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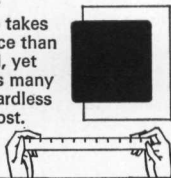


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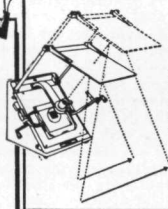
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# The 33d Annual Meeting of the Society of American Archivists

By HAROLD T. PINKETT

*National Archives*

THE 33d annual meeting of the Society of American Archivists was held on October 8–10, 1969, at the Park Motor Inn in Madison, Wis. Approximately 300 persons were registered at the meeting, which consisted of 17 “discussion” and “program” sessions and luncheon, banquet, and business sessions. Tours of the State Historical Society of Wisconsin, University of Wisconsin Archives, Wisconsin State Records Center, State Capitol Building, and Circus World Museum at Baraboo, Wis., were provided for visitors.

The opening sessions on Wednesday morning, October 8, dealt with college and university archives, paper preservation and research, State and local records, and terminology. Paul H. McCarthy, University Archivist and Curator of Manuscripts at the University of Alaska, was the moderator of the session on college and university archives. The challenge presented to university archivists in collecting and preserving documentary materials concerning the activities and interests of students was discussed in a paper by J. R. K. Kantor, Archivist at the University of California in Berkeley. A general description of the resources of the University of California Archives was also given. Ruth W. Helmuth, Archivist at Case Western University, spoke of procedures and significant characteristics of her archival reference service work at the university. J. Frank Cook of the University of Wisconsin presented a paper on “The Archivist as a Bridge Between the Scientist and the Historian” in which he pointed out a regrettable neglect of archival sources by scientists and suggested initiatives that archivists could take to help change the situation. Marcia Williams Bradley of Smith College spoke on the history of and the services provided by the Smith College Archives.

Clark W. Nelson, Archivist of the Mayo Clinic, chaired the session concerning “Paper Preservation and Research.” Determination of the pH of paper was explained by William K. Wilson, Chief of the Paper Evaluation Section, National Bureau of Standards. Various methods of determination were briefly outlined and evaluated. James L. Gear, Chief of the Document Reproduction and Preservation Branch, National Archives and Records Service, spoke on the subject “Deacidification and Lamination.” W. N. Davis, Chief of the California State Archives, described document restoration work in his agency.

At the session chaired by Edward Johnson of the Florida Board of Archives and History, Dennis R. Bodem, State Archivist of Michigan, spoke on the subject “Michigan State Archives: Local Records Collecting and Regional Depositories.” He traced the growing role of the Michigan

Historical Commission in the preservation of local records of historical value performed importantly through technical assistance in local records programs and establishment of regional depositories. Although the commission lacks legislative authority for conducting a local records management program, Mr. Bodem explained how it has become the *de facto* clearinghouse for such a program through its concern for preservation of local records of historical value. A stronger role in the preservation of local records by the State Historical Society of Wisconsin was described by F. Gerald Ham, State Archivist of Wisconsin and Secretary of the Society of American Archivists. This role was shown to include storage and servicing of records of all counties and many municipalities and school districts. Howard W. Croker, Records Analyst of the New York State Education Department, discussed "Municipal Records Centers." In explaining the development and operation of these centers in his State for the storage of inactive public records, he stressed the need for greater cooperation among local government custodians of records and more significant progress in creation of effective records disposition programs at local government levels. He mentioned circumstances that have tended to impede the centralization of local archives in Albany or in regional depositories.

William L. Rofes, Manager of Records Creation and Disposal, International Business Machines Corp., presided over a well-attended session on terminology. Problems of scope and definition in the compilation of a glossary of records terminology were treated in a paper by Harold T. Pinkett, Editor of the *American Archivist*. Robert Woadden, City Archivist of Toronto, Canada, called attention to cultural factors as influences on the standardization, use, and understanding of terms in records management and archival administration. He urged the Society of American Archivists to adopt "mandatory standards" for archival terms and for consistency in spelling, definition, and use. Several aspects of the problem of combining archival and records management terminology were pointed out and illustrated by Everett O. Alldredge, Assistant Archivist for Records Management, National Archives and Records Service. The problem was shown to be caused to a great extent by a dominant usage factor favorable to records management and a lack of firm concepts in this field as well as in archival management. During the discussion period several members of the Society commended the proposal of the Ad Hoc Committee on Terminology for compilation of a records glossary and expressed hope for early completion of such a project. The papers of this session are presented as articles in this issue.

At the luncheon on Wednesday afternoon welcoming remarks were made by Gov. Warren P. Knowles of Wisconsin. The principal speaker, Gov. Robert W. Scott of North Carolina, presented an address on the subject "Governor's Records: Public Records" in which he strongly maintained that the records of the office of a State Governor cannot logically be excluded from a statutory definition of public records. The

administrative and research values of these records, Governor Scott declared, dictate a Governor's obligation to see that they are preserved for public use. The text of his address appears as an article in this issue.

Wednesday afternoon sessions were devoted to discussions of business archives, church archives, scientific and technological records, and records management. The session on business archives chaired by Robert W. Lovett, Curator of Manuscripts and Archives at Harvard University's Graduate School of Business Administration, was attended by 40 persons. In opening remarks Mr. Lovett described some recent cooperative activities of business archivists and historians and recent studies of appraisal and use of business records. Mabel Tinkiss Good, Archivist of the Molson Breweries, Montreal, narrated her research activities for Merrill Denison's historical study of the Molson Breweries that led to her entering the archival field and stressed the importance of direct communication between archivists and historians to serve established and evolving research interests. Theodore F. Marburg, Professor of History at Marquette University, told of his experience in writing the history of brass firms in Connecticut and called attention to the growing interest of historians in quantitative data and oral history. The possible availability of business records for research in the custody of business firms, as well as libraries, was mentioned. Source materials for the study of business history preserved by the Wisconsin State Archives were described by Jack K. Jallings, Assistant State Archivist of Wisconsin. Suggesting that these materials may be similar to those preserved by other State archival agencies, Mr. Jallings revealed that they consist largely of varied census records; case files, reports, and other records of regulatory agencies; corporation income tax returns; and files of agencies concerned with labor. Data from some of these records and related manuscripts, it was reported, have been transferred to computer format in an Historical Data Archives to facilitate research. Robert W. Ozanne, Professor of Economics at the University of Wisconsin, spoke of the value of quantitative data as shown in his use of payrolls for information on a study of labor relations at the McCormick Co. Questions during a discussion period centered on practices in the preservation of payrolls, ledgers, and other specific business records, financing of the writing of business histories, and access to government records relating to business activity.

V. Nelle Bellamy, Archivist of the (Episcopal) Church Historical Society, was the moderator of the session concerned with practical methods of preparing catalogs and other finding aids for church archives. The first speaker at this session, Rev. John H. Ness, Jr. of the Commission on Archives and History, The United Methodist Church, discussed the application of archival principles and techniques in the preparation of finding aids for church archives. Rev. Vernon H. Nelson, Archivist of the Moravian Church, spoke of his work in preparing an inventory of the records of the First Moravian Church of Philadelphia. Decisions concerning techniques used in processing the papers of the late Hampton



Adams, eminent clergyman of the Christian Church, were the subject of a talk by Marvin D. Williams, Jr., Archivist of the Disciples of Christ Historical Society. Both Rev. Nelson and Mr. Williams distributed copies of finding aids produced in their description work.

The session on acquisition, processing, and use of scientific and technological records attended by 35 persons was chaired by Maynard J. Brichford, Archivist of the University of Illinois. Jesse E. Boell, Director of the University of Wisconsin Archives, presented a paper on "The Archivist and Academic Science," which set forth the responsibilities of university archivists for preservation of scientific documentation and drew upon the archival program at Wisconsin for examples of documentation, problems, and scholarly uses. He suggested that difficulties archivists may encounter in appraising and arranging scientific records owing to lack of scientific training can be lessened by their use of special consultants and scientific advisory committees. Ronald L. Heise of the Records Appraisal Division, National Archives, told of his experience in appraisal and disposition work involving records of the National Aeronautics and Space Administration. Much of this work was shown to include extensive interviews with NASA officials and examination of several types of research and development records. In a discussion period there was comment on the frequent difficulty of locating significant scientific records in universities. The fourth Wednesday afternoon session moderated by Robert F. Connor, Director of the Missouri Records Management and Archives Service, was concerned with current developments in records management. The subject "Records Inventorying and Scheduling" was discussed by Bonnie Svoboda of the Office of Secretary of State in Nebraska and Joseph F. Halpin, Administrator, New Mexico State Records Center and Archives. Robert M. Johnson of the Wisconsin State Records Center explained the use of a computer in a records center.

On Thursday morning, October 9, there were sessions dealing with the SPINDEX II experiment, computer-microfilm programs, and records appraisal. Chairman and principal speaker at the SPINDEX II session was Frank G. Burke, Director of the Educational Programs Staff, National Archives and Records Service, who traced the history of this computer project and described its current status. Highlights in the history of SPINDEX II, an automated system for dealing with problems of large numbers of finding aids, were shown to be difficulties encountered with varying finding aid formats and a resultant "imperative" for standardization of description techniques to facilitate wider computerization of finding aid data. Douglas Bakken, Associate Archivist of the Cornell University Collection of Regional History and University Archives, spoke of changes in archives administration practices that are being instituted at his repository preparatory to implementation of SPINDEX II. The burgeoning and broadening character of the Cornell holdings and limited staff increases were mentioned as reasons for the institution's

participation in the SPINDEX II project. John D. Knowlton of the Manuscript Division, Library of Congress, raised questions concerning the cost of computerization under SPINDEX II, the problem of program maintenance after developmental work, and the compatibility of SPINDEX II with the Library of Congress MARC II system. Dr. Burke replied that an independent analysis showed that the cost of SPINDEX II compares favorably with any similar system; program maintenance is now being studied; and compatibility with MARC II is not considered to be critical. There was discussion concerning the general applicability of SPINDEX II to archives or manuscripts described in traditional finding aids comparable to inventories of the National Archives and registers of the Manuscript Division, Library of Congress.

Joseph F. Halpin presided over the session relating to computer-microfilm programs and records management problems attended by 38 persons. Possible benefits of source data automation and criteria for determining its advantageous use were explained in a paper by Ivan D. Eyler of the National Archives and Records Service. Trends in computer output microfilming in Maryland State records management programs were described by Rex Beach of the Maryland Hall of Records Commission. He also gave a brief account of general advances in the technology of computer related microfilm programs. Robert Woadden presented information concerning a computer-microfilm program that has been established by the City of Toronto and expressed views concerning its probable implications for the management of current records and archives. In the discussion period Everett O. Alldredge commented on problems involved not only in the storage of ADP records but also in their disposition. Wayne Temple of the Illinois State Archives and Records Management Division mentioned methods used by archivists of the U.S.S.R. in handling machine readable records and Theodore Cassady, Illinois State Archivist, spoke briefly concerning problems and methods in dealing with these records in Illinois.

Robert H. Bahmer, former Archivist of the United States, was chairman of the session on "New Viewpoints on Permanent Values in Archival Materials." Meyer H. Fishbein, Director of the Records Appraisal Division, National Archives, reviewed changing concepts and standards in the appraisal of Federal records for research purposes and called attention to the importance of archivists' having cognizance of major shifts in primary source requirements for historiography and other research purposes. He devoted considerable attention to the growing interest of scholars in quantitative data that computers now make more useful for varied studies. Preservation of adequate records containing such data, he contended, must be a matter of increased concern to archivists. Thornton W. Mitchell, Assistant Records Administrator for State Records, North Carolina Department of Archives and History, discussed current principles and practices in records appraisal and gave his views on how values of records should be established. Urging that

appraisal of State and other records be stripped of "some of the aura with which it has been surrounded," he characterized appraisal as an "essentially pragmatic" function that can be properly performed through a number of practical actions and decisions. During a discussion period Wilfred I. Smith, Acting Dominion Archivist, Public Archives of Canada, expressed approval of the general philosophy and practice in the United States that gives archivists rather than administrators final authority in appraisal determinations. Jeffery Ede, newly appointed Keeper of the Public Records of England, commented on the similarity of problems of his agency with those of the U.S. National Archives in the appraisal and storage of scientific and technological records. Other remarks presented views against the traditional appraisal of records merely for "historical value" and called attention to requirements for legal, sociological, and other research purposes.

Thursday afternoon sessions dealt with oral history, church historical agencies, and manuscript repositories. Edward M. Coffman, professor of history at the University of Wisconsin, chaired the session on "Oral History Interviews as 'Manuscripts'—A New Problem in Archival Administration." Philip P. Mason, Director of the Labor History Archives at Wayne State University, traced the beginning and growth of oral history projects and pointed out the need for trained interviewers and adequate salaries to attract them. Procedures and results of oral history activities promoted by the John F. Kennedy Library, National Archives and Records Service, were described by John F. Stewart, Acting Director of the Library. In dealing with the problem of describing and servicing transcripts the Library has provided for arrangement of these materials in large subject categories such as agriculture, labor, civil rights and prepared indexed finding aids to the several categories. Both speakers mentioned the considerable costs of interviewing and the desirability of good preparatory work and stressed the need for accuracy in transcribing interviews.

Rev. August R. Suelflow, Director of the Concordia Historical Institute, presided over the session devoted to "Church Historical Agencies—Developing a Proper Balance Between Manuscripts-Archives Collections, Libraries, and Museums." Papers on this subject were presented by Rev. Edwin Schell of the Methodist Historical Society, Baltimore Annual Conference, and Rev. Robert C. Wiederaenders of the Wartburg Theological Seminary. Commentators for the session were Earl E. Olson of the Church of Jesus Christ of Latter-day Saints and Richard D. Leonard of Illinois Wesleyan University.

Howard L. Applegate of Syracuse University was chairman of the session on "Administration of a Manuscripts Division in a Research Library." M. Gary Bettis of the University of Washington presented a paper, prepared mainly by Richard C. Berner of the same institution, on the subject "Distribution of Nonmanuscript Materials Found in Manuscript Collections." Disposition practices of 53 institutions relating

to these materials (books, maps, photographs, etc.) as revealed by a questionnaire were explained by Mr. Bettis. A concept of the university research library as the library college—equal to other university colleges—was discussed by Herbert Finch, Curator and Archivist of the Olin Library at Cornell University. Under such an arrangement, Dr. Finch declared that manuscript curators and archivists could better control their professional destiny, have their rank and salary determined according to professional contributions, and be able to participate more equitably and effectively in the development of professional goals and priorities. Judith A. Schiff of Yale University in comment on the papers of this session stressed the importance of a research outlook in library administration and of close cooperation between librarians and archivists.

At 6:00 P.M. Thursday evening visitors at the meeting were guests at a reception given by the Wisconsin History Foundation and the State Historical Society of Wisconsin. This affair was followed by a banquet highlighted by presentation of Society awards and an address of the Society President. The Distinguished Service Award for outstanding achievement by an archival agency was given to the Colorado Division of State Archives and Public Records and was accepted by Dolores Renze, State Archivist and Director of the Division. The Gondos Memorial Award for the year's best essay on the history or administration of archives was presented to Henry Bartholomew Cox of the National Historical Publications Commission for his manuscript "A 19th-Century Archival Search: The History of the French Spoliation Claims Papers." Henry Putney Beers, now retired from the National Archives and Records Service, received the Waldo Gifford Leland Prize for an outstanding archival publication: *Guide to the Archives of the Government of the Confederate States of America* (Washington, 1968). For important contributions to the archival profession the accolade of Fellow was conferred upon six members of the Society: Arline Custer, Editor of the *National Union Catalog of Manuscript Collections* at the Library of Congress; Mary Jane M. Dowd, Associate Editor of the *American Archivist*, National Archives and Records Service; C. Herbert Finch, Curator and Archivist of the Olin Library at Cornell University; A. K. Johnson, Jr., Regional Director of the National Archives and Records Service at Atlanta, Ga.; Rear Adm. Alex McLeod Patterson, U.S.N. (Ret.), Archives and Records Administrator in the North Carolina Department of Archives and History; and Daniel J. Reed, Assistant Archivist for Presidential Libraries, National Archives and Records Service. After explaining why he was unable to prepare a formal presidential address, H. G. Jones presented remarks that he characterized as a "family conversation around the dinner table" for "soul-searching" purposes. The remarks conveyed his sense of disappointment at some reaction to his work leading to publication of his book *Records of a Nation* (New York, 1969), to his plea for support of a proposed Endowment Fund for

the Society, and to his general insistence of the right of "people of good will" to disagree on basic professional issues.

On Friday morning, October 10, there were sessions concerning income tax appraisals of manuscript donations and international archival affairs. The first of these attended by 100 persons was chaired by David R. Larson, Chief of the Archives and Manuscripts Division, Ohio Historical Society, who opened the session by commenting on the importance of tax appraisals for success in acquisitions field work. Robert F. Metzdorf, a literary properties appraiser of North Colebrook, Conn., outlined some of the considerations involved in establishing a financial value on manuscripts. He maintained that independent appraisers who are experts on the monetary and research value of primary source materials can provide the best service to donors of manuscripts. The job of the appraiser, Mr. Metzdorf felt, can be greatly expedited if collections are well arranged and have adequate finding aids. Karl Ruhe of the Internal Revenue Service reported that IRS is beginning to focus more attention on the income tax aspects of manuscripts donations, partly in response to the *Wall Street Journal* article (May 22, 1969, p. 17) on the papers of public officials. Definitions of IRS appraisal practices on the national basis, Ruhe stressed, are difficult to formulate, since the agency is decentralized with some 50 nearly autonomous offices across the country. As a rule, IRS will accept an evaluation presented by an appraiser with valid credentials in the field of donated materials. It was pointed out emphatically that under law IRS can only be concerned with what the manuscripts would bring in terms of dollars in the open marketplace. During a discussion period Mr. Ruhe stated that it is probably better for a recipient repository not to engage in the appraisal process, except possibly in handling small collections. An evaluation is not made by IRS before a tax deduction is taken. In response to an inquiry about phonograph records, Mr. Metzdorf asserted that all nonmanuscript material accessioned with correspondence and similar papers should be kept together until the appraisal has been completed. The average rate of compensation for appraisers was indicated to be from \$150 to \$250 per day at the recipient institution, plus transportation and living costs. It was generally agreed that this was one of the most interesting and profitable sessions of the meeting.

Wilfred I. Smith, chairman of the session on "International Archival Affairs," made opening remarks concerning the similarity of subjects scheduled for the session with those of the First International Round Table Conference on Archives held in Warsaw, Poland, in 1961. Robert Claus, Deputy Chief, Communications, Archives and Records Service of the United Nations, read a paper on "The Proposal for a United Nations Archival Agency" in which he described the development of archival and records offices of the U.N. and the substantial measure of cooperation among them. The text of his paper appears as an article in this issue of the *American Archivist*. Morris Rieger, Deputy Secretary General of the



International Council on Archives, gave a detailed statement concerning archival developments in West Africa based on a recent visit there under ICA auspices. Basic archival problems facing nations of this area were reported to be serious shortages of professionally trained personnel, depository space for archives, and various types of technical equipment required for the preservation and reproduction of archives. To cope with these and related problems ICA has developed and is seeking support for a comprehensive program of archival technical assistance for developing nations of tropical Africa. Jeffery Ede reported on the archival situation in East and Central Africa as observed during a recent visit for ICA to these areas. He pointed out the effect of independence movements and changes in political geography in tending to prevent continuity in recordkeeping practices developed during an earlier period of dependency. In some instances, he noted that with independence "the lights were extinguished archivally" and that the next few years would be critical. Loh Keng Aun, formerly of the Malaysian National Archives, now of the U.N. staff, declared that visits of foreign archivists to major archival repositories in North America and Europe are not adequate substitutes for basic archival training, which should precede such visits. The chief purpose of the visits should be to observe methods, equipment, organization, and buildings in order to select those features which are most suitable for specific requirements of a country. Approximately 30 persons attended this session.

*The availability of reproductions of the papers mentioned in the report is indicated below. The number of pages is shown for each paper available. Orders for copies, at 10c per page plus 6c postage for each five pages, should be sent to Editor, American Archivist, National Archives, Washington, D.C. 20408. All orders must be prepaid with checks made payable to Editor, American Archivist. Beach, 8 p.; Berner, 9 p.; Bodem, 8 p.; Boell, 10 p.; Cook, 9 p.; Crocker, 5 p.; Eyler, 11 p.; Finch, 7 p.; Fishbein, 13 p.; Good, 6 p.; Helmuth, 8 p.; Kantor, 11 p.; Mitchell, 18 p.; Williams, 14 p.*



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## President's Page

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IT SEEMS to me that the most useful function of the President's Page is to keep the members of our Society informed concerning noteworthy developments and significant actions taken by the Council and officers of the Society. It will be my purpose to try to use this page chiefly for that purpose.

There has been one important change this year from the accustomed schedule of society activities that should be explained. In the past it has been traditional for our Society to meet jointly with the Organization of American Historians at a luncheon conference held during its annual meeting in the spring. The next annual meeting of the Organization will be held in Los Angeles in April 1970, but after a careful analysis of the probable attendance at the luncheon, it was decided by the Council that we would, for this one year, not have the usual joint luncheon. This action was based on the strong likelihood that there would not be a sufficient number of persons attending the luncheon to make it worthwhile. It seemed unwise to plan a luncheon and arrange for a distinguished speaker to address what would in all probability be a small group. It also seemed likely that the Society would sustain a considerable financial loss from such a luncheon because of the hotel's requirement that a minimum number of persons be served. In view of these circumstances, the OAH was informed that this year we would not hold a joint luncheon session with it. Instead, in accordance with our belief in the desirability of developing good relationships with the library profession, inquiries have been made about the possibility of holding a joint luncheon session at the annual meeting of the American Library Association in 1970, which will this year be held in Detroit during the first week of July. As of this writing, a generally favorable reply to this proposal has been received from the executive secretary of the American Library Association, but definite plans have not yet been made.



As is the case with all professional organizations, the work of our Society is to a very large extent carried on through its committees. This fact makes it imperative that we constantly reexamine the structure of our committees in order to make certain that they reflect the needs and interests of our ever-growing and changing activities. The officers and Council of the Society have given this subject much thought, and at the December 1969 meeting, the Council will be asked to approve a somewhat revised committee structure. It will be recommended that instead of one Manuscript Committee, we should have three committees con-

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Communications to the Society President may be addressed to Mr. Herman Kahn, Associate Librarian for Manuscripts and Archives, Yale University Library, New Haven, Conn. 06520.

cerned with the various aspects of the work of administering manuscript collections. Other new committees that it is proposed to create are a committee to concern itself with the archival aspects of oral history collections, and a committee to concern itself with the relationships between librarians and archivists.



All archivists will be interested in the work of an ad hoc committee that has been established by the American Historical Association and the Organization of American Historians to investigate certain charges made by a faculty member at one of our large universities against the staff of the Franklin D. Roosevelt Library and the administration of the National Archives and Records Service. Archival institutions and libraries occasionally receive complaints of incompetence, indifference, laziness, or carelessness on the part of members of their staff. Sometimes these complaints are justified, and sometimes they are the result of misunderstandings. In any case, such charges should always be looked into and the shortcomings appropriately dealt with if they are shown to exist. What distinguishes the present complaint from the norm is that the person making the charges has alleged what amounts to unethical actions on the part of the Franklin D. Roosevelt Library staff. The ad hoc committee investigating these charges has been ordered to bring in a preliminary report by December 20, 1969, so that the report can be considered at the annual meeting of the American Historical Association in Washington, D.C., during the last week of December. The outcome of this matter is of the greatest importance to the maintenance of harmonious and cooperative relationships between scholars and the staffs of research institutions. Nothing could be more damaging to the progress of research in this country than the introduction of a feeling of mutual distrust and suspicion between the scholars who make use of collections in research institutions and the staffs who have the responsibility for the safekeeping and use of the collections. The preliminary report to be submitted in December will be awaited with deep interest by scholars as well as by the members of this Society.

HERMAN KAHN, *President*  
*Society of American Archivists*

## *Society of American Archivists*

### Dues and Subscription Schedule

*As approved by the Society membership at the annual business meeting of October 10, 1969, in Madison, Wis., the following schedule of membership dues and subscription rates is effective January 1, 1970:*

- **INDIVIDUAL MEMBERSHIP** \$15 annually.
- **CONTRIBUTING INDIVIDUAL MEMBERSHIP** \$25 annually.

This is a new dues category designed for those members who wish to provide a greater measure of support for Society activities than that provided by regular membership. Many members have indicated that they would be willing to support their professional organization in this way. Contributing individual members will receive copies of all Society publications. In the last few years the Society has published not only the *American Archivist* but a *Placement Newsletter* and directories of church, business, State and Provincial, and college and university archives. Other manuals, pamphlets, and directories are planned or in progress. In addition, the names of all contributing individual members will be listed annually in the *American Archivist*.

- **LIFE MEMBERSHIP** \$300.
- **INSTITUTIONAL MEMBERSHIP** \$25 annually.
- **SUSTAINING INSTITUTIONAL MEMBERSHIP** \$100 annually.

A growing number of sustaining institutional members have helped provide the financial backing necessary to support many Society services. Sustaining members are listed quarterly in the *American Archivist* and receive all Society publications.
- **SUBSCRIPTION TO THE AMERICAN ARCHIVIST** \$15 annually.

*Persons interested in joining the Society and members wishing to change their membership category are invited to write the Secretary of the Society of American Archivists, F. Gerald Ham, State Historical Society of Wisconsin, 816 State Street, Madison, Wis. 53706.*



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

**1970 Competition**

The author of the winning entry in 1970 will receive a Certificate of Award and a prize of two hundred dollars, donated by Victor, Dorothy, and Robert Gondos in memory of the late Dr. Victor Gondos, Sr.

*Contest Rules*

1. The contest is open to all archivists, all manuscript curators, and all graduate archival students in the United States and Canada except elected officers of the Society of American Archivists, the faculty of The American University, and members of the Award Committee. Retired or professionally inactive archivists and manuscript curators are also eligible to compete.

2. The Award Committee will consist of the Editorial Board of the Society of American Archivists and representatives of The American University. Miss Helen Chatfield is senior representative of the University. Entries for the 1970 Award should be addressed to the Editor, American Archivist, National Archives, Washington, D.C. 20408.

3. As the purpose of the contest is to encourage research and writing on some aspect of the history or administration of archives, the essay must be especially prepared for submission for the award. A contestant may submit several essays. A submission will not be accepted if (a) it has been published or issued in any form for general distribution or (b) it has been prepared primarily for other purposes, e.g., for a professional meeting.

4. Each submission must bear a title and must be double-spaced typewritten ribbon copy, on letter-size white bond paper. It must

consist of not less than 3,000 words and not more than 15,000.

5. To maintain the anonymity of contestants the author's name should not appear on any sheet of the essay. Within a sealed envelope stapled to the first page should be inserted a 3" × 5" card showing the following information about the author: name, essay title, address, organizational affiliation (if any), a statement of present or past professional activity, and signature. The author's return address should not appear on the outer envelope in which the submission is mailed; instead, the following return address should be used: American Archivist, National Archives, Washington, D.C. 20408.

6. To be considered for the current year's award an essay must be received by the Award Committee by July 31, 1970.

7. The Award Committee is exclusively responsible for the evaluation criteria and reserves the right to withhold the award if in its judgment no submission meets the criteria.

8. The winning essay will be selected in sufficient time to bestow the award at the annual meeting of the Society.

9. The winning essay will be published in the American Archivist. Other essays will be eligible for publication in the Society's journal, subject to the judgment of the editor.

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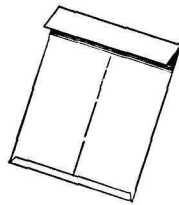
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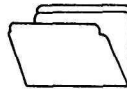
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# Technical Notes

CLARK W. NELSON, *Editor*

*Mayo Clinic/Foundation*

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## NEW PRODUCTS & DATA

### *Horton's Manual Revised*

The Library Technology Program of the American Library Association has published a second, revised edition of Carolyn Horton's *Cleaning and Preserving Bindings and Related Materials*. Preparation of the manual was assisted by a grant from the Council on Library Resources, Inc., Washington, D.C. Mrs. Horton is a hand bookbinder and an expert in the field of conservation of library collections. Her text, addressed to the inexperienced as well as the skilled conservator, describes methods of marking disintegrating books for attention, procedures for the attachment of loose materials, techniques for cleaning books and applying leather preservatives, and outlines in detail the means by which such people as book collectors and conservators may organize and carry out the renovation and repair of book collections, large or small. Various leather preservatives and other materials used in conservation are appraised. A glossary and a selected, annotated bibliography, together with lists of supplies and equipment and sources of supply, are included. The first edition of the manual was published in September 1967. It has proved to be one of the Library Technology Program's most popular publications. For this second edition, the author has made a number of changes in the text, expanded and updated the bibliography, and made changes in the list of supplies and equipment. Some of the illustrations, by the noted illustrator, Aldren A. Watson, have been slightly modified by the artist for the new edition, and an index has been added. A summary of the tests carried out on various commercially available book-cleaning and conditioning products for the Library Technology Program by an independent testing laboratory and a workflow diagram have also been added. This is the first pamphlet in a series on the conservation of library materials. A panel of distinguished librarians, bookbinders, and conservators serves as the advisory committee for the series. The 87-page paperback guide is available from the Library Technology Program, American Library Association, Chicago, Ill. It is listed as LTP Publication No. 16 and costs \$4.50.

### *Computer Microfilm Processor and Cartridge*

A fast, automatic, daylight-loading microfilm processor that is said to deliver top-quality images from the Kodak KOM-90 microfilm and other computer-output microfilmers has been placed on the market by Eastman Kodak Co., Business Systems Division, 343 State St., Rochester, N.Y. 14650. Loaded at normal room-light levels, the new Kodak Viscomat processor, model 36, can process 36 feet of 16mm. film a minute with a quality that is said to equal

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

conventional deep-tank or spray-type processing. The entire processing cycle takes 1 minute, dry-to-dry. Automatically controlled cycles are regulated to develop films to preselected densities, while limiting the optional variables to times and temperatures. Exposed films in Kodak or similar camera magazines can be attached to the new processor by means of an adapter supplied with the processor. Films wound on a plastic core may be loaded into a special lighttight magazine. A conveniently located panel of pushbuttons controls film advance, solution-metering pumps, and process selection. The new processor uses specially formulated, uniform concentrations of viscous chemicals, prepared in advance. According to Kodak, internal application of these chemicals eliminates nonuniform agitation patterns, improves the repeatability of results, and saves time and labor by eliminating laboratory control or replenishment requirements. Internal supply, processing, and drying compartments are separately sealed to provide dirt-free, dust-free environments that deliver cleaner, more uniform processing. Viscous chemical developers in the new processor contact film emulsions only long enough to process films to the density chosen in advance. Exposure latitude is controlled by varying development time from  $2\frac{1}{2}$  to  $6\frac{1}{2}$  seconds and is accomplished by moving a single roller up or down its calibrated track. Timing mechanisms automatically monitor the chemical supply. The processor automatically cleans itself by flushing for 20 seconds at the end of the working day. The new processor requires only 3 square feet of floor space. A companion Kodak Viscomat water temperature control unit is also available. A disposable cartridge, which does away with the blackout formerly required for loading computer-output microfilmers and which often removes any need for a darkroom, has also been introduced by Kodak. Eliminating the nuisance of transferring computer microfilm from taped metal cans to camera supply magazines within either a lighttight changing bag or a darkroom, the new Kodak Com-Pack cartridge provides room-light loading of 400-foot lengths of 16mm. Dacomatic A film. The new Com-Pack cartridge attaches directly to the camera section of a Kodak kom-90 microfilmer, or any other com equipped with a similar camera. The film leader is then threaded in the usual way, through the camera and onto a take-up magazine. Since take-up magazines also can be attached directly onto film processors, the new cartridges allow darkrooms to be completely eliminated in many microfilm installations. Each cartridge is packaged individually in a foil bag, folded over and taped, to provide moisture protection.

### *Series Holdings Cards*

H. M. Baker Associates, 528 Coleman Pl., Westfield, N.J. 07090, has introduced Series Holdings Cards that permit such people as librarians and archivists to record conveniently each item in a series of monthly publications. Printed on 100 percent rag-content,  $3'' \times 5''$  library card stock, one card provides a permanent type record for up to 10 years of a monthly publication. Space is included for each issue and volume number as well as changes of volume number at midyear. According to Baker Associates, the card is suitable for cataloging publications issued less frequently than monthly. When using the cards, one is instructed to prepare the main entry card, according to the institution's accepted procedure, giving title, publisher, place of publication, description, and history of the publication. At lower right-hand corner enter "for list of holdings see next card." On Series Holdings Card enter holdings by

volume and issue number, the blank spaces thus indicating issues not held. Continue onto a second card the record of holdings of the same publication. The Series Holdings Card may be filed in both the shelf and the general catalog. A package of 100 cards costs \$3.50. Prices for larger quantities are available on request.

### *Hypo Wash Indicator*

In the black-and-white photographic process, archival quality is dependent upon the amount of residual hypo present in freshly processed prints and negatives. To determine this, there are a number of methods available, some of which are more accurate than others. Recently, Richard Manufacturing Co., 5914 Noble Ave., Van Nuys, Calif. 91404, has introduced what appears to be a simple and yet accurate electronic unit for measuring residual hypo. The Richard Print Wash Indicator features an easy to read meter operated electronically by two standard "D" flashlight batteries. In use, the compact unit can be conveniently installed adjacent to the print or negative-washing area. First, a reading is made by turning the unit on and then placing its connecting stainless steel probe into the clean wash water before any hypo-contaminated prints or negatives are introduced. The reading thus obtained is used as a "norm" for later checking the water containing the washed prints and negatives. The meter works on the principle that the hypo chemicals are heavier than water and cause less resistance in it, thereby giving a higher meter reading. When the hypo chemicals are finally removed, the meter needle will return to the "norm" point originally obtained before any hypo-contaminated prints or negatives were placed in the wash. The indicator is available for \$24.95 less batteries.

### *Experimental Model Engineering Library*

A grant in the amount of \$150,000 has been made to the Massachusetts Institute of Technology toward 2-year support of an experimental model engineering library incorporating new technological developments. The library, which serves both faculty and students, was opened last October following physical remodeling at a cost of nearly \$2 million. The grant is from the Council on Library Resources, Inc., Washington, D.C., and is in addition to a \$975,000 grant from the Council to M.I.T. in June 1968 for continuation of a program of experiments and equipment development intended to provide bases for the design of future research library systems. The work is being carried out by M.I.T.'s Project INTREX (*information transfer experiments*) under the direction of Prof. Carl F. J. Overhage of the School of Engineering. The model library has been designed as a "transitional library," where new services and newly developed computer-age equipment are being utilized within a facility that also provides traditional library services. Among the activities being undertaken are: tests of point-of-use instructional materials, devices, and techniques that assist library patrons with their use of traditional library materials and enable them to gain familiarity with methods of access to the newer forms of text and graphic storage; methods for using digitally recorded bibliographic data bases located outside M.I.T.; measurements of user preferences for certain types of text reproduction; and visitor programs to enable others to see and evaluate the operation of the transitional library.

Among the features of the model library are the equipment and associated



software previously developed by Project INTREX, specifically the Text Access system and the Augmented Catalog. The Augmented Catalog is a computer-based, bibliographic mechanism that allows a researcher seated at a cathode ray tube console rapidly and interactively to search a remotely stored catalog in which each document is cataloged in much more than ordinary depth. The Text Access system can then be used to retrieve from a remotely stored microform file the content of those documents listed in the Augmented Catalog. The researcher has a choice of media in which he may receive the documents—as images on a cathode ray tube or as strips of microfilm. The microfilm can be viewed in a conventional microform reader or, alternatively, can be easily converted to enlarged paper copy by means of an office copying machine modified by the INTREX team. The Text Access and Augmented Catalog consoles are being operated in two types of locations—in the library for instructional and orientation purposes and near classrooms and laboratories of selected user groups. Among the techniques being considered for point-of-use instruction are programmed teaching machines, user-actuated films, television, filmstrips, and sound tapes. User acceptance or rejection of each of these will be evaluated to learn whether a broad preference is developed that could be accepted for most types of repetitive library self-instruction. The model engineering library also has space set aside for orientation of its users and for demonstrating and discussing the operation with interested groups who will be invited to observe the progress of the program. The model library will offer its users a large microfiche collection including acquisitions from NASA, the Defense Documentation Center, and the Federal Clearinghouse for Scientific and Technical Information. In addition, all M.I.T. engineering theses are being recorded on microfiche. Both single- and double-page reading machines will be available in areas with controlled lighting levels and reader tables designed for comfortable viewing and notetaking. Equipment for enlarging microfiche images onto paper will be provided at variable levels of subsidization in order to determine the degree of preference for one medium or the other.

#### *Four-Track Microfilm*

A new four-track roll microfilm system that packs up to 40,000 pages of information in a single film magazine has been introduced by Eastman Kodak Co., 343 State St., Rochester, N.Y. 14650. Each magazine of the high-density 35mm. microfilm can hold more than 10 times the total data that can be stored in the usual magazine of 16mm. microfilm. No larger than conventional 100-foot 35mm. reels, a single magazine of the new four-track 2½ mil film can accommodate the equivalent of four 100-foot rolls of 16mm. microfilm. More than 16 pages can be recorded on each running inch of four-track film. According to Kodak, dramatic savings are possible in the production of distribution copies for multiple user points or for publishing. A four-track master of 40,000 pages can be duplicated in less than 4 minutes. A single magazine of the four-track roll microfilm can replace more than 10 conventional 16mm. magazines at 1/20th of their material cost. The system can employ either positive or negative images on silver or diazo film.

#### *Xerox Reduction Duplicator*

After testing it in several market areas, Xerox Corp., Rochester, N.Y. 14603,

THE AMERICAN ARCHIVIST

has announced the Xerox 7000. The new copier-duplicator offers four reduction capabilities as well as same size copying. The unit features an oversize platen that will accommodate any original or group of originals up to 14"  $\times$  18". This allows two pages of a book to be copied together or a standard-size letter and its reply to be conveniently reproduced side by side on a single letter-size sheet. The four reduction ratios provided reproduce (1) 85 percent of original size (or legal-size letters reduced to letter size), (2) 77 percent of original size (or 11"  $\times$  15" to letter size), (3) 65 percent of original size (or 11"  $\times$  17" to letter size), and (4) 61.5 percent of original size (or 14"  $\times$  18" to letter size). The quality of the new Xerox 7000 is said to be comparable to the Xerox 3600 I. The copying of difficult light-blue lines is accomplished by pushing a special light image button on the machine. This produces a higher density copy. The unit features Xerox's new Alloy 6 drum, which has a discharge speed six times that of the 2400 copier. This means that it requires only 1/6 of the light intensity and exposure time. Another feature of the unit permits running the reverse or blank side of the completed copies back through the machine to produce copies on both sides of a single sheet. A number of auxiliary pieces are available for the Xerox 7000. These are designed to make it a versatile copy center. They include an automatic sorter, a slitter-perforator, a foot switch, and a variable-weight paper feed.

#### *Data-Center*

With the storage of computer printouts becoming increasingly important, Wilson Jones Co., 6150 Touhy Ave., Chicago, Ill., 60648, has marketed its Data-Center. This 13 compartment unit is 71" wide  $\times$  21 $\frac{3}{8}$ " deep  $\times$  60" high. It is said to hold the largest volume of printouts of any single unit of data processing equipment available. It will accommodate bound or unbound EDP reports. The unit is designed to save the cost of expensive stiff-cover binders usually required for conventional shelf systems. It substitutes instead inexpensive flexible-cover nylon post binders, 14 $\frac{7}{8}$ "  $\times$  11" or smaller. The printouts are suspended in these in the Data-Center or hung unbound in specially designed Data-Slings. The top three tiers of the storage compartments slide laterally. They have finger-contoured handles for moving their contents into position for identification and removal. No drawers pull out. According to Wilson Jones, the storage center will hold up to 100 binders or 50,000 "Tab" sheets in the 12 square feet of floorspace required.

#### *Deterioration and Preservation Conference*

On August 4-6 of last year the 34th Annual Conference of the Graduate Library School was held at the University of Chicago's Center for Continuing Education. The 3-day meeting focused on the technological problems facing modern-day preservationists. The contributors included not only librarians and curators but paper and photographic chemists, papermakers, printers, publishers, and binders. During the meeting, Edwin E. Williams, associate university librarian, Harvard University, indicated that the complex and costly problems facing the establishment of a national preservation collection have delayed its acceptance by professionals. The idea had been originally proposed in an Association of Research Libraries report. According to Williams, the purpose of such a preservation collection should be stressed as preservation for dissemination to future generations not as preservation for preservation's sake.

Bertie L. Browning, senior research associate at the Institute of Paper Chemistry, discussed the nature of paper and noted that preservationists want to know how long their paper will last. Dr. Browning said that accelerated heat aging was the test most frequently used to assess paper longevity. Using illustrations, he showed that despite papers having equal deterioration rates, those with lower initial strength (measured by folding endurance tests) will become useless more quickly than those with higher initial strength. Carl J. Wessel, senior vice president, John T. Thompson and Co., presented data on the environmental factors affecting permanence. He talked about humidity and temperature conditions in various American cities as well as their atmospheric contaminants. Mr. Wessel noted the effects of light in degrading stored materials and cited microbiological agents affecting them. He further stated that no criteria had been established for library air conditioning. Costs of various filtering systems were presented.

A paper prepared by George T. Eaton, Photographic Research Division, Research Laboratories, Eastman Kodak Co., was read. It pointed out the lack of experts in the field of photographic preservation. Three factors were cited as affecting photographic permanence: the permanence of the emulsion base (film, paper, or glass); processing control; and environmental storage conditions. The copying of faded prints was cited as probably the best method for their restoration.

Joseph Thomas, vice president for research, S. D. Warren Co., paid tribute to W. J. Barrow for his efforts in developing information and stimulating action on permanent papers. Mention was also made of Edwin Sutermeister of S. D. Warren Co. as one of the early figures in the development of acid-free papers. Sutermeister's early alkaline papers resulted from his efforts to find new uses for calcium carbonate, a papermaking byproduct. According to Thomas, the introduction of Aquapel sizing in 1950 made possible the economical production of alkaline printing papers. Dr. Thomas raised a question about using dry heat in accelerated aging and also questioned Barrow's criteria for fixing initial strength characteristics. Greer Allen, manager, Printing Department, the University of Chicago, discussed Dr. Thomas' paper. Mr. Allen's own knowledge of alkaline papers made him feel that the relationship between acidity and halftones was critical and that alkaline papers do not normally reproduce such halftones clearly. Other printing problems were noted, and Mr. Allen felt that handling instructions are needed for printers and binders of alkaline papers.

Leonard Shatzkin, vice president for manufacturing, research, and development, McGraw-Hill Book Co., reported that publishers are now aware that the longevity of many papers is not as great as it should be. The use of permanent/durable papers has been limited because of the other requirements of book papers, other factors besides acidity in paper degradation, the cost of neutral papers, and the disruption in the industry that would result from shifting to alkaline papers. Forrest F. Carhart, Jr., director of the Library Technology program, discussed Mr. Shatzkin's paper. He noted that a recent survey of the industry showed that there was available sufficient unused mill capacity that could be used for producing long-life papers. The survey also indicated that there was little if any cost difference in manufacturing such papers. Mr. Carhart expressed disappointment that Mr. Shatzkin did not stress the need for high initial strength in book papers. He further noted that LTP

(Library Technology Program) printability tests of eight different permanent/durable papers showed them to be very satisfactory. Mr. Carhart felt that the basic problem facing these papers was getting the printers to accept them. He felt that librarians must take the responsibility of telling printers and publishers of their needs.

Harold Tribolet, manager, Department of Extra Binding, R. R. Donnelley and Sons Co., presented a paper on binding practices related to preservation of books. He surveyed the history of bookbinding and noted that the book-binder should be consulted as well as the designer when preparing a new book. Kenneth Soderland, associate director for preparations, University of Chicago Library, discussed Mr. Tribolet's paper and indicated that there were three classes of bindings: the first and the finest was reserved for rare books; the second for intermediate works whose value required above average treatment; and the third an average binding for most of a collection. He felt that few libraries could effectively handle anything above the third or average class of binding. His remarks also included a concern for the permanency of binding materials.

Richard Daniel Smith, fellow, Graduate Library School, University of Chicago, presented some data on the new approaches to preservation. According to him, the components of a preservation program should include a buffered deacidification process, a paper strengthening treatment, and some effective way to store books in sealed envelopes. In his studies with nonaqueous treatments, Mr. Smith has developed the so-called Chicago Process, which utilizes magnesium methoxide as the deacidifier. This process appears to have advantages in the deacidification of books. Mr. Smith also noted that it seems possible to include a biostat to inhibit mold in the deacidifier. Further note was made of the possibility of using a resin strengthening process to treat brittle books. William K. Wilson, Chief, Paper Evaluation Section, U.S. National Bureau of Standards, discussed Mr. Smith's paper noting that there had been a great increase in preservation work in recent years. It was observed that Mr. Smith's work had been done on one book, and that additional work was needed on many volumes containing different kinds of paper, inks, illustrations, and so forth. Mr. Wilson hoped for additional funds to test the process further. In this way, the effects of different solvents, treatment time, and unit costs could be analyzed. He felt that many of the problems would relate to the solvent employed and not the deacidifier.

James Henderson, chief of the Research Libraries, and Robert G. Krupp, chief, Science and Technology Division of the Research Libraries, New York Public Library, in their paper focused on the librarian as a conservator. They noted the lack of trained personnel to implement preservation programs. Paul Banks, conservator, Newberry Library, felt that book conservation must include book preservation and restoration. Verner W. Clapp, consultant, Council on Library Resources, Inc., closed the conference. He noted the need for preservation specifications and standards and hoped the LTP series on preservation of library materials would fulfill that need. The papers of the conference appear in the *Library Quarterly* (January 1970).

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# News Notes

HELEN T. FINNERAN, *Editor*

*National Archives*

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## SOCIETY OF AMERICAN ARCHIVISTS

### *1969-70 Officers*

In accordance with the constitution of the Society, HERMAN KAHN, 1968-69 vice president, succeeds to the 1969-70 presidency. On October 10, 1969, at the annual business meeting of the Society, the other officers for 1969-70 were elected as follows: PHILIP P. MASON, vice president; F. GERALD HAM (reelected) secretary; A. K. JOHNSON, JR. (reelected) treasurer. Elected to the Council for the 4-year term 1969-73 were ELIZABETH E. HAMER and C. HERBERT FINCH. Continuing Council Members, with the years of expiration of their terms, are VICTOR GONDOS, JR. (1970), JOSEPH F. HALPIN (1970), ROBERT M. WARNER (1971), DORMAN WINFREY (1971), FRANK B. EVANS (1972), and WILFRED I. SMITH (1972).

### *SAA Symposia*

Since last reported five more Society symposia have been held. ¶ On May 23, 1969, the Sixth Annual Archives Symposium (Seattle, Wash.) was held, the other sponsoring organizations being Seattle University and National Archives and Records Service Region 10. Among the speakers were Daniel J. Reed, Assistant Archivist for Presidential Libraries, NARS, and G. Q. Flynn, Seattle University [a revised version of his speech begins on p. 41 of this issue.—Ed.]. ¶ A symposium on "Historic Interest in Archives," focusing on the regional archives concept, was held on October 23, 1969, at the U.S. Mission to the United Nations, New York City. The conference was addressed by James B. Rhoads, Archivist of the United States ("Historians and Archivists, Partners in Scholarship"), Richard B. Morris, James Heslin, Louis Starr, and Robert Claus of the United Nations. Joining SAA in sponsoring the symposium were National Archives and Records Service Region 2 and Columbia University. ¶ On October 25, 1969, Meyer Fishbein, Director of the Records Appraisal Division, National Archives, was the principal speaker at the "Archives and Research" symposium held at the University of Illinois, Champaign. ¶ The Oklahoma Department of Libraries in cooperation with NARS and SAA sponsored a symposium on October 27, 1969, at the Will Rogers Auditorium in Oklahoma City. Herbert Angel, Deputy Archivist of the United States, was one of the speakers. ¶ A symposium, "Opportunities for Regional Research," was held at the U.S. Air Force Academy, Colorado Springs, on November 15, 1969, sponsored jointly by National Archives and Records Service Region 8, the Advisory Committee for Archival Affairs of Region 8, the State Historical Society of Colorado, the Air Force Academy, and the Society. Dr. Rhoads spoke on "Promoting Research in the Regions of the General Services Administration." Other speakers included Bert M. Fireman, Arizona State

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News for the next issue should be sent to Miss Helen T. Finneran,  
Social and Economic Records Division, National Archives, Washington, D.C. 20408.



University; Eckard Toy, University of Wyoming; Enid T. Thompson, State Historical Society of Colorado; and Robert Svenningsen of the Region 8 Archives Branch.

### *Deaths of Members*

LESTER K. BORN, Head of the European Exchange Section of the Library of Congress, Abstracts Department Editor of the *American Archivist* since the resumption of abstracting foreign periodicals in 1960, and one of the first group of Fellows of the Society chosen in 1958; on October 7, 1969, in Washington, D.C. An obituary appears on p. 79 of this issue.

CHRISTOPHER CRITTENDEN, Director of the North Carolina State Department of Archives and History and a founding member of the Society of American Archivists; on October 13, 1969, in Raleigh, N.C. An obituary appears on p. 80 of this issue.

THOMAS T. McAVOY, C.S.C., Archivist, professor of history, University of Notre Dame, and a founding member of the Society of American Archivists; on July 5, 1969, in South Bend, Ind. An obituary will appear in a subsequent issue.

### *Minutes of the Council*

*Madison, Wisconsin, October 7, 1969*

The meeting was called to order by President H. G. Jones at 7:36 p.m. in his suite 624 at the Park Motor Inn. Present: Herman Kahn, vice president; F. Gerald Ham, secretary; A. K. Johnson, Jr., treasurer; Harold T. Pinkett, editor; and Council Members Maynard J. Brichford, Agnes Conrad, Frank B. Evans, Victor Gondos, Jr., Joseph F. Halpin, Wilfred I. Smith, Robert M. Warner, and Dorman H. Winfrey.

The minutes of the Council meeting of April 17, 1969, were approved as circulated and corrected.

President Jones reported on the status of the Society-sponsored proposal submitted this year to the Council on Library Resources, Inc. The proposal requests \$48,500 to underwrite a study and report on the education and training of archivists, records managers, and manuscript curators in the United States and Canada. Based on an October 3, 1969, meeting with the staff of the Council on Library Resources, Inc., Mr. Jones reported that CLR considers the present proposal "overpriced." The Council on Library Resources, Inc., however, indicated willingness to provide facilitative support for a private study of archival education by granting a fellowship to a qualified scholar endorsed by the Society of American Archivists. Mr. Jones recommended that Mr. Warner give consideration to applying for such a fellowship. Following discussion, a motion by Mr. Evans, seconded by Mr. Brichford, was approved instructing the president to withdraw the grant application for further study and for possible resubmission.

President Jones also reported on the status of H.R. 8839, "A bill to establish a National Commission on Library and Information Science, and for other purposes." Acting on a suggestion of the Archivist of the United States that the bill be amended to include archives, the Council, by mail ballot, endorsed this proposed amendment following the April Council meeting. President Jones reported that the bill, without the proposed amendment, was now on the floor of the House.

President Jones next introduced a communication he had received from

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Albert H. Leisinger, Jr., Special Assistant to the Archivist of the United States, concerning H.R. 12637, "A bill to amend the Library Services and Construction Act as amended to include State archives." The purpose of the bill is to provide money to those States that "have submitted and had approved by the Commission State plans for establishing and improving State archival programs." In his letter, Mr. Leisinger reported that the bill, introduced by Rep. William D. Hathaway of Maine, was now in the hands of a Select Subcommittee on Education and Labor, chaired by Rep. John Brademas of Indiana, where it probably will remain unless there is strong public support to move it out. Both Mr. Leisinger and Council Member Winfrey, who recently prepared a position paper on the bill, reported that in view of the Nixon administration's retrenchment in Federal spending, the bill will probably not get to the floor of the House this year. However, Mr. Leisinger believed "sufficient agitation and support would make action during the next Congress possible." It was moved, seconded, and approved that the secretary write to Congressmen Hathaway and Brademas expressing the Society's wholehearted support and very great interest in the passage of the bill. The secretary will also contact State Archivists suggesting that they may want to write in support of the legislation.

Vice President Kahn reported on the meeting of SAA officers at Salt Lake City, August 5-8, 1969. This meeting was devoted to a review of current programs and priorities and to program planning for the coming year. The officers reviewed the present operation and structure of the committee system and concluded that some committees should be consolidated or eliminated; that fewer special area committees should be organized and more committees concerned with common problems of archives-manuscripts methodology and administration should be set up; and that the Society through its committees must give greater emphasis to the needs of those archivists who administer nongovernmental archives and private papers. The officers also discussed the feasibility of establishing closer ties with the library profession; agreed to explore the possibility of holding a joint luncheon meeting with the Association of College and Research Libraries' Rare Books Section at the annual American Library Association meeting; and agreed that the SAA should give more attention to those manuscripts operations administered by research libraries and staffed by librarians.

Mr. Kahn also reported on his meeting with the Ad Hoc Committee on Manuscripts of the ACRL's Rare Books Section. This committee's major concerns are the preparation of a handbook on the care and administration of manuscripts, photoduplication policies, the training of manuscripts curators, and the need for standards of practice and a code of ethics. Discussion of the Society's cooperation with the Ad Hoc Committee on Manuscripts was postponed until the next meeting of the Council.

The secretary reported briefly on membership development. During the year the names of 354 new members and subscribers were added to the rolls; however, 231 names were deleted, resulting in a net gain of 123 and a total of 2,250 members and subscribers as of October 1, 1969. Mr. Ham also summarized the work of the Secretary's Office during 1968-69 in contacting new members.

The secretary reported that the Society had designed an exhibit for the World Conference on Records. The exhibit, which illustrated the activities

and programs of the Society primarily through a display of Society publications and brochures, is part of a continuing program to interpret the work of the SAA more effectively to a broader audience of those interested in the administration and use of records. In the opinion of the officers the exhibit as an interpretive device was highly successful and should be used at future conferences of record custodians and users.

The secretary informed the Council that the Society is experiencing difficulty in securing annual meeting accommodations for the first week of October in the larger and more popular convention cities. He recommended that the Council select the annual meeting site at least 3 years in advance and suggested that the 1972 meeting site be selected at this meeting and the 1973 site be chosen at the December Council meeting. With Council agreement, the secretary reviewed the invitations the Society had received for the 1972 meeting. Following this review, a motion by Mr. Evans seconded by Mr. Warner was approved, accepting the invitation of the City of New Orleans. Mr. Evans, at the request of the Archivist of Missouri and Rev. August Suelflow, reported that the City of St. Louis would like to be proposed as the meeting site for the 1973 annual meeting. Mr. Evans was informed that the secretary's office must receive an invitation proposal before the Council can consider the meeting site.

In his report to the Council, the treasurer noted that the financial condition of the Society is most encouraging. Receipts this year are ahead of the previous year and should reach the budgeted figure of \$35,400, while expenditures, though on a par with last year, will not reach the budgeted figure of \$39,135, primarily due to unexpended moneys allocated to the secretary's office and for Society publications.

Mr. Johnson also called attention to the status of the Society's special funds. He noted that the Asia Foundation Fund, which provides a subsidy for SAA membership as well as travel grants for Asian archivists attending archival institutes in the United States, has not been used this year. The secretary agreed that his office, in cooperation with the International Relations Committee, would seek more effective ways to stimulate use of this fund during the coming year.

Mr. Johnson also requested clarification on the use of the interest from the Leland Fund. The Council agreed that, in accord with the stipulations governing the use of this fund, the annual interest for any year in which the Waldo Gifford Leland Award is given must go to the award winner.

In discussing the Life Membership Fund, Mr. Johnson asked whether a transfer of funds to the General Fund should not be made upon the death of a life member, just as a deposit is made to the Life Membership Fund from the General Fund when a person becomes a life member. Mr. Johnson also suggested that the Council give consideration to placing a limit on the number of honorary memberships in view of the proposed increase in the life membership fee to \$300. Following discussion it was moved by Mr. Gondos and seconded by Mr. Halpin that upon the death of a life member, the sum reserved in the Life Membership Fund for his account be withdrawn and deposited in the General Fund. The motion was approved. The secretary was instructed to forward to the treasurer a current list of all life membership accounts.

Mr. Gondos reported briefly on the progress towards publication of his

Archives and Record Center Buildings Reader. This compiled work is being supported by a grant of \$1,000 from the Council on Library Resources, Inc., and by a \$600 allocation from the Society of American Archivists. Mr. Gondos stated that he had received an estimate of \$1,600 for printing the volume by offset and he noted that letterpress publication, which he preferred, would be considerably more expensive and would require an additional appropriation from the Society. The Council agreed that the Finance Committee should determine the method of printing as well as the publication price. Mr. Evans suggested that Mr. Gondos prepare an index to the publication, but the Council was of the opinion that the added utility of an index for an edited publication of this nature was not justified in view of the additional cost.

Mr. Johnson and the secretary reported briefly on the fundraising activities of the Ad Hoc Committee on Paper Research to underwrite a Society-sponsored project on the permanence of archival paper and related material. During the first year of the project, the committee, in addition to the contribution of the National Bureau of Standards, received a total of \$61,000 from the National Archives and Records Service, other Federal agencies, Eastman Kodak Co., the Society of American Archivists, the American Association for State and Local History, and the Association of Research Libraries. In addition, the Society received a grant of \$2,500 from the American Council of Learned Societies to defray committee expenses for the first year of the project.

President Jones in his comments on the proposed Endowment Fund noted that a recent communication from the Director of the American Association for State and Local History to Philip P. Mason had raised certain questions about the tax-exempt status of the fund. Mr. Jones reported that this matter had been checked out thoroughly with the Internal Revenue Service by Everett O. Alldredge of the National Archives and Records Service. In the opinion of IRS, the Endowment Fund will enjoy a tax-exempt status provided its earnings are devoted to furthering the educational goals of the Society.

In his report, the editor informed the Council that the text of the revised edition of the SAA Biographical Directory had been sent to the printer in mid-September and should be published before the end of the current year. Though progress continues on the compilation of the Index to volumes 21-30 of the *American Archivist*, Mr. Pinkett stated that he believed a realistic publication date would be mid-1970.

The editor also discussed his recent report on the status of the *American Archivist*, compiled from critiques provided by the members of the Editorial Board. The Council had requested the preparation of this report at its April meeting. Summarizing Board members' comments, Mr. Pinkett noted that there is a need for higher quality manuscripts than those usually obtained from annual meeting sessions; a need for a larger number of qualified book reviewers; an expansion of the news notes coverage, particularly in the area of State archival agencies; more systematic and comprehensive reporting of the annual meeting; and a need for more articles dealing with the relationship between archives and records management.

Mr. Evans reported that the personnel questionnaire he and Mr. Warner developed has been completed. In view of impending modification in the Society's committee structure, however, Mr. Evans preferred to defer mailing the questionnaire to the membership until the modification can be reflected in

the questionnaire. Mr. Evans agreed to report again on the questionnaire at the December meeting of the Council.

The Council took up the recommendations concerning the election of honorary members to the Society of the Committee on Professional Standards. After thoroughly considering the committee's recommendation, the Council voted against the election of any honorary members this year.

Mr. Johnson raised the question of the price of the recently issued *Preliminary Guide to Church Records Repositories* (1969) compiled by August R. Suelflow. The Council agreed that the price of the publication should be set at \$2 a copy.

Acting on the suggestion of Mr. Evans, the Council instructed the secretary, on behalf of the Society, to send a message of congratulations to the members of the Royal Commission on Historical Manuscripts on the 100th anniversary of the commission's founding.

President Jones appointed Agnes Conrad as chairman of the Resolutions Committee and requested her to draw up the resolutions to be presented at the annual business meeting of the Society, October 10, 1969.

Mr. Pinkett presented his recommendations for Editorial Board membership. He recommended that Ernst Posner be reappointed for a 4-year term and that William T. Alderson be appointed to fill the unexpired term (1 year) of Julian P. Boyd, who has resigned from the board. Both appointments were unanimously approved.

The meeting was adjourned at 10:40 p.m.

F. GERALD HAM, *Secretary*

### *Annual Business Meeting*

*Madison, Wisconsin, October 10, 1969*

The annual business meeting of the Society was called to order at 1:20 p.m. by President H. G. Jones. All officers and members of the Council were in attendance except Dorman H. Winfrey. In addition, approximately 230 individual and institutional members were present.

It was voted to dispense with the reading of the minutes of the 1968 annual business meeting and to accept them as published in the *American Archivist*.

The secretary, as directed by the constitution, presented his annual report to the membership. This report will be printed separately in the January 1970 issue of the *American Archivist* [see below—Ed.].

The annual report of the treasurer was presented and placed on file with the secretary subject to the report of the Auditing Committee. [Printed below—Ed.] Sen. Robert Williams, Director of the Florida Division of Archives and History and Chairman of the Auditing Committee, made the following report:

The Auditing Committee has had the treasurer's accounts of the Society of American Archivists for the year ended December 31, 1968, audited by John F. McMullan, certified public accountant of Atlanta, Georgia. Mr. McMullan has submitted his report and stated that in his opinion the accounts of the Society are in good order.

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

The motion to accept both reports and order them filed with the secretary was approved.

There being no old business, the president proceeded to the first item of new

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business, an amendment to section six of the constitution approved by the Council, April 17, 1969, relating to the dues and subscription schedule. The amendment reads: "The schedule of membership dues shall be determined by the Council and submitted for approval by a majority vote of the members at the next annual business meeting of the Society." The motion to adopt the proposed amendment was approved.

The president next introduced for adoption a proposed amendment to section 16 of the constitution to permit the Society to establish a permanent endowment fund. The revision, adopted by the Council on April 17, 1969, reads:

The Council shall be responsible for investment of funds and care of other assets of the Society. *There shall be an Endowment Fund, the principal and earnings of which shall remain unexpended until together they total \$75,000, and thereafter only the earnings may be expended.* Fiscal control of the funds and assets shall be maintained by such records and accounting system as may be prescribed by the Council. An annual audit of the financial affairs shall be made and a report of the audit published. [Amended section in italics.]

Following a motion to approve the proposed revision, Everett O. Alldredge moved to amend the section further by adding the words "to further the educational aims of the Society" to the sentence governing the use of the proposed endowment fund. Mr. Alldredge's amendment was approved, whereupon the amended version of the proposed constitutional amendment was adopted.

The president introduced the report of the Finance Committee on the proposed increase in the dues schedule, previously adopted by the Council, for approval of the membership. A motion to approve the report was seconded and approved. The new dues schedule, effective January 1, 1970, is as follows:

Individual memberships	\$ 15
Contributing memberships	25
Institutional memberships	25
Subscriptions	15
Life memberships	300
Sustaining Institutional memberships	100

To advance the adoption of the constitutional amendment to establish an endowment fund, Sen. Robert Williams moved that the Finance Committee be directed to make a contribution of \$15,000 from the Society's General Fund to the Endowment Fund sometime between January 1, 1970, and January 10, 1970. The motion was seconded. Mr. Alldredge moved to amend the motion by adding the words, "provided that after an examination of the proposal by the Finance Committee and the Council, no major drawbacks to the Society's operations are found." On request from the chair, the parliamentarian, Jean Stephenson, gave an opinion that Mr. Alldredge's amendment would permit the Council to contribute a smaller sum if, in the Council's opinion, the contribution of \$15,000 would constitute a drawback to Society operations. After further discussion on the status of the General Fund, the amendment to the motion was carried. The motion, as amended, was then approved.

President Jones announced that he was turning over to the treasurer checks totaling \$7,300 and cash in the amount of \$1.75 to be credited to the Endowment Fund. These represented gifts from several Society members.

The report of the Resolutions Committee was given by the chairman, Agnes Conrad, as follows:

WHEREAS, the hospitable State of Wisconsin provided the Society of American Archivists

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with an Indian Summer *par excellence* for the 33d annual meeting held in Madison, Wis., October 7-11, 1969, and

WHEREAS, the success of the Society's annual meeting is due to the untiring efforts of the officers and committees who have given of their time during the past year, be it

*Resolved*, That the Society through its secretary formally extends its appreciation for their efforts to:

1. All members of the Local Arrangements Committee under the direction of Richard A. Erney, chairman, and F. Gerald Ham, vice chairman, together with the staff of the State Historical Society of Wisconsin; the members of the Program Committee under the able chairmanship of Herman Kahn; and all panelists and participants in the informative sessions held at this meeting.

2. The Honorable Warren P. Knowles, Governor of Wisconsin, and the Honorable Robert W. Scott, Governor of North Carolina, who have taken time from their official duties to recognize the importance of archivists in government and to participate in this meeting.

3. The Catering Manager and staff of the Park Motor Inn for their efficient and effective service in making facilities readily available.

4. The Minnesota Mining and Manufacturing Co. for again being host at the coffee breaks.

5. The Wisconsin History Foundation and the State Historical Society of Wisconsin for the reception preceding the annual banquet.

6. The staffs of the State Records Center, the University Archives, and again the State Historical Society for providing the tours of their facilities.

WHEREAS, the effectiveness of the Society depends on the effort and thought put forth throughout the year by the officers and Council members, be it

*Resolved*, That the Society members express their appreciation and thanks to them for their unselfish and untiring service during the past year.

WHEREAS, the Society of American Archivists has sustained losses during the past year by the known deaths of the following members: Mary T. Quinn, Rev. Thomas T. McAvoy, Theodore C. Blegen, and Lester K. Born, be it

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

Miss Conrad's motion to approve the Resolutions Committee report was seconded and accepted.

In other items of new business, C. Herbert Finch moved that the Council inquire immediately into the effect of the proposed tax reform legislation on the donation of private manuscript collections to tax-exempt institutions and present the Society's concern over the impact of this legislation on our activity to the appropriate congressional committee. The motion was seconded and approved.

The following resolution was introduced by Mr. Alldredge: "*Resolved*, That the incoming president of the Society consider the establishment of a committee of two Fellows for an annual solicitation of the membership on behalf of the Endowment Fund." The resolution was seconded and carried.

The Nomination Committee chairman, V. Nelle Bellamy (Maynard J. Brichford and Agnes C. Conrad, members) presented the committee's report.

Herman Kahn, Yale University, becomes President automatically.

The Nomination Committee in compliance with the bylaws makes the following nominations to be voted upon at the annual meeting at Madison, Wis., in October, 1969:

For *Vice President*, PHILIP P. MASON, Wayne State University.

For *Secretary*, F. GERALD HAM, State Historical Society of Wisconsin.

For *Treasurer*, A. K. JOHNSON, JR., National Archives and Records Service, Atlanta, Ga.

For the *Council* to serve until 1973:

ELIZABETH E. HAMER, Library of Congress.

C. HERBERT FINCH, Cornell University.

It was moved and seconded that the report be accepted. The motion was approved unanimously.

With the election of new officers, Mr. Jones turned over the gavel to the incoming president, Herman Kahn. Mr. Kahn announced that the Society



would hold a joint luncheon meeting with the American Historical Association on December 30, 1969. The speaker will be the Honorable Quincy Mumford, Librarian of Congress, who will speak on the relationships between librarians and archivists. Mr. Kahn also announced that the Society will hold its 1970 annual meeting at the Shoreham Hotel, Washington, D.C., September 30 through October 2, and that the 1971 meeting will be in San Francisco at the Sheraton Palace, October 13 through 16.

There being no further business, the meeting adjourned at 2:20 p.m.

F. GERALD HAM, *Secretary*

### *Report of the Secretary, 1968-69*

In this annual report on the state of the Society, your secretary could carefully select evidence to show that the Society is getting better as it is getting bigger. He could point to a substantial increase in membership or cite the accomplishments of a few committees to imply the work of the majority. I do not believe that this would be a particularly helpful or a particularly honest way to report. Let us instead focus on the true strengths and weaknesses of our programs.

### COMMITTEE ACTIVITY

The Society, lacking a full-time administrative staff, has traditionally relied on its committees to carry out many of its most important programs. These committees work under a considerable handicap. They have insufficient funds to underwrite their programs, and they must conduct most of their activities by correspondence rather than by periodic meetings. Even so, several committees were busy this year originating, developing, or completing worthwhile projects. These activities will be detailed in a report to appear in the January issue of the *American Archivist*. [See below p. 127.—Ed.] Yet the record of many important committees has been disappointing: their programs have consisted of little more than organizing a session at the annual meeting or submitting news notes to the *American Archivist*. Lacking is any attempt to define major problems or, once defined, to confront these problems imaginatively. Lacking, too, have been chairmen with the time and initiative to direct committee work. One chairman, in his recent annual report, candidly admitted, "That more was not accomplished is the direct result of [my] failure . . . to activate the committee"; another reported, my "participation . . . has left much to be desired." Several chairmen have filed no report at all: this inaction and lack of effective leadership has left many of our younger members disillusioned; too many of them view committee appointment as a meaningless gesture. "I cannot help feeling slightly bitter at receiving your communication on committee assignment," a young lady recently wrote to me. After accepting membership on one of the larger special area committees, she heard nothing further from the chairman. "Having been appointed," she wrote, "it seems to me, I should have been asked to take part in its activities or, at least, to have been informed of them."

The Council has given attention to the operation of the committee system. At last December's meeting the practice was inaugurated of inviting the chairman of a major committee to report to the Council on his committee's problems, activities, and goals and to discuss ways in which the Council could

more effectively aid the committee in carrying out its program. Currently, the Council is considering a revision of the committee structure. Briefly, we feel some committees should be consolidated and others eliminated. Fewer special area committees should be organized, and more groups concerned with common problems of archives-manuscripts methodology and administration should be created. We also need to give greater emphasis to the requirements of those who administer nongovernmental archives and private papers.

#### EDITORIAL PROGRAM

Perhaps our Society's most important service to the profession is the publication of the *American Archivist*. The journal is a mirror of our accomplishments and shortcomings; it is the standard by which we are judged as a profession. In recent years, the journal has been increasingly handicapped by an insufficient budget and an overworked volunteer editorial staff. The editor has recently noted that the journal suffers from a dearth of manuscripts of the highest quality; a heavy reliance upon papers presented at the annual meeting, many of which are unsuitable for publication; and a chronic difficulty in finding enough well-qualified book reviewers. The Editorial Board, at the request of the Council, has recently prepared a critique of the *American Archivist* and has suggested ways in which it might be reorganized and improved.

The editor's other major activity this year has been the preparation of a new edition of the highly useful SAA Biographical Directory. The Society is heavily indebted to the National Archives and Records Service for its continued generous support of the SAA editorial office.

#### EDUCATION, TRAINING, AND RECRUITMENT

Among other areas on the Society's priority list, few rank higher than education, training, and recruitment. We need, but have yet to develop, a comprehensive program of educational preparation, in-service training, or accredited channels through which archival agencies might recruit trained personnel. The number of graduate archives seminars and summer institutes has increased recently, but most of those involved in archival education agree that a broader program of academic work and in-service training, leading to a master's-level degree, is desirable. At the suggestion of Ernst Posner, the Council last December requested the Committee on Education and Training to prepare a grant proposal for a 1-year study of archival education and training in the United States. The results of the study would be published in a report analyzing current archival education, identifying the essential components of an archival curriculum, and suggesting suitable academic departments for course offerings. The project proposal is being submitted for foundation support this year.

#### PLACEMENT

The placement service and the issuance of the *Newsletter*, handled this year by Philip P. Mason, will be transferred to the secretary's office during the coming year. We will continue to try to interest more and more archival institutions in using this service to seek applicants. To keep the *Newsletter* current, I request that applicants who accept positions or institutions that fill vacancies listed in the *Newsletter* notify us of this fact.

## COOPERATION WITH OTHER PROFESSIONAL GROUPS

As a young profession we have tended to accentuate what is methodologically unique in archives administration. This emphasis, though understandable, has tended to obscure the common interests and concerns we share with others involved in collecting, administering, and using recorded information, no matter what its format. This year the Society attempted to develop more effective ties with our professional allies: SAA participated in a conference on library network development sponsored by the United States Office of Education and sent delegates to the 73d annual meeting of the American Academy of Political and Social Science and to the 7th consultive reunion of the Historical Commission of the Pan American Institute of Geography and History. The secretary corresponded with the American Society for Legal History concerning areas where the two organizations might cooperate. Several of our members, including the president, read papers at the World Conference on Records held at Salt Lake City, August 5-8. For this conference the Society prepared an exhibit illustrating its work and displaying its publications. SAA publications also were displayed at the annual meeting of the American Library Association. Several of our members have expressed interest in developing forms of cooperation with the library profession. We have begun to explore the feasibility of holding joint meetings with the American Library Association similar to those we now hold with the American Historical Association and the Organization of American Historians.

## MEMBERSHIP DEVELOPMENT

The secretary's office continued to work closely with the Membership Development Committee to promote membership growth. During the year the names of 354 members and subscribers were added to the rolls; however, 231 members were deleted, leaving a net gain of 123. Currently, the Society has a total of 2,250 members or subscribers. More significant and less encouraging is the fact that less than 1,000 of these are individual members from the United States. This gives an average of 20 members per State. Obviously, there is a much larger potential membership, which we have yet to interest in the work of the Society. As a first step in reaching these potential members, the secretary asked all State Archivists to submit a list of those persons on their staffs who were not on our rolls. These persons were then issued an invitation to join the Society. At the Federal level, the Archivist of the United States contacted all NARS staff members regarding membership in the Society. As a result of these two efforts, more than 50 new members joined the SAA. During the coming year, the secretary's office will contact those directors of nongovernmental archives and manuscripts repositories for similar lists of names.

Three institutions, the Barnard College Archives, the Archives of the Moravian Church, Bethlehem, Pa., and the Ohio Historical Society have joined the select group of sustaining members, bringing to 22 the number of institutions who give uncommon financial support to the work of the Society. Several institutions were invited to become sustaining members this past year; many more will be hearing from the secretary's office in 1969-70.

The work of membership development and of interpreting archival thought and practice to a wider audience is being promoted effectively by the regional symposia, jointly sponsored by the Society and the National Archives and

Records Service. The 8 symposia held during the year attracted a combined audience of 653 persons. So successful have these symposia been that many have now taken the form of annual meetings.

Another development in this area has been the growth of regional archival organizations such as the Tri-State Archives and Records Conference bringing together records personnel from North and South Carolina and Georgia; the Association of Michigan Archivists; and the Society of Ohio Archivists. The May organizational meeting of the Ohio group was attended by 90 people; the session dealt with contemporary archival problems such as resources for urban history, automation and the archivist, and the development of an oral history program.

Both the symposia and the regional archives organizations provide a bond of professionalism among those who do not or cannot actively participate in the work of the national Society; they render much-needed assistance to less well-developed archival programs in their area; they do much to educate the researcher on the nature of archival work and the use of archival materials; and, important from my standpoint, they provide lists of potential new members.

The Council has considered membership growth as a factor in the selection of annual meeting sites. In 1970 we will meet in Washington, D.C. The 1971 meeting, at San Francisco, will be our first meeting on the west coast; in 1972 we will meet in New Orleans.

#### PAPER RESEARCH

Because of its unusual significance for our profession, I want to inform you briefly about the work this year of the Ad Hoc Committee on Paper Research. This committee's main objective is to raise \$650,000 over the next 5 years, to underwrite a society-sponsored project on the permanence of archival paper and related materials. The research is being conducted by the National Bureau of Standards. The committee or its subcommittee on fundraising met 5 times during the year to work out research objectives and to develop fundraising approaches and materials. To date the Society has received major financial commitments from the National Archives and Records Service and other Federal agencies, Eastman Kodak Co., the American Association for State and Local History, the Association of Research Libraries, and our own Society, which has pledged \$5,000 over the 5-year period. The SAA contribution is committed to the preparation and publication of a comprehensive manual on preservation practices embodying the research results of the project. A more detailed report on the progress of this project is available from the secretary's office.

#### SAA ADMINISTRATION

Your Council this year took steps to provide for greater continuity in program development and to make the administration of SAA affairs more efficient.

The annual change in the presidency creates a major problem in program continuity. To offset this the officers, with Council authorization, held a summer planning session at Salt Lake City in conjunction with the World Conference on Records. In this session, the officers reviewed current SAA activities and priorities, and considered reorganization of the committee

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structure. The meeting proved so useful that the officers recommend that such sessions be continued in the future.

Again and again in recent annual reports, the previous secretary stressed the heavy burden that increased membership and expanding SAA services have placed on this office. As a result the secretary has had either to neglect his responsibilities to the Society or to his employing institution. To relieve the secretary of some of his more routine duties, the Council this year has approved the addition to this office of a part-time administrative assistant, with the expectation that the position will become full time this coming year. The administrative assistant will enable the secretary's office to take a more active role in membership development, handle publicity and public information duties, expand the usefulness of the placement service, provide greater assistance to the committees, and give greater attention to other aspects of the secretary's work that are neglected at present.

But present revenues cannot support such a position full time. Additional income also is necessary if the Society is to upgrade its whole publications program, particularly in the area of committee publications and the issuance of special brochures on the work and services of the Society. Since the last dues increase in 1961 there has been an 80 percent increase in total operating cost as against an increase of only 70 percent in membership; publication costs have risen from \$8,000 to \$24,000; and administrative costs have risen as dramatically.

Based on these financial realities, the Council has recommended an increase in annual dues and subscription fees, subject to the approval of the membership.

In closing, let me say that your officers and Council need to hear from you more often. Your elected officials attempt to represent your interests and concerns. But we seldom hear from you unless we have botched your membership account. You must assist us in identifying the major problems and challenges that confront us. Only with your active support can the SAA improve its services and programs to meet the changing needs of our profession.

F. GERALD HAM, *Secretary*

### *Report of the Treasurer, January 1, 1968–December 31, 1968*

This report covers the Society's fiscal year beginning January 1, 1968, and ending December 31, 1968. During the *current* fiscal year (1969) periodic reports have been made to the Council.

### GENERAL FUND

The General Fund or operating account is tax exempt under Section 501 (c) (6) of the Internal Revenue Code and carries the Employer Identification number 84-602-3531.

Cash on hand as of January 1, 1968, amounted to \$25,030.61 and receipts during the year totaled \$27,913.78 as follows: membership dues, \$14,409; subscriptions to the *American Archivist*, \$7,193.30; advertising in the *American Archivist*, \$1,576.48; sales of Society publications and back issues of the *American Archivist* (including microfilm copies), \$1,714.43; income from Posner *Festschrift*, \$242.89; income from symposia, \$1,161.15; reimbursement from the Leland Prize Fund, \$163.38; Life Membership Fund, \$189.52; Meeting Fund, \$75; Asia Foundation Fund, \$16; interest, \$779.06; miscellaneous, \$386.46.

Expenditures amounted to \$25,406.73, as follows: editing, printing, and mailing the *American Archivist*, \$13,270.29; other publications, \$874.10; president's office, \$500; vice

president's office, \$99.93; secretary's office, \$7,430.58; treasurer's office, \$578.92; committee expenses, \$299.67; meetings, \$175; organization dues to the ICA, \$10; bank service charges, \$47.05; Leland Prize, \$100; miscellaneous-contingency, \$74.30.

Transfers to other Society funds as follows: Life Membership, \$600; Publications Revolving Fund, \$241.71; Meeting Fund, \$940.15.

The General Fund balance at the end of the year was \$27,537.66, of which \$272.68 was in the Detroit Bank and Trust Company; \$4,532.64 in the Citizens and Southern National Bank, Atlanta; \$1,316.94 in the Hilldale State Bank, Madison; and \$21,415.40 in the Fulton Federal Savings and Loan Association, Atlanta.

Not included in the General Fund but received in November of 1968 was a Grant of \$2,500 from the American Council of Learned Societies for the use of the Committee on the Permanence of Paper. These funds are also on deposit in the Fulton Federal Savings and Loan Association, Atlanta, and will be mentioned below in the Special Projects Funds.

### SPECIAL PROJECTS FUNDS

In addition to the General Fund, the Society had in 1968 seven separate Special Projects Funds, which are exempt under Internal Revenue Code, Section 501 (c) (3) and which have the collective identification number of 84-602-3532. These funds are maintained apart from the operating account, and a separate report is made to the Internal Revenue Service each year. Moneys in these funds may be used only upon direction of the Council and then only within the purposes for which each was established. The total of all Special Projects Funds as of January 1, 1968, was \$17,708.29. As of December 31, 1968, the total had increased to \$22,153.51, including the grant received from the American Council of Learned Societies. The status of these funds as of December 31, 1968, was as follows:

*The Asia Foundation Fund*, \$2,201.37. During the year a disbursement of \$16 was made.

*The Waldo G. Leland Prize Fund*, \$2,475.37. Interest of \$163.38 was transferred to the General Fund.

*The Life Membership Fund* balance was \$3,471.41 reflecting a transfer of \$600 from the General Fund to cover life memberships; \$189.50 in interest was transferred to the General Fund.

*The Meeting Fund* balance was \$5,642.98 reflecting transfers from the General Fund of \$940.15 and interest of \$168.40; \$75 was disbursed from the fund during the year.

*The Publications Revolving Fund* balance was \$3,649.28 reflecting interest and other income of \$358.56. There were no disbursements.

*The History of Archives Fund* balance was \$2,221.58 with no disbursements.

*The Permanence of Paper Fund*, established in November of 1968, reflected a balance of \$2,491.52 with disbursements of \$8.48.

All of these funds are on deposit in the Fulton Federal Savings and Loan Association, Atlanta.

### SUMMARY

The balances at the close of the day on December 31, 1968, were as follows: General Fund, \$27,537.66; Special Projects Funds, \$22,153.51. Thus the total of all funds belonging to the Society amounted to \$49,691.17.

A. K. JOHNSON, JR., *Treasurer*

*Minutes of the Council*

*Madison, Wisconsin, October 10, 1969*

The meeting was called to order by President Kahn at 3:08 p.m. in his suite 528 at the Park Motor Inn. Present: Philip P. Mason, vice president; F. Gerald Ham, secretary; A. K. Johnson, Jr., treasurer; Harold T. Pinkett, editor; and Council Members Frank B. Evans, C. Herbert Finch, Elizabeth E. Hamer, Wilfred I. Smith, and Robert M. Warner. Council Members Victor Gondos, Jr., Joseph F. Halpin, and Dorman H. Winfrey were absent.

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President Kahn welcomed to the Council Vice President Philip P. Mason and the two newly elected members, Mrs. Hamer and Mr. Finch. A motion was approved to defer consideration of the minutes of the October 7 meeting until the December 30 meeting of the Council.

As the first order of old business President Kahn reviewed the problems attendant on holding a joint luncheon meeting with the Organization of American Historians at its annual meeting next April in Los Angeles. Mr. Kahn pointed out that given the relatively small number of Society members in the Los Angeles area, a disappointing attendance at the luncheon was probable, and that the expense to the Council Members of traveling that distance might be such as to preclude a quorum at the Council meeting. Based on these considerations, it was moved and approved that the Council rescind its decision of last April to meet in April 1970 with the Organization of American Historians. The Council then authorized the president to negotiate with Robert J. Adelsperger, Chairman of the Association of College and Research Libraries' Rare Books Section, concerning a joint meeting with the library group at the Rare Books Section Preconference in Detroit, June 1970.

For the benefit of the new Council Members, Mr. Kahn summarized his discussions during the past year with the Ad Hoc Committee on Manuscripts of the ACRL Rare Book Section. He informed the Council that the Ad Hoc Committee's main objective is the preparation of a manual for the guidance of manuscripts personnel who work primarily in libraries. Based on his conversations with Arline Custer of the Ad Hoc Committee on Manuscripts and with Mr. Adelsperger, Mr. Kahn reported that it was considered advisable for the Ad Hoc Committee, the Society of American Archivists, and the Manuscript Society to appoint representatives to a joint committee of all three groups and that all further decisions, such as obtaining funds and the selection of a compiler, be handled by the joint committee. A motion was approved instructing the president to negotiate with the Ad Hoc Committee on Manuscripts and the Manuscript Society establishment of a special joint committee for the compilation and publication of a manual on the care and administration of manuscripts. The motion was passed.

President Kahn also informed the Council that he will send to each Council Member material concerning the "Lowenheim Case." This case involves charges of unethical actions on the part of librarians and archivists made by a professor of history at Rice University and the subsequent endorsement of these charges by a group of historians. Mr. Kahn said that he did not expect the Council to investigate Dr. Lowenheim's charges but to consider the implications for the profession of historians' endorsing such charges without making any effort to determine their validity.

Mr. Kahn informed the Council that the officers, after a detailed study of the operation of the present committee structure, have concluded that some modification of the structure is necessary to increase the effectiveness of committee work. The president then reviewed some of the changes the officers had suggested, pointing out that some committees will be abolished, others consolidated, and still others created. To provide for this revision, Mr. Kahn stated that it is necessary to amend section 8 of the bylaws, which presently specifies what the standing committees shall be. It was moved by Mr. Evans and seconded by Mr. Smith that section 8 of the bylaws be amended to read:

The standing committees of the Society shall be appointed by the president for terms of one



year, except for the finance committee, the ex officio members of the nominating committee, and the committee on professional standards. The last shall consist of all former presidents of the Society, with the immediate past president being chairman. The standing committees shall be created and terminated by the president with the advice and approval of the Council.

It was informally agreed that the president will submit the new list of standing committees to the Council for its approval. Mr. Evans also asked the President to consider the request of the present Ad Hoc Committee on Terminology for standing committee status.

Mr. Pinkett spoke briefly concerning the renewal of the Society's contract for printing the *American Archivist*. The editor is currently receiving printing estimates for the coming year and will report to the Council at its December meeting on contract negotiations. The Council also directed Mr. Pinkett to indicate whether the proposed estimates include the use of union or nonunion labor.

At the preceding annual business meeting of the Society an adopted motion of Robert V. Williams, as amended by a motion of Everett O. Alldredge, directed the Finance Committee to transfer \$15,000 from the Society's General Fund to the newly created Endowment Fund, provided that after an examination of this proposal no major drawbacks to making the transfer are found in the Society's operations. Mr. Mason moved that the Finance Committee report to the Council on this matter at the December meeting. The motion was seconded by Mrs. Hamer and approved.

Mr. Warner moved that the Council direct the treasurer to deposit \$1,000 annually for the next 5 years in the Publications Fund to be earmarked for the preparation and publication of a manual on archival preservation. This sum of \$5,000 was earlier approved as the Society's contribution to the Paper Permanence Research Project. The motion, seconded by Mr. Johnson, was approved.

To enable the officers to continue the planning sessions inaugurated last year, Mr. Evans moved that \$1,000 be budgeted for such meetings of the officers as shall be necessary during the year. The motion, seconded by Mr. Warner, was approved.

For the past year, the work of the Ad Hoc Committee on Paper Research has been supported by a \$2,500 grant from the American Council of Learned Societies. The committee has requested the ACLS to renew the grant for the coming year; there is considerable doubt, however, that the grant will be renewed. In the eventuality that the grant is not renewed the committee requested authorization from the Council to utilize \$1,250 from the Paper Research Committee Fund, to be matched by \$1,250 from the National Archives Trust Fund, for committee expenses incurred this coming year in meetings and fundraising. A motion by Mr. Johnson, seconded by Mr. Mason, authorizing the expenditure of this money, was approved.

The Council, acting on another motion adopted at the annual business meeting directing the Council to inquire immediately into the effect of the proposed tax reform legislation on the donation of private manuscript collections to tax-exempt institutions, approved a motion introduced by Mr. Johnson and seconded by Mr. Evans directing the secretary to inform the Chairman of the Senate Finance Committee of the deep concern of the Society of American Archivists about the impact of the proposed tax legislation on private manuscript donations. The secretary also was instructed to request an

opportunity for representatives of the Society to testify at the current hearings on the bill.

With no further business before the Council, the meeting was adjourned at 5:30 p.m.

F. GERALD HAM, *Secretary*

### *Secretary's Report on the Committees for 1968-69*

In past years, a synopsis of each committee chairman's annual report has been published in the *American Archivist*. For 1968-69, however, the secretary has combined these into a unified report in an attempt to analyze significant factors in determining committee effectiveness, to bring out the interrelationships between similar activities carried out by different committees, to identify activities attempted by committees that present problems not easily apparent beforehand, and to point out certain efforts of several committees which could well serve as models for other committees.

#### ELEMENTS OF COMMITTEE EFFECTIVENESS

The advantages of the group approach for accomplishing tasks and identifying and solving problems are that it brings a group's broad background of knowledge and experience to bear on its assignment and that it produces a creative interaction of ideas and of complementary talents.

The full advantages of group interaction can be realized only if the members are in close communication with one another. The fullest communication, of course, is had when the committee meets. Members can then participate in setting the year's goals and defining its program, express preferences on their individual assignments, and develop a sense of personal involvement in the work of the committee.

Most members of a committee are likely to attend the annual meeting of the Society. This year, in conjunction with the Madison meeting, several of the committees met to complete the previous year's work and to plan that of the coming year. The Committee on Automated Techniques went a step further and held an informal question period for the membership at large; the open meeting should perhaps be further explored as a vehicle for involving and deriving benefits from contacts with interested persons not on the committee.

Though lack of a significant budget precludes frequent meetings for SAA committees, several groups have also been able to meet in conjunction with the winter meeting of the American Historical Association and the spring meeting of the Organization of American Historians.

Clear and specific goals, and a logically thought-out program for achieving these goals, have proved to be major factors in the effectiveness of a committee. Some of this year's most effective committee work was done by groups such as Terminology and Paper Research, with difficult but clearly defined tasks and well-organized programs.

The reports indicate that the role of the chairman is another critical factor in determining the effectiveness of the committee. He must so organize his committee that it can accomplish its goals; he should assign tasks to ensure that each member is active but not overburdened; he must prevent the fragmentation of the group's activity; and he should serve as the center for the intracommunication of ideas and viewpoints among the committee members.

Some committees, particularly the special area committees, have been given rather large and somewhat vaguely defined areas of responsibility. A notably effective technique for reducing these responsibilities to manageable size is the formation of subcommittees; this was done, with very encouraging results, by the Church Archives and Paper Research Committees this year, and by the Committee on State and Local Archives 2 years ago. The subcommittee form of organization has the advantage of permitting smaller and more workable groups to carry out specific programs without narrowing the sights of the committee as a whole.

Some of the potentially most worthwhile projects require more funding than is normally available to a committee. This year, a grant from the Council supported publication of the *Directory of Business Archives*, while \$2,500 received from the Council of Learned Societies enabled the Paper Research Committee to hold several meetings vital to the success of the project.

#### ANALYSIS OF ACTIVITIES

Comparison of the chairmen's reports shows that similar types of activity are being carried out by a number of committees. This is particularly true of the preparation and publication of directories, guides, and manuals of practice.

The Business Archives and Church Archives Committees this year issued directories of institutions active in their special areas, listing their personnel, holdings, and services. The chairman of the College and University Archives Committee reports that his committee hopes to issue a revised edition of its 1966 *Directory* within the near future.

Several committees report that they have manuals or guides in progress, which are intended to provide professional assistance to workers within their areas: the Committee on Church Archives has begun work on a manual of procedure for new and part-time church archivists; similarly, the College and University Archives Committee is planning to compile a guide on the establishment of the archives at an academic institution. The publication is primarily intended for university administrators and librarians. Two manuals are in preparation by the State and Local Committee: a manual of forms for records control and a guide to assist archivists and records managers in preparing manuals of retention schedules for local governments. The draft of a pamphlet to encourage preservation of scientific and technological records is being revised by the Committee on Scientific and Technological Archives. None of these projects has yet reached the publication state. Committees are encouraged to consider preparation of a manual to assist the members of the profession, since these manuals are potentially of great use; however, it would seem advisable to keep in mind the large commitment of time and effort necessary to carry out such a project.

Another type of publication, intended to provide a vehicle for timely and frequent communication among archivists active in the same special field, is the newsletter. The State and Local Committee decided on issuance of a newsletter early this year; however, handicapped by a lack of contributions, the committee was able to distribute only one issue, near the end of the year. A similar effort was attempted last year by the Committee on Automated Techniques but was terminated because of funding problems.

Several committees made it their business to channel news notes to the

*American Archivist*. This is an easy and logical task for committees to handle, composed as they are of professionals most familiar with developments in a particular subject area.

Another focus of committee activity was the annual meeting of the Society. Program sessions were arranged by the committees on Terminology, State and Local Archives, Preservation Methods, College and University Archives, Business Archives, Church Archives, Scientific and Technological Archives, Manuscripts and Special Collections, among others. Certain sessions were particularly successful in generating audience discussion.

Regional symposia initiated by the Membership Development Committee and sponsored jointly by the SAA and NARS have had good success. The Church Archives Committee is now studying the use of interdenominational, regional symposia to further communication among church archivists, to provide an opportunity for intensive study of important topics, and to involve more professionals in SAA activities.

Perhaps the most important area of committee work is its role as a source of information, advice, and assistance on its special area of competence. "There is no doubt in my mind," writes the chairman of the Church Archives Committee, "that by far the greatest service rendered by the Committee, both as Committee and as individual members, is achieved through rendering counsel and advice to the beginners and part-time workers in the church archives field." Chairmen of the State and Local Records and Archival Buildings and Equipment committees also mentioned consultation as being among their important activities, and the International Relations Committee has been active in supplying information on American archival practice to foreign archivists and archival groups.

#### SYNOPSIS OF COMMITTEE REPORTS

In addition to planning a discussion session for the annual meeting, the Business Archives Committee issued a preliminary *Directory of Business Archives in the United States and Canada*. Information on company archives omitted from the directory will be welcomed by the committee and copies of the publication may be obtained for \$1 from the SAA Treasurer.

The 15-member Church Archives Committee was subdivided into subcommittees on Financial Matters, Public Relations and Promotion, Symposia and Workshops, and Guide and Manual. The Committee completed and published a *Preliminary Guide to Religious Archives*. Work is now beginning on a companion volume, a *Manual of Church Archives*, to contain guidelines and procedures to aid beginning and part-time archivists. The Manual should be completed in 3 to 4 years. The subcommittee on symposia and workshops is actively studying the use of symposia and/or workshops on an interdenominational and regional basis.

The College and University Archives Committee hopes to issue a guide, as an aid to administrators and librarians, on the establishment of a college or university archival unit. In addition to the guide, the committee hopes to issue a revision of the *Directory of College and University Archives* (1966) in the near future. During the year the chairman also circularized a hundred major college and university archives in the United States concerning the collecting of nonofficial student records.

The chairman of the International Relations Committee reports that the

principal activities of his group have been: (1) lobbying at the U.S. National Commission for Unesco and the State Department for archives-related items in the Unesco budget. In the previous biennium, similar lobbying proved to be effective in developing funding and support for archival programs. (2) Coordinating preparation of a joint SAA-NARS report to the 1969 International Archival Round Table on "the archives of local authorities" and "archival restoration" that served as a text for sessions by Dr. Rhoads and the chairman. The chairman represented the SAA at the Round Table. (3) Representation of the Society by George Ulibarri and the chairman at the June 1969 Congress of the Pan American Institute of Geography and History held in Washington. Individually, several committee members have been active in international archival organizations; Wilfred Smith hosted and participated in a seminar on archives for Latin American archival leaders; Yves Pérotin made an archival factfinding tour of Morocco for Unesco; and Peter Walne is now deputy director of *Archivum*.

The Manuscripts and Special Collections Committee prepared and distributed a list of appraisers who have done satisfactory work for members of the Society. The committee also planned two sessions for the meeting in Madison—one on the problem of appraisals and the other exploring administrative problems of a manuscript section within a research library.

One issue of a newsletter was published by the State and Local Records Committee in hopes that it will become a regular issuance next year. The Forms Manual, in progress, will hopefully be completed in 1969-70. Walter Jordan of Tennessee has carried out preliminary work on compilation of a brief guide to assist archivists and records managers in preparation of manuals of retention schedules for local governments. The committee provided information and advice to the States of North and South Dakota in inaugurating records management and archives programs. For the annual meeting, the committee prepared a program on regional depositories and the administration of local records.

The primary concern of the Committee on Archival Buildings and Equipment this year has been the production of a Reader on Archives and Records Center Buildings. The volume is now in galley proof; it is hoped that this project, partly funded by the Council on Library Resources, Inc., will be completed during 1969. The chairman attended the dedication of the new North Carolina archives facility; in the preplanning stage some consulting services were rendered to the directors and architects. The chairman and several members of the Society formed a panel of consultants on the preliminary plans of the projected Rockefeller Archives in New York City. In addition the chairman corresponded with various inquirers concerning the planning of archival facilities and storage problems.

The Technical Devices Committee distributed a questionnaire and collected responses on the degree to which States and Provinces have a uniform law of photographic evidence and uniform methods of identifying photoreproduced material when used as evidence. Liaison with the Genealogical Society of the Church of Jesus Christ of Latter-day Saints has secured for the Society a copy of its instructions to microfilm operators. The committee was requested to assist in developing these instructions for more general use.

Though the SPINDEX II project is not specifically a function of the Committee on Automated Techniques, it was the major focus of committee activity, as

all members of the committee are involved in the project. Consideration of the problems of computer formatting and indexing of archival finding aids has led the committee to study three areas in detail: (1) establishing code symbols for archives and manuscript repositories in the United States and Canada; (2) adopting a glossary of terms to be used in automated data, but also suitable for conventional finding aids; and (3) establishing minimum feasible standards for the format and content of archival and manuscript finding aids. In addition the chairman reports "the committee will consider the acceptability of SPINDEX II as a general purpose program which can be recommended to all archival applications." The committee also prepared a program for the Madison annual meeting on SPINDEX II and other archives automation projects.

The Committee on Copyright Legislation continued to monitor developments on the proposed major revision of the 1909 Copyright Law. Enactment does not appear imminent in 1969, as the bill has apparently been blocked from floor consideration because of disputes over matters not relevant to the archival profession. Second-term copyright was extended for the fifth time on August 5, 1969, to December 31, 1970. By the end of the 91st Congress there may be a resolution of the problems confronting the bill, and members of the Society of American Archivists will be kept informed of any progress.

The Committee on Intergovernmental Relations has been studying the birth records of Oregon as a case study of the interrelations of records and the duplication of recorded information at various levels of government. This study is envisioned as the first step toward defining the problems of establishing necessary controls over the recordkeeping process, creating accurate records in a computerized age, and protecting the right to privacy. The committee hopes eventually to prepare a grant proposal for a larger and more detailed study.

The Committee on Terminology has been compiling, reviewing, and comparing notes on lists of terms that should be included in a glossary of archives and records management terminology. The results of this analysis were presented in an exceptionally lively and successful discussion session at the annual meeting in Madison, where other members of the Society were able to make comment.

Two meetings of the Committee on Scientific and Technological Records were held to discuss a brochure, now being revised, on evaluating and processing records relating to science and technology. The committee also arranged a discussion session for the annual meeting and supplied the *American Archivist* with news notes.

A great proportion of the efforts of the Committee on Education and Training was devoted to preparing a grant application to the Council on Library Resources, Inc., for a survey of archives education in the United States. The application, as approved by the Council of the SAA in April, was submitted to the Council on Library Resources, Inc., on June 16, 1969. The proposed principal investigator is Robert M. Warner of the Michigan Historical Collections. In other activities, most of the members of the committee were engaged in teaching courses in archives education during 1968-69.

The Committee on Membership Development was active in setting up eight regional symposia, sponsored by the SAA, NARS, and educational institutions in the various vicinities. Symposia were held in Columbia, S.C.; Delaware, Ohio; Kansas City; Davis, Calif.; Philadelphia; Indianapolis; Raleigh, N.C.;



and Seattle. Total attendance exceeded 650. As a byproduct, the secretary of the Society sent literature and membership invitations to attendees who were not already SAA members.

The Committee on Paper Research or its fund-raising subcommittee met five times during the year to work out research objectives and fund-raising techniques for a Society-sponsored project on research into the permanence of archival paper and related materials, to be carried out by the National Bureau of Standards. Pledges of contributions totaling \$69,000 for the first year of the project have been received. The research facilities at the National Bureau of Standards were inspected by the committee.

A discussion group was prepared for the annual meeting by the Preservation Methods Committee dealing with small-scale document restoration methods. Some members of this committee also have devoted considerable time to the Paper Research project.

This year's committee reports are additional evidence that the committee system has been an effective vehicle for translating many Society objectives into accomplished tasks. With the reorganization and restructuring of several committees in 1969-70, the committee system should play an even more vital role in carrying out the aims of the Society of American Archivists.

F. GERALD HAM, *Secretary*

#### OTHER PROFESSIONAL ASSOCIATIONS

##### *American Records Management Association*

The 1969 Emmett Leahy Award for the year's outstanding contribution to the field of records management was presented on October 21, 1969, to Everett O. Alldredge, Assistant Archivist for Records Management, National Archives and Records Service, at ARMA's national convention in St. Louis. Dr. Alldredge, Fellow and past president of the Society of American Archivists, was selected for "contributions to records control, filing and information retrieval which have most advanced the information and records management profession."

##### *International Association of Sound Archives*

The association held its first general assembly on August 22, 1969, in Amsterdam. It seeks to increase international cooperation in the exchange of information and materials among institutions engaged in collecting all types of sound recordings. Representatives of such institutions at the assembly came from Austria, Belgium, Denmark, Finland, France, the German Federal Republic, Israel, Italy, the Netherlands, Norway, Sweden, Switzerland, the United Kingdom, and the United States. The assembly ratified the organization's constitution and elected as president of its executive board Donald L. Leavitt, Head of the Recorded Sound Section, Music Division, Library of Congress. An initial undertaking of the association will be a study of the locations and contents of recorded-sound collections throughout the world.

##### *Oral History Association*

The Fourth National Colloquium on Oral History was held November 7-10, 1969, at Airlie House in Warrenton, Va. The host institution was the George C. Marshall Research Foundation of Lexington, Va. Lectures, panel

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discussions, and group sessions were attended by more than 150 persons. Noted speakers included Elie Abel, journalist and television commentator; Frank Mankiewicz, columnist and newscaster; and Barbara Tuchman, author; all users of the interview method of obtaining data for their writings. Topics discussed included law and oral history, the film as a complement to oral history, expansion of oral history into the fields of medicine, social welfare, space, and technology, and the location of oral history collections. Critical evaluations of oral history methods were also presented.

#### WORLD CONFERENCE ON RECORDS

The conference, held in Salt Lake City, Utah, August 5–8, 1969, with the theme "Records Protection in an Uncertain World," was attended by some 7,000 persons from approximately 45 countries. Sessions of the conference dealt with such subjects as creation and preservation of records, modern methods of records retrieval, historiography of particular countries, international heraldry, genealogical, hereditary, and lineage societies, publication of genealogical material, and family organizations. Conference visitors toured the famous Granite Mountain Records Vault containing thousands of feet of microfilm obtained by the Genealogical Society of the Church of Jesus Christ of Latter-day Saints from varied documentary sources and visited the society's outstanding library in Salt Lake City.

#### NATIONAL ARCHIVES AND RECORDS SERVICE

To insure better communication between historical researchers and the archival staff, the National Archives and Records Service has adopted two additional procedures to supplement practices presently followed by the staffs of its Presidential Libraries.

1. Visiting researchers at each Presidential Library will routinely receive a printed list of all record groups in the library, annotated to show any existing lists of files, indexes, or other finding aids. The staff will continue to provide maximum personal help regarding the papers, finding aids, and other resources of the library on the basis of its own knowledge.

2. Any projects of scholarly editing being carried out by the archival staff of a Presidential Library will be announced to the profession in the appropriate journals at such major stages of the projects as may be significant for related projects by private scholars. Such announcements will also be routinely distributed to visiting researchers at Presidential Libraries.

#### *The National Archives*

A conference on the History of the Territories held at the National Archives November 3–4 brought together scholars, archivists, and officials of Federal agencies to discuss the history and significance of United States territorial expansion. Directed by John Porter Bloom, Editor of *Territorial Papers of the United States*, the conference included discussions on the impact of the Northwest Ordinance, the relationship of the Territories to Congress, the Territorial courts of the Far West, the Territories in the 20th century, and an address by Harrison Loesch, Assistant Secretary, Department of the Interior, on "The American Territories of Today and Tomorrow."

Herman R. Friis, Director of the Center for Polar Archives in the National Archives, has been elected President of the Society for the History of

Discoveries. He will serve for a 2-year term. ¶ At the request of the Department of State, Robert Wolfe, Specialist on Archives relating to Modern European History, appraised the biographic collections at the Berlin Document Center to determine those of historical value justifying microfilming for addition to records in the National Archives of the United States. During his stay in Europe in July and August, Mr. Wolfe also visited the Federal German Archives in Koblenz, the Federal German Military Archives in Freiburg, the German Foreign Ministry Archives in Bonn, and the Netherlands State Institute for War Documents in Amsterdam, discussing with archivists the possible benefits of a common automated source data retrieval program, and open-ended microfilm exchanges of source materials for 20th-century German and European history.

Among recent National Archives accessions are subject files of Seymour Wolfbein, 1962-67, successively head of the Office of Manpower, Automation, and Training, and Special Assistant to the Secretary of Labor for Economic Affairs, including internal memorandums that reflect the views of Department officials regarding labor policies, programs, and proposed legislation; subject files of the Assistant Secretary for Administration, Department of Labor, calendar year 1967; and reports prepared by or for the Public Land Law Review Commission, 1968-69. The Center for Polar Archives in the National Archives has accessioned the private papers of Col. Charles J. Hubbard pertaining to his arctic experiences and recording U.S. efforts to establish meteorological stations in the Arctic. ¶ Records microfilmed by the National Archives recently include Records of the Department of State Relating to Despatches From United States Consuls in Merida, 1843-97, and Progreso, 1897-1906 (4 rolls), Minatitlan, 1853-81 (2 rolls), and Tabasco, 1832-74 (2 rolls). Treasury Department Records include Miscellaneous Letters Sent by the Secretary of the Treasury, 1870-87, and by the Assistant Secretary, 1876-93 (4 rolls); Correspondence of the Secretary of the Treasury Relating to the Administration of Trust Funds for the Chickasaw and Other Indian Tribes ("S" Series), 1834-72 (1 roll); Internal Revenue Assessment Lists for Connecticut, 1862-66 (23 rolls), Delaware, 1862-66 (8 rolls), District of Columbia, 1862-66 (8 rolls), Florida, 1865-66 (1 roll), Georgia, 1865-66 (8 rolls), and Idaho, 1865-66 (1 roll). Also included were Letters Received by the Office of the Adjutant General (Main Series), 1881-89 (740 rolls); Returns From Regular Army Coast Artillery Corps Companies, Feb. 1901-June 1916 (81 rolls); Indexes to Letters Received by the Office of the Adjutant General (Main Series), 1846, 1861-89 (9 rolls); and Records of the Assistant Commissioner for the State of Georgia, Bureau of Refugees, Freedmen, and Abandoned Lands, 1865-69 (36 rolls). ¶ The National Archives recently released General Information Leaflet No. 12, *Select Picture List, The Revolutionary War*. Copies of this publication and further information about National Archives microfilm publications may be obtained from the Publications Sales Branch, National Archives and Records Service, Washington, D.C. 20408.

### *Herbert Hoover Library*

Robert Wood has been appointed Assistant Director of the Library. Mr. Wood held the posts of professor of history at several universities in the Dallas-Fort Worth area for the past 8 years.

Accessions at the Presidential Library include a letter book kept by Mr. Hoover when he was manager of a gold mine in Australia, a gift from the Government of Western Australia; and a 4-volume holographic journal compiled by Col. Campbell Blackshear Hodges, who served as a military aide to President Hoover, 1929-33. The first installment of the papers of former Ambassador Roy Tasco Davis has been received by the Library but will not become available to searchers until formal transfer of title to the papers takes place. Ambassador Davis served as Envoy Extraordinary and Minister Plenipotentiary to Guatemala, 1921-22, Costa Rica, 1922-29, and Panama, 1930-33; and as Ambassador to Haiti, 1953-57. The papers now in the Library deal primarily with the revolt in Panama during the Hoover Administration.

❏ Transcripts of oral history reviews deposited in the Library include those of William B. Anderson, Mr. and Mrs. Kosta Boris, officers of the Boys' Clubs of America, Ellen Brumback, Phillippi Harding Butler (Mrs. Frederic), Susan L. Dyer, Gen. Dwight D. Eisenhower, James A. Farley, James A. Fayne, Edward T. Folliard, Joseph C. Green, Mrs. Joseph P. Kennedy, Ruth Fesler Lipman, Adm. Ben Moreell, Bradley Nash, Mr. and Mrs. William I. Nichols, Byron Price, Alan Probert, Edgar E. Robinson, Rudolph N. Schullinger, Baron Silvercruys, Helen Johnson D'Oylé Sioussat, Edward H. Snyder, Ruby P. Staton, John K. Stewart, Adm. Lewis L. Strauss, Mary Minthorn Strench, Leon Thompson, Payson J. Treat, and Laurence C. Wellington.

#### *Harry S. Truman Library*

Benedict Zobrist has been appointed Assistant Director of the Library. Dr. Zobrist previously served as Assistant Dean of Faculty and Chairman of the History Department, Augusta College, Rock Island, Ill. He received his A.B. at Augusta College and his M.A. and Ph. D. from Northwestern University.

Recent accessions include papers of Edward G. Miller, Jr., Assistant Secretary of State, 1949-1952; Robert C. Turner, Special Assistant on the White House Staff, 1946-1952, and a member of the Council of Economic Advisors, 1952; microfilm copies of the Calvin Coolidge papers in the Library of Congress; and microfilm copies of selected records of the Committee on Government Contract Compliance (1952-1953) in the National Archives. Oral history interview transcripts accessioned included those of Roger Jones, staff member of the Bureau of the Budget during the Truman Administration; Wilbur D. Sparks, attorney-investigator on the staff of the U.S. Senate Special Committee To Investigate the National Defense Program (Truman Committee), 1941-46; and Milton S. Kronheim, Sr., Washington, D.C., businessman and a long-time personal friend of Harry S. Truman. Three products of research at the Truman Library were added to the book collection. They are: Richard M. Dalfiume's book *Desegregation of the Armed Forces: Fighting on Two Fronts, 1939-1953*; Michael S. Twedt's dissertation "The War Rhetoric of Harry S. Truman During the Korean Conflict;" and Carol E. Hoffecker's dissertation "President Truman's Explanation of his Foreign Policy to the American People."

#### *Dwight D. Eisenhower Library*

In a ceremony held at the Library on October 14, Postmaster General Wilson Blount presented to the public a commemorative stamp of President Dwight D. Eisenhower.

Accessions by the Library include the personal papers of the following people: Maj. Gen. Leland S. Hobbs, a West Point classmate of General Eisenhower and Commander of the 30th Infantry Division during World War II; Capt. Harry C. Butcher, 1911–59, naval Aide to General Eisenhower and author of *My Three Years With Eisenhower*; and Elmer F. Bennett, 1953–61, Under Secretary of the Interior in the Eisenhower administration. A short paper by Air Marshall Sir James M. Robb entitled “Higher Direction of War” was also presented to the Library. Additions to the papers of James P. Mitchell were received. ¶ From the Gettysburg office of the late President, the Library received a large collection of personal papers and museum objects relating to the administration and later years.

Recently accessioned oral history interviews include those of Henry Aurand, West Point classmate and military associate of General Eisenhower; Ezra Taft Benson, Secretary of Agriculture, 1953–61; Robert R. Bowie, Assistant Secretary of State of Policy Planning, 1955–57, and Director, Center for International Affairs since 1957; Carter L. Burgess, State Department official, and Assistant Secretary of Defense for Manpower, 1954–57; Earl L. Butz, Assistant Secretary of Agriculture, 1954–57; John A. Danaher, Circuit Judge in the U.S. Court of Appeals since 1953; Harry Darby, Senator from Kansas, 1949–50, Vice President of the Eisenhower Foundation, and Chairman of the Eisenhower Presidential Library Commission; Clarence A. Davis, Under Secretary of the Interior, 1954–57; Edgar N. Eisenhower, brother of the President, and lawyer; Gordon Gray, Special Assistant to the President for National Security Affairs, 1958–61; James C. Hagerty, Press Secretary to the President, 1953–61; Wilson Harwood, Assistant Director, National Science Foundation, 1951–57; John M. Hightower, newspaperman concentrating on State Department and international affairs since 1944; John A. Hoegh, Governor of Iowa, 1954–57, Director of the Office of Civil and Defense Mobilization, 1958–61; Albert Jacobs, Provost of Columbia University, 1947–49; Jacob J. Javits, Senator from New York since 1957; J. Bracken Lee, Governor of Utah, 1949–57; Barry Leithead, close personal friend of President Eisenhower; William A. Mitchell, Deputy Commissioner, 1946–59, and Commissioner, 1959–61, of the Social Security Administration; Frederick Morrow, staff advisor on race relations during the 1952 campaign, Administrative Officer in the Special Projects Group of the White House, 1955–61, and author of *Black Man in the White House*; Leonard A. Scheele, Surgeon General of the U.S. Public Health Service, 1948–56; Howard K. Smith, Chief European Correspondent and European Director, Columbia Broadcasting System in London, 1946–57, and CBS correspondent, Washington Bureau, 1957–61; Mansfield D. Sprague, General Counsel, Department of Defense, 1955–57, and Assistant Secretary of Defense for International Affairs, 1957–58; and Charles F. Willis, Jr., Assistant to the President, 1952–55.

### *John F. Kennedy Library*

The John F. Kennedy Library has been established at GSA Federal Records Center, 380 Trapelo Rd., Waltham, Mass. The establishment of this facility will enable the Library staff to accelerate its work of preparing more of the papers of President Kennedy for use by scholarly researchers. At the present time a relatively small part of these papers are available for use by scholars,

journalists, and other researchers. It is anticipated that a substantially larger volume of material will be made available within the next 2 years.

#### *National Historical Publications Commission*

The National Historical Publications Commission has recommended grants to support continuation of the following documentary publications in letterpress: (1) to Yale University for the Benjamin Franklin Papers; (2) to the University of Wisconsin for a Documentary History of the First Federal Elections; (3) to George Washington University for the Records of the First Federal Congress; (4) to the University of Kentucky for the Henry Clay Papers; and (5) to the University of Virginia for the papers of George Washington. It also recommended grants to complete the following microfilm publications: (1) to New York University for the Albert Gallatin Papers; (2) to the University of Texas for the "Bexar Archives;" and to Cornell University for the Andrew D. White Papers. It endorsed plans for projects for the publication of the Papers of Martin Van Buren at the Pennsylvania State University and the Papers of Will Rogers at Oklahoma State University.

#### *Office of Records Management*

On June 30, 1969, there were 27.8 million cubic feet of Federal records in existence, an increase of 100,000 cubic feet since June 30, 1968.

Professional archivists have been appointed to manage Archives Branches, which have recently been established in the 14 Federal records centers. These branches hold permanently valuable records primarily of local or regional value. Certain older records of the Bureau of Indian Affairs and the United States courts, and several smaller collections, are now in the Archives Branches.

¶ The first meeting of the Advisory Council on Archival Affairs for Region 2 Philadelphia Records Center was held at the center on September 18, 1969. There were in attendance 33 representatives of universities, colleges, organizations, and libraries. ¶ There was a business meeting of the Advisory Committee for Archival Affairs, Region 8, on November 15, 1969, at Colorado Springs, Colo., during which the following officers were elected: Floyd A. O'Neil, Western History Center, University of Utah, chairman; Robert W. Delaney, Fort Lewis College, Durango, Colo., first vice chairman; T. A. Larson, University of Wyoming, Laramie, Wyo., second vice chairman; and Delbert A. Bishop, Federal Records Center Manager, Denver, Colo., secretary-treasurer.

#### MANUSCRIPT DIVISION, LIBRARY OF CONGRESS

Among recent acquisitions of the Manuscript Division of the Library are papers of David G. Farragut (1801-70), the Civil War hero for whom the grade of admiral was created in the U.S. Navy. They consist of 13 items on his pre-Civil War career, the period in which he built the reputation that led to his being assigned responsible roles during the war. The Farragut papers are a part of the Naval Historical Foundation collections in the Library.

William Henry Harrison is prominently represented in a small group of the papers of Sherrod Williams, a Whig Congressman (1835-41) from Kentucky. Williams in April 1836 addressed letters of inquiry to Martin Van Buren, Hugh L. White, and Harrison, all candidates for the Presidency in 1836,

hoping to get each candidate to set forth his stand on certain issues. A draft of Williams' letter of inquiry is included in the papers just received, as well as Harrison's 12-page letter of reply.

The papers of Justice Felix Frankfurter have recently received a significant addition, which approximately doubles his papers available at the Library of Congress. The collection now consists of over 70,000 items, and significant among the recent addition are a good many family letters, particularly between Justice Frankfurter and his wife. Another important contribution to the resources for the study of Frankfurter has just been added to the Library with the papers of Herbert Feis, the noted economist, author, and public servant, and consists of approximately 200 items of correspondence between the Frankfurters and the Feises, who were very good friends over many years.

The Library of Congress has a continuing program of microfilming certain of its manuscript collections that are often consulted or that, for preservation purposes, need to be withheld as much as possible from direct use. Microfilmed collections not previously reported include the papers of the following: Phineas P. Quimby (1802-66), physician who influenced Mary Baker Eddy; Edmond C. Genet (1763-1834), French-American diplomat, including his American and some of his Russian years; and John Holker, French-American diplomat and merchant of the colonial and national periods. Existing microfilm of the Library's manuscript collections may be borrowed through interlibrary loan, or copies may be purchased from the Library's Photoduplication Service.

In the July 1969 issue of the *Quarterly Journal of the Library of Congress* (pages 126-148), John McDonough of the Manuscript Division describes "Manuscript Resources for the Study of Negro Life and History" in the Library. The greatest single source of material is the large group of records presented in 1964 to the Library by the National Association for the Advancement of Colored People. The NAACP collection consists of some 1½ to 2 million items dating from 1909 to 1959. About 400,000 items, covering the period 1909-39, have been processed and are available for use. Records from 1939 to 1959 will be open to scholars when processing is completed. The files for the past 10 years are still in the custody of the organization itself. Complementing the NAACP collections are the Arthur Spingarn papers. This 40,000 item collection pertains primarily to his activities in the NAACP, as its legal chairman and vice president from 1911 to 1940, and as president after 1940. In addition the National Urban League has given its official records and papers, a rich collection of source material, to the Library. The Library also has the papers of Booker T. Washington whose extensive correspondence with many prominent Americans over a period of 60 years covered a wide range of subjects. One of the newer acquisitions of the Manuscript Division is the records of the Harmon Foundation, which was primarily active during the 1920's and 1930's. There are, of course, many other collections in the Manuscript Division, as well as in the Rare Book, Prints and Photographs, and Music Divisions of the Library, that are of relevance to the study of Negro history in this country, and to a lesser degree, in Africa. In this category are a small African language collection consisting principally of vocabularies compiled in the 1880's for West African tongues; the voluminous papers of Harold Hitz Burton, Associate Justice of the U.S. Supreme Court from 1945 to 1958, many of which deal with segregation cases in the forties and fifties; and the



papers of William Styron, including the holograph draft of *The Confessions of Nat Turner*.

The October issue of *The Quarterly Journal of the Library of Congress* (pages 234–269) contains a comprehensive report on acquisitions of the Manuscript Division for the 1968 calendar year, both new collections and additions.

#### STATE AND LOCAL ARCHIVES OF THE UNITED STATES

##### *Delaware*

The Public Archives Commission in Dover has received a collection of 525 documents (ca. 1809–98) relating to the Warren, Harrington, Luff and related families.

##### *Kansas*

Joseph Gambone has joined the staff of the State Historical Society's Archives Division, replacing Don W. Wilson who resigned to take a position with the Dwight D. Eisenhower Library in Abilene.

##### *Mississippi*

R. A. McLemore, former president of Mississippi College and chairman of the board of the Department of Archives and History, has become director of the Department. Dr. McLemore resigned from the board to accept the directorship of the Department, and was succeeded as chairman of the board by William F. Winter, Jackson lawyer and former president of the Mississippi Historical Society.

##### *Nebraska*

Accessions of the State Historical Society include the following: papers of former Congressmen Lawrence Brock and David Martin (1959–66), records of the State Railway Commission including correspondence of Secretaries of the Commission (1907–27), and case files (1906–32) and records of investigations (1916–19). The Microfilm Division has filmed the records of the Women's Fellowship of the First Congregational Church at Friend, the St. Paul's United Church of Christ of Tecumseh, the United Presbyterian Church of Hickman, burial records of Nebraska Civil War Veterans, the records (1903–69) of St. Paul's Church of Osceola and the Nebraska City Presbytery (1872–1967).

The State legislature by enacting L.B. 512 has provided that the State Archives has the prerogative to petition the State Record Board and the public agency of origin for the right to transfer any material of historical significance that is determined to be in jeopardy of destruction or deterioration. The law further specifies that the State Archives has the right to acquire any record of historical significance that has been submitted to the State Records Board for disposition or transfer. No public agency is authorized to dispose of, in any manner except by transfer to the State Archives, any material that has been appraised as historical without the written consent of the State Archivist. This legislation constitutes a revision of the Records Management Act of 1961 and broadens and strengthens the legal responsibility of the State Archives.

##### *New Jersey*

Gov. Richard J. Hughes, in his remarks at the signing of the American



Revolution Bicentennial Bill last summer, expressed the hope that the Historical Commission and cooperating agencies would plan a series of projects to publish the official records of the State, its counties and municipalities, the papers of New Jersey statesmen, and other distinguished citizens. He also hoped to look forward to a plan to survey and improve library collections, both published and manuscript, pertaining to the State's role in the Revolution and to publish the necessary guides that would make the collections more accessible to the public.

#### *North Carolina*

The first volume of *The Papers of Thomas Jordan Jarvis 1869-1882*, edited by Wilfred Buck Years of Wake Forest University, is now available from the Division of Publications for \$5. Jarvis served as Governor of North Carolina from 1879 to 1885; his administration was noted for achievements in railroad construction and education. The 680-page volume, in addition to the edited documents, contains a biographical sketch of Jarvis, illustrations, and an index. ¶ The last volume of the *Records of the Moravians in North Carolina*, Vol. 11, edited by Adelaide L. Fries, has been published and is available for \$3 from the Division of Publications of the State Department of Archives and History. ¶ A booklet titled *A Home for North Carolina: The Dedication of the Archives and History-State Library Building* has been published and is available from the Division of Publications for 50c per copy. The booklet, edited by Director H. G. Jones, contains photographs and texts of participants in the dedication of the new building last May 15. Included also are floor plans of the building.

The Department has accessioned approximately 10 cubic feet of records of the Tri-State Tobacco Growers' Cooperative relating to its bankruptcy and receivership, 1926-31. The records, given to the Archives by Merton L. Corey of Scarsdale, N.Y., who served as receiver for the bankruptcy proceedings, are an addition to more than 160 cubic feet of Tri-State Cooperative records already in the Archives. The Department also has received 14 letters, 1831-32, relating to Chang and Eng Bunker, the original Siamese twins. This correspondence concerns Chang and Eng during the twins' earliest exhibition tour of America and in several cases fills gaps in a series of letters in the American Antiquarian Society's collection, of which the Archives has photocopies.

#### *Ohio*

The Archives and Manuscripts Division of the Historical Society is the recent recipient of a \$30,000 2-year grant. The funds are to aid the Archives Department in the compilation and publication of a set of three reference guides to Ohio's governmental archives and printed documents: Union Bibliography of Ohio Printed State Documents, 1803-1970; Preliminary Guide to Local Government Records in Ohio; and a Guide to the State Archives at the Ohio Historical Society. The society plans to publish the three volumes in the fall of 1971. David R. Larson, Chief of the Archives and Manuscripts Division, is project director and Gerald G. Newborg, assistant archivist, will supervise the staff working on the project.

#### *Oklahoma*

An unexplained fire gutted two rooms of storage annex of the Oklahoma Department of Libraries, Division of Archives. Indian territory quitclaim

deeds, administrative correspondence of the Oklahoma Historical Society, 1890–1918, and part of the papers (1907–11) of C. N. Haskell, the first Governor, were involved. Salvaging operations were begun immediately, and the material was carefully dried and microfilmed. Transfer of the archives from other parts of the inadequate building is under way. The Oklahoma City Firefighters Association has volunteered to assist in the move. ¶ Recent accessions of the Division of Archives include the records and correspondence of the Capitol Building Commission, 1914–18.

### *South Dakota*

The State Historical Society has acquired three rolls of 35 mm. microfilm of letterpress books and personal letters of Gov. Andrew E. Lee, third Governor of the State. The microfilm was the gift of the University of North Dakota and includes the archival holdings among Lee papers both at the University of South Dakota and the University of North Dakota. The papers cover the period 1897–1902.

### *Wisconsin*

In an effort to stimulate greater interest in history and in the development of the State's historical assets, the State Historical Society has appointed Robert Sherman as its first county historical agent. The program is a 1-year experiment by the society, financed by the National Endowment for the Humanities. Sherman has been assigned seven counties in southwestern Wisconsin in which to implement the historical agent concept.

Richard A. Erney has been appointed Acting Director of the society. Dr. Erney has been serving as the Society's Associate Director.

Additions to the State Archives include: bulletins and reports issued by the Division of Public Assistance, Department of Health and Social Services, 1932–56; files of Commissioner John A. Gronouski, Department of Revenue, 1959–63; additions to records of Gov. Warren P. Knowles, 1966–68; consumer credit hearings of the Banking Department, 1939–48; correspondence of the president of Wisconsin State University, 1904–7, 1925, 1944–63; closed case files of the Department of Justice, 1930–63; record books of Iowa County Court, ca. 1837–1919; and naturalization records of Iowa County, 1835–1906.

## CHURCH ARCHIVES

Reported by William B. Miller

Items for this section should be sent direct to William B. Miller,  
Presbyterian Historical Society, 425 Lombard St., Philadelphia, Pa. 19147.

### *Advent Christian*

The Jenks Memorial Collection has presented to the Advent Christian General Conference Headquarters, Aurora College Library, Aurora, Ill., a cataloged collection of historical materials relating to the founding and growth of the denomination. Archives of the church include correspondence and personal papers of William Miller and periodicals and documents of the Millerite Movement, 1839–49.

### *Roman Catholic*

Manuscripts, personal papers, and photographs of Trappist monk and author Thomas Merton have been given to Bellarmine-Ursuline College,

Louisville, Ky. His papers will be available to scholars with some limitations on parts of the collection established in Merton's will.

The papers of the Rt. Rev. Charles Owen Rice, "labor priest" of Pittsburgh, have been donated to the Labor History Collection at Pennsylvania State University. ¶ The Charleston Diocesan Archives, 119 Broad St., Charleston, S.C., has historical data pertaining to the establishment and growth of the diocese, 1820–1969. In progress is the preparation of manuscripts for microfilming the *United States Catholic Miscellany*, first Catholic newspaper in the U.S. ¶ The O'Donovan Rossa papers, largely concerned with the affairs of the Fenian Brotherhood and related Irish-American movements of the 19th and 20th centuries, have been microfilmed by the Catholic University of America Libraries. Positive reproductions on three 35mm. rolls accompanied by an inventory guide may be purchased from the Special Services Department, Catholic University of America Libraries, Washington, D.C. 20017.

### *Christian Reformed*

Herbert J. Brinks, Curator of the Colonial Origins Collections of the Christian Reformed Church of America, has been appointed Secretary and Director of the Michigan Historical Society. The Christian Reformed collection, located at Calvin College and Seminary, Grand Rapids, Mich., is being researched for immigration records illustrating Dutch mobility in Holland, Mich., and environs for the latter part of the last century.

### *Protestant Episcopal*

Progress in arranging the archives of the General Convention and the Domestic and Foreign Missionary papers was made during the past year by the Church Historical Society, 606 Rathervue Pl., P.O. Box 2247, Austin, Tex. 78767. Records of the House of Bishops and the House of Deputies, 1785–1958, the Liberia papers, 1911–39 and the Alaska papers, 1889–1939 have been arranged, described, and indexed. ¶ Records of 20 Protestant Episcopal parishes in western Kansas covering the 19th and 20th centuries have been microfilmed by the State Historical Society, Topeka, Kans.

### *Jewish*

The Western Jewish History Center, Berkeley, Calif., specializes in materials on the history of the Jews in the Western United States. Located on the top floor of the Judah L. Magnes Memorial Museum, sometimes called "The Jewish Museum of the West," the center is an outgrowth and division of the museum. The Center is particularly interested in obtaining source material on Jewish history for the less-populated Western States.

### *Lutheran*

The Concordia Historical Institute held a "workshop conference" on November 4–6, 1969, for archivists and historians of the Lutheran Church—Missouri Synod, the 10th in a series of conferences designed for discussion of the role of archival and historical work in the life of the church. Subjects dealt with at the meeting included appraisal and disposition of church records, special tasks and experiences of religious archivists and historians, accessioning and arrangement of church archives, and promotion of archival and historical programs. ¶ Various histories of congregations and official minutes of the Alberta, British Columbia District of the Lutheran Church—Missouri Synod

can be located in the archives of the denomination at Concordia College, Edmonton, Alta., Canada. Arnold Guebert is Archivist.

#### *Mennonite*

In the Mennonite Library and Archives, Bethel College, North Newton, Kans., are the manuscript collections of Aganetha Fast, Chinese missionary, 1920–49 and Peter Linscheid, 1880–1949. The archives also has received records (1950–60) of the Board of Foreign Missions of the General Conference Mennonite Church, the Board of Education and Publications (1953–64), and the Mennonite Publication Office (1949–62).

#### *Moravian*

The Indian Missionary Records of the Archives of the Moravian Church, Bethlehem, Pa., have recently been microfilmed and are available for research. The missionaries kept voluminous records covering day-to-day happenings, and reproductions of the records illustrate the many phases of their life in early America. A printed copy of the 135,000-entry index is also included with the film. Further information regarding this microfilm as well as others in progress by the Moravian Church may be obtained by writing Research Publications, Inc., 254 College Street, New Haven, Conn.

Several thousand pieces of manuscript and printed music (ca. 1790–1900) have been transferred from the Central Moravian Church in Bethlehem to the Archives of the Moravian Church, 1228 Main St., Bethlehem, Pa. Archivist Vernon Nelson recently completed a research trip to Europe for the purpose of conducting a survey of Moravian records on the continent. Bishop Kenneth G. Hamilton, former Archivist who retired several years ago, has returned to Bethlehem and is working on an English translation of the Bethlehem Diary from the German.

#### *Mormon* (Church of Jesus Christ of Latter-day Saints)

The church has announced formation of the Church Library Coordinating Committee to coordinate the many church libraries including church schools, meetinghouse libraries, and seminary and institutional libraries. An executive secretary has recently been employed to develop new programs in connection with this committee.

#### *Presbyterian*

Thomas H. Spence, Jr., retiring Executive Director of the Historical Foundation of the Presbyterian Church in the United States, was honored by that denomination's General Assembly for his 30 years' service. ¶ The Committee on History of the Synod of Virginia has recently completed the filming of almost all known records of the churches, presbyteries, and agencies and bureaus within its domain.

The ninth volume in the Presbyterian Historical Society Publication Series entitled *George Bourne and The Book and Slavery Irreconcilable* by John W. Christie and Dwight L. Dumond has been published by the Historical Society of Delaware and the Presbyterian Historical Society, Philadelphia, Pa.

#### *Seventh Day Baptist*

Recent changes in the staff of the Seventh Day Baptist Historical Society, 510 Watchung Ave., Plainfield, N.J., include the retirement of Evalois St. John

as librarian and the appointment of the Rev. Albert N. Rogers as historian. In progress at the present time is the third volume of a study "Seventh Day Baptists in Europe and America."

#### *United Church of Christ*

The Eden Archives and Library, 475 East Lockwood Ave., Webster Groves, Mo., holds materials relating to the former Evangelical Synod of North America and the United Church of Christ. Since October 1968 the Archives has been relocated in the Eden Theological Seminary Library building. Lowell H. Zuck is Librarian and Carl Sipple is Archivist.

#### *Other*

During the past year the New York Public Library, Fifth and 42d St., New York, N.Y., has acquired a number of Shaker manuscripts.

### SCIENTIFIC AND TECHNOLOGICAL MANUSCRIPTS

Reported by Maynard Brichford

Items for this section should be sent direct to Maynard J. Brichford,  
University Archivist, University of Illinois Library, Urbana, Ill. 61801.

#### *Boston University*

The Mugar Memorial Library has received one of the country's largest private collections of aerospace technical documents from the Allied Research Corp., Concord, Mass., an engineering and aerospace research firm. The collection consists of over 10,000 papers and reports from NASA, the Jet Propulsion Laboratory at California Institute of Technology, the Air Force and Navy, American university research projects, and Allied Research Corp. reports.

#### *University of Illinois*

The University Archives received 20 cubic feet of papers of Joseph T. Tykociner (1878-1969) who pioneered in the development of sound movies, engaged in research on electromagnetism, and developed zettetics. Other acquisitions include the papers of engineer Harvey H. Jordan, architect Gabriel Guévrekian, and physicist Jakob Kunz.

#### *University of Nebraska*

The papers of Charles Edwin Bessey are being processed in the University Archives. Bessey (1845-1915) was a botanist renowned in the scientific world for his plant classification system and theories on plant life. He studied under Asa Gray at Harvard and joined the faculty of the University of Nebraska in 1884, where he remained until his death in 1915. The correspondence (1870-1915) includes approximately 10,000 incoming letters and 15 letterpress books. Some of the correspondents are Albert A. Michelson, Edward W. Morley, Edward S. Morse, Louis H. Pammel, Charles S. Peck, Charles V. Riley, Adonijah S. Welch and Newton H. Winchell.

## GENERAL MANUSCRIPT COLLECTIONS

Reported by Herbert Finch

Items for this section should be sent direct to Dr. Herbert Finch, Curator and Archivist,  
Olin Library, Cornell University, Ithaca, N.Y. 14850.

*Personnel*

The Bancroft Library of the *University of California at Berkeley* has announced that James D. Hart, recently chairman of the English Department, has been appointed its new Director, effective January 1. Under Professor Hart's direction the scope of the Bancroft Library will be expanded to include the Bancroft collection, the Department of Rare Books and Special Collections, the Mark Twain collection, the University Archives, and the Regional Oral History Project.

*Programs*

The new library of the *New York State Historical Association* was formally dedicated in conjunction with the annual meeting of the Association in a ceremony at Cooperstown on July 12 and 13, 1969. The second-floor manuscripts department houses the organization's notable collection of papers, which include the correspondence between Alexander Hamilton and Aaron Burr just before their fatal duel and the papers of James Fenimore Cooper, Erastus Beadle, Robert Chambers, and other prominent New Yorkers.

Kenneth Holmes, special research agent for the *Oregon Historical Society*, is currently traveling in Canada and the United Kingdom under a project made possible by the Governor Charles Sprague British Manuscripts Retrieval Fund. Dr. Holmes is attempting to assemble copies of documents located abroad that relate to the history of the Pacific Northwest.

A grant to the *University of Pennsylvania* for a pilot project in the building of an archive of medieval manuscripts on film has been announced by the Council on Library Resources, Inc. As planned, the archives would be composed of negative microfilms of medieval manuscripts from which enlarged prints would be made by photocopy process, bound in book form, cataloged, and made available (subject to prior owner restrictions) for loan or purchase.

*Collections*

Recent accessions of the *Archives of American Art* include the records of the New York Chapter of Artists Equity, 1949-51, the Fine Arts Federation of New York, the Ferargil Gallery of New York, 1928-49, and the minutes of the Municipal Art Society of New York, 1901-60. Individual artists' papers received include those of August Mosca, Fred and Edith Nagler, Harry Salpeter, and Ary Stillman. Collections microfilmed include the post-World War II records of the Betty Parsons Gallery and the papers of Will Barnet, Giorgio Cavallon, and Ulfert S. Wilke.

The *Chicago Historical Society* has acquired the records of the Chicago Teachers Federation, 1897-1969, and the correspondence and other sundry papers of the Welfare Public Relations Forum, Chicago, 1924-65. Personal papers received include additional correspondence (1953-66) of former U.S. Sen. Paul H. Douglas, additional Clarence Manion papers, and NBC newscrips (1957-67) donated by Len O'Connor. Also received were addition-



al papers of the Chicago Division of the Brotherhood of Sleeping Car Porters and of the Brotherhood's International Ladies Auxiliary.

The business papers of Otto Mears, a native of Russia who earned the title "Pathfinder of the San Juan" for his work in developing transportation facilities in the San Juan Mountains, have been placed in the library of the *State Historical Society of Colorado*.

The Cornell Collection of Regional History and University Archives at *Cornell University* has received the papers (1893-1964) of the late Arthur A. Allen, one of America's foremost ornithologists, and of his wife and coworker Elsa Allen; the papers (1945-69) of Karl M. Dallenbach, professor of psychology and former editor of the *American Journal of Psychology*; the papers (1870-1937) of John Nolen, Sr., City Planner and Landscape Architect; the papers (1926-68) of Frederic P. Lee, lawyer, trustee of Hamilton College, and horticulturist; and the papers (1920-69) of Warren J. Vinton, Chief Economist, U.S. Housing Authority. Among corporate and organizational records accessioned are those (1882-90) of the Crystal Salt Co. Received from the latter source were a series of letters (1905-8) between Charles A. Beard and his former student Howard Lee McBain. Additional records received include those of the American Shortline Railroad Association (1913-63) and the National Federation of Grain Cooperatives.

*Florida State University* has received papers of Gov. Albert Waller Gilchrist; Edward Bradford, a physician and plantation owner; Gen. James Patton Anderson; and Capt. Hugh Black, relating to his service during the Third Seminole War, in the Confederate army, and as a clerk in the Florida legislature. Family papers noted include the Evelyn Rees Burt collection. New collections held by the *University of Florida's* P. K. Yonge Library of Florida History include the papers of former U.S. Sen. George A. Smathers, Charles E. Bennett, the E. H. Tomlinson collection of land promotion and real estate records, and David Levy Yulee letters regarding this senator's interest in railroad building. The *University of South Florida* has accessioned the papers of the Simmons Family of Rutherford County, N.C., largely correspondence of the Civil War and Reconstruction periods; the papers of Herbert S. Philips, former U.S. District Attorney in Tampa; papers of Edward J. Nance, former president of the University of Tampa; the Father Jerome papers; and those of Wyatt Blassingame. The university has also received records of the Hillsborough County Government Study Commission.

The John C. Pace Library of the *University of West Florida* has received the papers of James C. Watson and his father, Thomas Campbell Watson; the Murphy papers relating to Western Florida; the papers of John William Buchanan Cole, member of the Florida House of Representatives; the W. H. Watson papers including letters of Timothy W. Bludworth and Captain John R. Ely, regarding their Civil War experiences; and the Bonifay and Pace families collections. The Karl E. Mundt papers will be donated to the library named in his honor at *General Beadle State College* at Madison, S. Dak. Major accessions of the *Illinois State Historical Library* in 1968 include papers relating to an Army board of inquiry investigation of cotton speculation charges leveled against Gen. Samuel Ryan Curtis (1862-64); John and Alexander Harper Civil War letters, 1862-65; Civil War muster rolls and numerous transcripts of letters and diaries relating to the same period; Mary

R. (Miner) Hill's memoirs of Springfield and the Lincoln family; Elizabeth L. Norris' 1898 letters to Emily Todd Helm in which she recalls the childhood and attitudes toward the social structure, religion, clothing, and relatives of her cousin Mary Todd Lincoln; papers (1863–1902) of Thomas J. Henderson, Civil War General and Congressional Representative from Illinois; the papers (1947–68) of Gov. Otto Kerner; papers (1961–69) of Gov. Samuel H. Shapiro and the Herrick-Reasoner family papers (1860–1965). Additions to previously held collections include postsenatorial papers (1951–68) of Scott W. Lucas.

The *Maryland Historical Society* announces that it has received the papers of Thomas Swann covering the period of his presidency and directorship of the B. & O. Railroad, 1847–53; and the 18th- and 19th-century correspondence of the McCulloh family. The Northern Pacific Railway Archives covering more than a century of Northwestern history and filling about 6,000 file boxes has been presented to the *Minnesota Historical Society*. The acquisition of 14 letters of Harriet Beecher Stowe and the papers of Joseph R. Hawley and of Margaret Warner Morley has been announced by the *Stowe-Day Foundation* of Hartford, Conn.

*Syracuse University* has noted that its collections now available for research include the papers (1840–1936) of the 19th century social reformer, Albert Brisbane; the 18th-century Johnstown, N.Y., general store day book of Robert Adams listing purchases of Sir William Johnson, Sir John Johnson, Guy Johnson and Joseph Brant, Mohawk chief; the papers (1934–67) of Stuart G. Brown, professor of citizenship and American culture; sermons (1768–1807) of Tristram Gilman, pastor of the First Congregational Church of North Yarmouth, Maine, noted for his work in the New England revivals that began in 1791; the papers (1894–1962) of David H. Keller, neuropsychiatrist and science fiction writer; the papers (1932–68) of Jess Stearn; and the papers (1966–67) of Franklin R. Weissberg relating mainly to the 1967 New York State Constitutional Convention. Acquisitions also include the 1850–68 minute book of the Board of Directors of the Homer-Cortland Plank Road and records (1934–68) of the New York State Council of Churches.

The Urban Archives Center of *Temple University* is now open for scholarly use. Created by Temple's History Department in 1967, the Archives purpose is to serve as a depository for manuscripts and other records relating to urban life and development, drawing upon institutions in the Philadelphia metropolitan area during this century. Collections currently held include the records of the Philadelphia Housing Association, the United Neighbors Association, Travelers' Aid Society of Philadelphia, the Health and Welfare Council of Philadelphia, the Greater Philadelphia branch of the American Civil Liberties Union, the Urban League, and the Philadelphia branch of the National Association for the Advancement of Colored People. The Rare Book Department of the Samuel Paley Library at the university lists recent additions to their manuscript collections as including: land transfer indentures (1699–1882), letters by or relating to William Adler, Ezra Stiles, John William Wallace, Edwin and Anna Markham, Booth Tarkington, Alfred Noyes, S. Weir Mitchell, and the Willing and Spencer families; the papers of Winifred Pawlins; additional Joseph Conrad material including one letter by the author and two drafts of Nicholas Monsarrat's essay about him.

The *University of Virginia* has acquired Coolidge-Jefferson family correspondence (1814–58), primarily the letters of Ellen Wayles Randolph,

granddaughter of Thomas Jefferson; the Norton family papers chiefly about Charles Eliot Norton; the accounts and correspondence (1825-84) of Leonidas Baugh; correspondence (1861-70) of the Tarter-Byars family of Wythe County, Va.; and letters (1877) of Alfred Lord Tennyson.

Added to the special collection of modern literature at *Washington University Libraries*, St. Louis, Mo., are the correspondence and literary manuscripts of Howard Nemerov, poet, novelist, and former Consultant in Poetry to the Library of Congress. Other acquisitions include single items or small groups representing the works of Richard Eberhart, Roy Campbell, Robert Creeley, Robert Sward, Elizabeth Jennings, Fannie Hurst, Jocelyn Brooke, Sylvia Plath, and Ted Hughes.

The *State Historical Society of Wisconsin* added to its holdings the papers (1934-66) of Robert Bendiner, editor, author, and journalist; the papers (1964-67) of Harry J. Bowie, Negro Episcopal minister in charge of the National Council of Churches Delta Ministry in McComb, Miss.; the papers (1917-68) of Merle Curti, Pulitzer Prize winning historian; and the papers (1932-66) of Merlyn S. Pitzele, labor analyst; the records (1963-65) of the Committee for Miners, and of the Vanguard League, Inc. (1941-50), a Columbus, Ohio, Negro antidiscrimination organization.

I wish to acknowledge the assistance of Richard Strassberg, Assistant Archivist, Collection of Regional History and University Archives at Cornell University, in the preparation of the notes for this issue.

#### CANADA

Reported by Wilfred I. Smith

Items for this section should be sent direct to Dr. Wilfred I. Smith, Acting Dominion Archivist, Public Archives of Canada, 395 Wellington St., Ottawa 4, Ont., Canada.

#### *Public Archives of Canada*

On last May 1 the Prime Minister announced in the House of Commons the Government policy in regard to access to public records. [See text of Prime Minister's announcement in October 1969 issue of the *American Archivist*, p. 409.—ED.] The transfer of records of Government departments and agencies to the Public Archives will be governed by disposal schedules. The general rule of access is that all records over 30 years old will be made available for research unless they fall within certain exempt categories. Departments are encouraged to permit access to records later in date than 30 years insofar as it would be consistent with the efficient operation of the departments. Access to these records would be subject to conditions established by the minister responsible in consultation with the Dominion Archivist. More detailed policies in regard to transfer and access will be recommended to the cabinet by the Dominion Archivist in consultation with the Advisory Council on Public Records.

A major exhibition last summer commemorated the opening of the new National Arts Centre in Ottawa. It was entitled "The History of the Performing Arts in Canada." A joint project of the Public Archives and the National Library, it was opened officially by Secretary of State Gérard Pelletier. Minister of Labour B. Mackasey opened an exhibition to commemorate the 50th anniversary of the founding of the International Labour Organization and an exhibition of maps is being prepared.

### Manuscript Division

Recent accessions include those from the Departments of National Defence, Transport, Northern Affairs and National Resources, Agriculture, and Finance. In addition, the Division has received records of Parliament, 1916–58, the Royal Commission on Dominion Provincial Relations, 1937–40, the Royal Commission on Taxation, 1968, and Dominion-Provincial Conferences, 1934–35, 1941, 1944–46. Private papers acquired recently include those of John Brachen, Gen. A. G. L. McNaughton, Col. W. A. Steel, and the Arctic collection of R. J. Cyriax. The systematic acquisition programme is resulting in arrangements with prominent persons to transfer their papers to the Public Archives. This system was described by R. S. Gordon in a paper at the World Conference on Records at Salt Lake City last August. J. J. Atherton spoke at the conference on records of genealogical interest in the Public Archives of Canada. The most recent visits for archival training included archivists from Ghana, Tanzania, and the Philippines.

### Picture Division

Several important items were acquired recently at auctions in Toronto by Sotheby and Co. and in Montreal by Christie, Manson, and Woods. They included water colours by Capt. J. H. Caddy, W. D. Blatchley, and Sir R. G. A. Levinge, and a group of 36 engraved portraits of Frenchmen connected with the early history of the country. Other significant accessions were a group of 31 engraved portraits from our Paris office and a sketchbook of the Canadian painter, David Milne. The project for the publication of a catalog of water colours and drawings in the collection is progressing well; some 2,000 items have been examined for inclusion. The program for the development of a National Film Collection is proceeding satisfactorily. Several million feet of early motion picture footage has been acquired recently.

### *Archives Section, Canadian Historical Association*

Several sessions of the Archives Section were held in conjunction with the annual meeting of the Association at York University, Toronto, last June. At the annual business meeting Chairman W. I. Smith gave a report on archival training, Secretary Abbe F. Beaudin reported on the 6th Conference of the International Council on Archives at Madrid, and H. A. Taylor, editor of the *Canadian Archivist*, discussed the recent improvements in that publication. Plans were made for the publication of a directory of Canadian archival repositories. Two new standing committees were appointed—one on oral history, Georges Delisle, chairman; the other on paper preservation, John Andreassen, chairman. Officers for the next year are John Bovey, chairman; Bernard Weilbrenner, vice chairman; Abbe Beaudin, secretary; James Parker, treasurer; John Andreassen, Jacques Mathieu and Hugh Taylor. W. Kaye Lamb was chairman of a panel discussion on the subject "Archival Collecting: Cooperation or Competition?" H. A. Taylor and V. S. Wilson were participants in a joint session with the association on oral history. Prof. W. G. Ormsby was commentator and W. I. Smith the chairman. There were several meetings of a symposium on oral history.

### *University of British Columbia*

Recent takeovers and amalgamations in the local fishing industry have

facilitated the acquisition of papers of some of the companies involved. These include papers of the Anglo-British Columbia Packing Co., a pioneer fishing company in the Province dating back to the 1890's and the J. H. Todd Co., which originated in the 1930's.

#### ENGLAND AND WALES

Reported by Michael Cook, Archivist of the University of Liverpool

The Government has thrown a bombshell into the world of archives in England with the publication in May 1969 of the report of the Royal Commission on the Reform of Local Government (the Redcliffe-Maud Report). Outside the Public Record Office and a few other national bodies and large firms, nearly all archives establishments in this country are run by local government, typically by the counties, of which there are 52. Now many of these, if the commission's proposals have any effect, will be abolished or amalgamated to form an entirely new pattern of larger local authorities. Many old-established County Record Offices are thus threatened, and English archivists also feel that the moment has perhaps arrived to press for higher standards for those authorities who have not done good work in archives in the past. The tradition of running a specialist record office is much less strong, for example, in the cities and large towns.

Accordingly the Society of Archivists arranged a symposium held at Churchill College, in the University of Cambridge, at which these problems were discussed. The symposium was attended by about 75 members and managed to get through a full programme. The recommendations and resolutions which finally emerged embodied a series of standards based on those which Ernst Posner posed for State Archives in the U.S.A. and included a draft that might form the basis of future archival legislation or at least of accepted standards for local record offices. The draft begins by defining local records of public concern (as distinct from Public Records) as being worthy of legal protection and regulation. Other clauses deal with the effect of changes in local government:

1. The public has a right to expect that every major local authority maintains a record office which is open to the public and which maintains services to professional standards.
2. A record office should have a living connexion with its parent authority. Existing record offices should therefore be transferred to new authorities so as to preserve this living connexion.
3. The geographical coverage of records held in an existing record office should be maintained as a principle of the future field of public service where possible. Existing collections can rarely be split between two or more authorities.
4. A record office should be attached to an authority of sufficient size to ensure: (a) that professional standards are maintained, (b) that intake of records from the parent body is representative of the most important records of the area, (c) that there can be oversight of the records of superseded and subordinate authorities.

These recommendations have at the time of writing not yet been adopted by the Society of Archivists as the official view of the profession, but they can be given here as typical of the state of mind of English local archivists at the present time.

This symposium was in fact the second to be held at Churchill College, and the Cambridge symposium has perhaps now become an established part of the year's event. The symposia were begun as a result of the initiative of a small group of archivists who felt that the profession in this country needed to be

more aware of pressing current problems and the necessity of taking action concerning them. The symposia are therefore hard-working sessions in which all the participants take full part and which are intended to result in some definite course of action. Cambridge in the summer adds a romantic backcloth and a little bit of colour to our humdrum lives.

#### *Public Record Office*

J. R. Ede, Deputy Keeper of the Public Records, has been appointed Keeper, effective January 1, 1970, to succeed retiring Keeper H. C. Johnson. Mr. Ede joined the staff of the Public Record Office in 1947 and has served since in various responsible posts. In 1963-64 he was named, under Unesco auspices, to act as the first Director of the National Archives of Tanganyika (now Tanzania).

#### ROYAL COMMISSION ON HISTORICAL MANUSCRIPTS

The commission recently issued a list of some of its less well-known publications, several of which are not included in its better known publication, *Sectional List 17, Publications of the Royal Commission on Historical Manuscripts* (H.M.S.O., 1969). Especially noteworthy publications described in this new list are the following: *Report to the Crown* (1869-1967) containing information on general activities of the commission; *Report of the Secretary to the Commissioners*, a new series beginning in 1969 that provides the public with more details concerning additions to the National Register of Archives and commission activities of interest to archivists and historians; *Record Repositories in Great Britain* (1964- ); *List of Accessions to Repositories* (1954- ); *The Prime Ministers' Papers, 1801-1902*, a survey of privately preserved papers of men who were Prime Ministers; *Manuscripts and Men* (1969), a catalogue of about 200 items displayed in a centennial exhibition of the commission; *Joint Publications*, a series treating activities of local records societies; and a guide to records of scientists and technologists scheduled for publication in 1970. Photocopied compilations of the commission available for distribution include "Title-pages" from each report in the National Register of Archives; lists of Frederick Locker-Lampson manuscripts and archives of the New College, a London theological college; and guides to sources relating to business history and architectural history.

#### PROFESSIONAL INSTRUCTION

##### *University of Wisconsin Library School*

The School of Library Science will offer a graduate seminar in archives administration in the summer session, June 22-July 17, 1970. The three-credit course is designed to offer a basic study of the theory, principles, and techniques of administering public archives and private manuscripts to students, particularly those interested in careers in archives administration, library science, historical agencies administration, or the teaching of history. In addition to seminar discussions and papers, the course will also include laboratory work in the State Historical Society of Wisconsin's Division of Archives and Manuscripts. The seminar will be conducted by F. Gerald Ham, State Archivist and head of the Division of Archives and Manuscripts. Inquiries regarding the course should be directed to Prof. Charles Bunge,



Summer Session 1970 Director, Library School of the University of Wisconsin, 425 Henry Mall, Madison, Wis. 53706.

*Carleton University*

The university, in cooperation with the Public Archives of Canada and the Archives Section of the Canadian Historical Association, announces a course in Archival Principles and Administration, June 29–July 31, 1970. The course is designed to cover basic archival techniques and also to give special attention to archival problems peculiar to Canada. Students may concentrate their studies in either the field of archives or of records management. Coordinator of the course will be D. J. Wurtele, formerly of the Public Archives of Canada. A document, endorsed by the three sponsoring bodies, will be awarded to students who successfully complete the course. Tuition fees will be \$150 per student. Living accommodations and meals, at additional cost, will be available at the university. Application forms and further information may be obtained by writing to "Archives Course," Department of History, Carleton University, Ottawa 1, Canada.

## Editor's Forum

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TO THE EDITOR:

You are to be commended on the timeliness of the articles by historians John Hope Franklin and Alfred B. Rollins, Jr., that appeared in the October 1969 issue of *American Archivist*. At a time when the National Archives and more particularly the Franklin D. Roosevelt Library are under fire from some historians, it is refreshing to note the constructive relationship that these two historians have established with archivists. This archivist would consider it a privilege to help either of these historians whenever he comes to the National Archives.

KATHERINE H. DAVIDSON  
*National Archives*



## SOCIETY OF AMERICAN ARCHIVISTS

### SUSTAINING MEMBERS

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

As a result of the pressing need for funds, the Council has directed the president and the secretary to invite archival institutions to become Sustaining Members, each for the fee of \$100 a year. As of Sept. 1, 1969, twenty-two institutions have joined as Sustaining Members. The realization of the Society's goal of one hundred Sustaining Members will enable it to make definite plans for a permanent secretariat.

For further information, please write to the secretary: F. Gerald Ham, Secretary, Society of American Archivists, State Historical Society of Wisconsin, 816 State St., Madison, Wis. 53706.

*Barnard College Archives*  
*Buffalo and Erie County Historical Society*  
*Public Archives of Canada*  
*Colorado State Archives*  
*Cornell University Collection of Regional History*  
*Illinois State Library*  
*University of Kentucky Library*  
*Kentucky State Archives*  
*Commonwealth of Massachusetts*  
*University of Michigan, Michigan Historical Collections*  
*Archives of the Moravian Church, Bethlehem, Pa.*  
*National Archives and Records Service*  
*New Jersey State Library*  
*New Mexico State Records Center and Archives*  
*North Carolina Department of Archives and History*  
*Ohio Historical Society*  
*Ohio State University Archives*  
*Syracuse University Library*  
*Tennessee State Library and Archives*  
*Texas State Library*  
*Wayne State University Labor History Archives*  
*Wisconsin State Historical Society*

