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1974-75

Archivist of the United States since 1968, James B. Rhoads has served the National Archives and Records Service since he joined its staff in 1952. Mr. Rhoads received his B.A. and M.A. degrees from the University of California at Berkeley and his Ph.D. from The American University, Washington, D.C. In 1965 he became Assistant Archivist for Civil Affairs and a year later the Deputy Archivist of the United States. As the fifth Archivist of the United States, Mr. Rhoads serves also as chairman of the National Historical Publications Commission and the National Archives Advisory Council and as member of the Board of Trustees of the Woodrow Wilson International Center for Scholars. Mr. Rhoads became a Fellow of the Society in 1966, vice president in 1973. He is on the Board of Directors of the Harry S. Truman Library Institute for National and International Affairs and of the Eleanor Roosevelt Institute, and is a member of the Federal Council on the Arts and the Humanities. Mr. Rhoads is a vice president of the International Council on Archives.

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ADP and Archives: Selected Publications on Automatic Data Processing

MEYER H. FISHBEIN, *compiler*

THE INTERNATIONAL COUNCIL ON ARCHIVES and, later, the Committee on Data Archives and Machine-Readable Records of the Society of American Archivists recommended as a training medium a bibliography on ADP. The ICA's Working Party on the Implications of Automatic Data Processing for Archival Management met in Spoleto, Italy, May 23-25, 1972. One of the main topics of discussions (see minutes in *ADPA: Archives & Automation-Informatique*, vol. 1, August 1972) concerned proposals for training archivists in the use of ADP techniques for the management and control of archival holdings and for the appraisal, acquisition, and maintenance of permanently valuable machine-readable records. A carefully selected list of publications for the self-training of archivists was mentioned as a useful device for this training. This bibliography would also be a valuable teaching aid for related seminars and workshops. The working party's resolutions included the recommendation for a pilot seminar for this ADP training.

During the following year the ICA and UNESCO approved the recommended seminar for August 1974 in Sussex, England. The chairman, ICA Committee on ADP, was asked to compile a bibliography for distribution in advance of the seminar to each participant. To expedite the project the compiler prepared a draft for criticism by members of both committees. About ten of them contributed numerous suggestions; nevertheless, the compiler takes responsibility for any deficiencies in the inclusions and for omissions. It should be recognized that anything less than a comprehensive bibliography involves the subjective judgment of the compiler. The merits of a comprehensive bibliography, assuming that it could be produced, had to be

The compiler, chairman of both the SAA Committee on Data Archives and Machine-Readable Records, and the Committee on Automation of the International Council on Archives, is Director of the Records Appraisal Staff, National Archives and Records Service. A useful survey about archival interest in electronic systems has just been published by Michael Roper, United Kingdom Public Record Office ["Computer Applications Committee: A Consultation Document," *Journal of the Society of Archivists* 5 (October 1974):101-109]; it includes a three-page bibliography based on the first draft of the one that appears here. Reprints of Mr. Fishbein's bibliography on ADP and archives are available for \$1 each from the Society of American Archivists.

weighed against the desirability of limiting entries for the many uninitiated archivists who wish guidance to the most useful literature on ADP. The selected bibliography that follows was distributed to participants at the seminar.

The forty-seven seminar participants from twenty-five nations expressed satisfaction with this bibliography as the basis for organizing a library for archivists who wish to develop automatic data processing applications. The entries cover the topics that were discussed at the seminar, namely, management applications, files processing, records management, maintenance and disposition of machine-readable records, indexing, and information retrieval. Nonetheless, the participants recommended occasional updating of the bibliography, beginning with a revision next year that would include numerous additional entries in languages other than English.

The bibliography is organized as follows:

- I. Bibliographies and Glossaries
- II. History and Methodology
 - A. Technology and Applications
 - B. Use by Researchers
- III. Archival Applications—General
- IV. Preservation and Use of Machine-Readable Records
 - A. Maintenance and Documentation
 - B. Disposition Standards
 - C. Access Problems (protection of confidentiality)
 - D. Other Legal Problems (evidential values)
- V. Indexing and Information Retrieval
 - A. General
 - B. Archives
 - C. Libraries and Documentation Centers

Knowledge of ADP terminology (section I) is necessary for dealing with the managers of ADP systems in ministries or with potential installers of ADP systems within archival institutions. The first section is devoted therefore mainly to several leading glossaries. It should be noted, however, that several books cited in the other sections include excellent glossaries and bibliographies. The few bibliographies are listed here for the benefit of the archivists who might wish to specialize in ADP adaptations.

The compiler planned to produce an annotated bibliography. The classification of publications as cited above and the use of explanatory titles by most authors, however, made annotations largely redundant for all but a few entries whose special value for archivists required explanation. Works that are useful for more than one of the classified topics appear under the classification for which they are most valuable and are cross-referenced under the other classification(s). For government publications that are compiled and published by the same agency, the name is not repeated in the entry.

Some details (section IIA) about ADP history, techniques, and usage of various kinds of ADP hardware (equipment) and software (media for instructing the hardware in performing specific tasks) are also prerequisite for understanding ADP problems archivists will face. The literature cited deals not only with the electronic equipment (EDP) of recent years but includes also descriptions of the Hollerith punched-card devices, and it deals to some extent with combinations of EDP and microfilm techniques. Not included are works with highly technical terminology and, with a few exceptions, those published before 1970. Items 11, 24, and 26 seem to meet best the need of archivists for comprehensibility.

The items in the subsection on use by researchers (IIB) of machine-readable data usually on electronic tape calls attention to the expanding demands for rapidly processing masses of information. These demands will, in turn, increase the need for computerization of data in traditional records and the preservation of sources that are already in machine-readable form. The former suggests the desirability of automating controls over archival holdings, and the latter requires the retention of significant data on an electronic medium. Items 34, 35, and 47 are useful for current trends in quantified research.

Section III provides archivists with general literature about ADP developments, with several items included to show the history of archival interest in the technology. Archivists who lack knowledge about the implications of ADP should become familiar with all these items and, in particular, with items 49, 50, and 60.

Only a few archival establishments are developing programs for accessioning records in machine-readable form. Within the next decade, however, most large depositories will have either an active program for receiving and servicing such records or will be planning the establishment of machine-readable archival units. The amount of literature in this field is, of course, still relatively meager. Some familiarity with most of the items in section IV is therefore recommended. In subsection IVA, entries 67, 68, and 76 are especially useful as guides to the types of documentation required to retrieve machine-readable data, and entries 82 and 85 describe well the environment for electronic media.

Subsections IVB and IVD have so few entries on important topics that archivists should obtain all that are available to them. On the other hand, only one or two items in subsection IVC are required reading for those archivists who are concerned about the possibility of invading privacy by releasing personal information in data systems. Item 99 contains the most comprehensive analysis of this issue.

While few archives are considering the acquisition of machine-readable records, most are at least planning the adaptation of ADP techniques for archives administration. Some of the most important of the relatively large number of publications in this area are covered in section V. Most of the publications deal with special problems in automatic indexing and other retrieval systems of potential value to

archivists: items 108, 115, 116, 128, and 150 contain suggestions for constructing thesauri; items 106, 109, 114, and 122, for the related areas of vocabulary control and classification techniques; and items 105, 129, 141, and 157, for case histories on ADP retrieval applications.

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Technical Notes

CLARK W. NELSON, *Editor*

Maximum Safe pH. Most archivists are aware of the W. J. Barrow Research Laboratory's investigations into the acid degradation of paper and the laboratory's promotion of various methods of paper deacidification. It is now recognized that deacidification is unquestionably beneficial for preserving acidic deteriorating papers. Archivists, manuscript curators, and restorators have become concerned about the possible detrimental effects from exposing papers to high pH deacidification solutions. Their questions about "how much alkalinity is too much of a good thing" have not been answered.

It is known that certain types of alkaline solutions can cause paper to swell, sometimes even to the point of partial or total solubility of the cellulose. It has also been found that the amount of swelling or cellulose dissolution is directly related to the specific alkali involved and only indirectly related to the pH of the alkali. The Barrow Laboratory recently undertook an exploratory research project to help delineate the highest pH which deacidification solutions may have without shortening the paper's life or otherwise harming it. Conceptually, a maximum pH value could be envisaged above which paper degradation would begin, so the project was initially entitled "Maximum Safe pH."

Solutions providing a range of concentrations of sodium hydroxide and sodium bicarbonate were investigated for comparison with the Barrow one-bath (saturated magnesium bicarbonate) and the Barrow two-bath (saturated calcium hydroxide, followed with saturated calcium bicarbonate) deacidification processes. As customarily used, these Barrow processes were not found to be harmful to the paper, in spite of the fact that saturated calcium hydroxide solutions have pH's near 12.6 and papers deacidified with saturated magnesium bicarbonate frequently have cold extraction pH's of 10.0 to 10.5. The experimental solutions containing sodium compounds were found to be generally harmful to papers at all concentration levels studied.

From a practical standpoint, the Barrow Laboratory reports that a single maximum pH value cannot be established because pH alone is not a sufficient criterion; each deacidification solution has its own "maximum safe pH." According to the laboratory, when de-

Readers are encouraged to send contributions to this department and should address them to Clark W. Nelson, Archivist, Mayo Foundation, Rochester, Minn. 55901.

acidification processes are used as directed, they do not jeopardize the integrity of paper but consistently enhance its longevity.

The work was performed as part of the Barrow Laboratory's 1973 research program and was financially supported by the Council on Library Resources.

"Physical and Chemical Properties of Book Papers, 1507-1949" has just been published by W. J. Barrow Research Laboratory. This seventh publication in the series *Permanence/Durability of the Book* was made possible by support from the Council on Library Resources.

This study has revealed the deterioration of the permanence and durability of book papers produced during the period from 1507 to 1949, and has traced reasons for this deterioration. The weak condition of many books is demonstrated; the availability of permanent/durable book paper is described; and the cost of failure to use such paper on books of lasting value is emphasized. Methods of extending the life of deteriorating book papers are given.

Eighty-five pages of detailed data produced during the study are presented on microfiche. The fiche and its envelope are pasted on the inside back cover of the publication. It is photographed at about a 24:1 reduction ratio.

Copies of the publication are available while the supply lasts to libraries, archives and conservation organizations from which an addressed adhesive mailing label is received by the laboratory. Copies, limited to one per organization, may be obtained from the W. J. Barrow Research Laboratory, Inc., Box 7311, Richmond, Va. 23221.

New Sprinkler System Standard. The National Fire Protection Association has issued "Standard for the Installation of Sprinkler Systems" (NFPA No. 13). New data pertaining to the type of materials used and to the method of joining pipe are contained in the 172-page pamphlet edition.

Significant changes in the current text, adopted at this year's NFPA annual meeting, include modified definitions of occupancy classes; updated information on hydrostatic tests and the arrangement of water-supply connections; and new requirements on the use of 95-5, tin antimony solder and 3/4-inch copper tubing.

Widely adopted as the basis of federal, state and municipal regulations, NFPA No. 13 is the work of the NFPA Committee on Automatic Sprinklers. It was adopted in its previous edition by the American National Standards Institute as ANSI 54:3-1973. The current edition is also being submitted for ANSI adoption.

Copies of the 1974 edition (172 pages, \$4) of the "Standard for the Installation of Sprinkler Systems" (NFPA No. 13) are available from the NFPA Publications Sales Department, 470 Atlantic Ave., Boston, Mass. 02210.

New Developments in Electrostatic Copiers

WILLIAM SAFFADY

Few pieces of equipment are as indispensable to the work of archival agencies as copying machines. Every year, archivists make millions of copies to meet administrative needs, to serve researchers requesting document reproduction, and to preserve important information contained in deteriorating manuscripts. Yet, despite the obvious importance of copying equipment, the subject of full-size document reproduction has rarely been discussed in archival literature. With the exception of occasional technical notes, the *American Archivist* has not printed an article on copying methods, processes, or equipment in over fifteen years.¹ Frank B. Evans's bibliographic guide contains eleven pages of references on microreproduction but devotes only two paragraphs to size-for-size copying.² Library journals and office systems periodicals regularly publish descriptions of new copier hardware and unusual copying applications, but few copying equipment users—librarians included—share the unique document reproduction problems faced by archivists whose holdings contain a wide range of what the reprographics industry calls "hard-to-copy" originals.

The special difficulties associated with the reproduction of research materials were discussed by Robert C. Binkley in the earliest survey of document reproduction methods,³ again by William R. Hawken in three now-classic studies written in the 1960's,⁴ and most recently by Jane La Scala in an evaluative analysis of ten copiers available for

The author of this survey is an archivist at Wayne State University in Detroit, Michigan. The technology of reprography changes rapidly and constantly, and since his study was prepared, new copying machines have been marketed by a number of companies, among them A. B. Dick, Canon, Reprox, and Toshiba. The review of products here is neither exhaustive nor an endorsement for any one system; rather it mentions specific machines to illustrate features and functions that archivists should consider when selecting electrostatic copiers.—Ed.

¹ The last was Peter Scott, "Developments in Rapid-Copying Machines," *American Archivist* 20 (1957):239-51. A measure of changes in the state of the art of document reproduction can be seen in Scott's rejection of xerography as a process suitable for the production of single copies of an original.

² Frank B. Evans, comp., *The Administration of Modern Archives: A Select Bibliographic Guide* (Washington: National Archives and Records Service, 1970), pp. 101-13. The situation is much the same in library literature where, as Francis F. Spreitzer points out, "micrographics generates most of the action"; but full-size copying remains quantitatively and functionally more important to library operations. See Spreitzer, "Developments in Copying, Micrographics and Graphic Communications, 1971," *Library Resources and Technical Services* 16 (1972):135-54. Scholars, by way of contrast, show much greater interest in extending full-size reproduction services than in microfilm. See Walter Rundell, Jr., *In Pursuit of American History* (Norman: Oklahoma University Press, 1970), pp. 202-33; H. J. Hanham, "Clio's Weapons," *Daedalus* 100 (1971):509-19.

³ Robert C. Binkley, *Manual on Methods of Reproducing Research Materials* (Ann Arbor: Edwards Brothers, 1936).

⁴ William R. Hawken, *Full-Size Photocopying* (New Brunswick: Rutgers University Press, 1960); *Photocopying from Bound Volumes* (Chicago: American Library Association and the Library Technology Program, 1962); *Copying Methods Manual* (Chicago: American Library Association and the Library Technology Program, 1966).

library use in Australia.⁵ All three authorities stress reprographic problems arising from the unusual physical characteristics of library and archival materials: deteriorating documents, valuable books with tightly-sewn bindings and brittle pages, typescripts marked by uneven ribbon impressions and tonality, documents with marginal jottings in pencil or colored crayon, photographs and continuous-tone illustrations, and maps and other oversize materials too large for the imaging surface of most copiers. These materials will never be easy to copy; however the last several years have seen the introduction of new equipment which, while not specifically designed for the relatively small archival market, offers some interesting special features and capabilities that can simplify the job of document reproduction. This article surveys these special features and capabilities.

Hawken's *Copying Methods Manual*, written in 1966, discussed over twenty processes that could be used more or less successfully to reproduce research materials. Today, the copying equipment industry is dominated by the electrostatic process, although a significant but decreasing number of lower volume applications still rely on dual-spectrum machines. In the electrostatic process, a charged photoreceptor is exposed to light reflected from the document to be copied. The charges are dissipated in areas of the photoreceptor corresponding to the non-text areas of the document. The remaining charged areas form a latent image that is made visible through the application of powdered or liquid toner.⁶ In the transfer, or xerographic, variant of the process, this visible image is then transferred and fused to an ordinary sheet of paper. In the direct electrostatic, or electrofax, process, the photoreceptor, consisting of a sheet of paper coated with zinc oxide in a resin binder, is the copy.⁷ Until recently, the Xerox Corporation was the sole manufacturer of transfer electrostatic copying equipment in the United States. Within the last several years, however, Addressograph-Multigraph, Apeco, Dennison, IBM, Royfax, Savin, Saxon, Sperry-Remington, SCM, 3M Company, and Van Dyk Research have all introduced transfer electrostatic equipment capable, like Xerox machines, of copying onto unsensitized paper. New European and Japanese machines are expected to enter the American market during the coming year, giving archivists an even wider choice of plain paper copiers.

The electrofax process, developed by RCA in the early 1950's, was

⁵ Jane La Scala, "Copying Machines for Libraries: A Look at the Current Crop," *Australian Library Journal* 21 (1972):192-201.

⁶ The best nontechnical introduction to the electrostatic process is W. A. Cook, *Electrostatics in Reprography* (London: Focal Press, 1970).

⁷ On the terminology used to distinguish the two forms of electrostatic copying, see "I.R.E. Standards on Electrostratographic Devices," *Proceedings of the Institute of Radio Engineers* 49 (1961):619; R. M. Schaffert, *Electrophotography* (London: The Focal Press, 1965), especially pp. 20-22; C. J. Young and H. G. Greig, "Electrofax: Direct Electrophotographic Printing on Paper," *RCA Review* 15 (1954):469-84; M. L. Sugarman, D. R. Kazen, and D. S. Most, "Electrophotography and its Applications," *TAPPI* 50 (1967):66-69.

first offered commercially in equipment manufactured by Apeco, SCM, Savin, and Dennison in the early 1960's.⁸ Today, at least twenty vendors offer electrofax copiers. While many users find the coated paper copies produced by the electrofax method less attractive than transfer electrostatic equipment, the economic advantages of electrofax copiers make them especially attractive to users who make less than ten thousand copies per month. Many archival agencies fall within that group.

Two features of new plain and coated-paper copiers are of special interest to archivists. First, improvements in machine design enable a wider range of documents to be copied more effectively, with less risk of damage to valuable originals. Second, modifications in the electrostatic process have resulted in improved copy quality, especially from the traditionally hard-to-copy materials found in archival holdings.

Looking first at the important area of machine design, archivists and rare-book librarians have long complained about potential damage to tightly sewn book bindings resulting from the necessity of spreading a book open on a flat glass platen in order to make a copy.⁹ This problem can be easily overcome by constructing copiers with slightly elevated platens, but it is an unfortunate measure of the relatively insignificant impact that archivists and librarians have had on the reprographics industry's market research that such a simple modification of copier design is only now widely available;¹⁰ the Xerox Corporation recently introduced its first raised platen machines. The Xerox 914, for many years the most popular electrostatic copier for library applications, had a platen flush with the machine surface, forcing users to coerce bound volumes into conformity with the flat glass imaging area. Xerox models 2400, 3600, and 7000 represented a slight improvement in book-copying capability, offering a curved platen that, at the expense of poor image quality along the interior margins of pages, overcomes the problem of broken bindings. The Xerox 4000, however, has an edge-mounted platen suitable for copying a wide range of bound materials, and the model 3100, the newest copier in the Xerox line, has a completely raised platen. The Savin 300 is the only other plain-paper copier to offer this feature.

Raised platens have long been a standard feature on electrofax

⁸ For pictures and descriptions of this early electrostatic equipment, see J. T. Bickmore, C. R. Mayo, G. R. Mott, and R. G. Vyverberg, "Some Applications of Xerography," in John H. Dessauer and Harold E. Clark, eds., *Xerography and Related Processes* (London: Focal Press, 1965), pp. 467-508. Cf. John H. Dessauer, *My Years with Xerox: The Billions Nobody Wanted* (New York: Doubleday, 1971).

⁹ Hawken, *Photocopying from Bound Volumes*.

¹⁰ As Smith pointed out over fifteen years ago, "Practically all existing copying equipment was designed for business use, and this is quite natural since business has a somewhat larger budget than the library. But it is wrong and unnecessary that so little of this equipment is adaptable to library or archival use. In many cases, minor modification would have made a machine much more useful to the libraries without in any way diminishing its value to the businessman"; on this same point, see Buyers Laboratory, Incorporated, "Photocopying Equipment," *Library Technology Reports* (Chicago: Library Technology Program, 1972).

copiers. The SCM Corporation offers them on all of their electrofax equipment, while the Dennison Copymaster and Minoltafax Consolette feature an adjustable work surface adjacent to the platen that can be lowered to expose the platen edge for easy book copying. The Olivetti Copia and Coinfax copiers have a platen mounted along the front-edge of the machine to facilitate the placement of bound volumes.

Archivists whose holdings contain maps, charts, newspapers, and other oversize documents have always found it difficult to make satisfactory copies on machines limited to letter and legal-size copy paper. The usual solution of taping two letter-size copies together is both awkward and time-consuming. Two new features, however, allow archivists to deal effectively with this problem. Copiers are now available with the ability either to reduce oversize documents to smaller size or to make copies on paper stocks larger than letter or legal size.

The Xerox 7000 is the most complex and versatile reduction copier on the market today. Its large platen will accommodate originals up to 14 x 18 inches in size. The user can select from reduction modes of 15, 23, 35, or 38.5 percent. A newspaper page or computer printout sheet, for example, can be reduced to letter size, while two letter-size originals can be copied onto the same sheet of paper. The 3M VHS-R, the newest plain-paper reduction copier, reduces documents measuring up to 11 x 17 inches to letter size. Where the application exists, the VHS-R can be modified for reduction to legal size. Both the Xerox 7000 and VHS-R can be operated independently of the reduction feature. In both cases, the user pays a premium for reduction capability.

The Minoltafax 1714 is the most versatile electrofax, reduction-capability copier, allowing the operator a choice of two reduction ratios (20 and 50 percent), as well as size-for-size copying. The Saxon CR-75 is an electrofax copier that incorporates a pre-set reduction ratio (usually 25 percent). Once set, the machine invariably copies in the reduction mode and will not make size-for-size copies. The same is true of Dennison Copymasters that have been modified for reduction. Electrofax reduction-capability copiers are considerably less expensive than their plain-paper counterparts, but, whenever reduction-capability is being considered for an archival application, the cost of the reduction feature must be weighed against the anticipated benefits.

As an alternative method of copying large documents, Saxon Business Products offers plain and coated-paper equipment that allows archivists to copy onto paper up to 11 x 17 inches in size. The Saxon PPC-1, for example, is equipped with interchangeable paper trays that can be loaded with plain-paper sheet stock measuring between letter and computer printout size. Saxon electrofax copiers, along with those offered by Royfax and Apeco, can be loaded with different size paper rolls to produce copies ranging from 5 x 8 inches to 11 x 17 inches. These machines feature an 11 x 17-inch imaging surface. The Van Dyk 4000, marketed in many parts of the country as the SCM 6740, is a plain-paper copier that can be loaded with unsensitized

roll stock large enough to make 14 x 17-inch copies. The Royal Bond Copier, a Japanese machine that is also marketed by Apeco, accepts plain paper sheet stock up to 10 x 14 inches in size. Unlike the reduction-capability feature, there is no premium charged for this ability to copy onto larger size paper stocks.

In order to make authentic reproductions of two-side originals, or simply to save paper and reduce the bulk of copied material, archivists may occasionally want to make copies on both sides of a sheet of paper. Among plain paper copiers, most Xerox machines (with the exception of models 3100 and 3600-III), the Saxon PPC-1, the Royal Bond Copier, and the Sperry-Remington 530 will make two-sided copies when a sheet of copy paper is imaged first on one side then reinserted into the machine's paper tray and imaged on the reverse side. The Xerox 4000 is the only electrostatic copier that automatically copies on both sides of a sheet of paper. Electrofax copiers have traditionally been limited to single-sided copying because the zinc oxide coating essential to the electrofax process usually appears on only one side of the copy paper. The 3M VQC, however, is an interesting exception. A special feature allows the operator to circumvent the machine's roll-feed paper mechanism to copy onto double-coated sheet stock. Like the reduction feature, the value of two-sided copying, whether on plain or coated stock, will vary from application to application. Archivists interested in two-sided copying should carefully analyze their needs in the light of inevitably higher copy costs.

Some new features on recently introduced electrostatic copiers will prove more attractive to office managers and reproduction shop personnel than to archivists responsible for the reproduction of valuable documents. Document transport mechanisms are a case in point. The IBM Copier II is the best publicized example of copying equipment that uses document transport belts to increase the effectiveness of the office copier as a word processing tool. Documents to be copied are introduced into the throat of a feeding mechanism similar to that of a rotary-type microfilm camera. Belts transport each document to an imaging surface where it is copied and then returned to the operator. While this feature presents some advantages to users making copies to meet administrative needs, it is obviously unsuitable for copying fragile documents. The Copier II, however, can be operated independently of the document transport feature, as can the Saxon PPC-1 which offers the operator a choice of document transport or glass platen copying. The Sperry-Remington 530, like the older Xerox 813 and 660, has no platen and cannot copy bound volumes, thereby limiting its effectiveness in archival applications. This limitation is especially unfortunate since the Sperry-Remington 530 is one of the few plain-paper copiers designed for the low monthly volume ranges required for many archival agencies.

For archivists who want to bring the copier to the work rather than the work to the copier, the Royfax 1400 is representative of an increasingly large number of compact electrofax copiers. It measures

less than 17 inches in length and 14 inches in depth and is light enough to be carried easily to any work area. The 1400 has a flat platen with a sloping front edge for convenient book copying, it operates on any standard outlet without special wiring, and it is equipped with cartridge paper-load and operator signal lights found on more sophisticated, larger machines. The Saxon PPC-1 and the Sperry-Remington 530 are tabletop plain-paper copiers. Both operate on standard outlets and can be moved to meet changing work requirements. The Xerox 3100 is a tabletop copier mounted on a wheeled stand. The Royal Bond Copier is a console model plain paper copier mounted on wheels for easy movement.

There are modifications in the electrostatic process that offer improved copy quality. Archivists responsible for photograph collections have long been familiar with one of the most glaring shortcomings of the electrostatic process—the inability to resolve half-tones. Those who have used the Xerox 914 know that the same machine that produces consistently good line copy fails when copying photographs. Screens and overlays can be used to improve half-tone resolution somewhat, but this additional expenditure of time and effort seldom produces satisfactory results. Today, archivists with curatorial responsibilities for photograph collections are in the fortunate position of being able to select from several machines capable of making high-quality reproductions of half-tones. Among electrofax copiers, always capable of making at least passable copies of photographs, the 3M VQC, the Toshibafax BD-34, and the Dennison Fotofax do an especially fine job of copying even the most difficult half-tones. The most dramatic improvements, however, have been made in the ability of plain-paper equipment to copy photographs. The first generation of Xerox copiers used the cascade method of toner distribution, employing flint carrier beads. In recent years, the substitution of steel developer beads for the older flint ones has significantly improved copy quality on newer plain-paper copiers and on several older Xerox models. The Xerox 3100 and 4000 will consistently resolve half-tones and fill solid areas, as will the IBM Copier II. The 3M VHS and VHS-R have replaced developer beads with a magnetic-brush toner distribution system. The result is excellent reproduction of half-tones and complete resolution of solid areas. The Saxon PPC-1 is the only plain-paper copier currently available in the United States that uses a liquid toner distribution system. The PPC-1 makes outstanding copies of photographs.¹¹

Because of the great variety of materials found in archival holdings, a copier selected for use by an archival agency should have the ability to reproduce colors from the entire range of the visible spectrum, lightly-pencilled marginal jottings, faint originals, and copies made by other processes and other electrostatic equipment. Electrofax copiers

¹¹ On the implications of various methods of toner distribution, see R. W. Gundlach, "Development of Electrostatic Images"; E. H. Lehmann and G. R. Mott, "Characteristics of Cascade Development"; and C. J. Claus and E. F. Mayer, "Liquid Development," in Dessauer and Clark, *Xerography*, pp. 259-309, 342-74.

have traditionally offered the archivist the advantage of being able to adjust copy density to obtain the best possible reproduction, subject, of course, to the limitations of the equipment being used. The Xerox 914, with its pre-set exposure controls, conveniently required minimized operator involvement in most cases, but it made no provision for variations of tonality in documents to be copied. To the archivist, therefore, the appearance of density controls on newly introduced, plain-paper copiers represents a significant advance. Xerox models 1000, 3100, 3600, 4000, and 7000 are equipped with a "light original" button that introduces additional toner into the image development phase of the electrostatic process. The Xerox 3600-III has a similar "colored background" button to enhance copy quality from documents on colored paper stock. The 3M VHS, the Royal Bond Copier, the Saxon PPC-1, the Savin 300, the Multigraphics 6000, and the Dennison BC-28 Bond Copier all have operator-controllable density adjustment dials that permit greater latitude in making copies of faint manuscripts, newspapers, and similar materials. The 3M VHS-R and the IBM Copier II are closer to the Xerox line in this respect, being equipped with buttons for light and dark originals.

The 3M Color-in-Color Copier and the Xerox 6800 are both capable of making full-color reproductions of colored originals. At present, the market for both copiers remains uncertain, and the cost per copy, combined with machine rental, puts them out of the reach of all but the most affluent archival agencies. The next several years, however, should see an increasing number of new color copiers with a corresponding reduction in cost.

Archivists who intend to use their copying machines as preservation tools must be as concerned with the nature of the paper stock on which the copy is made as with the quality of the resolution of the copied image. Since electrostatic images are only as permanent as the substrates on which the images rest, the important question in evaluating electrostatic copiers for use in document preservation is the ability of machines to make copies on paper stocks of proven longevity. The identification of such paper stocks is an increasingly complex problem. According to a recent National Bureau of Standards report: "five years ago, the problem of specifying stability of paper for office copies, at least on an interim basis, would have been fairly simple. As only one principal copying process at that time used uncoated paper, a specification could have been prepared for the paper alone. Now there is a plethora of office copying processes, and accelerated aging must be part of the specifications for office copy papers for permanent records."¹² Electrofax machines, of course, will copy only onto zinc

¹² W. K. Wilson and E. J. Parks, *Development of Specifications for Archival Record Materials* (Washington: Paper Evaluation Section, Institute for Materials Research, National Bureau of Standards, 1973). Cf. D. S. Most, *Reprographic and Speciality Papers* (New York: Chemical Publishing Co., 1969), pp. 138-78. Archivists interested in the equipment of a particular vendor should ask about the archival properties of the paper recommended for use with the machine. Most vendors of electrostatic copiers have subjected their papers to accelerated aging and fade-o-meter tests and will gladly share the results with potential customers.

oxide coated stocks. Although coated-paper manufacturers claim a low acidic content for electrofax papers, coated stock is usually of sulphite rather than rag content. Furthermore, electrofax coatings mar easily and electrofax images can be effaced by abrasive contact with paper clips and other metal objects. Plain-paper copies promise greater versatility as preservation tools. All of the machines in the Xerox line will make good copies on alkaline stocks, as will the Royal Bond Copier, the Sperry-Remington 530, and the Dennison BC-28 Bond Copier. The IBM Copier II, the Van Dyk 4000, and the Savin 300 are limited to copying from roll paper stock, but they will copy onto any paper available in roll form. The 3M VHS and VHS-R will copy onto alkaline stocks but yield the best resolution on the sulphite stock recommended by the manufacturer. The Saxon PPC-1 will copy onto alkaline stocks with some loss in resolution. The PPC-1 has a liquid-toner distribution system that works best with porous stocks, most of which are sulphite rather than rag content papers.

In conclusion, a word should be said about copying costs. There are three ways to acquire electrostatic copiers: purchase, rental, or lease. Purchase plans involve a high initial cash outlay with prospects for lower long-term equipment costs. Many copying equipment users are reluctant to purchase electrostatic equipment. In addition to relatively high machine prices, especially for plain-paper copiers, and the continuing expense of maintenance contracts, they feel that new technological developments will make their equipment obsolete long before its useful life has expired.

Alternatives to purchase are three basic types of rental plans. Flat-rate rentals involve a monthly payment for the use of equipment with supplies purchased separately. Metered rental rates are based on the number of copies made per machine per month, with the incentive of lowered unit costs with increased monthly volume. In the best known metered rental system, a Xerox model 1000 would cost \$.0315 for the first 7,500 copies made in each month, \$.0275 for the next 12,500 copies each month, and \$.02 for copies in excess of 20,000 per month. Paper, toner, and developer costs are not included in these meter charges. A third rental alternative, cost-per-copy pricing, differs from flat rate and metered plans in that the customer does not pay directly for copier hardware. Instead, a unit price is established for each copy, based on an estimated monthly volume. In return for an agreement to be the exclusive source for a stipulated quantity of supplies, the vendor allows the customer free use of one or more machines. Each month the customer buys enough paper and toner to produce the estimated monthly volume. Good inventory control is required to allow for fluctuations in volume and to insure that sufficient supplies will always be on hand.

Most rental plans allow for cancellation on thirty, sixty, or ninety days notice. Lease plans offer lower rates in return for longer commitments, and as a rule, the longer the lease, the lower the price. There is increasing interest on the part of copying equipment users in

third-party leases in which dealers offer the equipment of one or more manufacturers on three- to five-year contracts at greatly reduced costs.

Despite this variety of pricing plans and vendor claims of low unit costs, electrostatic copying is not an inexpensive activity. Plain and coated papers are now in short supply. The price of petroleum-based toners is rising, while increasingly high purchase, rental, and lease prices are to be expected in this time of inflation. Regardless of the impact of inflation, technological improvements have their price. Copiers that do more generally cost more. Now more than ever, it is important that archivists with responsibility for the administration of reprographic services realistically evaluate copier capabilities and alternative pricing plans in terms of their own applications in order to obtain both economy and a minimal sacrifice of quality and convenience.

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News Notes

C. F. W. COKER, *Editor*

The purpose of this department is to present comprehensive news about recent accessions and openings; published finding aids and documentary materials, both letterpress and microform; administrative and program changes at archival institutions; activities of state and regional archival associations; and education and training opportunities in the fields of archives administration and records management. This part of the journal can be successful only if such information is made known to the editors and reporters at least three months prior to publication months (usually January, April, July, and October).

Please send news items to the appropriate one of the following reporters: **State and Local Archives** to Julian L. Mims, South Carolina Department of Archives and History, Capital Station Box 11,669, Columbia, S.C. 29211; **Manuscript Repositories** to Carolyn H. Sung, Manuscript Division, Library of Congress, Washington, D.C. 20540; **Scientific and Technological Archives** to Maynard J. Brichford, University Archivist, University of Illinois Library, Urbana, Ill. 61801; **Church Archives** to John R. Woodard, Jr., Wake Forest University, Box 7414, Reynolda Station, Winston-Salem, N.C. 27109; **Regional and State Archival Associations** to Alice M. Vestal, Cincinnati Historical Society, Eden Park, Cincinnati, Ohio 45202. All other items should be sent to Editor, *American Archivist*, National Archives Building, Washington, D.C. 20408.

The Rasmuson Library of the **University of Alaska** has published a second edition of Joseph Drazan's *Picture Alaska*, an index to illustrations in a number of popular books and periodicals that reflect the history of Alaska and its people from its earliest beginnings to the present. Edited by Joseph A. Burke, the 206-page volume is priced at \$5.00 and can be ordered from the Director's Office, Rasmuson Library, University of Alaska, Fairbanks, Alaska 99701.

The **U.S. Army Military History Research Collection**, Carlisle Barracks, Pennsylvania, accessioned the William and Samuel Beaumont Papers, 1807-35, relating in part to military and civilian life during the War of 1812; the Arthur L. Koch Papers, 1898-1943, relating primarily to Koch's enlisted and commissioned service before and during World War I; and the William L. Gill Papers, 1886-1973, which mainly

concern Gill's services as a staff and general officer in Army infantry divisions during World War II.

The **Auburn University Archives** has instituted an archival training program in cooperation with the university's history department and the Federal Archives and Records Center, East Point, Georgia. The program was set up by Allen W. Jones, professor of history and director of the University Archives; Malcolm C. McMillan, head of the history department; and Gayle Peters, chief of the Archives Branch of the Federal Archives and Records Center, East Point, Georgia. Students working for an M.A. or Ph.D. degree in history can minor in archival administration. The program requires a student to complete a five-hour course in archival procedures and techniques that includes reading and work in the university archives, and a ten credit-hour internship that requires reading and work in the Federal Archives and Records Center. The first students completed the program in August 1974. The University Archives also awards two graduate assistantships each year.

The **Bancroft Library** of the University of California at Berkeley has recently made two significant new accessions: a collection of some fifty-three Catalonian manuscripts dating from the eleventh century to the sixteenth, and the archives of the City Light bookstore and publishing company. The Catalonian manuscripts will be particularly valuable to historians of the common people of the late middle and early modern ages, since these records contain a wealth of information about ordinary people, whose names and transactions are precisely recorded, and whose properties are often identified and defined. The City Lights archives document one of the leading avant-garde institutions in San Francisco and one of the principal influences on the literature of the "beat generation."

Recent accessions by the Manuscripts Division of **Brigham Young University's** Harold B. Lee Library include: papers, 1864-1925, of Walter Mason Camp, noted collector and authority on western Indian wars; legal papers, 1902-12, of Mary Baker Eddy; two volumes of diaries, 1886-87, of Walter Murray Gibson who served as prime minister of Hawaii; three volumes of diaries, 1895-97, of Abinadi Olsen who served as a missionary in Samoa; a collection of sixteen diaries, 1849-79, describing journeys to the Pacific Coast by early pioneers; records, 1952-73, of the Salt Lake City Stock Exchange; additional papers, 1948-69, of U.S. Senator Arthur V. Watkins. Additional information about these and other collections is available from the curator.

The Wagner Memorial Award for 1973 of the **California Historical Society** went to Abraham P. Nasatir of San Diego University. The award honored his "fifty years of constructive work in the archives relating to France and Spain in the American West."

The National Endowment for the Humanities has granted \$86,063 to the Institute of Medieval Canon Law, **University of California, Berkeley**. The grant is in support of a project to prepare a scholarly analysis and evaluation of medieval manuscripts on canon and Roman law in the Vatican Library and to bring together distinguished scholars in connection with the study of the manuscripts.

The **Archives of Labor History and Urban Affairs**, Wayne State University, has recently accessioned the records of the Miners For Democracy, a labor organization formed in April 1970, three months after the murder of Joseph Yablonski and four months after his unsuccessful campaign against W. A. Boyle for the presidency of the United Mine Workers of America. The purpose of the Miners For Democracy was to achieve internal reform of the UMWA. The records include a number of files relating to legal suits brought by the MFD to achieve its goals. Containing forty linear feet of material and covering 1969-72, the collection is now open to researchers, and a guide is available.

Dennis East of the Archives served as principal lecturer for a sixty-five part television course entitled Work and Labor Studies. Photographs, posters, films, and three dimensional objects from collections in the Archives were utilized to introduce the various subjects discussed in the course.

A Guide to the Archives of Labor History and Urban Affairs, prepared by Warner W. Pflug, is available from Wayne State University Press, Detroit, Mich. 48202. The cost is \$8.95.

In recent months, the **Library of Congress** Manuscript Division accessioned or opened a number of collections of papers of considerable significance to historians and other researchers. Among these are the Joseph E. Willard and Kermit Roosevelt family papers; papers of Joseph Pulitzer, Jr., to complement the Joseph Pulitzer, Sr., papers already in the library's collections; the papers of Agnes Meyer, whose husband owned the *Washington Post* and who in her own right was a social, political, and cultural force of considerable importance; the Katherine S. Louchheim Papers, documenting in considerable detail the political and diplomatic life of Mrs. Louchheim; and the archives of the Bollingen Foundation, a foundation established in 1945 by Mr. and Mrs. Paul Mellon to promote research, writing, and publication in the humanities. The papers of Harold L. Ickes, Secretary of the Interior from 1933 to 1946, were opened for research use; the collection includes the well-known "secret diaries" kept between 1933 and 1941. Recent accessions also include several collections of special interest to historians of science: the Draper Family papers include John William Draper's holograph account of his presentation of an address in 1860 to the British Academy for the Advancement of Science, an occasion which furnished the opportunity for the celebrated exchange between Bishop William Wilberforce and Thomas H. Huxley on Darwinism.

Many of these recent acquisitions are described more fully in the October, 1974, issue of the *Quarterly Journal of the Library of Congress*.

The library has also published a microfilm of the James A. Garfield papers, along with a printed *Index*. This 177-reel edition is the twenty-second collection of presidential papers published by the Library.

The **Los Angeles City Archives**, recently established as part of the Records Management Division, City Clerk's Office, City Hall, Los Angeles, has accessioned the records of the nine cities consolidated with Los Angeles since 1850. Assistance has been volunteered by one of the state universities in evaluating the wealth of information in these files. Other city records (1829-1900) have been gathered into an Archival Research Center for public and city use. Translations of all records from 1829 to 1853, when English became the only accepted language, have been made both for indexes and for source documents. An effort is under way, in cooperation with the Department of State and the National Archives of Mexico, to use bilingual students to aid in accessioning copies of material covering history of the former Mexican territories, now part of the United States, which would be made part of the archives of the area concerned.

Legislation has recently been enacted establishing a **Massachusetts Archives Advisory Commission** to advise the State Secretary on archival matters and to review and approve, disapprove, or modify a comprehensive statewide documentary preservation plan to be prepared by the Archivist of the Commonwealth. Additionally, a special study commission was established by the Massachusetts legislature to consider the feasibility of establishing and building an archives center "for use as a repository for articles of historical significance, permanent public records, and duplicate microfilm for the commonwealth, the counties, and all cities and towns."

The **Michigan State Archives**, History Division, Department of State, has accessioned the records of the Huron River Watershed Council, an early organization involved in water pollution problems; a collection of public records from Michigan Supreme Court Justice and former Governor John B. Swainson; and the records of the Kent County Circuit Court. The Kent County records have been placed at the regional depository at Western Michigan University.

The archives has received a grant from the MacGregor Fund of Detroit to continue an inventory of the records of the City of Detroit. The inventory is being directed by the State Archivist and conducted by students at Wayne State University.

The **Minnesota Historical Society** was granted funds by the state legislature to meet research and publication costs for a guide to ethnic and racial groups in the state's population, for an updated biographical dictionary of Minnesotans, and for studies of the formative years of the

iron mining industry and the history of the state's northern border. These projects will be under the general direction of June D. Holmquist who has been named assistant director for publications and research. The Society has also announced an unusually significant accession: the corporate archives of the Great Northern Railway Company, consisting of correspondence, subject files, financial records, and printed matter, dating from 1856 to 1970. In addition to the Great Northern Railway Company itself, the records relate to its 250 subsidiary railroad, mining, logging, land, townsite, utility, steamship, and development companies, and document the agricultural and industrial history of the Upper Midwest, Pacific Northwest, and Canadian Southwest.

The **Mississippi Department of Archives and History** has published a *Guide to Official Records in the Mississippi Department of Archives and History*. This publication revises and updates Dunbar Rowland's guide (1914), credited by Ernst Posner in his *American State Archives* as the first state archival guide to be published in this country. The new guide may be acquired from the Department of Archives and History, Archives and History Bldg., 100 South State, P.O. Box 571, Jackson, Miss. 39205.

Accessioned and microfilmed by the department are the Trask-Ventress Family Papers, from Woodville, Mississippi. This is one of the most complete sets of family papers in the department, covering the period from 1791 to 1921, filling 322 manuscript folders and 1500 feet of 35mm microfilm. Primarily concerned with business matters of Wilkinson County, Mississippi, the papers offer a wealth of research material such as land grants, fiscal papers, indentures, slave lists, and numerous folders of family correspondence as well as letters to and from major cotton factors in New Orleans, New York City, and Liverpool, England. An index and a descriptive catalog have been prepared to assist the researchers using the papers.

The **National Archives and Records Service** was host to a meeting of the Executive Committee of the International Council on Archives at the Franklin D. Roosevelt Library, October 14-18. The agenda covered ICA publications policies, reports from the microfilm and automation committees, and a discussion of the forthcoming quadrennial meeting of the full ICA to be held in Washington, D.C., in 1976. Some twenty-five individuals representing twenty countries attended the Executive Committee meeting.

The fifteenth in a series of NARS Conferences on subjects of mutual interest to archivists and to users of archives has been scheduled for May 8-9, 1975. The subject of the conference will be local history, and the American Association for State and Local History will be a cosponsor. James D. Walker has been named director of the conference. All sessions are planned to be held in the National Archives Building, and the papers and proceedings of the conference will be

published. For further information, interested parties may contact James D. Walker, Director, Conference on Local History, National Archives (GSA), Washington, D.C. 20408.

William R. Emerson was named director of the Franklin D. Roosevelt Library in Hyde Park, to succeed the late Josef C. James in the post. Emerson received a B.A. in history from Yale and his doctorate from Oxford University, which he attended as a Rhodes Scholar. He was a member of the Yale history faculty, 1951-63; King Professor of Naval History at the U.S. Naval War College, 1963-64; assistant to the president of Hollins College, 1964-69; and director of research grants of the National Endowment for the Humanities, 1969-74.

The Harry S. Truman Library Institute has scheduled a conference for May 1975 on the Korean War. The Lyndon Baines Johnson Library and the University of Texas-Austin cosponsored a symposium on the future of the American environment, on November 11-12, 1974. The John F. Kennedy Library, in cooperation with the Brookings Institution and the other presidential libraries, was host for a conference in Boston on November 1-2, 1974, which sought to evaluate wage and price controls during the period 1945-74 with a prognosis for future controls.

The Military Archives Division of NARS was reorganized in recent months into three branches: a Military Projects Branch (NNMP) was created and given responsibility for preparing finding aids and microfilm publications, a new Navy and Old Army Branch (NNMO) was made responsible for reference work on all Navy records in the National Archives Building and all Army records up to 1940, and a Modern Military Branch (NNMM) was reconstituted to handle reference and projects on World War II captured records as well as reference on U.S. military records for 1940-54.

National Archives Accessions (Washington, D.C., area). Records, 1951-73, of the Subversive Activities Control Board, consisting of dockets, transcripts of testimony, exhibits, reports and decisions, witness indexes, appeal case files, minutes, and general correspondence have been accessioned, as have the records of the 1973 Inaugural Committee. Also accessioned were minutes, 1968, of the Federal Open Market Committee; records, 1971-74, of the National Advisory Commission on Criminal Justice Standards and Goals; records, 1968-74, of the National Council on Indian Opportunity; and records of the Public Building Service of the General Services Administration relating to improvements and security measures provided on properties occupied by former President Nixon and former Vice President Agnew and their families from 1968 to 1971.

Records pertaining to socioeconomic conditions during World War II have been transferred to the archives from the Women's Bureau. Also accessioned were records, 1950-73, of the Public Health Service pertaining to programs for providing emergency health service in the

wake of natural disasters; and from the Civil Aeronautics Board, records, 1939-50, of the Bureau of Air Operations documenting the allocation of routes to "feeder airlines" in the Alaska Territory.

Meeting files, staff reports, and files of subordinate committees, 1972-74, were received from the National Commission on the Financing of Postsecondary Education. From the Office of Economic Opportunity were received additional tabulations prepared by the Bureau of the Census. This series, entitled *Poverty Neighborhoods in 105 Large Central Cities*, consists of printout tabulations from the 1970 census, describing various characteristics of the population (for example: age, sex, occupation, method of transportation to work).

Over 8,000 cubic feet of Foreign Service post records were accessioned from the Department of State. For the most part created between 1936 and 1949, with some dating as recently as 1957, these records are the central files of individual Foreign Service posts, and they consist of dispatches, letters, reports, telegrams, airgrams, memorandums for the files, notes and communications from host governments, translations of editorials and reports, and numerous cross-reference sheets to other file classifications. Use of these records is limited by restrictions imposed by the Department of State.

Other recent accessions include the subject files, 1929-37, of the Commercial Traffic Section, Communications Division, Office of the Chief of Naval Operations; and correspondence and other records, 1941-45, of the Naval Office of the Coordinator of Research and Development. The Mining Enforcement and Safety Administration of the Department of the Interior transferred some 4,000 photographs made by the Medical Survey Group of the Coal Mines Administration-Navy, 1946-47. These photographs illustrate the working and living conditions of soft-coal miners and their families, principally in Kentucky and West Virginia, but also in thirteen other large coal-producing states.

National Archives Accessions (Regional Branches). The Archives Branch, **Chicago**, has accessioned the community profiles, 1969-70, created by the Office of Economic Development documenting socioeconomic data for counties in Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin.

The Branch Archives, **Kansas City**, has recently opened for research some 120 cubic feet of records of the U.S. Coast Guard and its predecessor agencies, the Steamboat Inspection Service and the Bureau of Navigation. Spanning the years 1840-1960—with most of the records dating between 1880 and 1920—the records consist of inspection reports, pilot licenses, correspondence files, casualty and wreck investigations, tests and inspections, excursion permits, and related materials, and all concern the ports of Duluth and Minneapolis-St. Paul, Minnesota; Dubuque, Iowa; Galena and Cairo, Illinois; St. Louis, Missouri; and Pembina, North Dakota.

Presidential Libraries Accessions. The following are brief listings of recently accessioned records. Since previously accessioned records are constantly being opened for research in the several presidential libraries, interested researchers are advised to keep abreast of newly available research sources by contacting individual libraries or by reading announcements of openings of records in *Prologue: The Journal of the National Archives*.

The **Franklin D. Roosevelt Library** has received additional papers, 1903-1950, of John H. Fahey from Margaret Fahey Rudolph. Fahey was a newspaper editor and publisher before becoming chairman of the Federal Home Loan Bank Board and Chairman of the Board of Directors of the Home Owners' Loan Corporation.

The **Harry S. Truman Library** has accessioned the papers of Richard C. Patterson, Jr., who served as ambassador to Yugoslavia, 1944-48; ambassador to Guatemala, 1948-51; and minister to Switzerland, 1951-53. Also received by the library are the papers of Charles M. Hulten who served in the Office of War Information, 1944-45, and in the Department of State and U. S. Information Agency, 1946-54; and the papers, 1947-52, of Benjamin H. Hardy relating principally to the inception and early operations of President Truman's Point IV program for technical assistance and economic aid to underdeveloped countries.

The **Dwight D. Eisenhower Library** has received the papers of Robert Humphreys regarding his involvement with the Republican Party during the 1940's and 1950's, and papers of Genevieve L. Osborn dating from 1942 to 1957 that include fifteen items of correspondence received by either Miss Osborn or Ida Stover Eisenhower, Dwight D. Eisenhower's mother, from members of the Eisenhower family. Additions to papers already in the Eisenhower Library include those to the personal papers of Dwight D. Eisenhower; additional papers of Arthur F. Paget that relate to the Columbia River Treaty and the operation of the Columbia River system; and correspondence and memorabilia of General Norman D. Cota.

The **John F. Kennedy Library** has accessioned some personal papers of Robert Jones, who served as Deputy Under Secretary of State for Administration, 1961-62, and as Special Assistant to the Director of the Bureau of the Budget, 1962-68.

The **Lyndon B. Johnson Library** has accessioned papers of William M. Blackburn, Staff Assistant to the President for legal assistance and congressional liaison, and of John W. McNulty, Staff Assistant to the President and a speech writer.

NARS Publications. The long-awaited revised edition of the *Guide to the National Archives of the United States* has been published by the National Archives and is for sale at \$12.30 a copy from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. The volume is 884 pages in length and it includes summary description of all archives in the custody of the National Archives and

Records Service as of June 30, 1970. It does not include either official records or personal papers in the Presidential Libraries, however. A full critical review of the volume will be included in a forthcoming issue of the *American Archivist*.

United States Government Produced Audiovisual Materials—1974, which lists 4,500 entries describing government-produced audiovisual materials available for rental or purchase, and *Directory of U.S. Government Audiovisual Personnel*, which lists names, addresses, telephone numbers, and organizations of government audiovisual personnel, have been published by the National Audiovisual Center, Washington, D.C. 20409. There is no charge for the first publication; the *Directory* is sold for \$2.50 per copy.

The first volume of the *Presidential Papers of Herbert Clark Hoover*, compiled by the Office of the Federal Register, has been published. Covering the period March 4–December 31, 1929, the volume is for sale by the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, for \$13.30 a copy.

Guide to German Records Microfilmed at Alexandria, Virginia, No. 67—Records of German Field Commands: Divisions (116th to 137th), Part VII; and *Printed Hearings of the House of Representatives, 1824–1958*; and *Documents from America's Past* (General Information Leaflet N. 13, Revised) are three other recent publications of the National Archives and Records Service.

Recent microfilm publications of the National Archives and Records Service include the following: Letters Sent by the War Department Relating to Naval Matters, January 3, 1794–June 14, 1798 (M739); Records of the United States Nuernberg War Crimes Trials: United States of America *v.* Karl Brandt *et al.* (Case I), November 21, 1946–August 20, 1947 (M887); Letters, Orders for Pay, Accounts, Receipts, and Other Supply Records Concerning Weapons and Military Stores, 1776–1801 (M927); Records of the Wisconsin Superintendency of Indian Affairs, 1836–48, and the Green Bay Subagency, 1850 (M951); Records Relating to United States Navy Fleet Problems I to XXII, 1923–41 (M964); Case Files in Suits Involving Consuls and Vice Consuls and the Repeal of Patents of the United States District Court for the Southern District of New York, 1806–60 (M965); Annual Reports of Fleets and Task Forces of the United States Navy, 1920–41 (M971); Selected Naval Attache Reports Relating to the World Crisis, 1937–43 (M975); Navy Department General Orders and Circulars, 1798–1862 (M977); Records of the United States Nuernberg War Crimes Trials: Guertner Diaries, October 5, 1934–December 24, 1938 (M978); and *Guide to Captured German Documents* (Maxwell Air Force Base, Alabama, December 1952) and *Supplement* (National Archives, Washington, D.C. 1959) (T1183).

The **National Historical Publications Commission** made its first subvention grants to university presses for the publication of commission-sponsored letterpress volumes. The funds, totaling nearly

\$89,000, were given to seven presses to offset publication deficits of eleven editorial series volumes. The commission also approved one new commission-funded letterpress project, a selective edition of papers relating to the American Revolution in the West Indies.

Eight new and continuing projects received commission funds totaling nearly \$165,000. They include a final grant for the Emily Howland papers, initial funding for the Jane Addams and Rutherford B. Hayes papers, and the Pantan, Leslie, and Company records; and single grants for the American Federation of Labor records and the Richard Pettigrew, Ezra Stiles, and Samuel "Golden Rule" Jones papers.

The commission approved plans to continue the program of Fellowships in Advanced Editing of Documentary Sources for American History, to make as many as eight awards for 1975-76, and to raise the amount of each grant to \$11,000. Information about the commission's educational programs may be obtained from the National Historical Publications Commission, National Archives Building, Washington, D.C. 20408. The deadline for applications for the Fellowships in Advanced Editing is March 1, 1975. Winners will be announced by April 15.

The **Nebraska State Historical Society** accessioned the annual statements of domestic insurance companies, 1950-70; tax and assessment records from York and Hitchcock Counties, 1869-1960; and letters, scrapbooks, and printed materials, 1861-1910, relating to Church Howe, a prominent nineteenth-century Nebraska political figure. The State Archives Division has transferred assessment schedules and tax lists from Kimball County, 1887-1963; and from Chase County, 1886-1961. In addition, county board proceedings, 1889-1964, and election records, 1897-1970, from Kimball County were microfilmed. The Society's Manuscript Division has accessioned papers of the late Clarence Davis who was Nebraska Attorney General, 1919-23, and who served as Under Secretary of the Interior in the first Eisenhower administration. The Henry J. Amen Company records, 1904-48, were loaned by the Amen family of Lincoln for microfilming. Amen's business has been an important part of Lincoln's German-Russian community and the firm's records provide insight into the development of Lincoln and this ethnic group. The Microfilm Division has completed microfilming the Omaha *Evening Bee*, 1893-1937.

An \$8,300 grant from the National Endowment for the Humanities, along with volunteer help from the Neighborhood Youth Corps and Teenage Opportunity Program, have enabled the **Nevada Historical Society** to catalog 2,500 separate manuscript collections and to prepare and distribute copies of a *Checklist* finding aid to these collections, all in a period of eighteen months. In an effort to make its collections more useful within the state, the Society inaugurated the HISTO/SHARE program, reversing the traditional archival practice of making manuscript materials available only to patrons at the archives

themselves. Under the new program, patrons in libraries within Nevada can request manuscript collections for use in their home communities. Staff members transport the containers to a community library, where the materials can be used by the researcher on-the-spot. The Society has joined the Nevada State Library and the University of Nevada in a program to replace the newspaper collections of all three institutions with microfilm copies. It is estimated that 4,000 reels of film will be used to transfer all existing Nevada newspapers to the new format.

The **New Hampshire Historical Society** is currently sponsoring a project, with Frank C. Mevers as editor, to edit the papers of Josiah Bartlett (1729-95). Supported by the state's American Revolution Bicentennial Commission and the National Historical Publications Commission, the project will result in a comprehensive microfilm edition followed by a letterpress edition of selected documents. Josiah Bartlett, a signer of the Declaration of Independence, was a prominent physician in New England and the founder of the New Hampshire Medical Society. In addition, Bartlett served as a justice of the peace, a delegate to the Continental Congress, a militia colonel during the Revolution, a justice on the state superior court, and the last president and first governor of New Hampshire. Persons having knowledge of the existence of correspondence to or from Bartlett or of other papers written or signed by him are requested to contact the Historical Society at Thirty Park Street, Concord, N.H. 03301.

The **New Jersey Historical Commission** has awarded a grant of \$1,600 to Associate Professor Seth M. Scheiner of Rutgers University to support a pilot project in preparation for an inventory of New Jersey city government records. To be carried out in consultation with the Archives and History Bureau of the New Jersey State Library, the project will inventory the City of New Brunswick's record holdings as a model for subsequent inventories of other municipal archives throughout the state. Another recent activity of the New Jersey Archives and History Bureau has been the resumption, after a lapse of twenty-five years, of a century-old publishing program, the printing of the *New Jersey Archives*. The first volume of the new series contains the *Minutes of the Governor's Privy Council, 1777-1789*, edited by David A. Bernstein. Future volumes are planned to print New Jersey's colonial laws and other archival materials relating to the early history of the state.

The **New York City Municipal Archives** has taken custody of some 900 boxes and 295 bound scrapbooks of records of the mayoral administration of John V. Lindsay. The former mayor has specified that personal records are to be separated from official files and transferred to the Yale University Library.

Robert E. Stipe has been named director of the **North Carolina Division of Archives and History**. Prior to taking over his new duties, Stipe was professor of public law and government, and assistant direc-

tor, Institute of Government, University of North Carolina, Chapel Hill. He succeeds T. W. Mitchell, State Archivist and Chief, Archives and Records Section, who has served as acting director of the division since the resignation of H. G. Jones on March 1.

The Division of Archives and Records and the Department of Community Colleges jointly sponsored a two-day workshop on June 25-26 to instruct librarians in the Community Colleges system about the use of county records on microfilm. Most of the system's twenty-six institutions have purchased from the State Archives a core collection of county records on microfilm.

Recent accessions in the archives include correspondence, 1969-72, of the assistant director, Division of Archives and History; records of the Hillsborough District Court; records of Brunswick, Columbus, Granville, Guilford, Perquimans, Polk, Rowan, and Wilson counties; a volume of records, 1883-94, of the Ocracoke Lifesaving Station; and additions to the Governor Robert W. Scott (private) Papers, the Siamese Twins Collection, and the John Vann Papers.

The fourth volume of the new North Carolina Colonial Records series was published in June. This volume, *North Carolina Higher-Court Records, 1702-1708*, was edited by William S. Price, Jr.

The Special Collections Division of the **Northern Arizona University Library** has recently acquired 381 volumes of correspondence and other records, 1886-1927, of the Arizona Lumber and Timber Company and the Ayer and Greenlaw lumber mills, all of Flagstaff, Arizona. These records, donated by Robert Chambers to the Northern Arizona Pioneer's Historical Society Collection, housed in the University Library, are a major addition to the library's already extensive holdings of records of the A. L. & T. Company, one of the largest and oldest business firms in the Southwest.

The Special Collections Division has also acquired the more than 125,000 negatives of photographs taken by the *Arizona Daily Sun*, published in Flagstaff. The photographs cover the period from the newspaper's beginning in 1946 through 1970.

The **Ohio Historical Society** lists the following among its recent accessions: records, 1930-70, of B'Nai B'Rith Hillel Foundation at Ohio State University; papers, 1830-1900, of minstrel and composer Daniel D. Emmett; papers, 1810-1900, of architect Jonathan Goldsmith; papers, 1785-1826, of Governor Samuel Huntington; papers, 1811-15, of Governor Return Jonathan Meigs, Jr.; records, 1923-71, of the National Council of Jewish Women; records, 1883-1973, of the Ohio Baptist General Association; papers, 1797-1827, of Governor Thomas Worthington; records, 1822-1973, of the Ohio Department of Administrative Services; and records, 1893-1945, of the Ohio Department of Mental Health and Retardation.

The **Public Archives of Canada** has established a committee of its Historical Branch division chiefs to try to work out conflicts arising

between interests representing archives security and interests representing archives access. A draft set of proposals for discussion has been prepared, and opinions of a number of researchers will be sought. It will be the committee's intention to recommend to the Dominion Archivist appropriate changes in the Public Archives research regulations.

The Public Archives has also established a Machine Readable Archives Division within its Historical Branch. The new division's objective is to acquire, preserve, and service machine-readable records of long term value produced by the federal government as well as others of national significance produced by the private sector.

Recent publications of the Public Archives include *French Atlases in the Rare Atlas Collection, Volume 1*, which is part of a provisional series of catalogs describing the atlases in the National Map Collection; *Ottawa in Maps*, a cartographical history of the City of Ottawa, 1825-1973, which reproduces some thirty maps outlining the evolution of the nation's capital from a rough frontier town to a modern city; and *General Inventory: Manuscripts, Volume 3*, which is a guide to the documents in the Manuscript Division concerning ecclesiastical records, Pre-Conquest papers, Fur Trade and Indian records, Hudson's Bay Company Archives, and transcripts from papers in the British Museum.

Some of the extensive holdings of the Arthur and Elizabeth Schlesinger Library at **Radcliffe College** that relate to the history of women in America have been published on microfilm by Research Publications, Inc. The company plans also a supplemental micropublication of additional sources on women's history at Widener Library, Harvard, and of other major collections in the field. The company's address is Research Publications, Inc., 12 Lunar Drive, Woodbridge, Conn. 06525.

The Islamic Archives, formerly an adjunct of the Committee for Islamic Culture, in Washington, has been transferred to the **Smithsonian Institution**, and the committee, as a result of having discharged its responsibilities, has dissolved itself. The archives number about 80,000 items and consist of photographs, negatives, photoprints, architectural drawings, field notes, and maps illustrating and documenting contemporary and historical cultures of the Near/Middle East and North Africa during the Islamic period.

Recent accessions to the **South Carolina Archives** include records of the General Assembly and House of Representatives; blueprints of the State House and Governor's Mansion; budgets (1940-63); congressional correspondence (1951-72); governor's appointments (1963-70); interim succession list (1962); photographs of members (1900-58); reports (1938-72); records of the Industrial Commission, Accident Register (1936-48); records of the Military Department, Office of the Adjutant General; muster rolls and enlistment papers (1907-22); pre-World War I records, miscellaneous (1886-1913); property ac-

count book (1911-22); records concerning Spanish-American War veterans (1898); records of the Department of Social Services; Civilian Conservation Corps recruiting plan for South Carolina (1938-42); records of the State Treasurer, appropriation ledgers (1938-64); revenue ledgers, general accounts (1940-58); revenue ledgers, special accounts (1945-58); and records of the Eau Claire Health Department, minute book (1931-54).

Recent accessions by the **State Historical Society of Wisconsin** include additional records, 1857-1960, in the McCormick Collection, relating primarily to the McCormick Estates but also including records of the McCormick Harvesting Company, the International Harvester Company, and Cyrus H. McCormick, Sr.; records, 1964-67, of the National Coordinating Committee to End the War in Vietnam; additional records, 1896-1950, of the Socialist Labor Party of America; papers, 1920-71, of television notable Ed Sullivan; records, 1940-72, of the Unemployment Compensation Division, Department of Industry, Labor, and Human Relations, including news releases, interstate conference reports, publications, general files, legal records, and files on the history and status of Wisconsin unemployment compensation legislation; and records, 1916-70, of the County Teachers' College of Racine-Kenosha Counties, including records of the Board of Trustees and of the Office of the President, student records, audit reports, photographs, and printed materials.

The **Tennessee State Library and Archives** has acquired the Yeatman-Polk collection, which includes letters from George Washington, Andrew Jackson, Daniel Webster, and James K. Polk. Microfilming of records to 1900 is completed for Giles County and is planned for Lawrence County. Film from both counties should be ready for public use by the beginning of 1975. Inventories of records in Hickman, Lewis, Perry, Humphreys, and Decatur Counties are in preparation prior to the microfilming of each county's documents to establish a permanent record. Additional microphotography includes early Fayette County Court Minutes and the 1880 census of McNairy County.

The Southwest Collection at **Texas Tech University** has recently received records of the El Paso Cotton Association, covering the period 1954-66; of the Trans-Pecos Cotton Association, concerning bracero labor programs, 1947-63; of the Reynolds Land and Cattle Company for the years 1856-1959; and of the Mohair Council of America, for the years 1949-71. In addition, microfilm accessions include the records, 1884-1972, of E. K. Warren and Son, a Michigan-based firm which had extensive ranching interests in the Southwest and in Mexico; scrapbooks and other materials pertaining to the tent show career of Harley Sadler; and records of the Texas Central Railroad. A special effort to add records to the university's archives as part of the Texas

Tech 50th anniversary celebration has resulted in the filming of records from the office of the Dean of Students, comprising more than a million leaves, and the donation of a number of collections of papers, publications, and tape-recorded memoirs of current and former faculty and staff members.

The Edward R. Murrow Center for Public Diplomacy at **Tufts University** has prepared an unpublished description of the Edward R. Murrow Collection. The collection covers the period 1938-68, numbers approximately 45,000 items, and consists of files relating to Murrow's professional career with the Institute of International Education, the United States Information Agency, and the Columbia Broadcasting System. Among the papers included are professional correspondence, reports, speeches, scripts, tapes, and interviews relating to Murrow's career in broadcasting; reports, hearings, and speeches from his years as director of the USIA; personal correspondence, awards, and clippings; books; and memorabilia.

The John C. Pace Library of the **University of West Florida**, Pensacola, has acquired the papers of the Alger-Sullivan Lumber Company, which was the largest lumber company in Florida. The collection totals 612 pieces and includes letterbooks, ledgers, cash books, sales journals, mill cut books and maps, and financial statements. The company was founded by General Russell A. Alger (1836-1907), Governor of Michigan, U.S. Senator, and President McKinley's Secretary of War; and by Martin H. Sullivan of Pensacola. The company, which continued until 1957, pioneered in reforestation measures during its later years. The collection is available for use.

The Manuscripts and Archives Division of the **Yale University Library** has completed the arrangement and description of the papers of Chester Bowles, and the papers are now open for research use by competent scholars. The collection has been divided into separate groups relating to each of the periods of Bowles' public service so that researchers interested only in a particular period of his public career may, if they wish, use only the papers for that period. Inquiries should be addressed to Manuscripts and Archives, Sterling Memorial Library, Yale University, New Haven, Conn. 06520.

CHURCH ARCHIVES

Baptist. The Georgia Baptist Historical Society has recently compiled *Abstracts of Obituaries from the Christian Index, 1822-1879*. Copies may be purchased for \$15.00 from Waldo Harris (Box 776, Washington, Ga. 30673).

The Mississippi Baptist Historical Commission (P.O. Box 51, Clinton, Miss. 39056) has accessioned the records of the Mississippi Baptist Convention Board, 1873-1973.

The Southern Baptist Historical Commission, Nashville, Tennessee, has added approximately thirty-eight linear feet to their collections of the personal papers of Herschel H. Hobbs, President of the Southern Baptist Convention, 1961-62, and a long-time (1949-73) minister of the First Baptist Church, Oklahoma City. The papers contain his personal and official correspondence. Charles W. Deweese has joined the staff as assistant director of editorial and research services, and A. Ronald Tonks has been named assistant executive secretary.

Roman Catholic. Mount Saint Mary's Seminary of the West, Norwood, Ohio, reports the following significant acquisitions: the papers of Archbishops Liebold, Altar, and Purcell, and a collection of photographs pertaining to Archbishop McNichols.

Diocesan Archivist Joseph A. Cichon, Jr., of the diocese of Providence, Rhode Island, reports the acquisition of approximately four linear feet of the papers of Most Rev. Francis P. Keough, fourth bishop of Providence and eleventh archbishop of Baltimore. The documents concern his episcopacy at Providence, 1934-47.

Protestant Episcopal. The Archives and Historical Collections of the Episcopal Church, Austin, Texas, reports the acquisition of the following records: General Convention records consisting of four tapes of the 63rd General Convention, 1970; diocesan journals; one cassette tape of the General Convention of 1972; publications of the Forward Movement; and a certificate of election for Presiding Bishop-elect J. M. Allin; 49 cases of records of the Executive Council; and private papers of the Rev. Walter E. Bentley, Rt. Rev. Clinton S. Quin, Miss Mildred Buchanon, Rev. Felix Cirlot, Rt. Rev. William Paul Barnds, Rt. Rev. William Scarlett, Rev. William H. Moore, Rev. Kenneth E. Heim, and additions to the papers of William A. Clebsch, Kenneth Perkins, and John Townsend.

The Episcopal Diocese of Utah, Salt Lake City, reports the acquisition of four volumes of diaries of Rev. Hoyt Henriques. Some of the diocesan collections are being microfilmed and photocopied as a cooperative venture by the University of Utah, the Utah State Historical Society, and the Utah State University Archives.

The Rev. Louis L. Perkins, Historiographer of the Episcopal Diocese of Eastern Oregon, has recently published *The First Hundred Years of St. Thomas' Episcopal Church, Canyon City, Ore., 1876-1976*.

Evangelical Covenant Church of America. The Covenant Archives and Historical Library, 5125 N. Spaulding Ave., Chicago, Illinois, are in the process of filming official records of the Evangelical Covenant churches from the point of their origin. Most of the records are in Swedish, Sweden is the land of their origin, and the work is being done in cooperation with the Emigrantinstitutet, Växjö, Sweden.

Jewish. The American Jewish Historical Society, Waltham, Massachusetts, recently accessioned the archives of the Boston Jewish

Community Council and the library of George J. Miller, which will add significantly to the library's American Judaica. Also, the society has issued a catalog of the paintings, daguerrotypes, and artifacts in their collection, and has a slide-tape show, "The American Jew," available for loan.

The YiVo Institute for Jewish Research (1048 Fifth Ave., New York, N.Y., 10028) lists additions to their collections in their newsletter. They have completed cataloging the Horace Kallen Papers, the papers of David Pinsky (1872-1959), and the records of the Jewish Community of Vilna, 1808-1939. The library and archives contains the largest collections outside of Israel of Yiddish literature and documents relating to Jewish history and culture as well as to the Jewish press. Additional details may be obtained from the institute.

Methodist. The Detroit Conference Commission on Archives and History, its collections housed at Adrian College, Adrian, Michigan, has received the records of the Board of Ministers, 1886-; records of the Michigan Methodist Pastor School, 1920-; and a paper by the late Ruth E. Cargo, "The Western Methodist Protestant," a study of one type of religious press from 1856-66. The conference prints a quarterly newsletter that is sent to its Friends of the Archives.

The Southern New England Commission on Archives and History has voted a sum of money to the Boston School of Theology to prepare a Bicentennial Exhibit relating to Methodism. The commission also plans a conference-wide mass meeting, with a nationally famous speaker. A brochure relating to Methodism and its influence for American independence is being prepared for local church distribution.

The West Virginia Commission on Archives and History reports the publication of a biography of Bishop Matthew Clair, Sr., by Margaret Ballard. Bishop Clair was one of the first two Negro bishops of Methodism.

Mennonite. The Archives of the Mennonite Church, Goshen, Indiana, has acquired the correspondence of S. F. Coffman (1872-1954), a prominent Mennonite leader and bishop from Vineland, Ontario; the Ina Plank genealogical materials on the Plank family; and a collection of American documents relating to the Mennonites during the Revolutionary War era.

United Methodist Church. The Commission on Archives and History of the Northern Illinois Conference reports that they have had a membership certificate signed by Peter Cartwright restored and framed.

Moravian. The Archives of the Moravian Church, Bethlehem, Pennsylvania, has acquired additional manuscript and rare printed music, beginning with that of the late eighteenth century, from the Central Moravian Church, Bethlehem. Additional records from To-

bago, Antigua, and St. Kitts have been acquired. These records are in addition to others from the West Indies already in the archives, including those from St. Thomas, St. John, and St. Croix.

United Presbyterian in the U.S.A. The Presbyterian Historical Society (425 Lombard St., Philadelphia, Pa. 19147) has recently completed the arrangement and cataloging of the following record groups: Presbyterian Church in the U.S.A., Woman's Board of Home Missions correspondence and papers, 1878-1948; and from the United Presbyterian Church in the U.S.A., Board of National Missions, correspondence and papers of the Department of Spanish Work (1959-72), correspondence, record books, and papers of the Unit of Sunday School Missions (1887-1960), correspondence, reports, and papers of the Division of Health and Welfare, Office of Institutional Chaplains (1943-64); and from the Presbyterian Church in the U.S.A., Board of Home Missions, Treasurer's Department correspondence and papers, 1904-26.

The Society has also accessioned judicatory records from the Arizona Presbytery, 1888-96; California Presbytery, 1851-86; Oneida Presbytery, 1802-43; Pacific Synod, 1860-95; Sacramento Presbytery, 1860-96; and Tulare Presbytery, 1876-91. Local church records have been accessioned from the following churches: Burrton, Kansas, session minutes, 1874-1926; Clifton Heights First Register, 1887-1920, and session minutes, 1924-67; Crows' Landing, California, session minutes and register, 1892-1903; Crystal Plains, Kansas, session minutes, 1883-1909; Germantown, Pennsylvania, Wakefield Deacons' minutes, 1917-73, and registers, 1874-1958; Glenfield, New York, Congregational and trustees' records, 1889-1910, and session records, 1889-1913; College Hill (Hope, Kansas) Register, 1884-1934; Kings' River, California, session minutes and register, 1878-99; Westminster (Nacogdoches, Texas) session minutes, 1916-1966; Old Washington, Ohio, session minutes, 1898-1944; Patterson Memorial (Philadelphia, Pennsylvania) registers, 1880-1962; Salt Creek (Rix Mill, Ohio) session minutes, 1850-89; Elizabeth Street (Utica, New York) session records, 1869-90; Waverly, Colorado, first register, 1908-28, and session minutes, 1908-31; and West Chester, Pennsylvania, register, 1843-1916, and session minutes, 1934-62.

The following portraits were accessioned: George McLellan Bell, 1862-1932; Eugene Carson Blake, 1906-, oil and pencil sketch; and Lois (Harkrider) Stair, 1923-.

Quaker. The Quaker Collection, Haverford College, Haverford, Pennsylvania, has published a brochure on the Quaker Collection. They have also microfilmed the Quarterly Meeting minutes, correspondence, and records of the Philadelphia Yearly Meeting, 1682-1970; and the records and correspondence of the Indian Committee of the Philadelphia Yearly Meeting, 1682-.

Other. The California State Library, Sacramento, California, has microfilmed the records of the Protestant Episcopal Church in the U.S.A., Northern California Diocese. These church registers and records provide some birth, baptismal, marriage, and death records for Northern California (excluding San Francisco) from the 1850's to the 1950's. The period covered varies from church to church, most of the information dating from 1855-1905.

Of special interest are records of the Church of the Holy Spirit in Orleans, 1912-57 (including plans for the construction of the church), and material in the *Sacramento Missionary* relating to the mission at the Hupa reservation.

A major national Bicentennial Conference on Religious Liberty will be held in Philadelphia, in the spring of 1976. Plans for the six-day gathering are being developed by a thirty-four-member ad hoc committee. It will focus upon religious liberty and freedom of conscience as a means of reaffirming the spirit and beliefs of the nation's Founding Fathers and stimulating greater awareness of the basic roles of these rights in a free society. Five hundred religious leaders, historians, educators, and others will attend representing a wide range of ethnical, racial, and cultural backgrounds. Public events, seminars, and plenary sessions will be planned to offer a three-fold approach: a historical survey; a contemporary assessment; and future perspectives. The conference has received a nine-month planning grant of \$18,059 from the National Endowment for the Humanities.

The Western Reserve Historical Society (10825 East Boulevard, Cleveland, Ohio 44106) reports the following acquisition of denominational records: Miles Park Presbyterian Church (Cleveland, Ohio) records, ca. 1841-1971; St. Paul's Episcopal Church (Cleveland Heights, Ohio) records, 1907-64; Wesley United Methodist Church (Cleveland, Ohio) records, 1853-67; and Euclid Avenue Congregational Church (Cleveland, Ohio) records, 1843-1963.

ARCHIVAL ORGANIZATIONS

The Society of American Archivists provides this section as a means of information exchange among regional, state, provincial, and local archival organizations. Please submit news of activities and copies of publications to Alice M. Vestal, Cincinnati Historical Society, Eden Park Drive, Cincinnati, Ohio 45202.

United States Archival Organizations

Society of California Archivists. Founded October 14, 1971; constitution; 140 members; \$5 yearly dues; meets twice a year, spring annual meeting and fall workshop; publishes an occasional newsletter; contact Larry E. Burgess, President, Society of California Archivists,

A.K. Smiley Public Library, 125 West Vine Street, Post Office Box 751, Redlands, Calif. 92373.

At their annual meeting, held April 6, 1974, at the Huntington Library, members of the Society elected the following officers: President—Larry E. Burgess; Vice President—Jean F. Preston, Henry E. Huntington Library, San Marino, California 94705; Secretary-Treasurer—John Donofrio, Bank of America Archives #3218, Post Office Box 37000, San Francisco, Calif. 94137.

The Society plans to publish its *Directory of California Archival Repositories* in the spring of 1975. The SCA Council will conduct a survey of archivists' salaries throughout the state by means of a confidential questionnaire. Bicentennial project suggestions for the Society include the publication of a guide to colonial sources in California, creation of "Jackdaw"-type facsimiles of documents for schools, and guides to ethnic records in California.

Midwest Archives Conference. The first of a series of special interest seminars under the sponsorship of the conference was held at the Newberry Library, Chicago, on July 29-30. Twenty-five archivists, representing Illinois, Wisconsin, Ohio, Minnesota, Texas, Michigan, and Nevada met to discuss regional archives systems and such problems common to these systems as transporting materials, preserving and collecting local public records, access and use, standardization of processing and finding aids, public relations, professional staffing, and determining which records or collections should be located in regional instead of central repositories.

New England Archivists. The next meeting will be April 12, 1975, at Yale University. James B. Rhoads, Archivist of the United States, will be the principal speaker. This annual meeting will feature program sessions in the morning, and an election of officers, the address by Rhoads, and tours of Yale libraries in the afternoon. For further information, contact Eva Moseley, Schlesinger Library, Radcliffe College, Cambridge, Mass. 02138, or Judith Schiff, Department of Manuscripts and Archives, Sterling Library, Yale University, New Haven, Conn. 06520.

A committee is being formed to explore ways of expanding services to members and of cooperating with other regional professional organizations. The committee plans to consider such ideas as training sessions on a variety of technical procedures and liaison with groups like the New England Historical Association. Chairman of this committee is William Joyce, American Antiquarian Society, 185 Salisbury Street, Worcester, Mass. 01609.

Northwest Archivists. At their April meeting, the group considered formalizing their organization. Following the meeting specific proposals were mailed to the membership in ballot form. One dollar

dues were proposed along with options for a three or six-member steering committee, to be elected for two-year terms. Members were encouraged to suggest special projects and programs and to support the idea of a regular newsletter. Responses to the ballot indicate that NA members are a varied group: historical society staffers, book dealers, housewives, archivists, historians, and librarians. Projects suggested include a bibliography of microform resources in the Pacific Northwest, a directory of archival repositories in the region, and a regular newsletter for the organization. Workshop topic suggestions include basic techniques of processing and description, preservation, ethics and legalities of collecting, training of paraprofessionals, and Bicentennial projects for the Northwest Archivists.

South Atlantic Archives and Records Conference. The conference met in Atlanta on May 2-3, 1974. The keynote session on Challenges to Archival Survival included papers by Samuel S. Silsby, Jr., Archivist of Maine, and H. G. Jones, Curator of the North Carolina Collection. A. K. Johnson, Jr., Executive Director of the Georgia Bicentennial Commission, and Louis H. Manarin, Virginia State Archivist, spoke on Stretching the Archival Dollar. A session on the preparation of finding aids was conducted by Daphne Gentry of the Virginia State Library and David B. Gracey II, Archivist of the Southern Labor Archives and editor of *Georgia Archive*. Jesse R. Lankford of the North Carolina State Archives and Ed Tribble of the Florida Division of Archives, History, and Records Management discussed basic problems of developing finding aids for audiovisual records; and Edward L. Johnson, Regional Commissioner, National Archives and Records Service, John Field of W. J. Barrow Restoration Shop, and David D. Roberson of W. J. Barrow Research Laboratory, conducted a session on New Techniques in Preservation. One hundred and thirty-six archivists, records managers, and manuscripts curators from Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, and Mississippi attended the two-day conference. The Conference will meet next year in Richmond, under the auspices of the Archives Division of the Virginia State Library.

Society of Southwest Archivists. The Society's third annual meeting will be held May 1-2, 1975 at the Flagship Hotel in Galveston, Texas. The program includes a paper on state archives and records laws in the region (Texas, Oklahoma, Arkansas, Louisiana, and New Mexico); a workshop on microform records and photoduplication; a "show-'n-tell" session on document restoration; panels on management of mixed-media collections in the "archibrary" or "librarchives"; and papers on the limits of the archivist's responsibility to assist the researcher and on implementing and developing university and college archives and records programs. Local arrangements are being made by John D. Hyatt, director of the host institution, The Rosenberg Library, (2310

Sealy, Galveston, Tex. 77550); while the program chairman is Samuel A. Sizer, Curator, Special Collections, University of Arkansas Library, Fayetteville, Ark. 72701.

Association of State Archives and Records Management Administration. At a meeting in St. Louis on July 24, 1974, officials representing several state archives and records management agencies formed the new association. It is designed to provide a forum for the several states, individually and collectively, in matters of mutual and/or national interest and especially in those areas involving federal/state relationships. Additional information is available from A. K. Johnson, Jr., Executive Director, Georgia Commission for the National Bicentennial Celebration, 1776 Peachtree Street, N.W., Atlanta, Ga. 30309, who was selected executive director of the group.

Canadian Archival Organizations

Toronto Area Archivists Group. Founded August 7, 1973; constitution; over 100 members; dues 1973/74 \$2, for 1974/75 undecided; meets eight to ten times a year; September annual meeting; minutes of meetings and notices circulated to members. Contact R. Scott James, City of Toronto Archives, City Hall, Toronto, Ontario, Canada M5H 2N2.

The Toronto Area Archivists Group met May 30, 1974, at the York University Archives. In addition to having a tour of the archives, the members passed a resolution commending the Canadian Jewish Congress, Central Region, for establishing a Jewish archival activity under its sponsorship. A communication was received concerning the proposed transfer of the records of the Toronto Board of Trade to the Public Archives of Canada. After much discussion, the Secretary was directed to write to the Board of Trade expressing the group's regret at the board's action and enquiring whether consideration had been given to establishing an archival programme at the Board of Trade or to making provision for copies of the records to remain in the Toronto area. A motion to direct the secretary to write a similar letter to the Public Archives was defeated, the majority feeling both that the group had insufficient information concerning the actions of the Public Archives and that the group had not yet arrived at a consensus on the question of the disposition of local record collections and were therefore not in a position to issue a policy statement.

At a meeting held July 22, 1974, at the Trinity College Archives, Gordon Dodds, Vice Chairman of the Canadian Archives Section, summarized the events of their annual meeting and reported on the future of the Section. In view of developments, consideration was then given to more formal organization for the Toronto Area Archivists Group and a committee was appointed to make recommendations regarding a constitution for the organization.

The Toronto Area Archivists Group has organized short conserva-

tion classes, which have been directed by David Dudley, Senior Paper Conservator of the Royal Ontario Museum. The organization provides archival advisory services to local institutions through its Advisory Committee on Archives, which operates as a clearing house, connecting particular problems with group members most likely to have solutions.

BICENTENNIAL NEWS

At the SAA's annual meeting in Toronto last October the Society's newly established American Revolution Bicentennial Committee decided that one of its immediate projects should be to accumulate and disseminate news about Bicentennial activities related to archives or of interest to archivists. The appearance of "Bicentennial News" in this issue of the *American Archivist* marks the beginning of this effort. We invite you all to submit news of your Bicentennial activities to Adrienne Thomas, NDA, National Archives and Records Service, Washington, D.C. 20408.

The **American Association for State and Local History** has been awarded \$630,690 by the National Endowment for the Humanities to continue support of the Bicentennial State Histories series. The choice of authors for six more state histories was announced by NEH. These are Norman H. Clark, Washington; Kenneth S. Davis, Kansas; Gloria Love Jahoda, Florida; Oliver Jensen, Connecticut; Charles S. Peterson, Utah; and Jay Saunders Reddin, Delaware.

The **American Revolution Bicentennial Administration (ARBA)** is taking applications from official state and territory Bicentennial commissions for up to \$25,000 each in grant money for administrative and operational support; the grants are to help defray expenses for such items as rent, office equipment, and the coordination and development of Bicentennial programs, and were authorized by Congress in P.L. 93-179. Further information is available from the ARBA Office of Communications, 736 Jackson Pl. NW, Washington.

ARBA is publishing periodically its "Official Master Reference for Bicentennial Activities." Based on a computerized information system called BINET, the listing is expected to serve as a clearinghouse of information on Bicentennial activities across the country, arranged by subject, location, and method of presentation. Historical societies should report such projects to their state representative or BINET, ARBA (736 Jackson Place NW, Washington, D.C. 20276) to assure their inclusion in the guide.

In its Bicentennial activities the **Louisiana State Museum** has initiated a project to preserve and index Louisiana's French and Spanish colonial documents. The colonial archives, consisting of approximately a half million pages of original manuscript material, are the official records of the French and Spanish colonial governments of Louisiana

from 1714 to 1803. The collection is divided into two parts, the records of the French Superior Council, 1714 to 1769, and the Spanish Cabildo, 1769 to 1803. Previously, researchers wishing to use the collection have had to depend on incomplete calendars and synopses prepared by the Louisiana Historical Society and the Works Progress Administration. The project to preserve and organize the colonial archives is under the direction of museum staff members John Kemp and Ghislaine Pleasonton.

In 1971 the **National Archives and Records Service** established the Center for the Documentary Study of the American Revolution, which is attempting to ensure during the Bicentennial years the maximum availability of the resources of the National Archives pertaining to the American Revolution. Specifically, the center, with funding from a Ford Foundation grant, is preparing a computer-assisted subject and name index to the approximately 200,000 pages of the Papers of the Continental Congress. The index will include references to the original records and to the roll numbers of the appropriate microfilm publications of these records. The center is preparing also a consolidated published index to the fifteen indexes of the 34-volume publication, *Journals of the Continental Congress, 1774-1789*, edited by Worthington Chauncey Ford *et al.* (Washington: Government Printing Office, 1904-37). It is anticipated that the multivolume published indexes will facilitate research by scholars and others in these records during and following our nation's Bicentennial observance.

A special Bicentennial fund of eight million dollars will be available from the **National Park Service** for matching grants if Congress appropriates the funds. The purpose will be for historic preservation work. For information write to William C. Quick, Director, Office of Program Planning and Budget, National Park Service, 18th and C St. NW, Washington, D.C. 20240.

The **National Trust for Historic Preservation** has prepared a "Bicentennial Kit," available for \$3.00, containing pamphlets on historic preservation planning. Write Director, Dept. of Field Service, National Trust for Historic Preservation, 740-748 Jackson Place NW, Washington, D.C. 20006.

The **New Jersey Historical Commission** has received two grants from the State Bicentennial Commission for publication projects. *A Chronology of New Jersey in the Revolution*, compiled by Dennis P. Ryan, was published in the Fall of 1974. *A Documentary History of New Jersey in the Revolution*, edited by Larry R. Gerlach, is scheduled for publication next Spring.

The **New York State American Revolution Bicentennial Commission** recently published *Four Traditions: Women of New York During the*

American Revolution, by Linda Grant De Pauw, associate professor of history at George Washington University. *Four Traditions* discusses the role of New York women in the American Revolution through a survey of four cultural traditions in seventeenth and eighteenth-century New York—Iroquois, African, Dutch, and English. It is the commission's hope that this publication will fill part of the gap in the historical record and prompt other historians to delve more deeply into the subject of women's history. It is available from the New York State American Revolution Bicentennial Commission, 99 Washington Avenue, Albany, N.Y. 12210.

Also, the commission offers a *New York State Guide to Local Bicentennial Planning*, designed to aid people throughout New York State who will be engaged in Bicentennial activities. The guide includes information on organizing local Bicentennial programs, provides examples of some programs that are in progress, gives information on funding, and suggests some local project ideas. The guide and other Bicentennial-related publications are available from the New York State American Revolution Bicentennial Commission, 99 Washington Avenue, Albany, N.Y. 12210.

The **Virginia Festival of Independence**, held in Alexandria, Virginia, last July to commemorate the 200th anniversary of the adoption of the Fairfax Resolves, was marked by the exhibition of the original draft of the Fairfax Resolves and by the opening of the George Washington Bicentennial Center, the nation's first such center. The original copy of the Fairfax Resolves, drafted by George Mason and George Washington, was loaned to the Alexandria Bicentennial Commission by the Library of Congress. It was displayed on July 18 at Gadsby's Tavern, the building in which it was adopted at a meeting of Fairfax County freeholders on July 18, 1774.

The George Washington Bicentennial Center comprises a visitor information center; a museum depicting the settlement of northern Virginia and its impact upon the Revolution; and a lecture hall. The center, financed by the Virginia Independence Bicentennial Commission, the City of Alexandria, federal grants, and gifts from private individuals and organizations, is housed in the Lyceum, a Greek revival building constructed in the 1830's as a library, museum, and lecture hall. This will be one of three state Bicentennial centers to be opened in Virginia by 1976. The center is rapidly becoming a regular stop for tourists to the Washington area.

As part of its observance the **Virginia State Archives** has published a series of ten facsimiles of documents of early Virginia history, with an accompanying booklet bearing the title *Virginia History in Documents, 1621-1788*. Copies of the packet are for sale at \$5.00 each from the Virginia State Library, 12th and Capitol Sts., Richmond, Va. 23219.

OAH-SAA LUNCHEON

Harold M. Hyman
William P. Hobby Professor of History
Rice University, speaking on

The Houston Metropolitan
Archives and Research Center:
Achievements and Frustrations

Organization of American Historians
Statler Hilton Hotel
Boston
April 18, 1975

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Write SAA International Archival Affairs Committee
GSA Regional Office Building, Room 7016
7th and D St. SW
Washington, D.C. 20407

The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

From President James B. Rhoads

In September 1976 members of the Society of American Archivists will have the unique opportunity to participate in the first regular International Congress of Archivists to be held in the United States. The Congress will take place in Washington, D.C., and the SAA Council has agreed that the 1976 annual meeting will be held concurrently with the Congress.

An International Congress on Archives has been held every four years in one of the world's major capitals since 1948, sponsored by the International Council on Archives and usually hosted by a national archives and its associated national archival professional society. The purpose of the Congress is to bring together archivists from all nations to discuss mutual problems of an archival nature. The forthcoming 8th Congress will be no exception.

For 1976 the National Archives and Records Service and the Society of American Archivists have invited the ICA to hold the quadrennial Congress in Washington as part of this nation's Bicentennial celebration, and the ICA has accepted the invitation. A program has been developed around the theme "The Archival Revolution of our Time," and speakers have been invited from some thirty participating nations. Two participants will represent the United States, and according to tradition one will be nominated by NARS and one by the SAA. Since Elizabeth Hamer Kegan will be president of the SAA at the time of the Congress, I have asked her for a nominee for participation in the Congress.

At previous Congresses, such as those held in Brussels, Madrid, Moscow, and other European cities, a pattern of formal presentation of papers, "interventions," and registered comments has prevailed. We have indicated to the executive committee of the International Council on Archives that we wish to make some departures from tradition at the Washington Congress in an attempt to loosen up the sessions and permit more active discussion of pertinent points of interest to the

Material for this department should be sent to the Executive Director, Society of American Archivists, University of Illinois at Chicago Circle, Box 8198, Chicago, Ill. 60680.

participants. There will also be a first for the Congress in that it will meet in its headquarters hotel rather than in a hall remote from its quarters. This will introduce many Europeans to the American style of conducting conferences.

The International Council on Archives is a nongovernmental organization sponsored by UNESCO and is open to institutional and individual members from every nation. The Council holds an annual Round Table meeting, which is generally attended by fifty to seventy-five members from almost as many nations and at which a single theme is discussed. At the September 1974 Round Table in Ottawa, the topic was archival exhibits, publications, and public relations. In addition, the ICA holds an annual executive committee meeting, generally associated with the Round Table. This year the executive committee met at the Roosevelt Library in Hyde Park, New York, early in October, immediately following the Ottawa Round Table meeting. At each of these quadrennial congresses sponsored by the ICA, a broad range of archival topics is scheduled for discussion by the large number in attendance. At the 7th Congress in Moscow in 1972, some 1,000 archivists attended. It is anticipated that 1,100 or 1,200 will be attracted to Washington in 1976.

The Congress consists of four plenary sessions, each of which is scheduled to take up an entire morning for papers and discussion. All who attend are invited to participate in each session. For the 1976 Congress the four topics and subtopics at the plenary sessions will be (1) The Pre-Archival Revolution, considering records management as an archival function, the records center, and the appraisal of contemporary records; (2) The Technological Revolution, including discussion of advances in archival management science, the archival implications of machine-readable records, and improved techniques in archival preservation and reprography; (3) The Revolution in Access and Use, at which will be investigated the expanding archival clientele, a decade of liberalization of access and use, and advanced technologies and the expansion of archival access; and (4) The Worldwide Archival Evolution and Extension, including archival expansion in the developing world, the special utility of archives for the developing world, and archival assistance efforts on behalf of the developing world.

It is clear that the topics selected by the program committee are of universal interest to archivists and could well form the basic program for any archival meeting, either domestic or international. In many respects such as the size, financial condition, and physical facilities of many archives in the world, especially in developing nations, the problems are closely related to problems faced in under-endowed state and provincial, municipal, and institutional archives in the United States and Canada. I believe, therefore, that the Congress can be of great benefit to most members of the SAA, as well as to our colleagues in ARMA and AREA.

As a bonus the SAA will hold its annual meeting, somewhat truncated, concurrently with the 8th Congress. An attempt will be made to

schedule discussion sessions and committee meetings so that those in attendance will have the widest opportunity to be at as many events as possible without conflict or overlap. Generally, the Congress sessions will be held in the morning and the SAA activities in the afternoon. But the best news of all is that registration for one will automatically admit the registrant to all activities of both the Congress and the SAA—except for voting in elections held by an organization of which the registrant is not a full member. Current plans are that the Congress and the annual meeting will be accompanied by special events, tours, and entertainments of the variety that only Washington can provide.

In 1966 the International Council on Archives held an Extraordinary Congress in Washington with limited national and international participation. For the regular Congress scheduled in 1976, there will be no such limitations, and the officers of both the ICA and the SAA invite archivists and records managers from around the world to come to the United States and its capital in the Bicentennial Year.

Annual Meeting

The Society held its 38th annual meeting at the Royal York Hotel in Toronto, October 1-4, 1974. Over 650 archivists, manuscript librarians, records managers, and persons from allied professions participated in the sessions. It was the best-attended annual meeting in the history of the Society.

Retiring President F. Gerald Ham (State Historical Society of Wisconsin) directed the proceedings. Vice President James B. Rhoads (National Archives and Records Service) assumed the presidency on the final day of the convention.

Officers and council members selected in the Society's second mail-ballot were announced. Elizabeth Hanier Kegan (Library of Congress) will serve as vice president for the coming year; Howard L. Applegate (The Balch Institute) will continue as treasurer; and J. Frank Cook (University of Wisconsin) and J. R. K. Kantor (University of California) will sit on the Council.

The Society named nine of its members Fellows for their outstanding contributions to the archival profession. They are Richard C. Berner (University of Washington), H. B. Fant (National Historic Publications Commission), Elsie F. Freivogel (National Archives and Records Service), Robert S. Gordon (Public Archives of Canada), Ruth Walter Helmuth (Case Western Reserve University), John M. Kinney (Texas State Library), Paul A. Kohl (National Archives and Records Service), Walter Rundell, Jr. (University of Maryland), and Edward Weldon (National Archives and Records Service).

The Waldo Gifford Leland Prize for the best book of the year on an archival subject was shared by two British publications: *A Guide to Manuscript Sources for the History of Latin America and the Caribbean in the*

British Isles, edited by Peter Walne, and *Enjoying Archives* by David Iredale.

Clark Nelson was awarded the Gondos Memorial Award in recognition of the material that he contributed to the Technical Notes section of the *American Archivist* during the past year. David W. Hirst, Associate Editor of the Papers of Woodrow Wilson, Princeton University, received the Philip M. Hamer Award, given annually to a junior editor who has done distinguished work on a documentary publication project sponsored by the National Historic Publications Commission. The Sister M. Claude Lane Memorial Award, established recently by the Society of Southwest Archivists to recognize accomplishment in the area of church archives, was given to Melvin Gingerich, former archivist of the Mennonite Church.

Annual Business Meeting

President Ham called the meeting to order at 4:37 P.M., October 2, 1974, in St. Lawrence Hall, Toronto. Toronto Deputy City Clerk, Roy Henderson, served as parliamentarian. Minutes of the last business meeting, held September 27, 1973, at the Chase-Park Plaza Hotel in St. Louis, were approved as they appeared in the *American Archivist* 34 (January 1974): 165-69.

President Ham cited two major accomplishments of the past year: the establishment of a permanent office for the Society at the University of Illinois at Chicago Circle, and the appointment of the Society's first full-time Executive Director, Ann Morgan Campbell. The Executive Director read her report as well as that of Treasurer Howard Applegate, who was unable to be present. [These reports are reprinted below—Ed.] William Miller, chairman of the Auditing Committee, reported that the committee had found the Society's financial records to be in order. A motion was made, seconded, and approved to adopt the reports of the Treasurer and Auditor.

Carolyn H. Sung, chairwoman of the 1974 Nominating Committee, announced that 624 members had cast ballots in the Society's second general election by mail. They had elected Elizabeth Hamer Kegan as vice president; Howard L. Applegate as treasurer; J. Frank Cook and J. R. K. Kantor as Council representatives; and Sylvie Turner, Miriam Crawford, and David J. Olson to the 1975 Nominating Committee.

Mary Lynn Ritzenthaler, chairwoman of the Committee on Resolutions, offered the following resolutions for adoption:

WHEREAS, the City of Toronto, the Province of Ontario, the Public Archives of Canada, the Toronto Historical Board, the Metropolitan Toronto Conservation Authority, the Niagara Historical Society, and Ontario Hydro have served as gracious hosts for this, the 38th Annual Meeting of the Society of American Archivists, and

WHEREAS, it is to the officers, Council, and committee chairpersons that the Society owes its thanks and appreciation for much of the success of this meeting, be it

RESOLVED, that the Society of American Archivists, through its executive

director, formally extend appreciation and thanks to His Worship, Mayor David Crombie of Toronto; the Honorable James Auld, Minister of Colleges and Universities; Dr. Wilfred I. Smith, Dominion Archivist; the Chairman of the Toronto Historical Board; the Chairman of the Metropolitan Toronto Conservation Authority; the President of the Niagara Historical Society; and Mr. R. N. Beattie of Ontario Hydro; Robert Woadden and the Local Arrangements Committee; Shonnie Finnegan and the Program Committee; the Eastman Kodak Company for hosting a breakfast for the Society; the Vice-President, General Manager, and staff of the Royal York Hotel; the 3M Corporation, Kodak Canada, IBM, Bell & Howell, and Mr. Earl Woodley for their support to the logistics of the meeting. And be it further

RESOLVED, that the Society extend its gratitude and appreciation to its retiring officers and Council members for their many years of service:

F. Gerald Ham, vice president and president; and Ann Morgan Campbell and Mary Lynn McCree, Council members. And be it further

RESOLVED, that the Society express particular thanks to Judith Koucky who served so effectively as acting executive director of the Society.

WHEREAS, the Society has sustained losses during the past year in the deaths of Father Brendan Connolly, Society of Jesus; John S. Highbarger; Josef C. James; Maizie Harrison Johnson; Sister M. Claude Lane, of the Dominican Sisters; J. Edward Mosely; Kenneth Munden; and Clifford K. Shipton. Therefore, be it further

RESOLVED, that the sympathy of the Society be extended to their families.

A motion to adopt the resolutions presented by Ms. Ritzenthaler was passed.

On behalf of the Council, President Ham offered a resolution amending the dues structure to provide an associate membership category:

Be it resolved that Council recommends a new associate membership category, defined as persons whose full or part-time occupation is not the curatorship, management, or administration of manuscript collections, archives, and current records. This category would become effective immediately with dues to be set at the individual base rate.

A motion was made to adopt the resolution by C. F. W. Coker and seconded by Shonnie Finnegan. Discussion from the floor centered around the difficulty of defining those persons who would be included in the associate category. Concern was expressed that ambiguity might result in a loss of revenue for the Society.

Frank B. Evans proposed an amendment to the resolution providing that associate members be denied the privilege of voting and holding office in the Society. David Horn suggested that committee membership also be denied associate members. Dolores Renze pointed out that Mr. Evans's proposal was probably in conflict with the Society's constitution. Mr. Evans withdrew his amendment. The original resolution was then defeated in a voice vote.

J. Frank Cook presented the following resolution to the meeting and moved its adoption:

WHEREAS, the best interests of the people of the United States have not been served by the actions of the Presidential administrations of Richard M. Nixon

and Gerald R. Ford in allowing Mr. Nixon to retain as his personal property the papers and tape recordings generated by his administration during his term of office, and

WHEREAS, the legal title of the National Archives and Records Service to such papers, as well as to the records of future administrations, appears to be unsettled, and

WHEREAS, the citizens of the United States own these papers because, through their taxes, they, and they alone, have paid for the preparation and use of such papers,

THEREFORE, BE IT RESOLVED, that it is the policy of The Society of American Archivists to support legislation which declares all records prepared by or for any public official of the Federal Government in the course of carrying out the duties of the office to which he or she has been elected or appointed, shall belong unequivocally and irrevocably to the people of these United States.

BE IT FURTHER RESOLVED, that the Officers and Council of The Society of American Archivists are hereby instructed to assist in all due haste the drafting and enacting of such legislation and to formally report on their efforts at the 1975 Annual Business Meeting of the Society.

RESOLVED, at the Annual Business Meeting of The Society of American Archivists at St. Lawrence Hall in Toronto, Canada, this 2nd day of October, 1974, the 39th year of the Society, and of the independence of the United States of America the 199th.

President Ham then recognized Mary Lynn McCree who presented the following substitute resolution and moved its adoption:

WHEREAS, there are serious questions of law and of public policy as to who owns or ought to own the papers and other forms of documentation created and accumulated by elected Federal officials during their terms of office, and WHEREAS, the national interest requires that historically valuable materials so created and accumulated be preserved and made available to those who will study the history of the United States, and

WHEREAS, there is legislation pending before the Congress of the United States (H.R. 16902) that seeks to establish by law an independent national commission representative of the Congress, the Courts, the Executive Branch, the archival and historical professions, and the general public, to make a careful and objective study of the legal and public policy considerations involved in the questions of ownership and disposition of such papers, and to make recommendations for legislation thereon to the Congress no later than December 31, 1975,

THEREFORE BE IT RESOLVED, that the Society of American Archivists supports such legislation as a prudent way of examining a complex series of questions and problems of great importance to archivists, historians, and the American people, and as a means of serving orderly, constructive, and carefully considered change.

Resolved at the Annual Business Meeting of the Society of American Archivists at St. Lawrence Hall in Toronto, Canada, October 2, 1974.

After considerable discussion on the merits of the two proposals, the chair ruled, on the advice of the parliamentarian, that the resolutions on the floor would be considered in the order in which they were introduced. On a show of hands, Mr. Cook's resolution was defeated.

On a voice vote, Ms. McCree's resolution was passed.

Richard Hale proposed that the meeting adopt Mr. Cook's resolution with revisions made in light of the afternoon's debate and Miriam Crawford offered the following substitute resolution:

WHEREAS, the legal title of the National Archives and Records Service to the public papers of the Presidents, as well as to the records of future administrations, appears to be unsettled, and

WHEREAS, the citizens of the United States own these papers because, through their taxes, they, and they alone, have paid for the preparation and use of such papers,

THEREFORE, BE IT RESOLVED, that it is the policy of the Society of American Archivists to support the principle which declares all records prepared by or for any public official of the Federal Government in the course of carrying out the duties of the office to which he or she has been elected or appointed, shall belong unequivocally and irrevocably to the people of these United States.

BE IT FURTHER RESOLVED, that the Officers and Council of the Society of American Archivists are hereby instructed to formally report on their efforts at the 1975 Annual Business Meeting of the Society.

RESOLVED, at the Annual Business Meeting of the Society of American Archivists at St. Lawrence Hall in Toronto, Canada, this 2nd day of October, 1974, the 39th year of the Society, and of the independence of the United States of America the 199th.

President Ham, on the advice of the parliamentarian, ruled Ms. Crawford's resolution out of order as it was contrary to the resolution of Ms. McCree already adopted.

Virginia Stewart asked for an explanation of the circumstances under which Ms. Campbell was appointed executive director. Mr. Ham stated that after the Council interviewed the four final candidates selected by the search committee in April 1974 in Denver, the position was offered to one candidate, Mr. Pachter, at terms which the Council thought appropriate. Although he first accepted the Society's offer, Mr. Pachter and the Executive Committee were unable to conclude negotiations satisfactorily at the time of their next meeting, June 1974, in Chicago. At that time, it came to the attention of the Executive Committee that Ms. Campbell's personal circumstances had changed and that it was possible that she would now be interested in the position which she had been unable to consider before that time. She was contacted and agreed to serve. Ms. Campbell's appointment was made with the unanimous approval of the Council.

The meeting was adjourned at 6:50 P.M.

ANN MORGAN CAMPBELL, *Executive Director*

Executive Director's Report

Every beginning is a consequence—every beginning ends something. Paul Valery.

Less than three months have passed since Judith Koucky, your former acting secretary, and I drove a rented truck full of records and

office equipment of the Society of American Archivists from Ann Arbor to Chicago on what must have been the hottest day of the summer of 1974. This inauspicious beginning marked the end of the Society's reliance on all-voluntary leadership to maintain services to the membership and the profession. A goal of the Committee for the 1970's and the recommendations of several former secretaries had been realized.

I can report to you today that the basic tasks of establishing our national headquarters have been accomplished. Joyce Gianatasio serves as my hard working and unfailingly dependable assistant. The Society is particularly fortunate to have her cheerful attention directed to its affairs. Necessary primary services are now on track. Dues are being billed and collected. The placement service is in operation. An issue of the *Newsletter* has been written, printed, and distributed. Orders for the Society's *Education Directory*, compiled by Frank B. Evans and Maynard J. Brichford, are being met. Distribution of this valuable publication is extensive to university and college placement offices, high school guidance centers, and to interested individuals.

Useful contacts have been established with related professional organizations. Last month, in addition to meeting with the AHA-OAH-SAA Committee on Historians and Archives, your executive director gave papers at the annual meetings of the Oral History Association and the American Association for State and Local History.

We have also been actively involved in monitoring the unprecedented volume of pending legislation of concern to the profession. The *Newsletter* will contain regular reports of activity in this area.

Since my support staff has not been adequate in these first months, I have had an opportunity to become totally familiar with all operations of the national office. There will be some changes. The current dues collection system is extremely cumbersome and time consuming. We are investigating computer assistance for this routine task which now requires well over half a man-year of effort.

The executive director's position, a post of multiple responsibilities and rapidly expanding definition, should, to be most effective, allow the incumbent time for reflection and contemplation. My goal for the first six months is to find a few minutes merely to catch my breath.

In the national office we are faced with the necessity of structuring priorities in a situation where paid staff time will remain limited for the foreseeable future. The great positive factor, of course, is the thousands of hours of contributed time devoted to the Society and the archival profession by the membership, by you. The value of this asset, our really remarkable human resources, will not appear in Howard Applegate's financial report. It is, however, the most significant factor in the Society's continued successful operation. My attention will be directed toward trying to establish ways in which we can organize most effectively our total assets of both people and funds.

Membership. At last year's annual meeting in St. Louis, Robert Warner reported to you that the Society consisted of 1,498 individual

members, 948 subscribers, and 342 institutional members, a total of 2,788. At this time I can report that the Society consists of 1,308 individual members, 1,057 subscribers, and 345 institutional members, a total of 2,710.

The impact of the increase in dues voted at last year's annual business meeting has indeed been felt. However, it should be observed that of the net loss of seventy-eight members, sixty-one were individual members deleted for nonpayment of dues which were due in the last quarter of 1973, before the new schedule took effect.

The Society has not lost subscribers or institutional members. In fact, modest increases occurred in each of these categories. Although payments for the first half of the year continue to be received, the net loss of individual members in this period now stands at 16.9 percent. It should be observed, however, that the percentage of attrition in January and February was less than one percent, in March-April it rose to 19.2 percent, and in May-June to 27.7 percent.

Committee Activity. The work of some of the Society's voluntary committees has been noteworthy in the past year and should be recognized at this time.

The ad hoc Committee on the Status of Women in the Archival Profession, under the leadership of Mabel Deutrich, prepared a monumental analysis of a survey related to their assigned topic. The entire report is available from the Publications Sales Officer and a summary of the findings will appear in the *American Archivist*.

Alan D. Ridge's State and Local Archives Committee sponsored a pocket directory of state and provincial archives which was compiled and issued by the Texas State Archives. A major expansion of the directory, including analyses of staff, programs, and budgets of provincial and state archival agencies, has also been prepared by the Texas State Archives and will be published early in 1975.

A checklist of questions useful for an archivist planning a building was prepared and distributed by the Committee on Buildings and Technical Equipment, chaired by Mary Boccaccio. In progress are informational lists on laminators, fumigators, shredders, and mobile shelving.

An Archives Study Tour of five South American countries was sponsored by the International Archival Affairs Committee and led by its chairman, Frank B. Evans.

Under the leadership of Sylvie Turner, the Committee on Reference, Access and Photoduplication Policies studied the problem of theft in archival institutions, as well as preventative measures in which the Society should engage.

As part of a continuing investigation of the relationship between formal academic training in archival administration and the description of archival positions for civil service or personnel purposes, Maynard Brichford's Committee on Education and Professional Development collected descriptions of archival positions.

The Church Archives Committee, chaired by August Suelflow, will

publish in 1975 a new edition of the *Guide to Church Records Depositories*. A subcommittee of David Smith's Business Archives Committee, chaired by John Donofrio, surveyed 2000 businesses in preparation for a new edition of the *Directory of Business Archives*.

The ad hoc Committee to Develop a Publications Program, under the guidance of Herbert Angel and Maynard Brichford, made a survey to determine what types of publications are most needed in our profession.

J. Frank Cook's Committee on Regional Archival Activity worked closely with regional groups to keep them informed of each other's activities and to relay regional news to SAA publications. Subcommittees coordinated symposia and assisted in membership development. A limited-edition "Regional Rap-Up," edited by Alice M. Vestal, contains a calendar of upcoming regional meetings, descriptions of the organizations, and news of their special projects. The publication was distributed to the various regional groups whose membership now totals over 1,400 in the United States and 600 in Canada.

The roster of awards granted by Herman Kahn's committee grew in 1974. The Society of Southwest Archivists honored one of its founding members, the late Dominican Sister M. Claude Lane, by establishing an award to be given annually to a person who has made a significant contribution in the area of church archives.

Dennis East's Committee of Labor Records explored the possibility of a survey of records of international unions, as well as state and local bodies, with the AFL/CIO Labor Studies Center.

The work of William L. Rofes's Committee on Terminology and Statistics resulted in publication of a glossary in the July 1974 *American Archivist*.

Charles Lee and the Committee on Federal and State Governmental Relations continued to monitor the progress of legislation creating a historical records program.

The Nominations Committee, chaired by Carolyn H. Sung, selected a slate which resulted in races closer than the next minute. In the Society's second year of mail balloting, over 600 members exercised their franchise.

We are beneficiaries this week of the outstanding efforts of A. Robert N. Woadden's Local Arrangements Committee and of Shonnie Finnegan's Program Committee. That this is the best-attended annual meeting in SAA history is a tribute to their accomplishments.

Finally, the efforts of Edward Weldon and his dedicated *American Archivist* staff must be recognized. Ed's intimate acquaintance with SAA affairs, as well as his extraordinary imagination and industry as our editor, are invaluable assets to our Society.

I know I speak for President Ham, your other officers, and the members of Council in expressing our gratitude to all who have worked so hard and well to add to the Society's history of accomplishment.

The executive director's agenda for the upcoming year is a full one.

My office will continue to monitor legislation. We will expand our liaison with related professional organizations. We will begin to seek grants and other funds to support much needed new services while improving the effectiveness of existing services. Pontificating from the podium is not what your new executive director does best. In the immortal words of a recent Attorney-General, "watch what we do, not what we say."

ANN MORGAN CAMPBELL, *Executive Director*

Treasurer's Report

This report covers the Society's fiscal year beginning January 1, 1973, and ending December 31, 1973.

GENERAL FUND. The General Fund or Operating Account is tax exempt under Section 501 (C) 6 of the Internal Revenue Code and carries the employee Identification No. 84-602-3531.

Cash on hand as of January 1, 1973, amounted to \$34,684.28, and cash revenues during the year totaled \$82,093.67. Cash revenues were received as follows: membership dues, \$34,237.53; subscriptions to the *American Archivist*, \$19,415.97; advertising in the *American Archivist*, \$3,169.50; sales of back issues of the *American Archivist* and other Society publications, \$3,422.38. Revenues from the annual meeting of the Society amount to \$11,176.36 of which \$1,000.00 is applicable to the 1972 meeting. Interest income from General Fund Savings and Certificate Accounts amounted to \$1,676.01, and revenues attributed to symposia were \$221.47. Grants received for restricted purposes were as follows: Permanence of Paper Fund, \$2,500.00; Gondos Award, \$200.00; and Life Membership Fund, \$2,950.00. Transfers to the General Fund were as follows: from the Asia Fund, \$390.00; from the Meeting Fund, \$2,000.00; Leland Award Fund, \$400.00; Permanence of Paper Fund, \$89.07; Life Membership Fund, \$245.38.

Cash expenditures from the General Operating Account during the year totaled \$79,059.77. Expenditures related to the secretary's office amounted to \$30,192.15. General operation expenditures were as follows: bank charges, \$60.31; computer services, \$410.54; duplicating, \$231.88; freight, \$236.06; postage, \$1,178.94; supplies and machine maintenance, \$534.51; and telephone, \$50.74. Committee expenditures, mostly travel reimbursements for committee members, amounted to \$8,574.76. Printing and mailing expenditures for the *American Archivist* were \$22,736.13. Other publication expenditures amounted to \$3,354.44, incurred for the publication of the "Directory of College and University Archives," and the "Forms Manual."

Expenditures for the annual meeting were \$2,640.95 and for other meetings totaled \$490.53. Federal taxes on advertising revenue were \$13.00 and professional services for accounting fees for the years 1971 and 1972 were remitted in 1973 in the amount of \$1,718.32. The following awards were made: Leland Award, \$400.00; and Gondos Award, \$200.00. Transfers to other funds were made as

follows: Philip M. Hamer, \$500.00; Life Membership, \$3,000.00; Permanence of Paper, \$2,500.00; and Publications Revolving, \$36.51.

The General Fund and Operating Account balance at the end of the year amounted to \$37,718.18 held in the following financial institutions: Fulton Federal Savings and Loan Association, Atlanta, Georgia, \$18,925.91; Huron Valley National Bank, Ann Arbor, Michigan, \$591.54; Western Savings Bank, Philadelphia, Pennsylvania, \$9,768.09; and The Fidelity Bank, Philadelphia, Pennsylvania, \$8,432.64.

For the year, revenues exceeded expenditures by \$3,033.90 despite a budgeted deficit of \$6,305.00. Actual revenues exceeded budget by \$27,593.67, principally due to increases from the prior year in the following categories: membership dues, \$1,193.53; subscription fees, \$10,592.37; annual meeting, \$9,261.83; advertising, \$932.17; and special project fund grants, \$5,450.00. Actual expenditures exceeded budget by \$18,254.77, principally due to the following: the secretary's office expenditures exceeded the budgeted figure by \$5,414.15, which can be attributed to the payment in fiscal year 1973 of the fourth quarter expenditures of fiscal year 1972. Also, committee expenses increased \$6,096.75 from the prior year, reflecting the increased participation by the Society in archival meetings. The special project fund grants explained in revenues were disbursed to the applicable fund.

SPECIAL PROJECTS FUND. In addition to the General Fund, the Society in 1973 maintained separate fund accounts that are exempt under Internal Revenue Code 501 (C) 3 having the collective Identification No. 84-602-3532. These funds are maintained apart from the Operating Account and are so reported to the Internal Revenue Service each year. These funds may be used by direction of the Council and then only within the purposes for which each was established. As of January 1, 1973, these Special Project Funds totaled \$71,638.44 and as of the end of the year, December 31, 1973, the funds totaled \$68,329.17. The status of the Society's Special Funds as of December 31, 1973, was as follows:

1. Asia Foundation Fund, \$1,362.60. Transfer to the General Fund, \$390.00. Interest earned for year, \$70.93.
2. Waldo G. Leland Prize Fund, \$10,838.47. Transfer to General Fund, \$400.00. Interest earned for year, \$651.42.
3. Life Membership Fund, \$7,681.74. Transfer of interest to General Fund, \$245.38. Received \$3,000.00 in Life Memberships. Interest earned for year, \$290.71.
4. Meeting Fund, \$9,855.42. Transferred to General Fund, \$2,000.00. Interest earned for year, \$587.40.
5. Publications Revolving Fund, \$8,114.59. Interest earned for year, \$467.50. Received \$36.51 from General Fund.
6. SAA Endowment Fund, \$15,263.16. Interest earned for year, \$877.05. Received \$48.73 from contributions and royalties.
7. Research Manual Fund, \$5,220.05. Interest earned for year, \$286.26.

8. Permanence of Paper Fund, \$9,180.92. During the year grants and contributions to this fund were received in the amount of \$7,500.00. Interest earned, \$210.26. Disbursements during the year included SAA's contribution of \$15,000.00 to the National Archives Trust Fund.
9. Philip M. Hamer Fund, \$812.22. Donations were received in the amount of \$500.00. Transfer from General Fund received for \$500.00. Disbursed \$200.00 for award. Interest earned for year, \$12.22.

SUMMARY. The balance as of the close of business December 31, 1973, for the General Fund amounted to \$37,718.18 and the Special Projects Funds totaled \$68,329.17, thus making the total of all funds belonging to the Society \$106,047.35. Total interest earned for year amounted to \$5,129.76.

HOWARD L. APPLGATE, *Treasurer*

Minutes

Council Minutes, April 17, 18, and 19, 1974. President F. Gerald Ham called the meeting to order on April 17, 1974, at 2:20 P.M. at the Hilton Hotel in Denver. In addition to the president, those present were Treasurer Howard L. Applegate and Council members Richard C. Berner, Ann M. Campbell, Elsie F. Freivogel, A. Carroll Hart, Ruth W. Helmuth, and Mary Lynn McCree. Acting Secretary Judith A. Koucky and Editor Edward Weldon attended without vote. Vice President James B. Rhoads and Council members Walter Rundell, Jr., and Hugh A. Taylor were absent. Approval of the Council minutes of December 29 and 30, 1973 was postponed until the following day.

President Ham announced the reappointment of Herman Kahn as the Society's representative until December 1976 on the National Archives Advisory Council. C. Herbert Finch, he said, would join delegates from the American Institute of Architects, the Society of Architectural Historians, and the Historic American Building Survey to form an ad hoc committee on the preservation of architectural records in the United States. Mr. Ham asked the Council's assistance in appointing a qualified person to serve on the General Services Administration's Committee for the Protection of Archives and Records Centers.

According to the president, the Washington, D.C. chapter of the Colonial Dames of America had decided to establish a scholarship to enable an archivist to attend the institute in modern archives administration held semi-annually at the National Archives. Members of the chapter had invited a subcommittee of the SAA Committee on Awards to select the recipient of the scholarship. Mr. Applegate moved that the Council direct the treasurer to work with representatives of the Washington chapter of the Colonial Dames in drawing up the terms of the award. Miss McCree seconded the motion, and the Council passed it. Mr. Applegate was to submit the terms to the Council for ratification.

Mr. Ham said that delegates from the organizations sponsoring the legislation for a national historic records program had met in Washington, D.C., in February 1974 to consider the most recent version of the bill, drafted by Rep. Frank Horton (R-New York). In the discussion that followed the president's report, several Council members expressed the opinion that the Horton bill gave too much authority over the program to the National Historical Publications Commission and the various state archives. They suggested revisions in the Horton draft aimed at ensuring that local archival agencies also had a voice in the administration of the program. Mr. Ham said that he would pass the Council's recommendations on to James E. O'Neill, who was monitoring the legislation for the National Archives.

The president informed the Council that he and some members of the ad hoc Committee on Research and Development had met in Ann Arbor on March 22 and 23, 1974, to discuss possible projects for submission to the National Endowment for the Humanities. Those present at the meeting had recommended as a pilot project the establishment of a regional archival network in the Midwest. It would be maintained for eighteen months on NEH funds as a model for the formation of similar networks throughout the country. Ultimately, the regional networks would collaborate with each other in a nationwide archival system. While members of the Council generally favored the committee's idea, they thought that groups of archival agencies in parts of the country other than the Midwest should also be invited to present plans for operating a regional archival network as a pilot project. In view of the fact that the next deadline for the submission of proposals to the NEH was three weeks away, the Council advised the committee to apply for a planning grant. Miss McCree offered and Ms. Freivogel seconded a motion directing the Committee on Research and Development to seek a grant from the NEH with the object of formulating a pilot project for the establishment of a regional archival network. The motion carried. Mr. Applegate then moved that all SAA proposals for external financial support be approved by the Council before submission to the funding agencies. Ms. Freivogel seconded the motion, and the Council passed it.

President Ham asked the Council to endorse two measures taken by the Executive Committee since the last Council meeting. The committee had authorized the treasurer to pay the travel expenses of the four candidates for the executive director's position whom the Council was to interview in Denver. It has also approved Miss McCree's draft of a letter to the Secretary of State of Illinois, urging him to appoint without delay an assistant to serve as the state archivist. The Council accepted both actions of the Executive Committee.

On the subject of joint committees, Mr. Ham recommended that the Council change the ALA-SAA Committee on Library-Archives Relationships from an ad hoc into a standing committee. He added that the council of the American Library Association had already given permanent status to the joint committee. Mr. Applegate moved that

the ALA-SAA Committee on Library-Archives Relationships be made a standing committee, Ms. Freivogel seconded the motion, and the Council approved it. Plans for the formation of a joint committee of the SAA and the national records management associations had not yet materialized, according to Mr. Ham.

Finally, the president announced that the Maine legislature had voted against a recommendation to place the Maine State Archives under the administration of another agency of the state. The archives would thus retain its separate identity.

Vice President Rhoads's report was postponed until the following day. Treasurer Applegate informed the Council that unaudited receipts for the calendar year totaled \$74,179.23, and that disbursements came to \$76,188.42. He reported revenues of \$8,533.52 and expenditures of \$12,552.06 for the first quarter of 1974. On a motion by Miss McCree, seconded by Miss Hart, the Council accepted the treasurer's figures.

The acting secretary distributed statistics on new and renewed memberships which she had been compiling since January 1, 1974, the effective date of the new dues schedule.

Miss Koucky then asked the Council to respond to a number of questions raised by the Joint AHA-OAH-SAA Committee on Historians and Archives at its meeting on March 16, 1974. The joint committee had wanted the Council's opinion on whether the SAA and the two historical organizations should hire a lobbyist to present the views of the archival and historical professions to the federal government. The Council expressed interest in the proposal, but it thought that the Society's finances were too uncertain as yet for a decision to be made. On the question of whether the Society would be willing and able to maintain a national registry of stolen manuscripts, the Council said that it would deal with the matter after having received recommendations from the Committee on Reference and Access. The joint committee had also asked the Council to consider distributing to business leaders a statement on the value of keeping business archives and of opening them to scholars. The statement, drawn up by Robert Lovett and Ralph Hidy of the Harvard Business School, had been referred by the joint committee to the SAA Committee on Business Archives, for action. The Council agreed with the SAA committee that it would be more useful to publish articles in business journals stressing the importance of commercial and industrial archives than to distribute the statement. Finally, the joint committee had urged the Council to reconsider its endorsement of the resolution on security-classified documents written by the SAA Committee on Reference and Access. That resolution differed on several points from the one approved by the joint committee. After having reviewed both statements, the Council reaffirmed its support of the resolution of the Committee on Reference and Access.

Editor Weldon summarized the contents of forthcoming issues of the *American Archivist*. He recommended that the SAA section be taken

out of the journal and published in a less expensive format. The *newsletter* could carry items of current interest to SAA members, he suggested, and a volume of official proceedings of the Society could be issued at the end of each year. Following Mr. Weldon's announcement that Donald F. Harrison would replace Wilbur G. Kurtz, Jr., as advertising editor of the journal, the Council thanked Mr. Kurtz for his services and welcomed Mr. Harrison to the staff.

According to the editor, the index to volumes 21-30 of the *American Archivist* would be ready for distribution by July 1974. Also, Mr. Weldon reported progress in the editing of Frank B. Evans's bibliography of modern archives. In answer to Mr. Weldon's inquiry on the procedures to be followed by the Committee on the Control and Description of Archives and Manuscripts in obtaining permission to publish a handbook on archival finding aids, the Council said that it would take action on the matter after the Editorial Board had made recommendations.

Miss Hart reminded the Council that she had been asked to organize a group to study the recommendations of Warren King and Associates regarding the archival programs of states which had consulted the firm. She understood that a staff member of the Maine State Archives had already collected information on that subject, and she intended to ask Samuel Silsby, Jr., the archivist of Maine, for the data. The Council then discussed a letter which SAA member Connis O. Brown, Jr., had written objecting to the formation of the study group. In response to Mr. Brown, the Council declared that the King firm's recommendations were an appropriate subject for the Society to study because they affected an important segment of the archival profession.

The Council recessed at 6:00 P.M. and reconvened at the Hilton Hotel on April 18, 1974, at 9:00 A.M. Vice President James B. Rhoads and Council member Walter Rundell, Jr., joined those who had been present at the previous day's session. Philip P. Mason, chairman of the search committee for an executive director and a site for the Society's headquarters, attended the first part of the meeting.

Mr. Mason summarized the procedures followed by the search committee in interviewing applicants for the executive director's position and in exploring sites for the SAA office. On Mr. Mason's recommendation, Mr. Rundell moved that the master set of search committee records, presently in possession of the chairman, be deposited in the SAA archives and closed, with the Council having the right to grant access. Mr. Rundell further moved that all other extant records of the search committee be turned in to the acting secretary and then destroyed. Mr. Rhoads seconded the motion, and the Council approved it. Mr. Mason left the meeting after having accepted the Council's vote of thanks to the search committee for its work over the past several months.

For the rest of the day, the Council interviewed the four candidates for executive director recommended by the search committee. They were Robert L. Clark, Jr., of the Jackson, Mississippi public library system; George Ann Daly of the INA Corporation, Philadelphia; David

B. Gracy II of Georgia State University, Atlanta; and Marc J. Pachter of Harvard University. Robert Richmond of the Kansas Historical Society also talked with the Council about the position.

Before deliberating about the candidates, the Council finished its outstanding business. The Council minutes of December 29 and 30, 1974, were approved as corrected. Vice President Rhoads reported that a seminar for archivists of developing countries had recently been held at the National Archives. The remaining funds of the Society's Asia Foundation grant had been used to enable an Indonesian archivist to attend the seminar, he said.

The Council reviewed the plans of the Local Arrangements and Program Committees for the Society's 1974 annual meeting in Toronto. It approved a basic registration fee of \$20 for members and \$30 for nonmembers. Preregistrants would be allowed a discount on the purchase of banquet tickets. Those persons wishing to attend only the sessions cosponsored by the SAA and the Association of Quebec Archivists would be asked to pay a \$5.00 registration fee.

President Ham said that plans to hold a joint convention of the SAA and the Oral History Association in 1977 had fallen through. The Council then considered invitations which groups of archivists interested in hosting the Society's convention had extended. On a motion by Ms. Campbell, seconded by Mr. Berner, the Council voted to hold the 1977 annual meeting in Salt Lake City, Utah.

Mr. Ham called the Council's attention to a bill recently introduced by Sen. Birch Bayh (D-Indiana). The bill called for the administrator of General Services to declare as public documents any records created by or prepared for the president, the vice president, and members of Congress while performing their official duties. Within 180 days after leaving office, the official concerned would have to surrender to the National Archives all documents designated as public. After an exchange of views on the matter, the Council recommended that the main points of the bill be published in the *SAA Newsletter* and that Society members be encouraged to express their opinions directly to Senator Bayh.

The Council spent the rest of the evening discussing the candidates for executive director. As the result of the discussion, it decided to recall Mr. Pachter for further talks the next day. The session ended at 9:30 P.M.

The Council reassembled at the Hilton Hotel on April 19, 1974, at 9:10 A.M. Following the second interview with Mr. Pachter, the Council voted unanimously to offer him the position of executive director. It authorized the Executive Committee to work out the details of salary and fringe benefits for the director. In addition, the Council instructed the Executive Committee to investigate sites for the Society's headquarters, particularly in Chicago.

After the Council had passed a resolution of thanks to the outgoing acting secretary, President Ham adjourned the meeting at 10:30 A.M.

JUDITH A. KOUCKY, *Acting Secretary*

Executive Committee Minutes, June 3 and 4, 1974. At the invitation of Warren B. Cheston, chancellor of the University of Illinois at Chicago Circle, the SAA Executive Committee went to Chicago to discuss with university officials the possibility of establishing the Society's headquarters at that institution. Talks took place on the afternoon of June 3, 1974, at Jane Addams's Hull-House on the university campus. Executive Committee members present were President F. Gerald Ham, Vice President James B. Rhoads, Treasurer Howard L. Applegate, Council delegate Mary Lynn McCree, and Acting Secretary Judith A. Koucky. Speaking for the university were Joseph Lipson, associate vice chancellor for academic affairs; Peter Coleman, associate dean of the graduate college; William Ernst, librarian; James Osborn, business manager; and Dan Dailey, assistant legal counsel. Marc J. Pachter, candidate for executive director of the society, also attended the meeting.

As the result of the discussion, the participants concluded that enough areas of consensus existed for negotiations between the SAA and the university to proceed. It was decided that President Ham and Chancellor Cheston would exchange letters expressing their agreement in principle to the establishment of the SAA executive director's office at the university. Treasurer Applegate and the university's legal consultants would then draw up a contract specifying the terms of the agreement.

After the session with the university officials had ended, the Executive Committee and Mr. Pachter discussed the conditions of his employment as executive director, especially salary and fringe benefits.

The next morning, the Executive Committee looked at a suite of rooms in the university library which had been tentatively set aside for the Society's use and discussed the equipment of the office with Robert Bentz, vice chancellor for operations. The Executive Committee conferred once more with Mr. Pachter before the meeting concluded at noon.

JUDITH A. KOUCKY, *Acting Secretary*

SAA Committees, 1974-75. The following SAA members will be chairing committees this year:

American Bicentennial (ad hoc). James E. O'Neill, National Archives and Records Service, Washington, D.C. 20408.

Archives-Library Relationships. Nancy E. Peace, Rhode Island Historical Society, 121 Hope Street, Providence, R.I. 03906.

Archives of Science. Joan N. Warnow, American Institute of Physics, Niels Bohr Library, 335 E. 45th Street, New York, N.Y. 10017.

Auditing. William B. Miller, Presbyterian Historical Society, 425 Lombard Street, Philadelphia, Pa. 19147.

Aural and Graphic Records. Marsha Peters, Rhode Island Historical Society, 121 Hope Street, Providence, R.I. 03906.

- Awards.* Herbert E. Angel, 8919 Brickyard Road, Potomac, Md. 20854.
- Buildings and Technical Equipment.* Mary Boccaccio, McKeldin Library, University of Maryland, College Park, Md. 20742.
- Business Archives.* J. D. Henn, International Harvester Company, 401 N. Michigan, Chicago, Ill. 60611.
- Church Archives.* August R. Suelflow, Concordia Historical Institute, 801 DeMun Avenue, St. Louis, Mo. 63105.
- Collecting Personal Papers and Manuscripts.* Edmund Berkeley, University of Virginia Library, Charlottesville, Va. 22903.
- College and University Archives.* Shonnie M. Finnegan, Archives, State University of New York at Buffalo, Buffalo, N.Y. 14214.
- Education and Professional Development.* Mabel E. Deutrich, National Archives and Records Service, Washington, D.C. 20408.
- Finding Aids.* David B. Gracy II, Southern Labor Archives, Georgia State University, 104 Decatur Street, SE, Atlanta, Ga. 30303.
- Historic Records Legislation* (ad hoc). Charles E. Lee, South Carolina Department of Archives and History, Capital Station, Box 11,669, Columbia, S.C. 29211.
- International Archival Affairs.* Frank B. Evans, General Services Administration, Room 7016, 7th and D Streets, SW, Washington, D.C. 20407.
- Joint ALA-SAA on Archives-Library Relationships.* Robert E. Stocking, John F. Kennedy Library, 380 Trapelo Road, Waltham, Mass. 02154.
- Joint AHA-OAH-SAA on Historians and Archives.* Philip P. Mason, Archives of Labor History and Urban Affairs, Wayne State University, Detroit, Mich. 48202.
- Labor Archives.* Dennis East, Archives of Labor History and Urban Affairs, Wayne State University, Detroit, Mich. 48202.
- Local Arrangements '75.* Philip Mooney, The Balch Institute, 108-114 Arch Street, Philadelphia, Pa. 19109.
- Local Arrangements '76.* Donald F. Harrison, National Archives and Records Service, Washington, D.C. 20408.
- Machine Readable Records.* Meyer H. Fishbein, National Archives and Records Service, Washington, D.C. 20408.
- Nominating.* David Olson, Michigan Historical Division Archives, 3405 N. Logan, Lansing, Mich. 48918.
- Oral History.* James Mink, Department of Special Collections, The University Library, University of California at Los Angeles, Los Angeles, Cal. 90024.
- Paper Research* (*Subcommittee of Preservation Methods*). Gordon R. Williams, Center for Research Library, 5721 Cottage Grove Avenue, Chicago, Ill. 60637.
- Professional Standards.* F. Gerald Ham, State Historical Society of Wisconsin, 816 State Street, Madison, Wis. 53706.
- Program '75.* Mary Lynn McCree, Jane Addams' Hull-House, University of Illinois at Chicago Circle, Box 4348, Chicago, Ill. 60680.
- Publications Program Development* (ad hoc). Maynard J. Brichford, University Archives, University of Illinois Library, Urbana, Ill. 61801.

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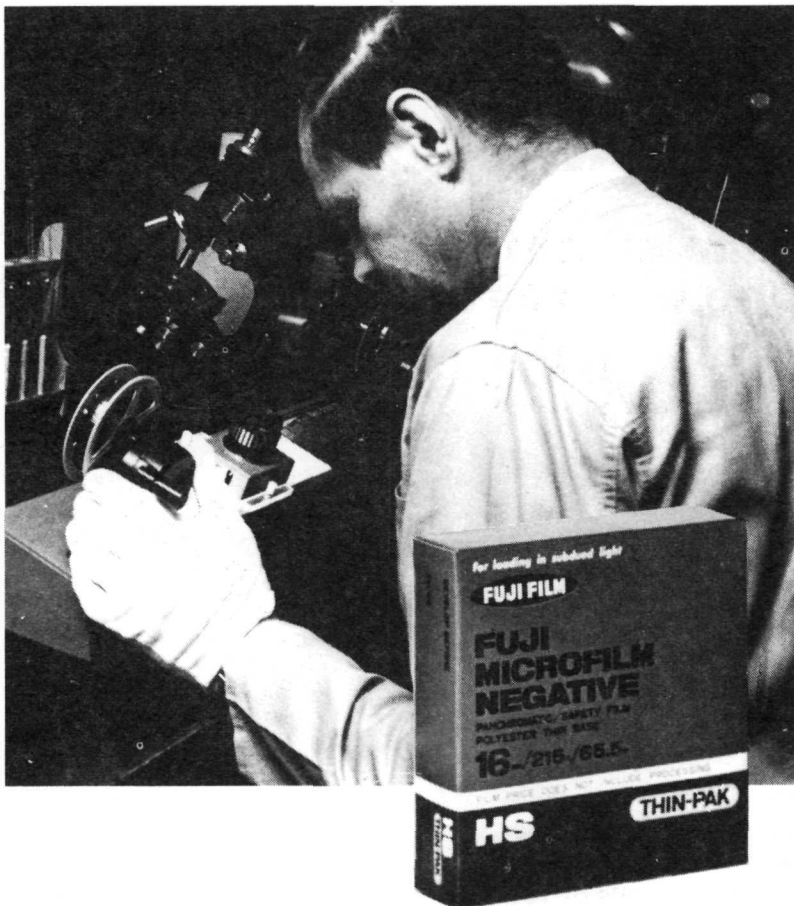
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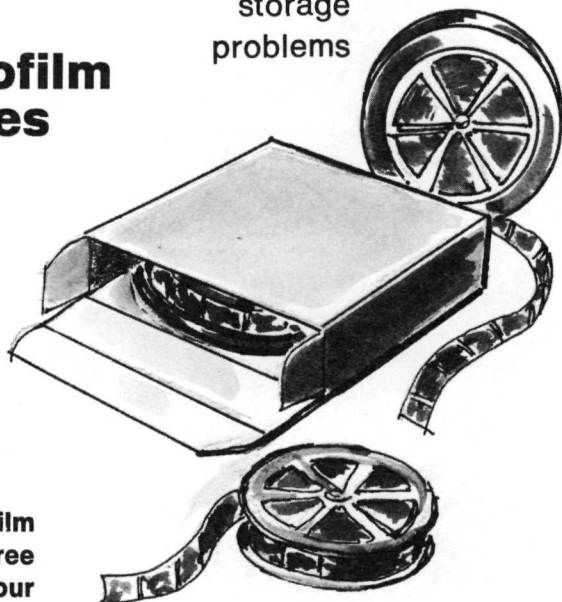


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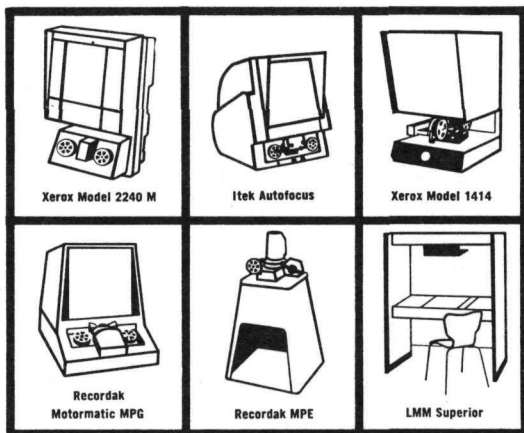
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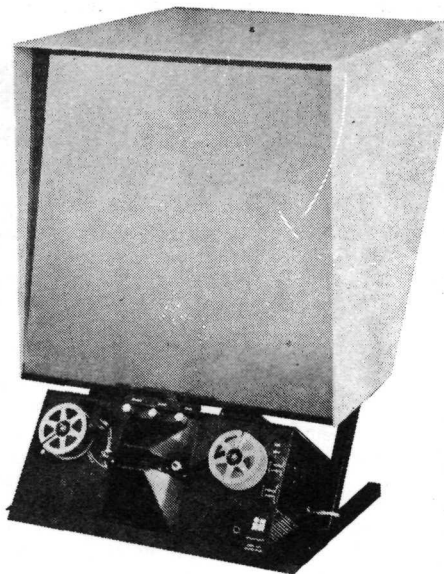
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