

The National Archives and Records Service, GSA

in cooperation with the
Library of Congress

Announces two offerings during 1977-78 of

THE INSTITUTE: INTRODUCTION TO MODERN ARCHIVES ADMINISTRATION

October 31-November 11, 1977
June 5-16, 1978

For information and application forms, write
Modern Archives Institute (NNHP)
National Archives and Records Service, GSA
Washington, DC 20408

Why do the best artists wind up in jail?

In Billings, Montana, it's a real pleasure for fine artists to wind up in jail because the town's old jail house is now The Yellowstone Art Center.

The two-story brick structure dates back to 1884, but in 1961 the little red jail barely escaped the hands of the wrecking crew when art-loving citizens of Billings persuaded the county to remodel the old



jail as an art center . . . and business and labor leaders backed the effort.

Today the Center continues to serve the community with year-round exhibits, lectures, classes,

workshops and community programs. It's just one example of how old buildings are getting a new lease on life.

Before all the historic and architecturally significant buildings in your community are gone, get involved in bringing them back to life with imaginative, adaptive uses. That's what historic preservation is all about.



For more information, write: National Trust for Historic Preservation,
Department 0609, 740 Jackson Place, NW, Washington, DC 20006.



PAIGE BOXES

for people who know
all about Records Storage

Paige Boxes are for professionals, experienced people who have learned all about the equipment available for handling, transporting, and storage of records, microfilm, data processing material, and computer printouts. Those people know that Paige files are durable equipment at lowest possible cost. ***Available Acid Free.*** Prices at wholesale level. No Sales People. No Distributors. No Stores. Write for Brochure, Prices, Case Histories.

THE PAIGE COMPANY
432 Park Avenue South
New York, N.Y. 10016 □ OR 9-6626

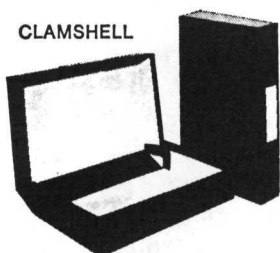
MANUSCRIPT CLAMSHELL BOXES

ALL BOXES HAVE CARD HOLDERS

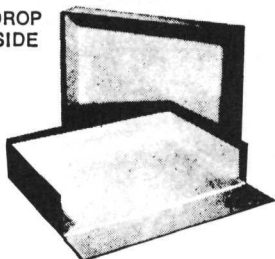
$17\frac{1}{4}'' \times 11\frac{1}{2}'' \times 3\frac{1}{4}''$ STOCK BOXES

AVAILABLE FOR IMMEDIATE SHIPMENT

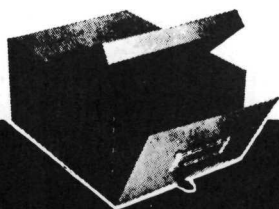
CLAMSHELL



DROP
SIDE



DROP FRONT



Long-life protection for valuable documents, such as manuscripts, first editions, folios and flat-stored newspapers, archives and legal instruments. Easy to store . . . easy to open for frequent reference.

These CLAMSHELL manuscript boxes were especially designed to serve libraries, museums, law offices and government agencies. All CLAMSHELL boxes are cloth covered, triple-strength cloth hinged and lined with PERMALIFE paper, which has a life expectancy of 300 years. Unsurpassed durability for preserving valuable documents.

Boxes shown are our most popular models. For many uses the style, with hinged lid for ready access from the top, is preferred. Other models have a drop front, or drop side.

Send for price quotation, stating size, model and quantity requirements.

THESE BOXES ARE CLOTH COVERED, CLOTH HINGED AND LINED WITH PERMALIFE, THE 300 YEARS LIFE EXPECTANCY PAPER. UNSURPASSED FOR STORING VALUABLE DOCUMENTS.

POHLIG BROS. INC.

25TH & FRANKLIN STREETS
RICHMOND, VIRGINIA 23223



MODERN ARCHIVES AND MANUSCRIPTS:

A SELECT BIBLIOGRAPHY

COMPILED
BY
FRANK B. EVANS

Published by
The Society of American Archivists
1975

14 REFERENCE SERVICE

- 14.1 Basic Readings
- 14.2 Views of Users and Custodians
- 14.3 Policies and Practices of Public Archives
- 14.4 Commonwealth Policies and Practices
- 14.5 Interviewing the Researcher
- 14.6 Access and Confidentiality
- 14.7 Access and Confidentiality
- 14.8 Personal Papers, Correspondence
- 14.9 Confidentiality and Access
- 14.10 Literary Proper
- 14.11 Authentication
- 14.12 Document
- 14.13 Forgery
- 14.14 Extraneous
- 14.15 Reference

15 CARTOGRAPHIC AND RELATED RECORDS AND ARCHIVES

- 15.1 Basic Readings
- 15.2 Preservation, Arrangement, and Description
- 15.3 Institutional Holdings and Programs
- 15.4 Select Reference Works
- 15.5 Bibliographic Aids

11 ARRANGEMENT OF ARCHIVES AND MANUSCRIPTS

- 11.1 Basic Readings
- 11.2 European Precedents
- 11.3 From Classification to Collective Arrangement
- 11.4 Personal Papers and Manuscripts
- 11.5 Printed Nonbook Items
- 11.6 Policies and Practices Abroad

12 DESCRIPTION OF ARCHIVES AND MANUSCRIPTS

- 12.1 Basic Readings
- 12.2 Description and Cataloging: General
- 12.3 Historical Records Survey and General Guides to Public
- 12.4 General Guides to Manuscripts
- 12.5 Subject Guides
- 12.6 Inventories and Descriptive
- 12.7 Calendars and Lists
- 12.8 Lists and Inventories
- 12.9 Lists and Inventories
- 12.10 Lists and Inventories
- 12.11 Lists and Inventories
- 12.12 Lists and Inventories

10 PRESERVATION: REPAIR AND RESTORATION

- 10.1 Basic Readings
- 10.2 General Works
- 10.3 Traditional Methods
- 10.4 Books, Bound Records, and Binding
- 10.5 Fumigation, Cleaning, and Flattening
- 10.6 Deacidification and Lamination
- 10.7 Fire and Water Damage, and Rehabilitation
- 10.8 Traditional Record Materials
- 10.9 Technical Studies of Preservation Problems
- 10.10 Preservation Practices Abroad
- 10.11 Bibliographic Aids

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
PO Box 8198, University of Illinois at Chicago Circle, Chicago, Illinois 60680

We can't solve all your conservation problems. But we'll try.

No problem is hopeless until you decide it is.

That's the most important lesson we've learned in art conservation.

At Process Materials, we stock more than 40 unique acid-free products for preservation, repair and conservation of archival materials.

Neutral products specially created to cope with even the most frustrating forms of deterioration.

Yet, having the materials isn't enough. What really counts is the willingness

to put out the extra effort, no matter how small the order involved.

No, we don't have all the answers.

On the other hand, you won't catch us tip-toeing back to Carlstadt when the answer doesn't come easy.

For technical information, write Process Materials Corporation, 329 Veterans Blvd, Carlstadt, NJ 07072. Or call (201) 935-2900.

Process Materials Corporation
A Lindenmeyr Company

Technical Notes

Film Recovery of Some Deteriorated Black and White Negatives

by JAMES L. GEAR, ROBERT H. MacCLAREN, and MARY McKIEL

Samples of deteriorated black and white negatives were submitted to the Preservation Services Laboratory for examination. A typical negative had wrinkled emulsion and backing layers, and some were riddled with tiny bubbles. Two procedures were developed by which an emulsion could be recovered from the support and subbing and smoothed onto a fresh, thin mylar film base. Satisfactory duplicate negatives were obtained from the recovered emulsion layer.

In September 1976, the Preservation Services Laboratory of the National Archives and Records Service received (for examination) samples of deteriorated 4 x 5 inch black and white negatives. Figure 1 is a typical example of such a negative. All of the negatives had at least some wrinkling on the emulsion side and on the back, or antihalation, side. In the worst cases, the negatives were entirely covered with wrinkles on both sides and the emulsion layers were brittle and cracked. Other evidences of deterioration were yellow stains along the edges and wrinkled areas, and in some cases a dotted-Swiss pattern of bubbles on or under the emulsion.

Scraping bits of wrinkled emulsion and backing layers from a few negatives revealed in each case that the polymer film support, which is adhered by a subbing material on one side to the emulsion and on the other side to the backing, was itself not wrinkled. However, the support did show some random buckling or stress. A sample of the negatives was measured using a steel ruler engraved in 1/64 inch markings. Assuming the original size of the negatives to have been a standard 4" x 5", measurements indicated about 9 percent area shrinkage, possibly due to the loss of plasticizers. The bumpy surface of the film support may be a consequence of this shrinkage. Wrinkles in the emulsion and backing appeared to result from non-uniform adhesive failure of the subbing layers.

A full-scale investigation into the nature and causes of this deterioration has not been undertaken at this time. However, preliminary tests indicated that, while repair of the entire original negative was not feasible, it was possible to recover the image-carrying emulsion and from it to produce a satisfactory duplicate negative.

Although we were satisfied that the emulsions could be separated from the base support by a single solvent such as acetone, the method was not totally satisfactory. We subsequently sent samples to Eastman Kodak Company for evaluation and advice based on any experience they had acquired in this area. Kodak did provide suggestions for removal, involving solvents and ultrasonics, and remounting on a new substrate. However, it became evident that modification of our original single solvent system and those suggested by Kodak was required.

Two recovery procedures were developed based on the extent to which the emulsion was wrinkled and cracked. For the least severely deteriorated negatives it

The authors are all members of the Preservation Services Division of the National Archives and Records Service, of which James L. Gear is director.

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

was sufficient to soak them in a solution of 10 percent water, 40 percent methanol, and 50 percent acetone at room temperature for fifteen to sixty minutes.* In most cases the emulsion floated free from the base and subbing.

In some instances the emulsion remained adhered to the other layers at the edges and had to be loosened mechanically. The mechanical separation was done with a thin laboratory spatula, or knife, while the negative was still in the bath. The gelatinous emulsion, swollen in solution, stretches and tears easily so that extreme care must be exercised when handling it. Cutting the edges of the negative 1/16 inch before soaking eliminated the need for mechanical separation, but had the disadvantage of sacrificing a small portion of the image area.

Once the emulsion was freed, it was transferred wet to a sheet of 0.004 inch thick mylar film and eased into shape. Curled edges were flattened somewhat and torn places meshed gently together. Keeping both mylar film and emulsion wet, a second sheet of mylar film was placed on top of the emulsion. The "sandwich" was rolled with a rubber roller or hand-pressed to flatten the emulsion further and remove any bubbles.

Duplicate negatives were made as soon as possible. If allowed to dry beyond thirty to forty-five minutes, the emulsion tended to separate from the mylar film.

Badly wrinkled negatives were treated somewhat differently. Each of these negatives first was soaked in tepid water (25°-28°C) for three to five minutes. Both the emulsion and support swelled in the water, but at different rates, and temperature and time had to be carefully monitored. If a negative was soaked too long or in water too warm, the emulsion became flimsy and shredded very easily. When properly swollen the negative was quickly transferred to a solution of 55 percent acetone and 45 percent methanol (no water), and allowed to soak for three to five minutes. In the acetone-methanol mixture, the emulsion shrank or stiffened more quickly than the subbing and support, and usually floated free or could easily be separated. The freed emulsion was then transferred to mylar sheets as previously described.

Sometimes a pinkish color developed in the methanol-acetone solution. It appeared that this coloration was due to something in the subbing layer between the emulsion and support. In these cases the subbing was difficult to remove from the emulsion even after the support had been freed. After transfer to a fresh acetone-methanol bath, the subbing was carefully scraped from the underside of the emulsion. If allowed to dry on the emulsion, the pink substance turned white and opaque (showing reticulation), causing clouds in the duplicate negative. Pinkish solutions were discarded, whereas uncontaminated baths could be used several times. Figures 2 and 3 are prints before treatment and after treatment.

The two procedures described above for recovering emulsions from deteriorated films were generally effective in producing good quality duplicate negatives. Tears or cracks in the emulsions were meshed together and wrinkled areas flattened out. Stains which appeared to be concentrated in the support were sometimes still present in the emulsion after soaking and caused dark areas to show up on the duplicate negative. The bubbles disappeared after the methanol-acetone soak.

Once the technique for handling the wet emulsions has been acquired, a minimal amount of time is necessary to recover and duplicate a deteriorated negative. The first procedure especially requires very little work time. Negatives can be left to soak overnight without damage as long as the solution does not evaporate.

*Acetone and methanol are highly dangerous chemicals, when improperly used. Acetone is extremely flammable and methanol vapors are poisonous if inhaled. Adequate provisions for ventilation and protection from open flames are necessary in the procedures described in this paper.

Equipment and chemicals, listed below, are relatively inexpensive. Proper ventilation must be used when working with methanol and acetone as the fumes can be hazardous. It is desirable, also, to work with surgical or tight-fitting vinyl gloves.

Film products vary in composition, thus one should experiment first with an expendable negative. Most negatives can be salvaged using the above procedure, but for some it may be necessary to add a gel hardener to the soaking solution.

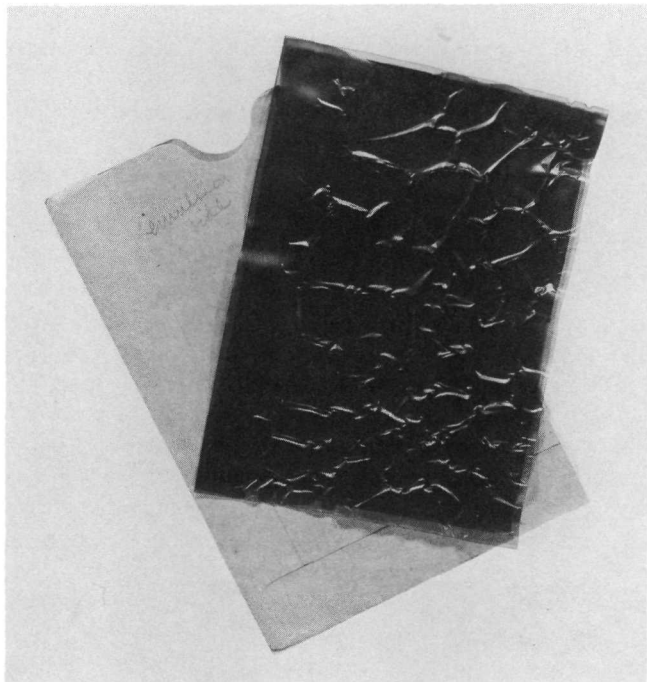


Figure 1. Typical example of a deteriorated negative.

PROCEDURE OUTLINE

- I. For less severely deteriorated negatives:
 - A. Soak negatives in solution of 10 percent water, 40 percent methanol, and 50 percent acetone at room temperature for fifteen to sixty minutes, until emulsion loosens.
 - B. Mechanically separate emulsion at edges if necessary.
 - C. Immediately transfer emulsion to a sheet of solution-wet mylar 0.004" thick. Smooth out edges and gently mesh torn areas.
 - D. Place second sheet of 0.004" thick mylar film on top of emulsion. Roll or press "sandwich" to flatten wrinkle areas further and remove bubbles.
 - E. As soon as possible, and definitely within thirty to forty-five minutes, make contact duplicate negative from emulsion-mylar sandwich.
- II. For badly wrinkled negatives:
 - A. Soak negative in bath of warm water (25°-28°C) for three to five minutes.
 - B. Immediately transfer negative to bath of 45 percent methanol and 55 percent acetone. Allow to soak for three to five minutes. If the emulsion has not

separated from base and subbing, mechanical separation is preferable to a prolonged soak.

- C. If a pink color develops in the methanol-acetone bath, transfer emulsion to fresh solution and gently scrape remaining subbing from under-side of emulsion. Do not allow subbing to dry on emulsion.
- D. Continue procedures described above in I,C to I,E.

EQUIPMENT AND MATERIALS

Trays or pans for soaking—approximately 7" x 9" x 1"—Flat, thin spatula or blade—

Mylar sheets - cut about 1/2 inch larger than original film; 0.004 inch thick suggested—

Rubber brayer—

Paper towels—

Surgical gloves—

CHEMICALS

Acetone, commercial or reagent grade—

Methanol—



Figure 2a. Print of negative before treatment.



Figure 2b. After treatment—print from direct duplicating negative.

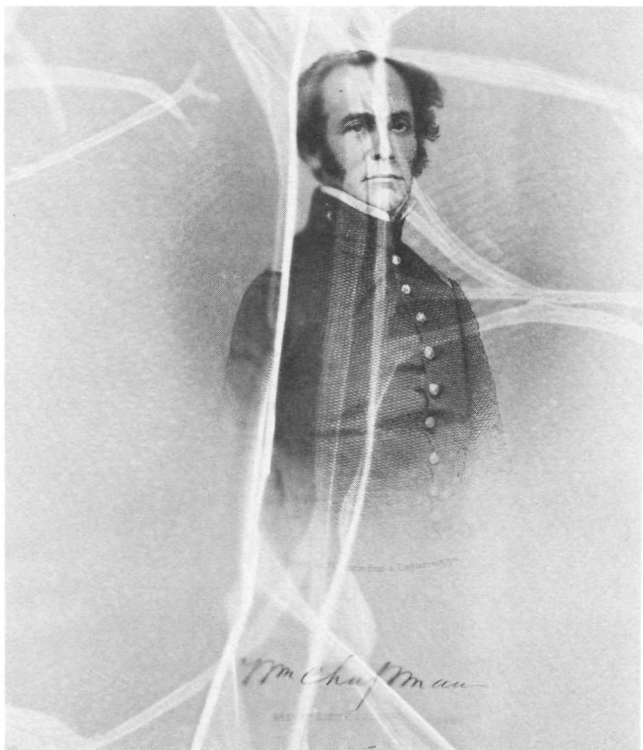
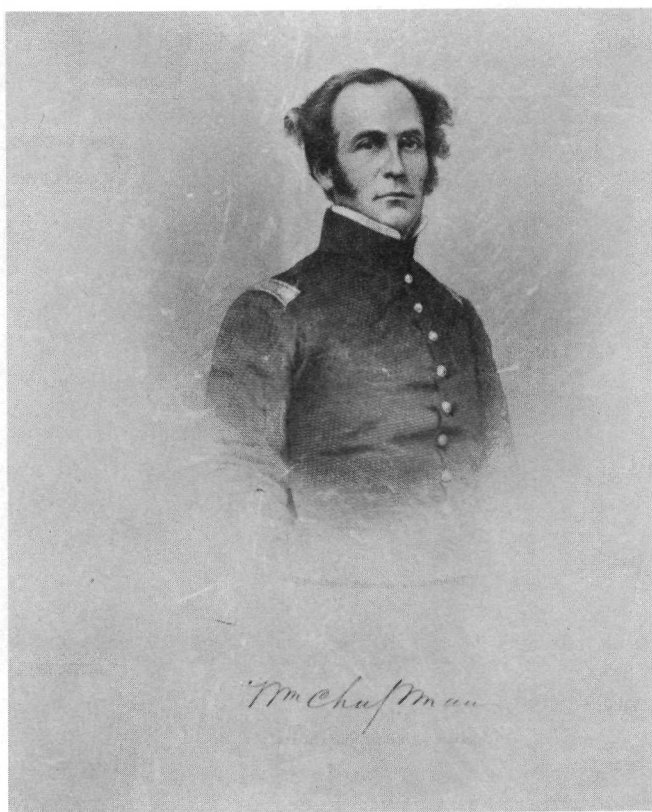


Figure 3a. Print of negative before treatment.



*Figure 3b. After treatment—
print from direct duplicating negative.*



The Big One is Still The Best!

Soon after Information Design's microfilm reader was introduced in 1973, it was rated "best" in side-by-side tests with virtually every 35mm roll film viewer in use. It's still the easiest reader for patrons to use. And it's still the only reader that offers you all of these advantages: a big 24" screen that projects an *entire* newspaper page; an automatic film gate that protects your film from being scratched; full 360° image rotation.

Since 1973, we've made dozens of engineering modifications to improve the I.D. 201's performance and ease of operation. Prove it to yourself—the big one's still the best and better than ever!

For a copy of the study entitled "User Evaluations of Microfilm Readers," or to arrange a demonstration of the Model 201-1 Microfilm Reader, write to Information Design, Inc., 3247 Middlefield Road, Menlo Park, CA 94025. Or telephone (415) 369-2962.



INFORMATION DESIGN, INC.

News Notes

THOMAS E. WEIR, JR., *Editor*

The several sections of the News Notes Department include brief reports of events, new programs, publications, education and training opportunities, accessions and openings, historical editing projects, and other news of professional interest to members of the Society.

The reporters listed below have furnished much of the information for this department. In addition, News Notes have been extracted 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, 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, Ohio 45221.

The office for History of Science and Technology at the **University of California, Berkeley** is surveying unpublished sources in the history of physics. Of particular interest are records and manuscripts documenting contact between physicists and intellectuals in other disciplines. As a first step in this cooperative project, the Center for the History of Physics is seeking information about records in physics and astronomy departments and laboratories in North America that are not part of an archival deposit. This will be followed by a survey of material already under the control of archives or manuscript repositories.

The **Case Western Reserve University Archives** sponsored its 8th Annual College and University Archives Workshop June 12 to 17, 1977. The workshop, which offered both introductory and advanced sessions, was attended by thirty-five archivists from the United States and Canada. Lecturers for the introductory sessions included Philip Mason, Wayne State Uni-

versity; Maxine Clapp, University of Minnesota; William Bigglestone, Oberlin College; and Kermit Pike, Western Reserve Historical Society. The lecturers for the advanced sessions included Robert Warner, University of Michigan; Larry Hackman, NHPRC; Eugene Ostroff, Smithsonian Institution; and William Rofes, IBM Corporation. Plans for the 9th Annual College and University Archives Workshop to be held in June 1978 are underway.

Narratives of ex-slaves and the children of slaves, compiled by the WPA Federal Writers Project between 1936 and 1941, and stored principally at the Archive of Folk Song in the **Library of Congress**, are being organized and annotated by a professor of the University of the District of Columbia and a professor from Southern Illinois University. It is hoped that the material in the library will be made more accessible to scholars and that missing material can be found in the library or other repositories.

SAA member Norman J. Shaffer has been appointed national preservation program officer at the Library of Congress. Shaffer will be responsible for the planning, organization, development, and management of a broad-based, national program for the preservation of library and archival materials.

The **MacArthur Memorial**, Norfolk, Virginia, will sponsor the third symposium of a series begun in November 1975 on the occupation of Japan. The next session, to be held April 13-15, 1978, will explore the topic of economic policy and reform.

Helen W. Slotkin, former head of the Special Collections Department of the University of Cincinnati Libraries, has been appointed institute archivist for the **Massachusetts Institute of Technology**.

The **Montana Historical Society** has begun preparation of a statewide guide to historical records.

The William Lloyd Garrison Papers editorial project has moved from Drexel University to the **Historical Society of Pennsylvania**. Walter Merrill will continue as director.

The archives of the **Watkins Glen Speedway**, Watkins Glen, New York, burned in an office fire on June 2. Destroyed were the records, photographs, and memorabilia of thirty years of American Grand Prix racing. The speedway staff is trying to reconstitute as much of the archives as is possible, particularly the photograph collection.

ACCESSIONS AND OPENINGS

Antiquarian and Landmarks Society, Inc., Hartford, Connecticut. Accession: Microfilm papers (1890-1926) of John James McCook, Episcopal minister and investigator of urban problems such as pauperism, venal voting, and tramps. Because of limited staff, the Antiquarian and Landmarks Society does not make the original papers available to researchers. Under the terms of the bequest, the society may not alienate the papers.

U.S. Army Military History Institute, Carlisle Barracks, Pennsylvania. Accessions: Russell L. Stultz collection of mate-

rial related to the 80th Division, in World War I; and the autobiography of Lieutenant General Joseph V. Heiser, concentrating on his career with ordnance and logistics, 1942-73.

Atlanta Historical Society. Accessions: records (1900-63) of the Bureau of Buildings, Atlanta, including applications for building permits and building committee reports; various records (1853-1941) of the Parks Department, principally relating to cemeteries; records (1971-76) of the Atlanta Union Mission; and files (1946-50) from the Lokey and Bowden law firm.

Bancroft Library, University of California, Berkeley. Accession: papers of William Chapman Ralston (1826-75), founder of the Bank of California and a founder of the University of California. Oral History: Interview with Elizabeth Huff, teacher of Chinese literature and founding curator of the East Asiatic Library at the University of California, Berkeley.

Dallas Historical Society. Accession: photographs (1914-20) by John J. Johnson of the Dallas area including the Texas State Fair, city scenes, and World War I training camps.

Everett McKinley Dirksen Congressional Leadership Research Center, Pekin, Illinois. Opening: papers of Senator Dirksen (1896-1969).

Emory University, Robert W. Woodruff Library. Accession: papers (1893-1904) of Joseph Bertrand Jones of Burke County.

Georgia Department of Archives and History. Accessions: minutes (1883-1903) of the Bartow County Agricultural Club No. 3; farm accounts (1887-1903) of the Beazley family of Bartow County; and the papers (1835-1903) of Joseph Belknap Smith, owner of the Columbia and Park gold mines in Columbia County, Georgia.

University of Georgia Library. Accessions: papers (1822-48) of Eugenius Aristides Nisbet, congressman and Georgia state legislator; collection (1773-1876) of papers related to the Lovick Oliver family; diary (1864-65) of C. C. Platter, a Union soldier on Sherman's March to the Sea; a sketch map (October 1779) of the Savannah blockade; and photographs and glass negatives

(1883-93) by William E. Wilson of ex-slaves in Savannah and coastal Georgia.

Houston Metropolitan Research Center, Houston, Texas. Accessions: records (1930s-60s) of Christ Episcopal Church; records (1866-1934) of First City National Bank of Houston; minutes (1955-69) of the Houston Independent School District Board; records (1920s-60s) of the Aviation Department, City of Houston; records (1900s-40s) of the Houston Law School; papers (1970-75) of former Texas State Senator Robert Gammage; papers (1972-76) of former Texas State Representative Kay Bailey; and papers (1956-64) of Lewis Cutrer, former mayor of Houston.

Kent State University Archives. Accessions: records (1844-1904) of the Mahoning County Treasurer; records (1856-1965) of the Mahoning County auditor; records (1932-47) of the Ashtabula County Soldiers Relief Commission; police registers (1928-75) of the city of Warren; records (1957-74) of the Youngstown League of Women Voters; records (1902-69) of the United Way of Ashtabula County; records (1947-75) of the Warren Urban League; files (1969-70) of the American Council on Education's Special Committee on Campus Tensions; papers (1773-1834) of Giles Hooper Cowles; papers (1867-1964) of the Silk family; and papers (1831-1964) of the Spelman-Hinds family.

Leo Baeck Institute, New York, New York. Accessions: papers of Ismar Elbogen (1874-1943), Jewish scholar in Berlin and New York, including extensive correspondence with Jewish intellectuals in Germany and the United States; papers of Rudolph Seiden (1900-65), agricultural chemist, promoter of Zionism, journalist and pamphleteer in Austria and, after 1935, the United States; Machol-Stein collection (1802-82) documenting the development of Reform Judaism in Germany through the papers of Leopold Stein (1810-82), rabbi in Frankfurt-am-Main, and the papers of Aron Wolfsohn (1754-1835), Stein's teacher; collection of Jacob Jacobson (1888-1968), former head of the Central Archives of German Jewry, including the records that had been accessioned by that organization and which survived the Second World War; and the miscellany collection (fifteenth to twentieth centuries) of Sally Bodenheimer including a variety

of government decrees, privilege certificates for Jews, tax lists, court briefs, and letters by prominent German Jews of the nineteenth and twentieth centuries.

Maryland Historical Society. Accessions: papers of George L. Radcliffe (1877-1974), United States Senator from Maryland (1935-47); photographs (1920s) of Union Mills in Carroll County; and photographs (1891-1920) of the Homeland Estate in Baltimore.

National Archives and Records Service. Accessions: records (1972-75) of the Commission on Revision of the Federal Court Appellate System, a body created to study the geographical boundaries of the federal judicial circuits and the administration of federal courts of appeal; minutes and announcements of decisions (1945-51) of the National Advisory Council on International Monetary and Financial Policies; records (1943-65) of Schuyler Foster from the Office of Public Opinion Studies, Department of State; records (1976-77) of the Commission on Postal Service; records (1936-73) of the Central Intelligence Agency and its predecessors pertaining to activities of the Soviet espionage network in Europe (1936-45) and the German Security Service in the Soviet Union (1941-43); combat and mission reports (1950-53) of the Air Force; and mission reports (1946-49) of Air Rescue Service units. Also accessioned were various records from the Office of Management and Budget and its predecessors including executive orders and proclamations (1939-69); records (1933-37) of the Central Statistical Board, Works Progress Administration Coordinating Committee; records (1940-47) of the War Records Section, Committee on Records of War Administration; records (1940-68) of the Office/Division of Statistical Standards; and records (1952-60) of the Management Improvement and Research Branch.

Franklin D. Roosevelt Library. Accession: indentures (1722-43) recording property transactions in Hyde Park. Opening: papers of Peter Odegard, a consultant during World War II and later assistant to Secretary of the Treasury Henry Morgenthau, Jr. Odegard also served as a consultant (1947-54) to the Atomic Energy Commission, a member (1948-50) of the Committee on Policy and Program for the Ford Foundation, a member (1950-51) of the Presi-

dent's Commission on Migratory Labor, and a delegate (1956) to the Democratic National Convention.

Harry S. Truman Library. Accessions: papers of Harry N. Howard, a State Department official and adviser to the U.S. delegation, U.N. Commission of Investigation Concerning Greek Frontier Incidents (1947-50); papers of Charles Darlington, member of the U.S. delegation, U.N. Conference on International Organization (1945); papers of Fred Canfil, U.S. marshal for the Western District of Missouri (1944-53); and papers of Paul G. Hoffman, president of the Studebaker Corporation (1935-48), administrator of the Economic Corporation Administration (1948-50), president of the Ford Foundation (1951-53), member of the U.S. delegation to the U.N. General Assembly (1956-57), and managing director of the U.N. Development Program (1966-72). Oral Histories: Earl Warren, governor of California (1943-53), Republican vice-presidential candidate (1948), and chief justice of the United States (1953-69); Douglas Ensminger, Ford Foundation representative for India and Nepal (1951-53); Oliver J. Carter, vice chairman of the California Democratic State Central Committee (1948-51); J. Thomas Schneider, assistant secretary of commerce for international affairs (1952-53); and Donald C. Blaisdell, Merwin L. Bohan, Charles P. Kindelberger, and Philip Sprouse, all foreign service officers whose government careers spanned the Truman administration.

Dwight D. Eisenhower Library. Accessions: papers (1952-53) of Leo A. Hoegh, consisting primarily of correspondence pertaining to the 1952 Eisenhower nomination and Eisenhower's election campaigns in Iowa; and papers (1945-75) of Roger W. Jones, who served with the Bureau of the Budget, as chairman of the Civil Service Commission, and as deputy under-secretary of state for administration. Oral Histories: Joe Ingraham, Texas district judge active in the 1952 Eisenhower campaign in Texas; Eugene J. Lyons, assistant postmaster general for personnel (1953-60); Robert O. Gemmill, trustee of the Eisenhower Foundation; Louis Morton Hacker of the Columbia University faculty (1948-67); and Bernard M. Shanley, member of the Advisory Committee for the 1952 Eisenhower campaign, special coun-

sel to the President (1953-55), and secretary to the President (1955-57). Openings: index (1921-43) to the Army chief of staff files; and papers (1912-61) of General Norman C. Cota, U.S. Army, including material pertaining to the execution of Private Eddie Slovik.

Nebraska State Historical Society. Accessions: records (1893-1973) of the Omaha YWCA; the diary of Lt. Orville A. Ralston, World War I pilot with the 148th Aero Squadron in France; and the papers (1856-66) of Benjamin Bates of Florence in the Nebraska Territory.

The Historical Society of Pennsylvania. Accession: records (1882-1975) of the Fairmont Park Art Association of Philadelphia, a quasi-public organization having control of several sites in the city's park system. Opening: records (1803-1970) of the Second Baptist Church of Philadelphia.

Southern Labor Archives, Georgia State University. Accession: papers (1965-73) of L.E. Marler, including the files of the Steering Committee of the Southern States Apprenticeship Conference.

Tulane University Library, Special Collections Division. Accessions: papers (1939-70) of Sam Houston Jones, governor (1940-44) of Louisiana and candidate for governor (1948); papers of John Thomas Hayward (1890-1975), inventor of numerous oil-drilling devices, including the movable off-shore drilling platform; and papers (1798-1875) of Robert Ruffin Barrow, one of the largest sugar planters in Louisiana.

University of Utah, Special Collections. Accessions: papers (1936-41) of Elzy J. Bird, concerning the Utah State Art Project of the Writers Project, Works Progress Administration; subject files (1951-71) of the League of Women Voters of Salt Lake City; records (1941-73) of the Utah Federation of Women's Republican Clubs; and correspondence (1917-76), minutes (1898-1956), treasurer's reports (1930-42), and other records of the Utah State Society, Daughters of the American Revolution.

State Historical Society of Wisconsin. Accessions: annual enumerations of farm statistics (1961-74), Department of Agri-

culture; records (1933-35) of the Interim Committee on the Salaries of State Employees; minutes and transcripts (1969) of the Joint Committee to Study Disruptions at the University of Wisconsin; records (1932-64) of the Socialist Labor Party in Wisconsin; records (1967-72) of the Vietnam Veterans Against the War, Inc.; and papers (1911-72) of Edward Tomlinson, prominent reporter on Latin American affairs.

RELIGIOUS ARCHIVES

Baptist. Oklahoma Baptist University nearly doubled its holdings with the accession of the Gaskin collection, received from J. M. Gaskin when he became full-time historical secretary of the Baptist Convention of Oklahoma in 1976. Three significant documents are: the *Annual* of the 1814 Triennial Convention, the *Annual* of the Cherokee Association (Oklahoma) for 1860, and the *Annual* of the Short Mountain Association (Oklahoma) for 1884. Another accession consists of the two original deeds of 1910 and 1911 concerning the grant by the city of Shawnee for the Oklahoma Baptist University campus and the sale of lots to raise funds for the university. The archival staff has been augmented because Gaskin now serves about two days a week; Eunice Short serves as university historian and associate archivist; and a student clerk helps part-time. The archives has new quarters in the recently completed \$1.9 million Mabee Learning Center. A full set of oral history equipment was received with the Gaskin collection.

Catholic. The Reverend William C. Burn has become archivist of the Charleston (South Carolina) diocesan archives. New microfilm equipment has been secured and archival materials have been reorganized.

John Prentzel is assisting in the reorganization of the diocesan archives of the Diocese of Wilmington (Delaware).

The new archivist in the Diocese of Paterson (New Jersey), the Reverend Raymond J. Kupke, reports that the archives is moving into new quarters in November.

Seton Hall University, of South Orange, New Jersey, has formed the New Jersey Catholic Historical Records Commission. The commission will accession parochial,

institutional, and diocesan records, and will supplement the archives with an oral history project.

The Oral History Collection of the Sinsinawa Dominican Archives was begun in July 1973 and now comprises 112 tape recorded interviews with both religious and secular persons. The primary focus is on the Sinsinawa Dominicans, a congregation of religious women founded by Samuel Mazzuchelli, O.P., in 1847 in southwest Wisconsin. Today some 1,400 members are engaged in educational and social ministries in the United States, South America, and Europe. Because of the active and uncloistered nature of this religious community, the history of the congregation parallels the history of the community in which the members live and work.

Congregational Christian. The Reverend Harold F. Worthley became librarian of the Congregational Library on June 1, 1977, replacing Evelyn Vradenburgh. This library, an autonomous organization in Boston, deals with Congregational Christian churches both within and outside the United Church of Christ.

Disciples of Christ. The Disciples of Christ Historical Society, Nashville, Tennessee, has received the personal papers (1912-73) of Emory Warren Ross, an authority on Africa. The new director of the library and archives, as of October 1, 1976, is David I. McWhirter. Kitty Huff recently joined the staff to assist with reference and volunteer services. This historical society extends its services to the Christian Church (Disciples of Christ), the Christian Churches, and the Churches of Christ.

Jewish. At the American Jewish Archives in Cincinnati, Ohio, Abraham J. Peck is the new assistant director. Stanley Chyet is no longer serving as associate director.

Latter-day Saints. The Historical Department at church headquarters in Salt Lake City has published an *Index to Mormonism* covering 1976 periodical literature. This microfiche edition is an index to selected journals in which articles pertaining to Mormonism appeared. The new managing director of the archives is G. Homer Durham, former university educator and administrator and most recently

commissioner of higher education and chief executive officer of the Ohio State Board of Regents.

Lutheran. At the Lutheran Archives Center, Philadelphia, David J. Wartluft has been named librarian of Krauth Memorial Library of the Lutheran Theological Seminary. This library houses and administers the Lutheran Archives Center. Wartluft succeeds Helmut T. Lehmann, who has been named professor of church history at the same institution. Wartluft was the former assistant librarian and served as archivist of the Northeastern Pennsylvania Synod of the Lutheran Church in America. Joann Reeser has resigned as archival assistant and has been replaced by graduate student John Peterson, who was previously responsible for the Bicentennial Center of the Lutheran Church in America operated at the Muhlenberg Building in Philadelphia.

The North Carolina Synod of the Lutheran Church in America reports that its archives program has just received a \$12,000 equipment grant, and it is applying for a \$27,000 grant for an archivist for one year to rework the archives and process new accessions.

Mennonite. Recent accessions to the archives of the Lancaster Mennonite Conference Historical Society include, from thirty-eight congregations, church bulletins, deeds, photographs, programs, clippings, minutes, reports, and record books. A number of institutions and committees made archival donations during 1976, including the Eastern Mennonite Board of Missions and Charities, the Christian Education Board, and the Association of Mennonite Elementary Schools. Personal collections were received from a number of Lancaster Conference Mennonite-ordained leaders and other individuals. Miscellaneous accessions include clippings, maps, broadsides, early Lancaster County deeds, minutes, reports, and Sunday school cards. Growth of the archives

has been enhanced by the remodeling of library facilities. New staff members are Lloyd Zeager, assistant librarian-archivist, and Lois Ann Zook, librarian.

Methodist. Last November the Pitts Theology Library at Emory University, Atlanta, moved from the theology building back to its former building which has been completely renovated. The archives is now in a secured room with temperature and humidity control. Significant progress has been made in the arrangement and description of materials that were already part of the collection, mainly records of the Methodist Church in Georgia. Also among these materials are sermons of two bishops of the Methodist Episcopal Church, South—Linus Parker and Joseph Staunton Key; the papers of a retired Candler School of Theology faculty member, John Lawson; and the papers of a Candler alumnus, George Oscar Douglas. Recent accessions include the minutes and records of the annual meetings, 1949-75, of the American Academy of Religion, Southeastern Region.

The Archives and History Department of the North Alabama Conference continues to receive minutes, journals, histories, and documents of the conference as well as minutes of the Methodist Church in the United States. Last September the Library of Archives and History was moved to the Charles Andrew Rush Learning Center of Birmingham-Southern College where an office and two adjoining rooms provide work and storage areas.

Society of Friends. From the private libraries of Moses and Obadiah Brown have come two hundred books of the 19th century or earlier for the collection of the Archives and Historical Records Committee of the New England Yearly Meeting of Friends. Another accession is the Rhode Island Quarterly Meeting reports of subordinate meetings. 1756-1823. A new staff member, Ruth C. Burgess, is assistant curator.

December 13, 1577

Dear Wife,
I know you think I'm crazy,
but I'm leaving today to go around
the world. We'll be heading south
around Cape Horn to begin with, then
west until I arrive again from the east.
All the smart people say it can
be done so who am I to argue?
While I'm away, why not visit
Italy? I understand the new Milan
cathedral is beautiful. See you in a
few years.
Your loving husband,
Francis Drake

**If Sir Francis had written this letter on Permalife,TM
it would still be around today.**

GUARANTEE:

If this paper does not last
400 years under
standard archival conditions,
return the paper to
Howard Paper Mills and get
double your money back.

Permalife is an archival grade line of papers, now
manufactured by Howard Paper Mills.

It has a slightly alkaline pH (about 8.5) so it will
last about 400 years under the conditions outlined for
archival grades by the National Library Association.

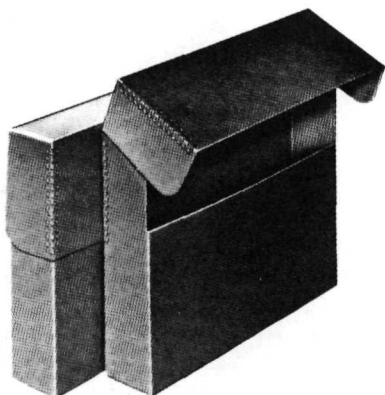
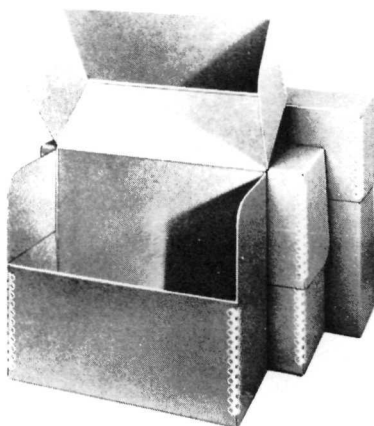
Permalife is available in Bond, Ledger, Text,
Cover, Library, Catalog and Card Stock from any
Howard Paper Merchant.

HOWARD PAPER MILLS, INC., P.O. Box 982, Dayton, Ohio 45401



Document Cases . . .

now with
added
alkaline
buffers.



A stronger alkaline buffer has been added to our document cases. This provides the same high pH for archival longevity, but more protection against atmospheric pollutants and migrating acids from stored documents.

Full 5" storage width: (above)

- #12510 letter size (12¼" x 10¼" x 5")
- #15510 legal size (15¼" x 10¼" x 5")
- #15125 oversize legal (15½" x 12½" x 5")

2½" storage width: (left)

- #12210 letter size (12¼" x 10¼" x 2½")
- #15210 legal size (15¼" x 10¼" x 2½")

ACID
FREE

THE
HOLLINGER
CORPORATION

P. O. Box 6185

3810-AA South Four Mile Run Drive, Arlington, Va. 22206

Write today for prices and
complete catalog for permanent
durable ACID FREE
storage materials

best all around
over
&
under



8" x 10"
11" x 14"
16" x 20"
22" x 32"
32" x 40"
40" x 60"

Hollinger off-white mounting board is alkaline (pH 8.5), and is buffered to combat atmosphere pollutants and acids that may migrate from papers attached to it. Available in 6 sizes ... order in units of 25 or more.

NEW!

ACID FREE
HOLLINGER

museum mounting board

- archival board with a professional appearance
- designed for absolute protection of your prints
- will last 500 to 1000 years
- completely acid free

**ACID
FREE**

THE
HOLLINGER
CORPORATION

Write today for
FREE information, sample
and prices

3810-AA South Four Mile Run Drive, Arlington, Va. 22206



APPLICATION FOR
MEMBERSHIP OR SUBSCRIPTION

INDIVIDUAL MEMBERSHIP		INSTITUTIONAL MEMBERSHIP SUBSCRIPTION ONLY	
Regular	Contributing	Regular	<input type="checkbox"/> \$20 USA, Canada, Mexico
<input type="checkbox"/> \$20 enclosed	<input type="checkbox"/> \$_____enclosed	<input type="checkbox"/> \$35 enclosed	<input type="checkbox"/> \$25 all others
<input type="checkbox"/> \$30 enclosed			
<input type="checkbox"/> \$40 enclosed	Student	Sustaining	
<input type="checkbox"/> \$50 enclosed	<input type="checkbox"/> \$10 enclosed*	<input type="checkbox"/> \$100 enclosed	
<input type="checkbox"/> \$60 enclosed			

NAME _____ INSTITUTION _____

STREET _____ CITY _____ STATE _____ ZIP _____

Signature of faculty member Institution

DUES

Individual

Regular

Gross Annual Salary	Dues
\$ 0-\$ 9,999	\$ 20
\$10,000-\$14,999	\$ 30
\$15,000-\$19,999	\$ 40
\$20,000-\$29,999	\$ 50
\$30,000-\$49,999	\$ 60

Contributing

Regular dues, as above, plus	\$ 10
Student	\$ 10

Institutional

Regular	\$ 35
Sustaining	\$100

Individual and institutional members of the Society receive the *American Archivist*, the bimonthly *SAA Newsletter*, and the annual meeting program. Members are eligible for special discounts on professional publications, and may utilize the Society's placement service.

Subscriptions to the *American Archivist* without membership in the SAA are available only to institutions.

Applications for membership or subscription should be addressed to:

SOCIETY OF AMERICAN ARCHIVISTS
UNIVERSITY OF ILLINOIS, CHICAGO CIRCLE
LIBRARY, ROOM 311
CHICAGO, ILLINOIS 60680

Sustaining membership includes two copies of all Society publications during year of membership.

INFORMATION FOR CONTRIBUTORS

Editorial Policy

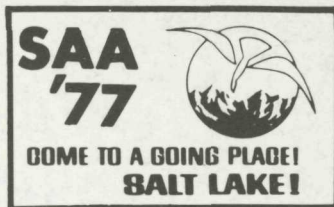
1. Members of the Society of American Archivists, and others with professional interests in the aims of the Society, are invited to submit manuscripts for consideration and to suggest areas of interest or subjects which they feel should be included in forthcoming issues of the *American Archivist*.
2. 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.
4. One set of galley proofs will be sent to authors for correction of any omissions or errors in the edited copy of the original manuscript.
5. Ten reprints of each paper will be provided to the author without charge. Additional reprints may be ordered from the printer, and an order form for this purpose will be sent to the author with his galley proofs.
6. Letters-to-the-Editor which include pertinent and constructive comments or criticism of articles or reviews recently published in the *American Archivist* are welcome. Ordinarily, such letters should not exceed 400 words.
7. Brief contributions for the three special sections of the *American Archivist*—News Notes, International Scene, and Technical Notes—may be addressed to the several editors of those sections or sent directly to the editor of the *American Archivist*.

Manuscript Requirements

1. Manuscripts should be submitted in English, in double-spaced typescript throughout—including footnotes at the end of the text—on white bond paper 8 ½ x 11 or 8 x 10 ½ inches in size. Margins should be about 1 ½ inches all around. All pages should be numbered, including the title page. The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript.
2. Each manuscript should be submitted in two copies, the original typescript and one carbon copy or durable photocopy.
3. The title of the paper should be concise and distinctive rather than descriptive.
4. An abstract of approximately 100 words, brief, concise, and complete in itself without reference to the body of the paper, describing purpose, methodology, results, and conclusions where applicable, should be submitted with each manuscript.
5. Illustrations, photographic or drawn, are welcome. Photographs should be 8 x 10 inch glossy prints; other illustrations should be professionally drawn to a scale about twice the size of the final copy to be printed.
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.

SOCIETY OF AMERICAN ARCHIVISTS

41ST ANNUAL MEETING, SALT LAKE CITY
OCTOBER 4-7, 1977



Structure an educational experience particularly suited to your special interests.
Workshops, seminars, panel discussions, tours, film festivals, gala entertainments.

PUBLICATIONS

A Basic Glossary for Archivists, Manuscript Curators, and Records Managers; \$2.00 members, \$2.00 others

Forms Manual; \$5.00 members, \$8.00 others

Inventories and Registers: A Handbook of Techniques and Examples; \$2.00 members, \$4.00 others

Oral History Program Manual by William W. Moss; \$11.00 members, \$13.50 others

Modern Archives and Manuscripts: A Select Bibliography by Frank B. Evans; \$8.00 members, \$11.00 others

The Modern Manuscript Library by Ruth Bordin and Robert Warner; \$5.00 members, \$6.00 others

Available from SAA in Spring 1977—A Basic Manual Series

Archives and Manuscripts: Surveys by John A. Fleckner

Archives and Manuscripts: Appraisal and Accessioning by Maynard J. Brichford

Archives and Manuscripts: Arrangement and Description by David B. Gracy II

Archives and Manuscripts: Reference and Access by Sue E. Holbert

Archival Security by Timothy Walch

Set of five: \$12.00 members, \$16.00 others; or \$3.00 each to members, \$4.00 others.

A postage and handling charge of \$1.00 will be added to orders under \$20.00 which are not prepaid. For a complete list of publications and membership information write

**Society of American Archivists
Library, PO Box 8198
University of Illinois at Chicago Circle
Chicago, Illinois 60680**