

# Reviews of Books

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## FINDING AIDS

*The University of Texas Archives: A Guide to the Historical Manuscripts Collections in the University of Texas Library*, compiled and edited by Chester V. Kielman. (Austin and London, University of Texas Press, 1967. xxix, 594 p. \$25.)

A major aid to research in Texas and Southwest history is provided by the guide to the material in the University of Texas Library. The guide is impressive both because of the wealth of the records it describes and because of the high quality of workmanship displayed in its production.

The guide is comprehensive. It covers all kinds of documentary material: manuscripts, archives, typescripts, photocopies, and even sound recordings. In addition to describing papers of important political figures, such as Austin and Houston, and important historians, such as Barker and Webb, it contains information on numerous other persons, some quite obscure and unimportant, whose papers nonetheless are useful for an understanding of Texas history. It also contains descriptions of archives, some in original but mostly in transcript form, including the reproductions made in Mexico and elsewhere by Prof. Carlos E. Casteñada. It also describes many county archives and many records produced by churches, railroads, land companies, and other corporate bodies. There are, of course, entries on cattle brands and marks, grazing, longhorn cattle, and the Texas rangers. As a whole, the holdings are of first interest for studies of the Southwest; their national interest is secondary, and, perhaps fortunately, Texans have not often played significant roles in diplomacy, and hence there are few collections that pertain to international affairs.

The guide, though, is primarily noteworthy because of its professional excellence. In it records are correctly described by their types, both in collective and specific terms; their dates; their quantity; and their substantive attributes. There is a consistency in terminology and a professional knowledge of descriptive techniques displayed in its production that make it a model for other manuscript guides.

The guide was compiled in a relatively short time, after Chester V. Kielman became University Archivist in 1962, with the help of student assistants. Kielman and his staff methodically analyzed collections in their custody on data sheets on which they recorded descriptive information.

The entries in the guide are organized, as were those in guides produced by the W.P.A. Historical Records Survey, in alphabetical and numerical order. Each entry contains a title line in which a collection is identified by name, and information is provided on the kind of records it contains, their dates, and their quantity. The title line is followed by one or more descriptive paragraphs, in which the first, and perhaps the most significant, information is that pertaining to the identity of the producer, with dates and references to his principal occupations or professions.

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

In order to facilitate the use of the guide, and to obviate the need of scanning all of the 2,430 entries, 2 appendixes are included. In Appendix A, collections are listed by number under broad subject fields, derived from fields of activity that resulted in the production of records; in Appendix B, they are listed by chronological periods. Although the appendixes, especially if used in conjunction with each other, will help a user to identify particular entries that are pertinent to his inquiry, they are not a completely satisfactory answer to the problem that confronts all compilers of guides, *i.e.*, how to rationalize the information contained in them. Though useful for this purpose, indexes are also not completely satisfactory. The subjects, identified in Appendix A, are quite broad and occasionally overlap. Perhaps greater specificity in the subject classification can be achieved if chronological information is combined with topical information. For example, the subject "Agriculture," the first listed in Appendix A, may be made more specific if it is subdivided by the chronological periods listed in Appendix B. Although the appendixes and the index contained in the guide may not completely meet the need of users, it should be noted that the subject relations indicated in Appendix A are often not apparent from descriptive entries and that, as a rule, an analysis of manuscripts by time and subject should be made a part of the descriptive process.

The guide also contains a dedicatory preface, by Dora Dietrich Bonham; a list of donors and patrons; and an introduction by Kielman.

*Broad Run, Va.*

T. R. SCHELLENBERG

U.S. National Archives. *Preliminary Inventory* [No. 169] *of the Records of the Treasury Department Collection of Confederate Records (Record Group 365)*, compiled by Carmelita S. Ryan. (Washington, 1967. ix, 65 p.)

This inventory lists and describes the 100 cubic feet of Confederate records comprising Record Group 365 in the National Archives. It is a valuable supplement to Preliminary Inventory 101 that described Record Group 109, War Department Collection of Confederate Records (prepared by Elizabeth Bethel and published in 1957).

In the splendid introduction to Preliminary Inventory 169 Carmelita S. Ryan tells how the United States Treasury Department acquired a large collection of Confederate Treasury records. Many of them were obtained soon after Lee's surrender from local offices of the Confederate Produce Loan Bureau by special agents of the United States Treasury Department charged with shipping to the North all the cotton owned by the Confederate government. Some were turned over to the special agents by U.S. Army officers.

The records are divided into four major categories: (1) records of the central office of the Confederate Treasury Department; (2) records of the Confederate Treasury Department field offices and related records of Confederate district courts and of Confederate States; (3) records of the War Department's Trans-Mississippi Department; and (4) miscellaneous United States Treasury Department records relating to the Confederate Treasury Department. Five appendixes provide miscellaneous information, including a list of officers of the Confederate Treasury Department and the Trans-Mississippi War Department's Cotton Bureau, manifests from the Port of Charleston, and a list of Confederate stocks and bonds in the National Archives.

This inventory will be an indispensable aid to anyone interested in Confederate finance. It will also be of considerable value to researchers probing other aspects

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of Confederate history. For example entry 8, Letters Received by the Secretary of the Treasury, tells of 13 feet of important records. These include letters and telegrams received by Secretaries Memminger and Trenholm from President Davis, Cabinet members, treasury officials, army officers and other persons. Other items mentioned in this entry are letters from produce loan agents telling of their activities in buying and transporting cotton; communications from customs officers, foreign agents, and others concerning negotiation of loans, shipment of cotton abroad, and importation of supplies; and reports concerning the collection of war taxes, the preparation and printing of Confederate currency, and the sale of bonds. Entry 301 tells of 24 feet of letters received by the Texas Cotton Bureau from cotton agents, army officers, State Governors, officials of the Trans-Mississippi Department and its Cotton Bureau, Treasury Department officials, and private persons concerning the purchase, transportation, and sale of cotton.

*Emory University*

BELL I. WILEY

Public Archives of Canada. Manuscript Division. *Preliminary Inventory. Manuscript Group 17. Religious Archives.* (Ottawa, Canada, Roger Duhamel, 1967. v, 17, [3] p. \$1 [Canadian].)

This red booklet gives us another proof that the value and importance of an item is not to be judged by its size. We have here a key to one of the great treasures of ecclesiastical history in the Americas. Section A of this inventory lists material relating to the Roman Catholic Church in Canada extending over a period of more than 300 years. It gives an insight into the activities and growth of the church under two Governments: the French, under whom there was close relationship between church and state, and the English, under whom there was a clear distinction between them. Sections B, C, D, and E describe records of the Anglican, Methodist, Moravian, and Presbyterian churches.

It is good to see this renewal of activity in the Archives; much was done in the 1950's, but production slacked off for a few years. Too many have thought that the work of Gilmory Shea and Reuben Gold Thwaites with the *Jesuit Relations* skimmed the cream, but the whole milk is still there. Unfortunately, the divisiveness that has plagued Canada is also represented here. All the entries concerning the Catholic Church are in French; all the entries concerning the Protestant churches are in English. There are some very interesting collections listed under each category. One difficulty of indicating holdings by feet and inches or rolls of microfilm is that it gives a very vague picture—it is like the faint aroma of a good cup of coffee, but one would rather taste the product itself. It would be of some help if the availability of microfilmed or photostatic copies of these documents was indicated.

*Saint Louis University*

E. R. VOLLMAR

Virgin Islands. Department of Education, Bureau of Libraries and Museums. *Catalog of Microfilms, Von Scholten Collection, St. Thomas Public Library.* (St. Thomas, Virgin Islands, 1967. 12 p., illus.)

According to the introduction, an extremely valuable collection of historical documents pertaining to the Virgin Islands has been accumulated and housed in this library; its photoduplication laboratory is one of the best equipped in the area, and in collaboration with the Caribbean Regional Library in Puerto Rico, it will

be able to supply whatever research material on the Caribbean is needed either in hard copy or on film.

This first catalog of microfilms available in the collection covers a wide range of topics: architecture, archives, biography, culture, diaries, ecclesiastical records, history, legislative records, music, newsletters, newspapers, theses, Virgin Islands official publications, Caribbean in general, current periodicals, and documentaries. Over 496 rolls of microfilms are cataloged; however, 357 of these rolls comprise newspapers dating from as early as 1770. Judging from the illustrations, the oldest of the newspaper microfilms are somewhat uneven in their readability.

There are 101 rolls containing archival documents relating principally to St. Thomas and St. Croix. Three rolls were obtained from Bancroft Library, University of California, and contain copies of the earliest documents, dating from 1655, of the Danish West India and Guinea Company. Most of the other rolls were obtained from the National Archives. One roll lists Danish West Indian material in the University Library of Denmark.

Microfilms of nine theses, mainly sociological, are included. The library is building a center for Caribbean theses as part of its special reference service. Microfilm copies are available for consultation to qualified readers.

*McLean, Va.*

E. KRASNECKI

*The Historical Collection of Insurance Company of North America, 1792-1967*, by M. J. McCosker, dedication by J. Kenton Eisenbrey, introduction by Bradford Smith, Jr. (Philadelphia, 1967. 213 p., illus.)

History examines, analyses and explains past events. When an historical project is conducted skillfully the historian uncovers many connecting links, so that, in the words of Clarence Day, the hearts of men living centuries ago speak to us today. In this way history becomes an active force in our lives through the warm personalities of earlier years.

The world of insurance is indebted to the Insurance Company of North America on its 175th anniversary, and to M. J. McCosker (Director of the Atwater Kent Museum, Philadelphia) who wrote the manuscript for both the 1945 and the 1967 editions of this book. All those associated with the venture should be congratulated, too, for their dedicated work. While the author has brought history to life with great success, the accompanying illustrations of paintings, ship models, maps, fires, and firemen—many in colour—have brought extensive visual evidence to the reader, thus adding greatly to the value of the project. Of outstanding interest are the photos of fire marks from the front of early houses and buildings. Fire engines, pumps, hose reels, horns, belts, hats, tools and equipment follow in generous numbers of illustrations.

The author points out that some 16 years after the Declaration of Independence had been signed, a group of citizens met in the same room in Independence Hall in Philadelphia where the signing occurred. The need of a general insurance company to write marine, fire, and life insurance was reviewed. There had been earlier meetings of the same group, but on November 12, 1792, a resolution was adopted which resulted in the formation of the Insurance Company of North America. So, the first stock fire and marine insurance company in the United States of America was established. Today it stands as one of the largest insurance companies in the world, progressive and with an enviable reputation for fair dealing.

With a keen eye for history, the author opens his manuscript with a quotation

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from the Second Epistle of St. Paul, the Apostle, to the Corinthians, xi: 25-26, which deals with shipwreck and perils of waters and robbers, written about A.D. 55. Indicative of its leading place in marine insurance, the first five chapters deal with historical items associated with the seas. A later chapter on early records and documents quotes part of a 1796 marine policy with its quaint early English. It is mentioned casually that in its first 12 months of business the company insured nearly one thousand vessels, the first policy being appropriately on a ship named the *America*.

Twenty chapters deal with subjects associated with fires, firemen, and fire extinguishing. The extent of this material has been indicated already in references to illustrations, but outstanding at this point is an excellent color reproduction of a portrait of Benjamin Franklin as "America's first fireman."

Pointing out the fact that the historical collection of the company is nationally famous from the Atlantic to the Pacific, the author completes his task by stating that the collection is vitalized by its ability to communicate aspects of bygone days and that it points to a civilization founded on the sanctity of "Life, Liberty and the pursuit of Happiness."

With this closing note, the reader turns back involuntarily to the frontispiece—an outstanding reproduction in color of a portrait of Gen. George Washington.

*J. S. Marshall & Co., Ltd.*

J. S. MARSHALL

#### MANUALS

*Cleaning and Preserving Bindings and Related Materials*, by Carolyn Horton. (Chicago, American Library Association, 1967. xix, 76 p., illus. \$3.50.)

*Standard for the Protection of Records*, NFPA No. 232. (National Fire Protection Association, Boston, 1967. 90 p. \$1.)

*Standard for the Storage and Handling of Cellulose Nitrate Motion Picture Film*, NFPA No. 40. (National Fire Protection Association, Boston, 1967. 38 p. 60c.)

*Protecting Essential Operating Records*. (North Carolina State Department of Archives and History, 1967. 16 p. \$1.)

*Cleaning and Preserving Bindings and Related Materials* is the first of a series that eventually will cover the care and repair of ordinary books and pamphlets, the preservation and restoration of rare books, and the conservation of all other types of materials collected by libraries and individuals. Mrs. Horton of New York, a hand bookbinder and an expert in the field of conservation of library collections, prepared the main part of the text. Aldren A. Watson, a noted illustrator with a keen interest in hand bookbinding, has supplemented the text by 32 drawings.

The publication describes methods of marking disintegrating books for attention, procedures for attachment of loose material, and techniques for cleaning books and applying leather preservatives. Various leather preservatives and other materials used in conservation are appraised.

Formal, professional training in binding and restoration is not given in this country, and even informal instruction is available only in large metropolitan centers. Publications on the subject do not provide the detailed and authoritative information necessary for unskilled people to perform the tasks necessary for conservation. *Cleaning and Preserving Bindings and Related Materials* will indeed prove useful not only to librarians and conservators but to private collectors.

The 1967 edition of the *Standard for the Protection of Records* incorporates changes prepared by the Committee on Records Protection and adopted by the National Fire Protection Association at the 1967 annual meeting in Boston, Mass. This edition supersedes the 1963 edition.

The committee points out, "... while records are accidentally destroyed by fire every day, no one individual experiences or even realizes the serious effects of such losses more than a few times at most in a lifetime. Some persons may never have first-hand information of such disaster. This results in an unwarranted sense of security and, in some cases, of indifference."

This excellent publication sets out procedures for the protection of books, papers, plans, and other records from loss by fire, including: the design, equipping, fire protection, and use of vaults, safes, and other record containers and record rooms and buildings; prevention and control of fire that may expose records; protection by duplication; and evaluation and classification of records incident to programs of records protection and elimination of useless records.

The *Standard for the Storage and Handling of Cellulose Nitrate Motion Picture Film* that was developed by the committee on hazardous chemicals and explosives was first adopted by the NFPA in 1919 after original presentation in 1918. This is an up-to-date publication that includes the amendments adopted in 1967. These standards are intended to provide reasonable provisions for the storage and handling of nitrate motion picture film, based on minimum requirements for safety to life and property from fire. They are not intended to apply to the storage and handling of film having a cellulose acetate or other approved slow-burning base nor to photographic or X-ray film.

The records management handbook *Protecting Essential Operating Records* is written clearly and concisely and is without the redundancy associated with a vital records program discussion. The North Carolina Department of Archives and History is to be commended on the straight-to-the-point treatment of the "personal" situations involved in the implementation of a vital records protection program.

This handbook goes one step beyond in pointing up to the novice the areas of resistance to be expected from officials and the methods of combating such resistance, unusual situations to be considered in setting up one's program, and a checklist for an essential records protection program.

It is refreshing to find a records management handbook that has obviously been written from practice rather than theory.

*Underground Vaults and Storage, Inc.*

GENEVA L. FLEER

*Compact Library Shelving* by Drahoslav Gawrecki. [Translated from the Czech by Stanislav Rehak.] (Chicago, American Library Association, 1968. xiii, 185 p. \$7.)

The April 1968 issue of this publication [*American Archivist*, 31:135-177.—ED.] surveyed the current state of archival education. It brought into focus the differences in concept and direction that plague the archival profession. We have yet to decide if archival work is an adjunct to the historian's craft or to the librarian's. The historian approaches the archival task in the context of philosophy; the librarian in terms of techniques and tools. (I suspect that the answer must lie in an improved blending of the two approaches.)

Probably as an outgrowth of the peculiar archival history in this country and

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certainly as a reaction to much of what is current in library circles, the emphasis in the archival profession has been on philosophy. Unfortunately, the result has been a cursory treatment of tools and methods.

Certainly, little has come from archival sources outside the Federal establishment that begins to match what has issued from the American Library Association's Library Technology Program. Consider the depth and breath of William Hawken's *Copying Methods Manual* and other works or the study of physical security and insurance issued as *Protecting the Library and Its Resources*. Now, the program has issued a volume on the prosaic but essential subject of shelving, more specifically, compact shelving.

Compact shelving is specially designed to increase materially the volume of library or archives materials that can be maintained in a given floor space. This study, by the head of the Technical Department of the Czech State Library, deals in depth with the design, arrangement, and use of several major types of compact shelving. Pertinent articles from the extensive bibliography that touch upon Soviet, Swedish, English, and American experience have been added. Of course they have been translated into English where necessary.

However there are some basic flaws in the final book. They are noted in the introductory matter.

Because this volume is basically intended to present a translation of Gawrecki's work and selected items from his bibliography, no attempt has been made to bring the material up to date by including articles published after the original Czech publication of Gawrecki's book. Consequently, some of the material in this volume is now obsolete in the sense that some of the equipment described is no longer manufactured, or has since been modified or manufactured in a different form, and some of the manufacturers mentioned are no longer active in the compact shelving field. The basic theories and ideas present are, however, still valid . . . . Because of this form of publication, there is a certain amount of repetition in some sections of the book.

*Results:* A discussion of the weakness of compact shelving is buried at the back of the book. Any effort to use the contents of this volume is limited by the difficulty in relating it to contemporary products and manufacturers. Lack of consistency in transliteration and in editorial annotation makes the text difficult to follow at times.

Surely the rapid manner in which changes in equipment technology date material like this points up the need for a continuing service dealing with current equipment offerings, somewhat similar to the Buyers Lab reports on office equipment. And the need to investigate equipment offerings might point up a basis for expanded cooperation between librarians and archivists.

*Bergenfeld, N.J.*

BELDEN MENKUS

*Records Management, A Collegiate Course in Filing Systems and Procedures*, by Mina M. Johnson and Norman F. Killaus. (Cincinnati, South-Western Publishing Co., 1967. vi, 362 p. \$4.56.)

This is a good book and it covers well many important matters of concern to file clerks and supervisors, records managers, and students of filing operations and records management. Archivists will also find in it material of value.

There is in it information on many topics:

—business records history; record terms; basic filing methods; manufacturers' specialized filing systems; indexing, coding, and cross-referencing rules for "name" papers; guides, folders, tabs, captions, and labels; records inspection, indexing,

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coding, cross-referencing, sorting, and filing (storing); filing supplies used in requesting and charging out papers; and tickler files.

—serial and “nonconsecutive” (terminal and middle digit, skip numbering, phonetic, and soundex) numeric, geographic, and subject filing methods and related supplies and procedures.

—card and visible records and related equipment; “noncorrespondence records”; cartographic and photographic records, tapes, issuances, forms, clippings, and stencils; and filing (coding-storing) and finding (retrieving) information on film and tape.

—record surveying, retention, transfer, and disposal; selecting filing equipment and supplies; filing cabinets, guides, folders; card, visible, open-shelf, side, and lateral filing units; storage boxes; and aspects of organizing, staffing, and supervising a records program.

There are good charts, photographs, discussion questions, and work assignments throughout the book. Laboratory materials (which were not received for review) are, no doubt, of value as instructional aids. A few of the other noteworthy items are the excellent sets of rules in chapter 3 for individual names, specific record operations standards—cited appropriately, statements on records management staffing and organization, an interesting page on small office records management, and a reference to an often underemphasized fact that computers create more—not less—paperwork.

The book would have been much improved if the substantive area on filing systems and procedures included more on scientific files planning—the proper organizational location of record series in operating offices; the record cutoff concept in files maintenance and disposition; and the role of records depositories in a records management program of any organization. Also I think there is no need to include in a good book an inadequate treatment of such basic areas as correspondence, forms, reports, and mail management—each as important to the manager and his colleagues as files systems and procedures management and even more costly and time consuming than filing operations.

A few other comments. An attempt to separate “general” and “specific” criteria for office microfilming operations (p. 248–251) is not clear. There is a possibility that the item cited in footnote 5, page 328 may be considered incorrectly a part of a General Services Administration program. On the same page justice is not done to the outstanding contributions of Federal records managers and their students to business records management. The Society of American Archivists and its *American Archivist* are omitted from a listing (p. 356) of professional associations now offering guidance and direction in records management. Incidentally, there are probably more substantive articles on records management in the *American Archivist* than in those of any other single journal. Since there is no bibliography, there is no easy way of knowing whether some of the very best literature on records management—which originated in the Federal Government—was used.

*The American University*

S. J. POMRENZE

#### DOCUMENTARY PUBLICATIONS

North Carolina State Department of Archives and History. *North Carolina Documents, 1584–1868*, edited by Memory F. Mitchell. (Raleigh, 1967. 14 sheets. \$1 plus 10c handling charge.)

This remarkable set of facsimiles includes 13 of the more significant documents

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in the history of North Carolina dating from the Charter granted to Walter Raleigh by Queen Elizabeth in 1584 to the Reconstruction Constitution of 1868. The documents are drawn not only from the records in the custody of the North Carolina Department of Archives and History and the secretary of state but from other sources including the National Archives and the Public Record Office. Among the documents reproduced is the earliest known deed to property in North Carolina, dated 1660—recently discovered in a Norfolk County, Va., deed book.

Several features make this publication extremely valuable to teachers as well as to students of North Carolina history. The facsimiles are printed on single sheets ranging in size from 11" × 11" to 23" × 25" with captions explaining the significance of the documents and careful notes on the location of the originals and the types of copies from which the facsimiles were made. Each facsimile has several references to works on North Carolina history. A transcript of a part of the document reproduced is printed on the back of each sheet. On the whole, the workmanship of the facsimiles is excellent. Only one or two, such as the reproduction of the Constitution of 1776, leave something to be desired.

This inexpensively priced set of facsimiles is not only a valuable teaching aid but should also serve as an inspiration to other archival institutions anxious to make good quality facsimiles of important documents available to the general public at a modest price.

*National Archives and Records Service*

ELIZABETH L. RANGEL

*Lincoln and the Jews*, with an introduction by Robert Shostack. (Portfolio no. 1 of *Facsimiles of Notable Documents in American Jewish History*; Washington, B'nai B'rith, 1968. \$1.)

History, the study of backgrounds of peoples or nations, is not the domain of scholars and dilettantes alone. It can and should be made available to the average individual. Recognizing this fact, a special committee of the Jewish service agency, B'nai B'rith has prepared facsimiles of documents relating to important events in American Jewish history to be distributed in a series of portfolios at low cost.

The first one, *Lincoln and the Jews*, which was released to coincide with Lincoln's birthday, relates primarily to events which occurred during the Civil War. The most important of these were the Jewish Army chaplaincy issue and the reaction to Gen. Ulysses S. Grant's General Order No. 11, which excluded Jews as a class from the Department of the Tennessee. The other documents are correspondence Lincoln had with his personal friend, Abraham Jonas (a political ally since 1838, whom he appointed postmaster of Quincy, Ill., in 1861), Isachar Zacharie (his chiropodist and special agent in New Orleans), and Nathan Grossmayer of Washington, D.C. (who recommended the creation of a national home for sick and wounded veterans of the Union Army). Informative notes by Robert Shostack, curator of the Klutznick Exhibit Hall of B'nai B'rith and past president of the Jewish Historical Society of Greater Washington, describe the documents and the events that created them.

The second portfolio in the series, *Jews in Colonial America*, will be released late in 1968. Other titles will be released when ready. This B'nai B'rith project is one step toward satisfying the inherent desire for knowledge of one's ancestors. Other ethnic historical organizations would do well to adopt similar programs.

*National Archives*

SYLVAN MORRIS DUBOW