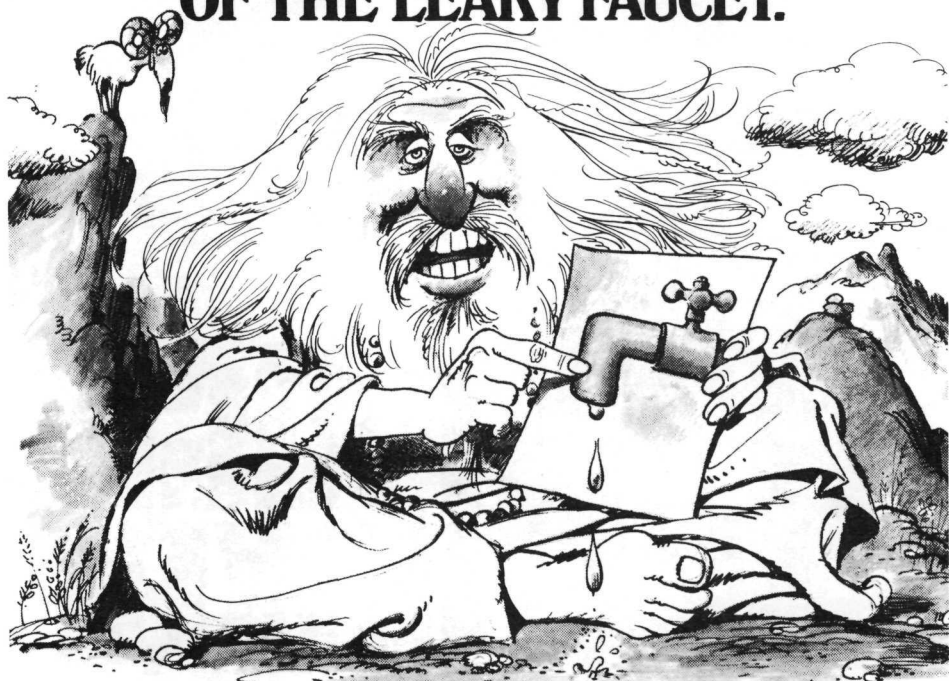








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# The Management and Preservation of Local Public Records: Report of the State and Local Records Committee

DAVID LEVINE

## Abstract

In 1976 the State and Local Records Committee, Society of American Archivists, conducted a survey of the archival agencies of all fifty states to determine the nature and extent of their role in managing and preserving the records of local governments. A questionnaire brought responses from forty-nine states. Thirty-nine of them reported a local records program currently in operation. Slightly more than half of them are using microfilm as an integral part of the program. Many states have scheduled, or are in the process of scheduling, county and municipal records for retention and disposal. Most states report insufficient funding to provide for the proper operation of a comprehensive local records program. Adequate funding will only become available when state archival agencies campaign actively to convince state legislatures that the money is indeed needed, and the local records programs are worthwhile.

IN RECENT YEARS INCREASING ATTENTION has been focused on the plight of local public records. More and more, state archival agencies are coming to accept responsibility for the management and preservation of the records created by the political and legal subdivisions of the state. In recent years a large number of state archival agencies have begun to take an active role in the management and preservation of public records at the county and municipal level. Despite this developing interest and activity, not since 1964 has there been a comprehensive report on the subject.<sup>1</sup> In 1976 the State and Local Records Committee of the Society of American Archivists noted a need to update the information on local records contained in Ernst Posner's report on *American State Archives*, and authorized and supported a survey of all fifty state archival agencies to determine the nature and extent of each one's role in this crucial area. The method chosen for the survey was the all too common, but inexpensive, questionnaire. Although there are many drawbacks to this method of gathering information, including the problem of interpreting ambiguous answers to questions, it was relatively successful. With minimal telephone follow-up, the survey brought responses from forty-nine states.<sup>2</sup>

Conducted from August through November 1976, the State and Local Records Committee (SLRC) survey sought answers to the following questions:

1. Does the state of \_\_\_\_\_ currently have a program providing for the systematic management and preservation of local public records? If so, by what agency is it administered? When did the program begin operation? How many full-time professionals are assigned to the program?

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<sup>1</sup> Ernst Posner, in his work on *American State Archives* (Chicago: University of Chicago Press, 1964), included, in his individual reports on each state, comments on the management and preservation of local archives.

<sup>2</sup> Hawaii was the only state not to respond.

2. Has any state agency been granted statutory authority over the disposition/destruction of local public records?
3. Have records retention schedules been prepared for either county or municipal records?
4. Does the local records program utilize microfilm as an integral, on-going part of its operation?
5. Is there a regional depository network for local records? If so, how many depositories? Is inter-depository loan of archival materials permitted?
6. What other aspects of local records management and preservation, not mentioned in this questionnaire, are in need of further attention?

The following report, presented in a state-by-state format, is a summary of the information submitted on the survey forms.<sup>3</sup>

### *Alabama*

Alabama began an active local records program in 1971, implementing the provisions of a law passed in 1955. Working with the Department of Archives and History, the County Records Commission, pursuant to statutory authority, has written records retention schedules for all county records. The statute which created the County Records Commission declares that "no county official shall cause any county record to be destroyed or otherwise disposed of without first obtaining the approval of the county records commission."<sup>4</sup>

A staff of two records managers oversees the operation of Alabama's local records program which includes a limited state-financed microfilm program. The local records program is oriented toward records management assistance to the local governments, and local officials are encouraged to retain and care for their own records if at all possible. The Department of Archives and History will, however, accept original records for deposit if the specific situation warrants.

### *Alaska*

The state of Alaska does not, at the present time, operate a local records program. State statute would permit the State Archives to develop such a program, and that is currently under consideration.

### *Arizona*

In 1975 the state of Arizona implemented its local records program, administered by the State Library and Archives with a staff of two records managers. The Library and Archives has been granted statutory authority over the disposition of local public records. Some county and municipal offices have had retention schedules prepared for them, but the schedules serve only as guidelines; they have no statutory basis. A limited microfilm program is used to preserve minutes of meetings of governing bodies, while arrangements can be made to film other records, depending upon the merits of the specific situation.

### *Arkansas*

The Arkansas History Commission, as the state archival agency, was authorized by statute in 1973 to schedule the records of counties and municipalities, subject to the final approval of a Local Government Records Committee, which consists of five elected local officials.<sup>5</sup> The program itself did not begin operation until the middle of 1976, and has not yet completed the task of scheduling these records. A single records manager is responsible for the Arkansas local records program.

### *California*

California currently has no local records program, but the California Heritage Preservation Commission and the State Archives are now considering the development of a program to manage and preserve the records of the state's political subdivisions. No state agency has yet been granted statutory authority over the disposition of local records.

<sup>3</sup> Because not all respondents supplied all the information requested, some of the descriptions are not as detailed as others. Every effort has been made, however, to present all information accurately and fairly.

<sup>4</sup> Alabama, *Code of Alabama*, title 55, sec. 18, paragraph 13.

<sup>5</sup> Arkansas, Sixty-Ninth General Assembly, Regular Session, 1973, Act 24.

### *Colorado*

Colorado began its effort to care for local archives in 1949, under the direction of the Division of Archives and Public Records, and now has four archivists and four records managers assigned to local records. Retention schedules have been prepared for county and municipal government offices, and the provisions therein must be observed. Statute prohibits the destruction of local records without first obtaining the consent of the state archivists. The division does not provide a microfilm service to local governments, and because of limited space at the state archival facility, encourages local governments to retain original records of permanent value.

### *Connecticut*

The oldest local records program reported began in Connecticut in 1901. The Archives, History and Genealogy Unit of the State Library employs two records managers who are responsible for scheduling town records (Connecticut has no counties), inspecting local offices to ensure compliance with applicable statutes, and providing advice on conservation, restoration, and repair. Microfilm is not an integral part of the program which is aimed instead toward preservation of original records, both by providing proper care in the office of origin and by concentrating original, noncurrent records in the State Library. A manual for use in the training of new town officials, *Records Manual For Connecticut Town Clerks*, has been prepared by the public records administrator.

### *Delaware*

Legislation in Delaware gives authority over local records to the Division of Historical and Cultural Affairs. At the present time, however, the provisions of the legislation are being implemented in a limited way, mainly by the preparation of a records management manual which will include retention schedules for county and municipal records. At present there is no staff or funding specifically allocated to local records.

### *Florida*

The Department of State's Bureau of Archives and Records Management has been administering local archives in Florida since 1967. At the present time seven archivists and six records managers are responsible for a program that includes scheduling and filming of county and municipal records. The schedules were written under a legislative mandate that declared that the "division [of Archives, History and Records Management] shall adopt reasonable rules and regulations . . . which shall be binding on all agencies relating to the destruction and disposal of records."<sup>6</sup> A records center was completed in 1971, which, in addition to storing and servicing records, also houses a central microfilm service available to all public agencies at cost. The state archives has published several pamphlets for local officials to acquaint them with the various statutes and rules governing public records.

### *Georgia*

A law passed in 1972 initiated Georgia's current local records program. The Department of Archives and History employs a staff of three archivists and six records managers for local records. Participation in the program is voluntary, upon order of the local governing body. However, a microfilm service is offered to all counties for the filming of permanent and vital records for security purposes. Original records are brought into the Department of Archives only if the situation at the local level warrants. Otherwise, original records are retained in their place of origin.

### *Hawaii*

The state of Hawaii did not respond to the survey. However, that state's highly centralized form of government gives less purpose to the concept of a local records program.

### *Idaho*

The Idaho State Archives has been legislated authority over the disposition of local records. County or city records not in current use and of permanent value may be requisitioned by the archives, and records of no value may be destroyed upon approval of the State Archives. A part-time archival staff is responsible for appraisal and accessioning of local records. No microfilm service is offered although, as is the case in many states, some counties are filming

<sup>6</sup> Florida, *Florida Statutes*, sec. 267.051(8).

their own records. Schedules have been written to serve as guidelines for the retention and disposition of county and municipal records. Original records of historical value are preserved in the State Archives.

### *Illinois*

The state of Illinois is one of seven states currently operating a regional depository system for the preservation of local records. Known as the Illinois Regional Archival Depository system (IRAD), it has only recently come into existence. Local records, however, have been a concern of the State Archives since 1961 when the Local Records Act created the Local Records Commission to oversee the disposition of local records. This act also authorized the State Archives to take local records of historical value into its custody.

Currently, two archivists and eleven records managers are responsible for local records. They visit the various local governmental officials to prepare data needed to schedule their records. The information so obtained is then used to prepare applications to the appropriate Local Records Commission (there is one in each county) for action. The local records staff will also appear before the commissions to represent the views of the local officials concerned.

Now that the IRAD system is in operation with six depositories serving from seventeen to twenty counties each, records of historical value are being transferred to the appropriate depository for permanent preservation. All records are retained in their original form, as the State Archives offers no microfilm service to local government.

### *Indiana*

In Indiana local officials are required to petition the Archives Division of the State Library for permission to destroy their records, and cannot destroy records without that permission. However, those records forbidden to be destroyed cannot be requested by the state archives until they have first been offered to the local historical society. If that organization has no interest in the records, the state archives may then request them for transfer.

Most county offices have had retention schedules prepared for them which are legally binding as to the minimum retention period. The state archives is also filming county records on a limited basis. The goal of the present project is to film all permanent records over seventy-five years old. In addition, the state archives sets standards for film quality and storage for those counties filming their own records. At the present time there is no separate staff for local records.

### *Iowa*

Although it has not yet been granted legislative authority over local records, Iowa's State Historical Department is now investigating the possibility of initiating a local records program. At the present time the Genealogical Society of the Church of Jesus Christ of Latter-day Saints is providing the department with microfilmed copies of selected county records dating up to 1910.

### *Kansas*

Statute in Kansas grants authority to the State Historical Society, as the state archival agency, to prevent the destruction of local archives. If a county official wishes to destroy any records he must submit a list of them to the State Historical Society, which then has the right either to request that the records be transferred to the society or to decline any interest in them. In the latter case, the county officials must then petition the district court with jurisdiction in that county for permission to destroy the records. The final decision on destruction is then left to the district court.

The State Historical Society has no authority to schedule local records, nor does it offer a microfilming service. Some counties are filming their own records with assistance from the society.

### *Kentucky*

Since 1963, Kentucky's Division of Archives and Records, of the Department of Library and Archives, has been involved in the management and preservation of local government records. Currently five archivists and four records managers are assigned to this program. Retention schedules for county and municipal records have been prepared pursuant to statutory authority. A microfilm program, available to all local governments, includes

filming, processing, and duplication. The film provides security for permanent records, as well as a centralized research copy. Original records are accepted for deposit in the state archives, although the emphasis is on maintaining them in the office of origin.

#### *Louisiana*

In 1968 Louisiana began to implement the provisions of statutes adopted in 1956 giving the Archives and Records Service, under the direction of a three-member State Archives and Records Commission, authority to schedule all public records. A single records manager is responsible for ensuring compliance by local governments with the various rules and regulations issued by the commission. Municipal records have been scheduled, but not county records. Permanent records are filmed by the state archives for local governments at the expense of the agency requesting the filming. On occasion original records will be taken into the state archives.

#### *Maine*

The County Records Law and the Municipal Records Law, adopted by the state of Maine in 1973, provide for the management and preservation of local records by the State Archives under the direction of a County Records Board and a Municipal Records Board. Both of these laws prohibit the destruction of local records except as provided for by the appropriate board.<sup>7</sup> Records which the boards determine to have permanent value must either be preserved by the local agency or be deposited in the State Archives.

Municipal records have been scheduled, but the county schedules have not yet been completed. Until they are, counties must submit lists of records to be destroyed to the State Archives. In addition to closely monitoring the disposition of records, the State Archives is also filming records on a continuing basis, with initial emphasis on the reproduction of pre-1850 municipal records not previously filmed. The Maine State Archives has published *Public Records Repositories in Maine*, which is intended "to assist the researcher in determining the location and availability of existing municipal and county records."<sup>8</sup>

#### *Maryland*

The Maryland Hall of Records is responsible for local government archives in that state. One archivist and a varying number of part-time assistants carry out the functions of the local records program. Counties are required to have permanent records filmed for security purposes. They can do this themselves or, on a limited basis, the Hall of Records can provide this service for them. Legally enforceable minimum retention periods have been set for county and municipal records. The Hall of Records regularly accesses original records of enduring value.

#### *Massachusetts*

In 1973 the Division of Public Records, Office of the Secretary of State, began implementing statutory provisions giving that agency authority to control the disposition of county and municipal records. Two full-time employees, functioning as both archivists and records managers, are assigned to the local records program. The division offers no microfilm service. Some municipal offices have been scheduled, but to date no county offices have been. Officials in offices that have records schedules are prohibited from disposing of any records prior to the expiration of the stated retention period.

#### *Michigan*

The state of Michigan operates a five-member depository network for local records, administered by a single archivist-records manager. The duties of this position include selecting and accessioning records and preparing and reviewing retention schedules for county and municipal records. The legislative basis for this program dates back to 1913, but the provisions were not implemented by the state archival agency until 1953. Records are preserved in their original form only; the state offers no microfilm service, although it does set standards that must be met by those agencies that film their own records. The local records specialist regularly consults with local governmental officials on all matters of records management and preservation.

<sup>7</sup> Maine, *Maine Revised Statutes Annotated*, title 30, art. 6-A, sec. 346, and title 30 c. 211-A, sec. 2213.

<sup>8</sup> Augusta, Maine: Maine State Archives, 1976, p. iii.



*Minnesota*

The Minnesota Historical Society, as the state archival agency, has been responsible for local records since 1947. Currently the society is utilizing seven regional depositories for local records. Each depository serves from eight to fifteen counties. The State Historical Society offers no microfilm service, nor have most local offices had their records scheduled. A disposal panel consisting of the director of the State Historical Society, the attorney general, and the state auditor, has legislative authority over the disposition of local records.

*Mississippi*

The Mississippi Department of Archives and History is not now operating a local records program, nor is it considering that possibility. To date, no statute authorizes the department to exercise any control over local records.

*Missouri*

Since 1972, Missouri has been receiving microfilmed copies of selected county records through an agreement with the Genealogical Society of the Church of Jesus Christ of Latter-day Saints, which is financing the project. A records manager and an archivist from Missouri's Records Management and Archives Service work with county officials to inventory and list records prior to the arrival in the courthouse of the Latter-day Saints film crew. The state archives has authority over the disposition and destruction of local government records.

*Montana*

Although Montana currently has no local records program, statutory authority over the disposition of local records has been granted to the Local Government Services Division of the Department of Community Affairs. That agency is currently investigating the possibility of establishing a management program for local governments.

*Nebraska*

State statute in Nebraska gives the State Archives Division of the State Historical Society authority to accession any public records in danger of destruction or deterioration, or which are no longer in active use by the originating agency. Since 1969 the staff of the state archives has been actively pursuing the goals of management and preservation of local public records. Currently two archivists and one records manager share these duties. County and municipal records have been scheduled in accordance with a legislative provision. No microfilm service is provided by the state archives, but the Records Management Division of the Office of the Secretary of State will give technical advice and assistance to those local governments filming their own records.

*Nevada*

The Nevada Division of State, County, and Municipal Archives administers local records under the provisions of statutes adopted in 1967 and 1973. A bill introduced in 1977 would place all authority over local records firmly in the hands of the state archivist. Additionally, a comprehensive state-financed microfilm project is slated to begin operation in 1977. One lone archivist is responsible for both state and local records in Nevada.

*New Hampshire*

New Hampshire's local records program has so far been limited to the creation of retention schedules for municipal records. There is no microfilm service at the present time and no staff to administer a broader program. The Division of Records Management and Archives is developing a legislative package to present to the legislature in 1977, a package providing, if adopted and funded, for a more extensive effort with local records.

*New Jersey*

The Bureau of Archives and History is statutorily responsible for the proper disposition of local archives, and it has operated a program for that purpose since 1953. At the present time one records manager is responsible for local government records in New Jersey. Retention schedules have been prepared for county and municipal records. No microfilm service is offered, but the bureau does set standards for film quality and offers assistance to those local agencies filming their own records.

*New Mexico*

The New Mexico Records Center and Archives has been administering a local records program since 1960. Three archivists and four records managers are responsible for a

program that includes the scheduling of county and municipal records and giving of advice and assistance to local agencies on all matters of records retention and disposition. The local records staff is also responsible for advising local officials on the feasibility of microfilming records, although the actual filming must be done by the local agency. A county records manual has been prepared by the state archives prescribing the minimum retention periods for each type of record and the proper disposal precedures.

#### *New York*

Local records are the responsibility of the State Archives. A staff of five records managers is responsible for implementing the provisions of three laws that place disposition of local records under authority of the state archival agency. A wide range of duties are among these responsibilities, including establishing minimum retention periods for county and municipal records, giving advice and assistance to local officials who are setting up microfilm programs, and working with local officials on all aspects of records management.

For a period of twenty-one months the State Archives, with funding from the New York State American Revolution Bicentennial Commission, administered the Historical Records Microfilm Program, an attempt to film town records dating prior to 1850. The task was not completed before funding was terminated.

Because of space limitations in the state archival facility, local agencies are held responsible for preserving their own permanent records.

#### *North Carolina*

In 1959 North Carolina began implementing an extensive local records program. Under the direction of the Division of Archives and History, of the Department of Cultural Resources, now being administered is a full microfilm program and other preservation services for all counties and municipalities in the state. A staff of five archivists and two records managers is responsible for administering the provisions of the Public Records Act, which vests all authority for the disposition of county and municipal records in the state archives. The consent of the archives is mandatory for the destruction of any public record. Further provisions of the records law direct the state archives "to formulate and execute a program of inventorying, repairing and microfilming in the counties for security purposes those official records of the several counties which the Department [of Archives and History] determines to have permanent value, and of providing safe storage for microfilm copies of such records."<sup>9</sup>

To facilitate the implementation of the total records management program, the archives has prepared *The County Records Manual* and the *Municipal Records Manual*, each including the minimum retention periods specified for each type of county or municipal record. Each manual also excerpts applicable statutes for easy reference by local officials.

In addition to filming records for county governments, storing original negatives for security, and providing a positive copy for research purposes, the state archives also accesses original records of enduring value for permanent preservation. As required, these records are cleaned, repaired, arranged, and described before being made available for research.

#### *North Dakota*

Statute in North Dakota would permit the State Historical Society, as the state archival agency, to implement a local records program. The society is now considering taking such action. Currently, local governments wishing to dispose of records must receive approval from the State Historical Society.

#### *Ohio*

In 1975 the Ohio Historical Society decided to utilize its Network of American History Research Centers to house local public records. There are currently eight archivists inventorying, appraising, and scheduling county and municipal records. Those records determined to be of permanent value may be transferred from their office of origin to one of eight depositories. A *Local Government Records Manual* has been published by the society, which is serving as a guideline to proper management procedures in local agencies pending the completion of a more comprehensive manual which will include retention schedules.

Statutory provisions in Ohio currently provide for control over the disposition of county and municipal records by a County Records Commission and a City Records Commission, in each entity. Within a period of sixty days after a commission has approved the disposition of

<sup>9</sup> North Carolina, *General Statutes*, sec. 121-5.1 and sec. 132-3.



any records, the Historical Society, as the state archival agency, has the opportunity to select for custody "such records as may be deemed to be of continuing historical value."<sup>10</sup>

The society does not offer a microfilm service, but will give advice and assistance to those agencies filming their own records.

#### *Oklahoma*

Oklahoma's Division of Archives and Records is not currently playing an active role in the management and preservation of the records of the state's political subdivisions, nor is there any statutory basis for such a role. Statutes give disposal authority directly to local officials (with certain limitations), although any records scheduled for destruction may be requested for transfer to the state archives.

#### *Oregon*

The Oregon State Archives employs four archivists and one records manager to carry out its local records program. Originating in 1945, this program is geared toward assisting local governments with all aspects of records management and preservation, while all matters of disposition are firmly in the hands of the state archival agency. The local records staff performs a variety of duties, including inventorying local records, assisting local officials in meeting paperwork requirements for records disposal, inspecting local storage facilities to ensure the safety and accessibility of records, and encouraging the prompt disposition of useless records.

Records schedules have been prepared for county and municipal records. Microfilming service is limited to the storage of security film and the offer of assistance to those local agencies wishing to film their own records. A central microfilm service is available on a limited basis and, at cost, to local agencies for special jobs. The State Archives also sets and enforces standards for film produced by local governments.

The Oregon program is based on the idea that local records best serve the legal and administrative purposes for which they were created if they are retained in the offices in which they originated.

#### *Pennsylvania*

The local records program is administered by the Division of Archives and Manuscripts of the Pennsylvania Historical and Museum Commission. By statute, county records came under the jurisdiction of this agency in 1963 and municipal records in 1968. At present there is no staff assigned specifically to local records. County and municipal records retention schedules have been prepared to assist local governments in preparing, and the state archives in processing, requests for records disposition. Local records of historical value are, in many cases, transferred to approved county historical societies or college archives as an alternative to being placed in the state archival facility which has little space available for local records.

The local records program does not include a microfilm service, but it does set standards and offer advice to those agencies that choose to establish their own microfilming programs.

#### *Rhode Island*

The Rhode Island State Archives, a division of the State Library, has been granted rather strong statutory authority over the disposition and proper care of local archives. To date, however, the state legislature has declined to provide funds to enforce the applicable statutes. A committee within the archives has been meeting recently in an effort to develop a comprehensive proposal for a local records program to be presented to the legislature.

#### *South Carolina*

The South Carolina Department of Archives and History has been administering a local records program since 1968. A legislative package adopted in 1973 gave the department control over all aspects of local records disposition, including authority to establish minimum retention periods for all county and municipal records. Currently eighteen staff members, serving as both archivists and records managers, are responsible for inventory, appraisal, accessioning, scheduling, and processing of local government archives. Microfilm is an integral part of the program, providing security copies of vital records as well as centralized copies of records for research purposes. In addition to filming records, the department will accession noncurrent but permanently valuable records for preservation in

<sup>10</sup> Ohio, *Ohio Revised Code*, sec. 149.38 and sec. 149.39.

the state archives. As required, these records are cleaned, repaired, arranged, and described before being made available for research.

Although the primary emphasis has so far been placed on county records, municipal records are also receiving some attention both in the accessioning of permanent records into the archives and in the offering of consultation service for microfilming and general records problems.

Records schedules have been prepared for county and municipal records.

#### *South Dakota*

The South Dakota State Archives currently employs one archivist to administer legislative provisions vesting authority over the disposition of local records in the state archival agency. Statute prohibits the destruction of any public record unless the state archivist so approves. Lists of records for destruction are submitted to the state archivist by the local agency desiring to destroy them. If the archivist determines that the records have permanent value they must be transferred to the state archives. Some county and municipal offices have had retention schedules prepared for them, but these schedules serve as guidelines only. A limited microfilming service is available to local governments.

#### *Tennessee*

The State Library and Archives has been granted statutory authority over the disposition of local government archives. There is no staff assigned specifically to local records, however; nor, because of space limitations, are original records brought into the state archives. The local records program is primarily limited to assuring compliance with a county records manual and a microfilming project which has so far filmed, in all counties, permanent records dating to 1900. Some additional records have been filmed in forty-five counties, and the state archives is currently negotiating with all counties to contract to bring the filming up to date. The pre-1900 records were filmed at state expense, while the twentieth-century records are filmed on a cost-sharing basis.

#### *Texas*

In Texas, local government officials have been authorized since 1909 to turn over noncurrent records from their offices to the State Library; but not until 1971 was legislation passed permitting this to become a reality. An act of the state legislature created the Regional Historical Resource Depository Program (RHRD) for the express purpose of providing a means for the preservation of permanently valuable local records. Now consisting of twenty depositories, the program is administered by the State Archives Division of the State Library. A staff of four archivists and a coordinator is responsible for implementing the program.

There are numerous statutes in Texas governing the disposal of local public records, most statutes requiring that the state archives be notified before destruction is carried out. No microfilm service is offered to local governments, and no retention schedules have been prepared. However, legislative authority to schedule records is being sought in 1977. Records are deposited in the regional depositories on agreement between the state archives and the local official in charge of the records.

#### *Utah*

The Utah State Archives has control over the disposition of local records. Although records are accepted by the State Archives in their original form, the primary emphasis of Utah's program is on the microfilming of permanent records for security purposes. This service is performed without cost to the local agencies. In addition, the State Archives sets standards and offers assistance to those local governments filming their own records.

#### *Vermont*

Vermont's Public Records Division employs one archivist and one records manager to oversee that state's local records program which began in 1955. It includes a central microfilm service which has so far filmed vital records for security purposes. For counties and municipalities, records schedules have been prepared specifying the minimum period for which records must be retained. Statute gives control over disposition to the Public Records Division. Records in their original form are generally not taken into state archives but remain in the custody of the originating agency.

#### *Virginia*

In 1972, Virginia initiated its local records program which now employs eight professionals who function as both archivists and records managers. The State Archives, a division of

the State Library, is legally responsible for the disposition of local archives. The State Archives microfilms vital records in county courthouses and primary policy records for other local agencies, as a cost-free service to local governments. In addition to security filming of vital records, the State Archives encourages the transfer of noncurrent permanent records to the State Archives for repair and preservation.

County and municipal records are in the process of being scheduled, following the adoption of legislation granting scheduling authority to the State Archives.

#### *Washington*

Local records in Washington are administered by the Division of Archives and Records Management, in conjunction with a Local Records Committee. The committee has the final authority on all decisions to destroy local records. This arrangement has been in force since 1957. Currently the state archives has the equivalent of one and one-half full-time archival positions with responsibility for local records. These employees consult with local officials and act to expedite disposition requests. No microfilm service is offered, but the state is currently setting up a three-member depository system for the preservation of original local archives.

#### *West Virginia*

The Department of Archives and History is currently considering the possibility of establishing a local records program based on current statutory provisions giving to the department some degree of authority over disposition.

It should also be noted here that there is a large collection of county records in the West Virginia Collection at West Virginia University.

#### *Wisconsin*

The State Historical Society of Wisconsin, as the state archival agency, has been working with local records since 1951. A network of thirteen regional depositories is used for housing local records, generally in their original form. The Historical Society does not regularly film records, but when necessary will reproduce endangered records. Additionally, the State Department of Administration will film records for local agencies at cost. As in many other states, some local governments are filming their own records.

There is currently no staff assigned specifically to local records; these duties, including accessioning, processing, and field work, are handled by the staff of the society's public records section, which also is responsible for state records.

#### *Wyoming*

Wyoming's Archives and Historical Department, of the Archives, Records Management and Centralized Microfilm Division, has been administering local records since 1953. The program is centered around a security microfilm program, operated by the records management section. Retention schedules for county and municipal records have been prepared, facilitating regular transfers of semi-active and inactive records to the records center, where they are retained until being either destroyed or transferred to the state archives.

There are, as is apparent from the preceding descriptions, many similarities in the administration of local archives in the several states. Unfortunately, one of the most common is the lack of resources, both physical and financial, necessary for the operation of comprehensive programs. Several respondents noted that additional funding for local records would enable them to initiate or expand microfilming programs or begin to devote adequate attention to hitherto neglected municipal records. Almost every state in the nation has a law or laws that would permit the development and implementation of sound local records programs if adequate financial appropriations were granted. Current efforts to preserve and manage local archives systematically, in many states inadequate and in some nonexistent, could be vastly improved if financial support were available.

There seems to be no doubt that the state archival agency is the appropriate authority to assume responsibility for the proper care and preservation of the records of the political subdivisions of the states. There also seems to be no doubt that unless

that agency vigorously seeks the legislative and financial support it needs to fulfill that responsibility those supports will not be forthcoming. Accordingly, state archives (and state archivists) must take an active role in campaigning for the support they will need to meet their obligations to the citizens of their respective states to preserve and protect the integrity of local public recording systems.

STATE ARCHIVES' LOCAL RECORDS PROGRAMS

| STATE          | DATE PROGRAM<br>ESTABLISHED | PROFESSIONAL<br>STAFF | COUNTY<br>RECORDS<br>SCHEDULED | MUNICIPAL<br>RECORDS<br>SCHEDULED | LOCAL<br>RECORDS<br>MICROFILMED |
|----------------|-----------------------------|-----------------------|--------------------------------|-----------------------------------|---------------------------------|
| Alabama        | 1971                        | 2                     | Yes                            | No                                | Yes                             |
| Arizona        | 1975                        | 2                     | Yes                            | Yes                               | Yes                             |
| Arkansas       | 1973                        | 1                     | No                             | No                                | No                              |
| Colorado       | 1949                        | 8                     | Yes                            | Yes                               | No                              |
| Connecticut    | 1901                        | 2                     | N.A.                           | Yes                               | No                              |
| Florida        | 1967                        | 13                    | Yes                            | Yes                               | Yes                             |
| Georgia        | 1972                        | 9                     | Yes                            | Yes                               | Yes                             |
| Idaho          | 1947                        | 0                     | Yes                            | Yes                               | No                              |
| Illinois       | 1961                        | 13                    | Yes                            | Yes                               | No                              |
| Indiana        | 1939                        | 0                     | Yes                            | Yes                               | Yes                             |
| Kansas         |                             | 0                     | No                             | No                                | No                              |
| Kentucky       | 1963                        | 9                     | Yes                            | Yes                               | Yes                             |
| Louisiana      | 1968                        | 1                     | No                             | Yes                               | Yes                             |
| Maine          | 1973                        |                       | No                             | Yes                               | Yes                             |
| Maryland       | 1937                        | 1                     | Yes                            | Yes                               | Yes                             |
| Massachusetts  | 1973                        | 2                     | No                             | Yes                               | No                              |
| Michigan       | 1953                        | 1                     | Yes                            | Yes                               | No                              |
| Minnesota      | 1947                        | 1                     | No                             | No                                | No                              |
| Missouri       | 1972                        | 2                     | No                             | No                                | Yes                             |
| Nebraska       | 1969                        | 3                     | Yes                            | Yes                               | No                              |
| Nevada         | 1967                        | 1                     | Yes                            | Yes                               | Yes                             |
| New Hampshire  |                             | 0                     | No                             | Yes                               | No                              |
| New Jersey     | 1953                        | 1                     | Yes                            | Yes                               | No                              |
| New Mexico     | 1960                        | 7                     | Yes                            | Yes                               | No                              |
| New York       | 1912                        | 5                     | Yes                            | Yes                               | No                              |
| North Carolina | 1959                        | 7                     | Yes                            | Yes                               | Yes                             |
| Ohio           | 1959                        | 8                     | Yes                            | Yes                               | No                              |
| Oregon         | 1945                        | 5                     | Yes                            | Yes                               | Yes                             |
| Pennsylvania   | 1963                        | 0                     | Yes                            | Yes                               | No                              |
| South Carolina | 1968                        | 18                    | Yes                            | Yes                               | Yes                             |
| South Dakota   | 1974                        | 1                     | Yes                            | Yes                               | Yes                             |
| Tennessee      | 1964                        | 0                     | Yes                            | No                                | Yes                             |
| Texas          | 1971                        | 5                     | No                             | No                                | No                              |
| Utah           |                             |                       | Yes                            | Yes                               | Yes                             |
| Vermont        | 1955                        | 2                     | Yes                            | Yes                               | Yes                             |
| Virginia       | 1972                        | 8                     | No                             | No                                | Yes                             |
| Washington     | 1957                        | 1.5                   | Yes                            | Yes                               | No                              |
| Wisconsin      | 1951                        | 0                     | Yes                            | Yes                               | No                              |
| Wyoming        | 1953                        |                       | Yes                            | Yes                               | Yes                             |

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# MODERN ARCHIVES AND MANUSCRIPTS:

A SELECT BIBLIOGRAPHY

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BY  
FRANK B. EVANS

Published by  
The Society of American Archivists  
1975

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Portions of the table of contents are reproduced above. A revision of Evans' earlier guide, this comprehensive work is published in a new format with many new entries, including new chapters on machine-readable records and archives, and chapters on international aspects of archives. Additional chapter subheadings, the expanded subject index, and the new and separate author index facilitate the use of this expanded guide. Softbound. \$8.00 SAA members, \$11 others. Add \$1 postage and handling charge on orders under \$10 not prepaid.

SOCIETY OF AMERICAN ARCHIVISTS  
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# Writings on Archives, Historical Manuscripts, and Current Records: 1975

ELIZABETH T. EDELGLASS, SARA C. STROM, and SYLVIE J. TURNER,  
*Compilers*  
ELIZABETH T. EDELGLASS, *Editor*

THIS IS A SELECTIVE BIBLIOGRAPHY of publications issued in 1975, along with some 1974 publications not previously examined. An outline of the subject classification used and a list of abbreviations for frequently cited periodicals appear below. As in last year's bibliography, the only inventories included in Section VI are those produced in or describing records pertaining to the United States and Canada.

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The bibliographers are librarians on the staff of the National Archives and Records Service, Washington, D.C. 20408. They would appreciate knowing of significant omissions here and receiving copies of pertinent publications for future bibliographies.

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*The following abbreviations have been used for frequently cited periodicals:*

|                       |   |
|-----------------------|---|
| <i>AA</i>             | <i>American Archivist</i>   |
| <i>Adm Mgt</i>        | <i>Administrative Management</i>  |
| <i>Arch &amp; Mss</i> | <i>Archives and Manuscripts</i>   |
| <i>Arch Bib Belg</i>  | <i>Archives et Bibliothèques de Belgique/Archief- en Bibliotheekwezen in België</i> |
| <i>Arch Québec</i>    | <i>Archives: Revue de l'Association des Archivistes du Québec</i>                   |
| <i>Arq &amp; Adm</i>  | <i>Arquivo &amp; Administração</i>  |
| <i>Austria Mit</i>    | <i>Austria, Staatsarchiv, Mitteilungen</i>  |
| <i>Bol Int Arch</i>   | <i>Boletín Interamericano de Archivos</i>   |
| <i>Gaz Arch</i>       | <i>Gazette des Archives</i>   |
| <i>IRM</i>            | <i>Information &amp; Records Management</i>   |
| <i>Ill Lib</i>        | <i>Illinois Libraries</i>   |
| <i>J Micro</i>        | <i>Journal of Micrographics</i>   |
| <i>Mensário</i>       | <i>Brazil, Mensário do Arquivo Nacional</i>   |
| <i>Prologue</i>       | <i>Prologue: The Journal of the National Archives</i>                               |
| <i>RMJ</i>            | <i>Records Management Journal</i>   |
| <i>RMQ</i>            | <i>Records Management Quarterly</i>   |
| <i>Soc Arch J</i>     | <i>Society of Archivists, Journal</i>   |
| <i>Svenska Ark</i>    | <i>Svenska Arkivsamfundets Skriftserie</i>  |
| <i>Unesco Bul Lib</i> | <i>Unesco Bulletin for Libraries</i>  |

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## News Notes

THOMAS E. WEIR, JR., *Editor*

With this issue the News Notes Department introduces a new format. A general section will include new programs, publications, education and training opportunities, meetings of archival organizations, and other items of professional interest to members of the Society. Announcements of significant accessions and openings will constitute a second section. The third regularly appearing section will contain news and accession reports of religious archives. Each April, a special section will list historical editing projects.

The reporters listed below have furnished much of the information. In addition, News Notes have been abstracted from publicity releases and newsletters sent to the *American Archivist* and to the National Archives Library. More current information about training opportunities, professional meetings, and legislation can be found in the *SAA Newsletter*.

The success of News Notes is proportional to the cooperation and assistance received from members and institutions.

These are therefore urged to send information for publication direct to the Editor, *American Archivist*, National Archives Building, Washington, D.C. 20408, or to one of the following reporters: news of **State and Local Archives** to Julian L. Mims, South Carolina Department of Archives and History, Box 11669, Capitol Station, Columbia, S.C. 29211; news of **Manuscript Repositories** to Carolyn H. Sung, Manuscript Division, Library of Congress, Washington, D.C. 20540; news of **Scientific and Technological Archives** to Maynard J. Brichford, University Archivist, University of Illinois at Urbana-Champaign, Urbana, Illinois 61801; news of **Religious Archives** to F. Donald Yost, General Conference of Seventh-day Adventists, 6840 Eastern Avenue, NW., Washington, D.C. 20012; and news of **Regional and State Archival Associations** to Alice M. Vestal, Special Collections Department, Main Library, Room 610, University of Cincinnati, Cincinnati, Ohio 45221.

**U.S. Army Military History Institute** is the new name for the Army History Research Collection, Carlisle Barracks, Pennsylvania 17013. The change of name alters neither the holdings nor the mission of the institution. The institute will continue its Advanced Research Program in Military History by awarding a limited number of grants to researchers using the institute's facilities. Applicants must submit their applications before December 1, 1977.

The sixteenth annual Institute for Archival Studies will be held at the **University of Denver** from June 21 to July 22, 1977.

In New Orleans, a group called **Friends of the Archives** has recently been organized to work for the construction of a state archives.

The **Society of Georgia Archivists** will hold its fifth annual Archives and Records Workshop on November 17 and 18 at the Atlanta Historical Society. Kenneth W. Duckett, author of *Modern Manuscripts*, will deliver the keynote speech and will

chair a session on manuscript dealers and appraisers.

The **Immigration Research Center** at the University of Minnesota has begun a project to survey and assist in the preservation of the records of ethnic fraternal organizations in the United States. The project will prepare a comprehensive guide to all records located, publish individual inventories for a limited number of associations, and make suggestions to the organizations for the disposition of their records.

The **Society of Indiana Archivists** met in November 1976 and re-elected David E. Horn of DePauw University as president. Robert Zillox of Hanover College will serve as chairman of the board.

On December 16 and 17, 1976, a Planning Conference for a National Preservation Program met at the **Library of Congress**. Papers presented covered technical aspects of preservation, the current preservation situation, planning for future preservation programs, and the training of conservators. At the end of the session,

Frazer Poole, assistant director for preservation at the Library of Congress, announced that the library intended to move ahead with a national preservation program and would begin by assisting in the formation of an action committee.

The **Archives of the Commonwealth of Massachusetts** has begun a survey of records held by state agencies. The survey, designed to identify all records made or kept by agencies in the executive branch of the government, is being conducted by members of the newly expanded archives staff and the state's Records Conservation Board. The results of the survey will be used for several purposes: to identify records in need of immediate transfer to the archives for arrangement and preservation, to provide a factual basis for the planning of a new archives building and the development of a comprehensive archives program, and to increase the number of records for which retention and disposition schedules are established. The survey was begun with work in the subdivisions of the secretary of state's office and will proceed to other executive agencies later in the year.

Another step toward development of a comprehensive archives and records management program for Massachusetts was taken when Secretary of State Paul Guzzi accompanied Archivist Nicholas Olsberg on a tour of other state archives. The states visited were South Carolina, Georgia, and Florida. Staff members of the archives of those states were helpful in discussing the planning needed to implement such a program, as well as certain considerations in the construction of a new archives building.

Several archives collections sustained water damage recently when ground water seeped into a storage area in the State House basement. Damaged were approximately twenty cubic feet of records of the administration of Governor Francis Sargent (1969–74)—the first major accession of governor's papers in modern times—and approximately 400 reels of vital statistics microfilm (1960s). Early discovery of the flooding by the archives staff and help from the disaster assistance program of the New England Document Conservation Center prevented serious damage or destruction of material.

Eleanor McKay is the new curator of the **Mississippi Valley Collection** at Memphis State University, replacing Dewey Pruett

who retired after more than twenty years of service.

On April 28 and 29, the **National Archives and Records Service** held its seventeenth annual conference on records. The Agricultural History Society cosponsored. This year's theme was "Farmers, Bureaucrats and Middlemen: Historical Perspectives on American Agriculture."

The **National Historical Publications and Records Commission** announced a volunteer intern program for college undergraduate or beginning graduate students who wish to gain job experience in a government cultural institution. The students, who will receive neither pay nor extensive specialized training beyond on-the-job experience, will spend a semester working with the commission's historical research staff and with the commission's guide staff. The commission assumes that students participating in the program would receive credit for the work, but such arrangements must be made by the students themselves.

On Tuesday, January 4, fire destroyed the town records of **New Braintree, Massachusetts**. Quick action by the town manager, acting on the advice of a state records analyst and a representative of the New England Document Conservation Center, saved the few records stored in safes in the basement. Reconstitution of the tax base alone will cost \$20,000 for this town of 700.

In an effort to anticipate water damage which might result from a rise in the water table caused by the melting of this winter's heavy snows, **New York State Archivist Edward Weldon** has advised county and local governments, local historical societies, and officially appointed local historians to remove records from basements. In addition, he has distributed more than 3,300 copies of the Library of Congress pamphlet *Procedures for Salvage of Water-Damaged Library Materials*.

The **Philadelphia City Archives** is exploring the possibility of asking the state legislature to enact a statute similar to the replevin provision of the Virginia Records Act. The archivist hopes that the statute will be particularly useful in cases in which a repository is willing to return a document to government custody but believes that its articles of incorporation or the deed of gift for the document preclude that return.



**The Robert F. Wagner Labor Archive**, intended to serve as a repository for records and papers documenting the labor movement in the New York City area, will be established by the Tamiment Institute Library at New York University.

The **State Historical Society of Wisconsin** and the Microfilm Corporation of America, a New York Times Company, have begun a microfilm publication program on radical and reform organizations in the United States. The first papers to be microfilmed are those of the Students for a Democratic Society.

Max J. Evans will head the newly created Records Processing Section in the Archives Division of the **State Historical Society of Wisconsin**.

The National Board of the **Young Women's Christian Association**, New York, has received a grant from the National Endowment for the Humanities to arrange and describe its archives. The YWCA began in 1858 as a grassroots Protestant movement and today has grown into a diversified organization with over two million member/participants. Among projects of the YWCA reflected in its records are services to factory women, mobilization of women in World Wars I and II, and the education of immigrant women.

The **University of Virginia** has begun to arrange and describe more than a ton of Low Moor Iron Company records. The company was founded after the Civil War and was operated until bankruptcy in 1931. The university acquired fourteen tons of records in 1938, but a committee of history and business professors reduced it to its present, more workable size. Because of the bulk of the material and the demands it would have placed on the staff, no work was done until recently. The manuscript curator along with a professor of history and student workers began work in January 1977 and plan to complete the project in mid-1978. This unusually complete record group will aid in the exploration of business and social history of the Shenandoah Valley.

The **Washington State Archives**, in cooperation with Western Washington State College, has begun an internship program. Currently four students are learning archival and records manage-

ment techniques; two are at the state archives in Olympia and two are surveying public utility districts in Washington and Oregon.

## ACCESSIONS AND OPENINGS

**Archives of American Art.** Accessions: letters (1890-1901) of Winslow Homer to his patron, Thomas B. Clarke. Lent for Microfilming: letters (1957-70) of Alexander Calder, principally concerning the display of Calder's work.

**U.S. Army Military History Institute.** Accessions: diaries and letters (1862-65) of Corporal James P. Coburn, 141st Pennsylvania Infantry Regiment; official papers (1918-19) of Captain John Ditmars Ong, covering his tours at Fort Caswell, North Carolina, and his service with the 2nd U.S. Trench Mortar Battalion in France; and letters and diaries (1942-45) of Sergeant Betty Olson, relating to her service at Fort Des Moines and Hampton Roads, with the first Women's Army Corps unit to enter France after D-Day, and as secretary to Major General Frank S. Ross in Frankfurt and Paris.

**Leo Baeck Institute.** Accessions: papers (1847-1941) of the Baer-Oppenhimer family of Bruchsal, Baden; papers (1935-67) of Ernest Hamburger, including material on his work with the United Nations Human Rights Commission after the Second World War; papers (1815-60) of Isaac Markus Jost, German-Jewish historian; papers of Koppel S. Pinson (1904-61), historian, including correspondence with Hans Kohn and Thomas Mann; papers (1910-51) of Erich Kahler, cultural historian and sociologist; and records (1690-1900) of fifteen Jewish communities in Alsace-Lorraine.

**Buffalo and Erie County Historical Society.** Opening: newsfilm (ca. 1967-77) of commercial television stations in the Buffalo area. The film and its index are arranged in chronological order.

**University of Georgia Archives.** Accession: records (1964-65) of the Ecological Society of America. More recent records will be accessioned as they are retired.

**Cincinnati Historical Society.** Accessions: records (1830-90) of the Little Miami Railroad Company; records (1951-75) of the Children's International Summer Vil-



lages; records (1910-74) of the Southwestern Ohio Lung Association; and diaries (1776-1809) of David Walker, Revolutionary War soldier. Openings: records (1819-1950) of the Cincinnati Fire Department; records (1868-1953) of the Cincinnati Southern Railway, the only municipally owned railroad in the United States; and papers (1815-1973) of John B. Hollister, covering his congressional career (1931-36), his work on the Hoover Commission, and his directorship of the International Cooperation Administration (1955-57).

**Columbia University.** Herbert Lehman Papers. Accessions: papers (1945-54) of Sir Robert G. A. Jackson, relating to Jackson's career as senior deputy director-general of the United Nations Relief and Rehabilitation Administration; research files (1952-56) of William B. Welsh, research and legislative aide to Senator Herbert H. Lehman; and papers (1910-76) of Edith Altschul Lehman.

**Eleutherian Mills Historical Library.** Accession: records (1853-1954) of the Pennsylvania Power and Light Company and its predecessors. The records are closed until they can be processed.

**Hoover Institution on War, Revolution and Peace.** Accessions: proceedings (1965-67) of the Indonesian Special Military Tribunal; records (1962-74) of the Citizens Committee for a Free Cuba, Inc.; records (1941-48) of the Polish Consulate General in New York; papers (1942-45) of Frederick L. Anderson, deputy commander, U.S. Strategic Air Forces in Europe (1944-45); papers (1970-75) of Lloyd M. Bucher, commander of the U.S.S. Pueblo; papers (1940-74) of Jay H. Cerf, director of the Foreign Policy Clearing House (1957-61) and assistant secretary of commerce (1961-63); papers (1900-68) of Norris E. Dodd, director-general of the Food and Agricultural Organization of the United Nations (1948-54); papers (1913-66) of Eugene H. Dooman, counsellor of the United States Embassy at Tokyo (1937-41) and special assistant to the secretary of state for Far Eastern affairs (1944-45); papers (1919-75) of George I. Duca, Romanian diplomat and executive director of the Federation of French Alliances; papers (1914-18) of Grand Duke Georgii Mikhailovich of Russia, grandson of Tsar Nicholas I; papers (1929-74) of Yves Godard, French

army officer and organizer of the Organisation de l'Armée Secrète (OAS); papers (1945-71) of R. Allen Griffin, deputy chief of the China Mission of the Economic Cooperation Administration (1948-49) and chief of the 1950 Economic Mission to Southeast Asia; papers (1918-40) of Radu Irimescu, Romanian ambassador to the United States (1938-40); papers (1940-69) of Joseph Lettrich, Czechoslovakian statesman; papers (1945-67) of Fritz E. Oppenheimer, legal adviser to the secretary of state (1947-48); papers (1894-1941) of Ignacy Jan Paderewski, Polish statesman and musician; papers (1940-46) of Dmitri G. Popescu, private secretary to the under secretary of state for foreign affairs of Romania; papers (1944-49) of John M. Raymond, director of the Legal Division, Office of Military Government for Germany; papers (1941) of Walter C. Short, U.S. Army, commanding general, Hawaiian Department; papers (1927-71) of General David M. Shoup, commandant of the U.S. Marine Corps (1960-63); papers (1934-66) of Juraj Slavik, Czechoslovakian diplomat and statesman; papers (1911-59) of Gilchrist B. Stockton, U.S. minister to Austria (1930-33); papers (1934-58) of Eduardas Turauskas, Lithuanian diplomat; and papers (1905-48) of Rusztem Vambéry, Hungarian minister to the United States (1947-48).

**Idaho Historical Society.** Accessions: photographs (1920s-30s) by Frank Rastler documenting early air service in the Northwest; and photographs (1867-68) of Silver City and nearby mines.

**Illinois State Archives.** Accessions: farm census (1971-73) from the state's Department of Agriculture; local bond registers (1866-1950) and warrant journals (1864-1943) from the state treasurer; student case files (1961-65) of the Illinois School for the Deaf; and files (1974-76) from the State's Attorney Study Commission. The farm census and student files are subject to certain restrictions.

**Immigration History Research Center,** University of Minnesota. Accessions: papers (1939-76) of Angela Bambace, labor organizer and officer of the International Ladies Garment Workers Union in Baltimore; papers (1941-43) of Harry D. Fornari, chairman of the Council of Immigrant Youth, New York City; papers and

cartoons (1930-50) of Fort Velona, cartoonist and labor leader in Brooklyn; papers (1916-70) of Stefan Osusky, Czechoslovakian statesman; records (1887-1961) of the Aamunkoitto Temperance Society, Brooklyn; records (1919-20) of the Tatra Production Company, a Polish movie production company; records (1914-64) of the Saima Workers' Society, and records (1944-62) of the Finnish American League for Democracy, Fitchburg, Minnesota.

**Kansas Collection**, University of Kansas. Accessions: records (1919-70) of the Lawrence, Kansas, Business and Professional Women's Club; records (1969-73) of the Douglas County Community Improvement Association; records (1860-1900) of the county office, Douglas County; records (1964-70) of the Kansas Association of Broadcasters; records (1972-75) of the Kansas Women's Political Caucus; records (1959-67) of the Lawrence Fair Housing Coordinating Committee; records (ca. 1870-1930) of the Lawrence Fire Department; records (1935-73) of the League of Women Voters, Lawrence; records (1854-1969) of the Plymouth Congregational Church; papers of John C. Belleville, including material relating to his Civil War service in the 2nd Tennessee Heavy Artillery (African Descent); papers (1965-74) of Robert B. Docking, governor of Kansas; papers (1962-74) of Charles A. Heller, petroleum economist; papers of Ben Hibbs, editor of the *Saturday Evening Post*; papers (1953-73) of William Inge, playwright; papers (1954-70) of Ray Morgan, editor of the *Kansas City Star*; and papers (1947-61) of Congressman Wint Smith.

**Library of Congress**. Accession: papers of Henry Kissinger. The Kissinger papers will be closed for twenty-five years or until five years after Kissinger's death, whichever is later. Exempted from this release plan are copies of documents, the originals of which are still classified by the creating agency. The papers of twenty-seven other secretaries of state are in the Library of Congress Manuscript Division.

**Maryland Historical Society**. Accessions: the Outerbridge Horsey Collection of Lee, Horsey, and Carroll family papers; diary (1898) of an anonymous American sailor; photographs related to the history of the U.S. Customs Service; records (1874) of the

Maryland Fox Hunters Association; minutes (1900-26) of the Associate Congregational Church of Baltimore; and records (1886-1958) of the Bartlett Hayward Company.

**Archives of the Commonwealth of Massachusetts**. Accessions: records (1863-1971) of the Department of Public Welfare and its predecessor agencies including minutes (1879-1909) of the State Board of Health, Lunacy, and Charity; minutes (1916-19) of the Homestead Commission; minutes (1919-67) of the Board of Public Welfare; case histories (1869-79) of the Board of State Charities; case histories (1871-85) of the Massachusetts Infant Asylum. Other accessions include records (1912-15 and 1941) of the Massachusetts Art Commission, and records (1965-76) of the Massachusetts Revolutionary War Bicentennial Commission.

**Memphis/Shelby County Public Library and Information Center**. Accession: papers of Henry A. Loeb, mayor, 1960-62 and 1968-71.

**Michigan Historical Collections**, University of Michigan. Accession: papers (ca. 1930-75) of Arnold Gingrich. Gingrich founded *Esquire* magazine in 1933 and served as editor until his death in 1976. The papers include manuscripts of Gingrich's works and the works of several *Esquire* contributors, including Ernest Hemingway.

**Michigan State University Archives and Historical Collections**. Accession: papers of Richard F. VanderVeen, congressman (1974-76) from Michigan's fifth district. Openings: papers (1950s-70s) of Meyer S. Ryder, labor lawyer and arbitrator, regional director of the National Labor Relations Board, and public member of the National Wage Stabilization Board; papers (1960s-70s) of Robert G. Howlett, labor lawyer and arbitrator, former chairman of the Michigan Employment Relations Commission, and member of the Federal Service Impasses Panel; papers (1961-63) of Fred I. Chase, secretary to the Michigan Constitutional Convention; papers (1920-61) of John C. Beukema, secretary-manager of the Greater Muskegon Chamber of Commerce, including material related to the Saint Lawrence Seaway; and records (1918-75) of the Duplex Truck Company.

**Minnesota Historical Society.** Accession: records (1870-90s) of several mining companies owned by the Cuyler family, in Minnesota and elsewhere in North America.

**Mississippi Valley Collection,** Memphis State University. Accessions: papers (ca. 1850-1974) of the Church family, of Memphis, relating to the Republican Party, the founding of the local branch of the NAACP, and to Black social life; papers (1962-74) of Dan H. Kuykendall, congressman from the eighth district of Tennessee (papers restricted); papers (ca. 1950-76) of Russel Sugarmon, Jr., attorney, concerning the civil rights movement in Memphis; and papers (1960-75) of Jocelyn D. M. Wurzburg, covering community affairs and her tenure on the Commission of the National Observance of International Women's Year.

**National Archives and Records Service.** Accessions: records (1962-74) of the House of Representatives, including material from the following committees: Agriculture, Armed Services, Banking and Currency, Education and Labor, Foreign Affairs, Internal Security, Interstate and Foreign Commerce, Judiciary, and Merchant Marine and Fisheries; records (1969-73) of the secretary of the Senate; records (1957-74) of the following Senate Committees: Banking, Housing and Urban Affairs, Judiciary, Commerce, District of Columbia, Finance, Interior and Insular Affairs, and Rules and Administration; records (1952-71) of the Supreme Court; records of the Estimates Division (1941-52), Military Division (1953-61), and International Division (1953-61) of the Bureau of the Budget; general correspondence (1970) of the Office of the Secretary of Agriculture; docket case files (1955-71) concerning dumping of foreign goods on U.S. markets and docket files (1967-70) concerning the effects of tariff rates on American producers, from the U.S. Tariff Commission; reports (1940-47) of Naval Attachés; records (1935-37) of the Investigation Division, Veterans Administration, concerning the impact of a hurricane on veterans' camps in the Florida Keys; records (1942-45) of the Mutual Security Agency and the Economic Cooperation Administration, predecessors to the Agency for International Development, primarily concerning the implementation of the Marshall Plan; maps, plans, and oblique photographs

(1942-45) from the Terrain Intelligence Strategic Engineering Studies unit of the Foreign Economic Administration; and motion pictures (August 1965-April 1976) containing excerpts of newscasts about Department of Defense activities broadcast by the three major networks. Opening: forty-eight volumes (1955-63) of testimony before the Senate Committee on Foreign Affairs.

**Harry S. Truman Library.** Accessions: papers of Arthur Paul, assistant for international trade to the secretary of commerce (1945-47); papers of Charles P. Kindelberger, chief, Division of German and Austrian Economic Affairs, Department of State (1947-50); papers of Clarence H. Osthagen, covering his service with the National Recovery Administration (1933-36), the Federal Works Agency (1936-42), the Department of Commerce (1950-53), and the Post Office Department (1966-71); and papers of Russell B. Adams, a member of the Civil Aeronautics Board (1948-50).

**Dwight D. Eisenhower Library.** Accessions: papers (1933-73) of Clarence Francis, including correspondence relative to his service with the National Recovery Administration (1933), the Advisory Committee to the Council of National Defense (1940), and the War Production Board during World War II; and the papers (1951-64) of Floyd B. Odlum, a friend and supporter of Eisenhower.

**John F. Kennedy Library.** Accession: papers of Thomas D. Morris, assistant secretary of defense for installations and logistics.

**Lyndon B. Johnson Library.** Accession: papers (1963-74) of Gerold F. Baumann, concerning his Peace Corps service in Peru and Bolivia.

**Atlanta Federal Archives and Records Center.** Accession: records of the World War I Selective Service System, primarily consisting of state and district board records.

**Denver Federal Archives and Records Center.** Accessions: records (1868-1964) of the Bureau of Land Management for the Arizona, Montana, and Wyoming state offices; and case files (1882-1965) of the U.S. attorneys and marshalls for Arizona, New Mexico, Colorado, and Wyoming.

**Nebraska State Historical Society.** Accession: architectural plans from the Lincoln company of Davis and Wilson.

**State University of New York at Geneseo.** Accessions: a collection (late 1700s-1915) called the Homestead Papers, which document rural life in western New York, Ohio, and Michigan; and photographs (1900-1910) by Martha Blow Wadsworth, documenting western travels, the construction of the Panama Canal, western Europe, American Indian life, and horseback riding in New York, Pennsylvania, Maryland and Virginia.

**Newark Public Library.** Accessions: photographs (1900- ) of the Newark Board of Education; photographs (1930s) by Will Cone of the industrial interiors of Newark; and photographs (1921-69) by the city photographer for Newark, Edward C. Minthorne.

**University of New Orleans.** Accessions: records (1813-1921) of the Louisiana State Supreme Court. The court will retain ownership of the records and will have a microfilm copy for its reference. Considerable arrangement will be necessary before the records can be filmed because circuit riding by the justices in the nineteenth century resulted in irregular records keeping.

**Kansas State Historical Society.** Accession: papers of John R. Brinkley. During the 1920s and 30s Doctor Brinkley achieved notoriety while becoming a millionaire by transplanting goat glands into human males, promising them that the operation would increase their virility and would cure twenty-seven other ailments including skin diseases and insanity.

**Old Dominion University.** Accessions: papers of General James W. Singleton (1811-92) of Quincy, Illinois, state legislator, congressman, and prominent Peace Democrat during the Civil War; papers of Rear Admiral Thom Williamson (1833-1918) of Washington, D.C.; papers of Thomas J. Reilly (1915-76), a Norfolk, Virginia, political journalist; papers of Lewis W. Webb, Jr. (1910- ), first president of Old Dominion College, including papers on the early history of Norfolk, collected by his great grandfather.

**Paterson Public Library, Paterson, New Jersey.** Accession: photographs (1890s-1960s) by the Heinrichs family.

**Pennsylvania State Archives.** Accessions: correspondence files (1965-68) of the Chairman of the Milk Marketing Commission; local government annual financial reports (1966) to the Department of Community Affairs; bulletins (1937-50) of the Bureau of Employment Security; minutes (1956) of the Public Utility Commission; minutes (1952-55) of the Bureau of Licensing, Pennsylvania Liquor Control Board; microfilm copies of documents (1976-77) filed with the secretary of the commonwealth in accordance with legislation regulating the activities of corporations; minutes (1965) of the Delaware River Joint Toll Bridge Commission; annual census reports (1956) of public utilities, Department of Commerce; minutes and reports (1864-1903 and 1918-64); minutes (1969) of the County Board of Assistance, Department of Public Welfare; correspondence files (1955-69) of the secretary of the commonwealth; and speeches (1972-76) of John C. Pittenger, secretary of education.

**Philadelphia City Archives.** Accessions: specifications (ca. 1921) for the erection and completion of the building of the free library of Philadelphia; various registers of arrests (1928-39) of the Bureau of Police; and minutes (1836-52) of the County Board.

**Philadelphia Jewish Archives Center.** Accessions: papers of Avram Bell (?-1976), a Yiddish actor and playwright; records (1960s-1973) of the American Jewish Congress, Philadelphia branch; records (1937-71) of the Dorshe Da'at Society, a Hebrew literature society; records (1940s-70s) of the Hillel Foundation, University of Pennsylvania; records (1940-75) of the Jewish Community Relations Council; records (1950s-76) of the Board of Jewish Education, Philadelphia area; records (1894-1948) of the Hebrew Immigrant Aid Society; records (1921-76) of the International Ladies Garment Workers Union, Philadelphia local; and records (1950s-72) of the United Synagogue of America, Philadelphia branch.

**Richard B. Russell Memorial Library, University of Georgia.** Opening: papers of Richard B. Russell (1897-1971), senator from Georgia. Researchers should write to the library for permission to use the collection.

**University of Virginia.** Accessions: papers (1969-76) of John W. Warner, undersecre-

tary and secretary of the navy (1969-74) and administrator of the American Revolutionary Bicentennial Administration (1974-76); papers (1945-76) of Senator Hugh Scott of Pennsylvania; papers (1911-75) of Samuel Herrick, professor of astrophysics at the University of California at Berkeley; diary (1800-1807) of Philip Slaughter concerning plantation life in Culpeper County; daybook (1821-47) from Blenheim Plantation in Albemarle County; papers (1950-75) of Charles Francis Bopes, professor of English at New York University, including accounts of his travels in Japan; daybooks (1805-15) of Benjamin Hawkins's general merchandise store in Rockingham County; daybook (1820-27) kept by Page County cobbler John Keyser; business papers (1860-1920) of R. T. W. Duke and William R. Duke concerning farming and the practice of law in Charlottesville; and numerous university records including the correspondence files (1925-30) of Stringfellow Barr, one-time chairman of the History Department.

**Wayne State University, Archives of Labor and Urban Affairs.** Accessions: papers (ca. 1930s-70s) of Franz Daniel, labor leader from Springfield, Missouri, concerning organizing Black labor in the South, the Amalgamated Clothing Workers, Alcoholics Anonymous, and municipal utilities; papers (1969-75) of Mary McLendon, president and founder of the Detroit Householdworkers Organization, Inc. Openings: records (1952-55) of the Congress of Industrial Organizations, Washington Office, during Walter Reuther's presidency; and records (1943-56) of the Washington office of the United Automobile, Aerospace and Agricultural Implement Workers.

**Western Reserve Historical Society.** Accessions: records (1838-58) of the Leisy Brewing Company; records (1879-1901) of the Bank of Willoughby; records (1913-74) of the Federation for Community Planning; records (1937-66) of the Townsend Plan Organization, Ohio headquarters; records (1934-65) of the Future Outlook League, an early Black civil rights organization; records (1876-1945) of the Altenheim, an old-age home for people of German origin; records (1911-62) of the Gross Company, a clothing manufacturer; records (1888-1965) of the Montefiore Home, a home for the Jewish aged; papers (1955-74) of Congressman William E. Minshall; pa-

pers (1896-1937) of Frank J. Sindelar, relating to his Czech nationalist activities after World War I; papers (1939-75) of Harry Tanaka, relating to World War II detention camps and the Japanese-American Citizens League; papers (1974) of Congressman Howard M. Metzenbaum.

**State Historical Society of Wisconsin.** Accessions: general files (1959-75) of the Joint Legislative Council; minutes (1936-62) of divisional staff meetings, Division of Public Assistance, Department of Public Welfare; clerk's records (1857-1948), Clifton County; records (1868-1960) of the unified school district, City of River Falls; records (1917-73) of the Veterans Service Office and the Committees on World Wars I and II, Racine County; records (1945-76) of the Lake to Lake Dairy Cooperative; records (1953-75) of the United Steelworkers of America, Local 1533, Beloit, Wisconsin; papers (1922-68) of Harold Engel, longtime assistant director of WHA radio and television, University of Wisconsin, Madison; and photographs (1943-47) by Governor Walter S. Goodland.

**Yivo Institute for Jewish Research.** Accession: records (1890- ) of the Farmingdale community in New Jersey. This community was one of several Jewish farm settlements in the United States, and its records will allow research on Jews other than those who lived in cities.

## RELIGIOUS ARCHIVES

**The Religious Newswriters Association,** an organization of journalists who write about religion for secular publications, intend to open their archives for research. The Temple University Department of Journalism is assisting the association in finding a place to house the archives.

**Baptist.** At Franklin College Library, Franklin, Indiana, a memorial room is being constructed to honor the late Roger D. Branigan, former governor of Indiana and a graduate of Franklin College. It will house the Branigan papers and other memorabilia.

The North Carolina Baptist Historical Collection, Wake Forest University, has completed microfilming of the records (1921-76) of Calvary Baptist Church, Canton, North Carolina. Other microfilmed material includes records (1863-1975) of the First Baptist Church, Waynesville,



North Carolina, and records (1881-85 and 1924-66) of the First Baptist Church, Clyde, North Carolina.

The Florida Baptist Historical Society reports that the staff has begun indexing the society's major historical periodical, *The Florida Baptist Witness*. In addition, the society has begun publishing a newsletter and now conducts an annual meeting, a practice discontinued several years ago.

**Brethren in Christ.** The church archives recently moved into enlarged quarters in the new Learning Resources Center, Messiah College, Grantham, Pennsylvania.

**Catholic.** The archivist of the Diocese of Great Falls, Montana, is microfilming baptismal records and reports the purchase of a new microfilm reader-printer.

In the Diocese of Rochester, New York, Robert F. McNamara, professor of church history, Saint Bernard's Seminary, has been named archivist of the diocese, effective in December 1976. The archives has accessioned the personal correspondence (1937-76) of James E. Kearney, former bishop of the Diocese of Rochester.

Sister Catherine Markey is the new archivist of the Diocese of Natchez-Jackson, Mississippi.

The Diocese of Crookston, Minnesota, has received documents pertaining to the recent installation of a new bishop to the diocese.

The Oregon Province Archives of the Society of Jesus, Spokane, Washington, has accessioned the personal papers of three Jesuit priests: Van F. Christoph (1904-76); John S. Forester (1902-69); and Francis J. McGarrigle. Institutional records received include those of St. Mary's Mission, St Mary's, Alaska; the Jesuit House of Formation, Port Townsend, and the Apostolic Prefecture, later Apostolic Vicariate, of Alaska. The archives has published a microfilm edition of a manuscript collection of linguistic work by missionaries of the Society of Jesus in the Pacific Northwest and Alaska, representing twelve tribal languages.

The Archives de la Compagnie de Jésus has accessioned the papers (1865-1946) of Rev. Théophile Hudon, S.J., professor of literature and history, literary critic for *Le Devoir*, and founder and first rector (1912-16) of the Jesuit College at Edmonton. The Hudon papers contain 344 letters concerning the situation of the French-Canadians in Alberta during the 1912-45

period; correspondence with his superiors during his rectorate in Edmonton; and fifty-seven notebooks concerning the history of Canada and the Canadian church, the French language, France-Quebec relations, the school question in southwestern Ontario, and numerous other subjects.

The Center for the Study of American Catholicism at the University of Notre Dame has begun publication of the *American Catholic Studies Newsletter*. Included in the newsletter will be notices of archival holdings and scholarly research. Recent accessions at the university archives include the papers of Monsignor John J. Egan (1916- ), a social reform activist and priest in Chicago; papers of Charles Fahy (1892- ), U.S. Circuit Court of Appeals judge; papers of Monsignor Joseph Gremillion, C.S.C. (1919- ), civil rights advocate; and papers of the Reverend Albert J. Nevins, M.M., author, editor, and Catholic press leader.

**Episcopal.** Carmen Marquez is the new archivist of the Diocese of New York, succeeding Diane Guertin. Recent acquisitions include the Antionette Hervey Photograph Collection (1900-20s) of the building of the Cathedral of St. John the Divine; proceedings (1958-69) of the council of the diocese; and proceedings (1900-1960) of the standing committee of the diocese. In addition, the archives of the Cathedral of St. John the Divine have been added to the diocesan archives jurisdiction.

Bette Ray Callow has replaced David Gable as archivist of St. Mary's Cathedral, Memphis, Tennessee.

**Society of Friends.** New publications reported by the Quaker Collection, Gilford College Library, Greensboro, North Carolina, include *The Public Career of John Archdale (1642-1717)*, by Henry G. Hood, Jr., and *The Lineage of the Amos Ragan Family*, by Elizabeth H. Ragan. Indexing and arranging operations at the library have been augmented by a small group of residents from nearby Friends homes who donate about ten hours of volunteer service each week.

**Lutheran.** The archives of the Lutheran Church in America at the Lutheran School of Theology, Chicago, Illinois, has completed inventorying and cataloging its holdings and has prepared a *Guide to the Archives of the Lutheran Church in America*. The staff prepared an historical display for the LCA biennial convention in Bos-

ton. Rolf Charlston became full-time research assistant and secretary as of September 1, 1976.

Michigan District Archives of the Lutheran Church-Missouri Synod will be housed in a new college library to be built in Ann Arbor. The staff is currently assembling histories of 320 Lutheran congregations in Michigan.

**Mennonite.** The Mennonite Historical Society of Alberta and Saskatchewan has arranged to acquire archives facilities at Rosthern Junior College, in Rosthern, Saskatchewan.

**Methodist.** Recent accessions of the Commission on Archives and History, Lake Junaluska, North Carolina, are: 1,250 tapes on summer training programs, preaching methods, etc., of Lake Junaluska Assembly, southeastern jurisdiction of United Methodist Church, 1964-75; records of the Board of Church and Society, 1920-76; papers of William Umsted Witt, 1875-1961, worker with native Americans and superintendent of the Indian Mission Conference (Oklahoma), 1925-47; petitions to the 1976 General Conference from individuals, local churches, boards and agencies and conferences (23,000 items); papers of Moses Fifield, 1790-1859; diary of Joseph Flavius McCulloch, 1856-1934, student and professor at Adrian College, Michigan; and ledger of Joseph Flavius McCulloch from 1886-1902. The commission has issued the second volume of the *Methodist Union Catalog* (BL to CHA), edited by Kenneth E. Rowe. A volume of manuscript minutes (1907-30) of the Methodist Federation for Social Service, has been received for microfilming. Also accessioned were the papers of eighty-two church leaders of the former Evangelical and United Brethren denominations.

The Rocky Mountain Conference Historical Commission is publishing *Methodist and United Brethren Churches in the Rockies*, a history of the Rocky Mountain Conference of the United Methodist Church.

The South Central Conference Commission has released a history of ethnic minority membership, *One in the Lord*.

The Baltimore Conference Historical Society has occupied a vault constructed under the Lovely Lane Church. During the transition from the former facilities to the new vault, limited accessioning has taken place, but as the move is completed the inventory will be updated.

The Historical Society of Maine has issued *The History of 175 Years of Maine Methodism* by E. F. Wentworth. The depository at Colby College, at Waterville, Maine, is being arranged.

**Presbyterian.** Union Theological Seminary Library is planning to update the microfilming of the church minutes of the Presbyterian Church of the United States since 1955. This project is expected to require a year or more to complete.

The new archives addition to the Presbyterian Historical Society, Philadelphia, has been completed. It provides about 11,500 square feet of additional archival space.

**Seventh-day Adventist.** The Heritage Room of Andrews University, Berrien Springs, Michigan, has acquired the papers of George Royal Avery and Arthur W. Spalding, as well as a chart used by an early self-appointed missionary to Europe. Major expansion of the library will provide new archives facilities including electric compact shelving.

**Seventh-day Baptists.** Thomas L. Merchant has succeeded Albert N. Rogers as historian. A new publication has been issued: *A Free People in Search of a Free Land*, by Don A. Sanford. Accessions have included congregational records, photographs, histories of local groups and congregations, and miscellaneous personal papers. A full listing is available in the historical society's annual reports.

**General Church of the New Jerusalem. Swedenborgian.** Eldric S. Klein retired as archivist and was succeeded, in September 1976, by Lennart O. Alfelt.



## HISTORICAL EDITING

Each April, beginning with this issue, the *American Archivist* will carry a list of historical documentary editing projects which are making a comprehensive search for documents. Archivists and manuscript curators whose repositories contain items of interest to the projects are requested to contact the project editors. Information about new accessions and small collections is of especial importance because such information may not be generally available.

**The Adams Papers**

Robert Taylor, Editor  
Massachusetts Historical Society  
1154 Boylston Street  
Boston, Massachusetts 02215

**The Papers of Jane Addams**

Mary Lynn McCree, Editor  
Curator of Jane Addams' Hull-House  
Box 4348  
University of Illinois at Chicago Circle  
Chicago, Illinois 60680

**Black Abolitionist Papers**

George E. Carter, Editor  
Institute for Minority Studies  
University of Wisconsin - La Crosse  
La Crosse, Wisconsin 54601

**The Papers of Henry Bouquet**

Louis M. Waddell, Editor  
William Penn Memorial Museum and  
Archives Building  
Box 1026  
Harrisburg, Pennsylvania 17120

**The Papers of Aaron Burr**

Mary-Jo Kline, Editor  
New-York Historical Society  
170 Central Park West  
New York, New York 10027

**The Papers of John C. Calhoun**

Clyde Wilson, Editor  
South Caroliniana Library  
University of South Carolina  
Columbia, South Carolina 29208

**The Papers of Lydia Maria Child**

Milton Meltzer and Patricia Barber,  
Editors  
The New Africa House, Room 303  
University of Massachusetts  
Amherst, Massachusetts 01003

**The Papers of Henry Clay**

Mary W. M. Hargreaves, Editor  
Department of History  
University of Kentucky  
Lexington, Kentucky 40506

**The Documentary History of the First Federal Congress**

Linda G. DePauw, Editor  
George Washington University  
Washington, District of Columbia 20052

**The Papers of Jefferson Davis**

James T. McIntosh, Editor  
Rice University  
Houston, Texas 77001

**The Papers of Frederick Douglass**

John W. Blassingame, Editor  
Yale University  
2103 Yale Station  
New Haven, Connecticut 06520

**The Papers of Benjamin Franklin**

William B. Willcox, Editor  
Yale University Library  
New Haven, Connecticut 06520

**The Papers of John Charles Frémont**

Mary Lee Spence, Editor  
University Press Building  
Urbana, Illinois 61801

**The Papers of Daniel Chester French**

Michael Richman, Editor  
National Trust for Historic Preservation  
740 Jackson Place, NW.  
Washington, District of Columbia 20006

**The Papers of Marcus Garvey**

Robert Hill, Editor  
Afro-American Studies  
Northwestern University  
Evanston, Illinois 60201

**The Papers of Samuel Gompers**

Stuart B. Kaufman, Editor  
Department of History  
University of Maryland  
College Park, Maryland 20742

**The Papers of Ulysses S. Grant**

John Y. Simon, Editor  
Morris Library  
Southern Illinois University  
Carbondale, Illinois 62903

The Papers of **Nathanael Greene**  
Richard Showman, Editor  
The Rhode Island Historical Society  
110 Benevolent Street  
Providence, Rhode Island 02906

The Papers of **Alexander Hamilton**  
Harold C. Syrett, Editor  
Butler Library  
Columbia University  
New York, New York 10027

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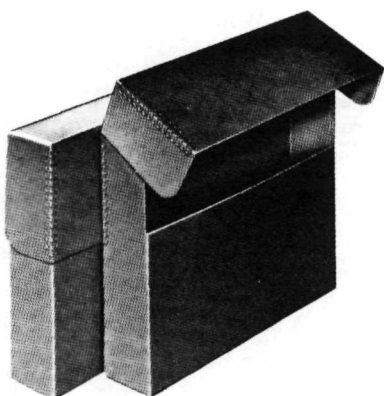
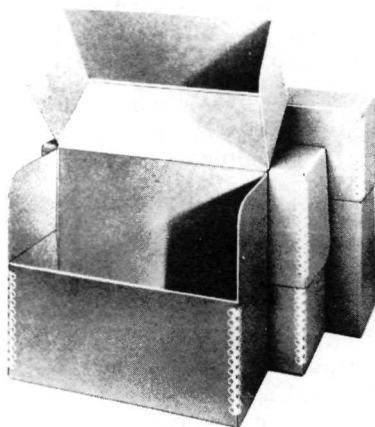
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# The President's Page

ROBERT M. WARNER

ALMOST TWO DECADES AGO the Society of American Archivists met in Salt Lake City. Among the speakers on the program that year was Theodore Schellenberg who, as we all know, made enormous contributions to the literature of the archival profession. His address was on "The Future of the Archival Profession." Under this title he focused on what he saw as prospective changes in archival institutions and the techniques for managing archives. He correctly prophesied that in the future there would develop more orderly collecting policies and more widespread dissemination of archives through copies. He also saw that new developments in the management of archives would emerge to cope with the vast increase in bulk which he clearly saw as a problem for the modern archivist. In his concluding paragraph he looked ahead to the identification and creation of a separate archival profession noting that:

In the course of time archivists will create their own profession. It will be a profession with techniques and principles as well defined as those of the library profession, but quite distinct from them. And these techniques and principles will be embodied in literature that will constitute the basis for a separate discipline—for separate training courses taught in library schools and universities.<sup>1</sup>

This is exactly the point we are at today. At this year's Salt Lake City meeting we will be discussing major steps along the path toward professionalism. Certainly one of the most important of these is the question of education and training of archivists, alluded to by Theodore Schellenberg. At the last SAA Council meeting the members adopted, after much deliberation, a series of guidelines for archival education. At the Salt Lake City meeting the ramifications of these guidelines plus discussion of proposed accrediting programs which have been submitted by the SAA Committee on Education and Training will be the focus of important consideration by the members. One of the committee's proposals seeks to establish a system for evaluating and accrediting archival education programs, a matter of increasing concern to all thoughtful archivists as these programs increase in number and variety throughout the United States. A second proposal seeks to bring about a system of certification for individual archivists, a step that has already been taken by records managers in the United States. The Council also authorized the creation of a committee to look into the possibility of developing criteria for the accreditation of individual archival institutions.

With Council's mandate I have appointed a new committee to develop a code of ethics for the profession. All of these proposals are part of a developing pattern of action aimed in one unmistakably clear direction: the establishment of a clearly defined archival profession with its own training program, its own literature, its

<sup>1</sup> T. R. Schellenberg, "The Future of the Archival Profession," *American Archivist* 22 (January 1959): 58.

own code of ethics, and its own standard for admission. Since all of these issues will be discussed at this year's Salt Lake City meeting it is imperative that as many members attend the sessions and participate in the deliberations as possible. These are major steps that will affect all our professional lives and they need the best and most thoughtful consideration we can give them. Therefore, I urge the membership to give much thought to these issues and be prepared to express your views in the various sessions which will be dealing with these and other important questions at the 1977 annual meeting of the Society of American Archivists.



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# The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

## Minutes of the Society

*Council Meeting, December 28, 1976.* President Robert M. Warner called the meeting to order at 2:00 P.M. in the Shoreham Hotel, Washington, D.C. Also present were Vice President Walter Rundell, Jr., Treasurer Howard L. Applegate, and Council members Frank G. Burke, J. Frank Cook, David B. Gracy II, Andrea Hinding, Hugh A. Taylor, and Edward Weldon. Treasurer-elect Mary Lynn McCree, Editor C. F. W. Coker and Executive Director Ann Morgan Campbell attended without vote. Absent were Council members Ruth W. Helmuth and J. R. K. Kantor. The minutes of the September 27, September 28, and October 1 Council meetings were approved.

The proposed agenda for the meeting was adopted.

*Appointments.* President Warner announced that he had appointed Philip P. Mason for a one-year term and Edward Weldon for a two-year term on the AHA/OAH/SAA Joint Committee on Historians and Archives. Herbert Finch has been appointed to a full term on the National Archives Advisory Council. Mr. Finch previously served out Herman Kahn's unexpired term. Mr. Warner appointed Forest Williams to a two-year term and William Rofes to a one-year term on the newly created ARMA/SAA Joint Committee. The executive director serves as a member of both committees.

Edwin Welch has been named to fill the Society's seat on the Board of Regents of the Institute of Certified Records Managers.

*Library of Congress Task Force.* The Council discussed, amended, and approved Mr. Rundell's draft letter prepared at the request of the Library of Congress's Task Force on Goals, Organization and Planning, and authorized its transmittal to the library.

*Treasurer's Report.* Mr. Applegate reported that he anticipated that the 1976 report would reflect the continued satisfactory condition of the Society's finances. The transfer to the executive director's office of the responsibility for receiving and disbursing all SAA funds will be completed by January 1, 1977. President Warner requested that Treasurer Applegate and Treasurer-elect McCree produce as soon as possible after January 1, 1977, a report for the Council on 1976 finances and expedite the transfer of all of the Society's financial records to the executive director's office as soon after the first of the year as possible.

*Public Documents Commission.* Ms. Campbell reported that although the Public Documents Commission is moving slowly toward the preparation of a final report, there appears to be little sentiment in Congress for extending the commission's March 31, 1977, reporting date.

*China Trip.* Twenty-seven Society members have asked to be listed on the SAA's request to make a study tour to the People's Republic of China. An official request to Peking will be submitted within the next few weeks. There are indications that if

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the request is approved the traveling party would be limited to twenty. It is anticipated, however, that attrition in the list after a date is set would narrow the number of would-be travelers to that number.

*External Funding Proposals.* Ms. Campbell reported that two SAA proposals for grant funding are now pending. One project would locate, evaluate, and produce a guide to materials produced by the Historical Records Survey. The second proposal involves two types of assistance to small archival programs: workshops for staff members who do not have formal archival training, and a consultant service. It is anticipated that the workshops will be planned and conducted in close cooperation with regional archival associations.

Methods by which the Council could become more involved in the formative stages of external funding proposals were discussed. The suggestion of Ms. Hinding and Mr. Applegate that a Council discussion of priorities for external funding be scheduled at the earliest opportunity will be implemented.

*Association Management.* The executive director reported that it may be possible for her to obtain formal training, in 1977, in various facets of association management. She was encouraged by the president and the vice president to take advantage of such an opportunity if it arises.

*1977-78 Budget.* The executive director presented for the Council's consideration the budget recommended by the Executive Committee covering the period January 1977-June 1978. The 18-month general fund budget was prepared to facilitate the Society's transition from a fiscal year synonymous with the calendar year to a July-June fiscal year. The receipts projected in the budget for January 1977-June 1978 included: Membership-\$94,600; Publications-\$62,300; Meetings & Activities-\$28,000; Other-\$5,400; total-\$190,300.

Expenditures projected for the same period were: Salaries and benefits-\$86,890; Communications/Publications-\$62,950; Meetings & Activities-\$11,800; Travel-\$9,650; Committees-\$7,920; Services & Fees-\$5,100; and Equipment & Supplies-\$3,500; total-\$187,810.

The general fund budget does not reflect receipts and expenditures of grant funds.

Prior to consideration of the entire budget the Council took two specific actions affecting it. Mr. Applegate moved to raise the subscription rate to the *American Archivist*, as of January 1978, to \$25.00 for North American subscribers and \$30.00 for others. The motion was seconded and passed. Mr. Applegate then moved to authorize the executive director's office to administer all SAA study tours. The motion was seconded and passed. The 1977-78 budget anticipated the collection of a surcharge on study tour tickets to offset the administrative costs of planning and promotion. However, the executive director reported that economies which may actually result in lower costs to study-tour participants may result from careful centralized planning and controls.

A motion made by Mr. Cook and seconded by Ms. Hinding to delete all travel funds programmed for a meeting of the Professional Standards Committee failed to pass. Mr. Burke moved to approve the budget as presented. The motion was seconded and passed.

Approval of funding for publications proposed by the Religious Archives Committee, the Committee on the Status of Women, the Aural Graphics Committee, the Business Archives Committee, and the College and University Archives Committee was postponed. The executive director was instructed to solicit details of each proposed publication from the chairpersons of the committees and to explore with them the possibility of obtaining external funding for their publications.

*NHPRC Manual Series.* Mr. Coker reported that publication of the projected manual on preservation will be delayed. In order to meet the Society's commitment to publish five manuals in the NHPRC series by summer 1977, a manual on archival security will be substituted for the manual on preservation.

*Religious Archives Reader.* Lynn May has agreed to chair a committee which will oversee the preparation of a Religious Archives Reader, a concept approved by the Council in fall 1976. It is hoped that the reader will be published by summer 1977.

*The American Archivist.* Editor Coker reported to the Council that delays in the publication of the *American Archivist* continue to be a problem. He acknowledged that some of the delay is caused by inefficiencies in his office in the production of the journal, but that other delays could be accounted for in low priorities given the journal by our printer. In return for lower priorities, however, the printer has been able to offer services at reduced costs to the Society, and the savings which have resulted probably outweigh the inconvenience caused to the membership.

*Annual Meeting Sites.* Mr. Rundell's motion to designate the Sheraton Palace Hotel in San Francisco as the site for the Society's 1981 annual meeting was seconded and passed. Mr. Cook's motion that the 1982 annual meeting be held in Richmond was seconded and approved. Austin, Houston, and Chicago were discussed briefly as potential sites for 1983.

*Constitutional Revision.* The plan to revise the Society's constitution has not attracted the expected response from the membership. A public hearing scheduled at the Washington annual meeting was poorly attended and resulted in no consensus regarding specific changes which are needed. A request contained in the November *SAA Newsletter* for suggestions which were to be printed in a commentary section regarding needed revisions to the document resulted in only one communication. After a discussion of alternative approaches to the project, Council approved Mr. Cook's motion directing the executive director to engage the services of a professional parliamentarian to assist in removing the inconsistencies from the present constitution. The Revision Committee, chaired by Mr. Applegate, was requested to provide the Council with an analysis of areas in which substantive changes are needed as soon as possible.

*Selection of Fellows.* The Professional Standards Committee is now reviewing current procedures for the selection of Fellows. Their report of findings will be made available to the Council's spring meeting.

*Spring Council Meeting.* Mr. Cook's motion that the next meeting of Council be scheduled for April 8 in Atlanta, at the time of the meeting of the Organization of American Historians, was seconded and passed.

*Guidelines Toward a Curriculum for Graduate Archival Training.* Consideration of the Guidelines Toward a Curriculum for Graduate Archival Training was deferred until the spring meeting. In the meantime, members of Council who have comments or suggested revisions are encouraged to communicate them to Mrs. Helmuth who is a member of the Education and Professional Development Committee which drafted the standards.

*Committee on Ethics.* A proposal to establish an ad hoc committee on ethics, to explore and define ethical behavior in archival and manuscript work, especially in the areas of collecting and managing record material, was introduced by David Gracy and adopted by the council. The committee will be asked to prepare a draft code of ethics for the profession and make recommendations to Council concerning the appropriateness and feasibility of the Society adopting sanctions against unethical actions.

*Institute of Certified Records Managers.* ICRM has asked the Society to accept a proposed revision in the procedure for naming the SAA member of ICRM's Board of Regents. It was proposed that the current Board of Regents nominate a person for the seat, and that then SAA Council be accorded the right of acceptance or rejection of the nomination. The proposed new procedure was accepted by the Council.

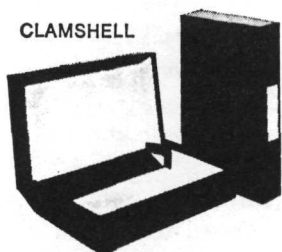
The meeting was adjourned at 6:15 P.M.

ANN MORGAN CAMPBELL, *Executive Director*

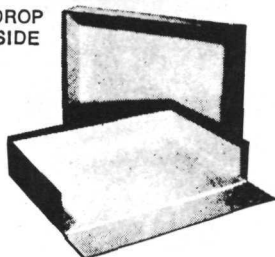
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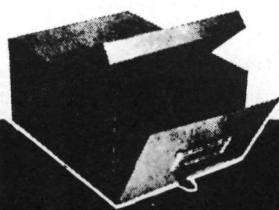
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2. Manuscripts received from contributors are submitted to readers who the editor feels can give an objective appraisal. Readers are asked to appraise manuscripts in terms of appropriateness, pertinence, innovativeness, scholarly worth, and clarity of writing.
3. Only manuscripts not previously published in English will be accepted, and authors must agree not to publish elsewhere, without explicit written permission, a paper submitted to and accepted by the *American Archivist*. The editor will consider publication of articles previously published in foreign languages; but usually these will be abstracted and included in a section of the *American Archivist* intended for this purpose.
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6. References and footnotes should conform to accepted scholarly standards. Ordinarily, the *American Archivist* uses footnote format illustrated in the University of Chicago *Manual of Style*, 12th edition.
7. The *American Archivist* uses the University of Chicago *Manual of Style*, 12th edition, and Webster's *New International Dictionary of the English Language*, 3d edition (G. & C. Merriam Co.), as its standards for style, spelling, and punctuation. Variations from these standards are permitted but should be minimal and purposeful.
8. Usage of terms which have special meanings for archivists, manuscript curators, and records managers should conform to the definitions in "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," *American Archivist*, vol. 37, no. 3 (July 1974). Copies of this glossary are available for \$2 each from the Executive Director, SAA, University of Illinois at Chicago Circle, Box 8198, Chicago, Ill. 60680.



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