

Reviews of Books

EDWARD E. HILL, *Editor*

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MANUALS

Research in Archives: The Use of Unpublished Primary Sources, by Philip C. Brooks. (Chicago and London, University of Chicago Press, 1969. xi, 127 p. \$5.75.)

Dr. Brooks has produced in this little book a solid and meticulous guide to the use of archives by beginning students. It is a vade mecum which they all should know by heart after their first year of graduate work, at the very least; no archivist should have to teach them what they should learn in their bibliography and methods course. It takes them on a pedestrian pilgrimage to Jerusalem.

At great pains, Dr. Brooks lectures them on what they may hope from an archival establishment and what they must not expect. He begins modestly with examples of his own past difficulties and invents a schoolmaster's example contrived to illustrate many of the records problems concerning a bequest of a Mr. Ascot to Westernland University.

This is not a book for second year archivists to read, but it is a necessity for beginning searchers in archives. Dr. Brooks explains why ink cannot be used with archival materials, but he does not say that food and Coca-Cola are equally reprehensible. He forgets to mention female dress in the pursuit of knowledge in an archives: shorts, stretch pants, culottes—all distracting and unesthetic. He explains why you cannot have the freedom of the stack area and why you cannot use your own photographic apparatus. Perhaps he should have mentioned that the latter custom dates from the time when all repositories did not have photostat and microfilm cameras. He does not mention among finding aids that you will most surely not find subject indexes to the records. There is horror expressed by the uninitiated when they learn of this *lapse* on the part of the archivist.

Unfortunately, Dr. Brooks confessedly concentrates on the National Archives and the Library of Congress without enough warning that although there is less in State archives and other smaller historical collections, a beginner will be happier at these lesser institutions because of the individual help that he can expect from the staff and because of the speed with which he gets his materials—whoever has waited at the New York Public Library or at the Library of Congress for a book he has ordered will understand what I mean. Besides, though there are finding aids for almost everything at the Library of Congress, they are difficult to use and the staff is usually too busy to help.

But why bring up for a beginner such sophisticated topics as Automation and Historical Research and Historical Analysis by Quantification?

Maryland Hall of Records

MORRIS L. RADOFF

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

Records Management, by William Benedon. (Englewood Cliffs, N.J.; Prentice-Hall, 1969. x, 272 p. \$19.95.)

For many years professional records managers have been waiting for one volume summarizing and expanding on all the elements of a records management program and written from an authoritative professional viewpoint. That book has now been written. William Benedon, Corporate Director of Records Management at Lockheed Aircraft Corp., is a professional records manager of experience and competence. Both are clearly demonstrated in this text on modern records management practices and concepts.

The chief theoretical contribution of Mr. Benedon is his recognition of the essential unity of the various elements that make up a total records management program. He discusses control of records creation via forms and reports management; records maintenance and use in terms of classification, arrangement, retrieval, and equipment; and the entire records disposition area through inventory, analysis and appraisal, scheduling, records storage, records protection, and historical records. Clearly he understands that a records management program is not only operating a warehouse for dead records or setting up a central file. It is these and much more. Any professional records manager will recognize that a program is incomplete without all these elements. Total paperwork management must involve all the program elements by recognizing that creation, maintenance and use, disposition, and protection are equal partners in efficient and economic management of the record and information flow within an organization.

Fully half of the text is on records retention, disposition and storage. In great detail, the author describes the process of structuring and maintaining records schedules, establishing and operating a records center and providing for a historical records program. This imbalance in the book reflects a corresponding imbalance in both the development of records management and its practice, and is grounded in both historical precedent and the real world. Records scheduling and storage was the first area to reach management attention, has usually been the first program element installed, and has had the greatest physical and financial impact.

Not all records managers would agree with Mr. Benedon in his details. For example, on page 40, there seem to be an excessive number of symbols presented for use on records retention schedules. Some programs would not use a symbol for "indefinite" since they might require that all records have a specific retention period. Similarly, the amount of information and number of forms used in the records inventory and analysis process may not be necessary in all programs. However, Benedon certainly presents all aspects of records scheduling, disposal, and storage, more so than in any other volume on records management. He does give the practical operating details and decisions that are usually glossed over or assumed. Additionally, he clearly writes from the knowledge of experience in actually doing the job, not just reporting on somebody else's efforts.

There are some anomalies. The title of Chapter 13 is "Filing Systems and Correspondence Control," but the chapter is only on file systems and filing equipment. There is no development of basic approaches to correspondence control or its techniques such as form letters, standard paragraphs, and guide letters. Nor is there any recognition of writing for understanding so that correspondence is meaningful. Also omitted are guidelines for information arrangement on internal letterheads or memorandum forms to make filing and information flow more efficient. But these are minor discrepancies when viewed against the total accomplishment.

No book on records management can be all things to all practitioners. Mr. Benedon's work achieves more than any other by covering the whole records management field and presenting it in an exceptionally readable and practical manner. It should be extremely helpful to the beginner because of its very practical approach, its point of view, and the detail of day-to-day methods. It should be equally valuable to the experienced records manager as a reference work. The author must be congratulated for doing what many only talked about and for reaching such a high standard of competence.

International Business Machines Corp.

WILLIAM L. ROFES

FINDING AIDS

Netherlands General State Archives. *Guide to the Sources in the Netherlands for the History of Latin America*, compiled by M. P. H. Roessingh. (The Hague, Government Publishing Office, 1968. 232 p.)

This guide describes the documentary sources of interest for the history of Latin America deposited in archival repositories throughout the Netherlands. Latin America, as defined here, covers the former Spanish colonial possessions in the New World, including South America, Central America and adjacent islands, the Spanish borderlands along the southern part of the United States, and the Philippine Islands. The chronological period generally extends from the early 1500's up to 1914, but there are notable exceptions. The Philippines and Puerto Rico are covered only up to 1898, the year they ceased to be a part of the Spanish Empire whereas some materials of the Ministry of Foreign Affairs, such as those of the Consulate of La Paz, Bolivia, are dated as late as 1951.

The *Guide* contains 5 chapters. Chapter 1 describes Latin American materials in 11 State and municipal repositories; Chapter 2 describes records of 8 nongovernmental institutions; Chapter 3 describes pertinent materials in 7 libraries, museums, and institutes in Amsterdam, The Hague, Leyden, and Rotterdam; Chapter 4 is devoted to describing relevant map collections; and Chapter 5 consists of a brief statement on family archives and privately owned collections.

Pertinent Latin American holdings described in the *Guide* are deposited in more than 25 different institutions throughout the Netherlands. Of these repositories, the most important is the General State Archives at The Hague, to which the *Guide* devotes pages 36-127 to describe its holdings. The length of the descriptions devoted to other repositories does not exceed five pages and frequently the average length is much less than that. The following information is generally given for each repository: name and address of the institution, telephone number, days of the week with hours it is open to the public, and occasionally a brief statement about photographic and other available facilities and information. File classification numbers are used to identify pertinent items.

The description of items is brief, indicating in the fewest words possible the subject matter, the inclusive dates, and often expressing the quantity of the materials in terms such as bundles or folders. The following descriptions, taken from pages 99, 115, 120, and 174 of the *Guide*, are illustrative: "Correspondence about the neutrality of the canal to be constructed through the isthmus of Panama, 1869. 1 bundle." (File 3507). "Papers relating to the appointment and dismissal of consular officials in Colombia, Ecuador, New Granada (Colombia), Venezuela and

the Dominican Republic, 1826-1857. 1 folder." (Files 406-410). "Papers pertaining to negotiations with Portugal about Brazil, 1648-1651. 1 folder." (File 1381e). "Volume bound in parchment containing on fol. 239-354: 'Viagem de Magalhaes.' Account in Portuguese of the first voyage around the world (1519-1522) written by one of those who took part." (Cod. Voss. Lat F 41).

The *Guide* has two indexes, one to archival institutions and collections and the other to personal and geographical names. Of special merit is a 17-page bibliographic section listing 106 relevant works in Dutch and Portuguese.

This guide constitutes another unit in the extensive series of guides projected by the International Council on Archives to describe materials relating to Latin America throughout the world. The compiler, M. P. H. Roessingh, is Archivist at the General State Archives, The Hague, and it is to him that students of Latin American history are indebted for this new research tool.

National Archives

GEORGE S. ULIBARRI

U.S. National Archives. *Preliminary Inventory* [No. 170] of *Records Relating to International Boundaries* (Record Group 76), compiled by Daniel T. Goggin. (Washington, 1968. viii, 98 p.)

Geared to the immediate needs of the National Archives staff, a preliminary inventory is perforce a meager production compared to a definitive inventory. Yet, despite the resulting limitations, this initial work is not only a useful tool for research, but, in many respects becomes a virtual multipurpose gazetteer. In part this is attributable to the introduction, which gives a brief but up-to-date history and the functions of the agency accumulating the records, and to the comments preceding particular subcategories. Also the statement for each entry contains many details such as dates, personnel, travel routes, etc., which frequently serve the nonspecialist even more than the researcher using the records.

The records listed in the inventory relate to the commissions dealing with international boundaries of the continental United States, not with those of our overseas possessions or such maritime delineations as coastal waters or time zones. They fill 337 cubic feet of space and are part of Record Group 76, Records of Boundary and Claims Commissions and Arbitrations, which consumes a total of 3,016 cubic feet. Officially the records listed are dated from 1794, the year of the negotiation of the Jay Treaty, and continue almost to the present.

The two boundaries involved are, naturally, the northern with Canada and the southern with Mexico. There are eight segments of records for the first of these, determined by the particular sections of the transcontinental line, by special commissions such as the International Waterways Commission, and there is one section of maps. The divisions for the southern boundary reflect changes in jurisdictions to lands to our south—Spanish, Texan and Mexican.

The nature of the records can better be determined by the wording of the entries rather than topical organization. There are official documents such as treaties, executive orders, deliberations, and official reports. More voluminous are correspondence and operational papers such as accounts and technical and scientific findings. Most conspicuous in this instance are the maps, which should prove rich pasturage for cartographers. As do most record groups, this includes an immense store of what may seem marginal or peripheral to the functions of the agency concerned. More significant to art than surveying are the 66 pictures by James W. Alden of the 1857-61 survey.

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This being professedly a preliminary work, suggestions as to the final inventory should not be amiss. Be generous with indexing and cross indexing. Note more prominently missing items or gaps, and enlist researchers in the hunt. Include in the introduction a statement about the nature of boundaries, and provide a short bibliography. Maintain the good standard set to date.

Washington State University

HERMAN J. DEUTSCH

DOCUMENTARY PUBLICATIONS

U.S. Department of the Navy. *Naval Documents of the American Revolution*, Vol. 3, 1775-1776, edited by William Bell Clark. (Washington, 1968. xxxii, 1,486 p., illus. \$9.75.)

Material for the multivolumed series of *Naval Documents of the American Revolution* has been gleaned from many repositories on both sides of the Atlantic. Under the direction of the Naval History Division, a very capable editorial staff has continued in Volume 3 to adhere to the high standards set in the first two volumes. The staff has suffered a severe loss in the death of Editor William Bell Clark, which occurred on November 1, 1968, but fortunately most of the work in assembling and editing material for the first 10 of the projected 15 volumes had been completed before his death.

This mammoth volume is divided into three sections, the first and third of which pertain to the American theatre of operations, December 8, 1775, to February 18, 1776; and the second to the European theatre, November 1, 1775, to January 31, 1776.

As the Colonies moved steadily toward open rebellion and a declaration of independence from the mother country, the tempo of naval operations increased. During the brief period encompassed by Volume 3 the Continental Congress laid the groundwork for the construction of 13 frigates and set about to find the crews to man them. The separate colonies outfitted ships of their own to harass the British, and in February 1776 the first American fleet, under command of Commodore Esek Hopkins, put to sea.

Growing sea power enabled the struggling colonies to break the British blockade to an extent that made it possible to sell raw materials abroad in exchange for supplies so urgently needed to wage war. Amphibious warfare achieved only limited success in the disastrous invasion of Canada but was more successful in the capture of Norfolk, which unfortunately was later destroyed by the British.

In the European theatre we find evidence of much acrimonious debate in the British Parliament over courses of action to be taken against the Americans. Finally, those in favor of taking repressive measures necessary to crush the revolt won, and large expenditures were authorized for the construction of ships and for crews to man them. But delays in construction and the worldwide deployment of the Navy prevented the assignment of a sufficient number of ships effectively to bottle up the American coast. There were serious difficulties and delays in assembling a fleet under command of Sir Peter Parker to convoy Lord Cornwallis's army for its invasion of the South. Advanced warning of the pending invasion gave the colonies more time to prepare for it and undoubtedly contributed largely to the final surrender of Cornwallis at Yorktown.

Much of the story of British-French relations during the period is also revealed. In official correspondence Louis XVI and his ministers pledged eternal friendship

to Britain, but on the other hand they encouraged clandestine aid to the American rebels, even though refusing them permission to trade openly in French ports.

Volume 3 includes a foreword by President Johnson. The book is well illustrated, and it contains a number of appendixes, 3 of which pertain to the outfitting of ships, 1 to Baltimore port entries, and 1 to the location of 140 ships of the British Navy in December 1775. There is a brief bibliography and an adequate index.

North Carolina Department of Archives and History

A. M. PATTERSON

North Carolina State Department of Archives and History. *The Colonial Records of North Carolina: North Carolina Higher-Court Records, 1670-1696*, edited by Mattie Erma Edwards Parker. (Raleigh, N.C., 1968. xci, 533 p., illus. \$11.)

This is a most welcome second volume in the new series of published North Carolina colonial records, following the appearance in 1963 of *North Carolina Charters and Constitutions, 1578-1698*. Too much credit cannot be given to the institutions and persons who have made its preparation and publication possible, including the State of North Carolina, private donors for the financial support they provided, and the editor for the outstanding job she has done.

Some of the records, or "archives," of the colonial courts of North Carolina had been published previously, but the present work undertook to publish all of the concerned period whose existence could be determined. Although most of the records here published are located in the Colonial Court Records, State Department of Archives and History, at Raleigh, a nationwide inventory was made of pertinent extant documents as a necessary preliminary to publishing the planned new series of North Carolina colonial records.

The thoroughness of the work performed in identifying and preparing documents for this volume is matched by the careful research that went into the writing of its 78-page introduction. It constitutes an excellent frame of reference for the published documents, including helpful information concerning such matters as the power struggles in Albemarle, the conflicting claims of the North Carolina proprietors and Virginia to Albemarle, the jurisdictions assigned to the courts and the jurisdictions actually exercised by them, and the editorial methods used in the volume.

Full credits are given, both in the introduction and the text for records republished from earlier publications, including William L. Saunders (ed.), *The Colonial Records of North Carolina*. No bibliography is included in the volume, but the list of sources cited in the introduction is extensive and has considerable value as a bibliography. A glossary of the legal terms of the times would have been a helpful addition, but the index partially meets this need by its listing of such terms.

The documents here published are arranged in three major groups: records of the courts held by the Governor and Council, those created by the County Court of Albemarle, and those whose court of origin could not be identified ("Miscellaneous Court Documents"). The courts held by the Governor and Council at one time or another bore no less than five different names, a matter that is discussed in the introduction. It is most difficult to make distinctions among these courts, and only to a minor extent has the editor used subheadings to identify any group of

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records as having been created by a particular one. References to all of them, however, appear in the index.

The index itself is excellent and most complete. Preceded by an introductory page, it covers cases, proper names, and a variety of subjects—e.g., the Albemarle area, apprentices, food and drink, and livestock marks. Among the many values of the index is its listing for each case of all the records thereof, in whatever term of a court actions concerning it took place. Its copious indexing of proper names adds to the volume's extensive value as a genealogical source.

Although there are gaps in these court records, we are indeed fortunate to have so many of them survive in view of the varied perils to which they have been subjected, including the necessity of the courts' meeting in private houses and ordinaries, the effects of revolts, destruction by fire, the ravages of time, and the outright loss of records. One of the many benefits that accrues from the publications of records, the assurance that they will be available in published form even if the documents themselves do not survive, is noted by the editor as having developed from earlier publication of some of the North Carolina court records.

The present work is an outstanding addition to the extensive publication of colonial court records effected in recent years, many of which are cited in Michael G. Kammen's article "Colonial Court Records and the Study of Early American History: A Bibliographical Review" that appeared in the April 1965 issue of the *American Historical Review* (Vol. 70). We look forward to the next volume of colonial records of North Carolina and anticipate that it will follow the high standards of the present volume.

Washington National Records Center

F. HARDEE ALLEN

Filing Forever

. . . There developed . . . the creation of a celestial bureaucracy to parallel . . . terrestrial bureaucracy So numerous were the departments of the celestial administration that a vast bureaucracy recruited from the souls of the departed was needed to keep the files.

—Raymond Dawson, in *The Legacy of China*, p. 367–368 (London, Oxford University Press, 1964). Quoted by permission of the Clarendon Press, Oxford.