

SHORTER NOTICES

EMMETT J. LEAHY, Editor
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Catalog Rules: Series for Archives Material. (Illinois State Library. 1938. Pp. 51. Mimeographed.) In 1936 the archives division of the Illinois State Library issued its *Catalog Rules*. The present publication is a new addition of these rules, revised and enlarged, and is issued as a partial report of the Committee on Classification and Cataloguing of the Society of American Archivists. With the adaptations necessary to make them applicable to archival material, the rules follow in general the usual library practice for cataloguing, so that persons familiar with library catalogues will be able to use the archives catalogue with a minimum of difficulty. After a preliminary discussion of the series as the cataloguing unit, the actual rules are taken up in the following order: Guide Cards and Filing, Main Entry Card, and Secondary Cards. Each item appearing on the main entry card is discussed separately, and each type of secondary card is described at length. Revision No. 1, issued in 1939, contains a revision of the rules for historical and bibliographical cards.

The most outstanding departure from library cataloguing is in the main entry heading, which, instead of being the name of an author, is the name of the agency in which the records were assembled and/or used. Another innovation is the insertion of the "function entry" between the main entry heading and the title. The purpose of this function entry is to bring together all material from one agency relating to a specific function, but as the same result is obtained by subject cards, the duplication under the name of the agency seems unnecessary.

The order in which the material is presented is somewhat confusing, in that little distinction is made between rules for determination of entry, and determination of form of entry. Also the rules for cataloguing are interspersed with those of filing, typing, and general style. Many examples clarifying the rules and an adequate index serve to facilitate the use of the code.

So little has been written on the subject of the cataloguing of archives that the present publication should be exceedingly helpful, particularly to institutions handling state or local archives. One may not agree in every detail, but it must be kept in mind, to quote from the introduction, that these rules "are submitted as a tentative code, frankly limited to the type of material to be found in one state archival institution. . . ."

ESTHER S. CHAPIN

The National Archives

Permanence and Durability of Paper, An Annotated Bibliography of the Technical Literature from 1885 A.D. to 1939 A.D. by Morris S. Kantrowitz, Ernest W. Spencer, and Robert H. Simmons. (*Technical Bulletin* No. 22 of the United States Government Printing Office, Washington, D.C., 1940. Pp. 114.) The selection of articles included and the completeness of their abstracts indicate that the authors have a very thorough understanding of the subject. They are, however, primarily interested in permanence from the standpoint of the technologist engaged in the manufacture and use of fine papers rather than in the treatment of existing documentary material.

The bulletin has been prepared with the needs and interests of the paper-maker in mind. Many articles stress the methods of manufacturing "permanent" paper by proper preparation of raw materials and their subsequent treatment during the paper-making process. The causes of deterioration, such as degraded cellulose and excessive acidity, which are inherent within the paper sheet itself, are carefully noted. Those concerned with the production of high grade papers will find many references of value.

The bulletin will also be welcomed by publishers and others interested in the purchase of paper for permanent records. Several articles have been included which describe the accepted methods of testing and grading papers for permanence qualities.

Finally, the bibliography may prove a source of valuable information to librarians and archivists who are chiefly concerned with preservation of documents in their custody. The factors of paper deterioration, which are incident to storage and use, are mentioned briefly. Other articles describe storage conditions which will reduce the natural aging of even poor papers to a minimum. Some note is also made of various repair processes, but the subject has not been emphasized and no attempt has been made to evaluate the various methods.

The material has been arranged in inverse chronological order by year and is further alphabetized by author within the yearly periods. In addition there are two general indexes, an author and a subject index, which greatly facilitate its use for reference purposes. Each reference is followed by an abstract of the material contained in the original article. Many of these abstracts are reprints from other publications but all have been selected and prepared to lay emphasis on the more outstanding articles from a scientific point of view.

ADELAIDE E. ANSLEY

The National Archives

The *Bibliography of Research Projects Reports*, WPA Research and Records Projects Bibliography No. 3 by Edythe Weiner (Washington: Federal Works Agency, 1940. Pp. 33. Mimeographed.) is the third in the series of bibliographies of reports prepared with the assistance of WPA research projects. An examination of the contents shows a list of reports on projects

worthy and valuable for local use or to a restricted group, arranged according to some topical scheme intelligible only to the compiler, which scheme would be utterly valueless if the list were much longer. Most of the reports listed seem to be of projects which have been held in abeyance for lack of funds. Some few of them such as the Survey of American Listed Corporations and the Reprint Series of the Occasional Papers of the Sutro Branch of the California State Library are, however, of general interest.

EDWARD F. ROWSE

The National Archives

In a readable pamphlet, *The South Australian Archives* (Melbourne University Press, 1940. Pp. 13.), reprinted from *Historical Studies* (April, 1940), G. N. Pitt describes the history and work of the archives department at Adelaide with which he is associated. This department was founded in 1920 largely as the result of the interest and support of Professor George C. Henderson, then chairman of the Library Committee of the Public Library, Museum, and Art Gallery of South Australia and author of the *Report on the Collection, Storage and Preservation of Archives in Europe: Parliamentary Paper No. 46, 1915* (Adelaide, Government Printer, 1915. Pp. 11.). The movement in South Australia for the establishment of a public archives paralleled for a while the same movement in the United States but the former, accepting modest but seemingly adequate quarters, succeeded thirteen years earlier. "In 1925 an Act was passed making it compulsory for officials to give the Public Library Board one month's notice of their intention to destroy government records, and during that month the board's officers are empowered to inspect the condemned material and take possession of whatever they think fit." This act is particularly noteworthy because it also provides a minimum of legal procedure in the recovery of strays, Botha's *membra disjecta*. The library board needs only complain to a court of summary jurisdiction that unauthorized persons are in possession of "former" public records and the onus of proof to the contrary is on the defendant. Contrary to the early recommendations of Professor Henderson, a wide interpretation of the word archives has been used with salutary results in making accessions. Thus most valuable sources of social and economic history have been made available. Two features of the archives are a collection of 17,000 photographs and a section devoted to contemporary daily life photographs.

Sources for the Study of Federal Administration, by Dorothy Campbell Culver. (Berkeley: University of California. February, 1940. Pp. 26. \$.25. Mimeographed.) Evidence of the growing interest in the field of administrative history is shown in the appearance of this bibliography prepared by a research assistant in the Bureau of Public Administration of the University of California. Although this publication should prove invaluable to graduates

and undergraduates in undertaking research projects in federal administrative history; historians, archivists, and administrators will find here a conveniently arranged and partially annotated guide to material for the study of administration.

The sources which comprise this bibliography are grouped under five headings: (1) Indexes to Books, Pamphlets and Periodicals, etc., (2) Bibliographies, Guides, etc., (3) Official Sources, (4) Federal Governmental Organization, and (5) Federal Governmental Reorganization. Standard indexes and guides comprise the first section in this bibliography with annotations given with each entry which should be of especial use to the beginner in research. In the second group articles from professional journals are listed along with bibliographies, studies and bulletins of professional associations, and guides published by the United States government. The third group is divided into four sections: indexes, congressional publications, executive publications, and laws, statutes, etc., with notes explanatory of sources given in each section. Standard indexes and catalogues are included along with less well-known publications issued by the United States superintendent of documents. The section devoted to executive publications gives also sources for study produced by such independent agencies as the Work Projects Administration, the Office of Education, and the Tariff Commission. Standard tables of and index analyses to federal statutes are given in the section on laws, statutes, etc. The fourth and fifth groups have allowed the compiler the greatest opportunity to assemble less familiar sources for the study of administration. Studies in federal administration which have appeared as recently as 1939 are given in these groups.

Although this is a short bibliography in terms of pages, it is regretted that the compiler did not include an index to the publication. The general utility of this work as a specialized bibliography, however, remains unimpaired by the lack of an index.

LYLE J. HOLVERSTOTT

The National Archives

Jahresbericht des Staatsarchivs Basel-Stadt 1939 (Basel. A. Apel, 1940. Pp. 8.) is a concise report of services rendered, accessions from public administrations, gifts from private sources, general administration of the archives, and scientific activities of staff members. Not unlike an owl which discovers that its roost is directly above Armageddon in the plain of Esdraelon and foregoes its hooting to look down wide-eyed at the frightful destruction around it, the director of the state archives for the city of Basel, situated on a ledge of Switzerland above the southern termini of the Maginot and Siegfried lines, does not point with pride to a continued expansion of archival services this year. To Armageddon, 1939, is attributed a twenty-five per cent decrease in services rendered.

NEWS NOTES

GASTON LITTON, Editor
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THE SOCIETY OF AMERICAN ARCHIVISTS

Report of the Secretary
November 11, 1940

Growth of the Society from the stage of initial enthusiasm to one of actual organization of committees and programs of activity has been a recurring note in the annual reports submitted by the secretary. An organization of this sort, whose field tends to limit its membership to a comparatively small-but-select group, must look for growth to the development of its interests and services rather than simply to an enlargement of its numerical enrollment. It is gratifying, therefore, to be able to build this year's report around a few main directions of activities rather than to make a general survey covering each committee and office.

The Society has continued to be a leader in the notable increase in what has been called the "archives consciousness" of the American public. This trend is illustrated, as I have pointed out in promotional literature sent to prospective members, and by the following significant developments in the last six years: the construction of seven new buildings wholly or partially devoted to the housing of state archives; the establishment of the National Archives; the nation-wide record programs of the Survey of Federal Archives and the Historical Records Survey; the passage of legislation clarifying archival functions in some states and in the federal government; and the establishment of the Franklin D. Roosevelt Library as a subsidiary of the National Archives. More and more public officials and influential private citizens are becoming conscious of the common responsibility of official archivists, private manuscripts custodians, libraries, and business and other organizations for the maintenance of their documentary legacy to posterity.

Some seem to feel that a society of this sort exists primarily for the purpose of having meetings and publishing a journal. In those two activities I believe we have established ourselves on a firm basis. But I want to emphasize the importance of achieving a clear program of additional constructive projects. This aim is well illustrated by one major contribution during the past year toward the improvement of archival legislation. That was the publication of "The Proposed Model State Records Act" drawn up by a committee headed by our former president, Dr. A. R. Newsome. This act is, I think, the most valuable concrete accomplishment, aside from the publication of the journal,

that the Society now has to its credit. It appeared in the April, 1940, issue of *THE AMERICAN ARCHIVIST*. It was originally drawn up to aid the Committee on Scope and Program of the National Conference of Commissioners on Uniform State Laws. While that organization has been considering the finished product, the Society has undertaken to obtain wider recognition for it. Subsequent to the appearance of the act in the journal, a separate issue of 150 copies was prepared for distribution by the secretary. Of these, seventy-five were requested by the Council of State Governments, an organization which co-operates closely with such bodies as the National Association of Secretaries of State, the Conference of Governors, and the American Legislators' Association. Those seventy-five copies were sent by the council to its select mailing list covering practically all states of the union, and the value of the sponsorship of the council cannot be overestimated. In addition, almost 100 copies of the April issue of the journal were sent by the secretary to a select list of state officials, influential private citizens, and members of the American Bar Association's Committee on Uniform Legislation. As a result of this circularization, a large number of public officials have become acquainted for the first time with the Society and its activities and publications. From replies received, I know that in eleven states where movements toward the establishment or improvement of archival legislation and housing are in progress, the model records act is actually being studied.

The fact that in those eleven states actual movements are under way has prompted me to suggest to the council that a definite program be undertaken by the Society to stimulate the interest of additional public officials and other influential persons, to provide information, and in any other way possible to be of assistance to the persons who are endeavoring to effect improvements in the care of state archives. The council has endorsed this plan and referred it to the Public Relations Committee for execution.

Several requests have been received for copies of the pamphlet "The Preservation of Local Archives" which was published by the Public Archives Commission of the American Historical Association in 1932. The supply of this valuable publication at the office of the American Historical Association became exhausted during the past summer, and in order to meet current demand the council authorized the reprinting by this Society of an issue of 100 copies. It is hoped that action may be taken toward the publication of a revised version in the near future.

THE AMERICAN ARCHIVIST continues to be an increasingly valuable publication. Under the able editorship of Professor Pease, and with a large group of contributions from which to choose, the journal has become one of which the Society may well be proud. Indexes and tables of contents for the first two volumes were published during the past year, and steps were taken to provide aid for Professor Pease in two important departments. Mr. Emmett J. Leahy has taken over the book reviews and shorter notices, as assistant to the

editor, and Mr. Gaston Litton is fulfilling a similar function in regard to news notes.

The various committees of the Society have continued to act in an advisory capacity and to study problems in the fields to which they are assigned. The Committee on the Reduction of Archival Material has continued its investigation of laws and practices in this country and abroad. Some of the results appeared in an article, "Reduction of Public Records," by the chairman of the committee, Emmett J. Leahy, in the January, 1940, issue of *THE AMERICAN ARCHIVIST*. The committee asks me also to call attention to a paper on "The Selection of Records for Preservation" which is published in the October, 1940, issue of the journal, and which was written in close co-operation with the committee. This group likewise finds of interest the reprinting by the Business Historical Society of the pamphlet "The Evaluation and Preservation of Business Records," by Professor Ralph M. Hower of Harvard University, which includes an analysis of the types of records which should be kept and those which should be disposed of.

The Committee on Archival Publications, under the direction of its new chairman, Mr. Leon de Valinger, Jr., is about to circularize archival institutions in order to determine what publication practices are now in vogue, and subsequently to study and report upon the results.

The Committee on Terminology under the chairmanship of Dr. Nelson M. Blake, is now engaged in the difficult process of reconciling various definitions submitted to it preparatory to presenting a report. This committee has been asked to co-operate with the Committee on Terminology of the American Library Association, and intends to comply with the request. Work of the Committee on Business Archives has been delayed pending the delineation of fields between it and the new Industrial History Society and the committee on historical source materials of the American Historical Association. The Committee Advisory to the Historical Records Survey has been allowed to lapse because its functions appeared to be taken care of by the establishment of the National Advisory Council of the survey itself. All members of that council are also members of the Society of American Archivists.

Appointments to certain other committees have been allowed to lapse because of the apparent lack of constructive interest necessary to provide definite programs for them. This was true of the Committee on Co-operation, the Committee on Equipment and Mechanical Techniques, and the Committee on Motion Pictures and Sound Recordings. Naturally, if any members have definite proposals for activity on the part of such groups, they can easily be re-established. In the field of mechanical techniques it should be noted that the subject of microphotography is well taken care of by the *Journal of Documentary Reproduction*, edited by a member of this Society, Dr. Vernon D. Tate.

Several meetings in the past year have had the participation of groups of members of the Society and have promoted its interests. One was the annual joint luncheon of the Society with the American Historical Association at Washington on December 29, 1939, which was attended by more than 120 persons. At that time Professor Roy F. Nichols, chairman of the Committee on Control of Research Data of the Social Science Research Council, presented a stimulating paper entitled "Alice in Wonderland, or the Historian Among the Archives." Since that time that committee has employed a research staff to study the problems suggested by Professor Nichols in the National Archives. The chairman of the research staff, Professor Rex Crawford, a sociologist of the University of Pennsylvania, has agreed to address the joint luncheon to be held this coming December with the American Historical Association in New York on "The Useful Past."

Members of the Society present at the annual meeting of the American Library Association at Cincinnati in June participated in the sessions of the committee on archives and libraries of that association, and several members of this Society presented papers there. The members in Washington, D.C., have met three times in the past year, and because of their natural common interest have discussed record problems of the federal government. At the last session on October 19 the group in attendance organized itself, with the consent of the council, as the Federal Records Conference, under the auspices of the Society of American Archivists. It is intended that this conference shall continue to have informal meetings three or four times a year, and that problems discussed will be largely those of record administration in current government agencies.

The Membership Committee has been active, because of the obvious necessity of maintaining our financial integrity and extending the scope of our activities. Letters have been written to individuals whose names were suggested to the chairman of the committee, and one general circularization of some 300 individual and institutional prospective members was undertaken. With that circularization went not only a description of the Society and its purposes, but also a list of titles of articles published in *THE AMERICAN ARCHIVIST*. Results so far as individual membership is concerned have been satisfying. We have added during the year thirty-four individual members. This was in part offset by the resignation of fourteen and the deaths of three, leaving a net gain of twenty and a net total of 270. With regard to institutional members, results have been less pleasing. Institutional members are the most substantial bulwark of the Society's resources and the number should surely be increased from the present twenty-eight, which indicates a decrease of one. For this purpose we can only appeal to individual members to assist in obtaining the participation of institutions with which they are connected. The circulation and our finances are mate-

rially aided by forty-eight subscribers, of which seventeen are new in the past year.

It is necessary to announce with deep regret the deaths of three members of the Society: Professor Robert C. Binkley of Western Reserve University was a founding member who was noted for his stimulus to the development of scientific methods for the reproduction of records, and for his services to the field of scholarship on a much wider scope than that of this organization; Dr. John C. Fitzpatrick, also a founding member, was a veteran manuscripts custodian and editor whose work in the Manuscripts Division of the Library of Congress and on the editing of the writings of George Washington is well known; Dr. S. M. Tenney, curator of the Historical Foundation of the Presbyterian Church, at Montreat, North Carolina, had many years of service building up an important collection of manuscripts in religious history at that institution.

The Society appears, from the above discussion, to be making a definite contribution to the growth of archival economy in the country, and to have several definite courses of activity outlined. In order that its work can proceed successfully, its financial resources, which are derived entirely from memberships and subscriptions, must be increased. For this purpose the Membership Committee will seek the most effective means possible, but it is essential that each member of the Society shoulder the responsibility of obtaining new members and especially of making certain that all important institutions having the custody of archives and historical manuscripts are included.

The interest of all is now directed toward problems arising out of the emergency which is likely to be presented by international conditions. In this field, the secretary has recently been requested to suggest the form and content of a technical check list for archivists to be used by the National Resources Planning Board and the Civil Service Commission in compiling their national roster of scientific and specialized personnel. A proposed check list was submitted and is now under consideration. For a general discussion of the whole subject of emergency problems and activities, however, I must defer to the president of the Society, who is eminently qualified for the task by his experience, and who is considering that subject in his presidential address.

PHILIP C. BROOKS, *Secretary*

Minutes of the Council, November 11, 1940

The council of the Society met at 4:30 P.M. in the office of the director of the Alabama Department of Archives and History. There were present the president (Waldo G. Leland), the secretary (Philip C. Brooks), three elected members (Margaret C. Norton, R. D. W. Connor, and William D. McCain), and the editor (Theodore C. Pease).

Voted, to elect to membership in the Society the following qualified applicants:

John C. L. Andreassen	Richard Barksdale Harwell
Robert Arthur	Glenn H. Lathrop
Charlotte Capers	G. R. Lomer
Lewis J. Darter, Jr.	Malcolm Dallas McLean
Henry B. Dillard	James E. Rice
Preston W. Edsall	St. Augustine Historical Society
Lloyd Eno	Waldemar Westergaard
Marian Hardy	Carl M. White
Robert Hilliard Woody	

Voted, to recommend to the Society for approval as a policy that the Society cease to send *THE AMERICAN ARCHIVIST* to any members whose dues have become six months in arrears; and after such dues have become twelve months in arrears such delinquents be automatically dropped from membership in the Society.

Dr. Leland invited the Society to join with the Science Committee of the National Resources Planning Board in a committee for the study of the protection of archives in wartime. Action on the invitation was postponed.

Following a discussion by the secretary of current movements for improvement of archival facilities or establishment of archival institutions in eleven states, it was

Voted, to assign to the Committee on Public Relations the matter of assistance to officials directing movements for improving state archival facilities or establishment of state archival institutions.

On the basis of a statement by the president that one member of the Society has an opportunity to undertake an extensive study of filing equipment without expense to the organization, but in such a way that its members might benefit therefrom, it was

Voted, to authorize the president to appoint a special committee on filing equipment.

The council adjourned at 5:30 P.M.

PHILIP C. BROOKS, *Secretary*

Minutes of the Council, November 12, 1940

The council of the Society met in the Civic Room at the Jefferson Davis Hotel in Montgomery, Alabama, for breakfast on Tuesday, November 12, 1940, at 8:15 A.M. There were present the president (Waldo G. Leland), the new vice-president (Herbert A. Kellar), the secretary (Philip C. Brooks), and R. D. W. Connor, Margaret C. Norton, and William D. McCain. The editor (Theodore C. Pease) sat with the council.

Voted, to reappoint Edna L. Jacobsen to membership on the editorial board for a term of four years ending at the annual meeting in 1944.

A communication from the treasurer regarding financial procedures was read and the following action taken. It was agreed that the Society's books and budgets should be so arranged as to make an actual allocation of \$3.50 from each member's annual dues and all receipts from subscriptions and sales of back copies of *THE AMERICAN ARCHIVIST*, to the publications fund. It was agreed that the Auditing Committee should in the future compare the totals of income received by the secretary and transmitted by him to the treasurer, with the amounts received by the treasurer and set forth in the financial statement. Action on the treasurer's recommendation that the treasurer be placed under bond was deferred.

Voted, to adopt the budget proposed by the Finance Committee for the calendar year 1941, with certain modifications based on estimated assets of \$3,114.29, including the estimated balance on hand at the end of 1940, accounts payable, and expected new and renewal memberships and subscriptions. The following appropriations were made:

Secretary's office	\$ 275.00
Treasurer's office	90.00
Annual meeting	100.00
Committees	150.00
Publications	1,150.00

It was agreed that the proposal to prepare a revision of the pamphlet, "The Preservation of Local Archives," issued by the Public Archives Commission in 1932, be carried over to the next annual meeting.

Voted, to accept the invitation of the Connecticut State Library to hold the fifth annual meeting of the Society at Hartford, Connecticut, the dates to be determined by the president and the secretary.

Voted, to authorize the president to appoint the following four special committees: Special Committee on the Protection of Archives Against Hazards of War; Special Committee on Emergency Storage of Archives; Special Committee on the History and Organization of Governmental Emergency Agencies; Special Committee on the Collection and Preservation of Materials for the History of Emergencies.

Voted, to approve in principle a proposal for the establishment of a Division of Library Co-operation in the Library of Congress, an important function of which would be the carrying on of the work of the Continuation Committee on the Microcopying of Research Materials in Foreign Depositories. The secretary was instructed to communicate word of this approval to the librarian of Congress.

C. C. Crittenden, president of the Conference of Historical Societies, appeared before the council to ask consideration of possible joint meetings of this

Society and the enlarged Conference of Historical Societies. Action on this suggestion was put on the agenda for the next meeting of the council.

The council adjourned at 9:45 A.M.

PHILIP C. BROOKS, *Secretary*

BUDGET FOR CALENDAR YEAR 1941

Approved by the Council, November 12, 1940

	General	Publication	Total
Balance December 31, 1939	\$ 340.79	\$ 847.00	\$1,187.79
Estimated income, 1940 ¹	617.50	1,140.00	1,757.50
Total assets	958.29	1,987.00	2,945.29
Estimated expenses, 1940 (Previous budget)			
Secretary's office	\$220.00		
Treasurer's office	85.00		
Committees	100.00		
Annual Meeting	100.00	505.00	1,126.00
Estimated balance, December 31, 1940	453.29	861.00	1,314.29
Estimated income, 1941 ²	632.50	1,167.50 ³	1,800.00
Total assets, 1941	1,085.79	2,028.50	3,114.29
Authorized expenses, 1941			
Secretary's office	\$275.00		
Treasurer's office	90.00		
Annual Meeting	100.00		
Committees	150.00	615.00	
THE AMERICAN ARCHIVIST		1,150.00	1,765.00
	\$ 470.79	\$ 878.50	\$1,349.29

¹ Based on treasurer's preliminary report to October 1, 1940.

² Based on 225 individual and 30 institutional memberships. The allowance for general income from institutional memberships is calculated at \$6.50 each, \$3.50 going to the journal, whereas for individual memberships the division is \$1.50 and \$3.50 respectively.

³ The publication income is calculated with the \$3.50 as stated above from each of the 255 memberships (individual and institutional), plus \$175 from subscriptions (for which the whole fees are credited to the journal) and \$100 for sale of back copies. The latter two items practically repeat the amounts for this year up to October 1 allowing for a possible drop in sale of back copies. We have a considerable stock on hand, but we will not be able to furnish many more complete back files.

Minutes of the Business Meeting, November 11, 1940

The Society convened in its annual business session in the Civic Room of the Jefferson Davis Hotel, Montgomery, Alabama, on November 11, 1940, at 9:00 P.M.

The minutes of the previous meeting were approved. After the reading and approval of the reports of the secretary, treasurer, and Auditing Committee, it was

Voted, to put \$500 of the Society's reserve into a savings account at the discretion of the Finance Committee.

The report of the Nominating Committee was submitted by E. A. Davis, a member of the committee, in the absence of the chairman, and it was

Voted, that the secretary cast a unanimous ballot in favor of the candidates' nomination as follows:

President	Waldo G. Leland
Vice-president	Herbert A. Kellar
Secretary	Philip C. Brooks
Treasurer	Julian P. Boyd
Member of the council for a term of five years ending in 1945	Morris L. Radoff

The remaining council members continued to hold their offices for the following periods:

Lawrence C. Wroth	1 year ending in 1941
Margaret C. Norton	2 years ending in 1942
R. D. W. Connor	3 years ending in 1943
William D. McCain	4 years ending in 1944

Voted, to approve the report of the Resolutions Committee read by William D. McCain and Hugh M. Flick as follows:

1. That a vote of appreciation be given to Dr. Lester J. Cappon, chairman, and the members of the committee on program for the stimulating schedule of meetings planned; to Governor and Mrs. Frank M. Dixon for their interest and hospitality; to Chief Justice Lucien D. Gardner for his interesting participation in the dedication of the archival divisions of the Alabama Memorial Building; to the Alabama State and the Montgomery City Chamber of Commerce for their co-operation; to the management of the Jefferson Davis Hotel for adequate meeting places and comfortable accommodations; to the Paramount Theatre for the invitation to use its facilities; to the *Montgomery Advertiser* and the *Alabama Journal* for their excellent coverage of this meeting; and to Mrs. Marie Bankhead Owen, her staff, and particularly to Peter A. Brannon and David L. Darden for their unfailing courtesy and helpfulness.

2. That the Society of American Archivists send to the governor of Alabama, the speaker of the House of Representatives, the president of the Senate, and chairman of the Board of Trustees of the Alabama Department of Archives and History congratulations on the opening of the Alabama War Memorial Building.

3. That the secretary take proper cognizance of the recent deaths of three members.

Voted, to adopt the recommendation of the council that as a matter of policy the Society cease to send THE AMERICAN ARCHIVIST to any members whose dues have become six months in arrears; and after such dues have become twelve months in arrears such delinquents be automatically dropped from membership in the Society.

The president read a telegram from the Honorable Edward J. Hughes, Secretary of State of Illinois, extending best wishes for this meeting and inviting the Society to hold its next annual meeting at Springfield. Mr. Harold S. Burt, of the Connecticut State Library, extended an oral invitation to the Society to hold the next annual meeting at Hartford, Connecticut.

The meeting adjourned at 10:00 P.M.

PHILIP C. BROOKS, *Secretary*

Treasurer's Report

Your treasurer is pleased to report that the finances of the Society are in a satisfactory and solvent condition. A brief review of the finances of the Society from the date of its founding on December 29, 1936, to October 1, 1940, reveals the fact that in every year of its existence the Society's income has exceeded its disbursements. For the year ending December 28, 1937, total receipts were \$1,646.90 and total expenditures were \$780.23, leaving an excess of income over expenditures of \$866.67. For the year ending December 31, 1938, the total amount of receipts was \$1,454.75 and total expenditures were \$1,366.04, leaving an excess of income over expenditures of \$88.71. For the year ending December 31, 1939, the total amount of receipts was \$1,762.15 and the total amount of expenditures was \$1,529.74, leaving an excess of income over expenditures of \$232.41. For the nine months ending October 1, 1940, the total amount of receipts was \$1,324.34 and the total amount of expenditures was \$1,140.93, leaving an excess of income over expenditures of \$183.41. The balance on hand as of October 1, 1940, was \$1,371.20.

For the past three and a half years the Society has carried a bank balance in its checking account with the Tradesmen's National Bank and Trust Company of Philadelphia of between \$1,000.00 and \$1,500.00. Since the Society is operating well within its income and is slowly building up its bank balance,

I should like to recommend that the Council authorize the investment or the establishment of a savings account of at least \$500.00 of this balance. The income on this amount would be very slight but it would add to the Society's assets the equivalent of from two to four new members.

FINANCIAL STATEMENT

December 31, 1938 to December 31, 1939

Balance per Books

Balance on hand, December 31, 1938\$ 955.38

Income:

New memberships:\$ 180.00

Renewals:1,205.00

THE AMERICAN ARCHIVIST:

Subscriptions and sale of back copies 305.35

Registrations, Third Annual Meeting 77.25

Income for the calendar year 1939\$1,767.60

Less returned check and bank charge 5.45

Net income\$1,762.15

Total to be accounted for\$2,717.53

Expenditures:

Secretary's office\$ 166.41

Treasurer's office 80.00

Publication fund 1,027.67

Committee on Membership 27.83

Committee on Nominations 5.50

Committee on Terminology 13.00

Committee on Uniform State Archival Legislation 95.25

Third Annual Meeting 114.08

Total expenditures\$1,529.74

Balance per books, December 31, 1939\$1,187.79

Add outstanding checks #106\$3.75

#108 9.15

#111 9.25

#112 3.00

25.15

Balance per Tradesmen's National Bank, December 31, 1939 ...\$1,212.94

The Federal Records Conference, an informal organization to provide a medium for exchange of views and information among persons connected with federal government records, was established by the thirty-one persons attending the sixth of a series of luncheon gatherings of Washington members of the Society and their guests on October 19, 1940. Miss Dorothy Arbaugh, who had previously served as chairman of the committee managing the luncheons, was elected executive secretary. It is intended that approximately four sessions be held each year; and a program of discussions considering various filing and archival programs in logical order is being arranged, including registry functions, training of personnel, and the relationship of files to administrative offices.

Reduction of record volume by large-scale microfilming projects as practiced in the Work Projects Administration was explained at the luncheon October 19 by Lloyd Eno, director, Record and Microphotographic Section, WPA. He described the careful process of survey and appraisal that was undertaken before microfilming actually began and the co-operation between the WPA and the National Archives in that work. He then discussed the operations of the projects on which the WPA workers are concerned only with seeing that the proper records are photographed in proper order, the technical phases such as photographic adjustment, processing, and service being handled by commercial operators. Extensive discussion followed bringing into consideration the microfilming being done by the Social Security Board and the new federal legislation stipulating standards to be maintained in such undertakings.

THE NATIONAL ARCHIVES

The National Archives has again made available several in-service training courses, which include seminars on the arrangement and description of archival material, directed by Solon J. Buck, and on research materials in the National Archives, directed by Philip M. Hamer.

Research materials relating to Latin America are to be found in several recent accessions of the National Archives. Included, for example, are the records of the first and second occupations of Cuba in 1898-1902 and 1906-1909 pertaining to censuses, public works, customs and postal services, and other functions of central and local government in that country; correspondence of the Dominican Customs Receivership, 1905-1907; records of the president's Commission for Study and Review of Conditions in Haiti, 1930-1931; and numerous maps of the Bureau of Insular Affairs relating to Puerto Rico, 1901-1930. Other records received relate to the Conference on Central American Affairs, 1922-1923, the electoral missions to Nicaragua in 1928 and 1932, the occupation of Vera Cruz in 1914, the American-Mexican Joint

Commission of 1916, the exportation of arms to Mexico, 1919-1929, and the commissions concerned with the Tacna-Arica arbitration, 1925-1926, and with the Bolivia-Paraguay boundary dispute, 1929-1930.

The main body of federal pension records in the National Archives has been made practically complete for the period prior to the World War by a recent accession of the individual files on pension and bounty-land claims based on service during the Revolutionary War and the War of 1812 and the related exhibits submitted in support of those claims, such as family Bibles, marriage certificates, commissions and discharges, and diaries. Records concerning the World War recently received include a collection of about 1,000 posters pertaining to Liberty Loan bonds, food conservation, recruiting, labor, and other subjects, and records of units of the former Emergency Fleet Corporation dealing with the procurement of materials, maritime labor problems, and the housing of shipyard workers. Another recent accession consists of records of the Department of Justice, 1924-1929; of the special assistants to the attorney general, 1927-1935; and of the special co-counsels for the United States, 1924-1930, all relating to investigations and litigation growing out of leases of naval petroleum reserves in the Teapot Dome, Elk Hills, and Buena Vista areas.

A translation of a manual on Polish archival practices entitled "Schedule of Internal Work in Modern Archives," by Ryszard Przelaskowski, has been reproduced as No. 10 of the *Staff Information Circulars* of the National Archives (39 pp.).

A beginning has been made on a program involving the building up in the National Archives of a collection of negative file microcopies of archival material, together with introductions, annotations, calendars, and indexes designed to facilitate their use, from which positive copies may be made for libraries and interested individuals at a low cost. Two projects of an experimental nature have already been initiated. These projects concern the copying of the papers of the Superintendents of Indian Affairs in Michigan Territory and in Oregon. To facilitate this program a Committee on File Microcopies was appointed by the archivist on September 20, 1940.

The following changes in personnel in the archives guild have been noted: *Kansas State Historical Society*, Louise Barry, cataloguer in the library division, has been transferred to the divisions of manuscripts and archives; *American Antiquarian Society*, Clifford K. Shipton to be librarian; *Mississippi Department of Archives and History*, Charlotte Capers was promoted from secretary to the director to be research and editorial assistant, Lois Murphree became librarian, and Moreau B. Chambers who is curator and archeologist,

was on leave of absence during the summer to study for a master's degree at Duke University; *Missouri Historical Society*, the death of Nettie H. Beauregard, curator and archivist, occurred on April 2, 1940; *Hayes Memorial Library*, Bernard Van Horne has resigned from the position of librarian; *Franklin D. Roosevelt Library*, Edgar B. Nixon, formerly of the "Territorial Papers of the United States" project, to be associate archivist; *New York State Education Department*, Arthur Pound to be director of the Division of Archives and History and state historian; *Duke University Archives Collection*, Paul K. Jones, to be part-time assistant; *Historical Foundation of the Presbyterian and Reformed Churches*, Thomas H. Spence has become curator of the foundation upon the death of the Reverend Samuel Mills Tenney.

The following changes in the personnel of the Historical Records Survey have been reported: Eugene Maur Braderman has succeeded to the position of state supervisor of the project in Pennsylvania, upon the resignation of Karl Goedecke; Richard G. Wood ceased to be state supervisor of the New Hampshire project and became supervisor of the Research and Records Projects for that state; Cleon Harding became state supervisor of the survey in Utah, with Hugh F. O'Neil as assistant state supervisor, following the acceptance by Dee R. Bramwell of the newly-created position of chief of Research and Records Projects for Utah; Frank E. Ross has resigned as editor of the *Indiana Historical Records Survey*.

The president of the United States spoke briefly on the preservation of public records at the breaking of the ground for the new District of Columbia Hall of Records, in Washington, on Thursday, September 26, 1940.

A patent has recently been granted to John G. Bradley, chief of the Division of Motion Pictures and Sound Recordings of the National Archives, for the "Cascade Water-Seal Film Storage Cabinet." The cabinet is unique in that no insulation is required. A fire starting in any point inside the cabinet or at any place near the cabinet actuates a standard water sprinkler from which a spray of water is forced into each compartment of the cabinet, completely covering each container with a sheath of moving or cascading water. Extensive tests with this design indicate that water so applied successfully carries off the heat units and prevents any spread of a fire inside the cabinet, or any loss of film if the fire occurs outside the cabinet. An important feature of the cabinet is the formation at the rear of each compartment of a water seal which completely isolates the unaffected compartments from surrounding heat.

To facilitate reduction of record volume by microphotography and to substantiate the legal validity of microfilm copies of records in federal courts, Congress passed at the last session an act concerning the disposal of records which have been so copied. The first portion concerns details of procedure. Previously

existing legislation provides that the agencies report all records intended for disposal, including those microfilmed, to the archivist, but the stipulations regarding the standards to be met in microfilming are new. The text of the act is as follows:

PUBLIC—No. 788—76TH CONGRESS

CHAPTER 727—3D SESSION

H. R. 10026

AN ACT

To provide for the disposition of certain photographed records of the United States Government, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That whenever any agency of the United States Government shall have photographed or microphotographed all or any part of the records kept by or in the agency in a manner and on film that complies with the minimum standards of quality approved for permanent photographic records by the National Bureau of Standards, and whenever such photographs or microphotographs shall be placed in conveniently accessible files and provision made for preserving, examining, and using the same, the head of such agency may, with the approval of the Archivist of the United States, cause the original records from which the photographs or microphotographs have been made or any part thereof to be disposed of according to methods prescribed by law, provided records of the same specific kind in the particular agency have been previously authorized for disposition by Congress.

SEC. 2. Photographs or microphotographs of any record photographed or microphotographed as herein provided shall have the same force and effect as the originals thereof would have had, and shall be treated as originals for the purpose of their admissibility in evidence. Duly certified or authenticated copies of such photographs or microphotographs shall be admitted in evidence equally with the original photographs or microphotographs.

Approved, September 24, 1940.

ALABAMA

Legislative appropriation has enabled the Alabama Department of Archives and History to re-establish its *Quarterly* which had been suspended for ten years. Provision has also been made for the following new officers: field collector, assistant librarian, and clerk-messenger. The department reports that it has issued a printed booklet on the state emblems which is available upon request. Much valuable card indexing of the military and civil archival collections has been done with the assistance of WPA.

DELAWARE

The Public Archives Commission of Delaware recently had a laminating machine installed. This machine, the invention of William J. Barrow of Richmond, Virginia, repairs documents at a much faster rate than the silking process. The cost of repair is also greatly reduced.

INDIANA

The George Rogers Clark Memorial Commission of Indiana, which co-operated with the Federal George Rogers Clark Sesquicentennial Commission and was responsible for the Vincennes memorial commemorating the acquisition of the Old Northwest, was dissolved on September 1, 1940. Its records were transferred to the Division of Archives in the Indiana State Library.

MARYLAND

Attention may be called to the following accessions lately acquired by the Maryland Hall of Records: the papers of the Maryland Penitentiary, 1803-1900; and the files of the clerk of the circuit court, Prince George's County, 1696-1797. Mimeographed lists of the Gist papers now in the custody of the archivist of Maryland, and a mimeographed list and analysis of the index holdings of the archives have just been made available.

MINNESOTA

Among the important recent accessions to the Minnesota Historical Society the following are to be noted: Washburn family papers, containing material on politics in Maine and Minnesota, lumbering, flour-milling, financial investments, and social life and customs in Maine; quarterly conference records for the Hamilton circuit, Winona district, of the Methodist Episcopal Church, 1870-1883; records of the Linden Hills Congregational Church of Minneapolis; diaries and account books, in Swedish and in English, of Andrew Peterson, a pioneer Minnesota horticulturist and farmer; the diaries and correspondence of E. Steele Peake, an Episcopal clergyman and missionary among the Chippewa Indians; genealogical data on a number of families, collected by E. G. Chapman; diaries of Charles F. Johnson, a Duluth pioneer; sketches, diagrams, paintings, and other materials forming a memorial to the pioneer and former president of the Minnesota Historical Society, Robert Ormsby Sweeny; records of the St. Paul Fire Insurance Patrol, 1895-1938; diary of Richard Junium Mendenhall, an early Minneapolis surveyor, banker, and florist; twenty-seven volumes of records and pamphlet publications of the Minnesota Tax Commission, 1902-1907; records of the State Industrial Commission, and of the State Division of Forestry in the Department of Conservation.

MISSISSIPPI

New quarters in the War Veterans Memorial building have been made available to the Department of Archives and History of Mississippi which has been located in the capitol since 1903.

MISSOURI

Stella M. Drumm, librarian of the Missouri Historical Society, reports that the new Madrid Spanish colonial archives collection has been indexed and that the Ste Genevieve Spanish colonial archives are now being translated.

NORTH CAROLINA

The Society of American Archivists is much indebted to D. L. Corbitt for the following news items from his state. In collaboration with the State Department of Conservation and Development, the North Carolina Historical Commission has published the second edition of the *Guide to the North Carolina Historical Highway Markers*, listing the 294 markers which had been approved through March 1, 1940. Beginning with the September issue, the *North Carolina Public School Bulletin*, a publication of the State Department of Public Instruction, is carrying a column titled "Tar Heel History," the copy for which is prepared by the historical commission. Two new leaflets issued recently by the commission are now available upon request: "How the North Carolina Historical Commission Serves the Public," and "The Hall of Records." Soon to appear as another publication of the commission is the fifth volume of the *Records of the Moravians in North Carolina*, edited by Adelaide L. Fries, archivist of the Moravian Church, Southern Province.

A *Guide to the Southern Historical Collection* of the University of North Carolina is now in press. Many important acquisitions have been made within recent months to this collection.

During the last fiscal year it is reported that 54,730 items were accessioned by the archives collection of Duke University. Papers of the following family groups are noted: Burwell Boykin Lewis, 1857-1893; John Prager, 1778-1865; Henry Toole Clark, 1757-1873; Lawrence Massilon Keitt, 1854-1864; Danie W. Owen and Charles A. Hundley, 1837-1921; William Munford and Powhatan Ellis, 1802-1899; Battaile Muse, 1739-1804; John and Philip J. Winn, 1822-1887; Clara Mary Jane Clairmont, 1814-1826. Over six hundred pieces from the Ordnance Bureau of the War Department of the Confederate States of America were received.

A complete certified transcript of all extant presbytery and general synod records of the Presbyterian Church in Mexico is now preserved in the files of the Historical Foundation of the Presbyterian and Reformed Churches, Montreat, North Carolina. A movement to remove this institution from Montreat to Richmond, Virginia, was defeated in the general assembly of the church at its meeting in May, 1940.

OKLAHOMA

The movement to encourage the formation of local historical societies has been gaining impetus through the efforts of James W. Moffitt, secretary of the Oklahoma Historical Society. During the year new societies have been formed in Payne County with headquarters at Stillwater, and in Latimer County at the Eastern State Agricultural and Mechanical College library. Mr. Moffitt outlined a program of activities for these societies, stressing especially the importance of collecting letters, diaries, maps, and pictures.

With the aid of WPA labor the Oklahoma Historical Society is cataloguing and indexing the Robert L. Williams, Thomas A. Andrews, William H. Murray, and Fred Barde collections. Recent acquisitions of the society include the F. B. Severs business records; a collection of pictures depicting historic events in Oklahoma and the Indian Territory; letters of pioneer Oklahoma editors. The society is buying microfilm copies of early issues of certain Arkansas, Texas, and Indian Territory newspapers. With the assistance of the Historical Records Survey, gratifying progress has been made on indexing the seventeen thousand volumes of Oklahoma newspapers in the possession of the society. In the Indian archives department an item of especial interest is the work of a Creek Indian who is translating into English the records in his native language. The Oklahoma Daughters of the American Revolution have placed their state library in the society's building.

VIRGINIA

Lester J. Cappon, archivist of the University of Virginia, is the author of an essay on the "Confederate Ordnance Records in the National Archives," in the *Journal of the American Military Institute* (Summer, 1940).

CANADA

The Canadian Historical Association at its annual meeting in London, May 22-24, 1940, decided that the association could best make a contribution by urging on governments, historical societies, libraries, newspapers, business leaders, and others, the importance of preserving records not only of the war effort but of the effect of the war on every aspect of Canadian life, and that the association might assist by making suggestions and by offering to help in the solution of practical problems as they might arise. The participation of Canada in the war, it was pointed out, would have effects of a far-reaching character on the Dominion's development, and that every aspect of the war period must be studied for years to come not only by historians but by all those responsible for the framing of public policy. The association indicated that it should be the obligation of everyone who can exercise any influence in the matter to see to it that all the significant records of these important years are adequately protected for future use. Historical societies and interested individuals can do much to ensure that the records of all local organizations whose activities are at all concerned with the war are preserved, whether

those organizations are permanent or temporary in character. The association pointed out that the primary obligation rests on governments—Dominion, provincial, and municipal, each in its own sphere of influence. If public bodies do not discharge this debt to themselves and to posterity, there is little hope of any effective action. Records once destroyed are irreplaceable, and the destruction of valuable records is therefore an injury to the nation for which there is no redress.

MEXICO

To E. Wilder Spaulding, chief of the Division of Research and Publication of the Department of State, Washington, and to the Honorable Josephus Daniels, American ambassador to Mexico, the Society is indebted for the following item regarding the preservation of Mexican archives. A news article appearing in *El Nacional* for August 26, 1940, states that the Ministry of Gobernacion has sent a circular to the state governments for the information of municipal authorities, warning them that for no reason must they sell or dispose of their archives, whether these be of an official nature, of churches, parishes, etc. It is said that agents of a commercial firm have been going through the country trying to obtain such documents for industrial purposes. The State of Jalisco it is said has refused to sell its archives, but other states did make sales. The circular points out that the destruction of these archives means the disappearance of important data of the history of the country, and for that reason they must be preserved with care.

GERMANY

A letter just received from Doctor Zipfel of the State Archives in Berlin, Germany, details a number of changes in personnel in that nation's archival system. *Appointments*: Eugen Meyer, director of state archives in Münster, to be extraordinary professor at the University of Berlin; Doctor Vaupel, state archives director in Marburg, to give lectures in archival science at the University of Marburg; Doctor Bauermann, state archives director at Osnabrück, to be director of state archives at Münster and honorary professor at the University of Münster. *Promotions*: State Archives Counselor Wrede in Marburg, to be director of state archives in Osnabrück; State Archives Counselor Meinert, to be head of the Imperial Archives in Reichenberg. *Resignations*: State Archives Counselor Pfeiffer of Münster, as a result of his appointment as director of archives in Nürnberg. *Deaths*: Reinhard Otto Redlich, retired secret archival counselor, died in Düsseldorf on December 9, 1939, at the age of seventy-five; Paul Richter, retired state archival director, died in Coblenz on February 28, 1939, at the age of seventy-three; Robert Krumboltz, former state archival counselor, died in Münster on April 5, 1939, at the age of seventy-six; Ernst Musebeck, retired director of the Imperial Archives, died in Potsdam on November 17, 1939, at the age of seventy; Bruno Krusch, former state archival director, died in Hanover on June 29, 1940, at the age of eighty-three.