, Archives Branch, Washington National Records Center, Washington, D. C. 20409.

terminating with his retirement from classroom teaching and academic administration in 1961, has continued to flourish with undiminished spirit and productivity. Indeed, since that moment he has forged ahead, undeterred, on two *magna opera* devoted to the history of historical records: his monumental description and evaluation entitled *American State Archives* published in 1964; and his truly comprehensive survey to come, *Archives of the Western World*.

And so we greet Ernst Posner, and Käthe too, with proper historical punctilio, by paraphrasing his fellow student of history and archives, Herodotus: What is past is surely only prologue. In these *Selected Essays*, in the warmhearted and sensitively written biography by Paul Lewinson, and in the carefully compiled bibliography by Wolfgang Mommsen and Camille Hannon, Ernst Posner emerges as a genuinely liberal archival modernist and a genuinely conservative archival antiquarian, equally at home in the complexities and simplicities (and ambiguities) of the 20th century and in those of the bygone millennia of our civilized past. We salute him, standing uniquely among his professional peers, as European and American archival observer and activist of the 20th century, par excellence, and archival elder statesman at large, in the world of public affairs and private enterprises.

Alexandria, Virginia

MARTIN P. CLAUSSEN, SR.

The Library Functions of the States: Commentary on the Survey of Library Functions of the States, by Philip Monypenny. (Chicago, American Library Association, 1966. xii, 178 p. \$6.)

Based on the American Association of State Libraries survey of 1961-62 to establish *Standards for Library Functions at the State Level* (Chicago, American Library Association, 1963), this report of the survey staff includes all State "activity involving library service, whether done in a library or not." Any function performed by a single State library was studied in all the other States—thus by this definition including State libraries and law libraries, library extension services, legislative reference services, State historical agencies and societies, State archives, and the agencies responsible for school library programs and for services to the blind.

Because the survey results were not suited to State-by-State tabulation, the report is narrative, focusing on the varieties of organization for State library service; how the function fits into State organization; executive, legislative, and political relationships; the effect of the Library Services Act of 1956; the effect of growing centralized management of finance and personnel; and problems affecting future development. In some chapters detailed descriptions of State programs typifying certain organizational patterns are given as illustrations.

There are three chapters on "Specialized Libraries," one of which includes archives. *The Library Functions of the States* should be very useful to archivists to show how archival agencies fit into the organizational patterns of the States. But it does not pretend to the thorough State-by-State analysis of Dr. Posner's *American State Archives*. Records management, as an "associated" activity of archives, is omitted except for the notation that the emergence of records management has affected the placement of archives in the State organization.

The survey staff does not conclude that the diverse organizational pattern for library and informational services in the States ought to be reshaped to conform to some ideal, eliminating all differences arising from geography and history. Dr. Monypenny, director of the survey, emphasizes the necessity of coordinating services

THE AMERICAN ARCHIVIST

by agreement so that each of the "library" functions of a State is adequately performed but without duplication of materials or effort.

A selected bibliography and a fairly satisfactory index complete the report.

National Archives

MARY JANE DOWD

NYSHA Selective Reference Guide to Historic Preservation, compiled by Merrilyn Rogers, edited by Frederick L. Rath, Jr. (Cooperstown, New York State Historical Assn., 1966. viii, 133 p. \$3.50, paper.)

In the past several years the term "historic preservation" has come to refer almost exclusively to the preservation of buildings and objects; and that meaning of the term has served as the primary basis for this guide. Only 7½ of the guide's 133 pages are devoted specifically to the preservation and administration of book and manuscript collections.

The guide is divided into seven major sections. The first outlines the work of national, foreign, and international organizations active in historic preservation. The second section lists directories, periodicals, and general bibliographies in the field. The next two sections focus on the individual agencies that carry on the actual work of preservation: historical societies, individual sites and restorations, and restoration villages. Included in section III is a short but useful list of references on the confusing and rapidly expanding developments in preservation law and urban renewal.

Section V, the largest in the guide, is devoted to the study and care of collections. It lists periodicals and general works in "connoisseurship" and collecting (particularly "antiques" and fine arts); gives references useful in documenting collections of American fine art and folk art, iconography, and the decorative arts (ceramics, costume, furniture, glass, metals, textiles, etc.); and concludes with a discussion of the conservation techniques appropriate for museum objects, paintings, books, and manuscripts. The section on research (Section VI) lists the better known works in library and archival administration, methods of research, guides to research materials, and a few items on publication and printing. Section VII, Interpretation, lists articles on the specific techniques of constructing museum exhibits, along with some more general items on the educational role of museums.

The guide has many faults. It concentrates heavily on materials published after World War II. Its description, as "an attempt to list the best and the most practical references in the field," implies the exercise of some standards of evaluation. One wonders, however, if all the items have actually been examined, for at least one work included has not yet been published. Finally, it is difficult to find items without a good deal of checking in various sections. Even an author index would have helped considerably. The editor, however, is well aware of the guide's faults and presumably will attempt to eliminate as many as possible in the biennial revisions that he hopes to make.

The professional archivist will find in this guide little to help him with his own professional problems. But if he has the kind of broad-gauged interest in things historical that every archivist should have, he will find this volume useful for occasional reference. And he will be grateful that someone had the courage to start on this much needed task.

Wisconsin State Historical Society

RICHARD A. ERNEY

VOLUME 31, NUMBER 2, APRIL 1968

Grundsätze der Wertermittlung für die Aufbewahrung und Kassation von Schriftgut der sozialistischen Epoche in der Deutschen Demokratischen Republik [Fundamentals of appraisal for the accession and disposal of record materials of the Socialist era of the German Democratic Republic]. (Potsdam, Direction of State Archives, Ministry of Interior, 1965. 63 p.)

This little manual consists of 130 principles or ground rules and 53 examples printed on 52 pages of text, followed by a 10-page index referring to the ground rules by number. No author is mentioned on the title page, for the manual is the result of a "truly Socialist cooperation." It is a systematic, rational piece of work, at least in outward appearance. It seems to have been prompted by the recently promulgated archival law of the German Democratic Republic (June 17, 1965), which stipulated, among other things, that archives (*Endarchiv*) will not hold record materials that serve only a "practical" or immediate end.

Most of the ground rules are actually definitions, but the manual also points out certain systems that are applied or will be applied in the appraisal process. Government agencies on the central or local level are grouped into three categories, apparently according to the importance or scope of their functions. The records themselves are to be divided into three groups: those scheduled for accessioning, those scheduled for disposal, and those whose fate will be subject to a later review. Alas, the manual provides no magic formulas for appraising records. Nor does it tackle what we conceive to be a basic problem—the proliferation of paperwork.

Some of the ground rules may surprise the American archivist. For instance, the anonymous authors seem to claim that all records have at least a "practical" value (principle 25); in other words, the German Democratic Republic may have rid itself of red tape. The booklet also gives disability claims as an example of the type of record that has value only as long as the disabled veteran is alive: short shrift is made of the needs of the genealogist.

The introduction warns the reader that it is necessary, in order to apply the enumerated principles correctly, to have mastered dialectical and historical materialism, as well as the tasks and research methods of Marxist historical science (page 8). I may not have mastered these, yet I found the manual instructive: it affords, after all, a candid, unconscious insight into the structure of the German Democratic Republic. It may well be, also, that if the principles propounded in this manual are adopted, the historian of this era will find absolutely all the materials he needs in the archives of the state.

Portland State College

MARIO D. FENYO

Interagency Records Administration Conference, 1966–67. *Documenting ADP Operations*. (Washington, Sept. 16, 1966. 43 p.)

The September 16, 1966, meeting of the Interagency Records Administration Conference featured a review by Everett O. Alldredge of discussions at a June 1966 conference of agency records management officers relating to documenting automatic data processing operations. Dr. Alldredge lists nine tape types, suggests standards for tape labels, discusses the maintenance of a tape register, cites the Veterans Administration recommendations concerning tape filing methods, reviews file controls to be maintained by tape recordkeepers, recommends a job control form for computer processing and tape records, suggests records retention schedules for tapes kept longer than 2 years, recommends contents for a run book, and reviews

VOLUME 31, NUMBER 2, APRIL 1968

tape maintenance procedures and technological developments relative to recording and storage. He concludes that good ADP documentation is more of an investment than an expenditure. Twenty-four pages of examples of manuals and forms supplement the 18-page narrative. Of primary interest to records managers, this publication may also warn archivists that serious consideration of the research uses of tapes cannot be postponed.

University of Illinois Archives

MAYNARD BRICHFORD

Business Archives Council. *The Management and Control of Business Records*. (London, Ormond House, 1966. 16 p.)

Business Records at the Australian National University, by N. G. Butlin. (2d ed.; Canberra, 1966. 8 p., illus.)

Superficial examination of the two pamphlets would show quite dissimilar objectives. The Australian National University is publicizing its functions and collections for a varied audience. The Business Archives Council, on the other hand, has prepared a brief handbook for company records personnel.

In fact, the two publications serve mainly the same purpose: promoting the preservation of business archives. In his final paragraph, Butlin urges firms to provide financial support to the university archives and to offer it noncurrent records. The Council's pamphlet justifies an archival program in terms of good administration and general economies. The ultimate consumer to whom a records program is to be sold is, I believe, the business executive.

Although the Council's handbook contains little that is new to experienced record-keepers, researchers and archivists may nevertheless find useful information in both publications. Butlin explains the research values of business archives by citing books based on several university *fonds*. The Business Archives Council recommends planned record creation, mentions appraisal problems of various classes of records (including punch cards, microfilm, and tape), and tells researchers how to approach firms for access to their archives. Both publications are succinct and attractively packaged.

National Archives

MEYER H. FISHBEIN

FINDING AIDS

U. S. National Archives. *Preliminary Inventory [No. 167] of the Cartographic Records of the Forest Service (Record Group 95)*, compiled by Charlotte M. Ashby. (Washington, 1967. vii, 71 p.)

Because of the nature of the records described, this preliminary inventory differs somewhat from the usual guide of this kind. To show size of holdings, the number of individual items included in each series is indicated—with a total well over 14,000, amounting to 255 cu. ft. of records. This is about the only practical way to show the quantity of records, considering the clumsiness of trying to measure a great many small units of maps. All together, 193 numbered entries list series ranging in size from a single map to 2,500 maps or items: of the series, only 4 run to as many as 1,000 items, and less than 20 are of any substantial size. The great majority contain less than 10 maps or items, and many of them contain only 1 or 2. Thus most of the series entries describe individual maps. Entries for even the large

THE AMERICAN ARCHIVIST

series usually describe the individual maps, since they normally are of the same kind. For one series of project files, each of the file folders is described by file number, with the number of items indicated for each file.

More than half of the publication consists of an index with subject and geographic entries, the latter primarily by national forests and States. A complication arises from boundary variations and consolidations of national forests. Of necessity, entries are for the names of forests in use when the maps were prepared: no attempt is made to indicate what became of forests that no longer exist. This kind of listing is entirely reasonable: even if current names of forests had been shown, the index soon would be out of date. A great many forest names have changed and disappeared over the years. Some problems arise, however, in using the old names that appear on the maps. In the index under Payette National Forest, for example, entries are included which refer to two entirely different Payette National Forests that do not overlap at all. Many other forests have moved around or expanded, but different forests with the same name are not so common. For extreme cases such as Payette, use of dates as well as names in the index might have helped to distinguish the different forests. Dates in the index for all forests (but naturally not for all the maps indexed) might have been useful and not too hard to supply.

Like the preliminary inventories generally, this is a thorough and carefully prepared descriptive listing. From it, users easily can learn what maps (many of them manuscript; others, published) are to be found in the cartographic records of the Forest Service for any national forest or any State. Most of the maps now in the National Archives are for the 20 years between 1920 and 1940.

Idaho State Archives

MERLE WELLS

The Bagley Family Papers, 1859-1932. (University of Washington Libraries, Manuscript Series no. 4, 1966. 33 p., illus.)

Clarence Booth Bagley lived in the Puget Sound region from 1860, when he arrived there with his family at the age of 18, until his death in 1932. A sometime newspaperman, a businessman, and a holder of public office, Bagley was a discerning and untiring collector of regional historical materials and a productive writer and editor of books on the history of Seattle, King County, and the Pacific Northwest. Daniel Bagley, father of Clarence, went to Oregon as a Methodist missionary in 1852; besides his ministry in Seattle, he developed real estate, participated in business ventures, and served as one of the three commissioners of the newly established Territorial university. The deep involvement of the Bagleys in the opening and development of the region and their wide acquaintance with prominent men of the day brought range and depth to the character of their personal papers and afforded Clarence Bagley an excellent base upon which to build his historical collection.

The compilers of *The Bagley Family Papers* introduce the collection and present a guide to its use by means of a variety of statements, articles, notes, and lists. Their little handbook does not lack interesting information.

Following an opening statement on "Provenance," a biographical sketch of Clarence Bagley, and a general introduction, two inventories, one of the Clarence Booth Bagley papers, the other of the Daniel Bagley papers, make up the latter two-thirds of the guide. The Clarence Bagley papers, the larger unit, are described under 10 headings; for 4 of these (Incoming Correspondence, Pioneer Letters, Pioneer Writings, and Miscellaneous Selections) the guide provides alphabetical lists of

the names of major correspondents, with date range and number of items. Only brief general descriptions are provided for the other divisions. The inventory for the Daniel Bagley papers includes lists of names of correspondents, date range, and number of items for both Incoming and Outgoing Correspondence; four other divisions, including Washington (Terr.) University, are not so analyzed.

The availability of this guide should result in more frequent and appreciably better use of the collection. Owing to the numerous divisions in which the material has been arranged, the prospective researcher will do well to give this booklet close attention.

California State Archives

W. N. DAVIS, JR.

Historical Manuscripts Commission. *Record Repositories in Great Britain*. (2d ed.; London, Her Majesty's Stationery Office, 1966. xii, 49 p. \$1.)

A Guide to British Parliamentary Papers, by Frank Rodgers and Rose B. Phelps. (University of Illinois Graduate School of Library Science *Occasional Paper* no. 82. Urbana, Apr. 1967. 35 p.)

The Historical Manuscripts Commission's May 1966 list offers 286 repositories in England, Wales, Scotland, and Ireland, arranged by place. London tops the list. Under each shire, the county record or archives office is listed first, then various other holdings. Scotland shows its repositories alphabetically by town with, however, the Scottish Record Office and the National Library first. The Public Record Office of Northern Ireland is treated separately. A 5-page, double column, alphabetical index by official name of repository follows the 43-page list of repositories.

The Rodgers and Phelps guide is essentially a preliminary, abridged version of a contemplated larger manual on British documents. The authors combine historical treatment of the Parliamentary Papers with numerous bibliographical citations and annotations. Two groups of papers are discussed: Parliamentary Journals, Votes & Proceedings, and Debates; and Bills, Reports, and Papers. Chronological tables are provided for the General Index to the House of Commons Journals, 1547-1879; for the House of Lords Journals, 1509-1819; and for the five series of Command Papers, 1833-date.

Los Angeles Public Library

LIONEL WILLIAM VAN KERSEN

England. Public Record Office. *Catalogue of Microfilm, 1967*. (London, 1967. 94 p.)

This *Catalogue* lists over 5,200 rolls of positive microfilm reproductions of records currently available from the Public Record Office in London. Also listed are several continuing and contemplated microfilm projects.

Unfortunately, the *Catalogue* is somewhat difficult to use. The overall arrangement of the microfilm projects is obscure, and it is only within the section on the Foreign Office, where entries are arranged alphabetically by country, that the user can easily find the information he needs. The problem is compounded by the absence of an index, table of contents, and page numbers.

For each microfilm project there is listed the Public Record Office class number, the overall date span of the class, the period within the class that appears on microfilm, the number of rolls of film available, and the title of the class. The absence of additional descriptive material makes reference to the *Guide to the*

THE AMERICAN ARCHIVIST

Contents of the Public Record Office a necessity in ordering microfilm. No prices are listed in the entries since the Public Record Office generally charges a flat rate of £5 per roll. Reductions in this price are possible, however, when several institutions agree in advance to subscribe to a major microfilming project. In 1968 the Public Record Office is beginning a 5-year program to microfilm Foreign Office records relating to China and Turkey, and a discount of up to 25 percent is available if enough institutions subscribe.

The value of this *Catalogue* would be greatly increased by the addition of an adequate index or table of contents and by more detailed information on how to order microfilm.

National Archives and Records Service

JOHN M. SCROGGINS, JR.

The Cloutier Collection, Louisiana Room, Russell Library: A Calendar with Explanatory Preface, compiled by Katherine F. Bridges. (Natchitoches, La., 1966. 35 p.)

The Northwestern State College of Louisiana in Natchitoches has in recent years become a repository for manuscripts and private papers. The pamphlet under review draws attention to this fact and to the recent initiation of an archives program.

The Cloutier Collection consists of a body of family papers primarily of Louisiana interest. The description is in four parts: printed books; bound volumes of manuscripts; unbound manuscripts; and newspapers and unbound magazines. Each of the manuscript items has been calendared, and descriptions are detailed.

Readers of this journal will be interested in the availability of this description and of the entry of Northwestern State into the field of manuscript repositories. Copies of the calendar are available without charge on request while the supply lasts.

National Historical Publications Commission

FRED SHELLEY

Catalogue of Essex Parish Records 1240-1894, With Supplement on Nonconformist, Charities, Societies and Schools Records 1341-1903. By F. G. Emmison. (2d [revised] ed.; Chelmsford, Essex County Council, 1966. 269 p. 43/-, post free from Essex Record Office.)

Reconnaissance for the facts in this book began 30 years ago. A first edition with illustrations and a map was published in 1950. The work has been improved for this second edition, now covering 409 Essex parishes, by F. G. Emmison, the energetic County Archivist. The volume catalogs parish records deposited in the Essex Record Office (denoted by asterisks throughout) and also covers any Essex parish records known to be elsewhere—for example, still in ecclesiastical hands. The cutoff date, 1894, stems from an Act of Parliament that made changes in local recordkeeping.

There is an index, but better still the compilation is arranged alphabetically by name of parish. The space devoted to a single parish, dependent on the material that has survived, varies from a few lines as for Norton Mandeville, to some three pages for Barking. The average tabulation, curtly outline in form, occupies about half a page. Since the focus is rightly on chronological scope, the number of volumes or other record units is not uniformly reported.

The foremost records inventoried, as one might guess, are parish registers of

births, marriages, and burials. Then in ordered sequence, if present, come these classifications: the incumbent, the churchwardens, the vestry, the constables, the overseers of the poor, the surveyors of the highways, the parochial charities, and miscellaneous. These terms are explained in the introduction, which stresses that, although the parish records in the Essex Record Office are the largest accumulation to be found of that type of material in any English depository, they represent only a small proportion of the archives available at Chelmsford.

Various nonparochial records with the flavor of parish records are listed in a 7-page supplement. This edition has no map or illustrative feature, but for a meaty volume it is admirably planned. Particularly welcome for airiness is the effect of employing four different sizes of type in the parish tabulations. In sum, no county has collated the information on its parish records so fully and published their scope so effectively as has progressive Essex.

National Historical Publications Commission

H. B. FANT

DOCUMENTARY PUBLICATIONS

The Town of York, 1815-1834; a Further Collection of Documents of Early Toronto, edited with an introduction by Edith G. Firth. (Champlain Society for the Government of Ontario, University of Toronto Press, 1966. lxxxvii, 381 p. \$7.95.)

With this volume, Miss Firth, head of the Canadian History and Manuscript Section of the Toronto Public Library and editor of the Ontario Series, has continued the document series she began in 1962 with *The Town of York, 1793-1815* (Ontario Series, vol. 5).

The book compares favorably with the earlier publication, even to the topical groupings—commerce and industry, politics, education and religion, health and welfare, government, and social life. The second work, however, is less valuable as a research tool because of the drastically abbreviated table of contents.

Miss Firth's high standards as an editor and her considerable skill in construction of a lucid narrative are evident throughout. A tightly written topical introduction of 87 pages precedes a selection of 318 items chosen from letters, diaries, newspapers, dispatches, minute books, and debates found in governmental, religious, and educational archives. The documents begin with the arrival of peace in 1815 and end in March 1834, when York became Toronto—the first incorporated city in Ontario.

In that time York had grown from a town of 720 to a city of 9,000. All the familiar and expected adolescent pains of an expanding community are here: mobile population, rising new entrepreneurs, need for improved sanitation, the outbreak of disease, and the rise of industry and slums. During this period, as the author aptly states, "the age of Jane Austen was giving way to the age of Charles Dickens."

By 1830, Miss Firth maintains, York had developed those urban characteristics which have characterized Toronto. The traits include an amalgamation of "Old Country, imperial, and North American attitudes," a stable aristocracy, love of Britain, and tradition of governmental service. Nonetheless, the documents do not depict York as being as distinctively unique as perhaps the editor intended.

The documents themselves range from the tingling tartness of a Mrs. Edward O'Brien ("we found a party of officers quite stupid enough to justify Es caricature

THE AMERICAN ARCHIVIST

of military or rather regimental society”), to the listless, albeit useful, 1832 history of St. Andrew’s congregation.

Documents are like dormant bottles of champagne, waiting for a skilled hand to open and pour out the effervescence to titillate the senses. The documents within the book bubble with life because of Miss Firth’s editing and unusually thorough—and at times, spirited and witty—footnotes.

Miss Firth distilled the essence from myriad censuses and directories and from newspapers, meticulously identifying everybody and everything. The resulting occasional surprises add buoyancy to the book and are a lode of treasured bits to enthrall the family historian and interest the scholar.

For example, in a note identifying one Rev. William Ryerson we learn that “at the execution of Charles French in 1828 his prayers on the scaffold were cut short by Sheriff W. B. Jarvis” (p. 129); in another note we read that William Wasnidge, in 1833 an ironmonger on King Street, had apparently at some unspecified earlier date “fractured his skull falling downstairs at the North American Hotel” (p. 84). And, who would not pity the owner of the Mansion Hotel, “an American who had lost both ears” (p. 91)?

Enjoyable footnotes are an unexpected bonus. This is an informative, good book, a credit to the capable editor and to the Government of Ontario. It is entirely readable and worth retaining and using as a suitable source by all interested in 19th-century urban, Great Lakes, and Upper Canada history.

Michigan Historical Commission

DENNIS R. BODEM

At your service.

The skill and experience of this company in the field of document restoration and preservation.

This company also builds two models and three sizes of laminating machines specifically designed for document lamination in libraries and archives.

The Arbee Company, Inc.

6 Claremont Road

Bernardsville, New Jersey 07924

REPORTS OF ARCHIVAL AGENCIES

North Carolina. State Department of Archives and History. *Thirty-first Biennial Report of the North Carolina Department of Archives and History, July 1, 1964, to June 30, 1966.* (211 p., illus.)

North Carolina's Department of Archives and History divides itself into four major divisions—Historical Sites, Museums, Publications, and Archives and Manuscripts—but its report is strongly dominated by the last. And for good cause, for upon looking over the structure of the Division, its professional standards and staff, and its activities, one can readily realize why the department received the first Distinguished Service Award of the Society of American Archivists and why people from this country and abroad, anxious to learn archival and record management administration and technique, visit the division with such frequency.

H. G. Jones, the State Archivist, wrote the Division of Archives and Manuscripts report in a vigorous style with a great deal of candor. For this is no Madison Avenue whitewash as is the trend of much of the annual and biennial reporting in the late 20th century. He presents achievements in a factual manner and lets them speak for themselves. The facts are certainly impressive: nearly 20,000 researchers served, 11,479 reels of microfilm processed, and 200,000 deteriorating papers laminated. Moreover, to his credit, the author gives recognition to his professional staff.

In preparing this report, Dr. Jones deals with each section within his Division individually, showing its problems and triumphs that are not too unfamiliar to all professional archivists. As is typical with most long-suffering archivists, the author hungers for a larger budget, more professional staff, and space and more space, but less typically he carries throughout these sections and in the summary a note of optimism. Hopefully it is warranted.

The section on records management does cause some concern. Dr. Jones does not make completely clear that the records program has saved the State money or could save the State money once it is completely implemented. He notes the money received for services rendered and other reductions in expenditures for the State and shows through photographs the results of a proper records management program, but he fails to show statistically the usable square footage of office floor space returned to the State by the records management program. And this is a surprise, for voluminous statistics are presented in the appendix of the report. With construction costs for usable office space around \$25 per square foot, and constantly rising, the total square feet of usable office space created by the records program would indeed be of interest and perhaps would prod some high-pocketed legislator into taking more interest in the general welfare of the entire division.

The appendix to the report is a great aid in showing specific breakdowns of statistics noted in the text of the report. The accession list for private papers is adequate but should have given more detail on content, at least in a general way. The compilation of a list of topics that researchers were studying in the biennium adds little.

Both the experienced and inexperienced archivist would be rewarded by reading this report—not in just seeing how a polished report is written, but in noting that while a number of States have been lethargic in dealing with the problems of archives and records control, North Carolina has shown dynamic leadership.

Oregon State University

WILLIAM F. SCHMIDT

THE AMERICAN ARCHIVIST