

THE SOCIETY OF AMERICAN ARCHIVISTS
DISTINGUISHED SERVICE AWARD
1971

THE SOCIETY OF AMERICAN ARCHIVISTS WELCOMES NOMINATIONS FOR THE 1971 DISTINGUISHED SERVICE AWARD. THE ORGANIZATION NOMINATED SHOULD HAVE ACHIEVED DISTINCTION IN ONE OR MORE OF THE FOLLOWING WAYS:

Demonstrably contributing to archival theory and the development of new archival practices.

Serving its constituency in an outstanding fashion.

Showing extraordinary ingenuity and resourcefulness in improving efficiency of operations or improving methods of work.

Going well beyond the normal performance requirements expected of an archival agency and so being an incentive to others.

Publishing exemplary and meritorious finding aids, collection guides, statements of available service, and the like.

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SINCE THE FIRST AWARD IN 1964, FIVE INSTITUTIONS HAVE BEEN SELECTED:

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COLORADO DIVISION OF STATE ARCHIVES
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PENNSYLVANIA DIVISION OF ARCHIVES AND
MANUSCRIPTS

FOR NOMINATION FORMS ONE SHOULD WRITE TO F. GERALD HAM, SECRETARY, SOCIETY OF AMERICAN ARCHIVISTS, STATE HISTORICAL SOCIETY OF WISCONSIN, MADISON, WIS. 53706.

ALL NOMINATIONS MUST BE RECEIVED BY AUGUST, 1, 1971.

THE GONDOS MEMORIAL AWARD

OF

THE SOCIETY OF AMERICAN ARCHIVISTS AND

THE AMERICAN UNIVERSITY

FOR AN ESSAY ON THE HISTORY OR
ADMINISTRATION OF ARCHIVES

1971 Competition

The author of the winning entry in 1971 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. Frank B. Evans is senior representative of the University. Entries for the 1971 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, 1971.

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.

FELLOWS OF THE SOCIETY OF AMERICAN ARCHIVISTS

January 1, 1971

WILLIAM T. ALDERSON	LOLA M. HOMSHER
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The 34th Annual Meeting of the Society of American Archivists

By DAVID J. DELGADO

THE 34th annual meeting of the Society of American Archivists was held September 29–October 2, 1970, at the Shoreham Hotel in Washington, D.C. There were 511 persons registered at the meeting. For the first time in SAA history, a day during the annual meeting was set aside primarily for committee business. At a luncheon on Tuesday, September 29, the officers and Council Members met with the chairmen of all 1970/1971 committees to discuss ways of promoting more effective communication among the committees and Council. After the luncheon most of the committees held meetings, which in some cases lasted into the evening. This provided an opportunity for many committees to define their objectives at the very beginning of their year and to begin work on programs. In the evening mixers were held for university archivists and for the general membership.

The 5 workshops and 15 regular sessions were held Wednesday through Friday. The following account is based principally on: (1) summaries of each session submitted to the secretary's office by session chairmen and (2) the excellent account of our meeting published as Appendix I to the Library of Congress *Information Bulletin* for October 15, 1970. The author is indebted to the Library of Congress Information Office for permission to draw freely upon that account.

WEDNESDAY MORNING, SEPTEMBER 30

"Workshop: Committee on Terminology—A Report." At this workshop, chaired by William L. Rofes of the International Business Machines Corp. and attended by approximately 50 persons, Richard Norman of the Department of the Air Force explained *Air Force Manual 12-50*, a manual on the disposition of noncurrent Air Force

The author is Assistant Archivist of the State Historical Society of Wisconsin and wrote this account of the annual meeting in his capacity as administrative assistant to SAA Secretary F. Gerald Ham and member of the Program Committee for the 1970 meeting.

records and "documentation management." Main features of the manual are its decision-logic-table format, which makes updating and revising easier and keeps information in a more logical pattern for the user, and a numbering system, which keys the manual's disposition table to the directive prescribing the records. Everett O. Alldredge of the National Archives and Records Service and Robert Woadden, City Archivist of Toronto, commented that the Air Force manual firmly ties into the way Air Force people file their records, covers both large and small installations with the same set of instructions, and structures its files and records disposition schedules and its directive system around the same terminological base. Discussion after the presentation of the formal papers centered on details of the manual. A point raised by Mr. Alldredge and several others concerned the Air Force's use of the term "documentation" in place of "records."

"Cooperative Programs in Research Materials: Plans, Actualities, and Problems." Chairman Douglas A. Bakken of the Cornell University Collection of Regional History and University Archives introduced Ronald F. Miller, coordinator of library systems of the Five Associated University Libraries (FAUL). Mr. Miller outlined the FAUL system, essentially a library consortium composed of Syracuse University, the State University of New York at Buffalo and at Binghamton, the University of Rochester, and Cornell. Features of the network include channels for rapid communication, the ability to switch requests to the most suitable repository, reciprocal relations among members so that information can move in either direction, and a formal organization based on a written agreement. FAUL has shared both materials and staff, has standardized rules of access, has developed a joint manuscript catalog, and has established uniform special collections guidelines for gifts, appraisals, photocopying, and collection integrity.

David R. Larson of the Ohio Historical Society described the Ohio Network of American History Research Centers. The network was established to control the pressure toward decentralization of Ohio's historical programs and research caused by the existence of important urban centers throughout the State, with no dominant center. Mr. Larson spoke of how the eight representative regions and the institutions within each region were chosen, the role of the Ohio Historical Society in the network, and planned publications. Among topics discussed by the audience were funding problems and the potentialities of interstate cooperative arrangements.

"Potential Areas of Cooperation Among Denominational Archives." This session, chaired by Melvin Gingerich of the Menonite Historical and Research Committee, was attended by about

50 persons. John R. Woodard of the Baptist Historical Collection at Wake Forest University stressed service activities in which church archives could cooperate. He considered the possibilities of manuscript and microfilm exchanges, information exchanges, and cooperative publication projects. Gerald W. Gillette of the Presbyterian Historical Society talked about administrative problems that could be attacked by cooperative action. Resources should be centralized to allow the best-equipped agency to handle questions and manuscripts; standards for all areas of cooperation should be set to achieve results on both the intradenominational and interdenominational levels. Mr. Gillette pointed out that although about 500 agencies currently act as church records repositories, only about 6 are fully functioning archives. He suggested that the SAA Church Archives Committee set up standards for religious denominational archives, draw up a model constitution, and provide guidelines for church records management. He also suggested that one person in each denomination be made responsible for keeping the list of church records repositories up to date. A discussion period followed each paper.

"The Archivist and the New Left." Over 300 persons crowded into the Empire Room for this session. Howard Zinn, professor of government at Boston University, delivered a paper entitled "The Activist Archivist." Professor Zinn stressed the need for archivists, like other professional groups, to abandon the screen of professionalism and neutrality in order to humanize their ordinary work and not to limit their concern with political issues to their spare time. He denounced those scholars who by their silence and professed neutrality "buttress the existing social order and values" of society and called for archivists to collect and preserve papers and to tape record experiences documenting ordinary lives in addition to those of the exceptional—the "lower" classes as well as the prominent, for example, women as well as men. He also urged archivists to campaign to open all Government documents to the public. In commenting on Professor Zinn's paper, Philip P. Mason of Wayne State University noted the many programs and institutions actively seeking documentation of protest and reform leaders and groups. Patrick M. Quinn of the State Historical Society of Wisconsin underscored many of Professor Zinn's views from his own experience as a student activist and candidate for public office. Chairman Frank B. Evans of the National Archives then opened the session for discussion. William M. Franklin of the Historical Office of the Department of State explained departmental policies on access to its records. There was discussion of the policy on access to investigative files, particularly those of the FBI, and other Government records. No consensus was reached regarding the issue of disclosure versus necessary

restrictions on access to Government records, and the remainder of the discussion was devoted to the controversial question of the archivist as a "collector" of documentary materials.

WEDNESDAY AFTERNOON

Wednesday Banquet Luncheon. Daniel J. Boorstin, Director of the National Museum of History and Technology of the Smithsonian Institution was the featured speaker at the luncheon. Mr. Boorstin spoke briefly on the changes in the conception of the archivist's role; at present the archivist is the true historian, the one who assembles the raw materials of history. He urged archivists to free themselves from the prevailing fondness of academic historians for political history, classic controversies, and the eccentric rather than the central. As a professional task for the bicentennial of the American Revolution, Mr. Boorstin suggested that the SAA compile an inventory of the total documentation on American life.

"Workshop: Personal Papers in University Archives." Ruth W. Helmuth of Case Western Reserve University presided over the workshop. Harley P. Holden of Harvard University Archives briefly described his agency's collecting policies and the procedures used in handling and servicing collections. Walter Rundell, Jr., of Iowa State University department of history advocated a broad collecting policy for university archives, including papers of students and trustees and relating to significant campus events, supplemented by oral history. A full discussion period covered implications of the new tax law for gifts, collections of faculty publications or reprints, and other matters.

"The Relationship Between Written Records and Artifacts as Sources for Historical Research." Chairman Richard H. Lytle of the Smithsonian Institution opened the session. Richmond D. Williams of the Eleutherian Mills Historical Library, the principal speaker, spoke on objects as sources for studying the history of culture and technology, pointing out that objects can often be evidence of attitudes or feelings undocumentable by written records. As an illustration Mr. Williams described an Eleutherian Mills-Smithsonian project using archival materials, motion pictures, and sound effects to capture the sights and sounds of a factory manufacturing wooden wagon wheels. He also noted the necessity for cooperation in collecting objects and archives/manuscripts; though it is not necessary that both activities occur under the same roof, valuable information is lost by severing objects from other records of an activity. Commentator Wilcomb A. Washburn of the Smithsonian Institution agreed with Mr. Williams' basic points but pointed out

the practical problems of space and money faced by many archivists in storing artifacts; he suggested that for some purposes photographs and careful descriptions are a satisfactory substitute for the original object. Mr. Washburn spoke strongly of the need for archivists and curators to improve scholarship within their ranks so that they will be intellectually qualified to preserve the documentation required by modern scholars.

"Sources of Special Funds for Archives and Manuscript Repositories." About 90 persons attended this session, chaired by Fred Shelley of the National Historical Publications Commission. Kermit J. Pike of the Western Reserve Historical Society spoke on the possibilities of support from private sources and described sources of information about educational and charitable foundations. Helen M. White of the Minnesota Historical Society outlined a typical grant-supported project, the processing of a Governor's papers, and detailed considerations for budgeting, applying for, and carrying out a grant. Mr. Shelley summarized the grant programs at the Federal level to which State and local organizations can apply for assistance.

"Machine-Readable Records." Chaired by Paul J. Scheips of the Office of the Chief of Military History, Department of the Army, this session attracted about 75 persons. James I. Vette of NASA's National Space Science Data Center presented "Magnetic Tape as an Archival Medium." Studies carried out at the center seem to warrant considerable optimism concerning the durability of magnetic tape despite its technical disadvantages. Placing digital data on film, however, might allow higher density storage and greater security against the compromise of information in the future. Meyer H. Fishbein of the National Archives considered "Appraising Information in Machine-Language Form." He pointed out that although few archivists feel fully competent to handle archival problems concerning machine-readable records, the problem cannot wait for more qualified personnel to be trained. About 1 million reels of Federal tape are likely to be erased without archival appraisal in the near future, for example, and appraisal standards for machine-readable records are needed. Computer productivity will lead to a greater demand for archival sources. Kermit H. Vermilyea, a consultant to the National Archives and Records Service, then presented a paper entitled "Documentation Required for Servicing Machine-Readable Records." Documentation to magnetic-tape records allows the user to extract what he wants from the files. We need computer-oriented archivists to document files so that the user can extract information and manipulate the records by computer. For archivists unfamiliar with machine-readable records, Mr. Vermilyea recommended *Documentation Standards* (1969) by Max Gray

and Keith R. London. Gerald J. Rosenkrantz also spoke briefly about the work of the Data Archives Staff of NARS, which he directs.

WEDNESDAY EVENING

At 6:30 p.m. registrants at the annual meeting attended a reception at the Department of State, sponsored by the National Archives and Records Service and the Library of Congress.

THURSDAY MORNING, OCTOBER 1

"Workshop: Creating the Climate for Records Management." This workshop, attended by about 40 persons, met under the chairmanship of Gerald L. Hegel of Wayne State University Archives to acquaint newer archivists with methods used by industrial records managers and archivists to "sell" management on the need for a records management program. The main speaker, Helen L. Harden of Frito-Lay, Inc., Dallas, gave recommendations on methods she has used to demonstrate the continuing need for a records management program to management. Panelist Helen Davidson, Eli Lilly & Co., Indianapolis, then talked about problems she has encountered as a company archivist because of the lack of a records management program. Thornton W. Mitchell of the North Carolina Department of Administration stressed that management must not only recognize a records management program but also that the program must keep abreast of the continual updating of technology. Extensive floor discussion centered on the implications for archivists of computerization and conversion to other nonpaper records and on cost savings as a selling point for records management programs.

"International Cooperation in Microfilming." About 55 persons attended this session, chaired by Wilfred I. Smith of the Public Archives of Canada. George O. Kent, who had directed the recently terminated Center for Coordination of Foreign Manuscript Copying of the Library of Congress, reviewed the services the center had provided and expressed concern that its termination might cause difficulties in international microfilming cooperation. John M. Kinney of the Texas State Archives discussed the new Texas Consortium to Microfilm Mexican Archives, explaining progress made and problems encountered to date. Albert H. Leisinger, Jr., of the National Archives and Records Service reported on origins and activities of the International Council on Archives' Microfilm Committee, of which he is chairman. In his commentary, Morris Rieger of NARS discussed the ICA's Committee on Liberalization of Access to Archives. Although the ICA's Madrid Congress unanimously adopted

resolutions favoring liberal access policies, nations whose chief archival officers favor a restrictive access policy have changed their practices very little. During a lively discussion it was suggested that public opinion is a strong factor favoring liberal access policies; when publicity has been given to the question, the extreme conservative positions have generally been abandoned.

"Effective Approaches to Management for Local Government Records." This session, attended by about 40 people, was chaired by John W. Porter of the International Business Machines Corp. The points that should be focused on in convincing management of the necessity, value, and methods for managing local government records were discussed by Carl Dye of NARS Region 6 (from the standpoint of Federal and regional assistance); by Paul C. James of the Florida Bureau of Archives and Records Management (from the State and county point of view); and by Allen Weinberg, replacing Jack Lilienfeld (from the experience of the city and county of Philadelphia).

"Archival Resources for Black Studies." This panel consisted of Chairman Vincent Harding of the Martin Luther King, Jr., Memorial Center and panelists Willie L. Harriford, Jr., also of the center; Dorothy B. Porter of Howard University; Jessie Carney Smith of Fisk University; and Stanton F. Biddle of the New York Public Library. The panelists reviewed the backgrounds of their archival institutions and described their collections. The panel discussed desirable cooperative activities in collecting and servicing materials for black studies, including regional study centers, a clearinghouse for information, the publication of catalogs and guides, microfilm exchanges, and summer institutes for black archivists.

THURSDAY AFTERNOON

"Workshop: Church Archives as Service Institutions to Historians." Vernon H. Nelson of the Archives of the Moravian Church presided over this session, attended by about 40 persons. Lorraine P. Arnell of the Archives of the Church of Jesus Christ of Latter-day Saints theoretically summarized the functions of a church archives and what facilities it should offer to historians. Thomas F. Elliott, CSC, discussed the topic from his experience as Archivist of the Indiana Province of the Holy Cross Fathers at Notre Dame. Points raised in the discussion were the secrecy problem, particularly with respect to Roman Catholic records, and the fact that church archives also function as service institutions to many researchers who are not historians.

"Columbus, Ohio—A Model for Studying the City." This uncon-

ventional session was chaired by Robert M. Warner of the Michigan Historical Collections. Edward R. and Andrea D. Lentz, both of the Ohio Historical Society, spoke briefly on the program they had developed for studying Columbus and distributed a paper entitled "The People and the City" to each member attending the session. The heart of the program was a 30 minute, multimedia, documentary film and tape presentation on Columbus, consisting of narration on the development and culture of the city; 330 slides, mostly from the Ohio Historical Society, illustrating various periods and aspects of the city's architecture, development, and life; background music; and sound effects. The effect was a cumulative one, resulting from the repetition of themes (an activity, a style, a mood) in each of a consecutive group of pictures, all relating to the subject being discussed at that moment in the narrative. No attempt was made to present a chronological history; the authors instead sought to evoke the spirit of the city as reflected in the lives and activities of its ordinary citizens. The lively discussion period that followed showed audience interest in the techniques and subject of the presentation, and there was some discussion of minority-group history as an element of urban history. Meyer H. Fishbein, chairman of the SAA Urban and Industrial Archives Committee, discussed the committee's work and objectives in a brief concluding statement.

"Public Relations for Archival and Manuscript Repositories." Frank G. Burke of the National Archives and Records Service was chairman of this session, attended by about 100 persons. Arsiné Schmajonian of the George Arents Research Library, Syracuse University discussed the types of archival publications used to disseminate information about institutions and their holdings. She emphasized the need for more original ideas in the publications of archival repositories. Clement M. Silvestro of the Chicago Historical Society spoke on the role of public relations in collection development, drawing on his own operation for examples. Louis L. Tucker of the New York State Education Department stated that his own agency did not have a public relations program as such, emphasized the importance of tact and diplomacy in dealing with local officials, and mentioned that the success of his agency's field representatives depends on their personalities.

"The Archives Within the University." This session, chaired by David C. Maslyn of the Yale University Library, attracted about 70 persons. William H. Combs of the Michigan State University Archives spoke on the topic "Mandate and Structure." Analysis of a survey he made in June 1970 reveals a trend toward placing the charter and structure of the archives outside the library and in the university administrative hierarchy. The survey also indicated that

if the archival program is to be effective, it must be a separate and distinct unit within its hierarchical affiliation. Maynard J. Brichford of the University of Illinois Archives stressed that the growth of faculty and documentation created in the past century have not been paralleled by a growth in scholarly investigations of faculties or of the academic life, largely because archivists have ignored that historical information. Barbara G. Fisher of the University of Oregon Archives spoke on the role of the archivist within the university and the library.

THURSDAY EVENING

The annual presidential dinner was highlighted by the presentation of Society awards and the presidential address. The Distinguished Service Award for outstanding achievement by an archival agency was given to the Pennsylvania Historical Commission and was accepted by William Work, State Archivist. The Waldo Gifford Leland Prize for an outstanding archival publication was presented to Edgar B. Nixon of Rhinebeck, N.Y., for the first three volumes of *Franklin Delano Roosevelt and Foreign Policy* (Cambridge, Harvard University Press, 1969). Paul Lewinson, chairman of the Awards Committee, announced that the committee had decided not to bestow the Gondos Memorial Award this year. For important contributions to the archival profession, the accolade of Fellow was conferred upon nine members of the Society: Maynard J. Brichford, University of Illinois; Ivan D. Eyler, Edward E. Hill, and Leonard Rapport, National Archives and Records Service; Joseph F. Halpin, New Mexico State Records Center and Archives; Josephine L. Harper, State Historical Society of Wisconsin; Edward N. Johnson, Florida Bureau of Archives and Records Management; William L. Rofes, International Business Machines Corp.; and Wilfred I. Smith, Public Archives of Canada. President Herman Kahn's address is published elsewhere in this issue.

FRIDAY MORNING, OCTOBER 2

"Workshop: Reference—A Time/Cost Study." Chairman Lester W. Smith of the Buffalo and Erie County Historical Society introduced the speakers. Ivan D. Eyler, NARS Region 7, spoke on performance standards for reference functions, based on time studies or cost analyses. Basic work-measurement techniques to develop time standards include the time-and-motion or stopwatch approach and the statistical approach, based on historical production data. Random time sampling using a combination of the two techniques was also defined. The statistical approach was emphasized since it

is the most practical for the typical reference service operation. Cost standards provide another scale, which, although less flexible and perhaps less effective than the time standard, is easier to develop. Quality indicators should be part of any system for it is important to control the quality of work produced. Kathleen Jacklin of the Cornell University Collection of Regional History and University Archives presented findings from a study of the mail reference service at Cornell, April–August 1970. Data recorded in the study included time expended in searching finding aids and collections, time required to prepare a reply, salaries of persons performing the work, the number and price of photocopies sent without charge, and expenditures for photocopying, stationery, and postage. The replies of 20 institutions to an ancillary questionnaire showed the common problem of increasing demand for service and the need for more data on performance. In the vigorous floor discussion by the 50 persons attending, several persons expressed concern that the preliminary findings might be regarded as norms, but both speakers made it clear that this was not intended.

“Records Protection—A Necessity in Troubled Times.” Fifty persons attended this session, chaired by Bonnie F. Svoboda of the Nebraska Records Management Division. Robert W. Moore of the Consolidated Natural Gas Co. presented the feature paper, “Don’t Make Records a Game of Chance,” which was illustrated with slides. He stressed the need for management awareness of the need to protect vital and essential records and outlined his company’s approach to records protection. He also discussed the forms in which records should or could be secured, the applications of microfilm and storage for security purposes, the disposal and retention of records, and the steps necessary to test the efficacy of records programs. Edward N. Johnson of the Florida Bureau of Archives and Records Management commented on the topic in relation to government records.

“The Archivist and the Scholar.” Charles E. Lee of the South Carolina Department of Archives and History was panel chairman. Herman Kahn, of the Yale University Library and president of the SAA, insisted that archivists should also be considered scholars and lamented that the recently formed Archives Advisory Council included numerous historians but only one archivist. It might be preferable, he argued, to cease asking historians for advice until they demonstrate a better grasp of archivists’ problems. Louis Morton, Dartmouth College history department, mentioned some grievances against archivists commonly held by the historical community, none of which were validated by his own experience. The

grievances include a proprietary attitude toward holdings, unwillingness to permit investigations of complete files, a possible conflict of interest if an archivist makes scholarly use of materials for which he is responsible, and favoritism toward established scholars at the expense of neophytes. Historians would also welcome a larger role in decisions leading to records destruction. James B. Rhoads, Archivist of the United States, was optimistic about historian-archivist relations. He pointed to the Archives Advisory Council, the NARS journal *Prologue*, the NARS series of semiannual conferences on historical materials, and the fact that the number of Ph. D.'s on the National Archives staff has increased in the past few years. William D. Aeschbacher of the University of Cincinnati history department mentioned that he was impressed with the qualifications of archivists he has encountered. Jean Stephenson of Washington, D.C., speaking as a genealogist, recited principles useful in genealogical or other research, including familiarity with holdings through available finding aids, willingness to search through whatever the archives staff provides, and a healthy distrust of the printed word unverified by a manuscript source.

"Techniques of Manuscript Collecting." Chaired by Mattie Russell of Duke University, this session was attended by about 100 persons. Dennis East of the Archives of Labor History and Urban Affairs at Wayne State University gave practical advice on gathering leads to manuscript collections and on approaching owners of papers through correspondence and visits. He dealt with competition among collectors and the need for selectivity in collecting. Elsie Freivogel, now at the University of Maryland, described her methods in building a collection of literary manuscripts at Washington University. Cooperation of interested faculty members, visiting writers, and carefully selected dealers was fully utilized, and a sustained prior effort was made to develop a core collection of printed materials for each writer. Philip F. Mooney of the George Arents Research Library, Syracuse University, stressed the importance of a clearly defined collecting policy for a manuscript repository—one that recognizes staff capabilities, financial resources, competition with other repositories, and the necessity of limiting collecting to certain areas.

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.
 Alldredge, 10 p.; Brichford, 13 p.; Combs, 17 p.; Dye, 15 p.; Eyler,
 19 p.; Fishbein, 12 p.; Fisher, 10 p.; Freivogel, 8 p.; Gillette, 11 p.;
 Kent, 5 p.; Kinney, 10 p.; Vermilyea, 7 p.; Williams, 19 p.; Woodard,
 15 p.; Zinn, 19 p.

Society of American Archivists

THIRTY-FIFTH ANNUAL MEETING SAN FRANCISCO

October 12-15, 1971

Sheraton-Palace Hotel

GENERAL SESSIONS WORKSHOPS COMMITTEE MEETINGS

SPECIAL EVENTS

Champagne Reception

Presidential Dinner

Annual Business Luncheon

TOURS

**SAA-conducted tour of the new Oakland Museum and
the Bancroft Library, University of California
at Berkeley**

Muir Woods Wine Country Monterey-Carmel 17-mile drive

Harbor tours Walking tours Cable car rides

Fisherman's Wharf Chinatown Museums and historical sites

Post-Convention Tour to Hawaii for SAA Members and Guests

AUGUST R. SUELFLOW

Program Chairman

WILLIAM E. EASTMAN

Local Arrangements Chairman

**Direct inquiries about tours and facilities should be sent to Local
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Technical Notes

CLARK W. NELSON, *Editor*

NEW PRODUCTS & DATA

Nonaqueous Deacidification

Recently, Richard Daniel Smith completed his dissertation, "The Nonaqueous Deacidification of Papers and Books," for the Graduate Library School of the University of Chicago. Contained in the approximately 275-page work are an introduction; chapters on the acidity in paper and its effects, on the requirements for an ideal deacidification process, on existing methods for protecting cellulose from acid hydrolysis, on the design and evaluation of a new nonaqueous deacidification process, and summarizing and setting forth recommendations for nonaqueous deacidification; appendixes; and a list of references. Xerox or microfilm copies of the study are available from the Photoduplication Department, Regenstein Library, University of Chicago, Chicago, Ill. 60637. Smith has prepared the following abstract of it:

The physical deterioration of library collections is approaching a critical point. Research is increasingly hindered as more and more books become unavailable. This study reports data indicating that books published between 1900 and 1960 become difficult, if not impossible, to rebind before they are 60 years old and virtually useless before they are 100 years old. The principal cause of this deterioration is the acid-catalyzed hydrolysis of cellulose in paper fibers. The acidic condition of most library paper materials originates during paper manufacture because of the solvation of the aluminum ion, introduced in aluminum sulfate to precipitate the rosin during aluminum rosin sizing. The quantity of acidic materials that develops in books during library storage, as a consequence of natural degradation processes or by the absorption of air pollutants, may exceed the quantity introduced as aluminum sulfate during paper-making. Existing methods of protecting cellulose from acid attack are unsuitable for preserving paper and books or are prohibitively expensive. Libraries cannot afford to apply aqueous deacidification methods developed for rare or unique records to the problem of preserving library collections because the cost of dismantling, deacidifying, and rebinding a book currently averages from \$50 to \$80.

In my study a new method of protecting cellulose materials, particularly paper and books, from acid attack is developed and evaluated. In perspective with other preservative techniques compared to an ideal process, this new process appears to be more generally applicable and less costly than the aqueous deacidification methods heretofore available—perhaps 100 times less so in the case of whole books. The nonaqueous deacidification process involves impregnating paper and books with a nonaqueous deacidification solution containing an organic solvent and a benign alkaline deacidification agent. Organic solvents are used because they wet paper more rapidly than water,

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have less swelling or distorting effects on paper, and are easier to dry from paper than water. The solvent dissolves the deacidification agent and carries it throughout the article during treatment. The quantity of deacidification agent dissolved in the solution is selected to neutralize the deleterious acidity in the treated goods and to deposit an alkaline stabilizing residue in the treated paper and books, thus providing long-term protection. The solution can be applied by immersion, spraying, brushing, or other techniques that allow the solution to impregnate the article being treated. The solvent can be removed by any drying method that deposits the deacidification agent throughout the treated article. It may be necessary to control the moisture content of the articles both while being treated and while being dried.

Experimental data indicate that the potential benefit of nonaqueous deacidification varies according to the condition of the cellulose in the treated articles. Laboratory aging studies made with single sheets of paper show that nonaqueous deacidification treatments can produce results equivalent or superior to present day aqueous treatments and increase the expected life of well-regarded, commercial, moderately acidic book papers from two to three times. Data on a lower quality, more acidic book paper show an increase of four or more times in life expectancy. The actual gain of increased life cannot be predicted with accuracy because the life of paper in books is also affected by other causes of deterioration, library storage conditions, and use.

The study suggests the deacidification solution should be composed of an alkali metal or alkaline earth metal alkoxide, dissolved in a chlorofluorohydrocarbon solvent containing methanol as a solubilizing agent for the alkoxide. Magnesium methoxide is selected as the preferred deacidification agent because it produces the desired improvement in stability, is available and relatively cheap, produces no detrimental side reactions, and forms benign reaction products known to be compatible with cellulosic materials. Since 1968 solutions composed of 7 percent magnesium methoxide in methanol and trichlorotrifluoromethane or dichloromethane (1:3 parts) have been used by a well-known conservator to protect unique single-sheet items valued at more than \$3 million from acid attack. Whole books were deacidified under laboratory conditions by using liquified refrigerant gas solvents as part of the study. Dichlorodifluoromethane and chlorodifluoromethane were used as the chlorofluorohydrocarbon solvent to demonstrate that the solvent can be removed by flash-drying to deposit the magnesium methoxide deacidification agent or its reaction products throughout the deacidified book. The study describes the feasibility of treating library collections by nonaqueous deacidification in terms of experimental results, probable costs, and similar conservation and industrial practices; it presents in flow-chart form potential manual and mechanized procedures for treating single sheets and whole books.

Static Control

Controlling static is particularly necessary in areas where cleanliness must be maintained. In recent years "clean rooms" have become part of the American industrial scene. To control static in such environments a number of manufacturers have introduced several devices, some of which use radioactive materials. Scientific Enterprises, Inc., P.O. Box 220, Broomfield, Colo. 80020, has introduced Statitrols, which do not. Statitrols consist of ion discharge points contained in aerodynamically shaped chrome supporting rings. According to Scientific Enterprises, the ions produced are attracted to and quickly neutralize static. Though large modular systems are available for rooms of any size, Statitrols also come in 5-lb. portable models that can be used to handle localized static situations and can be readily set up almost anywhere. Their beams are particularly effective in controlling static generated while cleaning archival documents and in situations that involve movie or still film. When using these devices, dust can easily be removed without being

attracted by static charges. The Statitrol P-557 portable static control unit costs \$190.50 in the pedestal model.

Residual Hypo in Microfilm

In the photographic process determining residual thiosulfate or hypo in a print or negative is one of the main tests for archival quality. C. I. Pope, writing in the September–October 1969 issue of *Photographic Science and Engineering*, reports on “A Simplified Method for Determining Residual Thiosulfate in Processed Microfilm.” Beginning on page 278, he notes:

Residual thiosulfate in processed photographic papers is usually determined by treating the paper with silver nitrate, which reacts with the reactive sulfur in thiosulfate to form silver sulfide in situ. The silver nitrate also reacts with the reactive sulfur in any trithionate or tetrathionate present to form silver sulfide. Matthey and Henn adapted the silver nitrate test to determine the residual thiosulfate in processed film. They removed the excess silver ion by treating the sample in a sodium chloride solution, then a sodium thiosulfate solution, and then washing. Any excess silver ion left in the film would darken and increase the density of the film. The purpose of this study was to simplify the processing of the sample after treatment in the silver nitrate solution. It was found that a 1% ammonium hydroxide solution containing 5 g of NaCl per liter adequately removes the silver ion, and no washing (of the test sample) is required. This treatment should be effective on all types of silver films, but its effectiveness on paper is unknown.

The simplified test procedure uses two solutions instead of three and takes half the time previously required.

Plastic Papers

Over the past few years increased interest has been shown in manufacturing plastic papers. The Japanese produce some, and in the United States such manufacturers as Mead and Appleton are involved. At least two types of papers are currently being made. Mead Papers, Dayton, Ohio 45402, produces Acro Art, a filled, high-density, polyethylene-based sheet, which contains no cellulose fiber and has no surface coating. Appleton Coated Paper Co., Appleton, Wis. 54911, makes Ascot, which features a base of spun-bonded olefin fiber made of Dupont's Tyvek and a system of specially formulated coatings for diverse needs. Both products have superior dimensional stability, strength, and durability; resist grease and water; and have a variety of uses ranging from wall coverings to children's books. Handling the plastic sheets makes a muffled sound, suited to situations in recording studios and other areas where quiet is necessary. Because they are plastic, static is a problem. Acro Art's static buildup is supposedly one-third to one-half that of other plastic sheets. Although such papers offer excellent printing performance, some extra care must be taken with them. As their use increases, it is quite possible that their stability will be improved, and plastic sheets will be used in archival work.

Silver Recovery Kit

A new silver recovery estimating kit that contains charts and simple calculators for determining the value of silver recoverable from spent

fixer and scrap films and papers and chemically treated paper for on-the-spot testing of liquid fixer has been developed by Eastman Kodak Co. As part of a concerted drive to salvage more of the metal, the company has trained its technical sales representatives in silver recovery methods and has developed the new estimating kit, captioned with Benjamin Franklin's proverb, "Waste not, want not," for their use. To estimate recovery from fixer solutions, a slip of the chemically treated paper is dipped into the spent fixer solution, and the change in color of the paper is compared with a color chart in the kit. This reading furnishes data for the final calculation. Silver recovery from scrap sensitized materials is estimated on the basis of square inches and percentage exposed, using a calculator in the kit. Silver recovery can be a significant cost recovery factor in virtually any film processing operation. According to Kodak, a gallon of spent fixer, depending upon its silver content and the current price of silver, can be worth as much as \$2 net return to anyone who takes the simple steps necessary to salvage and turn in the silver compounds. The company offers a system, which can often be installed for less than \$50, yielding up to 99 percent recovery. Basic components are a cartridge filled with spun steel and a small liquid circulating unit. When spent fixer flows through the cartridge, the spun steel dissolves and a silver-rich sludge is deposited. After all the steel has dissolved, the cartridge is shipped to Kodak, where the silver is assayed and the customer's account is credited, based on current prices. Silver is recovered from scrap sensitized materials by professional refiners and salvagers, who are listed in the yellow pages under "scrap metals," "smelters," "refiners," or "reclaimers." Kodak engineers estimate, however, that less than 50 percent of the potential silver from the Nation's photographic and X-ray facilities is being recovered. The scope of the loss was illustrated recently in a pollution study of Potomac River water, samples of which contained 15 parts per million of silver. A crucial raw material for manufacturing photographic films and papers, silver is in short supply on world markets, and recovery of "used" silver is as important as mining. Further information and a free estimate of potential silver recovery from your processing operation may be obtained from Kodak technical sales representatives or dealers handling Kodak products.

Iodide and Microfilm Blemishes

One of the first recommendations for avoiding the formation of microscopic spots in processed microfilm was to add small quantities of iodide to the fixing bath. In 1964 Eastman Kodak modified the fixing baths in its microfilm processing stations accordingly. Inspections of several collections were recently made to determine the effect of the addition. The results are reported by R. W. Henn, Bernadette D. Mack, and D. G. Wiest in the September-October 1969 issue of *Photographic Science and Engineering* under the title: "Microscopic Spots in Processed Microfilm: Inspection of Collections to Evaluate the Effect of Iodide." Beginning on page 276, the writers report that the incidence in spots dramatically decreased after introducing iodide to the fixing bath. They

further noted that all collections comprised rolls of microfilm stored in cardboard boxes. The authors are encouraged by the inspection results, but they caution overoptimism. The investigators indicate that although iodide-treated films resist microspot formation, they are still subject to attack under extremely severe conditions. It is recommended that iodide treatment be supplemented by good storage conditions, with cans preferred over paper cartons. A word of caution is also voiced about the harmful effects of using more than 0.2 gr. of potassium iodide per liter of fixing bath. As in their earlier studies at Kodak, the investigators further recommend gold protective treatment for maximum protection.

Cheap Microfiche Reader

The U.S. Office of Education of the Department of Health, Education, and Welfare contracted for the development of a new low-cost microfiche reader from DASA Corp., Information Systems Division, 15 Stevens St., Andover, Mass. 01810. The new, compact, 7½-lb. unit is now available and is said to be so portable that it can be held in the lap like a book. The reader features an 8½" × 11" viewing screen and a lamp life of about 400 hours. The lamp is manufactured by General Electric Co. and is easily obtainable for less than a dollar. The reader accepts NMA, DOD, or COSATI microfiche up to 4" × 6" and is available in 20× or 24× magnification ratios. Interchangeable grid formats are available for scanning control. For power supply the unit utilizes a silicon conductor rectifier giving 51 ft. lamberts illumination. According to the supplier, the reader is simple to operate and requires no special training. Focus is set by a fingertip dial and remains constant. A uniform high or low screen illumination can be selected. The reader, which costs \$89.50, with discounts available in quantities of 50 or more, is shipped f.o.b. Andover, Mass.

Electrostatic Copyholder

A recent innovation in electrostatic devices is the Simco Lectro-Plaque Copyboard for microfilm cameras. Although particularly suited to such large single-sheet documents as maps and engineering drawings, the copyboard, through electrostatic forces, will also hold letter-size documents flat during exposure. Manufactured by Simco Co., Inc., 920 Walnut St., Lansdale, Pa. 19446, the holder secures almost any type of material including Cronar, vellum, bond, and acetate. The document to be filmed is merely positioned on the board and lightly rubbed with the hand or the grounding applicator provided. According to Simco, the document will instantly adhere to the board. The copyboard holds several thicknesses of copy tightly together, but the documents can be removed immediately after exposure. Simco states that the board eliminates halation and insures total imagery without loss of coordinates or other peripheral information. The field density around tracings is also uniformly maintained. Because the board is operated so simply, handling should be speeded up in volume work. The complete Lectro-Plaque consists of a translucent or opaque copyboard and a solid-state

power unit with an on/off switch. The copyboard is available in any specified size to replace (or to be placed on top of) any existing copyholder. Besides microfilming, the unit is also suitable for types of copy work where flatness of material is required.

Polaroid-Kodak Color Agreement

New supplying and licensing agreements between Polaroid Corp. and Eastman Kodak Co. assure Polaroid of a continuing supply of color-negative material for 5 or more years and grant to Kodak a royalty-bearing license to make and sell color-film packs for Polaroid cameras in 1976. According to a recently issued joint release, the agreement, which involves nonexclusive licenses, does not restrict either company from separately commercializing independent developments that could contribute to wider public acceptance of picture-in-a-minute photography. Under a contract dating from 1957, Kodak has assisted in the commercial development of the negative component of Polaroid color film and, since 1963, has supplied negative material for that film. The effective date of Kodak's license under Polaroid patents may be advanced 1 year if Kodak improves the color negative material to provide significantly better color prints. Kodak will also have an option to exercise additional rights under specified Polaroid patents after January 1, 1980. If Kodak enters the market for camera-processed color film under Polaroid patents, Polaroid can terminate the license unless the royalties provided for at substantial rates total \$10 million by January 1, 1980.

Dual-Media Editions

The United States Historical Documents Institute is engaged in republishing complete collections of basic out-of-print historical reference materials in Dual-Media Editions. Special emphasis is being placed on those serials recommended for new and expanding academic libraries as well as for large public libraries. Dual-Media Editions contain the complete texts of long-run backfiles in microform plus facsimile reprints of their indexes and other bibliographic tools in book format. Brochures and catalogs describing the first Dual-Media Edition, *Proceedings of the US Congresses, 1789-1964* are available from the institute's editorial offices, 1647 Wisconsin Ave. N.W., Washington, D.C. 20007.

TECHNICAL MAILBAG

Church Tape Program

Word was recently received from Earl E. Olson, Assistant Church Historian, Library-Archives of the Church of Jesus Christ of Latter-day Saints, regarding the tape program in the historian's office. Mr. Olson notes that:

Beginning in April 1938, audio-disc recordings were made of the annual and semi-annual general conferences of the Church. Sixteen-inch discs were used, recorded at 33 $\frac{1}{3}$ r.p.m. Similar recordings were also made of the Mormon Tabernacle Choir radio broadcasts. As audio tapes were developed, consideration was given to using them in

place of discs. The archival storage quality of tapes, however, was not equivalent to that of discs, and discs continued in use through April 1966.

A change became necessary when 16" discs could no longer be procured. Smaller discs were available, but their size/content ratio did not warrant the space required to store them. The transition to audio tapes then received more serious consideration. The specifications for recording on audio tape were first determined. It was decided to use a speed of $7\frac{1}{2}$ i.p.s. for important music and $3\frac{3}{4}$ i.p.s. for most talks and less important music. The recording should be half track (which would provide double storage on the same number of reels), monaural, on 7" reels. A tape recording unit was procured that met these requirements, consisting of a master and one slave. The unit had facilities for recording from a record player, which was also obtained. The type of tape to be used was also given extensive study. In view of archival storage quality, it was decided to use only 1.5 mil polyester, low-print-through, Scotch Brand 3M #202—or comparable—tape.

Copying the discs on tape was started to make the contents of the discs readily available and to assure less frequent usage of the discs. The copying of 2,000 discs has now been completed. In the meantime, the tape program has been expanded. Some stereo tapes have been filed; some less important programs, chiefly containing speech, have been adequately recorded by using a speed of $17\frac{1}{8}$ i.p.s. Additional equipment has been procured, which allows stereo, mono, and 4-track recording at speeds from $15\frac{1}{16}$ to $7\frac{1}{2}$ i.p.s. A total of 2,000 reels of tape, stored in a vault at 70° temperature and 45 percent humidity, are now on file.

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News Notes

HELEN T. FINNERAN, *Editor*

SOCIETY OF AMERICAN ARCHIVISTS

Spring Luncheon

On April 15, 1971, the Society will hold its annual joint luncheon session with the Organization of American Historians during the course of the OAH annual meeting, April 14-17, in New Orleans. Presiding at the luncheon will be Society President Philip P. Mason; and the speaker will be William R. Taylor of the SUNY-Stony Brook history department speaking on "Archives Without Walls." Tickets for the luncheon may be purchased at the OAH registration desk.

1970-71 Officers

In accordance with the constitution of the Society, Philip P. Mason, 1969-70 vice president, succeeds to the 1970-71 presidency. On October 2, 1970, at the annual business meeting of the Society, the other officers for 1970-71 were elected as follows: CHARLES E. LEE, vice president; F. GERALD HAM (reelected) secretary; A. K. JOHNSON, JR., (reelected) treasurer. Elected to the Council for the 4-year term 1970-74 were WILLIAM BENEDON and JAMES B. RHOADS. Continuing Council Members, with the years of expiration of their terms, are ROBERT M. WARNER (1971), DORMAN H. WINFREY (1971), FRANK B. EVANS (1972), WILFRED I. SMITH (1972), C. HERBERT FINCH (1973), and ELIZABETH E. HAMER (1973).

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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.

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The contributing membership is an opportunity for individual members of the SAA to provide greater financial support for several vital Society programs than that provided by regular membership. Partly because of contributing members, the SAA has been able to increase the amount of money available to support committee projects and to fund a more frequently issued *Placement Newsletter*; this year we will be able to publish a bibliography, several technical manuals, and new brochures on archival careers and on education and training opportunities in archives. Other projects, too, that were formerly beyond our means, are now feasible.

Contributing membership dues of \$25 a year provide an extra \$10 yearly per member to support these activities. Owing to continually rising costs of services and supplies, we need more contributing members. Contributing members receive copies of all SAA publications issued during the year of membership. Once a year, each contributing member's name is listed in the *American Archivist*. The persons who provided this extra measure of professional support during the past year are:

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 Ruth R. Yeaman

Financial Assistance to Archivists From Eastern Asia

Financial assistance is available to archivists from Asian countries from Afghanistan eastward, through a grant from the Asia Foundation of San Francisco, Calif., to the Society. Two types of assistance are available: (1) 1-year individual memberships in the Society at no cost to the member. The memberships may be renewed up to a total of 3 years at the option of the SAA. Applicants should be graduate students or working archivists; (2) Travel grants of up to \$300 to defray travel expenses of Asian archivists to or within the United States for study, for research, to attend archival meetings, to visit places of archival interest, or for other professional purposes. Applicants should be at least at the graduate level, and their application should state their academic position, the nature and purpose of their U.S. travel, and estimated transportation and living expenses in the United States. Applications and nominations should be sent to Secretary of the Society of American Archivists F. Gerald Ham, 816 State Street, Madison, Wis. 53706. All awards are made by the SAA Council.

SAA Symposium

A regional archival symposium was held at the University of Wyoming last October 31. "Opportunities and Methods for Research" was the theme of the event sponsored by Region 8, National Archives and Records Service; the Region 8 Advisory Committee for Archival Affairs; the University of Wyoming; the Wyoming State Archives and Historical Department; and the Society. Everett O. Alldredge, Assistant Archivist for Records Management, spoke on "Computerization and Archival and Library Work," and Philip C. Brooks, Director, Harry S. Truman Library, commented on research opportunities in Presidential libraries. Following a noon luncheon there was a business meeting of the Advisory

Committee for Archival Affairs, Region 8. The committee, formed in March 1969, elected the following officers: Robert W. Delaney, Fort Lewis College, Durango, Colo., chairman; T. A. Larson, University of Wyoming, Laramie, Wyo., and Bert Fireman, Arizona State University, Tempe, Ariz., first and second vice chairman, respectively.

Deaths of Members

WILLIAM D. OVERMAN, past president, founding member, and Fellow of the Society; director of the Archives and Library of Firestone Tire & Rubber Co. from 1943 to 1966; on November 4, 1970, in Akron, Ohio. A commemorative statement will appear in a subsequent issue.

DE LAFAYETTE REID, JR., Deputy State Librarian of Illinois, associate professor of library science at Northern Illinois University; on October 1, 1970, in Springfield, Ill.

ERNEST W. SIHLER, Assistant Archivist of The American Lutheran Church, 1961-70, retired since March; on June 19, 1970, in Mannheim, Germany, while touring the country.

Minutes of the Council

Washington, D.C., September 29, 1970

The meeting was called to order by President Herman Kahn at 9:30 a.m. in his suite C-130 at the Shoreham Hotel. 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, Victor Gondos, Jr., Joseph F. Halpin, Elizabeth E. Hamer, Wilfred I. Smith, and Robert M. Warner. Dorman H. Winfrey was absent.

The minutes of the Council meeting of July 1 and 2, 1970, were approved as circulated and corrected.

President Kahn reported on negotiations with the Association of College and Research Libraries concerning the preparation and publication of a manual on the care and administration of manuscript collections in libraries. This project would be jointly sponsored by the ACRL, the American Association for State and Local History, the Society of American Archivists, and the Manuscripts Society. Some Council members expressed reservations, shared by the AASLH, about participation in this project under the terms the ACRL outlined. The Council agreed the matter should be reviewed in a most critical manner before the SAA agreed to participate, though Mrs. Hamer cited several reasons why the Society should cooperate in this venture with the American Library Association. Mr. Mason was instructed to continue negotiations with the ACRL in close consultation with AASLH Director William T. Alderson.

President Kahn also reported that he had received a communication from the ALA, proposing the creation of a joint SAA-ALA committee. In this communication ALA Executive Director David H. Clift proposed that such a joint committee be established to (1) plan a program for the annual ALA conference in Dallas, June 20-26, 1971, and (2) consider

means of extending the good relations between the SAA and the ALA. The proposed committee would be composed of five members—two from the SAA and three, including the chairman, from the ALA. Mr. Clift stated that if the arrangement met with Council approval, he would propose the establishment of such a committee to the ALA Executive Board at its fall meeting, October 28–30, 1970. President Kahn replied favorably to Mr. Clift's suggestions but stated that the SAA hoped that after the establishment of the committee, the committee chairmanship would become a rotating office alternating each year between the ALA and the SAA. The Council approved this arrangement. President Kahn also suggested that the SAA invite the ALA to hold a joint session at the Society's annual meeting.

Mr. Evans raised the question of the public issuance of the Leopold Committee's final report and told the Council that there were compelling reasons for making the report available as soon as possible. Acting on the suggestion, the Council passed the following resolution, introduced by Mr. Smith and seconded by Mr. Halpin:

Resolved, That because of the importance to the archival profession of the findings of the joint AHA-OAH ad hoc committee investigating charges against the Roosevelt Library and related matters, the Council of the Society of American Archivists urges the committee to make public its final report at the earliest possible moment.

The secretary was instructed to send copies of the resolution to the presidents and executive secretaries of the two above organizations.

The first item of new business was the election of the three honorary members nominated by the Committee on Professional Standards. Following a discussion, it was moved by Mr. Warner and seconded by Mr. Smith that the Council defer, without prejudice, all awards of honorary membership in the Society until a statement of specific criteria for such awards is prepared by the committee for Council approval. Mr. Kahn, chairman of the 1970–71 Committee on Professional Standards, was directed to present a statement of criteria to the Council.

The Council next acted to fill a 4-year term on the Editorial Board of the *American Archivist*. The editor recommended that William T. Alderson, who has served for 1 year to fill out the unexpired term of Julian Boyd, be reappointed for a full term. Mr. Johnson so moved, and the motion was seconded by Mr. Finch and approved.

In view of the recent increase in subscription rates, the Finance Committee recommended that the revised brochure describing the *American Archivist* list a uniform price of \$3.75 an issue for back issues of the journal even if the issues were published before the rate increase. A motion by Mr. Warner, seconded by Mr. Evans, to raise the price of back issues to \$3.75 was approved.

Vice President Mason stated that the Council has long been aware of the need for an active publications committee to review and approve all SAA-sponsored publications and to coordinate the Society's publications program. He pointed out that the SAA bylaws delegate to the editor responsibility to "edit or supervise all publications of the Society" but

that the heavy duties involved in the publication of the journal prevent the editor from exercising this responsibility. Mr. Mason suggested that a publications committee be created and be instructed, as a first order of business, to draw up a comprehensive statement of policy and procedure for SAA-sponsored publications. The proposed committee would be requested to prepare its report for Council approval at its December 1970 meeting. To give the proposed committee jurisdiction over publications other than those normally handled by the editorial office, it was moved by Mr. Evans and seconded by Mr. Gondos that section 6 of the bylaws, delegating responsibility for all SAA publications to the editor, be changed to read: "The editor . . . shall edit or supervise appropriate [rather than "all the"] publications of the Society." The motion was approved.

In accordance with section 8 of the bylaws requiring the President to obtain the advice and approval of the Council in creating or terminating standing committees, the Council approved the following changes in standing committees on a motion by Mr. Finch and seconded by Mr. Smith: the creation of the Publications Committee, the Committee on Preservation Methods, the Committee on Buildings and Technical Services, and the Committee on Federal and State Governmental Relations; the termination of the Committee on Buildings, Equipment, and Preservation Methods.

President-elect Mason has appointed the Ad Hoc Committee for the 1970's to study the organizational and program needs of the Society for the coming decade. To underwrite the work of this committee, Mr. Kahn had communicated with the Council on Library Resources, Inc., concerning funding. Mr. Kahn reported that he had received a letter from CLR President Fred C. Cole, stating that the Council "is prepared to look with favor" upon the SAA request for \$3,500. Mr. Cole requested the Society to submit a careful budget of expenses and more details about meetings and other contemplated activities of the special blue-ribbon committee. President-elect Mason was directed to prepare such a document for the CLR's consideration.

At the invitation of the Council, William E. Eastman, chairman of the 1971 Local Arrangements Committee, met with the Council to discuss proposed arrangements for the 1971 annual conference in San Francisco. Mr. Eastman's prepared report was approved on a motion by Mr. Evans and seconded by Mr. Gondos with the following changes: (1) that sessions be substituted for the tours planned for Wednesday afternoon, October 13 and (2) that tours be scheduled for Monday, October 11; Friday, October 15; and Saturday, October 16.

In his report on the status of the endowment fund, the treasurer reported that "it is evident from our current financial status we cannot contribute any funds from our current resources to the special reserve approved by the Council last December, but in order to evidence our [the Council's] good faith and interest, \$1,500 in the general savings is [put aside] for this purpose." Mr. Johnson's statement was approved by the Council.

Mr. Ham reported that 202 members who had joined the Society before January 1, 1970, had not received biographical entries in the recently published *Directory of Individual and Institutional Members*. The secretary suggested that the Council consider issuing a supplement to the *Directory* at the earliest moment. Rather than issue a supplement, Mr. Evans suggested that a new directory be planned for 1972 and that all existing membership data in the *Directory*, as well as data supplied by new members and members not listed in the *Directory*, be transferred to a magnetic-tape data bank, which could be continually updated and could be used to provide necessary data and copy for future revisions of the *Directory*. Mr. Evans was directed to report to the Council at its December 1970 meeting on the costs and other factors involved in transferring membership data into machine-readable format and on the preparation and production costs of a revised, expanded directory, using an automated process to produce printer's copy. The secretary also reported that all members not listed in the current *Directory* and all new members will be requested to fill out a questionnaire for updating the *Directory* and enabling the officers and Council to use the Society's personnel resources more effectively. Mr. Halpin stated that State civil service agencies lack any uniform data on the requirements for State archival positions and that the SAA should provide such data for the agencies. The Council agreed such data is desirable and necessary and suggested Mr. Halpin bring this problem to the attention of the Committee on State and Local Records for initial consideration.

The Council expressed its deep appreciation for the dedicated service President Kahn and outgoing Council Members Gondos and Halpin have rendered to the Council and the Society.

The meeting was adjourned at 11:45 a.m.

F. GERALD HAM, *Secretary*

Annual Business Meeting

Washington, D.C., October 2, 1970

The annual business meeting of the Society was called to order at 1:15 p.m. by President Herman Kahn. All officers and members of the Council were in attendance except Dorman H. Winfrey. In addition approximately 250 individual and institutional members were present.

It was voted to dispense with reading the minutes of the 1969 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 1971 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, 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, 1969, 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.

Reporting on the status of the Wayne C. Grover Memorial Committee, President Kahn stated that the committee had received funds in excess of the cost of the portrait of the late Wayne C. Grover and that the use of these excess funds will be considered by the Council in consultation with the committee at the December 1970 Council meeting.

The motion to accept the treasurer's and Auditing Committee's reports and order them filed with the secretary was seconded and approved.

There being no old or new business, Victor Gondos, Jr., presented the report of the Resolutions Committee as follows:

WHEREAS, the Nation's Capital provided an ideal place for some 511 archivists from Canada and most of the United States, including Alaska and Hawaii, to assemble for the 34th annual meeting of the Society of American Archivists, September 29-October 2, 1970, and

WHEREAS, the success of this conference is due largely to the untiring efforts of the officers, Council Members, and committees during the past year, be it

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

All members of the Committee on Local Arrangements under the chairmanship of Everett O. Alldredge; all members of the Program Committee under the guidance of Jack T. Ericson as chairman; and all participants in the instructive and informative workshops and regular sessions during our meeting in Washington, D.C.

The Honorable Daniel J. Boorstin, Director of the National Museum of History and Technology of the Smithsonian Institution, luncheon speaker.

The manager and staff of the Shoreham Hotel for their cooperation in providing facilities, particularly Robert O'Brien, Harry Bliss, and Nick Karas.

The Registration and Information Desk staff provided by the National Archives and Records Service, particularly Donald Harrison and Virginia Ballengee for their many services rendered to conference participants.

The Minnesota Mining and Manufacturing Co., Minneapolis, Minn., for coffee at the morning breaks.

The Eastman Kodak Co., Rochester, N.Y., and Landmark Services, Inc., Washington, D.C., for the door prizes.

The Department of State, host, and the Library of Congress and the National Archives and Records Service, sponsors, of the evening reception.

The Hollinger Corp., the Recordak Processing Plant, Federal agencies (including the Library of Congress, the National Bureau of Standards, the Federal Bureau of Investigation, the Bureau of the Census, the Department of State, the Voice of America, the Bureau of Engraving and Printing, and the National Archives and Records Service), the Maryland Hall of Records, the Historic Annapolis Tour, the Folger Shakespeare Library, Dumbarton Oaks, Catholic University of America, and the National Shrine of the Immaculate Conception, for providing tours for conference participants.

All exhibitors and their representatives for presenting new ideas, materials, and equipment to assist archivists in their work.

The Wayne C. Grover Memorial Committee, particularly Ernst Posner, chairman, and Sherrod East, secretary, for the contribution made to the endowment fund of the Society at the late Dr. Grover's personal request.

WHEREAS, the Society of American Archivists has sustained many losses during the past year by the known deaths of the following members:

Elizabeth Hawthorn Buck	January 21, 1970
Helen L. Chatfield	August 15, 1970
Christopher Crittenden	October 13, 1969
Howard W. Crocker	July 10, 1970
Joan R. Faunt	February 15, 1969
Wayne C. Grover	June 8, 1970
Harold J. Henderson	January 4, 1969
Edwin J. Hunt	January 28, 1970
Theodore R. Schellenberg	January 14, 1970

therefore, be it further

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

In the absence of the Nominations Committee chairman, Lester J. Cappon, committee member Joseph F. Halpin presented the committee's report.

Philip P. Mason, Wayne State University, becomes President as provided by the Constitution.

The Nominations Committee in compliance with the bylaws makes the following nominations to be voted upon at the annual business meeting at Washington, D.C., on October 2, 1970:

For *Vice President*, CHARLES E. LEE, South Carolina Department of Archives and History.

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 1974:

WILLIAM BENEDON, Lockheed Aircraft Corp.

JAMES B. RHOADS, National Archives and Records Service.

It was moved and seconded that the report be accepted; the report was approved. It was then moved and seconded that the report be approved unanimously; the motion passed.

With the election of new officers, Mr. Kahn turned over the gavel to the incoming president, Philip P. Mason, who paid tribute to Mr. Kahn for his services as president. Mr. Mason then announced that the SAA would hold a joint luncheon meeting with the American Historical Association on December 29, 1970, in Boston, and with the Organization of American Historians next April in New Orleans. He also announced that the Society will hold its 1971 annual meeting at the Sheraton-Palace Hotel, San Francisco, October 12 through 16.

The meeting was adjourned at 2:05 p.m.

F. GERALD HAM, *Secretary*

Report of the Secretary, 1969-70

This year I thought that it might be useful to review the affairs of the Society in terms of the accomplishments of not only our own organization but the archival profession as a whole during the previous decade. I hope this review will give us some perspective on the present problems facing the SAA and will assist us in developing the most appropriate and timely program for the 1970's.

A DECADE OF EXPANSION

The 1960's was a decade of unparalleled expansion in our profession. Our membership almost doubled, increasing from less than 1,200 to nearly 2,300. Our current annual budget, over \$50,000, is more than 4 times as large as the \$11,470 budget of 1960. Committees, which do most of the SAA's nonadministrative work have grown as we have expanded and upgraded their programs. Fewer than 130 members served on committees a decade ago, but we have appointed nearly 300 members to serve this year. The annual meeting is perhaps the heart of our professional activity as a society. Ten years ago there were 218 registrants in Boston; today there are 511. The 1960 program had only six sessions, three of which were devoted to records management. This contrasts sharply with the 1970 program, with its 20 sessions covering many special areas and contemporary problems of our profession.

I think we have become more organized in the last 10 years, both as a profession and as a society. For instance, in 1960, few if any of the archivists entering the profession had formal training in archives administration; only three institutions offered such training, and that was primarily of the summer institute variety. Currently, at least 12 institutions offer some form of archival education; 3 major universities in fact offer a master's degree with emphasis on archives administration. Several other institutions are also planning to offer courses in this field.

Placement, too, is an area in which we are better organized. In 1960 our profession had no regular job placement service, but we now issue to members on request a bimonthly newsletter that carried listings of 59 applicants and 36 job openings during the past year. In addition we supplied 24 employers not listed in the newsletter with 87 candidate résumés from our placement files.

Through the development of symposia, conferences, and workshops, we have attempted to involve more archivists in the work of the profession and to provide greater opportunities for communication and cooperation at the regional level. During 1969-70 the Society cosponsored 9 archival symposia, which reached over 600 people and dealt with such subjects as records management for colleges, the care and preservation of records, and the research uses of archival materials. Further evidence of increasing organizational and professional awareness among archivists is the development of several new and flourishing regional organizations of archivists. In the South, East, and Midwest, active and interested professionals have formed associations that show promise of providing greater professional involvement to their members.

Owing to this increasing strength and professionalism more things can be accomplished, and tasks of major proportions can be assumed. Let me cite the example of the Committee on Paper Research, which was set up in 1968 to coordinate and raise funds for a jointly sponsored SAA-NARS project to develop standards for the durability and permanence of paper and related materials. After 2 years of existence the committee has received pledges of nearly \$120,000 from corporate enterprises, pro-

fessional organizations, historical societies, and private individuals. Within the year we hope to have preliminary specifications for writing and manifold papers that will bear an SAA endorsement, and by the end of 1973 we plan to present the project's results in a comprehensive manual on the care and preservation of archival material. This project is of fundamental importance, and its success represents a major breakthrough for an association of our size and resources.

We are also becoming a more self-confident, self-reliant, and distinct profession. Although maintaining our traditional ties with historians, we are giving greater attention to those interests in common that we share with the larger community of scholars and documentalists. We are broadening our contacts with allied professions, particularly the library profession. This year at the American Library Association annual conference, the Society held a joint session devoted to a variety of archives-library problems. So successful and well-attended was the session that we were invited to hold a similar meeting at next year's ALA conference in Dallas. In addition the ALA proposed the creation of a joint committee to study ways in which the two associations can cooperate more effectively. The SAA Council is currently considering a proposal from the Association of College and Research Libraries for the preparation of a manual on administering manuscript collections in libraries. The cooperative project also involves the American Association for State and Local History and the Manuscript Society. In addition the SAA was represented on the planning board of a conference sponsored by the ALA and the Office of Education to "identify the needs for information networks and methods of achieving network functions on a national scale."

PROBLEMS OF THE 1970's

By 1970, then, we had come a long way toward becoming a stronger, more coherent profession and a larger, more active, more broadly representative society that offered comprehensive services and relevant programs to our members and our profession. But before we congratulate ourselves, let us critically examine five of our major problems, many of which are the direct result of our growth and professional development.

1. *Responsiveness to a Wider Constituency*

Because we are now a diverse organization encompassing specialized interest groups, we must become even more representative of and responsive to our wider constituency. No segment of our profession should be a poor relation. This year we revised the committee structure to make the SAA more truly representative. The former Committee on Business Archives, for example, was expanded to include urban, labor, and minority group archives. The former Manuscripts and Special Collections Committee was replaced by several committees dealing with the collection and administration of private papers and archives. We have also taken steps to improve our committees' effectiveness in planning and

executing programs. Committee assignments were made well before the annual meeting to give greater continuity to existing programs and to expedite initiating new projects. During the annual meeting, a half day was set aside for committee business; at a luncheon meeting the SAA Council and most of the committee chairmen considered problems of program overlap, coordination, and effective communication with the SAA officers and Council. Most committees then met to review the work of the past year and plan activities for the year ahead. These face-to-face meetings are a major asset in overcoming the inherent difficulties in conducting committee business by correspondence. In the past year we have increased the annual allocation for committee activities from \$600 to \$2,000. To involve more members in certain areas of archival activity, I think we should consider some form of organization that goes beyond the present special-area committee. The breakfast meeting of State archivists at our annual meeting to discuss the possible formation of an affiliated group within the SAA is one indicator of this need. We might be well advised to study something akin to ALA sections in which all SAA members active in a special area would automatically be assigned to the section representing that area.

I believe it is imperative that the SAA work much more closely with the new regional archives organizations. These organizations provide a bond of professionalism among many people who do not or cannot actively participate in SAA work. The 5-State South Atlantic Archives Conference had 90 members at its 4th annual meeting this year; the Society of Ohio Archivists, with 134 members, holds several meetings a year and issues a newsletter. In addition to quarterly meetings the Michigan Archival Association, with 70 members, has issued several useful publications including a directory to archival holdings of institutions in that State. From 30 to 40 manuscript curators in New York State have met informally for the last 2 years to discuss common interests. To serve these organizations better and to utilize their members' talents more effectively, I believe the SAA should devise some form of affiliation—a problem the Symposia Coordinating Committee will deal with this year.

Some members have questioned whether the way in which we elect our leadership is representative and responsive, or whether it is more polite than it is democratic. For example, it has been pointed out that only 10 percent of our members filled out this year's nomination suggestion sheet. One suggestion made worth considering is that in future elections the Nominations Committee present more than one candidate for each opening.

The Society's newer members constitute our principal reservoir of underutilized talent. It is a continuing problem for our leadership to identify and use this talent. One approach is by using the annual committee preference questionnaire, which was employed in 1969-70 more effectively than ever. Of those who responded to the questionnaire 83 percent were offered a committee assignment, most to the committee of their first choice. This year we have also prepared a questionnaire for all

new members; data obtained should greatly assist us in providing more meaningful involvement for all those who want to participate in Society programs.

2. *Preparation for the Archival Profession*

In spite of the gains I mentioned earlier, the professional preparation for archival work is one of our oldest and most persistent problems. Almost alone among the scholarly professions, archivists still lack a comprehensive program of education and training for entrants to professional archival work. Consequently, we must still rely on untrained and unqualified people to fill important archival positions. I do not believe our basic problem is in attracting young people, for our placement files abound with *curriculum vitae* of persons seeking admittance to the profession. Many of them, however, have no training or experience whereas agencies listing openings want a person who can begin operating as an archivist. The gap has widened in the past decade as existing archival operations have greatly expanded and scores of new ones have come into existence. Not only is the need imperative, but the demand for education and training is increasing. From reports received this year, I learned that several institutes and graduate archival programs have had record enrollments, with some instructors forced to turn away prospective students.

Last year we failed to receive a hoped-for grant from the Council on Library Resources, Inc., to conduct a comprehensive study of archival education. This year the Society has decided to tackle the problem in two steps. A preliminary survey funded by the SAA will be made to determine with precision the current status of archival education. Using the data collected by the initial survey, the Committee on Education and Training will then prepare a grant request for a comprehensive study and report on what the scope, content, and administrative locus of archival training ought to be.

3. *Lack of Contributions to the Theory and Practice of Archives Administration*

With a few notable exceptions, our profession during the past decade has not come to grips with a number of fundamental problems created by the nature of contemporary records and by the impact of a changing technology on records creation and data assimilation and retrieval—problems including the need to select an increasingly smaller percentage of records, which contains more useful and representative documentation of American life and culture. Among other problems are those pertaining to records access and the invasion of individual privacy and the increased complexity of the content and format of documentation. The Society's modest awards program documents our failure in this area. The Gondos Award, "to encourage research and writing on some aspect of the history and administration of archives," has been given only 4 times in the 8 years since its inception; and two of the prize essays concentrated on specific points of archival history rather than on problems

in archives administration. The Leland Prize, for "an outstanding contribution in the field of archival history, theory, and practice," has usually been awarded either for finding aids or for publications essentially in the field of American history. With a few excellent exceptions, distinguished contributions to archival theory and practice have been conspicuously absent among the award-winning publications. The Council is now considering an expansion of our meager awards program—yet our members do not now compete for the awards we presently offer.

Our members are demanding greater assistance in coping with problems of archives administration. The secretary's office is besieged with requests for information on all aspects of contemporary archives administration, and all too often we have little to offer. True, we have developed a good program of symposia, workshops, and conferences; but many of these do not focus on the basic problems of records selection, organization, and description. More than half the symposia this year concerned our relations with historians and other records users. No one would deny that the use of our records or our relations with the users are of paramount importance, but we do need to give at least equal attention to other basic problems of archives administration—problems that unfortunately the clientele of our profession is generally either unaware of or unconcerned with. We did give some attention to such problems this year. The Society published the *Reader on Archival Buildings*, edited by Victor Gondos, Jr., and the editorial office issued a useful directory of members. I am sure that nothing would please the editor of the *American Archivist* more than to receive thoughtful articles on some of the vital problems I have mentioned. To provide the practical, technical, and theoretical knowledge our profession so desperately needs, I hope the Society will also consider preparing a series of informational and technical pamphlets about the whole range of archives administration, perhaps under a general editorship.

4. *A Stronger Institutional Voice*

Several matters this year underscored the fact that the Society and the profession need a much stronger institutional voice in dealing with other professional organizations and governmental units in matters vitally affecting our interests. In the Loewenheim affair, one of these instances, serious charges of unethical conduct were made against members of our profession; yet the accused were not heard by their peers but were investigated by an *ad hoc* committee of the American Historical Association and the Organization of American Historians. We offered to assist, only to be told that "to have included a member of the archival profession" on the committee "would have tended to weight it unduly" and that historians would be more likely to accept the committee's findings if no archivists were included. Apparently our profession's acceptance of the findings of the *ad hoc* committee mattered not at all. Your officers and Council, I assure you, did not let this assumption go unchallenged; as a result of our protests, the committee recommended that archivists be included in future investigations of a similar nature. The

fundamental question remains: Why should we tolerate such an investigation of members of our profession by others any more than historians would tolerate a similar investigation of one of their members by our Society? I can report that this year the Council set up procedures for handling cases involving charges of unethical conduct against our members.

We have also done poorly in legislative matters affecting our profession. This year two bills of critical importance for one of the most impoverished sectors of archival activity were a New York State bill to establish a State archives and a Federal bill introduced by Congressman Hathaway of Maine to appropriate \$11 million to support "plans for the establishment and improving of state archival programs." In both cases the Society was unaware of and was not consulted on drafting the legislation. Had this been legislation affecting the library profession, you can be sure that the ALA would have been consulted from the beginning. The SAA only learned of the New York bill through the thoughtfulness of one of our members. In spite of its deficiencies, the Society lent belated support to the unsuccessful legislation. In the case of the Hathaway amendment, which was one of the most beneficial pieces of legislation ever proposed for State archival programs, we did write to all State archivists urging their vigorous support of the bill. The Society, however, made no attempt to follow up this considerable support or to meet with Congressman Hathaway to discuss how the SAA might further marshal support for the legislation. The present prospects for the amendment are not good. Again, this bill, an amendment to the Library Services and Construction Act, raises important considerations. Why does our profession have to come in on the coattails of the librarians who, in any case, saw the Hathaway amendment as an obstacle to the passage of their bill, not as an aid to their programs? Why do we not have enough clout to get passage of an Archives Services and Construction Act?

Let us also look at our professional record in obtaining grant money to carry out essential programs. Though some archival institutions found major support for their institutional programs from grants, very little support has been obtained from grants for profession-wide objectives other than the two or three grants we received during the past decade from the Council on Library Resources, Inc.

In all of these instances a major reason for our poor performance was that we lacked appropriate organizational machinery to follow up opportunities when they arose. In other words, we were not properly organized to use the resources we had at the right time. This year we have tried to do something about this. A newly created Committee on Federal and State Governmental Relations will monitor administrative and legislative developments at the Federal level and in all 50 States and will work closely with the Council and secretary's office in coordinating efforts to obtain results favorable to the profession. The committee will also act as a clearinghouse for information on available sources of governmental funds and grants. In addition we plan to inaugurate an effective public information program in the secretary's office.

The membership growth and program development of the past decade, as well as the demand for increased services, have produced major administrative problems for the Society. Today we are too large for an effective voluntary secretariat, yet we lack the financial resources to support a full-time director and self-supporting administrative office facilities. We have attempted to meet this problem in several ways. This past year we added a part-time administrative assistant to the secretary's office. He will be employed full time for 1970-71. The Society's officers have met in executive session four times this year to handle the increasing amount of business requiring immediate attention that comes up between council meetings. The officers have found the meetings helpful in directing Society affairs. I, myself, do not see how Society affairs can be competently managed without them.

Membership development has continued to be one of the major tasks of the secretary's office. During the past year we wrote over 125 heads of archival programs, asking that they supply us with the names of their staff members who are not SAA members. We then issued a letter of invitation to them and to non-SAA members attending the symposia and regional conferences. All told, the secretary's office sent out over 500 letters as part of a membership development campaign. Probably because of the recent dues increase, our overall gain in membership this year was small; the 281 new members who joined were offset by the deletion of 251 members from our rolls—an overall gain of 30 members. I am pleased to report that we now have 28 members in our new \$25 contributing-member category. The names of these members will be printed in the January issue of the *American Archivist* [see above p. 85—Ed.]. Yet a closer analysis of our membership shows that we have only 1,016 individual members from the United States. Obviously there are hundreds of persons in our profession who have much to offer the Society, and I hope we have much to offer them. I urge you in the coming year to assist the secretary's office in identifying these people.

A BLUEPRINT FOR THE 1970's

At this point in our development as a Society and a profession, the officers and Council believe we need to define our programs and needs more clearly to meet the challenge of the coming decade. To accomplish these objectives, President-elect Mason is setting up a blue-ribbon committee to develop a program for the seventies. President Kahn, who applied for a grant from the Council on Library Resources, Inc., to support the committee's work, has received an encouraging report from the CLR. A session at next year's annual meeting will be devoted to a review and critique of the committee's study.

In the past year we have heard the voices of a number of SAA members who believe that the Society should develop programs more relevant to the needs of the profession. Such criticisms are not unlike those facing other professional organizations. As your secretary, I want to go on record as encouraging such reactions. We need the creative and imaginative support of members more than ever before. It is only through

such grassroots support that we can continue to develop, as we have for the past 34 years, as a viable and responsible professional organization.

F. GERALD HAM, *Secretary*

Report of the Treasurer, January 1, 1969–December 31, 1969

This report covers the Society's fiscal year beginning January 1, 1969, and ending December 31, 1969. During the *current* fiscal year (1970) 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, 1969, amounted to \$27,537.60 and receipts during the year totaled \$40,301.97 as follows: membership dues, \$16,433.70; subscriptions to the *American Archivist*, \$9,423.30; advertising in the *American Archivist*, \$1,700.73; sales of Society publications, \$3,826.17; receipts from the Ottawa and Madison annual meetings, \$6,551.55; royalties from University of Chicago Press (*American State Archives*), \$86.22; income from regional symposia, \$453.70; interest, \$1,672.19; miscellaneous, \$154.41.

There was an increase in receipts by the Society in 1969 of \$12,388.19 over 1968 income. The areas that account for this are membership dues, \$2,024.70; subscriptions to the *American Archivist*, \$2,230; sales of Society publications, \$2,111.74; and receipts within the year from the Ottawa and Madison annual meetings, \$6,551.55. Not included are transfers of \$700 from the Publications Revolving Fund and \$1,453.96 from the Meeting Fund to reimburse the operating account for expenditures during the year that were properly chargeable to those funds. Also not included in the general receipts but received by the Society during the year were \$13,500 from several contributors to the Paper Research Project and contributions of \$7,601.75 to the SAA Endowment Fund.

Disbursements from the General Fund for the year amounted to \$39,102.95, distributed as follows: president's office, \$472.01; vice president's office, \$31.54; secretary's office, \$9,076.99; treasurer's office, \$703.72; committee expenses, \$264.31; meetings, \$1,686.68; printing and mailing of the *American Archivist*, \$11,198.51; other expenses related to the editor's office and publishing the *American Archivist*, \$1,677.69; other society publications, \$129.80; organization dues to the ICA, \$23; Leland Prize, \$100; bank charges, \$333.37; contingencies, \$1,269.68.

Transfers were made to savings as follows: General Fund, \$3,000; Meeting Fund, \$5,934.29; Publications Revolving Fund, \$3,301.43.

The General Fund balance at the end of the year amounted to \$33,790.64, of which \$3,745.24 was in the Citizens & Southern National Bank, Atlanta; \$1,803.91 in the Hilldale State Bank, Madison; and \$28,241.49 in the Fulton Federal Savings and Loan Association, Atlanta.

SPECIAL PROJECTS FUNDS

In addition to the General Fund, the Society had in 1969 eight 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, 1969, was \$22,153.21. As of December 31, 1969, the total had increased to \$47,239.24. The History of Archives

Fund had a balance at the beginning of the year of \$2,246.57. This fund was closed out April 23, 1969, with all funds in the account, plus interest, paid to Dr. Posner on the completion of his book *Archives in the Western World*. The status of the funds as of December 31, 1969, was as follows:

The Asian Foundation Fund balance was \$2,284.90. A grant of \$67.50 on recommendation from the foundation was made during the year.

The Waldo G. Leland Prize Fund, \$2,643.02.

The Life Membership Fund, \$3,705.11.

The Meeting Fund balance was \$10,620.50, reflecting a disbursement of \$1,454.96 to the General Fund for approved meeting expenses.

The Publications Revolving Fund balance was \$6,552.38, reflecting a disbursement of \$700 to Victor Gondos, Jr., for his reader *Archives and Records Center Buildings*.

The Paper Research Fund, \$13,826.20.

The SAA Endowment Fund, established during the year, reflected a balance of \$7,607.13.

In addition to all these funds on deposit in the Fulton Federal Savings and Loan Association, Atlanta, the Society maintains a special administrative expense checking account for the Paper Research Project in the Citizens & Southern National Bank, Atlanta, which as of December 31, 1969, had a balance of \$2,517.43.

FISCAL SUMMARY

The balances at the close of the day on December 31, 1969, were as follows: General Fund, \$33,790.64; and Special Projects Funds, \$49,756.67. Thus the total of all funds belonging to the Society amounted to \$83,547.31.

COMMITMENTS FOR FISCAL YEAR 1970

As of September 15, 1970, our operating income amounted to \$23,536. This did not include grant money, contributions, or donations received for the permanence of paper research project or the SAA Endowment Fund. Our disbursements were \$29,321, exceeding our income by \$5,785. We believe, however, that we will make or come close to making the budgeted income figure of \$45,505 since the largest part of our membership and subscription renewals traditionally occurs during the last quarter of the year. It is the expense area that gives us cause for grave concern. Two items of expense can primarily be attributed to the current deficit: the cost of printing the *American Archivist*, the budget of which was raised from \$15,000 to \$16,500 at the July meeting of the Council (\$8,614.58 having been spent for two issues); and the *Directory of Individual and Institutional Members*, for which \$2,800 was budgeted but \$5,293.22 was spent. In addition, the index, for which \$3,000 was budgeted, is an unknown factor. The editor, by working closely with the National Archives and the Government Printing Office, hopes to produce camera-ready copy that we can have offset printed. This should enable us to stay within the budgeted figure, but with increasing printing costs, there is no assurance that this can be done.

At the Society's annual meeting in Madison, Wis., last year, a motion was adopted, directing that \$15,000 from the General Fund be transferred to the newly created SAA Endowment Fund if no major drawbacks to making the transfer were found in the Society's operation. At the Council meeting in December 1969 after a review of the Society's financial condition, the Finance Committee recommended to the Council that it would be imprudent at that time to transfer the funds to the

Endowment Fund in view of the more pressing needs of the Society and the uncertainty of income and disbursements for 1970. An alternative proposed was that in 1970 the Council should earmark \$1,500 for and deposit additional funds from time to time in a special reserve; that at some future date the Council shall determine whether those funds will be deposited in the Endowment Fund or revert to the General Fund; and that the Council shall review the matter annually. Although no funds have been transferred from the General Savings Fund, in July the Council earmarked \$1,500 of that fund as our special reserve. Your treasurer recommended to the Council that this arrangement continue and be reviewed and reported on again next year. Since last December, a total of only \$177 has been received from contributors toward the Endowment Fund.

When the 1970 budget was planned last December, we also contemplated setting aside a special reserve of \$1,000 toward the permanence of paper project. This reserve, like that for the Endowment Fund, was to be accrued out of current operating funds. Current income, however, has not permitted this. In order to meet the SAA's commitment to the Paper Research Project (\$5,000 over 5 years) and to provide for last year's and part of this year's obligation, \$1,500 was withdrawn from the General Fund and placed in a Paper Research Manual Fund. Before the end of the year an additional \$500 will be withdrawn and placed in the fund to fulfill our current obligation to the project.

The treasurer and secretary are well aware of the ever increasing cost in operating expenses; we have worked together to effect economies and will continue to do so in an effort to keep down our expenses.

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

Minutes of the Council

Washington, D.C., October 2, 1970

The meeting was called to order by President Philip P. Mason at 2:35 p.m. in his suite A-702 at the Shoreham Hotel. Present: Charles E. Lee, vice president; F. Gerald Ham, secretary; A. K. Johnson, Jr., treasurer; Harold T. Pinkett, editor; and Council Members William Benedon, Frank B. Evans, C. Herbert Finch, Elizabeth E. Hamer, James B. Rhoads, Wilfred I. Smith, and Robert M. Warner. Council Member Dorman H. Winfrey was absent.

President Mason welcomed to the Council Vice President Lee and newly elected Council Members Benedon and Rhoads. A motion was approved to defer consideration of the minutes of the September 29 meeting until the December 29 Council meeting.

As the first order of old business President Mason reviewed the status of the Paper Research Project. He reported that he was still awaiting the results of a recent meeting of James Gear, Frazer Poole, Forest L. Williams, and Gordon L. Williams with the project research director, William K. Wilson. The purpose of this meeting was to develop a

budget for the coming year's project research on specifications for the permanence and durability of paper and for other project priorities. Mr. Mason also reported that the committee would consider alternatives to using the National Bureau of Standards' Paper Evaluation Section as the sole project research agent.

President Mason reviewed recent developments concerning the special Ad Hoc Committee for the 1970's and the SAA's request to the Council on Library Resources, Inc., for funding. He stated that in an initial communication to Mr. Cole, the Finance Committee agreed to raise \$1,500 from SAA sources for committee use. To implement this agreement, it was moved by Mr. Evans and seconded by Mr. Finch that \$1,500 be earmarked in the general savings fund to be used as needed by the committee.

President Mason also reported communicating with Howard L. Applegate about a proposed annual Theodore R. Schellenberg prize of \$200 to be awarded in the field of archival education. Such a prize would require a fund of \$4,000, which Mr. Applegate proposed to raise by soliciting funds from SAA members, foundations, and corporations. Mr. Mason and other Council Members questioned the repeated use of the membership mailing list to solicit funds from SAA members and the use of the list in general. Following discussion, Mr. Evans moved that the SAA officers make general decisions regarding the use of the SAA mailing list but that specific Council approval be necessary for any financial solicitation of SAA members through the list. The motion was seconded by Mr. Smith and was approved.

Mr. Evans continued the discussion on the SAA's awards policy, stating that the Awards Committee in its recent report had recommended that the proposed Schellenberg award be in the form of a fellowship or scholarship; that the Council consider a policy to encourage and facilitate raising funds for scholarships rather than to increase the number of awards; that the agreement governing the Gondos Award be changed to award the prize for the best article published annually in the *American Archivist*; and that a single closing date, not later than July 15, be established for submissions and nominations for all current awards. (The report of the Awards Committee will be circulated to all Council Members for their action at the December meeting.)

Mr. Warner suggested that the Council and the Program Committee consider ways in which the annual meeting time might effectively be extended, possibly by making better use of weekends. It was agreed that this is one of the matters that would be studied by the Committee for the 1970's.

In his financial report the treasurer stated that receipts should reach the level anticipated in the budget as most of the Society's income is received during the final quarter of the year. Disbursements, however, have been running somewhat higher than anticipated in certain categories, and Mr. Johnson asked for Council approval to reduce the 1970 budget disbursements by \$2,500. This request was made as a motion by Mr. Evans, seconded by Mr. Finch, and approved.

President Mason said that he had received a request from the Committee on Collecting Personal Papers and Manuscripts to shorten its name to the "Committee on Collecting Manuscripts." The request was put into a motion by Mr. Finch, seconded by Mr. Smith, and approved.

President Mason reported that former President Kahn had received a letter from Thornton W. Mitchell, applying for a grant from the Council to help defray publishing costs of a volume he plans to edit, tentatively entitled Norton on Archives: The Writings of Margaret C. Norton on Archival and Records Management. Mr. Smith pointed out that the Society only has sufficient funds to support internal SAA publications. It was agreed that if the volume would bear the SAA imprint and Mr. Mitchell would prepare a detailed statement of publications and other costs, specify the amount of SAA support needed, and submit the manuscript for the review and approval of the newly created Publications Committee, the Council would then consider a grant. A motion to this effect was introduced by Mr. Smith, seconded by Mr. Evans, and approved.

Mr. Mason next introduced for consideration a request to the Society from the Joint University Council for the Rehabilitation of the Victims of the Nigerian War (Education Program), Department of Sociology, Loyola University, Chicago for a complete file of the *American Archivist* for the University of Nigeria at Nsukka. Mr. Rhoads moved that the Society offer the Joint University Council a microfilm copy of the journal, provided the university had reading facilities for the microfilm; if not, the Council agreed to donate a printed file of the *American Archivist*. The motion was seconded by Mr. Johnson and approved. The secretary was instructed to inform B. I. C. Ijomah, president of the Joint University Council, of the SAA Council action.

The secretary reported on his recent trip to St. Louis to inspect hotel facilities for the 1973 annual conference. Based on the compiled data, Mr. Ham recommended that the Society contract with Stouffer's Riverfront Inn for the 1973 conference hotel headquarters. This recommendation was put into a motion by Mr. Evans, seconded by Mr. Warner, and approved.

The secretary also reported that he had sent specifications supplied by the editor and copies of the proposed cover and page designs of the *American Archivist* to six highly recommended printing firms. Mr. Evans moved that the Finance Committee, in consultation with the editor, select the most appropriate bid for the 1971 volume of the journal. The motion was seconded and approved.

In his report the editor outlined the work of his office from July to September. He reported that work is proceeding well in collating and editing nearly 14,000 cards for the *American Archivist* Index to Volumes 21-30. From estimates received from the Government Printing Office, Mr. Pinkett reported that it will cost between \$1,500 and \$2,000 to prepare camera-ready copy. Mr. Ham was instructed to inform the treasurer of how many copies of the Index will be required for free

distribution, in line with the Society's new membership policy of giving copies of all SAA publications to contributing, institutional, and sustaining members. The Council also agreed that the officers and editor should resolve with the Editorial Board any questions involving the new design of the *American Archivist*.

President Mason, stating that he believes the officers and Council should give more attention to monitoring and coordinating committee activity, announced he will ask all chairmen for a report of their committee meetings at the annual meeting and will require the committees to present their budget proposals by November 15. Mr. Evans concurred that the Council should give more attention to committee work and reports. It was suggested that the Council reinstitute the policy of having certain committee chairmen meet with the Council to inform it of the work of their committees.

Several other suggestions were made concerning the annual meeting program, including a proposal that all written papers be available for distribution before the session so that most of the session time could be devoted to discussing them. It was also suggested that the program chairman be chosen at least 18 months in advance rather than the present 12 months. Further discussion centered on the character of the sessions and the workshops, with the suggestion that fewer workshops be devoted to special-area groups and more to problems of archives administration that cut across special-area interests.

Mr. Smith introduced for Council consideration the Final Report of the Collective Consultation to Define Guidelines for Unesco's Policy on Archives Development, convened at Unesco's headquarters May 12-15, 1970, on the initiative of Unesco's International Advising Committee on Documentation, Libraries, and Archives. Mr. Smith recommended that the Council direct President Mason to inform Unesco Director General René Maheu of the Society's full support of the several recommendations in the report; that the SAA hopes for their early fulfillment; that the Council was impressed with the need for increased emphasis on archives-related activities within the overall Unesco program; and that the SAA gives its special endorsement to the measures proposed in recommendations 6 and 7. Adoption of the recommendation was moved by Mr. Evans, seconded by Mrs. Hamer, and approved. Mr. Rhoads suggested that President Mason point out to M. Maheu that the Society represents not only archivists and archival agencies in the United States but also in Canada and more than 50 other countries.

Mr. Warner reported that the Committee on the Archives of Science, at its September 29 meeting, voted to request Council approval of a brochure *Records of Scientific and Technological Achievement*. The Committee recommended that the Council allocate \$700 for printing 5,000 copies. In line with the Council's newly inaugurated policy of submitting all SAA-sponsored publications for the approval of the Publications Committee, it was moved by Mr. Warner and seconded by Mr. Lee that the draft manuscript of the proposed brochure be submitted

to the Publications Committee for its review and approval. The committee was instructed to report its decision to the Council at the December 1970 meeting.

Mr. Rhoads reported that the executive secretary of the International Council on Archives was most pleased with the response to the SAA's recent ICA membership solicitation letter. Mr. Rhoads stated that so far approximately 40 archival institutions in the United States had joined the ICA as a result of this effort.

The Council was adjourned at 4:35 p.m.

F. GERALD HAM, *Secretary*

Secretary's Report on the Committees for 1969-70

The Society of American Archivists, despite an augmented staff in the secretary's office, continues to accomplish most of its work through committees of volunteers. The committees have been the backbone of our work as a society dedicated to serving and improving the profession ever since our founding, and they will maintain this position for a long time to come.

This year the committee structure was revised somewhat to give more representation to some underrepresented segments of our profession and to deal more effectively with the problems of archives-manuscripts administration that had not been within the purview of any of the existing committees. For instance, the old Manuscripts and Special Collections Committee has been replaced with committees focusing more sharply on such individual aspects of administering private papers as collection, reference, oral history, control, and description. The Business Archives Committee was eliminated, and a new committee was created to cover labor, minority group, urban, and business archives. Although a few weaknesses resulted, I think that the reorganization was salutary. Many of our volunteer committees made very real and important contributions. As always, the amount of time and hard work that the chairman could devote to committee operation was crucial. Many committees functioned as integrated groups this year; some held meetings during the SAA annual meetings in 1969 and/or 1970; a few were able to meet at other times during the year.

SPECIAL AREA COMMITTEES

The special area committees, particularly, were active this year. The Committee on the Archives of Science arranged a session for the annual meeting. A brochure, *Records of Scientific and Technological Achievement*, was completed. The committee also contributed to and prepared news notes for the *American Archivist*. For the coming year, the committee has adopted two goals: the field-by-field compilation of a thorough list of 20th-century scientists whose papers might be worth preserving and the exploration of the feasibility of compiling a series of guidelines on what should be saved from a scientist's papers.

Subcommittees of the Committee on Church Archives, organized last year, were continued. One subcommittee has prepared an outline and bibliography for the projected Manual for Church Archivists. Other subcommittees essentially studied public relations and promotion, finance and foundations, and symposia and workshops and rendered assistance and advice in those areas. At the request of the Program Committee, this committee arranged a session and a workshop for the annual meeting.

The new Committee on Collecting Personal Papers and Manuscripts is preparing policy and standards statements on the following subjects: provenance and integrity of manuscripts, standards for appraising gifts, legal title of manuscript collections, standards affecting accessibility of manuscript materials, and standards affecting photocopying manuscript materials. An ambitious long-range program was also adopted, features of which included working to encourage cooperative and specialized, rather than competitive, manuscripts collecting; preparing annual reports on institutions' cooperative efforts at manuscripts acquisition; preparing a list of subject collection specializations of manuscripts repositories; determining subject areas neglected by manuscripts collecting agencies; preparing a policy manual for manuscripts administrators; studying special problems of manuscripts administration and publishing the studies; preparing a list of the locations of manuscripts of *Dictionary of American Biography* listees; and studying and reporting to the SAA on the effect of the 1969 Tax Act.

A workshop and a panel session were prepared for the annual meeting by the College and University Archives Committee. A survey of college retention and disposal authorizations was inaugurated, as was a similar survey relating to finding aids. Some preparatory work was begun on a bibliography on college and university archives, which will be published and periodically updated. An eventual goal is to publish a manual based both on the surveys and on the bibliography. Regional symposia on college and university archives are being considered for several areas of the country, in cooperation with the Symposia Coordinating Committee.

The Committee on Records Management, like several other committees this year, organized itself into subcommittees. One subcommittee began work on an annotated bibliography on modern records management to be completed during 1971-72. Work on a series of records management topical manuals was begun by another group, each of whom was assigned a topic. Several of the manuals are now being drafted, and the committee expects to have eight or more manuals ready for publication during 1970-71.

Two publications were initiated by the State and Local Records Committee. A directory of State and Provincial archives neared completion at the time of the annual meeting, and work was well underway on a bibliography of finding aids to State and local archives in State and Provincial depositories. A session on managing local government records was prepared for the annual meeting. Work was also inaugurated on a survey of retention and disposal schedules. Besides completing these

projects during 1970-71, the committee also plans to complete the compilation of a Manual on Administrative Control of Archival Collections, conduct a survey of State and Provincial salary schedules, and inaugurate a system to keep the SAA and members informed on events affecting State and Federal archives and records management programs.

The members of the newly formed Committee on Urban and Industrial Archives organized subcommittees to concern themselves with institutions in the social and civic, business, and labor fields. Each subcommittee has prepared a draft of a brochure encouraging the institutions in its respective field to undertake archival programs. The brochures are currently being circulated for comment.

COMMITTEES CONCERNED WITH SPECIAL PHYSICAL TYPES OF RECORDS

The Audiovisual Records Committee plans to distribute a questionnaire on motion picture holdings. The new Ad Hoc Committee on Machine-Readable Records arranged a session at the annual meeting; its chairman circulated several reports to the committee members, informing them of current developments in the field. The Oral History Committee, created this year, attempted to identify areas of concern for a study that will be made next year.

COMMITTEES ON PARTICULAR ASPECTS OF ARCHIVES ADMINISTRATION

This year each of these committees is primarily engaged in a study project relating to the area of its interest. The Committee on Education and Training planned a major study of archival training in the United States. The first phase will consist of a preliminary survey, conducted by questionnaire and supplemented by collecting brochures, syllabi, budgets, catalog listings, and other documentation from archival educators—followed up when necessary with personal visits. A 13-page draft questionnaire was prepared and discussed by the committee; procedures for conducting the first phase were approved; and the chairman was instructed to incorporate the committee's suggested changes in the questionnaire and proceed with the initial survey, which should be nearly completed by January 1971. A basis will then have been constructed for a grant proposal to support a second phase, an indepth study of particular aspects of education and training, with recommendations.

The Ad Hoc Committee on Intergovernmental Relations expanded its study of the interrelationship among public records at various levels of government by analyzing data elements recoverable from State, county, and local birth records in Oregon and North Carolina. This case study is intended to help define the problem of data duplication in records and thereby provide support for funding a future study for a broad survey of the problem and the more basic question of what minimum records should be kept to ensure retention of the permanently valuable data. Because of a suggestion primarily emanating from a committee member, the Ford Foundation is underwriting a national survey of the records of the WPA Historical Records Survey.

The Committee on Paper Research continued to act as a combined fundraising and policydirecting group for the research project on the permanence of paper. A brochure describing the project was published by the secretary's office in January. The project prospectus, which describes project goals and programs, was revised early in 1970. A statement on joint sponsorship was worked out between NARS and the SAA, and the Archivist of the United States was added to the committee to emphasize the continuity of interests between the two organizations on this project. In the coming year the project research director will provide the committee with data from which it can formulate interim specifications for manifold and writing papers of permanent quality. The committee met in October 1969 and in February and June 1970; the subcommittee on fundraising met in December 1969.

Another newly created group, the Committee on Techniques for the Control and Description of Archives and Manuscripts, began a nationwide collection of samples of the types of finding aids currently used in the profession, including guides, registers, inventories, lists, indexes, calendars, and catalogs. After analysis, the committee intends to recommend model formats for the preparation of finding aids, leading to the eventual publication of a manual on techniques for controlling and describing archives and manuscripts. Surveys of inventories and card catalogs have been completed by two committee members.

The Ad Hoc Committee on Terminology continued work on its long-term project of producing a glossary of archives and records management terminology. The committee agreed on a tighter definition of the limits and scope for the glossary, worked out a schedule and work plan for completing it, and is preparing a proposal for grant funds to cover the cost of an editorial staff.

COMMITTEES ON SOCIETY ADMINISTRATION

In the main, those committees concerned primarily with the administration of the Society report direct to the membership at the annual meeting. Besides choosing recipients of the Society's annual awards, the Awards Committee considered the proposed establishment of an award in the field of archival education and training to honor the late Theodore R. Schellenberg. Recommendations concerning this proposal and modifications of the terms of the Gondos Award were made to the Council.

The effectiveness of the Program Committee was enhanced by an all-day meeting in March, and its members were in frequent communication with the chairman and, in some cases, with each other. The committee approved several recommendations to the Council for future Program Committee procedures.

This year 11 regional symposia were conducted under the joint sponsorship of NARS and the SAA. The Symposia Coordinating Committee handled SAA sponsorship. At the Council's request, the committee prepared a statement of policy for symposia. For the coming year the committee plans to explore the topic areas most desired for

regional meetings and to encourage regional archival groups to develop symposia.

The International Archival Affairs Committee is the external arm of the SAA and our liaison with a number of foreign and international archival organizations. In addition to having its own uniquely international concerns, the committee is concerned with international aspects of most other committees' responsibilities. In the coming year it is considering the feasibility of preparing an anthology of internationally important articles on archival subjects, a project strongly supported by the International Council on Archives. A session on the international aspects of microfilm was planned and arranged for the 1970 annual meeting. Several members of the committee attended the 1970 International Archival Round Table in Jerusalem. Perhaps most important, continuing liaison was carried out with the ICA, *Archivum*, the Archives Committee of the Pan American Institute on Geography and History, and other international organizations. Other activities included initiating SAA's recent drive to increase membership in the ICA.

AMERICAN RECORDS MANAGEMENT ASSOCIATION

The Board of Directors of the association held its 1970 business meeting in Milwaukee, Wis. Bruce C. Harding, president for 1969-70 and Chief, Regional Archives Branch, Federal Records Center, Chicago, Ill., reported that 7 new chapters had been chartered for a total of 34 active chapters and that membership had been increased by some 400, bringing the total membership to almost 1,700. ¶ ARMA has adopted a resolution authorizing the expenditure of \$500 a year in 1971 and 1972 to support the SAA's project on paper research. In addition each ARMA chapter is being requested to contribute to the study. ¶ ARMA has also published an updated and enlarged *Roster of Speakers*, which provides detailed information (speakers' names, subjects/titles of addresses, and remunerations/comments) for 93 qualified speakers on records management. Price: \$5.

NATIONAL ARCHIVES AND RECORDS SERVICE

Office of the Archivist

The Archivist of the United States, James B. Rhoads, was named to the Federal Council on the Arts and the Humanities under the authorizing legislation, signed by President Nixon July 20, 1970. The Federal Council is designed to coordinate the activities of the two Endowments of the National Foundation on the Arts and the Humanities with related programs of other agencies.

Dr. Rhoads returned in September 1970 from an extended European trip during which he attended the 13th International Congress of Historical Sciences in Moscow, the International Council on Archives Round Table in Jerusalem, and the Executive Committee meeting of the International Council on Archives in London. He also consulted with

other archival leaders concerning the 1972 Congress of the International Council on Archives to be held in Moscow.

National Audiovisual Center

The Film Depository and Film Distribution Center, formerly of the National Aeronautics and Space Administration (NASA), has been transferred to the National Audiovisual Center of NARS. It continues to serve NASA and the general public as a stock-footage library of NASA film material. The National Audiovisual Center, however, will broaden the role of the former NASA branch into that of a central film depository for interested Federal agencies.

Office of the National Archives

National Archives Specialist for Modern European History Robert Wolfe spent July 1970 at the Berlin Document Center and several West German archives and historical institutes. He discussed with West German archivists plans for microfilm exchanges and international collaboration in preparing computerized finding aids to both microfilm and originals of the 20th-century German and related American records.

The Center for Polar Archives recently received the third installment of the private papers of Paul A. Siple, one of the leading authorities on and explorers of polar regions, including correspondence, expedition notes, journals, sketches, photographs, maps, manuscripts, and philatelic materials; and the private papers of J. S. Warmbath, who accompanied Robert Stein of the Geological Survey in association with the Adm. Robert E. Peary Expedition of 1898-1902 to the North American Arctic, including 78 hand-colored glass lantern slides of landscapes and Eskimos in the area where Warmbath lived for 27 months.

Among other recent National Archives accessions are general records (1948-53) of the National Security Resources Board that reflect the Board's advice to the President on coordinating military, industrial, and civilian mobilization, including office files of the chairman and vice chairman and files of the special assistants and consultants for labor, public relations, information, and economic affairs; records (1951-55) of the Defense Production Administration that relate to its function of exercising general direction over the defense production program, including claimant agencies' submissions of requirements for materials and case files of defense loan applications; and records (1940-64) of the Board of Inspection and Survey, consisting of material inspection reports of naval vessels stricken from or accepted for unrestricted service and reports of dock trials and inspections, official trials, and acceptance trials. The National Archives has recently accessioned three working files ("lot files") from the Department of State: the office file (1939-45) of Adviser to the Assistant Secretary for United Nations Affairs Harley A. Notter, including working papers, minutes, and reports of the committees established in the Department for postwar planning; records (1918-47) of the Office of American Republic Affairs, including copies of memoranda arranged by country or subject and thereunder chronologically; and

records (1957-59, 1963) of the Office of Protocol, consisting chiefly of guest lists, seating charts, menus, and short handwritten memoranda. Most of the working files are within the "restricted period" of the Department's records (after 1941), and access is granted by the Department on the basis of a formal application. Also accessioned are papers of John M. Blair as the Chief Economist of the Antitrust and Monopoly Legislation Subcommittee, Senate Judiciary Committee, 1957-70, and an economist for the Smaller War Plants Corporation, 1944-46, and the Federal Trade Commission, 1946-57; and records (1933-56) of the Office of the Secretary of the Treasury, including records of the Under Secretary, Assistant Secretaries, and Office of Administrative Services, and a group of records of the Chief Clerk, containing files that relate to the employment of Negroes in the Department and its field agencies. Among the Chief Clerk's records are minutes of the first and second meetings of the interdepartmental group concerned with special problems of Negroes and the *Report of the Agricultural Committee of the Interdepartmental Group Concerned with Special Problems of Negroes* (May 1934). Also accessioned are records (1947-69) of the Department of Housing and Urban Development and its predecessor, the Housing and Home Finance Agency, including correspondence of the Administrator's Office, HHFA, during the tenures of Raymond M. Foley (1947-53); Albert M. Cole (1953-58); and Norman P. Mason (1959-61); correspondence of Robert S. Weaver, the last HHFA Administrator (1961-65) and first Secretary of the Department (1965-68); considerable quantities of records reflecting agency organization and program administration at the operating level, including a file of issuances and administrative materials of the Federal Works Agency (1940-50); and records of or about the work of conferences, commissions, and programs directed or participated in by, or closely related to, the work of the HHFA and HUD.

Records recently microfilmed by the National Archives include Records of the 27th Division of the American Expeditionary Forces (World War I), 1917-19 (60 rolls); and Interior Department Appointment Papers: Wisconsin, 1849-1907 (9 rolls).

The *Guide to the Ford Film Collection in the National Archives* describing the 11½ million feet of motion pictures that comprise the Ford Historical Film collection is available from NARS for \$5. Presented to the National Archives in 1963 by the Ford Motor Co., the film collection is of outstanding historical value for the period from 1914 to the early 1940's. The guide is illustrated with selected still pictures from the motion picture film. Other recent publications include *National Audio-visual Center* (General Information Leaflet No. 15); *Records of the United States Marine Corps: National Archives Inventory, Record Group 127*, compiled by Maizie Johnson; and *Military Operations of the Civil War: A Guide-Index to the Official Records of the Union and Confederate Armies, 1861-1865*, vol. 2: *Main Eastern Theatre of Operations*, 3d fascicle containing sec. M: "Comprehensive Index of Recog-

nized Military Operations," 2d part, available for \$1 from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Regional Archives

WASHINGTON NATIONAL RECORDS CENTER, SUITLAND, MD.: Recent accessions of the Archives Branch include minutes, copies of proposed and approved legislation, correspondence, and publicity materials of the National Conference on Citizenship, 1946-70, which was founded in 1946 under the joint sponsorship of the Department of Justice and the National Education Association to encourage more active participation in citizenship activities; records of the Office of Lend-Lease Administration and successor agencies, concerning such subjects as executing and curtailing lend-lease operations in various countries and providing economic assistance to liberated areas (access to records less than 30 years old must be approved by the Department of State); the "Policy Series" of the Assistant Deputy Administrator for Programing of the Economic Cooperation Administration, 1949-51; and minutes, correspondence, case files, and other records of the Federal Coal Mine Safety Board of Review.

NEW YORK CITY: The Archives Branch, New York Federal Records Center has accessioned case files (1891-1944) from the U.S. Court of Appeals for the Second Circuit, including records (1910-11) that relate to the automobile patent cases of the *Columbia Motor Car Co.*, *George B. Selden v. C. A. Duerr & Co.*, the *Ford Motor Co.*, and others; and records (1837-1944) of the U.S. District and the former Circuit Courts for the Northern District of New York.

ATLANTA: Recently added to the Regional Archives Branch were records of four U.S. district and old circuit courts—dating from 1819 for the Southern District of Mississippi, from 1828 for the Southern District of Florida, from 1871 for the Western District of North Carolina, and from 1880 for the Middle District of Georgia.

KANSAS CITY: Recent accessions of the Archives Branch include records of the U.S. District Courts for the Districts of Nebraska, 1855-1955; Minnesota, 1859-1945; Northern Iowa, 1863-1945; Southern Iowa, 1842-1945; and Eastern Missouri, 1824-1945. Of particular interest are about 100 cases making up the Whiskey Ring Conspiracy.

FORT WORTH: Records of the U.S. District Courts for the Eastern District of Louisiana and the Western and Northern Districts of Oklahoma were recently accessioned by the Archives Branch.

SAN FRANCISCO: The Archives Branch has recently accessioned records (1851-1945) of the U.S. District Court for the Northern District of California.

SEATTLE: The Archives Branch has accessioned microfilm copies of 97 Pribilof Islands logbooks that chronicle nearly a century of U.S. presence in the former Russian possessions of St. Paul and St. George Islands and mirror Alaskan life at an American trading post.

Herbert Hoover Library

John T. McCarty was appointed executive director of the Herbert Hoover Presidential Library Association, a nonprofit, nongovernmental organization chartered in 1969 to promote the programs of the Hoover Library. Mr. McCarty, who replaced Gen. Harold K. Johnson, resigned, will work on a part-time basis until he fulfills his contract as assistant to the president of Rockford College, Rockford, Ill., in July 1971.

Franklin D. Roosevelt Library

William J. Stewart was appointed Assistant Director of the Library. Mr. Stewart received his M.A. from American University in 1959 and joined the NARS staff shortly thereafter. He transferred to the Roosevelt Library in 1964 and is currently editing the fourth volume of *Franklin D. Roosevelt and Foreign Affairs*. ¶ An extensive review of closed parts of the President's secretary's file, the President's personal file, and the R. Walton Moore papers was completed at the Library, and most of the material is open for research. Newly opened materials in the President's secretary's file include documents for Germany, Greece, the Post Office Department, and the Departments of State, the Treasury, and the Navy. Newly opened materials in the Moore papers include documents concerning neutrality, 1935 and 1937; Franklin D. Roosevelt, 1936-37; Russia, 1933-34; Francis B. Sayre; the Spanish Revolution, 1936; Foreign Service personnel, 1934-36; German claims; Cordell Hull; Claude Bowers; and W. E. Dodd, 1934. Recently opened materials in the Harry Hopkins papers are the dollar disposition folder, a durable goods folder, and a George Radin folder.

Harry S. Truman Library

Recent accessions of the Library comprise the Philleo Nash papers including correspondence, memoranda, reports, press releases, speech files, newspaper clippings, public opinion surveys, legislative files, pamphlets, and other publications that relate to his service in the Office of War Information, as a member of the White House staff, as an administrative assistant to President Truman, as Commissioner of Indian Affairs under President Kennedy, and to Wisconsin politics; letters (1848-67) written from Kentucky by members of the Truman and Holmes families, forebears of President Truman, to members of their families in Missouri; and letters (1882-91) from Mary Martha Truman, youngest sister of President Truman's father, John Truman, to Nan Bentley, a friend.

Dwight D. Eisenhower Library

The Library recently accessioned the papers (1956-61) of Phillip E. Areeda, who served on the administration staff as Special Assistant in the White House from July 1956 and held the position of Assistant Special Counsel to the President from November 1958 until the end of the administration, containing White House staff studies about economic and legal matters. ¶ The Library received the personal papers (1917-70) of

Earl D. Eisenhower, brother of Dwight D. Eisenhower, from his widow, Kathryn Eisenhower, consisting of correspondence (1954–66) between Earl and Dwight; correspondence to and from his older brothers, Milton and Edgar; assorted memorabilia; and approximately 40 photographs. ¶ The Library also accessioned the Anne Williams Wheaton papers, chiefly 1957–61 (the period Mrs. Wheaton served as Associate Press Secretary of the White House), consisting of microfilm and Xerox copies of congratulatory letters, news clippings, and correspondence with Members of Congress, Government officials, and personal friends.

John F. Kennedy Library

Recent accessions of the Library include the first installment of Abraham Ribicoff's papers, consisting of congressional files, 1950–52; additional papers (1956–62) of Orville Freeman, including notebooks and handwritten notes, speech drafts, clippings, photographs, and tapes; copies of interviews conducted by the Bureau of Applied Social Research at Columbia University with American Broadcasting Co. and National Broadcasting Co. news broadcasters regarding the coverage of President Kennedy's assassination; and microfilm copies of William Josephson's Peace Corps files and Adm. John Harlee's selected papers.

Richard Nixon Oral History

An oral history project covering the President's early life is being sponsored by Whittier College, Whittier, Calif. The project has the approval of the President and of the Richard Nixon Foundation, set up in 1969 to plan for a Richard Nixon Presidential Library and Museum.

National Historical Publications Commission

At its September 18, 1970, meeting the Commission recommended grants to continue support for five documentary editing projects: the Papers of Henry Clay at the University of Kentucky, the Documentary History of the First Federal Congress at George Washington University, the Papers of John Marshall at the College of William and Mary and the Institute of Early American History and Culture, the Papers of Booker T. Washington at the University of Maryland, and the Papers of Benjamin Franklin at Yale University. The Commission recommended a grant to the Hawaiian Historical Society for a new editorial project involving the journals of David C. Gregg as U.S. Commissioner to the Hawaiian Kingdom, 1853–58. A grant was recommended for the microfilm publication of the Washington Gladden papers at the Ohio Historical Society, adding to recommendations made at the meeting of May 25, 1970, in favor of microfilm publications of Henry L. Stimson's correspondence at Yale University, the Henry A. Wallace papers at the University of Iowa, and the Robert M. La Follette papers at the State Historical Society of Wisconsin—all conditional upon receipt of the usual amount for grant purposes in the 1971 appropriation. ¶ A staff study of the 6-year program in microfilm publication supported by the Commission was presented and will be considered at the next meeting. By early 1971 the

Commission will have provided the major support for 95 completed titles on 2,668 rolls of microfilm, each title accompanied by a printed guide. Approximately $2\frac{3}{5}$ million frames of selected documentation have been made available to scholars in this manner.

Office of Records Management

The Federal records center program marked its 20th year during fiscal year 1970, accessioning over 1 million cubic feet of records from Federal agencies and handling over 9 million reference requests. At the end of fiscal year 1970 the centers held a combined total of $10\frac{1}{2}$ million cubic feet of records.

Office of the Federal Register

Dorothy B. Chance, Chief of the Presidential Documents and Government Manual Branch, Office of the Federal Register, retired on July 31, 1970, after 34 years of Government service, 22 of which were spent with the Federal Register. President Nixon sent Mrs. Chance a personal congratulatory letter in recognition of her contribution over the years to the publication of the *United States Government Organization Manual* and the *Public Papers of the Presidents*.

The 1970/71 edition of the *United States Government Organization Manual* is available from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, at \$3 a copy. Published annually by the Federal Register, the fully revised *Manual* contains information on the organization and functions of all U.S. Government agencies. Brief histories of Federal agencies that performed functions abolished or transferred since March 4, 1933, are included, with short descriptions of quasi-official agencies, selected boards, committees, commissions, and international organizations. The 820-page *Manual* contains 44 charts showing the organization of Congress, executive departments, and larger independent agencies. Names and titles of more than 5,500 key Government officials are also listed.

MANUSCRIPT DIVISION, LIBRARY OF CONGRESS

The Manuscript Division of the Library recently received acquisitions including an unpublished letter of July 8, 1782, in which George Washington wrote his nephew Lund Washington concerning the latter's share in several Pennsylvania land companies; an unpublished letter from Thomas Jefferson to William Bache, dated July 1, 1802, in which Jefferson asked Bache to proceed from his home near Charlottesville, Va., to set up a hospital in New Orleans; six miscellaneous items of James Monroe's correspondence, 1795-1822; and a letter of James Madison to Le Roy de Chaumont, dated September 14, 1824, in which Madison aligned himself with the Jeffersonian view of the role of agriculture in ameliorating the American environment.

There were several additions to the Gouverneur Morris papers, including his long-missing "waste book," January 1, 1791-June 22, 1808. Entries vary in importance from the purchase of a watch for George Wash-

ington in 1791 to the 1794 loan of 100,000 livres to the Marquise de Lafayette, enabling her to pay some of her husband's debts. The Library acquired a small but valuable collection of the papers of Francis Elias Spinner, 1802-1890, county sheriff, Congressman, and Treasurer of the United States under three Presidents. Included in the collection are letters from numerous 19th-century political figures, a letterbook kept by Spinner, and several scrapbooks.

The Robert M. La Follette family papers (1850's-1967) are now available for use in the Manuscript Division. This large (more than 1,400 containers) and exceptionally rich collection not only documents the life and work of the Wisconsin Senator and 1924 presidential candidate, Robert M. La Follette, Sr. (1855-1925), but it also contains the papers of Sen. Robert M. La Follette, Jr. (1895-1953), and other family members. There are materials on the Progressive Movement and the controversial election of 1912, including 140 containers of National Progressive Republican League records (1911-12); and other records on the Seamen's Act of 1913, the regulation of railroads, tariff schedules, the preservation of public lands, suffrage for women, the Teapot Dome investigation, and the La Follette-Wheeler campaign of 1924.

The Library has recently acquired an important addition to the papers of William Jennings Bryan, consisting chiefly of his correspondence (1913-15) as Secretary of State with President Wilson. Most significant are the exchanges during 1915 regarding the British blockade and the rights of neutrals. Other subjects documented in the papers are the President's and Secretary Bryan's concern over appointments to the consular service and higher diplomatic posts, the possibility of a peace settlement in 1915, Germany's reaction to the British blockade, and the rights of Americans in Mexico. The Library has also acquired the papers (1905-67) of Lloyd Viel Berkner, outspoken proponent of international scientific cooperation, author of *Science and Foreign Relations* (1950), advocate and sponsor of the first national radio astronomy observatory, and "father" of the International Geophysical Year, including personal and professional correspondence; speeches and lectures; photographs and printed material relating to the Byrd Antarctic Expedition (1925-30) on which Berkner served as communications officer; and subject files about the International Council of Scientific Unions and the President's Science Advisory Commission. The Berkner papers are being processed and will be available to researchers at a later date.

The Library has concluded a 5-year program to gather and disseminate information about photocopying manuscript and archival materials in foreign repositories. At the close of 1970 the Center for the Coordination of Foreign Manuscript Copying ceased to exist as an organizational unit of the Library. Its reference work is being carried on by specialists on the permanent staff of the Manuscript Division, whose officers will continue to supervise the Library's participation in the Austrian microfilm project, the Louisiana colonial records project, and future cooperative agreements. Publication of *News from the Center* is suspended with No. 7 (Spring 1970).

Ronald S. Wilkinson was appointed Specialist in American Cultural History to succeed Julian D. Mason, who resigned last year. Dr. Wilkinson, a historian of science, writer, and editor, was a curator of manuscripts and rare books at the Michigan State University Library.

STATE AND LOCAL ARCHIVES OF THE UNITED STATES

Maine

The State Archives sponsored a Symposium for Public Records Administrators last July. Lecturer and discussion leader was Frank B. Evans, Deputy Assistant Archivist of the National Archives. Symposium topics covered a wide range of public records administration concepts and techniques relative to the archives and records management program being implemented in the State.

Nebraska

Major accessions to the State Archives of the State Historical Society include papers and speeches of Nathan J. Gold and Gov. Robert L. Cochran and an extensive collection of milling publications collected by A. A. Beatty, an Auburn, Nebr., miller.

North Carolina

The State Department of Archives and History has received papers of Commodore Harry Phelps, USN. His letters record a wide and varied naval career from the 1880's through the Spanish-American War and almost to World War I. After the collection has been arranged and described, it will be available to researchers. ¶ Additional records (1926-31) relating to the bankruptcy and receivership of the Tobacco Growers' Cooperative Association are available to researchers. ¶ Also acquired are general records of the North Carolina chapter of the American Institute of Architects, the Board of Education, and the Department of Public Instruction; records covering the last year of Gov. Dan K. Moore's administration; and records of the North Carolina Council of Churches.

The Department has published *The County Records Manual, 1970*, a revised edition of a manual designed to guide county officials in administering records. It is available for \$1 from the Department's Division of Publications, P.O. Box 1881, Raleigh, N.C. 27602.

Oregon

David C. Duniway has returned to his post as State Archivist at the Oregon State Library. Mr. Duniway served for the past year as associate director and adjunct professor of librarianship for the 1969-70 Institute in Archival Librarianship at the University of Oregon.

South Carolina

The new wing of the Department of Archives and History building, more than doubling stack space, office facilities, and lamination and pho-

tography shops, is ready for occupation. The added space permits the installation of a second Barrow laminator and improved photocopying services. Expanded searchroom facilities include cubicles and lockers for long-term researchers and a small lounge. Interview desks, the call desk, and indexes are separated from the main body of the searchroom—a semienclosed carpeted area that accommodates more than 32 visitors. Sixteen electrically driven microfilm readers will eventually be provided in a separate area. ¶ The third volume of the *State Records of South Carolina, Journals of the General Assembly and House of Representatives, 1776–1780*, edited by W. Edwin Hemphill, Wylma Anne Wates, and R. Nicholas Olsberg, is available from the University of South Carolina Press, Columbia, S.C. 29208, at \$20. Microcopy Number 6, *Duties on Trade at Charleston, 1784–1789* (1 roll), with a printed introduction and statistical tables, and Microcopy Number 7, *South Carolina Treasury Ledgers and Journals, 1791–1865* (12 rolls), with a descriptive pamphlet, were issued. Microcopy prices are available on request from the Department, Box 11,188, Columbia, S.C. 29211. Pamphlets are \$1.15 each. ¶ The county records survey has obtained positive copies of some 140 rolls of microfilm made in Laurens County, the first county in the “intensive care” records management and retrieval program. The microfilm copies are deposited in the county library and in the Archives. Work in Fairfield County approaches completion and is under way in Lexington.

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.

Baptist

New titles have been added to the Archives of the Baptist Historical Collection, P.O. Box 7777 Reynolda Station, Winston-Salem, N.C., representing Southern and North Carolina Baptists. The 266 titles include church history materials, sketches, and histories from 70 North Carolina Baptist churches and 3 associations. The Archives possesses the most complete file of the *Biblical Recorder*, the State Baptist newspaper, from 1835 to the present. ¶ Joyce E. Ringering of the North American Baptist General Conference, North American Baptist Seminary, 1605 South Euclid, Sioux Falls, S. Dak., is organizing the personal papers and other materials of August and Walter Rauschenbusch.

Brethren

Gwendolyn Bobb has been elected secretary of the Historical Committee of the Church of the Brethren, replacing Ora W. Garber, retired. The Church of the Brethren Historical Library, which is located at 1451 Dundee Ave., Elgin, Ill., is securing one copy of each Brethren item published since the church's beginning in 1708.

Roman Catholic

Francis J. Weber, Archivist for the Archdiocese of Los Angeles, 1531 West Ninth St., Los Angeles, Calif., has drafted procedural guidelines for the ecclesiastical records belonging to the archiepiscopate of Port-of-Spain. The organization and administration of the archives are directed by Maureen de Verteuil. ¶ The Archives of the Diocese of Fairbanks, 1316 Peger Rd., Fairbanks, Alaska, has moved into its new chancery facility, which has a fireproof vault for its diocesan records. Francis E. Mueller, S.J., is chancellor and curator of the Archives. ¶ Scholarly studies in progress at the Archives of the Archdiocese of Baltimore, 320 Cathedral St., Baltimore, Md., include "African Policy of the Theodore Roosevelt Administration," "Appraisal of the Know-Nothing Movement in Baltimore," and "Ethnic Groups in the Catholic Church in the United States." The Archives possesses records of all plenary councils of the church. ¶ In the process of being arranged and eventually microfilmed are records (1882-1956) of the Diocese of Grand Rapids, 265 Sheldon S.E., Grand Rapids, Mich. Joseph Battersby is assistant chancellor. ¶ Of special importance to early Catholic history in Wisconsin are the holdings of the Archdiocese of Milwaukee, now in new facilities at 355 North 95th St., Milwaukee, Wis. ¶ The spiritual and financial reports for 1969 of 122 Roman Catholic parishes and records of all baptisms, confirmations, and marriages performed in the parishes during 1969, have been acquired by the Chancery Office of the Diocese of Camden, 721 Cooper St., Camden, N.J.

Disciples of Christ

Personal papers of many Disciples of Christ leaders and numerous historical studies relating to the denomination have been received by the Disciples of Christ Historical Society, 1101 19th Ave. South, Nashville, Tenn. The contributions came from 367 individuals, 314 churches, and 147 organizations and publishers. Marvin D. Williams, Jr., is Director of the Library and Archivist.

Protestant Episcopal

The University of Washington has microfilmed the diocesan records (1880-1960) of the Diocese of Olympia, 1551 10th Ave. East, Seattle, Wash. Copies will eventually be placed in both depositories. Plans to microfilm all parish records of the diocese from its inception to 1907 are in progress. ¶ Recently added to the Milwaukee County Historical Society and Episcopal Diocese of Milwaukee, 910 North Third St., Milwaukee, Wis., were records of the Diocese of Milwaukee and the Greater Milwaukee Council of Churches. Robert G. Carroon is curator of research collections and historiographer. The June 1970 issue of *Historical Messenger* of the society was devoted to the history of the Episcopal Church in Wisconsin.

Society of Friends

Extensive records on the origins and early history of Quakerism in the Middle West and on their educational institutions are among the Earl-

ham College Archives, Lilly Library, Earlham College, Richmond, Ind. The Archives recently acquired the personal papers of Esther Griffin White, Quaker newspaper writer and author.

Lutheran

Richard L. Hamlow has been appointed Historian-Archivist of the Minnesota North District, Lutheran Church—Missouri Synod, Box 604, Brainerd, Minn. ¶ Holdings from early church leaders of the Norwegian Lutheran Church in America are at Luther College Library, Decorah, Iowa.

Mennonite

The Menno Simons Historical Library and Archives of the Virginia Mennonite Conference, Eastern Mennonite College, Harrisonburg, Va., is planning to move into its new quarters this spring.

Methodist

A complete file of yearbooks (1884–1969) of the Dakota Conference of the former Evangelical United Brethren Church, and the records of 16 closed churches of that conference have been received by the Commission on Archives and History of the South Dakota Conference of the United Methodist Church, 1331 West University Ave., Mitchell, S. Dak. Matthew D. Smith has been named Archivist of the commission. ¶ The Commission on Archives and History of the United Methodist Church, 122 West Franklin Ave., Minneapolis, Minn., is bringing the former Evangelical United Brethren and Methodist church histories in Minnesota up to date. Through Executive Secretary Orval Clay Dittes, it is indexing the newly combined historical libraries. ¶ The Archives of DePauw University and Indiana Methodism, Greencastle, Ind., reports microfilming 360 church records and the papers of Bishop Edwin Holt Hughes. The Archives recently received the papers of Worth M. Tippy, distinguished Methodist minister and one of the founders and secretary of the National Council of Churches. The papers include addresses, correspondence, diaries, photographs, and proceedings of European conferences of the 1920's. ¶ A great deal of correspondence from the Freedman's Aid Society, Methodist Episcopal Church, 1885–1928, is being microfilmed by the Commission on Archives and History of the United Methodist Church, Lake Junaluska, N.C. The commission has received overseas journals of Methodist Episcopal, Methodist Episcopal South, and Methodist Protestant annual conferences. ¶ Pierce Cline Memorial Room, Centenary College Library, Shreveport, La., representing the United Methodist Church, possesses the complete file of the annual reports of the Louisiana Conference of the United Methodist Church, 1847 to date. It also has the college faculty and board of trustees minutes since 1825.

Moravian

Arrangements were made by the Archives of the Moravian Church, 1228 Main St., Bethlehem, Pa., to microfilm the records of the Moravian

Mission to the Indians of Northern America, 1740-1900, and the Ettwein papers (John Ettwein, 1721-1802). The index to the Indian mission materials has been reproduced in a 1,408-page volume. Positive copies of the 40 rolls of Indian mission records and 8 rolls of the Ettwein papers are available through the Archives.

Presbyterian

The Presbyterian Historical Society, 425 Lombard St., Philadelphia, Pa., has acquired the 19th-century correspondence of the American Sunday School Union. The records were received from the Board of Managers of the American Sunday School Union of Philadelphia. Included are letters from the earliest missionaries of the Sunday and Adult School Union in 1817, book agents, and local Sunday school societies—many of which were merged in 1824 to establish the national organization. The correspondence describes the social, economic, and religious conditions of the country; the rigors and joys of the missionary field; and methods of distributing Sunday school literature published by the union.

Unitarian Universalist

The Universalist Historical Society, Wessell Library, Tufts University, Medford, Maine, is underwriting the publication of a definitive history of Universalism in the United States from 1770 to 1961. The book will be written by Russell Miller of Tufts University. During the past year the society has received records of missionaries working in the Japanese mission of the denomination.

Other

The Huguenot Historical Society, 14 Forest Glen Rd., New Paltz, N.Y., now possesses a complete collection of records of Ulster County, N.Y., churches. It has recently obtained the records including baptismal and marriage records of the now defunct Reformed Dutch Church (1797-1920) of Klyne Esapus, Ulster County.

In progress at the Norwegian-American Historical Association Archives, St. Olaf College, Northfield, Minn., is a history of the Norwegian Lutheran Church, Faribault, Minn.

Deposited at the Western Reserve Historical Society Library, 10825 East Blvd., Cleveland, Ohio, are records from the following Cleveland religious organizations: Cleveland Area Church Federation (1912-1961), now the Greater Cleveland Council of Churches; East End Baptist Church, 1902-1919; Emmanuel Protestant Episcopal Church, 1876-89; and First Methodist Episcopal Church, 1900-42.

UNIVERSITY ARCHIVES AND MANUSCRIPT REPOSITORIES

The Regional Oral History Office of the Bancroft Library of the **University of California, Berkeley**, has completed the taped recollections of Dillon Seymour Myer, a government official from 1914 to 1964. Mr. Myer

taped the memoir after writing *The Uprooted Americans*, an account of his work with the Japanese War Relocation Authority.

Additional private papers and historical documents (1960–70) have been given to **Columbia University** by Allan Nevins, historian and adviser to U.S. presidents. Prominent persons represented in the new gift by correspondence include Dwight D. Eisenhower, Dean Acheson, Anthony Eden, James T. Farrell, Robert Frost, Lyndon Johnson, Robert Kennedy, Herbert Lehman, Robert Lowell, Archibald MacLeish, Carl Sandburg, Adlai Stevenson, Robert Penn Warren, and Andrew Wyeth. There are also records covering Dr. Nevins' term as chairman of the Civil War Centennial Commission and as secretary and president of the American Academy of Arts and Letters; manuscripts of Dr. Nevins' latest book, *James Truslow Adams: Historian of the American Dream* (1968), manuscripts of his other writings on Adams, and letters from Adams; and papers relating to Henry White, an American diplomat who was a member of the Peace Commission after World War I and who helped draft the Treaty of Versailles. The university has received as a gift from the Columbia College Class of 1925 more than 200 papers of John Jay. Included are Jay's letters to John Adams, George Washington, Edmund Burke, Gouverneur Morris, and John Trumbull; letters to Jay from French Ministers and Lord Grenville; a receipt book (1789–1802) kept by Jay and his father; Jay's draft (1779) of a bill to Congress, concerning the disputed borders between New York and Vermont; a report (1776) to the Committee of New York on Jay's efforts to procure cannon and other materials to defend the Hudson River; and a letterbook of Jay's letters (1795–96) as Governor of New York.

The Manuscripts Division of Baker Library, **Harvard Business School**, has acquired the papers of Winthrop W. Aldrich, New York banker; Thomas H. McKittrick, president of the Bank for International Settlements, Switzerland; and James Parton, New York publisher. A collection of paintings, prints, documents, books, and artifacts relating to the history of Louisiana and known as the **Historic New Orleans Collection** has been opened at a permanent site in the French Quarter of the city, 533 Royal St.—an 18th-century building renovated for the purpose. Accumulated over many years by Kemper and Leila Williams and kept intact to benefit historians and others seriously interested in early Louisiana history, the collection will be exhibited on a rotating basis. Boyd Cruise and Edith Long have been named curator and archivist, respectively.

A collection of military papers has been given to the Moorland-Spangarn Collection of **Howard University Library** by Richard W. Hale, Jr., a trustee of the university. The documents relate to the bounty and pension claims of 576 men—both black and white, free and slave—who enlisted in the State of Maryland for service in the U.S. Army and Navy during the War of 1812 and the Civil War. These records, many of which were witnessed, include discharge and bounty records; affidavits to prove identity, service, marriage, and death; documents relating to masters' claims for compensation for the services of enlisted slaves; letters

of administration and guardianship papers from slave owners' estates; and affidavits giving proof of freedom, indentures, and powers of attorney. With the exception of a few records of soldiers from New York State, England, Germany, and Ireland, who enlisted in Maryland for Civil War service, these are the records of Maryland residents living in Baltimore City and many of the State's 23 counties. The selected papers of Charles P. Ware, who acted as a civil administrator of the Sea Islands of South Carolina, the first Confederate territory to be brought under Northern control during the Civil War, were previously given to the Collection. The gift from Caroline F. Ware, granddaughter of Charles Ware and former professor at Howard University, consists of letters and plantation records and documents, excerpts from which were included in *Letters From Port Royal, 1862-1868*, edited by Elizabeth Ware Pearson.

Wendell Barbour has been appointed Assistant Archivist at the **University of Illinois**. Mr. Barbour was formerly newspaper librarian at the university and instructor of history at Lindenwood College in St. Charles, Mo. The Henry A. Wallace papers (1911-65) in the Special Collections Department of the **University of Iowa Libraries** are now open to scholars. Wallace (1888-1965) was editor of *Wallaces' Farmer*, 1924-33; Secretary of Agriculture, 1933-40; Vice President, 1941-45; Secretary of Commerce, 1945-46; editor of the *New Republic*, 1946-47; and presidential candidate of the Progressive Party in 1948. The Wallace papers include correspondence, speeches, appointment books, newspaper clippings, magazines, and photographs concerning his varied career and interests. Papers of the late Theodore R. Schellenberg, former Assistant Archivist of the United States, have been received by the **Kansas State Historical Society**. The collection encompasses not only his own papers but those of his grandfather, Abraham Schellenberg, a Mennonite elder and farmer, and of his father, A. L. Schellenberg, prominent Kansas newspaperman. Schellenberg was particularly proud of his grandfather's farm account book (1875-1921), which he felt was significant "for the information it contains about farming operations of a Mennonite pioneer family, and about the distribution of Turkey Red seed wheat, the introduction of which was important to the economic development of Kansas."

The **Massachusetts Historical Society** has recently begun constructing a large addition to its building and an extensive renovation of the existing premises. During the renovation the society's staff will make every effort to provide visitors with research materials, but, unfortunately, some parts of the collections will be inaccessible. It is possible that during the winter and spring of 1971 the society may be forced to suspend all services and close the building to visitors. Scholars who plan to use the library are urged to ascertain, shortly in advance of their intended visits, whether the library will be open and whether the materials they wish to use will be available. The Clements Library of the **University of Michigan** has acquired the correspondence of the Duke of Manchester, Great Britain's ambassador to France in 1783, completing

the library's source material on the peace negotiations of 1782-83 that ended the American Revolution.

Montana State University has recently set up a Special Collections area, which is open for research from 8:00 A.M. until 5:00 P.M. weekdays. In the area are the University Archives, including the papers of M. L. Wilson and the annual reports of the Cooperative Extension Service from 1914 to 1965—rich sources of agricultural information; and the Montana Historical Manuscript and book area. That collection includes the microfilmed U.S. Yellowstone National Park Archives (1884-1917) relating to the Army's administration of the park; records of the WPA Federal Writers Project for Montana, including the unpublished research intended for use in writing livestock histories and a State encyclopedia; publications and personal papers of I. D. O'Donnell, who was important to the Western region because of his influence on the Reclamation Service and his popularization of modern irrigation methods; Congressman James Francis O'Connor's clippings, pictures, and audio tape of his campaign speech; and letters and papers (1825-81) of J. Milnor Roberts, who was chosen in 1870 as chief engineer of the Northern Pacific Railroad.

The **National Gallery of Art** has announced a program to expand its photographic archives from 200,000 photographs to 2½ million over the next several years. The archives will be installed in the Center for Advanced Study in the Visual Arts, which will be opened in 1975. The **Naval History Division** including the Navy Department Library and the Operational Archives is now located in the Washington Navy Yard, 9th and M Streets S.E., Washington, D.C. 20390. Last year the State Archives staff of the **Nebraska State Historical Society** interviewed Col. Barney Oldfield, who had served during World War II as military public relations officer on the staffs of General Eisenhower, General Bradley, and other Allied commanders. Colonel Oldfield donated tapes, speeches, printed materials, and other records relating to his career to the manuscript division of the State Archives. The world's largest collection of naturalist John Muir's papers have been placed on permanent loan at the Stuart Library, **University of the Pacific**. Included are correspondence, manuscripts, clippings, pamphlets, drawings, and photographs. **Portland State University Library** has received a substantial gift of papers, publications, and other materials pertaining to Pacific Northwest natural resources and hydroelectric power from Ivan Bloch, who donated his entire working collection accumulated during his many years as an engineer and head of Ivan Bloch Associates. The gift traces the development of power and the character of business activity, resources, and population growth in the Northwest.

The **Rhode Island Historical Society** has been granted \$10,000 from the National Endowment for the Humanities to sponsor the development and operation of its new film archives—a pioneering effort to make the motion picture medium feasible for research on a statewide level. Rhode Island is the first State to utilize the immediacy of the motion picture as

a tool for studying current and past regional history. Under the terms of the grant, the society will systemize film cataloging and retrieval methods and make its results and experiences available to other States or organizations wanting them. Morris Library of **Southern Illinois University** has acquired the papers of Theodore A. Schroeder, constitutional lawyer and founder with Lincoln Steffens of the Free Speech League, a forerunner of the American Civil Liberties Union. The papers, which include the Free Speech League files, contain extensive correspondence with Anthony Comstock, Samuel Gompers, Eugene V. Debs, Havelock Ellis, Margaret Sanger, Upton Sinclair, John Dewey, Clarence Darrow, H. L. Mencken, Arthur Garfield Hays, Emma Goldman, W. E. B. Du Bois, and many others associated with the social and political movements of the first half of this century.

A new collection of papers at **Syracuse University**, Syracuse, N.Y., documents the political contest between William Howard Taft and Theodore Roosevelt for the Republican presidential nomination in 1912. The papers (chiefly 1908-18) were collected by William Brown McKinley, the Congressman from Illinois who directed the Taft for President Bureau in that year. More than 28,000 letters, most of which were written by supporters or opponents of Taft's candidacy, are in the collection. Included are copies of replies from McKinley's staff. Among the correspondents are Charles Ballinger, Charles G. Dawes, Henry A. du Pont, Henry L. Stimson, Governors, Congressmen, and civil servants. There are also organization charts, mailing lists, Republican National Committee lists, and minutes of the National Republican Congressional Committee, 1908-16; financial records, speeches, and position papers; and State campaign records, 1912. The George Arents Research Library at the university has prepared for research the papers (1936-67) of Arna Wendell Bontemps, historian and biographer of American blacks, consisting of correspondence, writings, and memorabilia; papers (1912-69) of George Brandon Saul, author, composer, and professor of English at the University of Connecticut, including articles, books, book reviews, essays, musical scores, plays, poems, and short stories; papers (1949-66) of Ben Shaktman, drama director, including correspondence, background material and subject files for an unpublished thesis on "The Negro in the New York Theater," costume sketches, playbills, and production books for performances directed by him; papers (1951-69) of Piers Anthony, science fiction writer; papers (1947-67) of Anne McCaffrey, including drafts of her science fiction novels; papers (1948-60) of John Dillenger, theologian and educator; scripts (1938-55) written by Jack Douglas for radio, television, and films; tape recordings (1962-69) of John Nebel, nighttime radio personality; papers of Edgar F. Schilder, cartoonist for 45 years with the Syracuse, N.Y., *Post Standard*; records (1950-68) of the Association of University Evening Colleges, an international organization formed to provide a forum for administrators of university evening programs and to encourage public understanding and support of adult continuing education; papers (1933-69) of Andrew Hendrickson, director of the Institute of Senior Adults and professor of adult

education at Florida State University; and papers (1959-67) of Paul Henry Sheats, adult educator and dean of extension at the University of California.

The Urban Archives of **Temple University** in Philadelphia has acquired the records of University Settlements (1913-63), the Greater Philadelphia Federation of Settlements (1948-67), the Philadelphia Association of Day Nurseries (1898-1936), the Settlement Music School (1908-60), the Wharton Centre (1912-65), the Philadelphia-Camden Social Service Exchange (1911-70), and the Citizens' Council on City Planning (1941-65). Runs of two Philadelphia Italian-language newspapers have also been received—*Ordine Nuovo*, 1936-51, and *La Libera Parola*, 1918-68.

Recent accessions of the Southwest Collection at **Texas Tech University** include papers (1878-1964) of the Boyd Cornick family, some of whose members established a tubercular treatment center in San Angelo, Tex., in the 1890's, engaged in mining and banking in Sonora, Mexico, 1905-13, participated in the American Relief Administration expedition into Russia, 1921-22, and joined in Red Cross-YMCA work in Paris, France, 1919; Carl A. Studer's papers (1915-63), illuminating his operations in the cattle industry, in cattle associations, and in the professional rodeoing of the 1930's and 1940's while serving as an officer of both the Southwestern and the National Rodeo Associations; records (1845-1965), supplemented by lengthy taped interviews, of S. M. Swenson & Sons, concerning the SMS ranching dynasty in west Texas, the company's colonization promotion on the Spur Farm Lands and at Stamford, Tex., and the Swenson Oil & Gas Co.; records (1837-1945), of J. A. & H. C. Finch Bros., documenting an extensive ranching operation in Burlington, Kans., and later in the Texas Panhandle; scrapbooks (1945-67), describing the conventions and styling contests of the Texas Association of Accredited Beauty Culturalists; Julia Duggan Hart's papers (1837-1969), documenting her work with the Gold Star Mothers and other patriotic organizations and the activities of her brothers, who were engaged in business operations throughout west Texas; papers (1951-69) of C. G. Scruggs, editor of the *Progressive Farmer*, dealing with his work to eradicate brucellosis and to improve farm safety; J. W. Buchanan's papers (1939-69), illuminating the enterprise of the Texas legislator and founder and first manager of the North Plains Ground Water Conservation District No. 2, headquartered in Dumas, Tex.; and papers (1950-63) of oilman and west Texas Chamber of Commerce officer Frank Kelley, dealing with oil and gas leases and water pollution in the Southwest.

An addition to the **U.S. Army Military History Research Collection**, the General of the Army Omar N. Bradley Museum, was dedicated at Carlisle Barracks, Pa., last May as part of the Army's observance of the 25th anniversary of V-E Day in Europe. The museum will house General Bradley's papers and memorabilia. *The Cornwallis Papers: Abstracts of Americana* has been published by the **University of Virginia** for the Virginia Independence Bicentennial Committee. Compiled and abstracted by George H. Reese, professor of humanistic sources, director

of the Center for Textual and Editorial Studies in Humanistic Sources, and associate editor of the George Washington papers at the university, the collection offers extensive resource material on British conduct in the American Revolution. The Baptist Historical Collection in the Z. Smith Reynolds Library, **Wake Forest University**, Winston-Salem, N.C., has recently acquired a segment of the papers of Brooks Hays, lawyer, educator, and former Congressman from Arkansas. Another segment of his papers is deposited at the John F. Kennedy Library in Boston, and the third, covering Hays' activities as president of the Southern Baptist Convention, is with the Historical Commission of the Southern Baptist Convention in Nashville, Tenn. **Walt Disney Productions** and the Disney family have announced the establishment of the Walt Disney Archives to collect, preserve, arrange, catalog, and make available for study and use the historical material relating to Walt Disney and the entire Disney organization. Although the focal point of the collection will be Disney's personal papers and business files, the Archives will be audiovisually oriented, providing facilities for the scholarly study of the studio's motion picture product, character merchandise, artwork, publications, awards, photographs, and other business records. Heading the program is David R. Smith, formerly a reference librarian at UCLA.

The Archives of Labor History and Urban Affairs of **Wayne State University** has been designated the official depository for the records of the American Newspaper Guild, which will be opened to researchers in the spring of 1971. The guild's records include the writings and correspondence of columnist Heywood Broun (the first president of the ANG), International Executive Board minutes, convention proceedings, administrative and research information office files, organizing and strike leaflets, and the *Guild Reporter*. An oral history project to collect the reminiscences of guild founders and officers will also be conducted in cooperation with the ANG staff. The Archives collecting program will also include records of several ANG locals throughout the United States. The records of the Detroit Newspaper Guild have already been obtained and processed. The records of the California Migrant Ministry were placed in the Archives in the spring of 1969 and are now available to researchers. The CMM, an affiliate of the Migrant Ministry of the National Council of Churches, works directly with farmworkers and their families in the areas of education and social services, and it has played an active role in organizing farmworkers, promoting State and national labor legislation, and supporting striking farmworkers. The records concern the Delano grape strike and national boycott, Public Law 78, the organization of migrant workers, and worker-priest programs. Among the correspondents are Cesar Chavez, John F. and Robert F. Kennedy, John Connally, George Murphy, Willard Wirtz, Thomas Kuchel, and James Roosevelt. CMM records complement those of the United Farm Workers Organizing Committee, also preserved in the Archives. Ofield Dukes, former Assistant Director of Information for the President's Commission on Equal Employment Opportunity and aide to Vice President Hubert H. Humphrey, has placed a small, but

significant, collection at the university. His papers (1964-69) concern the President's Commission on Equal Employment Opportunity, Black Cabinet, Negro press and media, and the 1968 presidential campaign. When the collection is opened to researchers, it will provide important insights into the relationships of black communities and media to the Johnson administration and the 1968 campaign.

Recent accessions by the Manuscript Department of the **Western Reserve Historical Society**, Cleveland, Ohio, include letters (1891-1937) of Newton D. Baker; business and political papers of George M. Humphrey (1890-1970), including numerous letters from President Dwight D. Eisenhower; and records of the Greater Cleveland Growth Association (1881-1959), Goodrich Social Settlement (1897-1960), and Cleveland Development Foundation (1954-69).

The **State Historical Society of Wisconsin** has recently accessioned Bay Area Student Committee to Abolish the House Committee on Un-American Affairs records (1958-65); papers (1943-69) of Creed C. Black, journalist and editor; papers (1860-1969) of Daniel Blum relating to the performing arts and artists; records (1895-1946) of the Busch-Sulzer Bros. Diesel Engine Co.; records (1941-58) of the Civil Rights Defense Committee, concerning the cases of the 28 Socialist members of Minneapolis Teamsters Local #544 charged with conspiracy, Kelly Postal and Carl Skogland, and three others; papers (1900-68) of Robert W. Desmond, journalist and educator; records (1849-1965) of the Milwaukee Grain Exchange; and records (1920-68) of the Wisconsin League of Women Voters.

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.

American Institute of Physics—Center for the History and Philosophy of Physics

The center's staff is exploring the interaction of individuals, ideas, and institutions in nuclear physics from the perspectives of social history, the history of ideas, and the sociology of science. Source materials identified, located, and preserved during the study will be made available to researchers. The study, a joint American Institute of Physics—American Academy of Arts and Sciences project, is supported by a grant from the National Science Foundation. Perspectives on the history of the American Institute of Physics and its member societies have been obtained through taped interviews with Paul E. Klopsteg, Harold W. Webb, and Henry A. Barton. The personal papers and library belonging to Léon Brillouin (1889-1969), his father, Marcel Brillouin (1854-1948), and his grandfather, Eleuthère Mascart (1837-1908), and Walter G. Cady, pioneer researcher on piezoelectricity, were deposited in the Niels Bohr Library. These papers are now being arranged. Joan

Warnow, librarian of the Niels Bohr Library, will conduct a survey to determine what source materials documenting the history of astronomy are presently at observatories and departments of astronomy.

American Philosophical Society

The library of the society contains the records of the Genetics Society of America and the papers of the following modern geneticists: Albert F. Blakeslee (1874-1954), Charles B. Davenport (1866-1944), Milislav Demerec (1895-1966), Leslie C. Dunn (1893-), Hubert D. Goodale (1879-1968), Herbert S. Jennings (1868-1947), Thomas H. Morgan (1866-1945), Oscar Riddle (1877-1968), and George H. Shull (1874-1954).

Anderson College

The Charles E. Wilson Library has acquired the personal papers of Charles E. Wilson, industrialist and Secretary of Defense under President Dwight D. Eisenhower. The papers (1926-61) consist of correspondence, speeches, diaries, scrapbooks, photographs, citations, plaques, and memorabilia concerning his service as Secretary of Defense, his industrial career including his service as general manager of the Delco-Remy Division in Anderson and as president of General Motors, and his private investments and philanthropies.

California Institute of Technology

The papers (1900-63) of Paul Epstein deposited in the Archives of the institute include correspondence, Epstein's notes on the lectures of H. A. Lorentz and Arnold Sommerfeld, and manuscripts. Inquiries regarding the use of the Epstein papers should be addressed to Institute Archivist Judy Goodstein in care of the Millikan Library. The institute has also received from Max Delbrück scientific correspondence (1936-69) and part of Richard Feynman's papers.

University of California at Santa Cruz

The American Institute of Physics' Center for the History and Philosophy of Physics assisted in arranging the Lick Observatory records (1870's-1931). The observatory's records have been transferred to the Santa Cruz campus of the university.

University of Illinois

The University Archives has completed processing the papers of Joseph T. Tykociner, research professor of electrical engineering (1900-64), and Harold R. Wanless, geologist (1916-70), and has compiled finding aids for each. The Archives has recently processed the papers of mechanics professors James O. Smith (1935-70) and Thomas J. Dolan (1931-65) and civil engineer Charles H. Spaulding (1949-70).

Smith College

The department of history has published Katherine Rinearson's *Manuscript Resources for the History of Science* at Amherst, Mount

Holyoke, and Smith Colleges and the University of Massachusetts. Included are entries for the papers of Edward Hitchcock, Ebenezer S. Snell, Charles V. Shepard, Charles E. Garman, Benjamin K. Emerson, Frederick B. Loomis, and Arthur J. Hopkins at Amherst; Lydia W. Shattuck, Elizabeth M. Bardwell, and Louise F. Randolph at Mount Holyoke; Arthur H. Pierce, Frank H. Hankins, Harris H. Wilder, Inez W. Wilder, Harriet B. Hawes, Mary E. Davis, and the astronomy department at Smith; and Charles A. Goessman, Levi Stockbridge, and William S. Clark at Massachusetts. The list also includes a dozen collections in the Sophia Smith Collection relating to the history of medicine and nursing.

Yale University

Preserved at the university is the William H. Brewer collection containing scientific lectures, notebooks, diaries, observation records, and correspondence. The papers are a primary source for the history of biology, American geology, chemistry, and agriculture in the last half of the 19th century. They provide comprehensive information regarding the life and interests of one of America's earliest effective students of hereditary phenomena, one who deliberately sought useful "laws" and "theories," and document the activity of the scientific community in which he moved.

CANADA

Reported by Alan D. Ridge

Items for this section should be sent direct to Alan D. Ridge, Provincial Archivist, Provincial Museum and Archives of Alberta, 12845 102d Ave., Edmonton, Alta., Canada.

Public Archives of Canada

In recent months considerable progress has been made in arranging with individuals and professional groups to assist the Public Archives in the acquisition of archival material of a national concern. The first formal agreement, announced on December 11, 1970, was with the Royal Architectural Institute of Canada. Similar arrangements are being made with the Canadian Medical Association and with individual historians, scientists, authors, labour leaders, and others.

Among the most important of recent accessions are the papers of Joseph Brant, a Six Nations Indian chief, who supported the British in the American Revolution and arranged the transfer of many Six Nations Indians to Canada, and additional papers of Sir Wilfrid Laurier.

Director of the Historical Branch Bernard Weilbrenner attended a meeting in Paris early in December to discuss cooperative projects in the fields of archives and history.

Arrangements were completed for the transfer of the War Service Records Division of the Department of Veterans Affairs to the Records Management Branch of the Archives. This transfer will complete the organization of a Canadian Forces Records Centre. A standard plan for regional records centres has been developed in cooperation with the

Department of Public Works. The plan will be used to construct a regional centre in Vancouver in 1971.

In the Publications Division work has continued on the major publications project, *The Papers of the Prime Ministers*, with *The Letters of Sir John A. Macdonald, 1858-1861* (vol. 2) being published last spring. The French edition of vol. 1 should appear early this year; vol. 3 of the Macdonald Letters is nearing completion, and it should be available next year. ¶ Other projects underway include an up-to-date revision of the *Guide to Canadian Ministries Since Confederation* and an errata and addenda supplement to *The Canadian Directory of Parliament, 1867-1967*. A French edition of the latter volume is also in progress. ¶ Publication of *Annual Reports* has also been resumed. An 11-year report (1959-69) will be available shortly, and hereafter reports will be published annually. Next year work will commence on a special Archives Centennial volume. This may take the form of an index to all published annual reports. ¶ On September 1, 1970, the division headed by Carole Stelmack became part of the Administration and Technical Services Branch of the Archives.

Exhibition activities have been expanded during 1970 with increasing emphasis on travelling exhibits. The major documentary exhibit commemorating the centennial of Manitoba was prepared at the Public Archives and sent to Winnipeg. A similar exhibition is being prepared for the British Columbia centennial in 1971. The most recent exhibition, which was opened by His Excellency, the Governor General of Canada, on December 7, featured photographs of Ottawa—the work of 12 photographers whose collections have been acquired by the Public Archives.

Alberta

Provincial Museum and Archives: Recent accessions include journals of the Legislative Assembly to 1969; microfilmed homesteading files (before 1930) from the Department of Lands and Forests; personal papers and departmental records of the former Director, Government Travel Bureau; and original and microfilmed records from Wheatland and Grande Prairie Counties and Falher Municipal District. The oral history program is being continued, with 41 tape-recorded interviews and several recordings of folk music being specially made. A project for collecting records from Alberta's Mutual Telephone Cos. was inaugurated. Beginning in early September the Archives Reference Room was open Saturdays from 9 a.m. to 4:30 p.m. to test public demand during a 3-month period.

City of Edmonton Archives: Recent accessions include Alberta Pensioners' Society records, 1940-68; City Parks and Recreation Department files, 1912-68; Fire Department annual reports, 1932-69; Royal Alexandra Hospital Board minutes, 1899-1939; and speeches and letters of Elmer E. Roper, mayor, 1959-64. Progress is being made in arranging and describing the records.

Glenbow-Alberta Institute Archives: The regular staff remains at eight,

exclusive of photographic personnel, which form a separate department working closely with the Archives. Because of an increased workload, another photographer has been added to the staff and the laboratory premises have been expanded. Recent accessions include correspondence, reports, and general records (ca. 1909 to the 1960's) of the Western Irrigation Section of the Canadian Pacific Railway, complementing records already acquired on C.P.R. irrigation; a letterbook (1914) of the Chinese consul in Vancouver, dealing with immigration problems; papers, brochures, programs, and photographs (1917-35) relating to the Chautauqua movement in Canada, the collection of which was undertaken with the assistance of Mrs. J. M. Erickson of Glendale, Calif., who, with her husband, established Chautauqua in Canada; and minute books, record books, and general records (1913-59) of the Alberta Conference of the Free Methodist Church.

British Columbia

University of British Columbia: Laurenda Daniells has been appointed Archivist to the university. Judith Combs is manuscripts librarian in the Special Collections Division of the university library. Recent accessions include papers of Frank Buck, who was in charge of landscaping the university campus from 1921 to 1949; papers of N. A. M. McKenzie, president of the university, 1944-62, and Canadian Senator, 1966-69, reflecting his interest in international law; an addition to the papers of Roderick Haig-Brown, a well-known British Columbia writer and conservationist, including records about the 1964/65 Federal Boundary Commission of which he was a member; and papers of George Forbes, the deceased Oblates of Mary Immaculate priest who made a study of the history of the Oblate order in the Pacific Northwest.

Ontario

Carleton University: During July 1970, 32 students attended the course in archival principles and administration, held under the direction of D. J. Wurtele.

Queen's University, Kingston: Ian E. Wilson has succeeded J. H. Archer as university Archivist. Recent accessions include papers of Charles Lennox, fourth Duke of Richmond and Governor-in-Chief of British North America, 1818-19; papers of Donald Gordon, president of the Canadian National Railways; papers of John R. Matheson, parliamentary secretary to Prime Minister Pearson; and papers of Victor Sifton, newspaper publisher. Added to the local collections were the papers of Thomas Kirkpatrick, first mayor of Kingston, and the journal of Rev. William Smart for his trip to Brockville in 1811. The initial stages of a university records programme are now underway. The private papers of senior faculty members are being received, and the papers of A. R. M. Lower, George Herbert Clarke, Reginald C. Trotter, and W. A. Mackintosh have recently been inventoried.

Metropolitan Toronto Central Library: Recently accessioned to the Baldwin Room (Manuscripts and Canadiana) were records of the Old

Fort (Toronto) Protective Association, 1905-9; to the Fine Art Section were printed and manuscript records of the Toronto Police Amateur Athletic Association, 1884-1969; to the Reference Library were over 200 associations' and citizens' briefs about the W. R. Allen (Spadina) Expressway; and to the Theatre Section were four original costume designs (1962 and 1965) by Judy Peyton Ward.

Quebec

McGill University Archives: The annual report for the year ending May 31, 1970, showed an increase in the number of registered research visitors from 177 to 277. Preliminary lists and descriptive inventories of five collections were published in duplicate form. The first in a new series called *Archives Fact Sheets* was issued in August 1970. It epitomises all the data obtained in researching inquiries about the tomb of the university's founder, James McGill. The selective microfilming programme launched in 1969 continues in operation.

Newfoundland

Provincial Archives: The staff now comprises F. Burnham Gill, administrator; J. P. Greene, cataloger-indexer; and D. J. Davis, research officer. The first monthly *Newsletter*, issued in September 1970, indicates that a preliminary inventory of all holdings is almost complete. Over 200 volumes of despatches (1902-40) to and from the Colonial Office have been located. Other accessions include commercial records from T & M Winter Ltd. (1891-1965), surrogate record books from 1785, and a journal beginning in 1857 of a church missionary in the Conception Bay area.

PROFESSIONAL INSTRUCTION

American University

The 25th Institute: Introduction to Modern Archives Administration has been announced for this summer. The institute will be offered from June 7-18, 1971. The 2-week program will include lectures by specialists on all phases of modern archives administration. Several field trips are scheduled. Classes will be held at the National Archives Building. Write The American University, Department of History—Summer Archives Institute, Washington, D.C. 20016, for more information.

Case Western Reserve University

Ruth W. Helmuth, Archivist of the university, will conduct a Workshop on College and University Archives, June 28-July 2, 1971, under the auspices of the School of Library Science. Topics to be covered include history of archives and archival theory; objectives and organization of archives programs; techniques of appraisal, processing, and preservation; reference use; subject archives; and historical manuscript collections. There will be several guest lecturers and field trips. Applications may

be obtained from Mrs. Helmuth, Case Western Reserve University, Cleveland, Ohio 44106.

University of Wisconsin

A course on Archives-Manuscripts Administration will be offered by the university, June 21-July 16. It will include study of the basic theory, principles, and techniques of administering public archives and private papers and feature lectures, discussions, and laboratory work in the Division of Archives and Manuscripts of the State Historical Society of Wisconsin. Application forms may be obtained from Prof. Mary Woodworth, Summer Session 1971 Director, Library School of the University of Wisconsin, 425 Henry Mall, Madison, Wis. 53706.

STATEMENT OF OWNERSHIP, MANAGEMENT, AND CIRCULATION

(Act of October 23, 1962; Section 4369, Title 39, United States Code)

1. Date of filing: September 30, 1970.

2. Title of Publication: THE AMERICAN ARCHIVIST.

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6. Names and addresses of publisher, editor, and managing editor: Publisher: The Society of American Archivists. Editor: Harold T. Pinkett, National Archives, Washington, D.C. 20408. Managing Editor: Same as Editor.

7. Owner: The Society of American Archivists, a nonprofit corporation, consists of members and associates of the archival profession.
- The legally constituted business office of the Society is with the Secretary, who holds office by election on an annual basis. On the date of this filing, the Secretary and the office are as indicated under Item 5. There are no stockholders in the corporation—only members who pay annual dues and who receive the *American Archivist* as a professional journal.

8. Known bondholders, mortgagees, and other security holders owning or holding 1 percent or more of total amount of bonds, mortgages, or other securities: None. The Society is governed by four elected officers and an elected Council. The Editor is appointed by the Council for a 3-year term. He is not an elected officer.

9. For completion by nonprofit organizations authorized to mail at special rates: The purpose, function, and nonprofit status of this organization and the exempt status for Federal income tax purposes **have not** changed during the preceding 12 months.

10. Extent and nature of circulation:

	Average No. Copies Each Issue During Preceding 12 Months	Single Issue Nearest to Filing Date
A. Total No. Copies Printed	2,525	2,500
B. Paid Circulation		
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2. Mail Subscriptions	2,341	2,319
C. Total Paid Circulation	2,341	2,319
D. Free Distribution by Mail, Carrier, or Other Means	30	30
E. Total Distribution	2,371	2,349
F. Office Use, Left-over, Unaccounted, Spoiled after Printing	154	151
G. Total	2,525	2,500

I certify that the statements made by me above are correct and complete.

F. GERALD HAM

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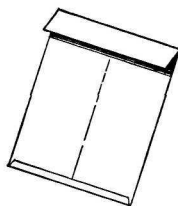
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CALENDAR

Notices for insertion in this section should be sent to Miss Kathryn M. Murphy, National Archives, Washington, D.C. 20408.

APRIL 1971

14-17/**Annual Meeting of the Organization of American Historians**, New Orleans, La. Apply to Thomas D. Clark, University of Indiana, Bloomington, Ind. 47401.

21/**Semiannual Meeting of the American Antiquarian Society**, Boston, Mass. Apply to: Marcus S. McCorison, Director, American Antiquarian Society, 185 Salisbury St., Worcester, Mass. 01609.

23/**Annual Meeting of the Michigan Archival Association**, Flint, Mich. Apply to: Robert M. Warner, Director, Michigan Historical Collections, Rackham Bldg., University of Michigan, Ann Arbor, Mich. 48104.

23-24/**Conference Sponsored by the American Society of Church History**, Chicago, Ill. Theme: "Counter Culture in the Perspective of Church History." Apply to: James H. Smylie, 3401 Brook Rd., Richmond, Va. 23227.

23-25/**Annual Meeting of the American Jewish Historical Society**, Los Angeles, Calif. Apply to: Bernard Wax, 2 Thornton Rd., Waltham, Mass. 02154.

29-May 1/**Annual Landmark Conference Sponsored by the Confederation of South Carolina Local Historical Societies**, Ocean Forest Hotel, Myrtle Beach, S.C. Apply to: Barney Slawson, South Carolina Department of Archives and History, 1430 Senate St., Columbia, S.C. 29201.

MAY 1971

1/**Special Meeting of the National Genealogical Society**, Christian Heurich House, 20th St. and New Hampshire Ave. N.W., Washington, D.C. Apply to: National Genealogical Society, 1921 Sunderland Pl. N.W., Washington, D.C. 20036.

7/**Symposium Sponsored by the Society of American Archivists, the National Archives and Records Service, and Western Washington State College**, Bellingham, Wash. Morning session: "Contemporary Technology: Archival and Research Applications." Afternoon session: "Research Possibilities for Ecology and Conservation History." Apply to: Chief, Archives Branch, Federal Records Center, 6125 Sand Point Way N.E., Seattle, Wash. 98115.

7-8/**Third Annual Meeting of the Society of Ohio Archivists**, Western Reserve Historical Society, Cleveland, Ohio. Theme: "The Archivist-Librarian and Urban Research." Apply to: David R. Larson, Ohio Historical Society, Interstate 71 at 17th Ave., Columbus, Ohio 43211.

*/**Symposium Sponsored by the Society of American Archivists, the National Archives and Records Service, and the California Historical Society**, 209 Jackson St., San Francisco, Calif. Theme: "Records of Exploration of the Pacific Basin." Apply to: Chief, Archives Branch, Federal Records Center, Bldg. 1, 100 Harrison St., San Francisco, Calif. 94105.

JUNE 1971

14-17/**Sixteenth Seminar on the Acquisition of Latin American Library Materials Sponsored by the Organization of American States**, University of the Americas, Pueblo, Mexico. Apply to: Nettie Lee Benson, Latin American Collection, University of Texas Library, Austin, Tex. 78704; or Marietta Daniels Shepard, Organization of American States, Washington, D.C. 20006.

JULY 1971

5-Aug. 13/**Seminars in American Maritime History and Literature**, Mystic Seaport, Mystic, Conn. Apply to: Michael D. Sturges, Assistant Director, Frank C. Munson Institute, Mystic Seaport, Mystic, Conn. 06355.

*Specific date not yet set.

