

Reviews of Books

EDWARD E. HILL, *Editor*

Washington National Records Center

GUIDES

Public Archives of Canada. *Union List of Manuscripts in Canadian Repositories*. (Ottawa, 1968. xi, 734 p. \$10.)

Started in 1961 in association with the Humanities Research Council, this catalog covers manuscripts and archives in Canadian repositories. These institutions supplied information regarding 16,500 collections on forms and according to instructions furnished by the Public Archives of Canada. After editing by that institution's Manuscript Division the number of repositories was reduced to 123 and the number of collections to 11,700. The participating repositories included Federal, Provincial, and municipal archives; university and college archives; legislative archives; diocesan archives; historical societies; museums; national historical parks; churches and other religious institutions; business archives; and private collections accessible to the public. Descriptions of copies of manuscripts from some repositories in the United States are included, but no attempt has been made to cover all of the holdings relating to Canada of U.S. repositories.

The entries are arranged alphabetically by title and include the following information: the collections or units are described by name of individual, corporate body, or government agency. Data given about individuals include dates of birth and death, principal occupation, and place of residence. Information about the papers includes the type of manuscript, inclusive dates, quantity, ownership of the originals, and the titles of published finding aids. The repositories are indicated by numerical symbols for which there is a key in the back of the volume (on a fold-out page for the user's convenience). The kinds of papers, principal subjects, prominent events, and outstanding persons are indicated. The quantity of the material is indicated by a linear measurement, the number of pages, or the type of document. Another list at the end of the volume gives the addresses of the repositories. The index includes the names of persons, corporate bodies, places, and subjects.

Because of Canada's historical antecedents, this catalog contains much material relating to the United States, especially the region south of the Great Lakes, Louisiana, and the Oregon country. There are manuscripts of missionaries, explorers, army officers, fur traders, trading companies, church registers, and notarial records. There are also records of colonial Governors in other parts of what is now the United States. The relationships of Canada with France and Great Britain are documented in many collections of papers of government agencies, army and navy officers, Governors, and others, some of which are originals and others copies. Unexpected units appear such as the register of the California Hotel at San Francisco and papers of Alexander Graham Bell and others from the United States.

This work was carefully edited, but a few things have been noted. Individuals are not always identified. Berlandier could have been found in the *National Union*

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

Catalog of Manuscript Collections published by the U.S. Library of Congress. Available finding aids are not always cited. A list of those that are cited would have been a useful addition to the catalog. Accents are sometimes missing from proper names. Apalachicola on p. 5 should be Apalachicola (Fla.); Burbick on p. 191 should be Burbeck. Bernard de la Harpe on p. 322 should be Bénard de la Harpe. A reference work of this character should have a hard cloth binding.

Arlington, Va.

HENRY P. BEERS

Guide to the Public Affairs Collection of the Minnesota Historical Society, compiled by Lucile M. Kane. (St. Paul, Minnesota Historical Society, 1968. ix, 46 p. \$2.50.)

This guide, the first publication of the Minnesota Historical Society's Public Affairs Center, is the kind of volume welcomed wholeheartedly by both institutions and individual researchers. Concisely detailed, it describes 158 groups of papers and 25 tapes, all of which deal with politics and government. Lucile Kane, who has few peers in the field of private manuscript collections, has done a great service to all who seek information on these records of the Minnesota society.

The collections represented in the guide range from the papers of nationally known political leaders to State legislators and major and minor organizations. Chronologically, the collections deal with Minnesota from the Indian and fur-trading world of Lawrence Taliaferro and Henry Sibley to the recent politics of Hubert Humphrey and Walter Judd. The manuscripts of Ignatius Donnelly, the National Nonpartisan League, the Farmer-Labor Association, Frank B. Kellogg, Charles A. Lindbergh, Sr., and Karl F. Rolvaag are among the notable entries in the guide.

Some of the collections included are still closed to research (the Rolvaag and Humphrey papers are in that category), but it is helpful to have the listing and description despite the present restrictions. Others have been made available on microfilm through the National Historical Publications Commission and the guide so indicates. The Donnelly, Sibley, and Taliaferro papers are included in the NHPC microfilms. Generally speaking, single documents are not included in the guide although individual tapes from the society's oral history project are listed.

The guide lists the collections in alphabetical order and gives dates and quantity. The descriptive paragraphs provide adequate detail concerning both persons and organizations and are models of collection summarization. The full listings are supplemented by a brief appendix that notes papers of and interviews given by Cabinet officers, diplomats, Members of Congress, and Governors of Minnesota.

The Minnesota Historical Society has long been one of the Nation's leading manuscript depositories, but the Public Affairs Center was not born until 1967. It appears to be a very healthy child carefully tended by the society's manuscript staff. The *Guide to the Public Affairs Collection* is a fit companion and supplement to the two guides previously published by the society. The society and Lucile Kane are to be complimented for their efforts.

Kansas State Historical Society

ROBERT W. RICHMOND

France. Archives Nationales. *Documents du Minutier Central concernant l'histoire de la musique (1600-1650)*, Vol. I, by Madeleine Jurgens. (Paris, Imprimerie Nationale, 1968, xv, 1,053 p.)

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The French are a lucky people, not only because the musical life of Paris was already so rich even before the generation of Lully or of François Couperin the Great but also because there are Frenchmen disposed to take the time (the author does not reveal how much time was needed) to comb through nearly 600,000 documents for the sake of about 1,750 that actually relate to music or to musicians.

The documents examined in this volume pertain to musical life in the first half of the 17th century. They were found among the records of Parisian notaries collected at the Minutier Central and consist of wills, affidavits, and contracts of all sorts. Many of the documents are reprinted in their entirety; others are abstracted. The items are grouped under one or several of five headings: court musicians, musicians in the city (Paris), instrument-makers, printers of music, and "the Parisians' taste for music." Enticing as that last item may sound, there is very little under it aside from wills of individuals who list a musical instrument as one of their belongings (1 citizen out of every 15 seems to have owned an instrument). The instrument most often mentioned is, of course, the lute. In fact the names of some of the great French lutanists, like Robert Ballard and Jacques Champion, do appear in the collection although the greatest or best known musicians are not necessarily the ones about whom the researcher is likely to find the most information.

Madeleine Jurgens, the author and compiler of the documents, immediately sets out to demonstrate how all this information can be utilized by the historian (or musicologist, for that matter). In a brief essay that forms part of the introduction she attempts to paint a "fresco" of musical life in Paris "by entering the abode of one [musician and] visiting the workshop of another" (p. 16). She contributes a brief statistical, sociological analysis regarding the origins and background of some of the musicmakers and their spouses. She does not preempt the subject. It would seem there is plenty of room for further research in the musicology of the early 17th century—research that now could and should extend to the documents assembled and revealed here for the first time. This book is only the first volume. Presumably future volumes will cover musical life in Paris through the centuries as the similar series on art and literature have already done with regard to other aspects of French culture.

Portland State College

MARIO D. FENYO

Public Archives of Canada. *Government of Canada Disposal Arrangements for Business Records*. (Ottawa, Queen's Printer, 1968.)

Each year one issue of the United States *Federal Register* includes a special compilation of statute provisions and agency regulations describing records that businessmen must keep and specifying retention periods for them. This supplement is reprinted and sold by the Government Printing Office as the widely circulated *Guide to Federal Records Retention Requirements*. This *Guide* brings together a vast amount of information that the ordinary businessman would not normally have access to. It has encouraged several agencies to clarify and reduce their retention requirements.

The present volume is designed to serve a similar function for the Canadian businessman. It is a slim work, bound in a post binder; obviously it will expand greatly in the next few years. And, it is this provision for expansion that might well be explored by the people in the National Archives and Records Service who

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are responsible for the *Guide*. It permits designing a more readable and usable publication than is being issued in the United States.

Records management in Canada is entering a new phase—both in and out of the Federal establishment. This publication is a commendable achievement of which the Dominion Archives Records Management Branch can be justly proud.

Bergenfeld, N.J.

BELDEN MENKUS

University of the Witwatersrand Library. *Guide to the Archives and Papers*. (Johannesburg, South Africa, 1967. ii, 60 p.)

The entries in this guide are somewhat uneven (a single letter may receive as much descriptive space as a five box collection), but they do provide an overview of the "unpublished materials" in the library of the University of the Witwatersrand. Apparently the responsibility for the control and preservation of these materials was centralized in the newly created Archives and Papers Division of the library in 1965. Excepted from the division's description of its holdings are the university's archives, autograph collections, and some lesser items.

The approximately 350 collections described are divided into two categories: general and church and missionary. The latter, comprising about 20 percent of the entries, are collections found in the Record Library of the Church of the Province of South Africa. In both sections the materials range from what appears to be the trivia found in most depositories to significant bodies of source documents.

The collecting policy of the university, if it has a stated one, is not defined in the guide, but the entries seem to indicate an interest in the broad fields of South African literature and history, particularly military history. The most extensive collection described occupies 20 linear feet of shelf space, but the majority are single volumes or less than one box in quantity. The earliest items date from the late 18th century, and some collections have terminal dates in the 1960's, indicating that the university is collecting currently. Perhaps the most important single set of papers mentioned are the 45 boxes of Jan Hendrick Hofmeyr correspondence. Hofmeyr, formerly a chancellor at the university, was later Deputy Prime Minister.

An index to the names of persons, corporate bodies, institutions, and sailing vessels and a preface setting forth the definitions of terms used in the guide add to its general usefulness.

Southern Illinois University

KENNETH W. DUCKETT

TECHNICAL AND PROFESSIONAL REPORTS

Les bâtiments et équipements d'archives, by Michel Duchein. (Paris, Conseil International des Archives, 1966. 312 p., illus.)

This manual contains almost every bit of information I can think of that might prove useful in planning the construction of an archival depository. Some of the subjects dealt with are: Is a new building preferable to an old one? Where should the archival depository be located? Should it be under or above ground? What is the ideal storage or stack area, including detailed considerations of air conditioning; fire, theft, insect, dust, and fungus prevention; illumination; elevators; work areas, laboratories, and research rooms; and furniture and special equipment such as docu-

ment containers, photographic, microfilm, and Xerox machines, and cameras. Included are descriptions of microfilming and document restoration processes. There is a chapter on esthetic considerations in the construction of a new archives building and another on planning the archives director's apartments within, or as an annex to, the archives proper. There are further chapters on the conversion of old buildings (especially buildings of artistic and historic distinction) to archival purposes and guidelines for the construction of records centers and of archival depositories in tropical countries. At the end of the manual the reader will find a section containing data on linear meters of records and corresponding weights, a section of calculations for typical depositories of various sizes (planned for 10,000, 20,000, and 50,000 linear meters of records), and a section of illustrations, which may well be the most interesting part.

Not all the information contained in the manual is very enlightening. If statements such as "in the case of archives buildings impermeability to rain is particularly important" (p. 210) could have been omitted, the manual would be shorter by one-third. The remaining two-thirds could have been made more valuable and more authoritative if specific references had been given, to either existing buildings, as examples, or prior studies on the subject. As it is, all discussion is completely theoretical. Only at the end of the work are we given a detailed bibliography of 8 pages which, incidentally, lists a number of articles that have appeared in the *American Archivist* but does not list volume 27, number 4 (Oct. 1964), which was devoted entirely to archival buildings.

No matter. Duchein writes that his ambition was to "define the necessary material conditions for the proper keeping of archives" (p. 1), and I think he has accomplished even more. He has written a reference book that will prove an indispensable guide to architects and archivists planning new archival depositories.

Portland State College

MARIO D. FENYO

La formation professionnelle des archivistes; liste des écoles et des cours de formation professionnelle d'archivistes, by Charles Kecskeméti. (Bruxelles, Conseil International des Archives, 1966. iii, 95 p.)

This useful report was published as a result of a contract between the International Council on Archives and Unesco. A questionnaire was sent out to archival institutions and schools around the world; while not everyone bothered to reply, the responses received from 21 countries are at least indicative. Indicative of what? Perhaps of the diversity in the training of archivists; so much diversity, in fact, that it was "hardly possible to classify groups of countries with a similar system" (p. 47). For this reason the report contains several lists: one concerning the duration of the archival training process in various countries and at various institutions; a summary catalog listing the subjects studied at these institutions; and, in one of the appendixes, a list of the schools themselves together with essential information regarding each, including a very incomplete bibliography pertaining to the schools (not a single one of the many articles on the training of archivists in the *American Archivist* has been cited).

The questions on the questionnaire were clearly not phrased with United States institutions in mind. Hence, it was often necessary to devote a separate paragraph of analysis to U.S. schools under the several headings. Even so the reader cannot

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get a clear picture of what is happening at the American University in Washington, the University of Denver, North Carolina State University, or Wayne State University—the four institutions listed as offering formal training for archivists. Nevertheless, the report is critical of the U.S. system, or rather the lack thereof. Apart from the on-the-job training, which presumably all young archivists receive everywhere, the professional training of archivists, the author complains, is often limited to a summer course. Even worse, according to the author, there is a complete absence of standards and structure; hence the professional level of the archivist and his prestige vis-a-vis both the public and the government authorities may suffer. It seems M. Kecskeméti has arrived, by a different route, at the same conclusion as Prof. Allen du Pont Breck in his recent analysis of archival training in the United States: “We need more and we need better educated (more unconventional, if you will) archivists than we have ever had in the past” (“New Dimensions in the Education of American Archivists,” in the *American Archivist*, 29:186; Apr. 1966). M. Kecskeméti does admit that the shortness of archival training at our schools may be excused by the brevity of United States history. Perhaps the handling of recent records does not require intensive special training. On the other hand, the Ecole des Chartes is not only the oldest archival school but has the longest program of studies and the largest number of hours of classes per academic year, immersed as it is in the traditional subdisciplines of diplomatics, paleography, sigillography, etc. Archival training in France seems not to recognize the importance or volume of modern records. M. Kecskeméti does not say it, but it is clear from his report there is little realization anywhere in Europe that the abundance of archival documents is usually inversely proportional to their age, no matter how old or new the country.

The author concludes his report by noting, once again, the diversity of the institutions discussed; he argues against an attempt to harmonize them because archival institutions are basically national in purpose. It is a pity, perhaps, that questionnaires were not sent to, or received from, the United Nations and its subsidiary agencies and other international and multinational organizations; I venture to say that archivists, even on the national level, are more international-minded and perhaps more flexible than the author seems to believe. M. Kecskeméti himself writes in a spirit of international cooperation when he calls on the International Council on Archives to give at least moral support to the establishment of training institutions in the developing countries of Africa and Asia.

On the whole M. Kecskeméti's report seems not only useful but also very readable; it is a pity the typography is shabby (it was done on a Vari-Typer in Belgium), and the editing leaves something to be desired.

Portland State College

MARIO D. FENYO

REPORTS OF ARCHIVAL AGENCIES

Maryland. Hall of Records. *Thirty-second Annual Report of the Archivist . . . for the Fiscal Year July 1, 1966, through June 30, 1967*. (Annapolis, Md., n.d. 48 p.)

This report is a comprehensive compilation of facts, figures, and data, evidencing the continued progress and expansion of one of our leading State archival institutions.

The Maryland Hall of Records Commission governs the State Archives and the historical agency of the State and the administration of the records management

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program for State and county governments. The operations of the Land Office have been transferred to the office of the Archivist. The Hall of Records is also the depository for publications of State agencies.

In 1967, air conditioning was installed at the Hall of Records and other physical improvements accomplished. An annual budget of over \$200,000 is detailed together with a complete personnel summary, which may be of interest only to those in close association with the agency.

Efforts continue to recover Maryland records possessed by the Library of Congress. Probate and church records continue to be the most frequently used by searchers, and some additional church records have been acquired.

An organization and personnel-manning chart together with salary scales is presented in a comprehensive manner and will be of special interest to administrators in the archives and records field. The professional staff participates in and contributes to the activities of national and regional organizations. Indicative of national trends is the reported problem of scarcity of technical personnel in the field of manuscript restoration.

The Records Management Division continues active in the field of microfilming, with this tool being especially helpful now that the Land Office function has been added to the Archivist's other responsibilities. The division reports a complication of its duties, brought on by the increasing usage of electronic data processing. This problem is not limited to the State of Maryland. The Records Management Division cooperates with State agencies and other levels of government to improve their records programs.

This report brings to mind the approaching need for professional consideration of the relative merits of preserving information in its original form versus a system of maintaining such information for reference and research in a simpler and less costly manner.

New Hampshire

Division of Records Management and Archives

EDWIN H. HUNT

" . . . the Memory of Management"

Written records are the memory of management. They preserve facts and figures by setting them down in writing for future use. Without records and the experience they preserve, there would be no scientific management today.

Recorded experience helps management in the planning and scheduling of its operations. By comparing recorded performance with planned performance supervisors can control the progress of enterprise activities. And, by using records to obtain detailed information on all enterprise developments, businessmen can base their decisions on experience and thus reduce the risks of misjudging enterprise strength. Records also protect management against legal difficulties, because they create and preserve evidence on internal and external transactions that may be questioned by the public, by government, by the courts, or by other enterprises.

—*Management Primer: Principles and Practices of Productivity—Records and Reports*, p. 1 (International Cooperation Administration, Office of Industrial Resources, *Training Manual No. 96*; Washington, 1960).

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